Nursing Student Preceptorships at
Children’s Hospital of Wisconsin

We are pleased to be able to offer one-on-one preceptorships for senior level nursing students. Unit leadership in partnership with the placement coordinator work to coordinate an appropriate student/preceptor match. Precepting involves 3 people: the student, the preceptor and the course faculty member. To ensure a positive learning experience, it is essential that all participants take an active role in the planning, management and evaluation of the student’s clinical preceptorship. The fulfillment of these responsibilities and expectations lead to a more positive experience. Do not hesitate to contact us if you have any questions, concerns or suggestions as we welcome your feedback about the preceptorship experiences.

**Student Responsibilities and Expectations:**
1. Complete, sign and submit the preceptorship orientation checklist.
2. Coordinate clinical hours with preceptor and unit schedule within the first week of the preceptorship.
3. Demonstrate accountability and professionalism throughout the clinical experience.
4. Provide preceptor with contact information of student and course faculty.
5. Reviews, understands and follows their schools and Children’s Hospital’s nursing student scope of practice.
6. Provide course objectives and personal goals to your preceptor and discuss throughout the clinical experience.
7. Notify preceptor, unit and course faculty of any scheduling changes within 24 hours of scheduled date.
8. Notify preceptor and course faculty of any questions, concerns or incidents.
9. Identifies resources available on the Schools of Nursing webpage.
10. At completion of your preceptorship, complete site survey evaluation.

**Preceptor Responsibilities and Expectations:**
1. Has received approval from unit leadership to take on precepting role.
2. Available for brief faculty-initiated contact.
3. Orient the student to the unit and review student nurse responsibilities on the unit.
4. Supervise student in providing nursing care and administering medications for appropriate patient assignments according to their clinical goals and course objectives.
5. Maintain anecdotal notes and provide feedback for student clinical evaluation.
6. Contact course faculty with any questions, concerns or incidents relating to the student’s performance.
7. Notify course faculty of concerns with attendance: such as inappropriate schedule changes or excessive absences.
8. Reviews, understands and follows Children’s Hospital’s and the student’s nursing school’s scope of practice.
9. Provide verbal and/or emailed feedback to clinical faculty for evaluation purposes. **Preceptors are not responsible for grading and are not allowed to sign any school documents (inclusive of documentation of clinical hours and evaluation forms)**

**Course Faculty Responsibilities and Expectations:**
1. Orient the student to the course outcomes and course objectives.
2. Make contact with preceptor prior to the start of the clinical. Provide contact information, course outcomes and objectives as well as information in regards to the student’s scope of practice.
3. Maintain ongoing communication with the student and the preceptor(s).
4. Approve and validate the scheduling arrangement for the student and preceptor.
5. Provide information to the student concerning hospital policies regarding parking, dress code, social media, etc.
6. **Minimum faculty site visit expectation is one visit for every 60 hours of clinical. (i.e. 60 hour experience – 1 site visit, 120 hour experience – 2 site visits, 180 hour experience – 3 site visits).**
7. Accessible during students’ clinical hours by phone (or pager), regardless of shift or day of the week. Provide contact information of alternate faculty if not available doing student clinical hours.
8. Discuss student expectations and guidelines for methods of feedback with the student and the preceptor.
9. Work collaboratively with the student and the preceptor to determine student learning needs.
10. Assume overall responsibility for written evaluation of the student in collaboration with feedback/input from the preceptor. Preceptors are not allowed to sign any school documents inclusive of documentation of clinical hours and evaluation forms.