



VCU

School of Nursing

VIRGINIA COMMONWEALTH UNIVERSITY

Creating collaboration. Advancing science. Impacting lives.

Graduate Preceptor Manual

Graduate Preceptor Manual

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Introduction

Welcome and thank you for serving as a preceptor. Our recognition as a top caliber School of Nursing in the Commonwealth of Virginia is an important distinction that we uphold with much pride. We want to ensure that our students are receiving the best educational experience possible, and you are an important part of this process. The clinical practicum experience is one of the most valuable elements of the program, as it is an opportunity to apply all of the knowledge and skills that the student has attained through their didactic courses. They are expected to synthesize what they have learned throughout the curriculum and be prepared to meet patient and family needs in their clinical site.

In order to maintain our system of providing excellent educational experiences for our students, your level of engagement is a high priority. This entails providing constructive feedback early and often. Student should be receiving and will look for feedback from you on a daily basis. Further details on each component of your role are provided below. If you have any additional questions or concerns, be sure to contact the Concentration Coordinator or clinical faculty assigned to your student.

School of Nursing Staff and Faculty

As a preceptor, you will work with several key people from the School of Nursing. Initially, the clinical placement coordinator may contact you to arrange to have a student placed with you. There are also concentration coordinators for the various clinical concentrations in the Master's program. The concentration coordinator matches students with appropriate clinical sites and preceptors based on learning needs and qualities. Additionally, a clinical instructor leads the practicum course that your student is enrolled in and provides faculty supervision for your student's progress and development. At times, the concentration coordinator may also serve as clinical faculty for students but at other times, it is another full-time or part-time faculty (adjunct) who is the supervising clinical instructor. The clinical faculty will be in contact with you at various points throughout the semester to monitor the student's progress. If you have any questions or concerns about your student, the practicum course, or about precepting in general, the clinical faculty is your first point of contact. If you are not sure how to contact the clinical faculty, feel free to contact the concentration coordinator or the clinical placement coordinator. Contact information for the concentration coordinators and the clinical placement coordinator is on the preceptor blog <https://wp.vcu.edu/preceptors/> (also see below)

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Preceptor Blog

wp.vcu.edu/preceptors

You will find valuable information here, as well as links to resources such as Typhon, the preceptor manual, and Affiliate Faculty Forms. This blog is maintained by the clinical placement coordinator, Kayla Watts. Please check the blog monthly for updates and information from the concentration coordinators.

Student Placements

Student placements are coordinated by the School of Nursing clinical placement coordinator in conjunction with the concentration coordinators. The placements are scheduled far in advance of the semester in order to meet the needs of students. We make every attempt to provide the placement information at least 4 weeks in advance of the semester. In order to provide standardization of information to students, the Placement Coordinator will send the placement information to the student, preceptor and faculty instructor at the time indicated above.

If you know of a colleague who is interested in precepting students, please contact the clinical placement coordinator, Kayla Watts at kewatts@vcu.edu.

Clinical Courses

Your student is enrolled in a practicum course and is counting the hours towards academic credit. The student or clinical faculty will share the course syllabus with you prior to or upon beginning clinical hours. If you have any questions about the course objectives or expectations, please contact the clinical faculty assigned to your student or the concentration coordinator.

VCU Policies for Student Conduct

Students are required to abide by all University policies, including the University Honor Code, classroom attendance policy, and policy addressing student behavior in instructional settings. Please familiarize yourself with two important policies that apply to clinical practicum experiences, the VCU Honor Policy and the School of Nursing Dress Code. More details about these policies are found below along with links to more information about them.

VCU Honor System

Virginia Commonwealth University recognizes that honesty, truth, and integrity are values central to its mission as an institution of higher education. The Honor System is the policy of VCU that defines the highest standards of conduct in academic affairs. The Honor System is built on the idea that a person's honor is his/her most cherished

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attribute. A foundation of honor is essential to a community devoted to learning. Within this community, respect and harmony must coexist. The Honor System must be upheld and enforced by each member of the Virginia Commonwealth University community. The fundamental attributes of our community are honor and integrity. We are privileged to operate with this Honor System.

The VCU Honor Policy can be reviewed at

<http://www.assurance.vcu.edu/Policy%20Library/Honor%20System.pdf>

or it can be found in the VCU Insider at

<https://drive.google.com/file/d/0B7z3ZniSHWXVeGRCQjhuSHMtMTA/view>

Student dress code

Please review the student dress code policy, if your student fails to comply with this policy, please dismiss the student from your clinical area and notify the clinical instructor.

Excerpt from Student Policy Handbook: Professional Appearance and Attire in Clinical Settings

The School of Nursing expects students in any of its programs to consistently present, through appearance and attire, a positive public image of both nursing and the VCU School of Nursing. General appearance should contribute to effective educational and patient care environments and reflect a high standard of personal cleanliness and hygiene at all times. Clothing (including uniforms, lab coat and street clothes) must be clean, neat, free of wrinkles and well fitted. Regardless of attire, a VCU ID badge must be worn in all clinical or clinically related situations (including but not limited to pre-clinical assessment, patient care situations, observational experiences and simulation settings such as the VCU SON Clinical Learning Center). Students are expected to adhere to this policy. **Failure to do so will result in dismissal from the clinical agency and is evidence of unprofessional behavior.** Graduate students must wear a white lab coat over appropriate professional attire in all clinical settings. The lab coat must provide the following information which is visible at all times when in a clinical setting: student's name, credentials (RN, BSN), and SON Graduate Student. This information can be embroidered directly on the lab coat or the student can wear a name tag on the lab coat. Faculty or clinical agencies will provide information when modifications apply to this expectation. [For more information about this policy, please see http://www.nursing.vcu.edu/media/school-of-nursing/docs/resources/SONStudentHandbook2014Aug.pdf](http://www.nursing.vcu.edu/media/school-of-nursing/docs/resources/SONStudentHandbook2014Aug.pdf)

Blood Borne Pathogen Exposure Policy

The students have a procedure that should be followed should they be exposed to a blood borne pathogen. Students will find this policy in the Student Handbook. Preceptors are able to review this procedure on the Preceptor Blog under Precepting Resources. This procedure was developed to ensure the safety of our students. Students are expected to know the procedure and follow it should they be exposed to a blood borne pathogen.

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Affiliate Faculty Preceptor Appointment

The VCU School of Nursing invites and encourages all preceptors to apply for an Affiliate Faculty appointment. . This benefit provides full library privileges and a VCU email account. To apply for an Affiliate Faculty appointment, you will need to complete a Personal Data Form and submit your updated CV. To retain this status, you will need to precept at least one student each academic year (Fall to Summer). For more information and/or to begin the process, please feel free to email the Clinical Placement Coordinator, Kayla Watts at kewatts@vcu.edu.

Evaluating Students

Feedback vs. Evaluation


An important part of precepting is to provide regular, timely and constructive feedback to your student in order to guide their development as a clinician and a professional. This feedback should be part of the ongoing relationship between you and your student. In addition to this informal feedback, you will provide a formal evaluation periodically depending on the number of clinical hours the student is spending with you.

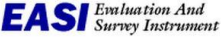
Preceptor's Evaluation of Student

The School asks preceptors to evaluate students using an electronic evaluation form in Typhon. The final evaluation is an important record of the student's performance in the clinical practicum. Please feel free to complete the evaluation form in the presence of the student if you wish. Preceptors will be asked to evaluate students halfway through the student's required hours and when the student has completed all of the practicum hours. These evaluations will appear in Typhon two weeks before the semester's midterm and four weeks before the semester ends. If your student is assigned to do less than 90 clinical hours with you, the clinical faculty may request only one evaluation to be completed. The clinical faculty may also send you email reminders with a link to the evaluation form if the student has reached midterm or the end of his/her hours and an evaluation has not been completed yet. Please talk with the clinical faculty assigned to your student if you have any questions about the evaluation process.

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Keep in mind that the formal evaluation only documents the progress and performance of your student. At the point of completing the formal evaluation, you should already have provided informal feedback to your student. If you have any concerns about your student not meeting the objectives of the clinical practicum, be sure to contact the clinical faculty as soon as possible to discuss them. No student should receive a negative evaluation at the end of the semester without having received an opportunity to remediate his/her performance.





Acct # 7301
Watts, Kayla is logged in. [Log Out](#)

? **QUESTIONS?** General instructions are below, but specific questions can be directed to the Virginia Commonwealth University program administrator, [Kayla Watts](#).

EVALUATIONS & SURVEYS

The following evaluations and surveys can be completed by you. Click on a link to begin:

- N669.Mid.Eval.Sp15
 - [Begin new evaluation of "1Student_Sample"](#)

STUDENT REPORTS

- [Case Log Details](#)
View the details of each patient encounter where students entered you as the supervisor
- [Case Log Highlights](#)
View a summary list of patient encounters where students entered you as the supervisor
- [Time Logs](#)
Review and approve student's shift time each day where students entered you as the supervisor

Approving Hours in Typhon for Preceptors

Preceptors must validate the actual hours that the student completes with them. To do this, you will approve your student's time logs in the Typhon system. It is very important that the time log is accurate. If you find any discrepancies with the hours your student has logged in Typhon, do not approve the time, and contact the clinical faculty assigned to your student or the clinical placement coordinator at kewatts@vcu.edu.


In addition to verifying the student's clinical time, the system also serves to verify the hours you spend precepting students. At end of each semester, the placement coordinator sends out letters to all current preceptors verifying their preceptorship time. If your certification permits you to apply precepting hours towards recertification, please keep this letter in your records for verification. Please review the specific requirements for your certification body.

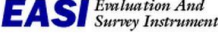
To log in as a faculty/preceptor to approve time logs, go to:
<https://www.typhongroup.net/easi/login.asp?facility=7301>

(This is the same location you will use to fill out the student evaluation. If you do not know your password, email sontyphon@vcu.edu to have it sent via email.)

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After logging in, you will see a screen that looks like this:





Acct # 7301

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Watts, Kayla is logged in. Log Out

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Please click the Time Logs link under Student Reports.

After logging in you will see a list of all students and courses where you have been chosen as the faculty/preceptor. Press the *Approve Day* button to approve a student's clinical hours.

TIME LOGS

This report shows daily shift time for students that marked you as the preceptor in their time logs, formatted in **hours**. Click "APPROVE" to approve each day. Your approved hours are highlighted in green.

FILTERS

Show only days not approved

Date Range: From To mm/dd/yy

Show data as: Apply Filters

[View/Export Results to Excel](#)

Date	Student Name	Course	Approval	Shift Time
1/23/2012	Cummings, Sue	Women's Practicum I - NURS 682	APPROVE DAY	0
1/24/2012	Student, Sample	Family Practicum - NURS 684	APPROVE DAY	0
1/30/2012	Student, Sample	Women's Practicum I - NURS 682	APPROVE DAY	0
2/10/2012	Student, Sample	Women's Practicum I - NURS 682	APPROVE DAY	0
2/13/2012	Student, Sample	Women's Practicum I - NURS 682	APPROVE DAY	0
5/2/2012	Student, Sample	Adult Acute Clinical Practicum I - NURS 678	APPROVE DAY	8
Totals				8

Report generated 5/2/2012 9:32:49 AM ET

After a day has been approved, it will turn green.

2/13/2012	Student, Sample	Women's Practicum I - NURS 682	APPROVE DAY	0
5/2/2012	Student, Sample	Adult Acute Clinical Practicum I - NURS 678	5/2/2012 9:37:37 AM ✖	8

You can press the red X button to remove your approval.

