**PRECEPTORED CLINICAL EXPERIENCE**

Graduate nursing students complete required clinical learning hours with qualified clinical preceptors. Graduate nursing clinical practice requirements may be completed in the student's own community. All agency, preceptor and site surveys should be finalized one month prior to beginning clinicals. The student is responsible for identifying preceptors and clinical sites in their own community. Approval of selected preceptors and clinical sites must be obtained from faculty prior to beginning clinical hours. Students may be required to visit campus in order to demonstrate clinical competency. Faculty will also validate clinical competency through various mechanisms including conference calls with preceptors and students. A written agreement with the agency is required prior to initiating clinical experiences.

The following guidelines have been developed for the selection, monitoring, and evaluation of the preceptored clinical experience.

**PREPARATION GUIDELINES**

The following guidelines and forms have been developed to prepare for the preceptored clinical experience. Students are expected to adhere to these guidelines in each preceptored experience.

**Procedure and Timeline for Securing a Preceptored Clinical Experience**

Students are responsible for identifying potential clinical preceptors in states or locations in which he or she is licensed to practice as a registered nurse. The following process and timeline includes the required documentation for an agreement between the preceptor and the University for the Advanced Practice nursing specialties of Acute Care Adult Gero Nurse Practitioner, Adult Gero Primary Care Nurse Practitioner, Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, Clinical Nurse Specialist, and Nursing Education.

**Timeline**

January and February for Summer and Fall Clinical Experiences

- Print the Meeting with the Preceptor Checklist and the Preceptor/Site Survey. Review information that is to be given to the preceptor.
- Identify a possible preceptor for the course in which you wish to enroll during the Summer (N618 Advanced Health Assessment) and Fall (Clinical specialty). The types of preceptors needed for each course are identified in Guidelines for Preceptor Selection by Course.
- Discuss your possible preceptors with course faculty through email or by phone. Obtain permission to contact the preceptor and proceed as indicated below.
- Do not finalize a commitment with the preceptor until you have permission form the faculty. The student is responsible for ensuring that all documents are finalized prior to the beginning of the clinical course.
- The order for securing your preceptor is the same as you repeat the process for additional experiences throughout the last three or four semesters of your advanced practice education.
- Preceptor packet documents are available online under "Clinical Forms"
February and March prior to Summer and Fall Clinical Experiences.

- Meet with preceptor. Take the Preceptor/Site Survey, the Preceptor Packet, and a camera. Introduce yourself. Explain the need for clinical experience relative to your specialty.
- Provide the preceptor with your resume which has been update each semester to reflect your education and experience.
- Review the contents of the Preceptor Packet with the preceptor in the following order:
  - Program Information, Clinical Roles and Responsibilities, Information about Graduate Nursing Clinical Experience Preceptor Agreement
  - If the preceptor indicates a willingness to provide this education service complete the Preceptor/Site Survey with the preceptor or office manager.
  - Take a picture of the preceptor at the facility in which you will practice. If possible have someone else take a picture of the two of you together.
  - Leave the Preceptor Packet with the preceptor asking that the Preceptor Agreement be returned to the Nursing Programs according to the directions on the form. Inform the preceptor that the clinical experience cannot begin until this form is completed and returned to the Graduate Nursing Program.
- Follow the course syllabi and faculty directions regarding course requirements relative to clinical experience.
- DO NOT INITIATE CLINICAL until you have received confirmation by email that the preceptor agreement has been returned and has been accepted by the program. The Preceptor Agreement must be approved and the picture received before you will be allowed to participate in a clinical experience as a student at the University of Southern Indiana, Graduate Nursing Program.