

## Meeting with the Preceptor Checklist

Use this checklist to make sure you are ready to meet the preceptor. Complete items 1-6 in preparation for your initial meeting with preceptors. With each and every encounter with your preceptor, including the first meeting with a potential preceptor, consider the possibility that the impression you make may influence a future employment possibility.

- \_\_\_\_\_ 1. Contents of Preceptor Packet printed off the Web and reviewed
  - a. Program Information
  - b. Clinical Roles and Responsibilities
  - c. Information about Graduate Clinical Experience
  - d. Preceptor Agreement
  - e. Initiation of the Memorandum of Understanding (You should check with [US1Nursing@usi.edu](mailto:US1Nursing@usi.edu) to determine if this document is already established.)
- \_\_\_\_\_ 2. Clinical hours required for course reviewed (weekly clinical experience over course of semester).
- \_\_\_\_\_ 3. Updated resume ready to give preceptor
- \_\_\_\_\_ 4. Camera available
- \_\_\_\_\_ 5. Elements of your clinical role reviewed to prepare for preceptor meeting (collecting patient history, performing focused examinations, developing diagnoses list, developing patient management plans for preceptor review).
- \_\_\_\_\_ 6. Dress in a manner that will project professionalism and competence

After the meeting, email the Preceptor/Site Survey AND picture to:

Graduate Nursing Program at [US1Nursing@usi.edu](mailto:US1Nursing@usi.edu)