

Meeting with the Preceptor Checklist

Use this checklist to assure you are ready to meet the preceptor. Consider each encounter with your potential preceptor and the impression you make with the office may influence a future employment opportunity.

1. Documents to download:
 - a. Clinical Roles and Responsibilities of the Student, Faculty, and Preceptor:
<https://www.usi.edu/health/graduate-nursing-program/graduate-handbooks/msn-and-post-msn-aprn-certificate-student-handbook/clinical-practice-requirements/clinical-practice-roles-and-responsibilities>
 - b. Preceptor Agreement Form
 - c. Site Survey
 - d. Initiation of the Memorandum of Understanding (Please check with USI1Nursing@usi.edu to determine if this document is already established.
*Forms b, c, and d may be found as pdf forms at this link:
<https://www.usi.edu/health/graduate-nursing-program/graduate-handbooks/msn-and-post-msn-aprn-certificate-student-handbook/clinical-practice-requirements/preceptored-clinical-experience>
2. Clinical hours required for the initial course (weekly clinical hours needed over the course of the semester).
3. An updated resume including your professional photo. One page total is suggested.
4. Elements of the clinical you need for the course (collecting a patient history, performing focused physical examinations, developing a diagnosis list with differentials, and developing patient plans of care for the preceptor to review).
5. Dress in a manner that projects professionalism and competence

Send the forms above to: Graduate Nursing at USI1Nursing@usi.edu

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