



Preceptorship Essential Behaviors Agreement: Summer 2022

These essential behaviors are performance expectations of the Faculty Liaison, Preceptor, and Student that are crucial for patient safety and Student success. The Faculty Liaison, Preceptor, and Student must sign this agreement at the beginning of the Preceptorship clinical experience.

Faculty Liaison (Instructor) will:

- Send preceptor introductory email with Preceptorship Manual prior to Student's first clinical day.
- Review Preceptorship Essential Behaviors Agreement with Preceptor and student; all 3 sign document.
- Receive Preceptor schedule from Student and monitor to ensure student is working all available shifts.
- Meet/confer with Student and Preceptor each week to monitor Student progress.
- Be accessible by phone/email 24 hrs/day except on weekends and holidays, which are covered by on-call Faculty Liaison.
- Be responsible for overall supervision and evaluation of Student, considering input from Preceptor. In case of performance problems, will confer with Student and Preceptor, issue Progress Report, and initiate remediation plan (if there is time and is feasible). May remove Student from clinical if necessary.
- Prior to midterm and final evaluation, discuss Student performance with Preceptor and Student. Provide Preceptor with the link to midterm and final Preceptor Evaluation of Student (Survey Monkey) to obtain their written input.
- Complete Student's final Clinical Evaluation Tool (CET) and assign grade for Nursing Preceptorship course (NURS 296) based on Preceptor input, observed performance, overall progress, and documentation from multiple sources.

Preceptor (Facility Registered Nurse) will:

- Have a minimum of 1-year clinical experience as an RN. Not be related to or a personal friend of Student. Not have any financial, business, or professional relationship with the Student.
- Review/sign Preceptorship Essential Behaviors Agreement and refer to Preceptorship Manual as needed.
- Give the Student a copy of work schedule and update Student when changes occur.
- Orient the Student to the unit policies and procedures, routine, and normal duties for shift. Allow Student to perform clinical activities, gain more autonomy, and add more patients only when the Student is making expected progress and demonstrates safe clinical practice. Facilitate Student performance at a **new novice RN level** (pre-residency).
- Read and adhere to "Safe Medication Administration by Nursing Students Policy" (student provides copy).
- Refer to TCC Nursing Student Clinical Guidelines (QR code sticker on badge) for questions re: allowed skills.
- Complete Preceptor Evaluation of Student (Survey Monkey) at midterm and final.
- Notify the Faculty Liaison promptly (verbally and in writing) if the Student is not making satisfactory progress in any of the learning outcomes or is encountering any other difficulties.
- If any event occurs involving a Student or faculty member that resulted in a near miss, patient harm, an unreasonable risk of patient harm, or diversion of legend drugs/controlled substances, report to Faculty Liaison/Associate Dean at time of occurrence.
- If a preceptor is ill or is cancelled from a scheduled shift, they should notify the student immediately. They can arrange an alternate preceptor for the student as long they are approved by the manager/charge nurse to precept, meet the WAC requirements (at least 1 year experience, etc), and do not exceed 3 preceptors total. The preceptor is asked to bring the secondary preceptor up to speed with the student's progress and learning needs.
- Provide the following documentation:
 - Sign the Student's Clinical Hours Log each shift.
 - Complete the Student evaluation (Survey Monkey) prior to midterm and final evaluation.
 - Provide specifics regarding Student performance deficits.

Preceptee (Nursing Student) will:

- Not request personal phone, email or home address from Preceptor. TCC requests that communications with Preceptor be done through their hospital phone or email.
- Read and adhere to policies in Preceptorship Manual. Review and sign Preceptorship Essential Behaviors Agreement.
- Coordinate his/her schedule with the Preceptor's schedule. Except for class days, the Student will need to work their Preceptor's schedule including weekends, holidays, etc. as necessary to accumulate 180 hours. The Student may not opt out of Preceptor's shifts for personal schedule reasons. Exceptions to this are at the discretion of the Faculty Liaison.
- Work no more than 40 hrs/week. Avoid more than three 12-hr shifts in a row (exceptions by approval of Liaison Faculty). Shifts must be a minimum of 8 hrs. No overtime except brief extension due to unusual circumstances.
- Avoid preceptorship night shifts before or after class days. Must have 8 hrs off between class and a Preceptorship shift.
- If the preceptor is absent/shift cancelled and an alternate preceptor is arranged:
 - Communicate promptly to Faculty Liaison, including alternate preceptor name and email.
 - During first shift together, verify alternate preceptor meets WAC requirements to precept. Provide a copy of the Essential Behaviors Agreement to the alternate preceptor for his/her review and signature. Email a copy of the Preceptorship Manual to them prior to end of shift.
- Notify Faculty Liaison promptly if more than 3 Preceptors have been assigned.
- Communicate any Preceptor schedule changes promptly to Faculty Liaison.
- Communicate personal illness/absence to both Preceptor and Faculty Liaison at least one hour before the shift begins.
- Arrive at clinical at least 15 minutes early to prepare for the shift. This does not count as clinical hours.
- Identify specific objectives for each day and share this with Preceptor. Develop plan for meeting objectives.
- Provide Clinical Hours Log to Preceptor for signature at the end of each shift.
- Submit a journal entry each week to Faculty Liaison.
- Read and adhere to "Safe Medication Administration by Nursing Students Policy" (provide copy to preceptor).
- Refer to TCC Nursing Student Clinical Guidelines (QR code sticker on badge) for questions re: allowed skills.
- Adhere to all other policies and processes set forth by the organization/facility/unit and as outlined in the Nursing Program Student Handbook and course, under direction of the Preceptor.
- Report any errors or near misses to Preceptor immediately.
- Inform the Preceptor and the Faculty Liaison promptly if there are concerns or difficulties.

X

Clinical Faculty Liaison Name Printed

X

Clinical Faculty Liaison Signature & Date

X

Preceptor Name Printed

X

Preceptor Signature & Date

X

Preceptee (Student) Name Printed

X

Preceptee (Student) Signature & Date