Academic Unit: School of Nursing

Course Prefix: NUR 408

Course Title: Field Work (Clinical Preceptorship)

Term Offered: Fall and Spring

Credit Hours/Clock Hours: Two (2) Credits Clinical (90 clock hours)

Course Prerequisites: NUR 335

Course Co-Requisite: NUR 450C

Mode of Instruction: In-person clinical

Instructor Name:

Instructor Contact Information:

Instructor Availability:

Course Description:
This clinical course will provide students with the opportunity to synthesize leadership principles into the baccalaureate role in nursing.

Clinical Approach and Delivery:

The emphasis of this clinical experience is to combine nursing best practice principles and skills, critical thinking, and clinical reasoning in a precepted clinical experience. A 90 hour clinical preceptorship will be completed providing hands-on patient care in a variety of acute or critical care, primary care, clinic and public health settings.

In addition to caring for patients in a variety of settings, students will complete activities and exercises to develop competency in the RN role and facilitate synthesis of leadership principles and skills, critical thinking, and integration of leadership roles in clinical practice.

Student Learning Outcomes:
Upon completion of this course, the successful student:

**Clinical Practice and Prevention**
- Integrates theory, evidence, professional perspectives, and patient preferences into clinical judgment to provide holistic patient-centered care across the lifespan and healthcare continuum, and in healthcare environments.
- Synthesizes theory and evidence-based research in the direct and indirect delivery of care within professional practice.

**Communication**
- Incorporates effective communication into professional nursing practice.

**Critical Reasoning**
- Synthesizes evidence and nursing knowledge to evaluate and modify clinical nursing practice, in order to provide holistic, safe, comprehensive, patient-centered care.
- Integrates reliable evidence from multiple ways of knowing to inform practice and make clinical judgments.

**Leadership**
- Integrates knowledge and skills in leadership, quality improvement, health care policy and patient safety into practice to provide high quality care.

**Professionalism and Professional Values**
- Integrates professional values and their associated behaviors into the practice of nursing.
- Incorporates ethical and legal principles and professional standards into nursing practice.
- Integrates caring’s affective characteristics into patient-centered care and with other healthcare professionals.

**Global Health**
- Synthesizes principles of health equity and social justice for vulnerable populations into the role of the professional nurse.
- Analyzes the role of the nurse as change agent related to improving local and global environmental conditions which affect a population’s health.

**Course Textbooks and Readings:**

**Required Textbooks:**

**NAU Accelerated Preceptor Handbook:**
This resource may be found on the Blackboard Learn course homepage in MS Word and PDF formats.

**ANA Code of Ethics:**
Reading to be completed prior to starting the preceptorship. Document can be found linked on the course content page on the Blackboard Learn website.

**Recommended Reference Textbooks:**
Students are encouraged to use any appropriate nursing reference textbooks from previous nursing courses, less than 5 years old, including pathophysiology, medical-surgical, nursing diagnosis, drug, nursing intervention, nursing outcome and laboratory value references.
Emergency Textbook Loan Program:
To help students acquire the materials they need to be successful in class, NAU has partnered with Follett to create the Emergency Textbook Loan program. The program is administered by the LEADS Center. The program assists students with unmet financial need in obtaining required textbook(s) and other materials for courses. Students must apply and meet eligibility criteria before textbooks are purchased on their behalf. Textbooks must be returned at the end of the term in which the textbooks were loaned. More information can be found online: http://nau.edu/LEADS-Center/Textbook-Loan-Program/

Assessment of Student Learning

Weighting of course activities and calculation of grade is as follows:

<table>
<thead>
<tr>
<th>Evaluation Tool/Assignment/Learning Outcomes</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Clinical Assessments: Successful completion of skills check off, Kaplan competency quizzes, portfolio up to date.</td>
<td>10</td>
</tr>
<tr>
<td>Clinical Documentation</td>
<td></td>
</tr>
<tr>
<td>• Incorporates effective communication into professional nursing practice.</td>
<td></td>
</tr>
<tr>
<td>• Integrates professional values and their associated behaviors into the practice of nursing.</td>
<td>10</td>
</tr>
<tr>
<td>• Incorporates ethical and legal principles and professional standards into nursing practice.</td>
<td></td>
</tr>
<tr>
<td>Clinical Journals</td>
<td></td>
</tr>
<tr>
<td>• All course outcomes</td>
<td>50</td>
</tr>
<tr>
<td>Evaluations: Self, Preceptor, and Faculty</td>
<td></td>
</tr>
<tr>
<td>• Integrates knowledge and skills in leadership, quality improvement, health care policy and patient safety into practice to provide high quality care.</td>
<td>30</td>
</tr>
<tr>
<td>• Integrates professional values and their associated behaviors into the practice of nursing.</td>
<td></td>
</tr>
<tr>
<td>• Incorporates ethical and legal principles and professional standards into nursing practice.</td>
<td></td>
</tr>
<tr>
<td>Clinical Hours Completion</td>
<td></td>
</tr>
<tr>
<td>• All course outcomes</td>
<td>P/F</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
**Grading Scale**

Using the NAU School of Nursing grading scale, grades will be calculated as follows:

- 93-100 points = A (93%-100%)
- 84-92 points = B (84%-92%)
- 78-83 points = C (78%-83%)
- 77 points and below = F; must repeat course. **Points are not rounded up in this course.**

The clinical portion of your grade will be determined based upon successful completion of the clinical hours and the following:

a. **Clinical Experience:** Students will perform the 90 clinical hours in the clinical preceptorship. These hours will be performed in one of a variety of settings to facilitate experience in the registered nurse role. Successful completion of the preceptorship hours and passing the final clinical evaluation will indicate successful completion of the clinical experience.

b. **Nursing care:** The clinical instructor will be assessing for growth in skills and knowledge throughout the semester. Your assessment, planning, implementation, and evaluation of nursing care will be self, preceptor, and instructor-evaluated each week and periodically during the semester. If your nursing care is not deemed safe, the preceptor will advise you and your instructors and written strategies for improvement of your nursing care will be developed. Failure to improve identified areas of concern can result in failure of the clinical component of NUR 408. This means that if your preceptor or instructor provides feedback about your performance, you are expected to make the changes AND maintain an improved level of performance for the duration of the semester.

c. **Professionalism:** Professional behavior is expected in **all aspects of NUR 408.** Professionalism includes behaviors addressed in the NUR 408 course syllabus, all state and federal laws in higher education, *American Nurses’ Association Code of Ethics*, the Arizona State Board of Nursing guidelines, the NAU School of Nursing *Undergraduate Student Handbook* (current edition) and the NAU *Student Handbook* (current edition).

**PLEASE NOTE**

The initial online and in-person clinical assessments, including course orientation, the healthcare agency orientation, and required regulatory modules must be completed at the time the activities have been scheduled. There will be no makeup arrangements. If the student does not successfully pass/attend/complete all of the requirements in preparation for the preceptored clinical experience, it will not be possible to continue in this course.
General Course Policies

Important Notice: There is strict adherence to every part of the NAU Student Handbook and the School of Nursing Undergraduate Student Handbook. The student is also responsible for review and adherence to the professional standards and rules of the Arizona Nurse Practice Act and Board of Nursing, and the American Nurses’ Association Code of Ethics.

1. NUR 408 is a rigorous academic course. Therefore, it is essential that students communicate with the professor or the teaching assistant if difficulties arise.

2. Each student is accountable and responsible for knowledge and skills obtained in prerequisite courses.

3. Each student is expected to complete all readings, all assignments and participate in discussions. Readings in Blackboard Learn are meant to supplement and clarify the text and are not meant to replace textbook readings.

4. All papers must be written in the American Psychological Association (APA) format using the 6th edition (typewritten, double-spaced, reference citations, etc.).

5. Microsoft Word® is the required word processing program for sending papers as attachments. Submit papers through the links provided on the Course Content page within each module. Please do not submit .PDF documents. Name documents in the following format: Lastname Paper # (example: Watkins Paper1).

6. There will be a 10% reduction for each day that assignments are late.

7. Late assignments will not be accepted unless prior arrangements have been made with the instructor.

8. The NAU academic integrity policy is strictly adhered to in NUR 450C.

9. All assignments are to be completed by each student individually without the help of others unless specifically identified as a group project or the student has been directed to seek help from a designated NAU tutor or teaching assistant.

10. Wikipedia is not considered an acceptable, valid, or reliable resource for use in any School of Nursing coursework. One purpose of this course is to help students identify, appraise, and utilize valid and reliable professional resources. Wikipedia does not meet these criteria.

11. Papers and assignments over the page limit will cause an automatic reduction in the grade. The reduction will be based on the content covered outside the page limit.

12. The syllabus is subject to change only with advance notice and in accordance with NAU policies.
Communication:
It is important that each student maintains regular contact with the instructor throughout the course via the BbLearn course messages to enhance ongoing communication. Faculty will respond within two (2) business days through course messages unless otherwise notified by faculty. Professional communication and proper netiquette is expected in all messages, discussions, and assignments. Please see the NAU Classroom Disruption Policy and the Netiquette Home Page for more information.

Confidentiality Statement:
Students must maintain client confidentiality at all times in accordance with HIPPA, FERPA, legal, institutional, professional and ethical standards. No discussion regarding patients is acceptable outside the classroom or healthcare setting.

Client records must not be photocopied under ANY circumstance. You may not remove from the healthcare organization ANY part of the medical record. Failure to adhere to this policy may result in removal from the practicum experience, the course, and/or SON disciplinary action.

Academic Dishonesty/Plagiarism:
All forms of student academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism are prohibited and subject to disciplinary action. Cheating means intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Fabrication means intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Plagiarism means intentionally or knowingly representing the words or ideas of another, as one's own in any academic exercise. For further explanation of academic dishonesty refer to the School of Nursing Undergraduate Student Handbook and Northern Arizona University Student Handbook.

University Policies
Review the following policies available on the Northern Arizona University Policy Statement website http://nau.edu/OCLDAA/_Forms/UCC/SyllabusPolicyStmts2-2014/:
1. Safe Environment Policy
2. Students with Disabilities Policy
3. Academic Contact Hour Policy
4. Academic Integrity Policy (also see http://home.nau.edu/images/userimages/awf/9476/ACADEMIC%20DISHONESTY.pdf)
5. Research Integrity Policy
6. Sensitive Course Materials Policy
7. Classroom Disruption Policy (also see http://nau.edu/uploadedFiles/Administrative/EMSA_Sites/Folder_Templates/_Forms/Classroom_Disruption_Policy.pdf)
NUR 408 COURSE POLICIES

Assignments and course paperwork must be submitted, on time, as designated. Submission deadlines will be published in BbLearn shell. Students must submit their clinical work schedule to the clinical instructor on the due dates as indicated. The instructor must be informed of any planned or unplanned schedule changes as soon as possible. Failure to do this can indicate failure to meet course learning outcomes related to accountability and professionalism. At her or his discretion, the instructor may:

- Remove the student from the clinical setting immediately.
- Conduct a counseling session with the student to develop an improvement plan.
- Reinstall access to the clinical setting.
- Monitor the student’s performance improvement status

1. REQUIRED DOCUMENTATION FOR THE CLINICAL AGENCY
   In keeping with the NAU School of Nursing policy and the clinical agencies' requirements, no student will be allowed to attend a clinical experience until documentation of currency for all mandatory clinical requirements is on file in the administrative office. Unmet documentation requirements may result in an Administrative “drop”, with fees incurred to re-enroll. You may be required by the clinical site to meet additional requirements, such as drug testing, vaccinations, blood tests or background checks. Current clinical documentation must be provided BEFORE the first day of class. No current clinical documentation = no clinical orientation = failure in NUR 408.

2. POLICIES RELATED TO STUDENT RESPONSIBILITIES
   a. All health, safety, and agency documentation must be current.
   b. Attendance at clinical is mandatory.
   c. Student must report tardiness, or absences.
   d. Student must adhere to all AZBN, NAU, SON policies.
   e. Falsification of documentation will result in course failure.
   f. Maintain patient confidentiality at all times.

3. MANDATORY SITE SPECIFIC CLINICAL EDUCATION
   Students must complete and pass any educational or skill requirements training required by the individual clinical sites, which may include computerized charting, orientation, and infection control and safety training.

4. NURSING SUPPLIES
   As part of being prepared for clinical, students must bring all of the following supplies to the unit daily: bandage scissors, stethoscope, pen, penlight, a watch with a second hand.

5. ATTENDANCE AND TIMELINESS
   a. Sites for clinical preceptorships are negotiated and assigned to individual students. Due to limited availability of clinical sites and to improve the variety of clinical experiences, students will need to be flexible, plan to travel to outlying communities and work in one of a variety of clinical settings, on different days of the week. No changes may be made
to the clinical site, agency, unit, nurse, or shift without express written permission from
the clinical placement coordinator.

b. Students are expected to be in the clinical area during the hours they negotiated with their
preceptor unless severely ill and/or contagious, or if there has been a catastrophic life
event. Missing clinical hours, unless sick or for an emergent event, is strongly
discouraged as it may jeopardize completion of clinical experience.

c. In the case of illness, family emergency, or some other catastrophic problem that will
delay your arrival or prevent you from attending ANY clinical, AT LEAST TWO
HOURS BEFORE THE START OF YOUR SHIFT, you must notify your preceptor and
nursing unit, in accordance with hospital policy, and notify your clinical instructor
according to their instructions. PLEASE, DO NOT USE E-MAIL.

d. If a student is late to any clinical related session, (unless previously approved by your
preceptor or instructor), you will be required to write a 3-page, pass/fail paper, with 5
library references, addressing accountability, professionalism and how lack of timeliness
can impact patient care and your ability to meet clinical learning outcomes as set forth in
this course packet. The paper is due no later than seven days after it is assigned.
Repeated tardiness is subject to failure in the clinical portion of NUR 408.

e. Leaving the nursing unit: To insure adequate patient care in your absence, you need to
inform your RN preceptor and receive her/his approval BEFORE leaving the nursing unit
for any reason. Students are not allowed to leave the healthcare agency for lunch or
dinner unless there are no dining facilities available.

f. If the preceptor leaves work prior to the end of the scheduled shift, the student must also
depart, unless the preceptor identifies another qualified RN to whom the preceptor role
can be delegated.

6. **CLINICAL HOURS**

a. For the purpose of this course, the clinical week will start at 0001 on Sundays and end at
2400 on Saturdays.

b. The students’ clinical hours will be the same hours as the nurse preceptor. At the
discretion of the NUR 408 clinical faculty the nursing student may be required to work
the night shift.

c. Clinical hours may be completed on University Holidays with instructor approval.

d. Students may not work more than:
   1. 40 hours in a clinical week
   2. 12 hours per working day, unless completing unexpected patient care
      responsibilities.
   3. 3 twelve hour shifts in a row

e. The student will obtain the preceptor's work schedule and negotiate, in advance, the shifts
on which the student will work. Unless approved by the clinical faculty in advance,
students may not schedule themselves to work when their assigned preceptor is not
scheduled to work. Unless severe illness or a catastrophic event has occurred, the student
must work on the days she or he committed to work.

f. Only completed, scheduled shift hours, *not the time worked beyond those hours*, can be
credited toward the 90 preceptorship hours.
7. **PROFESSIONAL APPEARANCE IN THE CLINICAL SETTING**
   a. Dress code policies are implemented by the SON and individual institutions as part of their patient care, service and infection control environments.
   b. Strict adherence to the NAU School of Nursing dress code / OR agency dress code is required for any clinical setting. In case of discrepancy between the school and the hospital dress codes, the student will adhere to the more stringent dress code.
   c. The RN preceptor and clinical instructor are responsible for determining whether the professional appearance requirements have been met and her/his decision regarding this is not negotiable. Failure to meet these standards will result in removal from the setting and repeated behaviors may place the student at risk for failure of the clinical portion of the course.

8. **CLINICAL ASSIGNMENTS**
   a. Your preceptor will make patient assignments based on your learning and skills needs and learning outcomes.
   b. Identify your learning needs and objectives and collaborate with your preceptor to maximize your educational experience.
   c. Your clinical time in the hospital is limited, so maximizing your opportunities for learning is essential. You must notify your preceptor IMMEDIATELY if there is a problem with your patient assignment, such as being discharged from the hospital, being absent from the floor for a prolonged period such as diagnostic testing or surgery, or your patient’s refusal to allow a student to care for him/her. Failure to notify your preceptor is grounds for disciplinary action at the discretion of the preceptor and/or instructor.

9. **CELL PHONES**
   a. Personal cell phones will be turned off during all clinical experiences. Any non-emergency cell phone use is not allowed during the clinical shift unless you are off the floor, on break. If you expect an emergency call (such as a sick child or a pregnant spouse with impending labor), you must get your preceptor’s approval before you may carry the phone, but it MUST be in vibrate mode.
   b. No personal cell phones with camera capacity are allowed in any patient care area at any time.

10. **CONFIDENTIALITY STATEMENT**
    a. Students must maintain client confidentiality at all times. No discussion regarding clients is acceptable outside the classroom or clinical setting or in any setting where confidential information can be overheard or seen by others. In the hospital, clinical conferences and in the virtual classroom, when communicating about actual client experiences, refer to the client by their initials only.
    b. Client records are not to be photocopied under ANY circumstances.
    c. You may not remove from the clinical setting ANY part of a medical record.

11. **PROFESSIONAL COMMUNICATION, BEHAVIOR AND PROBLEM SOLVING**
    a. Students must be completely familiar with and follow all policies and procedures regarding professional nursing conduct, ethics and fitness requirements, including state of
Arizona, NAU Civility Statement, NAU student handbooks, NUR 450C/408, and ANA requirements.

b. All NAU, School of Nursing and NUR 408 policies, including those covering civility, plagiarism, dishonesty, and unprofessional conduct, apply to the NUR 408 clinical course.

c. Incidents of uncivil behavior, unprofessional conduct and violations of confidentiality and professional conduct standards will not be tolerated, and reported immediately to the clinical instructor.

d. As determined by the preceptor and clinical instructor, a student may be removed from a clinical setting for failure to comply with the standards, policies and procedures outlined in the NUR 408 course materials and/or student handbooks (including appearance, arrival time, impairment, or inadequate preparation for the clinical experience), any unsafe clinical practice, uncivil behavior or any other violation of the above legal, professional and academic standards of nursing practice, values or behavior.

e. Removal from clinical for unsafe or unprofessional conduct will result in a referral to the course faculty for review and may constitute grounds for failure of the course and referral for administrative review and action by appropriate School of Nursing administrator. Two or more unsafe or unprofessional conduct incidents will result in failure of the course.

f. A student in violation of these standards for the first time will, at the discretion of the instructors, receive one or any combination of the following:
   - counseling
   - a written warning
   - meet with the course instructor/s and the student’s faculty advisor to develop a remedial plan to correct the behavior

12. FEEDBACK AND CONSTRUCTIVE CRITICISM

a. Nursing is a profession dedicated to the service of others, held in high esteem and trust by the American public. During nursing school, the student will be socialized to the complex professional registered nursing role, practice, values, behaviors, skills and knowledge. As a nursing student, behavior and performance will be evaluated according to legal, professional and academic standards of care and conduct.

b. Feedback and constructive criticism can be expected throughout the clinical experiences, from instructors, preceptors, and other colleagues and students. Feedback and constructive criticism, both positive and negative, are objective and focused on behaviors which can be modified or corrected. Instructors and preceptors know that feedback is most effective when provided as soon as possible after an event.

13. SUPERVISION OF PROCEDURES

a. Nursing skills acquisition: Use of the nursing skills checklists from prior nursing courses may provide guidelines for review for skills performance in the clinical setting. Discuss the skills related strengths and challenges with the preceptor and work together to determine the most effective way to provide safe patient care and gain experience in the RN role. Any skill that has not been previously practiced with an actual patient and determined to be safely done, MUST be performed with the preceptor present. The
preceptor working with the student will continue to observe and evaluate nursing skills to
monitor progression in skill competency.

b. The nursing student should review the clinical agency’s nursing policies and procedures
and note practice guidelines and any practice restrictions for student nurses. You
CANNOT perform any acts prohibited by established course or hospital policies and
procedures. Doing so may result in immediate removal from the clinical and possible
expulsion from the nursing program.
Appendix – FORMS

- Student, and preceptor course acknowledgement forms, and contact information forms are included. Correct contact information is imperative for effective communication, and safety. The clinical hours documentation form is an important form to maintain accurate records of the required clinical hours attended. This information is shared by the student, preceptor, and nursing instructor.

- Evaluation of the Preceptorship Program

  Evaluation forms of the clinical course are to be completed by the student, and preceptor, and returned to the nursing faculty at the end of the clinical rotation. These evaluations assists the School of Nursing in making improvements in the program on an on-going basis.

- Student Incident Report Related to Clinical Experience

  The Student Incident Report Related to Clinical Experience form is completed by the student and the instructor and/or preceptor and forwarded to the course nursing faculty for review and appropriate disposition. The form is filed in the student’s personal file in student services.

- Guidelines related to skills performance:

  The skills list identifies, for the students and preceptor, which skills a student may perform with direct supervision of the preceptor and which a student may not perform under any circumstances. Included are some specific reminders for the clinical experience.

Course Acknowledgement Form
Preceptor Agreement Form
Nursing Faculty Contact Information
Preceptor Contact Form
Clinical Hours Form
Evaluation Form (Faculty/Preceptor)
Evaluation Form (Student Self-eval)
Performance Evaluation Criteria
Preceptor Evaluation
Agency Evaluation – Available Online
Preceptor’s Evaluation Form
Incident Report Forms
Skills Supervision Guidelines
Student Acknowledgment Form  
Northern Arizona University School Of Nursing

Instructions: Please fill in the information and submit via the NUR 408 BBLearn Assignment Drop Box. This information may be shared with the clinical healthcare agency.

Student Name: __________________________________________

I have read and understand the NUR 408 course materials for the current semester, including the syllabus, policies, and assignments. I have also read and understand the NAU and School of Nursing Undergraduate Student and Preceptor Handbooks (current versions). I agree to abide by the guidance, policies and expectations set forth in the course materials and the NAU and NAU School of Nursing Undergraduate Student Handbooks.

I have completed all clinical course requirements, and have provided the required documentation to the School of Nursing office, current through the end of this semester: MMR, TB, Hep B, Varicella, Rubella/Rubeola vaccinations, or proof of immunity, CPR certification, liability insurance, healthcare insurance (current through the end of the semester). Proof of approved AZ fingerprinting background check, as required by the state and many clinical agencies has been provided. Proof of urine drug screening, and any other documentation required by specific clinical agencies in which I have been assigned to work has been filed in the SON Student Services office.

I understand how to communicate with course nursing faculty and acknowledge that it is my responsibility as an adult learner to seek clarification and assistance when needed.

I will abide by all mandated HIPPA and FERPA confidentiality guidelines during the capstone clinical experience.

________________________________________________   _________  
Signature (electronic is acceptable, name and user ID)    (Date)

Student Needs Questionnaire (mandatory)
Submission of the questionnaire will help your instructors to facilitate your learning experience.

What do you see as your strengths?

What do you see as your challenges?

What are your learning objectives for this course?

How can the instructors/preceptors best assist you in the accomplishment of your objectives?

Any other information that may be helpful for the faculty to know about your learning needs?
Preceptor Agreement Form
Northern Arizona University School of Nursing

Student Name: _______________________________________ Semester: ______________

Preceptor Name and Agency: ________________________________________________

NAU Clinical Instructor: ____________________________________________________

This agreement specifies the number of clinical hours required by the student in order to have the opportunity to successfully demonstrate NUR 408 course objectives.

The student must complete the entire direct patient care hours required for completion of the NUR 408 course. These hours are to be completed in the semester time frame agreeable to the preceptor, the student and the faculty.

All clinical requirements will as directed, and need to be completed prior to last day of NUR 408. If, for some reason, the clinical hours cannot be completed, a conference between the preceptor, nursing faculty, and student will occur in order to successfully resolve any discrepancies. Documentation of clinical hours is the responsibility of the student, with the preceptor verifying the time by signature.

Upon completion of the required clinical hours, the Clinical Preceptorship Documentation form will be forwarded to the clinical course faculty. It is acknowledged that completion of clinical hours does not assure a passing grade for the course.

The student has identified and discussed at least 6 specific, measurable learning objectives for this experience (excludes specific nursing skill acquisition):

1. ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________

5. ________________________________________________________________

6. ________________________________________________________________

____________________________________  ____________________________
Student’s Signature                      Date

____________________________________  ____________________________
Preceptor’s Signature                    Date  Faculty’s Signature     Date
Our course faculty will be contacting you regularly, to briefly discuss the student’s progress and any concerns or feedback you may have. Please feel free to contact nursing faculty at any time.

<table>
<thead>
<tr>
<th>Primary NAU Nursing Faculty Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name: NUR 408</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Work Number:</td>
</tr>
<tr>
<td>Pager:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
<tr>
<td>Cell phone:</td>
</tr>
<tr>
<td>The best time to reach primary nursing faculty:</td>
</tr>
</tbody>
</table>

**Back Up Course Coordinator/Nursing Faculty, available 24/7. Contact if unable to reach the primary nursing faculty.**

<table>
<thead>
<tr>
<th>Name: Kate Watkins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Name: NUR 408</td>
</tr>
<tr>
<td>Northern Arizona University</td>
</tr>
<tr>
<td>Work Number: 928-523-0297 (messages only)</td>
</tr>
<tr>
<td>NAU School of Nursing: 928-523-2671</td>
</tr>
<tr>
<td>Cell Phone: 928-310-8003</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Katherine.Watkins@nau.edu">Katherine.Watkins@nau.edu</a></td>
</tr>
</tbody>
</table>

Messages may be left at the NAU School of Nursing Office, M – F, 8 am – 5 pm at 928-523-2671.
# NUR 408 Preceptor Contact Form
Northern Arizona University School of Nursing

<table>
<thead>
<tr>
<th>Agency Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Preceptor Name:</td>
<td>Degree:</td>
</tr>
<tr>
<td>Preceptor’s Unit:</td>
<td></td>
</tr>
<tr>
<td>Preceptor’s Unit Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Preceptor’s Contact Phone/Pager/Cell Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Preceptor’s Email Address:</td>
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<tr>
<td>Best Time(s) to Reach Preceptor:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Student Assigned to This Preceptor:</th>
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<tbody>
<tr>
<td>Student’s Contact Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Student’s NAU Email Address:</td>
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<tr>
<td>Best Time to Reach Student:</td>
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</tbody>
</table>

**Planned Schedule of Student for This Experience:**

<table>
<thead>
<tr>
<th>Days of Week:</th>
<th></th>
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<tbody>
<tr>
<td>Time of Day:</td>
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<tr>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>Completion Date:</td>
<td></td>
</tr>
</tbody>
</table>

The preceptor and the student will complete this form and maintain a copy. The original shall be submitted to the nursing faculty immediately upon the start of the preceptorship.
# NAU NUR 408 Clinical Preceptorship Hours Documentation Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Experience: unit, hours worked</th>
<th>Student’s Initials</th>
<th>Preceptor’s signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**TOTAL HOURS:**

Note: Signature on this form (please sign after every shift) is verification that the above information accurately documents the number of scheduled clinical hours completed under RN supervision during this clinical preceptorship. More copies may needed to document all of the clinical hours.

**Student:** Please return the completed form to your Clinical Instructor at the end of the semester.
NUR 408 FACULTY/PRECEPTOR Evaluation Form
Northern Arizona University School of Nursing

Student Name: ___________________________ Semester: ________________
Evaluator Name: __________________________   RN Preceptor _______      Course Faculty _______

RATING: The student's performance, related to each BSN outcome, will be rated using the criteria in the Clinical Evaluation Criteria rubric, on a 1 (dependent) to 4 (independent) scale. Performance ratings must be > 3 in all areas to receive a passing grade for the course. Return completed form to the nursing faculty to be placed in student’s file.

<table>
<thead>
<tr>
<th>Student has demonstrated required competencies (listed in clinical syllabus) derived from the following strands:</th>
<th>Ratings:</th>
<th>Comments to support rating (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Practice and Prevention</td>
<td>Midterm</td>
<td>Final</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
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<tr>
<td>Critical Reasoning</td>
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<tr>
<td>Leadership</td>
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<tr>
<td>Professionalism and Professional Values</td>
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<tr>
<td>Global Health</td>
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</tbody>
</table>

Nursing Faculty/Preceptor: See the clinical syllabus for detailed descriptions of clinical competencies for each specific nursing course. Complete this form at MIDTERM, and again during the FINAL week of the clinical rotation. Use backside for additional comments:

**MIDTERM EVALUATION SIGNATURES:**

_________________________________________  __________________________________________
Student signature/date    Preceptor/Faculty signature/date

**FINAL EVALUATION SIGNATURES:**

_________________________________________  __________________________________________
Student signature/date    Preceptor/Faculty signature/date
NUR 408 *STUDENT* Clinical SELF-EVALUATION

Using the clinical syllabus and criteria in the Clinical Evaluation Criteria rubric, review the clinical competency categories for each of the following outcome. Please rate yourself on a 1 (dependent) to 4 (independent) scale and justify that rating.

<table>
<thead>
<tr>
<th>Student:</th>
<th>Semester/Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has demonstrated required competencies (listed in clinical syllabus) derived from the following strands:</td>
<td>Ratings:</td>
</tr>
<tr>
<td>Cl</td>
<td>Clinical Practice and Prevention</td>
</tr>
<tr>
<td>Cl</td>
<td>Communication</td>
</tr>
<tr>
<td>Cl</td>
<td>Critical Reasoning</td>
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<tr>
<td>Cl</td>
<td>Leadership</td>
</tr>
<tr>
<td>Cl</td>
<td>Professionalism and Professional Values</td>
</tr>
<tr>
<td>Cl</td>
<td>Global Health</td>
</tr>
</tbody>
</table>

**Student:** Please return the completed form to your NAU nursing faculty.

_________________________________________  __________________________________________
Student signature/date  Preceptor/Faculty signature/date
**Clinical Performance Evaluation Criteria**  
Northern Arizona University School of Nursing

**PLEASE NOTE:** A score less than 3 in NUR 450/451/408 is not a passing final grade. A score of 2 at mid term require an improvement plan.

<table>
<thead>
<tr>
<th>Scale/label</th>
<th>Performance of Nursing Care</th>
<th>Degree of Direction</th>
<th>Performance capability</th>
</tr>
</thead>
</table>
| 4  
PASSENG  
Self-directed | Safe  
Accurate  
Competent  
Efficient | Minimal cues | Consistently meets criteria using self-directed approach to learning.  
1. Accurately assesses clients, formulates appropriate interventions and evaluates outcomes using the nursing process.  
2. Organizes and plans care safely and efficiently.  
3. Integrates research-based knowledge and skills to provide competent care. |
| 3  
PASSENG  
Supervised | Safe  
Accurate  
Competent  
Efficient | Occasional cues and support | Frequently meets criteria with occasional input.  
1. Accurately assesses clients, formulates appropriate interventions and evaluates outcomes using the nursing process.  
2. Organizes and plans care safely and efficiently.  
3. Integrates research-based knowledge and skills to provide competent care. |
| 2  
MARGINAL  
Guided  
MID TERM: AT RISK  
FINAL: FAILING | Inefficient  
Risk for Harm  
Frequent cues and support  
*Develop Improvement Plan when indicated | Inconsistently meets criteria. Requires repeated guidance for the performance of nursing care at a safe level.  
1. Inaccuracies in assessments, interventions and evaluations of nursing care.  
2. At times, unorganized and inefficient when planning and providing care.  
3. Gaps in integrating research-based knowledge and skills that could negatively affect patient outcomes. |
| 1  
FAILING  
Directed | Inefficient  
Unsafe  
Constant direction and redirection  
*Initiate Learning Contract when indicated | Does not meet criteria. Requires constant instruction and intervention.  
1. Unable to accurately assess clients, formulate appropriate interventions and evaluate outcomes using the nursing process.  
2. Lacks organization and time management skills. Unable to set priorities.  
3. Inadequate knowledge, preparation or skills to provide safe and accurate nursing care. |
<table>
<thead>
<tr>
<th>Question</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td>1. My preceptor facilitated my learning in the clinical area.</td>
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<td>2. My preceptor assisted me in meeting my clinical objectives.</td>
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<td>3. My preceptor oriented me to the facility.</td>
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<td>4. My preceptor included me in staff meetings and activities.</td>
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<td>5. My preceptor fully explained her/his role as preceptor and her/his job description.</td>
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<tr>
<td>6. My preceptor was a role model for professional behaviors and skills.</td>
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<td>7. My preceptor created an environment of open communication, trust, support and guidance.</td>
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<td>8. I would recommend this preceptor for future students.</td>
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<td>9. Optional feedback: What about the preceptor's style helped you to learn?</td>
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</table>

What things could be changed to help you learn?

Other comments:

Student: Please return the completed form to your nursing faculty at the end of the semester.
Northern Arizona University School of Nursing
PRECEPTOR Evaluation of NAU Clinical Preceptorship Program

Please complete the Preceptor Evaluation at the end of the clinical experience. The preceptor may return this form to the student, the nursing faculty, or fax it to the SON: 928-523-7171. Thank you for your comments and feedback.

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Semester:</th>
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</thead>
<tbody>
<tr>
<td>Preceptor Name (Optional):</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>In terms of your experience as a preceptor for the NAU PRECEPTOR PROGRAM:</th>
<th>What about the program is working?</th>
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</thead>
<tbody>
<tr>
<td>What about the program needs changing?</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>In terms of your experience as a preceptor for the NAU senior NURSING STUDENT:</th>
<th>Is the student prepared for the clinical experience?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is there something that could assist the student to be more prepared for the capstone clinical experience?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>In terms of your experience as a preceptor with the NURSING FACULTY:</th>
<th>What worked in your interactions with the nursing faculty?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How could the interactions with the nursing faculty be improved?</td>
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</table>

| Additional Comments: (May use back of form) | |
|--------------------------------------------|
## Northern Arizona University School of Nursing
### Student Incident Report Related to Clinical Experience

(1 of 2)

<table>
<thead>
<tr>
<th>Date of Incident:</th>
<th>Time of Incident:</th>
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<tr>
<th>Semester:</th>
<th>Course:</th>
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</table>

**Student’s Account of Incident:**

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**Signature of Student:**

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**Date of Report:**

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Northern Arizona University School of Nursing
Student Incident Report Related to Clinical Experience
(2 of 2)

Comments by Clinical Instructor or Preceptor:

<table>
<thead>
<tr>
<th>Signature and Title:</th>
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<th>Agency Name:</th>
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<tr>
<th>Agency Address:</th>
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<th>Phone Number:</th>
<th>Ext:</th>
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<th>Date of Report:</th>
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</table>
Skills Performance Guidelines  
Northern Arizona University School of Nursing  
**PRINT AND KEEP THESE GUIDELINES AVAILABLE AT ALL TIMES**

RN PRECEPTOR SUPERVISION IS REQUIRED FOR THE FOLLOWING PROCEDURES UNTIL COMPETENCY IS VERIFIED BY THE RN PRECEPTOR:

*If your patient requires nursing care, which you are unable to do without supervision, and your preceptor is unable to supervise you, the staff nurse assigned to the patient is required to deliver the nursing care.*

1. All medications – oral and parenteral, IV push medications, IV flushes, IV piggyback medication calculations, administration, documentation (must be countersigned by an RN): only after the student has reviewed each of the medications for compatibility and rate of administration with the RN
2. Dressing changes
3. Changing peripheral IV solution bags or tubing not attached to central lines
4. Urethral catheterization
5. Tube feedings/irrigations
6. Any new procedure or one with which the student is uncertain or unfamiliar.
7. Venipuncture and initiation of IV therapy

RN PRECEPTOR SUPERVISION IS REQUIRED THROUGHOUT THE CLINICAL ROTATION FOR ANY OF THE FOLLOWING PROCEDURES:

1. Administration of blood products
2. Checking and hanging TPN
3. Drawing blood from a central line or PICC
4. Invasive monitoring, e.g. arterial lines, pulmonary artery pressure monitoring
5. Patient transfers, e.g. from ICU to floor
6. Transcribing orders
7. Removing controlled substances from locked storage
8. Documentation of waste of a controlled substance
9. Any therapy related to central, PICC, arterial lines including but not limited to flushing, medications, dressing and tubing changes, and removal.
10. Routine chest tube removal on stable non-cardiac patient
11. ALL documentation in the patient’s medical record (computer or paper chart).

PROCEDURES NOT ALLOWED UNDER ANY CIRCUMSTANCES:
The following procedures may not be done by NUR 408 students under any circumstances:

1. Arterial blood draws directly from the artery
2. Defibrillation or cardioversion
3. Administration of chemotherapeutic agents
4. Accepting verbal or telephone orders from a physician. (The student may call a provider, but a licensed RN must take any orders.)
5. Administer conscious sedation
6. All invasive monitoring calibrations
7. Count controlled substances at change of shift
8. Mediastinal or pleural chest tube removal post-op open heart
9. Sheath removal post cardiac catheterization