

THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF NURSING
Nurse Practitioner Program
Student, Preceptor, and Faculty Responsibilities

Student Responsibilities:

1. Enter clinical assignment information into online form. A link to the online form will be provided to you in your student cohort Angel site. This will ensure that your preceptor is entered into the Typhon database tracking system. This information should be entered at least two weeks *prior* to the first day of your clinical rotation.
2. Arrange with preceptor the times and dates for clinical experiences.
3. Identify individual objectives for each clinical rotation.
4. Download and print the *Preceptor Agreement Form*, the *Preceptor Evaluation of Student Clinical Experience* and the *Student, Preceptor, and Faculty Responsibilities* documents. Present copies of these documents to your clinical preceptor on the first day of your clinical rotation. Clinical Paperwork can be found on College of Nursing website: <http://www.nursing.psu.edu/graduate/forms/clinical-preceptor>.
5. Download and print a copy of the Preceptor Introduction letter from your Angel course page and present to your preceptor on the first day of your clinical rotation.
6. Maintain a weekly clinical log using Typhon.
7. Contact clinical faculty if scheduling, interpersonal difficulties, or other problems arise associated with the practicum experience. Your clinical faculty is listed on your course syllabus. Contact the NP Coordinator only if issues are not resolved by the clinical faculty.
8. Notify preceptor if unable to attend clinical due to illness or other emergency. Schedule make-up clinical time.
9. Maintain all compliances as described in the [MSN Student Handbook](#).
10. Assure that all notes and orders are co-signed by the preceptor.
11. Schedule a mid-semester clinical evaluation with your clinical faculty member.
12. Schedule an end of rotation evaluation with your preceptor and clinical faculty member.
13. Be responsible for knowing provisions of agency contracts with the College of Nursing.

Preceptor Responsibilities:

1. Hold appropriate credentials (CRNP or MD/DO) for precepting nurse practitioner students.
2. Negotiate dates and times for clinical experiences with student.
3. Be present at those times, or arrange a substitute experience for the student.
4. Review course and individual student objectives and assist the student to meet the objectives, or modify them as needed.
5. Contact clinical faculty if any problems arise. Contact the NP Coordinator if issues are not resolved by the clinical faculty.
6. Complete the student evaluation and schedule an evaluation meeting with the student at the completion of the practicum experience.
7. Give feedback to faculty regarding learning experiences as appropriate.
8. Co-sign all notes written by the nurse practitioner student.

Clinical Faculty Responsibilities:

1. Verify receipt of Preceptor Agreement Form.
2. Monitor student progress and participate in evaluation.
3. Schedule site visits/phone conferences.
4. Evaluate and validate student's clinical skills as identified in course and student objectives.
5. Monitor the student's Typhon clinical log and student logged hours.
6. Complete a student evaluation at mid-semester and at the end of the semester.
7. Review the preceptor end of rotation evaluation for each student.
8. Collect all paperwork by end of semester, this includes: Preceptor Agreement Form, Clinical Faculty Evaluation and Preceptor Evaluation Forms. Make sure each form is signed where appropriate and return to College of Nursing office.

College of Nursing Office

90 Hope Drive
ASB 1300/A110
Hershey, PA 17033
Fax: 717-531-5339

Adapted from:

Hayes, Eileen (1994). Helping preceptors mentor the next generation of nurse practitioners. *Nurse Practitioner*, 19(6):64.