

Clinical Attendance Policy, Roles and Expectations for Preceptors

1. Clinical hours this semester is \geq XXX hours (minimum XXX hours with preceptor). Students may have multiple preceptors if approved by faculty.
2. Students may not begin clinical hours until the first official class day and complete hours by the last official class day. Make-up time may be scheduled outside of this period only if a faculty is approved to work during that time.
3. Students may not change a clinical site or preceptor without prior faculty approval.
4. Scheduled clinical hours should not be missed. If a student cannot attend a scheduled day they MUST inform the preceptor and faculty prior to the shift. Any missed hours must be re-scheduled using the following guidelines:
 - a) If missed clinical time cannot be made-up at the original clinical site, the student must meet with faculty prior to re-scheduling to create a written make-up plan.
 - b) If the student cannot complete required clinical hours during the semester enrolled, the student will need to withdraw or be assigned “incomplete” for the course. Removal of incomplete status depends on faculty availability to schedule an appropriate clinical experience. A written contract detailing the process for removal of the incomplete is required
 - c) If a preceptor is absent, and an alternate preceptor acceptable to the faculty is available, the student can work with them. If alternate preceptor supervises the student for >16 hours, a Clinical Attendance Policy, Roles and Expectations for Preceptors Form must be completed and submitted to faculty.

A preceptor will be expected to:

1. Review the student’s clinical goals and required course objectives.
2. Identify clients whose care can be appropriately assumed by Graduate Students in our CNS-program.
3. Confer with the student on each client to:
 - a. Practice succinct oral presentation of patient data and associated documentation.
 - b. Improve student’s skills in symptom analysis through case discussions.
 - c. Refine / correct student’s assessment and intervention plans, demonstrate techniques as appropriate.
 - d. Supervise student’s performance of interventions and treatments.
4. Complete the student's performance evaluation at the end of the semester and as needed.
5. Confirm the student’s clinical time on Typhon on-line system (ideally each clinical day) but at least once every two (2) weeks.

Please sign below to indicate your willingness to assist the student with these assignments. By signing this agreement, I am also acknowledging the Preceptor Agreement on pages 2-3.

Clinical Preceptor _____ Date _____

Student _____ Date _____

Please notify nursing faculty immediately: *Faculty contact information*, for any concerns with the student’s performance, professional judgment or behavior. Thank you!

**The University of Texas at Austin
School of Nursing
Preceptor Agreement**

WHEREAS, University and Preceptor(s) desire to provide students enrolled in University's undergraduate and graduate programs of Nursing with educational experience utilizing the personnel, equipment, and facilities of the Preceptor(s) during a prescribed term of this agreement.

NOW THEREFORE, the parties agree as follows:

1. UNIVERSITY PROGRAM OBLIGATIONS:

- a. University will designate a member of the University faculty ("University Representative") to coordinate the education experience of students participating in the program with the Preceptor(s) liaison. University shall give Preceptor(s) written notice of the name of the University representative.
- b. The educational experience for students in the program will be an integral part of the services provided by Preceptor(s) and students will be under the direct supervision of University personnel or Preceptor(s) who are licensed or otherwise qualified to perform such services.
- c. University will require each student and faculty member participating in the practicum program set forth in this agreement to maintain professional liability insurance in AMOUNTS NOT LESS THAN \$1 MILLION PER OCCURRENCE AND \$3 MILLION ANNUAL AGGREGATE.
- d. Assure that all students selected for participation in the program have satisfactorily completed all portions of the University curriculum that are a prerequisite for participation in the program. Ensure that the standards of the accrediting entity for the school in which the students are enrolled are met.
- e. Share course and individual student learning objectives to confirm feasibility and availability of described experiences.
- f. Develop criteria for the evaluation of the performance of University students participating in the program and provide those criteria, with appropriate reporting forms, to the Preceptor(s) and assign grades on the basis of the performance evaluations by the faculty and Preceptor(s).
- g. Inform all University students and faculty participating in the program that they are required to comply with the rules and regulations of Preceptor(s) while on premises of Preceptor(s) and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by Preceptor(s).
- h. Provide information requested by Preceptor(s) related to students participating in the program unless prohibited by federal or state law.
- i. Remove a student from the experience when the Preceptor(s) determines that the student has violated the rules and regulations of the Preceptor(s)'s facility; has disclosed information that is confidential by law; or has engaged in conduct that disrupts the activities carried on by the Preceptor(s) or threatens the safety of Preceptor(s) and/or Preceptor(s) personnel or patients.

2. PRECEPTOR(S) OBLIGATIONS

- a. Assign appropriate space on Preceptor(s) premises for learning experiences appropriate to the program objectives, and provide name of Preceptor liaison to University program coordinator.

- b. Provide the equipment, supplies, qualified personnel, and supervised access to clients required for the learning experiences appropriate to the program objectives.
- c. Obtain and maintain all licenses required for Preceptor(s) and assure that all Preceptor(s) facility personnel are appropriately licensed.
- d. Assume sole responsibility for the quality of patient or client care.
- e. Provide orientation materials to inform University student and faculty concerning the rules and regulations of Preceptor(s).
- f. Permit representatives of the accrediting entity for the school or division of University in which students participating in the program are enrolled to have reasonable access to premises of Preceptor(s) for purposes related to the accreditation process.
- g. Cooperate fully with faculty from the University in matters related to academic performance and student conduct related to the program experience.

3. GENERAL PROVISIONS

- a. University students and faculty will be responsible for their own transportation, meals, and health care while participating in the program.
- b. Students participating in the program are not employees of Preceptor(s) and shall not be entitled to Preceptor(s) employee health benefits. Preceptor(s) shall provide emergency first aid to students participating in the program as necessary, and notify students and faculty of any potentially harmful exposure to pathogens immediately upon discovery.
- c. Student and/or faculty member shall bear responsibility for notifying University of any instance of potential exposure of which that student or faculty member has been notified by Preceptor.
- d. Each student and/or faculty member shall be responsible for all expenses and costs of healthcare treatment related to any exposure, injury, illness or disease occurring as a result of or during the student's or faculty member's participation in the program.
- e. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and no prior or contemporaneous agreement, written or oral, will be effective to vary the terms of those agreements. No amendment to this preceptor agreement shall be effective unless reduced to writing and signed by an authorized representative of each party.
- f. The program and all related activities shall be conducted in a manner that does not discriminate against any person on a basis prohibited by applicable law, including but not limited to: race, color, national origin, religion, sex, age, veteran status, or disability. University and Preceptor(s) will comply with all applicable federal, state, and local laws, ordinances, and regulations in the performance of this preceptor agreement.
- g. This Agreement shall **continue from year to year** unless one party shall give the other one sixty days prior written notice of intention to terminate. If such notice is given, this Agreement shall terminate: (a) at the end of such sixty days; or (b) when all students enrolled in the program at the time such notice is given have completed their respective courses of study under the Program, whichever event occurs last.