

DNP Preceptor Handbook



DNP Post-Master's Degree Option Preceptor Manual

Disclaimer Statement: These guidelines have been prepared to inform you of the selected policies, procedures, and activities within Arkansas State University's DNP Post-masters option.

As registered nurses, graduate students must adhere to all rules and regulations in the Nurse Practice Act in your state.

COLLEGE OF NURSING AND HEALTH PROFESSIONS

Graduate School of Nursing | P.O. Box 910, State University, AR 72467 | P: 870-972-3701 | F: 870-972-2954

COLLEGE OF NURSING AND HEALTH PROFESSIONS

School of Nursing | P.O. Box 910, State University, AR 72467 | P: 870-972-3074 | F: 870-972-2954

Dear Preceptor,

A Doctor of Nursing Practice student's preceptor has a crucial role in preparing the student for a future in practice change. We are very grateful for your willingness to share your expertise and professional time with our graduate students.

The guidelines presented in this Preceptor Handbook are designed to provide you with supporting information for the practicum courses. These include NURS 8314, NURS 8323, NURS 8335, and NURS 881V. This final course (NURS 881V) is a practicum course that provides the arena for the practical culmination of the other four courses for those entering the DNP options as an MSN-prepared Nurse Educator.

Practicum hours focus on the areas associated with role-specific competencies in a variety of settings. A university/college and facility contract must also be secured and approved prior to the student beginning their Practicum experience. Your role as a preceptor is to guide the students as they learn the role of the Doctor of Nursing Practice. The student does not always have to be with you physically. You can identify meetings and experiences that may be beneficial to student learning and support your student's entry into the role of the Doctor of Nursing Practice.

We cannot express our appreciation enough for the time our preceptors take to mentor and guide our students. This clinical practice is such a valuable experience for students because it provides them the opportunity to learn the role of the nurse administrator and apply what they have learned in coursework to prepare them for the future role.

Please let us know if you have any questions, concerns, or even ideas for program improvement. Nursing is a team effort and we value your contribution to the student's educational experience!

Sincerely,

Dr. Jessica Erin Camp, DNP, AGCNS-BC, APRN, AGNCS-BC, NE-BC, CDP
Former DNP Program Director
870-972-3074

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**Arkansas State University
School of Nursing
DNP PM Practicum Guidelines**

PRECEPTOR ROLE DEFINITION: A DNP-prepared nurse who agrees to provide support and guidance for a DNP student completing a post-master DNP practicum experience. The preceptor must have a minimum of 2 years of working experience in the last 5 years. Students should brainstorm, upon entry to the program, about any DNP-prepared nurses that may be willing to work with them in this capacity, even if they are not located at the clinical site.

Final grading of A-State course assignments will be completed by the course faculty.

PRECEPTOR AGREEMENTS: The Preceptor is asked to complete an A-State School of Nursing Preceptor Agreement and submits it to the A-State Graduate Clinical Coordinator.

PRECEPTOR EXPECTATIONS

After the preceptor, agreement has been signed and the preceptor's curriculum vitae have been sent to the Clinical Coordinator, below are the expectations of the preceptor for the beginning, during, and end of the Practicum.

Preceptor Activities Prior to or at the Beginning of Practicum:

- Orient student to nursing administrator role and negotiate placement details
- Tour the clinical facility and discuss clinical supervision protocols
- Share helpful contacts within the facility
- Clarify information on key components of this practicum course: Course syllabus, description, and objectives with these topics in mind
- Decision-making in the provision of team coordination and accountability for health care delivery
- Team meetings/committees (preparing and conducting)
- Quality improvement or implementation of evidence into practice (sometimes called translation science)
- Legal, policy, and ethical issues
- Course procedure
- Course assignment due dates
- Practicum feedback and evaluation tools

Preceptor Activities during the Practicum:

- Collaborate on planning and assessment of assignments
- Assist in selecting a topic for the student's quality improvement project (not a research project)
- Communicate periodically with the student on practicum progress and outcomes (how things are going)
- Notify the faculty if the student is not progressing clinically or if there is a breach in professionalism by the student
- Verify the student's activity log weekly

Preceptor Activities at the end of Practicum:

- Complete the Preceptor's Evaluation of Student based on course objectives (See page 14)

STUDENT EXPECTATIONS FOR THE PRACTICUM SETTING

Note: If you are currently enrolled in one of the nurse administrator/nurse educator/general options in the clinical/academic setting of your practicum, it is important that you identify how the activities you are carrying out meet objectives that are clearly differentiated from your current administrative/educator/general role.

Please contact the A-State course faculty for any questions or concerns. A-State course faculty will assign grades to assignments and consult the DNP preceptor for any questions or concerns.

1. The student contacts the DNP Preceptor and sets up a meeting to discuss the project, the clinical objectives, and practicum expectations as well as course, content, and requirements per the syllabus and days/times of attendance in the clinical setting.
2. The student works with the course faculty or clinical coordinator to ensure preceptor agreements are signed. The student will obtain information from the assigned preceptor and email all required clinical documents to the Clinical Coordinator at scoin@astate.edu. Clinical Coordinator will review documents and notify the student if the clinical rotation is approved.
3. The student will collaborate with the preceptor to develop a schedule and will work together with the faculty preceptor to determine how practicum hours will be achieved. The student is responsible for entering all practicum hours in the clinical documentation system.
4. The student will adhere to the A-State Professionalism Policy for the course. The student will always conduct him or herself in a professional manner during the clinical preceptorship.

As part of the practicum expectations students are to:

- Meet course/clinical objectives that align with the AACN Essentials and the student DNP project
- Document hours in the clinical log/portfolio
- Complete the Student Evaluation of Practicum Preceptor as well as the content and performance of the preceptorship
- Complete the Practicum Faculty Evaluation

Nursing Program/Course Faculty Responsibilities

1. Orients student and preceptor to the precepted experience.
2. Provides the preceptor an orientation to the philosophy, curriculum, course, and clinical objectives of the nursing program.
3. Discuss student expectations, skill performance, student guidelines for performance, and methods of evaluations.
4. Assumes overall responsibility for teaching and evaluation of the student.
5. Assure student compliance with standards on immunizations, screening, OSHA standards, CPR and current liability coverage.
6. Work cooperatively with preceptor and institution to determine student learning needs and appropriate assignments.
7. Communicate assignments and other essential information to the preceptor.
8. Communicates with preceptor and student to monitor progress and evaluate the learning experience.
9. Readily available by phone or email for consultation regarding student performance.
10. Receives feedback from the preceptor regarding student performance.
11. Reviews portfolio and practicum log with the student in relationship to course competencies and personal objectives and provides feedback as indicated or needed.
12. Provide the final decision-making in the student's evaluation process, integrating input from student and preceptor.

DNP PROJECT & CLINICAL COURSE DESCRIPTION

NURS 8313

DNP Internship I

Practice opportunities, including in-depth work with experts from nursing and other disciplines. Emphasis is on the preparation for the DNP project. Restricted to Doctor of Nursing Practice

NURS 881V

DNP Internship IV

Application of the DNP competencies through clinical practice activities. Required for students needing additional clinical hours to meet the AACN 1,000-hour requirement based on the number of MSN clinical hours completed. Each credit hour requires 60 clinical practice hours. Restricted to Doctor in Nursing Practice.

NURS 8263

DNP Project

A culmination of the two translation research courses where students implement a translation project, including the analysis and dissemination of the results. Restricted to Doctor of Nursing Practice.

NURS 8323

DNP Internship II

Practice opportunities, including in-depth work with experts from nursing and other disciplines. Emphasis is on the preparation for the DNP project. Restricted to Doctor of Nursing Practice.

Students should provide the course schedule and Syllabus to the DNP preceptor.

Degree Plans of Study for the Post-masters DNP

Fall 1, Start

Full-Time Degree Plan – Doctor of Nursing Practice General

Year 1

7-Week Term	Courses	
	Course #1	Course #2
Fall 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3	NURS 8113 Theoretical Foundations for Doctor of Nursing Practice CR3
Fall 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3	NURS 8133 Epidemiology for the DNP CR3
Spring 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3	NURS 8163 Principles of Healthcare Ethics & Genetics CR3
Spring 2	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3	NURS 8313 DNP Internship I (180 clinical hours) CR3
Summer 1	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3	NURS 8323 DNP Internship II (180 clinical hours) CR3
Summer 2	NURS 8263 DNP Project CR3	NURS 8333 DNP Internship III (180 clinical hours) CR3

Fall 1, Start
Full-Time Degree Plan – Doctor of Nursing Practice Education
Year 1

7-Week Term	Courses	
	Course #1	Course #2
Fall 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3	NURS 6623 Curriculum Development in Health Professions CR3
Fall 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3	NURS 6853 Teaching in Advanced Nursing Roles CR3
Spring 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3	HP 6043 Measurement and Evaluation in Health Sciences CR3
Spring 2	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3	NURS 8313 DNP Internship I (180 clinical hours) CR3
Summer 1	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3	NURS 8323 DNP Internship II (180 clinical hours) CR3
Summer 2	NURS 8263 DNP Project CR3	NURS 8333 DNP Internship III (180 clinical hours) CR3

Fall 1, Start
Full-Time Degree Plan – Doctor of Nursing Practice Executive
Leadership

Year 1

	Courses	
7-Week Term	Course #1	Course #2
Fall 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3	HP 5113 Leadership in Health Professions CR3
Fall 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3	HP 6323 Healthcare Law and Quality Improvement CR3
Spring 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3	NURS 6353 Budgeting and Financial Management CR3
Spring 2	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3	NURS 8313 DNP Internship I (180 clinical hours) CR3
Summer 1	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3	NURS 8323 DNP Internship II (180 clinical hours) CR3
Summer 2	NURS 8263 DNP Project CR3	NURS 8333 DNP Internship III (180 clinical hours) CR3

Fall 1, Start
Part-Time Degree Plan – Doctor of Nursing Practice General
Year 1

7-Week Term	Courses
Fall 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3
Fall 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3
Spring 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3
Spring 2	NURS 8113 Theoretical Foundations for Doctor of Nursing Practice CR3
Summer 1	NURS 8133 Epidemiology for the DNP CR3
Summer 2	NURS 8163 Principles of Healthcare Ethics & Genetics CR3

Year 2

7-Week Term	Courses
Fall 1	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3
Fall 2	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3
Spring 1	NURS 8313 DNP Internship I (180 clinical hours) CR3
Spring 2	NURS 8323 DNP Internship II (180 clinical hours) CR3
Summer 1	NURS 8333 DNP Internship III (180 clinical hours) CR3
Summer 2	NURS 8263 DNP Project CR3

Fall 1, Start
Part-Time Degree Plan – Doctor of Nursing Practice Education

Year 1

7-Week Term	Courses
Fall 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3
Fall 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3
Spring 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3
Spring 2	NURS 6623 Curriculum Development in Health Professions CR3
Summer 1	NURS 6853 Teaching in Advanced Nursing Roles CR3
Summer 2	HP 6043 Measurement and Evaluation in Health Sciences CR3

Year 2

7-Week Term	Courses
Fall 1	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3
Fall 2	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3
Spring 1	NURS 8313 DNP Internship I (180 clinical hours) CR3
Spring 2	NURS 8323 DNP Internship II (180 clinical hours) CR3
Summer 1	NURS 8333 DNP Internship III (180 clinical hours) CR3
Summer 2	NURS 8263 DNP Project CR3

Part-Time Degree Plan – Doctor of Nursing Practice Executive Leadership Fall 1, Start

Year 1

7-Week Term	Courses
Fall 1	NURS 8123 Leadership, Policy, and Healthcare Systems CR3
Fall 2	NURS 8153 Healthcare Informatics in Advanced Nursing CR3
Spring 1	NURS 8143 Healthcare Finance in Advanced Nursing CR3
Spring 2	HP 5113 Leadership in Health Professions CR3
Summer 1	HP 6323 Healthcare Law and Quality Improvement CR3
Summer 2	NURS 6353 Budgeting and Financial Management CR3

Year 2

7-Week Term	Courses
Fall 1	NURS 8213 Translational Research for Doctor of Nursing Practice I CR3
Fall 2	NURS 8223 Translational Research for Doctor of Nursing Practice II CR3
Spring 1	NURS 8313 DNP Internship I (180 clinical hours) CR3
Spring 2	NURS 8323 DNP Internship II (180 clinical hours) CR3
Summer 1	NURS 8333 DNP Internship III (180 clinical hours) CR3
Summer 2	NURS 8263 DNP Project CR3

Preceptor Evaluation of Student

Student Name: _____ Inclusive Dates: _____

Preceptor: _____

Thank you for the opportunities that you provided for the student during the course of the semester. This is an opportunity for you to share your view on the student's performance. Please share your perceptions by rating the student on the following items and adding any comments you desire. Your input is valued and appreciated. **Please mail or email completed evaluation directly to the instructor. DO NOT give the completed form to the student.**

	Fair		Good		Excellent
1. Integrates advanced nursing knowledge and organizational theory.	1	2	3	4	5
2. Proposes culturally appropriate solutions to foster quality improvement and safe care	1	2	3	4	5
3. Maintains professional relationships and timely interaction with preceptor, staff and patients/families/populations. (collaborates and consults)	1	2	3	4	5
4. Functions as a professional role model.	1	2	3	4	5
5. Demonstrates leadership skills through effective planning, providing, and managing healthcare.	1	2	3	4	5
6. Demonstrates initiative in identifying opportunities for self-development.	1	2	3	4	5
7. Serves as a resource person by assisting with problem identification and resolution, including patient care technologies.	1	2	3	4	5
8. Assesses educational needs and use effective strategies when teaching patients, families, and/or staff.	1	2	3	4	5
	Fair		Good		Excellent
9. Utilizes ethical/legal guidelines which apply to nursing role development.	1	2	3	4	5
10. Participates actively in the clinical environment.	1	2	3	4	5
11. Contributes to a positive work environment. (collaborates, consults, coordinates care)	1	2	3	4	5
12. Maintains current knowledge in an evidence based approach in decision making.	1	2	3	4	5

Student Evaluation of Preceptor

Preceptor: _____

Site: _____

Completed by: _____

Date: _____

Instructions:

1. Please mark an **X** in the most appropriate space after each statement below to provide summative feedback to the preceptor named above..
2. Space is provided after each statement if you choose to add any written comments.

Quality	Seldom	Sometimes	Frequently	N/A	Comments
1) Is available to student.					
2) Demonstrates understanding of the DNP Role.					
3) Utilizes student's strengths and knowledge.					
4) Role model for Doctor of Nursing Practice.					
5) Demonstrates effective rapport with learners.					
6) Encourages student to assume increasing responsibility during experience.					
7) Assists student in identifying goals and needs for experience.					
8) Considers student's limits according to status in program.					
9) Provides immediate and adequate feedback to questions					

Student Evaluation of Facility

*This form is in the Medatrax software.

Preceptor Name: _____ Semester: _____

Constructive evaluation is a valuable tool utilized by the faculty as a method for quality control of the curriculum. Student evaluations are viewed by the faculty and administration as one method for maintaining high, consistent levels of quality education in the School of Nursing. As a professional nursing student, evaluation requires maturity and objectivity. This evaluation tool is the student's opportunity to participate in the ongoing evaluation process. Please read each item carefully, then select the category that you feel correlates with your feelings about the statement.

Rating scale:

4 = Excellent

3 = Above average

2 = Average

1 = Needs improvement

Practicum Applications	4	3	2	1	0
1. The practicum facility was appropriate and offered adequate learning opportunities.					
2. The facility provided a diverse set of learning experiences including multi-disciplinary collaboration.					
3. The facility accommodated student experiences with a wide variety of teaching/learning experiences.					
4. The facility onboarding process (i.e., facility student orientation) was well-organized and easy to complete.					

5. What are the strengths of this facility to provide practicum experiences?

6. What suggestions do you have for enhancing experiences at this facility?

Additional comments (your comments are appreciated and are used to ensure that clinical experiences are appropriate):

Terms of Agreement:

I have read the Preceptor Orientation Handbook and commit to precept students for Astate's School of Nursing. I am aware of the time and responsibility that is required to advance student learning in the clinical arena.

Preceptor Signature _____

Date _____

Please Print Name _____

I am willing to precept the following terms. (This information is helpful when planning for future students.)

Summer 2022 _____

Fall 2022 _____

Spring 2023 _____

Summer 2023 _____

Fall 2023 _____

Spring 2024 _____

Summer 2024 _____

Fall 2024 _____

Arkansas State University School of Nursing Clinical Preceptor Verification Form

Directions: Identify a nurse that has a minimum of a doctoral degree who is willing to coach/mentor you in your efforts to complete your project. Ask them to complete this form. Once completed, electronically submit this form saved as Lastname.FirstName.FacForm.doc. Sally Ride's form would look like Ride.Sally.FacForm.doc . Email this document to the Clinical Coordinator, Dr. Savannah Coin, at scoin@astate.edu

Note: Illegible forms will be returned to the student.

Clinical Preceptor's Name & Credentials: _____

Clinical Preceptor's Title/position: _____

Clinical Preceptor's Employer: _____

Clinical Preceptor Employer's Address: _____

Brief Summary of Clinical Facilitator's positions held as a MSN level RN (or higher):

Clinical Preceptor's Contact information:

Email: _____

Telephone number: _____

Mailing Address: _____

RN license number (including state): _____

This information is required by the Arkansas State Board of Nursing.

Additional Information:

For more information regarding the Arkansas State University School of Nursing, click on the following link:

<https://www.astate.edu/college/conhp/departments/nursing/index.dot>

For more information regarding the DNP Options, click on the following link:

<https://www.astate.edu/college/conhp/departments/nursing/degrees/>

For more information regarding the DNP, General option, click on the following link:

<https://degree.astate.edu/programs/doctor-of-nursing-practice-general.aspx>

For more information regarding the DNP, Education option, click on the following link:

<https://degree.astate.edu/programs/doctor-of-nursing-practice-education.aspx>

For more information regarding the DNP, Leadership option, click on the following link:

<https://degree.astate.edu/programs/doctor-of-nursing-practice-leadership.aspx>