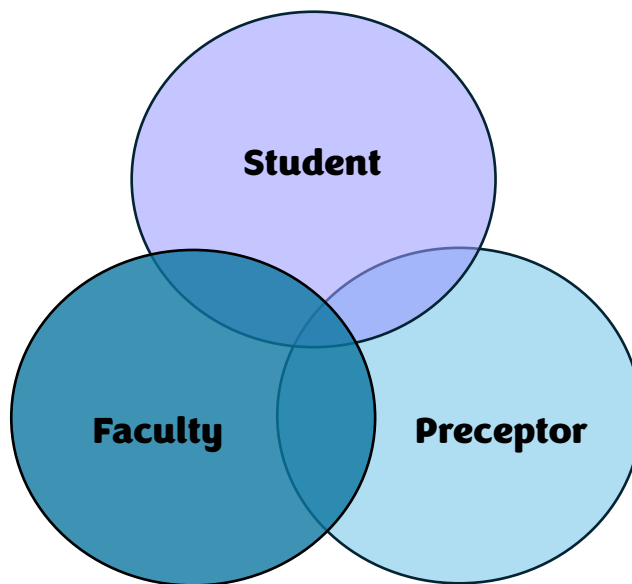




CENTRA  
College

Leadership Preceptorship  
Orientation Handbook 2024-2025



NUR 136 Professional Nursing Concepts &  
NUR 260 Nursing Concepts IV

## Leadership Preceptorship Orientation Handbook

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### **NUR 136 & NUR 260 Preceptorship: Overview**

NUR 136 Professional Nursing Concepts and NUR 260 Nursing Concepts IV are the final clinical focused courses of the Practical Nursing and the Associate Degree in Nursing Programs at Centra College. These courses integrate learned concepts from previous nursing courses into a capstone experience. Mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care is demonstrated through the leadership practicum experience.

Preceptors and faculty members will collaborate to provide learning experiences to assist the student in meeting the outcomes of the course. Students are responsible for clear communication of learning needs, self-direction in learning, professional behavior, and safe pre-licensure practice. The student shall be responsible and accountable for the safe performance of those direct client care tasks assigned to the student.

Each student will complete their required clinical hours with a designated preceptor within a clinical-based nursing area. Each student is responsible for maintaining skills lists of skills performed throughout the curriculum. Each student is required to bring the skills list to each scheduled clinical experience to review with his/her preceptor. During the clinical portion of this course, the student is expected to demonstrate safe and accurate care according to the facility's policies.

## Faculty Contact Information

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### Centra College: Mission, Vision, & Values

Centra College is committed to providing excellent care to individuals, families, and patients in the community through the development of professional nurses. Graduates will be prepared to engage in best practices through critical thinking, interdisciplinary collaboration, and building community relationships. They will function as effective members of an interdisciplinary team in an increasingly complex and rapidly changing healthcare environment and will be recognized for their quality and service to the profession of nursing.

**Our Mission:** Educating future caregivers to positively impact the health of communities.

**Our Vision:** Pursue academic excellence. Inspire scholastic achievement. Impact community wellness

**Our Values:** Respect & Kindness, Equity & Inclusion, Servant Leadership, Integrity, Teamwork & Collaboration

### Student Learning Outcomes

<b>ADN Program</b>	<b>PN Program</b>
<ol style="list-style-type: none"> <li>1. Provide quality, safe, patient-centered nursing care utilizing evidence-based practice.</li> <li>2. Participate in collaborative relationships with members of the interdisciplinary team to provide and improve patient care.</li> <li>3. Engage in critical thinking and develop clinical judgement necessary to provide quality patient care.</li> <li>4. Initiate leadership in a variety of healthcare settings for diverse patient populations.</li> <li>5. Integrate information technology to communicate, manage knowledge, mitigate error, and support decision-making.</li> <li>6. Function as a novice nurse assimilating all professional, ethical, and legal principles.</li> </ol>	<ol style="list-style-type: none"> <li>1. Provide quality, safe, patient-centered nursing care utilizing evidence-based practice.</li> <li>2. Collaborate with members of the interdisciplinary team to provide quality patient care.</li> <li>3. Engage in critical thinking and develop clinical judgement necessary to provide quality patient care.</li> <li>4. Implement patient care in a variety of healthcare settings for diverse patient populations.</li> <li>5. Integrate information technology to communicate, manage knowledge, mitigate error, and support decision-making.</li> <li>6. Function as a novice nurse incorporating professional, ethical, and legal principles.</li> </ol>

### Course Outcomes

<b>NUR 260 (ADN)</b>	<b>NUR 136 (PN)</b>
<p>Upon completion of this course, the student will:</p> <ol style="list-style-type: none"> <li>1. Provide patient-centered care across the lifespan for diverse populations with complex health needs. (SLO: 1,2)</li> <li>2. Incorporate safe nursing care across systems in a variety of settings (SLO: 1, 2, 3, 4)</li> <li>3. Engage in clinical judgement and clinical reasoning necessary to care for multiple patients in various healthcare settings. (SLO: 1, 2, 3, 5, 6)</li> <li>4. Manage patient care through quality improvement processes, information technology, and fiscal responsibility. (SLO: 2, 3, 4)</li> <li>5. Integrate principles of collaborative practice within nursing and interdisciplinary teams. (SLO: 2, 3, 5, 6)</li> <li>6. Foster mutual respect and shared decision-making to achieve optimal outcomes of care. (SLO: 2, 3, 5, 6)</li> </ol>	<p>Upon completion of this course, the student will:</p> <ol style="list-style-type: none"> <li>1. Utilize clinical judgement to provide patient care (SLO:1, 2, 3, 4)</li> <li>2. Analyze ethical principles in patient care. (SLO: 1, 2, 3, 4)</li> <li>3. Evaluate legal principles in patient care. (SLO: 1, 2, 3, 4)</li> <li>4. Incorporate evidence-based practice to optimize healthcare delivery. (SLO:1, 2, 3,4)</li> <li>5. Demonstrate professional behaviors necessary to function in a healthcare environment (SLO:1, 2, 3, 4)</li> <li>6. Collaborate with the roles of the healthcare team related to the interdisciplinary function. (SLO: 1, 2, 3, 4)</li> </ol>

## Guidance from the Virginia Board of Nursing Concerning Preceptorship

From [18VAC90-27-110. Preceptorships](#)

- A. Clinical preceptors may be used to augment the faculty and enhance the clinical learning experience. Faculty shall be responsible for the designation of a preceptor for each student and shall communicate such assignments with the preceptor. A preceptor may not further delegate the duties of the preceptorship.
- B. Preceptors shall provide to the nursing education program evidence of competence to supervise student clinical experience for quality and safety in each specialty area where they supervise students. The clinical preceptor shall be licensed at or above the level for which the student is preparing.
- C. When giving direct care to patients, students shall be supervised by faculty or preceptors as designated by faculty. In utilizing preceptors to supervise students, the ratio shall not exceed two students to one preceptor at any given time.
- D. Preceptorships shall include:
  - 1. Written objectives, methodology, and evaluation procedures for a specified period of time.
  - 2. An orientation program for faculty, preceptors, and students.
  - 3. A skills checklist detailing the performance of skills for which the student has had faculty-supervised and didactic preparation; and
  - 4. The overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring, and evaluation.



## Preceptorship Roles & Responsibilities

The preceptor is responsible to:

- Hold a nursing license at or above the level for which the student is preparing.
- Review the **Centra College Leadership Preceptorship Orientation Handbook**.
- Complete the **Preceptor Profile Form**
- Orient the student to the unit/facility on the first scheduled day of clinical preceptorship.
- Involve and incorporate the student into the daily routine of the unit/facility providing opportunities for growth in skills and knowledge.
- Facilitate student development of a questioning attitude.
- Retain responsibility for the care of assigned patients.
- Role model safe, evidence-based nursing care using a “think out loud” approach so that students will learn how to problem solve within the clinical context of care.
- The preceptor must not delegate their preceptorship duties, per the Virginia Board of Nursing.
- Be physically present on the unit while the student is administering nursing care and provide direct supervision as needed.
- Gradually increase the student’s responsibilities in skills and patient assignments.
- Assist the student in completing preceptor hours.
- Communicate student progress and/or concerns to faculty via written or verbal updates and the **Preceptorship Evaluations**.
- Validate student clinical hours after each clinical day via the **Preceptorship Hours Validation Form**.

## Preceptorship Shift Checklist

*At the beginning of the preceptorship:*

- Read the provided **Centra College Leadership Preceptorship Orientation Handbook**.
- Complete the **Preceptor Profile Form** once the preceptorship has commenced.

*During each shift:*

- Supervise the student for all direct care per the Student Supervision Policies and Student Supervision Suggestions.
- Call the faculty contact for the student immediately if any questions or concerns arise.

*At the end of the Preceptorship shift:*

- Complete the **Preceptorship Evaluation Form** with details about the preceptorship experience
  - For the ADN Program, this is done at 25 hours, 50 hours, and upon completion of hours
  - For the PN program, this is done at 25 hours, 50 hours, 75, hours, and upon completion of hours
- Sign off the student's hours on the **Preceptorship Hours Validation Form**.

### Student Supervision Policies

- Students will require **direct supervision** under the following circumstances:
  - For **ALL** medication administration.
  - For the administration of **any** narcotics and **any** intravenous flush or access.
  - For any skill the student is performing for the first time.
  - For any situation, the preceptor feels direct supervision is required.
- Students **are not allowed** to do the following **under any circumstances**.
  - Administer anti-neoplastic medications.
  - Administer IV blood or blood products.
  - Perform arterial punctures.
  - Insert or remove any central IV line.
  - Administer experimental or investigative/research drugs.
  - Take verbal or telephone orders.
  - Enter or remove orders from the EMR.
- Students are allowed to do the following **only under the direct supervision** of a preceptor but **never independently**:
  - Change a long-term venous access dressing.
  - Access long-term venous access.
  - Manage hemodynamic monitoring (CVP, CO, PAP, PWP, etc.).
  - Manage an epidural infusion.
  - Manage peritoneal dialysis care.
  - Independently assess suicidal or homicidal risk.
  - Manage a ventilator.
  - Change chest tube drainage system.

### Other Student Supervision Guidance

- Encourage critical thinking and problem-solving in the clinical area.
  - Ask the student what he/she needs to perform a procedure rather than *telling* him/her.
  - Ask the student to consider possible worst-case scenarios for each of his/her patients.
  - Encourage students to *question* rationales for all orders and interventions.
  - Question, question, the question rather than tell, tell, tell.
  - Talk about each of your decisions out loud so that the student can learn the decision-making process within the clinical setting.
- Guide growth in nursing skills and knowledge.
  - Assist students with assessments to increase assessment skills.
  - Provide students opportunities for skills that have not been performed.
  - Role model safe evidenced based nursing care.
  - Role model clear, collaborative communication.
  - Encourage the student to gradually increase independent nursing care as the preceptorship progresses.
- Create a supportive learning environment.
  - Encourage student questions.
  - Encourage student use of learning resources.
  - Provide feedback in a noncritical manner to encourage growth.
- Use reflection at the end of the day to solidify learning.
  - Have a brief post-clinical discussion with students to discuss patients and care during the day.
  - Offer feedback on strengths and weaknesses for the day's performance.

## Student Role & Responsibilities

The student is responsible to:

- Complete the ***Student Orientation Validation Form*** prior to the start of first preceptorship shift.
- Follow all policies of professionalism for Centra College.
- Provide safe, competent nursing care under the direction of the preceptor.
- **The student shall be responsible and accountable for the safe performance of those direct client care tasks assigned to the student.**
- Communicate clearly with the preceptor and other health team members about changing patient status, clinical problems, or issues.
- Contact faculty in a timely manner for any problems or issues.
- Complete clinical journals and assignments as assigned while obtaining clinical hours.
- Provide the preceptor with the ***Centra College Leadership Preceptorship Orientation Handbook*** and initiate the following forms when appropriate.
  - ***Preceptor Profile Form*** at the start of the preceptorship experience
  - ***Preceptor Evaluation Forms***
    - For ADN Students, at 25 hours, 50 hours, and upon completion of hours
    - For PN students, at 25 hours, 50 hours, 75 hours, and upon completion of hours
  - ***Preceptorship Hours Validation Form*** at the end of each preceptorship shift
- Review and be familiar with course syllabus.
- Maintain a copy of the Skills Checklist throughout the clinical preceptorship and present the Skills Checklist for the preceptor to sign-off any new skills performed.
- Complete the evaluation of the preceptorship experience posted in Moodle.

## Faculty Role & Responsibilities

The faculty is responsible to:

- Provide orientation information for preceptors and students.
- Coordinate the preceptor experience.
- Be available to preceptors during preceptor hours.
- Respond to and assist with the resolution of any concerns, conflicts, and complaints.
- Complete visits to sites of preceptor experiences.
- Complete final clinical evaluations for students.
- Review course requirements and outcomes with students.
- Provide contact information to students and preceptors.
- Collect the ***Preceptor Evaluation Forms*** and review these with the student.
- Validate the hours accrued on the ***Preceptorship Hours Validation Form***.
- Meet with students throughout the preceptorship to discuss strengths and areas for improvement.
- Evaluate clinical evaluations and assignments.