

# **Texarkana College**

## **Health Sciences**

### **Nursing Preceptor Reference Guide**

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# Texarkana College Nursing Preceptor Reference Guide

## Introduction

Thank you for your interest in the Texarkana College Associate Degree Nursing and Vocational Nursing programs. The follow packet is designed to provide you with information regarding the preceptorship of our students. It contains policies regarding clinical instruction, general clinical expectations, uniform code and student guidelines for specialized clinical experiences. If you have any question, please feel free to contact the clinical instructors or course instructors at any time.

Clinical Preceptors may be used to enhance the clinical learning experiences for Texarkana College students. In accordance with the Texas Board of Nursing administrative rules and regulation, a clinical experience with preceptor will only take place once a student has received clinical and didactic instruction in all basic areas of nursing. Clinical preceptors can supervise the students' clinical learning experiences without the faculty present in the affiliating agency or clinical setting. Texarkana College faculty will be readily available to students and clinical preceptors during clinical learning experiences. Clinical preceptors **must** have the following qualifications to supervise students in accordance with the Texas Board of Nursing: a current license to practice, competence in designated areas of practice, and a philosophy of health care which is congruent with that of the nursing program.  
(Board of Nursing Rules and Regulation 215.10 Subsection J)

## Purpose of the Preceptor Program

The overall purpose of the preceptor program is to increase the link between practice and education.

Benefits to students:

1. Individualized learning opportunities
2. More active role within the health care team
3. Exposure to different clinical settings

Benefits to Preceptors:

1. Opportunity to grow professionally
2. Opportunity to benefit the Profession of Nursing
3. Recognition for teaching

Benefits for Employers:

1. Greater input into the education of future nurses
2. More skilled, experienced graduates
3. Opportunity to view students in a collaborative role

Benefits for the Nursing Program:

1. Allows students to have individual learning experiences
2. Broader settings for learning experience and community readiness.
3. Increased collaboration with the healthcare community and global health.

## Clinical Grading

Clinical learning experiences provide opportunities for the student to learn and practice cognitive, affective, and psychomotor skills needed for the implementation of safe nursing care. Preceptors are asked to consider the student's ability with regard to:

1. Assessment
2. Planning
3. Implementation (plan of care)
4. Implementation (selected skills and tasks)
5. Interpersonal relations
6. Evaluation
7. Professional growth and ethics
8. Safety

All feedback provided from preceptor experiences will be documented as **satisfactory or unsatisfactory**. If a student has failed to achieve these outcomes, the preceptors are asked to contact the student's clinical instructor with verbal feedback. The Texarkana College Nursing program is committed to nursing excellence. In order to further this goal, we ask our preceptors to provide accurate and honest feedback about a student's abilities. If the preceptor would prefer to discuss an individual student after a clinical experience, clinical instructors will be made available. If this cannot be arranged in a timely manner, please contact the course coordinator or the program director.

1. Letha Colquitt, MNsc, RN, FNP-BC, Associate Degree Nursing Coordinator @ 903.823.3401
2. Lisa Carver, MSN, RN, Vocational Nursing Coordinator, @ 903-823-3409
3. Courtney Shoalmire, MSN, RN, Dean of Health Sciences @ 903.823.3401

### **Clinical Guidelines**

1. On clinical days the student will report to his/her assigned nursing unit at 0645, or as appropriate, in full uniform and ready to listen to change of shift report. Following report, the student will take and record morning vital signs, nursing assessment, prepare the patient for breakfast, check to see that medications to be given are available, and if appropriate, make opening entries in the chart and review the patient's chart.
2. Breaks are allowed after finishing patient tasks and charting, and are not to exceed 15 minutes.
3. Students are allowed a 30-minute lunch break and are encouraged to take the lunch break. Students are to report off to the hospital staff prior to leaving the unit for any reason
4. Students are expected to inform the preceptor of the skills they have instruction on, but need further practice. Students are encouraged to seek out learning experiences!
5. All students, except those with the ET Nurse, are to report off to the team leader before leaving the unit to attend post conference. Students are to plan their work so that they are on time for post conference.
6. Post conferences will be utilized to correlate theory (classroom) content with the student clinical experiences by using the nursing process.
7. When assigned to community agencies with a preceptor or designated supervisor, students must not ride in the preceptor's private vehicle. Students must provide their own transportation.
8. Students must conduct themselves, while in the clinical agency or whenever representing the Health Occupations Division, in a manner that reflects accepted professional standards of conduct.
9. Students may not use personal cell phones or pagers while performing patient care in the clinical setting. Cell phones should be kept in the student's personal bag or backpack in the nursing conference room or left in the student's car during clinical. Students may check their phone only during lunch time or break time. See student handbook for full policy.

### **Program Objectives**

The following program objectives are the outcomes which shape the curriculum and are the criteria for measurement of the programs' success. This reflects the differentiated essential competencies of the graduate of Texas nursing programs as a member of the profession, provider of patient-centered care, patient safety advocate and member of the healthcare team. The graduate will:

- Provide patient- centered nursing care tasks using evidence based outcomes and the nursing process to accommodate society/cultural differences, those vulnerable patients and populations and communicate the same to other members of the healthcare team.
- Respect the rights of patients to participate in decisions affecting their self-care and health by promoting patient-centered care and ensuring confidentiality
- Act as a patient safety advocate by establishing compassionate, caring and therapeutic relationships in a physically and psychologically safe environment as well as through social determinants of health
- Accept, make assignments and delegate tasks to other members of the healthcare team that take into consideration patient safety, organizational policies, scope of practice and demonstrated abilities.
- Demonstrate professional responsibility as an associate degree or vocational degree nurse by assuming responsibility and accountability for quality of nursing care in a timely manner, maintaining continued competence, adhering to ethical and legal standards and promoting a positive image of professional nursing
- Serve as an advocate for continuity of care and promote quality and access to healthcare for the patient and family

### **Criteria for Clinical Preceptors**

All clinical preceptors for the nursing program will meet the following minimum qualifications:

1. A minimum of one year as a Registered Nurse in the State of Texas.
2. A minimum of one-year current clinical experience with above credentials.
3. Recommendation by the employing agency based on:
  - a. desire to participate in preceptor program
  - b. willingness to support the philosophy and practices of the nursing programs
  - c. clinical competence / experience
  - d. effective communication skills
  - e. demonstrated interest in professional growth and service excellence
  - f. proof of liability insurance coverage

## Texarkana College Nursing Philosophy

**RN** The faculty believes that associate degree nursing education should be an integral part of a community college. We therefore accept the democratic philosophy and objectives of Texarkana College as it fulfills its mission to meet the diverse educational needs of the community. In keeping with the goals of the college, the associate degree nursing program prepares a graduate for immediate employment, provides courses that may be acceptable for transfer to other colleges should graduates seek a higher degree, provides programs for development and/or expansion of skills, and community readiness.

We believe that humans are holistic beings who are unique and complex with biological, psychological, sociological and communication needs that vary throughout life. The faculty believes that health, defined as the process of well-being, is the right of every individual. Health services should be available to each through the cooperative efforts of a wide range of professions and disciplines, commonly called the interdisciplinary health team. The inherent dignity of the individual gives one the right to actively participate with the health team in decisions which affect one's state of health.

Nursing works independently as well as collaboratively with other health disciplines in a timely manner to provide individualistic and cost-effective care with clients of all ages. The faculty believes that nursing includes the promotion of health, prevention of illness, and the care of the ill, disabled, and dying people. Advocacy, promotion of a safe environment, and education are also key nursing roles (Adapted from the International Council of Nurses, 2003). Furthermore, the faculty believes that nursing should constantly encourage client independence. The knowledge base and practice of the nursing profession includes promotion of health, management and monitoring of health, and management of common, uncommon, complex and rehabilitative problems with predictable and unpredictable outcomes. The knowledge base and practice of the associate degree nurse is directed toward use of the nursing process to provide or coordinate direct nursing care for a limited number of clients with common, complex, or rehabilitative problems in structured acute and long-term health care settings. Such clients are identified as individuals or family/significant others.

Structured settings, acute and long-term, are geographical or situational environments where the policies, procedures, and protocols are established to support critical thinking decisions and consultation. The associate degree nurse functions in accordance with the differentiated entry level competencies of graduates of Texas nursing programs in the role of provider of care, coordinator of care, and as a member of a profession. Upon graduation, the associate degree nurse is prepared for a beginning staff position with supervision in various structured settings. The faculty believes that individuals learn in a variety of ways and come into the learning situation in different stages of development; therefore, learning is believed to be: *Comprised of cognitive, affective and psychomotor components. An additive process, progressing from simple to complex. Demonstrated by a change in behavior. Enhanced by a multi-sensory approach. Individualistic, according to life experiences and personal characteristics.*

As the effort and energy put into learning is under personal control, learning is ultimately the responsibility of the student. The faculty shares the responsibility to the extent that they are accountable for curricular planning and for the creation of the learning environment. Throughout the learning process, the faculty will encourage development of a nursing conscience based upon professional, moral, ethical, and legal standards.

The faculty further believes that as needs of society change and global health, so do learning needs of the professionals who serve it. Continuing education after graduation is an inherent part of one's professional obligation for delivery of health care. In coordination with existing college continuing education services and with community groups, the nursing faculty responds to learning needs by identifying, planning, and otherwise ensuring implementation of continuing education opportunities for health care personnel.

**VN** The philosophy of the Vocational Nursing (VN) program is consistent with the mission, vision and institutional goals of Texarkana College in order to provide for the educational needs of a diverse community. It incorporates the legal, ethical, and educational standards of vocational nursing, and is sensitive to the diverse cultural and ethical backgrounds of the students and the community they serve. The VN faculty believes that the teaching/learning process is an interactive process in which specific learning outcomes are achieved. The curriculum is comprised of objectives in which cognitive, affective, and psychomotor components progress from simple to complex. Emphasis is placed on accountability and professionalism with a commitment to lifelong learning. The VN faculty further believes that it is important to facilitate the learning process by guiding, encouraging, and inspiring students to problem solve and become confident in their nursing practice. The students must be proactive in this teaching/learning process by assuming responsibility and accountability for their own learning. The VN program prepares the graduate to be able to think critically, using the nursing process to make decisions and arrive at safe conclusions. The graduate is prepared to meet the differentiated essential competencies (DECs) as set forth by the Texas Board of Nursing. The vocational nursing role represents the beginning level of the nursing practice continuum as Member of the Profession, Provider of Patient-Centered Care, Patient Safety Advocate, and Member of the Health Care Team.

## Uniform Dress Code

All students are responsible for purchasing the approved Texarkana College Uniform

1. Cherokee Scrubs: Royal Blue. While in uniform students may wear a plain white crew neck T-shirt, long sleeved or short sleeves. No thermal weave or lacy under garments are allowed
2. Official Texarkana college patch is to be neatly sewn with matching thread on the left sleeve, centered
  - a. ADN uniform patch – gold trim
  - b. VN uniform patch – sky blue trim
3. Lab Coats - White lab coats with the Texarkana college logo is to be worn over street clothes when the student is in the clinical agency on school business
4. Professional attire with lab coats is mandatory when present in clinical agencies for clinical school business.
  - a. Unacceptable street clothes include jeans of any color, shorts, capri or cropped pants, exercise attire, short dresses, and open toe shoes or sandals. The entire abdomen must be covered. Neckline should be conservative with no chest hair or cleavage visible.
  - b. Shoes: All white professional nursing shoes or plain white, gray or black athletic shoes are acceptable. Plain white socks that cover the entire ankle area or hose with pants. Dress shoes must be polished and clean.
5. Personal appearance
  - a. Clothing: clean and pressed. Dresses should cover the knee
  - b. Hair: Must be clean and pulled away from the face in a ponytail, braid or bun and remains behind the shoulders throughout patient contact. Hair extensions or hairpieces must be conservative in style and be behind the shoulders and away from the face.
  - c. Fingernails: short and clean. No artificial nails
  - d. Cosmetics: make-up should be conservative. No aftershave or perfumed lotions.
  - e. Tattoos: all attempts should be made to cover tattoos while in the clinical setting.
6. Jewelry
  - a. Plain watch with second hand
  - b. One plain band may be worn on one finger
  - c. One small stud or button style earring. Only one earring per ear is allowed
  - d. No jewelry is allowed in piercings on the face or tongue while in uniform
7. Personal Habits
  - a. Good personal hygiene is mandatory; the uniform and lab coat are not for street attire and are confined to clinical areas while in the student role
  - b. Eating and drinking should be confined to appropriate areas. No chewing gum while in uniform or in the clinical areas
  - c. Smoking is discouraged and must be confined to designated areas during allotted break times as the facilities allow
  - d. Polite and professional language is mandatory

\*\*\* In the event students do not meet the uniform code, preceptors are asked to contact the student's clinical instructor or course coordinator

## Student Guidelines for Specialized Nursing Areas

### ***Intensive Care Units***

- You will be assigned a nurse preceptor. You will work directly with the nurse and will not be working alone with a patient. Always ask questions if you are unsure of a procedure or do not understand instructions.
- Do not bring book bags or backpacks (no place to store them).
- Review trach care and nursing measures related to mechanical ventilators prior to your ICU rotation.
- Post conference attendance is required.
- On procedures such as trach care and wound irrigations, the student will perform the procedure with the nurse observing.
- Chart on a separate sheet of paper and have your charting checked by the nurse prior to documenting in the patient's chart.
- You will be administering medications in ICU. All medications are to be checked with your assigned nurse before administering. No IV pushes or insulin will be given by you in the ICUs.
- Focus on care of the patient and any skills you might perform rather than becoming preoccupied with equipment.
- Report any change in the patient's condition to the nurse.
- Report in full uniform.
- Each student is responsible for obtaining experience in either oral-pharyngeal, nasopharyngeal, or tracheal suctioning while in the intensive care units.
- You must provide access of the Preceptor Feedback of Student Performance to your preceptor.
- You must complete an Evaluation of Preceptor by Student form online at the end of the clinical day.

## **Student Guidelines for Specialized Nursing Areas**

### ***Dialysis Units:***

1. Prior to your experience in dialysis, review your text about renal failure and dialysis.
2. Dialysis units at both hospitals usually do not begin until after 8 a.m. The clinical instructor will give you alternative care activities to complete until the unit is open.
3. Your role during the dialysis experience is observation. Observe the dialysis procedure, the nurse's role, and the patient's response. Review the patient's lab work -- try to figure out how deviations from normal are related to renal failure.
4. Objectives:
  - Identify the dialysis types and their indications and contraindications.
  - Explain the physiologic principles of hemodialysis.
  - Discuss nursing assessment and management of the patient before, during, and after hemodialysis.
  - Identify the adverse effects of hemodialysis and nursing measures to prevent them.
  - Determine if dialysis affects the body's use of medications administered prior to dialysis.
5. Attend post conference on second clinical day of each week or as otherwise instructed

### ***Community Based Agencies (RNSG 2460)***

At completion of the rotation, the student will:

1. Explain the role of the agency in the delivery of community health care.
2. Describe means of funding of the agency.
3. State ways by which patients are referred to the agency for nursing care.
  1. Is a physician's referral required?
  2. By what means are hospital patients referred for care following discharge?
  3. Can the nurse see patient prior to physicians' approval? If so, are there limitations as to her role?
4. Describe the various functions of the nurse in this agency.
5. Differentiate between the role of the LVN or aide and the RN within the agency.

### ***Clinical Objectives for Enterostomal Therapy and Wound Care Rotations***

#### **RN**

1. Provide patient-centered nursing care using current evidence-based outcomes to patients with enterostomal/ wound care needs.
2. Provide assessment of the patient's current health status and response to therapy.
3. Use therapeutic communication skills to interact effectively with patients, family and members of the healthcare team.
4. Maintain an environment that promotes physical and psychological safety of the patient.
5. Evaluate patient responses to wound/skin therapies to promote healing.

#### **VN**

1. Learn the admission process for patients who are to receive wound care treatment.
2. Become acquainted with the different types of wound care treatments, including length of treatments.
3. Provide patient-centered nursing care using current evidence-based outcomes to patients with enterostomal/ wound care needs according to the VN Scope of Practice.
4. Provide assessment of the patient's current health status and response to therapy.
5. Use therapeutic communication skills to interact effectively with patients, family and members of the healthcare team.
6. Maintain an environment that promotes physical and psychological safety of the patient.
7. Evaluate patient responses to wound/skin therapies to promote healing

### ***Hospice Facilities***

1. Discuss the role of hospice within the health care setting.
2. Discuss the role of the registered and vocational nurse within this setting.
3. Discuss the services that the hospice team provides to both the patients and their family.
4. Provide a list of benefits and limits of care provided by the hospice team and include rationale for each.

Texarkana College Nursing Program

**FORM: FEEDBACK OF PRECEPTOR BY STUDENT**

Please use electronic form @ [www.texarkanacollege.edu/preceptor](http://www.texarkanacollege.edu/preceptor)

Name of Preceptor \_\_\_\_\_ Agency \_\_\_\_\_

Date \_\_\_\_\_

1. Was the preceptor accessible to you when needed?

\_\_\_1- Poor      \_\_\_2      \_\_\_3      \_\_\_4      \_\_\_5 - Excellent

2. How did the preceptor relate (interpersonal skills/communication) with you?

\_\_\_1- Poor      \_\_\_2      \_\_\_3      \_\_\_4      \_\_\_5 - Excellent

3. Was the preceptor an effective role model (skills, professionalism, etc.) for you?

\_\_\_1- Poor      \_\_\_2      \_\_\_3      \_\_\_4      \_\_\_5 - Excellent

4. What could your preceptor have done to make this experience better?

\_\_\_1- Poor      \_\_\_2      \_\_\_3      \_\_\_4      \_\_\_5 - Excellent

5. Would you recommend that this person be utilized as a preceptor again?

\_\_\_1- Poor      \_\_\_2      \_\_\_3      \_\_\_4      \_\_\_5 - Excellent

6. What could your preceptor have done to make this experience better?

## Texarkana College Nursing Program

### **FORM: FEEDBACK OF STUDENT BY PRECEPTOR**

Please use electronic form @ [www.texarkanacollege.edu/preceptor](http://www.texarkanacollege.edu/preceptor)

Name of Student \_\_\_\_\_ Date \_\_\_\_\_

Clinical Instructor's Name \_\_\_\_\_

S = Satisfactory

U = Unsatisfactory

Dash (-) = Not observed

Satisfactory or Unsatisfactory is determined by number of clinical objectives met or unmet in the Clinical Evaluation Booklet - Supplement (CEB-S)

Assessment: Data gathering and analysis \_\_\_\_\_

Planning: Prior to care, discusses with preceptor interventions necessary to achieve expected outcomes. \_\_\_\_\_

Implementation: Implements the plan of care to meet the patient's psychosocial and physiological needs. \_\_\_\_\_

Interpersonal Relations: Written, verbal, and non-verbal communication. \_\_\_\_\_

Evaluation: Evaluates self and patient, revises plan appropriately. \_\_\_\_\_

Professional Growth and Ethics: Shows professional growth and practices ethical behavior. \_\_\_\_\_

Safety: Practices techniques that promote physiological and psychological safety. \_\_\_\_\_

#### Skills and Comments


Preceptor signature with credentials \_\_\_\_\_

## Texarkana College Nursing Program

### **FORM: Preceptor Qualifications/Agreement**

Please use electronic form @ [www.texarkanacollege.edu/preceptor](http://www.texarkanacollege.edu/preceptor)

This form should be updated every two years.

#### **Preceptor Information**

First Name\* \_\_\_\_\_  
Last Name\* \_\_\_\_\_  
Email\* \_\_\_\_\_  
Contact Number\* \_\_\_\_\_  
Type of Licensure\* \_\_\_\_\_  
State of Licensure\* \_\_\_\_\_  
Certifications \_\_\_\_\_  
Highest Nursing Degree Held\* \_\_\_\_\_

#### **Employer**

Agency of Employment\* \_\_\_\_\_  
Manager Name\* \_\_\_\_\_  
Manager Email\* \_\_\_\_\_  
Manager Contact Number\* \_\_\_\_\_

It is agreed that aforementioned preceptor employed by aforementioned agency of employment will affiliate as a preceptor with faculty in the Health Sciences Division, Texarkana College. The preceptor attests the aforementioned manager is aware and acceptable of preceptor serving in role described. No more than two students at a time will be scheduled with the preceptor. Responsibilities of each participant (faculty, preceptor, and student) are as follows:

#### **Faculty**

1. orients students and preceptors to the experience
2. schedules individual students with preceptors
3. helps preceptors and students to identify learning needs and expected outcomes
4. consults with preceptors regularly and as needed
5. participates in the evaluation process

#### **Student**

1. identifies and communicates own learning needs
2. prepares for the clinical experience by reading and practicing skills as necessary
3. follows policies and procedures of the agency
4. is accountable for own actions
5. participates in the evaluation process

#### **Preceptor**

1. orients the student to the clinical area/agency
2. schedules the student's daily experiences
3. supervises and teaches the student in the clinical area
4. consults with faculty as needed
5. evaluates the student's practices

**Signature** \_\_\_\_\_

Preceptor

Date