

School of Nursing Policy GRAD-08

Graduate Clinical Placement

Effective Date

Spring 2014

Last Revision Date

1/24/25

Responsible Party

Graduate Program faculty and students, clinical preceptors.

Scope and Audience

Students enrolled in the Graduate Program.

Additional Authority

N/A

1. Policy Purpose

To outline the policies and processes for the collaboration between Boise State University, School of Nursing (SON) faculty, graduate clinical preceptors, and graduate students.

2. Policy Statement

Clinical Site/Preceptor Selection Process

Upon admission and if advised, the graduate student may make initial contact with potential clinical preceptors to explore clinical placement opportunities and provide the appropriate program placement coordinator with prospective preceptor/site information by completing and submitting a "Request for Clinical Placement" form. For students living outside of the area served by SON clinical partners, the student is asked to collaborate with the appropriate program placement coordinator to explore potential clinical sites/preceptors in their state of residence. Placement Coordinators will provide the potential Preceptor with a "Preceptor Preceptor Application Form" to complete and return to the graduate program Clinical Administrative Assistant.

The Graduate Governance Team and the Placement Coordinator will approve/disapprove of the clinical site and preceptor based on appropriateness to meet student learning needs and course/program objectives. In the event that no appropriate preceptors or clinical sites are available in the student's geographic location, students may be required to travel to another geographic location where an approved/affiliated SON clinical site and or preceptor is available. It is the student's responsibility to arrange and cover any associated costs, including travel, lodging, and other related expenses for these clinical experiences.

Responsibilities

Graduate Program Placement Coordinator Responsibilities

- Maintains master clinical schedule and records via the Typhon database (including current site information, agency details, and contact names/phone numbers.)
- Coordinates affiliation contracts with the Contract Manager.
- Updates Program Director updated regularly.
- Monitors and updates nursing requirements for programs in all states where graduate students are located at least on an annual basis.
- authorization requirements with the e-Campus office.
- Ensure students receive SARA notification each academic year.
- Preparation of Preceptors before each clinical rotation.
 - Provides a welcome packet that includes course objectives and student skills, roles and expectations of preceptor/clinical faculty/ and student, contact information, and evaluation of student process.
 - At the end of the semester, send a certificate of preceptor hours and an acknowledgment of thanks.
- Sustain Clinical site relationships.
 - Coordinates site visits, if required, with the Program Director or designee.
 - Coordinates with the Program Director to ensure the preceptor is appropriately licensed and certified in accordance with state rules and regulations the rotation is being completed in.
 - Maintains contact with clinical sites the program is not using regularly.
 - Coordinates clinical evaluation process.
 - Ensures students have the correct contact for required onboarding at each clinical site if required.

Preceptor Responsibilities

In accordance with Board of Nursing regulatory guidance and SON policies, the preceptor will:

- Maintain a one-to-one course of instruction and guidance of the nurse practitioner students' actions at all times during clinical practice.
- Establish, with the student, a clinical schedule according to the preceptor's work schedule.

- The preceptor is not expected to alter his/her schedule to accommodate student scheduling preferences.
- The student will provide a written copy of the schedule to the preceptor and faculty via Typhon. Any modifications to the schedule will be submitted in writing, in advance, to the preceptor and graduate faculty.
- Serve as a clinical practice expert, professional role model, host, resource person, mentor, sponsor, and teacher to the student
- Provide the student with an orientation to the clinical setting, staff, policies, and procedures, health record system, and share with the student information and expertise necessary to successfully function in the clinical site.
- Provide adequate temporary office space, computer access, and/or examination room facilities for the student's use during patient care activities.
- Provide the student with clinical experiences as appropriate to meet the course requirements/objectives and specific educational expectations. This includes the selection of appropriate clients for the student to meet specified outcomes based on the student's level in the program of study, learning readiness, skill level, and the preceptor's level of expertise.
- Demonstrate the professional characteristics, values, and attitudes that contribute to a positive student/preceptor relationship: mutual respect, civility, helpfulness, caring, flexibility, enthusiasm, enjoyment of teaching, commitment to students' success, and willingness to work with novice practitioners.
- Encourage the student to display initiative, individuality, self-expression, self-assessment, and increasing autonomy, as appropriate.
- Inform students and faculty of available learning activities and projects likely to fulfill the student's learning objectives.
- Maintain ongoing communication with SON faculty and provide timely feedback about the student's progress, strengths, limitations, and learning needs in clinical practice.
- Immediately notify the SON faculty member and student if the student's performance, behavior, or compliance with professional, agency, or SON standards and policies, are unsatisfactory. Ending a clinical experience, prior to the scheduled end, is appropriate if the student is inadequately prepared or otherwise deemed incapable of successful practice, and timely phone or email communication with the SON faculty is required prior to student's return to clinical practice.
- Complete a midterm evaluation and an end-of-rotation evaluation.

SON Graduate Faculty Responsibilities

- Assesses the safety and adequacy of clinical sites/experiences and appropriateness of clients for the student's learning objectives and clinical experiences.
- Ensures all legal and administrative agreements between the SON, university, clinical agency, and /or clinical preceptor are current and complete prior to student beginning work in the clinical agency.
- Ensures all mandatory student records/certificates have been provided to the clinical agency.

- Provides course information to the Preceptor including course syllabus, objectives, timeline, assessment criteria and other materials related to the student's clinical performance expectations.
- Provides clarification of clinical educational requirements and objectives with the preceptor.
- Provides support and educational mentoring, as appropriate, to enable the preceptor to meet expected responsibilities.
- In collaboration with the preceptor, sets specific goals for the student's clinical experience appropriate to the student's educational level and abilities.
- Maintains ongoing communication with clinical preceptor with timely regular evaluations and feedback about the student's clinical progress, strengths, and limitations.
- Provides ongoing oversight and evaluation of the educational content, quality, and experiences provided by the clinical preceptor, including at least two conferences and one on-site visit(s) during the semester as required or deemed appropriate/necessary.
- Continuously monitors student performance, progress, strengths, and limitations; student-preceptor interactions, and complete timely formative evaluations throughout the semester.
- Maintains ongoing communication about the clinical experience, learning, and performance with the student during the semester Collaborate with the student to set specific goals for the student's clinical experience appropriate to the student's educational level and abilities.
- Develops, implements, and evaluates improvement plans, in collaboration with the preceptor, to address student learning, practice, or behavioral needs or issues in a timely manner.
- Completes a summative evaluation of clinical competency and experiences to determine whether course objectives have been met. Evaluation elements will include clinical preceptor and student evaluations, clinical experience tracking program, journals, conference and site visit findings, and other relevant course related information. Communicate immediately with the student to evaluate and initiate, as appropriate, actions to address any unsatisfactory performance, behavior, or compliance with professional, agency, or SON standards and policies.
- Provides support and mentoring, as appropriate, to enable the student to meet course objectives and outcomes.

Graduate Student Responsibilities

In accordance with Board of Nursing regulatory guidance and SON policies, the graduate student will:

- Maintain a current, unencumbered* RN license from a state or territory of the United States, (* Unencumbered license is one that is not revoked, suspended, or made probationary or conditional by the State licensing or registering authority as the result of disciplinary action.)

- Comply with all state regulatory, professional, clinical agency, and SON policies and requirements related to graduate students, including but not limited to pre-clinical compliance paperwork, educational preparation, dress code, and any clinical site-specific requirements at all times.
- Consistently demonstrate the professional characteristics, values, and attitudes that contribute to positive student/preceptor/faculty relationships: mutual respect, civility, willingness to work and learn, caring, flexibility, enthusiasm, initiative, and skills in communication, problem-solving, clinical reasoning, and self-directed learning.
- Maintains ongoing communication about the clinical experience, progress, learning needs, and performance with the preceptor and SON faculty, with proactive communication should there be a risk that course requirements will not be met.
- Collaborate with the Preceptor and SON faculty to set clinical experience goals, appropriate to the student's educational level and abilities, to meet course objectives.
- Develop, implement, and evaluate self-improvement plans, in collaboration with the Preceptor and SON faculty, to address learning, practice, or behavioral needs or issues.
- Communicates immediately with the Preceptor and SON faculty in the event of any adverse patient interaction, or problems in performance, behavior, or compliance with professional, agency, or SON standards and policies.
- Completes ongoing tracking programs and assigned self-evaluations of clinical experiences, progress, strengths, and limitations.
- Notifies the SON immediately of any change of student address or contact information, or any required clinical/professional elements, such as licensure. (NOTE: The SON office is not responsible for guaranteeing a clinical placement if a student changes residency or is unable to travel to participate with SON clinical partners.)
- Consistently adhere to the standards outlined in the University Code of Conduct policy (Policy 2020) and the School of Nursing Student Handbook Policies. Not adhering to these academic, behavioral, or professional standards may result in dismissal from the graduate program and the SON.
- Falsification of any clinical documents, hours, and/or patient data will lead to immediate removal from the clinical site and may result in dismissal from the graduate program and the SON.
- Establishes and maintains a collegial, professional relationship with the preceptor.
- Provide a written copy of approved goals and objectives to the Preceptor prior to beginning clinical hours.
- Be prepared and punctual in all clinical practice interactions.
- Engage in clinical experiences only when precepted continuously, on a one-to-one basis, by the assigned clinical preceptor(s).
- Determines a plan with the preceptor and SON faculty, at the start of the clinical experience, to address an unexpected absence by the Preceptor or student (such as

illness) and how missed clinical hours will be made up. The written plan will be provided to the preceptor and SON faculty.

- Use the Preceptor's work schedule to arrange clinical experiences. The student will NOT ask the Preceptor to alter his/her schedule to accommodate student scheduling preferences. A written copy of the schedule will be provided to the preceptor, the Graduate Placement Coordinator and the SON faculty. Any modifications to the schedule will be submitted in writing, in advance, to the preceptor, the SON faculty, and the appropriate graduate program placement coordinator.
- Coordinate Preceptor and faculty schedules to accomplish any conferences, site visits, or other meetings as required or deemed appropriate and/or necessary.
- Keep all scheduled appointments with the preceptor and faculty.
- Be responsible for understanding and practicing within the scope of an advanced practice nurse as regulated by the Nurse Practice Act in the state in which the clinical practice occurs. Students are responsible for determining any state requirements that may hinder their ability to complete clinical practice in their states.
- The BSU Clinical Placement Team works diligently to obtain clinical placements. Therefore, a student is prohibited from declining a clinical placement without the permission from the Graduate Program Director. Students may be required to travel up to two hours each way for clinical placement.

3. Definitions

Graduate Clinical Preceptor

This is an individual who:

- Holds current, unencumbered* license/s from a state or territory of the United States, (* Unencumbered license is one that is not revoked, suspended, or made probationary or conditional by the State licensing or registering authority as the result of disciplinary action.)
 - Is a registered nurse and nurse practitioner/advanced practice RN licenses and nationally certified as a nurse practitioner, relevant to the care of the population foci at which they are practicing. Holds a current unencumbered* physician license from a state or territory of the United States. Or holds a current unencumbered physician assistant license and certification relevant to the population foci for which they are providing care in states and governing boards of nursing that allow physician assistants to precept nurse practitioner students.
 - Has at least one year of post licensure experience, in primary care, acute care, or specialty practice setting.
- Agrees to precept/mentor SON graduate students
- Is not a friend or relative of the student prior to preceptorship

- Is employed in a primary care, acute care, or specialty practice setting, and has received permission from the organization to precept graduate students.
- Has been properly credentialed as a clinical preceptor by the School of Nursing and is approved to participate as a clinical partner in graduate SON education. (Includes receipt and verification of all licenses, certifications, and any other relevant professional documentation requested)

Possesses these professional qualities:

- professional practice competency for standard nursing and medical processes
- commitment to high-quality, safe, effective, patient-centered care
- knowledge and utilization of evidence-based practice
- interest in professional growth and lifelong learning
- professional representation of the clinical agency and role in the community
- competent, confident, and knowledgeable in the professional provider role
- skilled in communication, problem-solving, teaching, advocacy, conflict resolution, and goal-setting
- respect of peers and interprofessional practice
- has completed the SON preceptor orientation

Clinical Preceptor Practice Setting/Clinical Agency

Allows students to have an educationally rich experience specific to the population relevant to the student's track.

- Has agreed to allow the student to practice in the setting while being precepted by the clinical preceptor.
- Has received approval by the SON Faculty Clinical Placement Coordinator and has an affiliation agreement with the Boise State University School of Nursing allowing students to be onsite as part of this program.

SON Graduate Student

This is a graduate nursing student, who:

- Holds a current, unencumbered* RN license from a state or territory of the United States, (* Unencumbered license is one that is not revoked, suspended, or made probationary or conditional by the State licensing or registering authority as the result of disciplinary action.)
- Has met all of the SON, professional, and educational practice requirements and clinical health requirements for graduate students
- Is in good standing in all academic coursework
- Assumes responsibility for his/her own learning/practice, and compliance with SON policies.
- Has met, prior to entering the precepted clinical experience, all of the prerequisite knowledge and practice experience objectives and requirements needed to practice safely under the preceptor's supervision
- Has met all the requirements outlined by the clinical site (onboarding documents)

Graduate Faculty

These are regular or adjunct SON faculty who:

- Hold current, unencumbered* registered nurse and nurse practitioner licenses from a state or territory of the United States
- Hold nurse practitioner certification, relevant to the care of adult patients across the lifespan, from a nationally recognized certifying organization
- Is accountable for all academic and practice-related elements of the graduate students' clinical educational processes
- Has at least one year of post-licensure experience, in primary care, acute care, or specialty practice setting
- Has been properly credentialed as a clinical faculty by the School of Nursing

Graduate Placement Coordinator

Is a faculty member who is accountable for facilitating communication and clinical programs between the School of Nursing and its clinical/institutional partners.

4. Forms

N/A

Related Information

BSU: None

CHS: None

SON: None

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1/24/2025

Revision History

Spring 2014, July 2021, 4/1/2022, 7/18/2024, 1/24/2025