

## **Guidelines for the Use of Preceptors**

### **UNDERGRADUATE BSN AND RN-BSN**

- Preceptors used by the BSN program must hold an active Iowa nursing license.
- Preceptors must be actively employed in the agency with which the College of Nursing has a current Affiliation Agreement.
- Preceptors must have one year, preferably two years in nursing practice (BSN or higher education preferred).
- An Affiliate Agreement must be in place between the College of Nursing and the employing agency prior to clinical hours.
- Preceptors are selected by the agency and assigned to students by faculty in collaboration with the Clinical Coordinator.
- Preceptors and agencies will be provided with course objectives and expectations.
- Preceptors agree to supervise and assist students in meeting course objectives.
- Preceptors agree to provide guidance and feedback to the student and to participate in the evaluation of the student's performance.
- BSN Senior Internship Preceptor and student enter into an Internship Experience Agreement (\*see attached). The agreement includes:
  - Dates and number of hours to be completed
  - Agreement to fulfill the course objectives and purposes as outlined by the syllabus. Syllabus will be provided to the preceptor prior to student/preceptor meeting

### **GRADUATE**

- Preceptors are selected by nursing faculty in collaboration with the Clinical Coordinator and clinic administration if appropriate based on populations and clinical setting.
- An Affiliate Agreement must be in place between the UI College of Nursing and the employing agency prior to clinical hours.
- Preceptors must hold the following qualifications:
  - Expertise and current licensure and certification in the population-focused and/or specialty area of practice
  - A minimum of one year, and preferable two years of experience in the population-focused area of practice and role
  - Actively employed in the role
  - A willingness to supervise and assist students in meeting course objectives
- The preceptor agrees to:
  - Assume responsibility for facilitating student involvement and learning experiences
  - Supervise student activities during the preceptorship to accomplish course goals
  - Maintain communication with faculty
  - Provide guidance and feedback to student; and to evaluate the student's performance relative to course objectives
  - Provide CON with necessary documentation of education, licensure and certification