



We are pleased that you are considering being a clinical preceptor for one of our School Nurse students. The following material provides general information about the College of Nursing at Rutgers, The State University as well as specifics regarding the School Nurse Program. The role and responsibilities of the faculty and preceptor regarding evaluation of the student is explained.

As you may be aware, the Board of Nursing has recently adopted new regulations requiring continuing education for all nurses in the state of New Jersey. In accordance with N.J.A.C. 134:37-5.3 Continuing Education, *a registered professional nurse may obtain continuing education hours for acting as a preceptor for at least 100 hours as part of an organized preceptorship program: 10 hours for the period during which the registered professional nurse acts as a preceptor.* Should you agree to serve as a preceptor, documentation of your service will be provided to you.

Please feel free to contact me if you have questions. The College of Nursing values your services as a possible preceptor. We hope that you will find the materials contained here helpful in your decision to be a preceptor. If you decide to serve as preceptor, you will be asked to submit a copy of your resume with the required forms and signatures provided by the student. If you agree to serve, as a preceptor, a more detailed packet of information will be sent to you. I look forward to your participation.

Maureen Esteves, Ph.D., RN
Assistant Dean for the Undergraduate Program
Esteves@rutgers.edu
973.353.5293 Ext. 609



Undergraduate Preceptor Guidelines

Preceptor Qualifications

The undergraduate preceptor is a currently licensed RN in New Jersey and is employed as an RN in the clinical agency in which the preceptor experience is to occur. Minimum educational preparation is baccalaureate degree. The preceptor is expected to have a minimum of two years of clinical experience and has demonstrated competencies related to the area of assigned clinical teaching responsibilities.

Appointment Agreement

Undergraduate preceptors are appointed for a semester for a specific course. Agreement forms are to be completed and on file in the College of Nursing Office of Student Affairs prior to the start of the semester.

Roles and Responsibilities

The preceptor will be assigned to no more than one student for any preceptor experience. Faculty must be available in person or by telecommunication for consultation with the preceptor and/or the student. The preceptor will have a written description of preceptor responsibilities for the College of Nursing. Preceptors will function according to guidelines/criteria developed by the course faculty as long as they are consistent with the guidelines set forth in this policy. The preceptor will be physically present in the agency and available to the student at all times during the prescribed clinical assignment.

Preceptor Evaluation

Preceptor evaluation will be completed by the students. The course faculty member will review all preceptor evaluations and determine satisfactory and unsatisfactory experiences, make decisions regarding reappointment status, and provide appropriate feedback to preceptors.

Faculty Responsibilities:

- Orient both the student and the preceptor to the clinical experience.
- Provide the preceptor an orientation to the philosophy, curriculum, course, and clinical objectives of the nursing program.
- Discuss student expectations, student guidelines for performance of procedures, and methods of evaluation.
- Assume overall responsibility for teaching and evaluation of the student.
- Assure student compliance with standards on immunization, CPR, and current liability insurance coverage.
- Work cooperatively with the preceptor and the agency to determine student learning needs and appropriate assignments.
- Meet with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
- Monitor student progress.
- Be readily available, e.g., telephone, pager or e-mail for consultation when students are in the clinical area.
- Receive feedback from the preceptor regarding student performance.

Preceptor Responsibilities:

- Function as a role model in the clinical setting.
- Orient the student(s) to the clinical agency.
- Guide, facilitate, supervise, and monitor the student in achieving the clinical objectives.
- Collaborate with faculty to review the progress of the student towards meeting clinical learning objectives.
- Provide feedback to the student regarding clinical performance.
- Contact the faculty if assistance is needed or if any problem with student performance occurs.
- Give feedback to the nursing program regarding clinical experience for student and suggestions for program development.

Student Responsibilities:

- Maintain open communications with the preceptor and faculty.
- Maintain accountability for his or her learning activities.
- Prepare for each clinical experience as needed.
- Be accountable for his/her nursing actions while in the clinical setting.
- Arrange for preceptor's supervision when needed.
- Contact faculty e.g. telephone, pager or e-mail if faculty assistance is necessary.

- Respect the confidential nature of all information obtained during clinical experience.

Overview of the School Nurse Certificate Program

The dynamic, expanding and comprehensive nature of the practice of school nursing demands an educational and skill level that enables nurses to meet the complex health needs of students. As the specialty of school nursing evolves, the requirement for a baccalaureate degree or post-baccalaureate certificate has become increasingly important.

The School Nurse program is designed as a minor for registered nurses enrolled in the RN to BS/MS in Nursing at Rutgers, The State University of New Jersey, College of Nursing and as a post-baccalaureate certificate program for registered nurses with a baccalaureate degree seeking school nurse certification. The program is designed to prepare registered nurses to meet the health needs of children enrolled in pre-kindergarten through high school in the state of New Jersey. The School Nurse minor/certificate is designed to provide registered nurses with the appropriate educational background, experiences and competencies to carry out the responsibilities and functions of the school nurse. The non-instructional option will not be offered by the College of Nursing.

The goals of the program are to:

- Apply principles of school health nursing to the coordination of health care for students from preschool through grade twelve.
- Develop and provide leadership to advance school nursing practice.
- Advance the standards of school nursing practice in order to improve the quality of care for students in schools.
- Advance school nursing knowledge through professional development and research.

The Practicum

The practicum experience consists of 150 hours which students may do in one or two semesters. Generally if the student does 75 hours in one semester, it translates into approximately one day a week for 14 weeks. Therefore, if the student does 150 hours in one semester it will translate into approximately two days a week for 14 weeks.

This practicum focuses on the application of knowledge of nursing and education theories as well as state mandates in the care of children in the school setting, K-12. Emphasis is placed on the promotion of health and wellness in the school age child as well as providing nursing services to children with acute and chronic health problems and those with special needs. Students will be placed for 75 or 150 hours during semester under the supervision of a Certified School Nurse and a Teacher of Health Supervisor. The student will participate in the roles and activities of the school nurse and participate in planning and implementing health education classes with experienced teachers. Students will meet be observed in the field by nursing faculty and will participate in on line discussions and meet for seminars throughout the semester.

Revised 4/08 mde