Northern Arizona University  
College of Health and Human Services  
School of Nursing

Course Number: NUR451 Syllabus - Traditional  
Course Title: Preceptorship  
Semester: Spring 2016  
Credit Hours: Four (4) credits, 180 clinical hours  
Course Faculty: Laura J. Blank RN, MSN. CNE  
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E-mail: (Answered in 1-2 days) Use the NUR451 course email for electronic communication with course faculty. If immediate response needed please text  
Course Pre-requisites: NUR 350  
Office Hours: by appointment – in person, phone, skype

Clinical Course Description, Structure, and Approach:
1. The emphasis of this clinical experience is to combine nursing best practices principles and skills, critical thinking, and clinical reasoning in a precepted experience.
2. In addition to caring for patients in an acute care setting, students will complete a variety of activities and exercises to develop competency in the RN role and facilitate synthesis of leadership principles and skills, critical thinking, and integration of leadership roles in clinical practice promoting Quality and Safety in Nursing Education (QSEN).
3. Clinical hours will include:  
   Orientations and site-specific clinical training, clinical competency assessments: 12hrs  
   Clinical preceptorship providing hands-on patient care in an acute care hospital: 168 hrs  
   180 hours

Course Textbooks and Readings:
Required textbooks:
   Read the NAU SON Preceptor Handbook, this resource may be found on the SON website. The course and/or clinical faculty will provide each student with an electronic copy to share with the nurse preceptor.

Recommended Reference Textbooks:
Students are encouraged to use any appropriate nursing reference textbooks from previous nursing courses, less than 5 years old, including medical-surgical, nursing diagnosis, drug, nursing intervention, nursing outcome and laboratory value references.

Student Learning Outcomes and Clinical Competencies:
The successful student will be prepared to:

Clinical Practice and Prevention
• Integrates theory, evidence, professional perspectives, and patient preferences into clinical judgment to provide holistic patient-centered care across the lifespan and healthcare continuum, and in healthcare environments.
• Implements direct and indirect delivery of safe patient-centered care.
• Demonstrates effective patient teaching and evaluation of learning in a variety of practice settings

Communication
• Demonstrates effective professional and therapeutic communication proficiency in nursing practice.

Critical Reasoning
• Provides nursing care which is evidence-based, holistic, safe, patient-centered, and comprehensive.
• Synthesizes evidence and nursing knowledge to evaluate and modify clinical nursing practice, in order to provide holistic, safe, comprehensive, patient-centered care.
• Integrates reliable evidence from multiple ways of knowing to inform practice and make clinical judgments.

Leadership
• Demonstrates professional nursing practice which incorporates effective leadership characteristics.

Professionalism and Professional Values
• Creates a nursing practice which values and utilizes ethical and legal principles and professional standards.
• Integrates caring’s affective characteristics into patient-centered care and with other healthcare professionals

Global Health
• Synthesizes principles of health equity and social justice for vulnerable populations into the role of the professional nurse.
• Analyzes the role of the nurse as change agent related to improving local and global environmental conditions which affect a population’s health.

QSEN: Quality and Safety Education in Nursing competencies are incorporated in each SON learning outcome. Further QSEN information may be found on the American Association of Colleges of Nursing website: http://www.aacn.nche.edu/faculty/qsen
Assessment of Student Learning
Students will perform the 180 clinical hours in both organized and self-directed learning environments. The clinical preceptorship will be performed in an acute care, inpatient setting to facilitate experience in the registered nurse generalist role. Successful completion of the preceptorship, reflective journaling assignments and clinical projects will indicate successful completion of the clinical hours.

CRITERIA TO BE USED FOR CLINICAL EVALUATION

SUCCESSFUL COMPLETION OF THE CLINICAL PORTION OF NUR 451 WILL CONSIST OF:

1. Demonstration of competence in the NUR451 clinical skills assessments at the School of Nursing Learning Lab.
2. Demonstration of minimal competence in all of the course outcomes and objectives.
3. Successful completion of all clinical competency assessments
4. Safe demonstration of nursing skills in the clinical setting.
5. Satisfactory and on time completion of all course assignments.
6. Successful completion of 180 clinical hours as specified above

The initial online and in-person clinical assessments, including course orientation, the healthcare agency orientation, and required modules must be completed at the time the activities have been scheduled. **There will be no makeup arrangements.** If the student does not successfully pass/attend/complete all of the requirements in preparation for the capstone clinical experience, it will not be possible to continue in the NUR451 course.

The reflective journal entries are an integral part of the capstone clinical experience. The Evidence-Based Practice capstone project is also an integral part of the capstone clinical experience. **To obtain maximum points, plan to present/share the EBP capstone project in a poster format at a research conference, Grand Rounds or at Honors Day, as well as the staff in your clinical placement.**

If the clinical instructor and the student’s preceptor perceive the student’s performance does not meet criteria for passing at any time during the course, the instructor will begin to implement the steps outlined in the NAU SON Student Handbook regarding an improvement plan.

PLEASE NOTE:
The initial online and in-person clinical assessments, including course orientation, the healthcare agency orientation, and required modules must be completed at the time the activities have been scheduled. **There will be no makeup arrangements.** If the student does not successfully pass/attend/complete all of the requirements in preparation for the capstone clinical experience, it will not be possible to continue in this course.

GUIDELINES FOR EVALUATION:
The NAU School of Nursing Clinical Performance Evaluation Criteria Rubric and project specific evaluation rubrics will be used for all NUR451 clinical evaluations.
1. In order to be eligible to enter the clinical preceptorship, the student must perform all components of the clinical competency assessment at the supervised or independent level.

2. At the discretion of course faculty, students who do not perform at these levels may receive remediation, additional education, and/or re-evaluation and will be placed on academic probation.

3. Students still unable to meet this performance level will meet with the course faculty, their advisor and nurse administrator, if appropriate, to develop and implement a specific performance improvement plan, prior to being admitted to the preceptorship.

4. Performance is expected to progress during the semester.

GRADING:

Grading Criteria:
Clinical Competency Assessment 10 points*
Documentation Accountability 15 points
Reflective Journals 1-5 50 points
EBP Poster Format 10 points
Capstone EBP Poster Presentation-Day 10 points
Capstone EBP Poster Presentation-Clinical 5 points

TOTAL Points 100 points

*5 points total possible if remediation is required and successful.

Grading System: Using the standard NAU SON grading scale, grades will be calculated as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A (≥93%)</td>
</tr>
<tr>
<td>84-92</td>
<td>B (≥84%)</td>
</tr>
<tr>
<td>78-83</td>
<td>C (≥78%)</td>
</tr>
<tr>
<td>≤77</td>
<td>Fail (≤77%)</td>
</tr>
</tbody>
</table>

1. NUR451 is a graded course. The minimum passing grade for the course is 78% of the possible total points for the assignments.

2. Your grade will be determined upon successful completion of the clinical hours, journals/conferences, EBP presentation, and the following:

   a. Nursing care
   The clinical instructor will be assessing for growth in skills and knowledge throughout the semester. Your assessment, planning, implementation, and evaluation of nursing care will be self, preceptor, and instructor-evaluated each week and periodically during the semester. If your nursing care is not deemed safe, the preceptor will advise you and your instructors and written strategies for improvement of your nursing care will be developed. Failure to improve identified areas of concern can result in failure of the clinical
component of NUR 451. This means that if your preceptor or instructor provides feedback about your performance, you are expected to make the changes AND maintain an improved level of performance for the duration of the semester.

b. Professionalism
Professional behavior is expected in all aspects of NUR451. Professionalism includes behaviors addressed in the NUR451 course syllabi, all state and federal laws in higher education, American Nurses’ Association Code of Ethics, the Arizona State Board of Nursing guidelines, the NAU School of Nursing Undergraduate Student Handbook (current edition) and the NAU Student Handbook (current edition).

c. Written assignments and clinical journal
Academic professionalism will be evaluated per written assignments, participation in clinical conferences, and clinical journals. These must be completed and on time, to receive a passing grade in NUR451.

Clinical assignments:
Assignments and course paperwork must be submitted, on time, to the clinical instructor. Submission deadlines will be published in the NUR451 online course. Students must submit their clinical work schedule to the clinical instructor at the beginning of the semester. The instructor must be informed of any planned or unplanned schedule changes as soon as possible. Failure to do this can indicate failure to meet course objectives related to accountability and professionalism. At her or his discretion, the instructor may:
  o Remove the student from the clinical setting immediately.
  o Conduct a counseling session with the student to develop an improvement plan.
  o Reinstate access to the clinical setting.
  o Monitor the student’s performance improvement status

ADDITIONAL REQUIREMENTS FOR NUR451 CLINICAL
1. REQUIRED DOCUMENTATION FOR THE CLINICAL AGENCY: In keeping with the NAU School of Nursing policy and the clinical agencies' requirements, no student will be allowed to attend a clinical experience until documentation of currency for all mandatory clinical requirements is on file in the administrative office. Unmet documentation requirements may result in an Administrative “drop”, with fees incurred to re-enroll. You may be required by the clinical site to meet additional requirements, such as drug testing, vaccinations, blood tests or background checks. Current clinical documentation must be provided BEFORE the first day of class. No current clinical documentation = no clinical orientation = failure in NUR 451.

2. POLICIES RELATED TO STUDENT RESPONSIBILITIES:
• All health, safety, and agency documentation must be current.
• Attendance at clinical is mandatory. Student must report tardiness, or absences.
• Student must adhere to all AZBN, NAU, SON policies.
• Falsification of documentation will result in course failure.
• Maintain patient confidentiality at all times.
3. MANDATORY SITE SPECIFIC CLINICAL EDUCATION: Students must complete and pass any educational or skill requirements or training required by the individual clinical sites, which may include computerized charting, orientation, and infection control and safety training.

4. NURSING SUPPLIES: As part of being prepared for clinical, students must bring all of the following supplies to the unit daily: bandage scissors, hemostats, stethoscope, pen, penlight, a watch with a second hand.

NUR451 COURSE POLICIES
Policies and guidelines in the NUR451 syllabus apply to all aspects of this course. The student is responsible for review and adherence to all NUR 451, NAU School of Nursing, and NAU policies.
Northern Arizona University Policy Statements for undergraduates can be found at: https://policy.nau.edu/policy/results.aspx?type=u

1. ATTENDANCE AND TIMELINESS:
   a. Sites for clinical preceptorships are negotiated and assigned to individual students. Due to limited availability of clinical sites and to improve the variety of clinical experiences, students will need to be flexible, plan to travel to outlying communities and work in one of a variety of clinical settings, on different days of the week. The clinical instructor may approve changes in the clinical site assignment.
   
   b. Students are expected to be in the clinical area during the hours they negotiated with their preceptor unless severely ill and/or contagious, or if there has been a catastrophic life event. **Missing clinical hours, unless sick or for an emergent event, is strongly discouraged** as it may jeopardize completion of clinical experience.

3. In the case of illness, family emergency, or some other catastrophic problem that will delay your arrival or prevent you from attending ANY clinical, AT LEAST TWO HOURS BEFORE THE START OF YOUR SHIFT, you must notify your preceptor and nursing unit, in accordance with hospital policy, and notify your clinical instructor according to their instructions. PLEASE, DO NOT USE E-MAIL.

4. If a student is **late** to any clinical related session, (unless previously approved by your preceptor or instructor), you will be required to **write a 3-page, pass/fail paper**, with 5 library references, addressing accountability, professionalism and how lack of timeliness can impact patient care and your ability to meet clinical learning objectives as set forth in this course packet. The paper is due no later than seven days after it is assigned. Repeated tardiness is subject to failure in the course NUR451.

5. Leaving the nursing unit: **To insure adequate patient care in your absence, you need to inform your RN preceptor and receive her/his approval BEFORE leaving the nursing unit for any reason.** Students are not allowed to leave the healthcare agency for lunch or dinner.

6. If the preceptor leaves work prior to the end of the scheduled shift, the student must also depart, unless the preceptor identifies another qualified RN to whom the preceptor role can be delegated.
2. CLINICAL HOURS:

- For the purpose of this course, the clinical week will start at 0001 on Sundays and end at 2400 on Saturdays.
- The students’ clinical hours will be the same hours as the nurse preceptor.
- Clinical hours may be completed on Legal Holidays IF the NUR451 Clinical Instructor is available. Please check with the Clinical Instructor BEFORE you work on a holiday. Scheduling is at the Clinical Instructor’s discretion.
- Students may not work more than:
  40 hours in a clinical week
  12 hours per working day, unless completing unexpected patient care responsibilities.

The student will obtain the preceptor's work schedule and negotiate, in advance, the shifts on which the student will work. Unless approved by the clinical faculty in advance, students may not schedule themselves to work when their assigned preceptor is not scheduled to work. Unless severe illness or a catastrophic event has occurred, the student must work on the days she or he committed to work.

All changes in clinical schedules must be communicated to the clinical instructor before they occur. Failure to do so will result in disciplinary action including counseling session and implementation of improvement plan. Continued failure in meeting this standard can place the student at risk for failure of the clinical portion of the course.

- Only completed, scheduled shift hours, not the time worked beyond those hours, can be credited toward the 168 preceptorship hours.

3. PROFESSIONAL APPEARANCE IN THE CLINICAL SETTING:

- Dress code policies are implemented by the SON and individual institutions as part of their patient care, service and infection control environments.
- Strict adherence to the NAU School of Nursing dress code is required for any clinical setting. In case of discrepancy between the school and the hospital dress codes, the student will adhere to the more stringent dress code.
  - Uniforms should always be clean and pressed.
  - Body tattoos and/or piercing must be hidden from view. If piercing is on your face or tongue or any other place that is not concealed by the uniform it MUST be removed for the clinical setting — NO EXCEPTIONS, including permanent piercing jewelry.
  - Only a single, simple post earring, in each ear lobe, may be worn.
  - Wedding bands or a single simple ring may be worn; all other jewelry (necklaces, pins, bracelets, etc.) should be removed while in the clinical area.
  - Finger nails need to be short and clean. No artificial nails. Any nail polish must be in a neutral, natural shade.
  - Make-up should be minimal, simple and conservative.
  - No fragrances are to be used in the clinical area due to risk of respiratory compromise in vulnerable patients.
  - Hair should be clean and neatly groomed. Any student's hair that is shoulder-length or longer must be secured up and off the collar to prevent contamination of sterile fields, interference with patient care and personal safety risks. Men’s
beards and mustaches must be neatly (as determined by the agency standards and staff and clinical faculty) trimmed.
- Clothing that reveals undergarments or bare midriffs, abdomen, gluteal areas, or exposed cleavage are not allowed at any time in a clinical setting.
- Students will comply with any additional dress code requirements of the assigned clinical setting.

The RN preceptor and clinical instructor are responsible for determining whether the professional appearance requirements have been met and her/his decision regarding this is not negotiable. Failure to meet these standards will result in removal from the setting and repeated behaviors may place the student at risk for failure of the clinical portion of the course.

4. CLINICAL ASSIGNMENTS
   • Your preceptor will make patient assignments based on your learning and skills needs and objectives.
   • Identify your learning needs and objectives and collaborate with your preceptor to maximize your educational experience.
   • Your clinical time in the hospital is limited, so maximizing your opportunities for learning is essential. You must notify your preceptor IMMEDIATELY if there is a problem with your patient assignment, such as being discharged from the hospital, being absent from the floor for a prolonged period such as diagnostic testing or surgery, or your patient’s refusal to allow a student to care for him/her. Failure to notify your preceptor is grounds for disciplinary action at the discretion of the preceptor and/or instructor.

5. LATE ASSIGNMENTS:
   • ALL ASSIGNMENTS MUST BE SUBMITTED BY THE DUE DATE AND TIME. LATE ASSIGNMENTS WILL NOT BE ACCEPTED unless prior discussion and agreement with faculty. Failure to complete assignments on time may result in failure to meet course objectives. Assignment submission deadlines are noted in the NUR451 online course.
   • Students experiencing events which may prevent submission of an assignment by the deadline may request, in writing, to the instructor, as far in advance as possible, but no later than 24 hours before, permission to submit a late assignment. Approval of any such request is at the discretion of the faculty.

6. CELL PHONES
   • Personal cell phones will be turned off during all clinical experiences. Any non-emergency cell phone use is not allowed during the clinical shift unless you are off the floor, on break. If you expect an emergency call (such as a sick child or a pregnant spouse with impending labor), you must get your preceptor’s approval before you may carry the phone, but it MUST be in vibrate mode.
   • No personal cell phones with camera capacity are allowed in any patient care area at any time.
7. CONFIDENTIALITY STATEMENT

- **Students must maintain client confidentiality at all times.** No discussion regarding clients is acceptable outside the classroom or clinical setting or in any setting where confidential information can be overheard or seen by others. In the hospital, clinical conferences and in the virtual classroom, when communicating about actual client experiences, refer to the client by their initials only.

- **Client records are not to be photocopied under ANY circumstances.**

- **You may not remove from the clinical setting ANY part of a medical record as it may contain confidential or identifying information.**

8. PROFESSIONAL COMMUNICATION, BEHAVIOR AND PROBLEM SOLVING:

- **Students must be completely familiar with and follow all policies and procedures regarding professional nursing conduct, ethics and fitness requirements, including state of Arizona, NAU Civility Statement, NAU student handbooks, NUR 450C/408/451, and ANA requirements.**

- **All NAU, School of Nursing and NUR451 policies, including those covering civility, plagiarism, dishonesty, and unprofessional conduct, apply to the NUR451 clinical course.**

- **Incidents of uncivil behavior, unprofessional conduct and violations of confidentiality and professional conduct standards will not be tolerated, and reported immediately to the clinical instructor.**

- **As determined by the preceptor and clinical instructor, a student may be removed from a clinical setting for failure to comply with the standards, policies and procedures outlined in the NUR451 course materials and/or student handbooks (including appearance, arrival time, impairment, or inadequate preparation for the clinical experience), any unsafe clinical practice, uncivil behavior or any other violation of the above legal, professional and academic standards of nursing practice, values or behavior.**

- **Removal from clinical for unsafe or unprofessional conduct will result in a referral to the course faculty for review and may constitute grounds for failure of the course and referral for administrative review and action by appropriate School of Nursing personnel. Two or more unsafe or unprofessional conduct incidents will result in failure of the course.**

- **A student in violation of these standards for the first time will, at the discretion of the instructors, receive one or any combination of the following:**
  - counseling
  - a written warning
  - meet with the course instructor/s and the student’s faculty advisor to develop a remedial plan to correct the behavior

Feedback and constructive criticism:

- Nursing is a profession dedicated to the service of others, held in high esteem and trust by the American public. During nursing school, the student will be socialized to the complex professional registered nursing role, practice, values, behaviors, skills and knowledge. As a nursing student, behavior and performance will be evaluated according to legal, professional and academic standards of care and conduct.
• Feedback and constructive criticism can be expected throughout the clinical experiences, from instructors, preceptors, and other colleagues and students. Feedback and constructive criticism, both positive and negative, are objective and focused on behaviors which can be modified or corrected. Instructors and preceptors know that feedback is most effective when provided as soon as possible after an event.

**SUPERVISION OF PROCEDURES**

• Nursing skills acquisition: Use of the nursing skills checklists from prior nursing courses may provide guidelines for review for skills performance in the clinical setting. Discuss the skills related strengths and challenges with the preceptor and work together to determine the most effective way to provide safe patient care and gain experience in the RN role. Any skill that has not been previously practiced with an actual patient and determined to be safely done, MUST be performed with the preceptor present. The preceptor working with the student will continue to observe and evaluate nursing skills to monitor progression in skill competency.

• The nursing student should review the clinical agency’s nursing policies and procedures and note practice guidelines and any practice restrictions for student nurses. You CANNOT perform any acts prohibited by established course or hospital policies and procedures. Doing so may result in immediate removal from the clinical and possible expulsion from the nursing program.