

Policy Number: 20-02.03

Policy Title: Clinical Teaching Associate/Preceptor Selection & Program Orientation

Effective Date: December 05, 2011

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1. Policy Statement

In order to ensure OHSU School of Nursing (SON) students are appropriately supervised during clinical/agency experiences, this policy outlines the selection criteria for individuals to be Clinical Teaching Associates (CTA) or Preceptors as well as the elements required to be included in program orientation materials for individuals deemed appropriate for the education level of SON students.

Selection Criteria:

Baccalaureate Level: Pre-licensure students must be supervised by a CTA who is a Registered Nurse. Post-licensure students may be precepted by individuals with clinical expertise in area of student interest.

Advanced Practice Nursing Level: Eligible individuals must:

- Possess formal education for professional practice in the relevant specialty defined as, at a minimum: Master Degree in Nursing; Master Degree as Counselor; Psychologist, Licensed Clinical Social Worker; Doctors of Osteopathic Medicine, or Doctor of Medicine; or, hold national certification in the relevant specialty (NP, CRNA or Physician); and
- Have a current unencumbered license, clinical qualifications, and certifications in the state in which they practice;
- Not be the employment supervisor for the student being precepted; and
- Will be able to provide adequate and appropriate supervision of students.

Program Orientation Elements:

The following elements are required, but not limited to, in all Program Orientation(s) materials for CTAs or Preceptors:

1. Program Introduction
2. Important Phone Numbers
3. Accepting Students into Your Practice
4. Expectations & Strategies for Supervising Students
5. Expectations of Students
6. Expectations of SON Faculty
7. Required Documentation & Evaluation of Students

- 8. Confirmation of Receipt of Program Orientation Materials
- 9. Policies: Including but not limited to:
 - a. SON Code of Conduct (SON 20-04.22);
 - b. Incident Reporting Procedures; and
 - c. Blood Borne Pathogen (if applicable);
- 10. Applicable OSBN Regulations
- 11. If applicable for stakeholders:
 - a. Resources for Having Difficult Conversations
 - b. Supplemental Program Information (e.g., Program of Study, etc)

2. Implementing Procedures

Responsible Party	Action
Program Directors	Responsible for annual review and coordination of content as necessary
	Responsible for ensuring Program Orientation materials/manuals are received by CTA/Preceptors

Implementation Date: November 2002

Revision History: Spring 2011, 12/05/2011

Related Policies and Procedures:

- Clinical Education Agency Selection, Contracting & Evaluation (SON 20-02.01)
- Clinical Experience in Place of Employment (SON 20-05.10)
- Oregon State Board of Nursing Division 21: Standards for the Approval of Educational Programs in Nursing Preparing Candidates for Licensure as Practical or Registered Nurses
- Oregon State Board of Nursing Division 51: Standards for Approval of Education Programs Preparing Nurses for Advanced Practice

Responsible Office: Office of Academic Affairs

Supersedes:

- APN Criteria for Preceptor and Clinical Learning Site Selection (SON #30-01.03)
- Use of Clinical Preceptor Guide (SON #30-01.04)

Key Words: