

University of Portland School of Nursing & Health Innovations

NRS 408 – Senior Practicum

Clinical Faculty Responsibilities

Each Clinical Faculty member will be responsible for a specific number of students during the clinical component of this course. Duties will include the following:

With Each Student

1. Provide guidance to the student during the writing of their Learning Agreement. This must be filled out and signed by the student, preceptor, and practicum Clinical Faculty before the student can start clinical hours.
2. Be available to students and preceptors (by Teams or phone) during their on-site clinical hours or arrange for another practicum Clinical Faculty member to cover in case of absence.
3. Visit with each student and preceptor in person at the start of clinical hours (within the first two shifts) and at or near the last shift to review the final evaluation. An in-person (preferred) or telephone/video meeting with student and preceptor should also be completed near the mid-point of the clinical experience.
4. Provide guidance, grading and feedback to students on Direct Patient Care (DPC) Assignments and Focused Learning Activities (FLA).
5. Provide guidance regarding clinical issues that may arise with the preceptor and/or clinical site.
6. Support students in problem-solving clinical practice concerns and challenges.

With Each Preceptor

1. Visit the preceptor before or during the first two shifts of clinical to clarify the preceptor and faculty roles and answer questions as needed. Provide the preceptor with a copy of the SONHI evaluation form.
2. Explain the evaluation process to the preceptor. Preceptor will evaluate student performance by completing an evaluation form provided by Clinical Faculty or student. This can be done electronically.
3. Contact the preceptor regularly (depending on schedule it may be weekly or after every 24 hours of clinical experience) via telephone, email, or visit to assess student progress through their practicum rotation.
4. Keep track of visits, phone contact or e-mail contact on form provided and submit to UP SONHI (via Canvas) at the end of the rotation. This is an OSBN requirement.
5. Visit with each student and preceptor in person at the start of clinical hours (within the first two shifts) and at or near the last shift to review the final evaluation. An in-person or telephone/video meeting with student and preceptor should also be completed near the mid-point of the clinical experience.
6. Be available to the preceptor via email, phone and/or Teams and provide guidance and suggestions as needed to help the preceptor attain personal and School of Nursing outcomes.

Additional Clinical Faculty responsibilities:

1. Complete all clinical and site onboarding requirements in ACEMAPP before the semester starts.
2. Keep the Course Lead Instructors informed of any unusual occurrences or problems (ex: a medication error) related to the student, preceptor and/or clinical site as soon as possible.
3. **Please notify course leads of any student who is struggling and in jeopardy of not passing as soon as possible.**
4. Submit the following documents to the lead instructors upon completion of clinical hours:
 - A. **NRS 408 Student Clinical Evaluation Tool** – Complete and submit on SONHI Evaluation Portal via Canvas
 - B. **Clinical Faculty Preceptor Contact Form** detailing visits and contacts with preceptor.