

SCHOOL OF NURSING

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DNP PROGRAM  
PRECEPTOR HANDBOOK

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2020

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER  
SCHOOL OF NURSING

## WELCOME PRECEPTORS!!

Thank you so much for your willingness to serve as a preceptor for **STUDENT** as part of the Residency experience for the DNP Program. Your time and efforts demonstrate your commitment to ongoing education for nurses and allow them to practice at the top of their role.

**STUDENT** will work with you to establish learning objectives for the semester; they must be mutually agreeable, clearly stated and signed by you and the student. Your student is responsible for reporting hours to me on a monthly basis for tracking of clinical hours. In addition, at the end of the semester, both you and the student will be asked to complete an evaluation of the experience as well as validation of the student's learning outcomes. Again, this document will be signed by both of you. I am including the Residency or DNP 759 syllabus for your information as well as the required evaluation tools.

Please know that I am available at any point in this process; so do not hesitate to reach out to me with suggestions or any issues that arise in the process. Your time is invaluable; and, I appreciate you giving it willingly to assist our DNP students. I will reach out to you along the way to assess progress; but feel free to contact me at any time on my cell 601-613-3916.

Thanks again for your ongoing collaboration with the School of Nursing.

*Michelle*

Michelle Palokas, DNP, RN-CPN  
Assistant Professor, DNP Program  
University of Mississippi Medical Center  
School of Nursing

## **Information about University of Mississippi Medical Center School of Nursing**

### **Mission of the School of Nursing**

The mission of the School of Nursing at the University of Mississippi Medical Center is to develop nurse leaders and improve health within and beyond Mississippi through excellence in education, research, practice and service.

### **University of Mississippi Medical Center School of Nursing Authority and Certification**

UMMC, School of Nursing operates under the legal authority of, and is fully accredited by, the Mississippi Institutions of Higher Learning, State Accreditation and CCNE.

### **Purpose**

The purpose of the DNP program is to prepare advanced practice nurses at the highest professional level of nursing practice and to advance the application of nursing knowledge for the purpose of improving healthcare to diverse populations.

## **General Information about the Preceptorship**

### **Outcomes**

This DNP program is based on the American Association of Colleges of Nursing (AACN) *Essentials of Doctoral Education for Advanced Nursing Practice* and was approved by the Mississippi Institutions of Higher Learning for implementation fall 2009.

By the end of the program, the students will be able to:

- Develop and manage innovative health services to improve access, quality and health outcomes.
- Enhance the culture of safety in health systems through the application of information technologies and evidenced-based practice.
- Translate practice inquiry to improve health services delivery for diverse populations.
- Provide leadership for multidisciplinary teams through analysis of critical indicators and/or health systems to improve health status.
- Design culturally competent health services for vulnerable populations.
- Translate theoretical knowledge into practice to improve health outcomes.
- Examine, implement and evaluate the modification of evidenced-based health services, health systems and health policies.

- Develop and test new models of care that address the complex health needs of individuals, families and rural populations.

### ***What is a Preceptor?***

*“A preceptor is a person who teaches, counsels, inspires, serves as a role model and supports the growth and development of an individual (novice) for a fixed and limited amount of time with the specific purpose of socializing the novice into a new role” (Morrow 1984).*

### ***What is a Preceptor Experience?***

Being a preceptor means establishing a one-to-one relationship between a clinically-skilled individual and a novice (Ferguson, 1996) – in this case, in advanced nursing practice. The most important characteristic of a preceptor is the willingness to share knowledge and skills and to allow someone to experience nursing through the eyes and mind of the preceptor. The preceptor challenges, guides, directs and supports the student. Fundamental to the process is the preceptor’s willingness to share professional values, beliefs and skills while incorporating professional standards of practice. For the purposes of this clinical course, a DNP preceptor may also collaborate with a content expert and oversee the clinical residency for students. In such cases, the content expert and preceptor will work collaboratively on the learning contract, evaluations, etc.

### ***What are characteristics of a Good Preceptor?***

- a. Defines expectations
- b. Discusses practical applications for the learner’s knowledge and skills
- c. Explains important nursing information clearly
- d. Answers questions and makes difficult concepts understandable for the student
- e. Demonstrates patience, understanding and, support
- f. Provides competent, safe, quality care to patients or sets the standard for some
- g. Is respected by peers and colleagues
- h. Is knowledgeable of standards of care
- i. Has the willingness and ability to explain rationales for clinical reasoning
- j. Remains accessible to the student, while encouraging independence
- k. Facilitates students’ reasoning and problem-solving skills
- l. Demonstrates a genuine interest in the student and the students’ learning
- m. Is able to provide constructive criticism and feedback
- n. Demonstrates an enthusiastic demeanor for nursing
- o. Serves as a good listener

## **Faculty Presence**

The DNP Program Director may make scheduled visits with you; however, you may call upon that faculty member at any time that you have questions or concerns to address. The faculty, preceptor and student are all responsible to assure that the lines of communication are open at all times.

## **Concerns or Issues**

In the extremely rare event that potential issues arise, UMMC School of Nursing has policies in place. The clinical faculty member will deal with such situations immediately when informed by the preceptor.

## **Evaluation**

### ***Student Evaluation by Preceptor***

One very important area that the preceptor will be involved in is the evaluation of the student. When a student's performance needs to be corrected or improved, constructive feedback can create a learning opportunity. Constructive feedback is conveyed with supportive language and is intended to modify performance.

The purpose of providing feedback is to provide the student with specific observations and suggestions for improving performance. The provision of specific, timely and objective feedback is very beneficial to the learning of the student and can assist in the student's growth as a clinician. At the end of the semester, a formal evaluation provides feedback to the student. All evaluations are completed online. An electronic link to the evaluation will be provided to the preceptor at the end of the semester.

### ***Student Evaluation of the Preceptor***

Toward the end of the clinical experience, the student will have the opportunity to evaluate the experience and complete a preceptor evaluation. In addition, the student will complete an evaluation of the clinical site. These evaluations are completed online.

## **Preceptor Responsibilities**

- a. Collaborate and negotiate times, dates and appropriate experiences with the student.
- b. Review with the student, pertinent unit/agency policies, procedures and standards.
- c. Provide feedback and/or evaluation, balancing positive and constructive criticism comments.

- d. Document and report immediately to program director any unprofessional behavior or breach of contract by the student.
- e. Complete a preceptor experience evaluation.

## Student Responsibilities

In general, the role of the student is to provide the preceptor with objectives and learning goals, and identify a plan to meet these objectives and goals; to discuss outcomes of the experience with the preceptor; to achieve the clinical objectives at a satisfactory level; to accept accountability and responsibility for assignments; to be respectful in all interactions with patients and others; and to communicate with the course faculty.

Specifically, the student will:

- a. Ensure that the preceptor forms found at <https://www.umc.edu/son/files/preceptor-facilitator-packet.pdf> are completed and returned to faculty prior to beginning the clinical experience.
- b. Adhere to all clinical agency policies and procedures.
- c. Adhere to all University policies and procedures identified in the *[Student Handbook](#)*, ANA Standards of Practice and ANA Code of Ethics, within which the clinical experience is occurring. Failure to exhibit integrity, ethical conduct, professional standards or any violation of the responsibilities listed herewith may result in a failing grade and/or dismissal from the program and the University.
- d. Establish with the preceptor a schedule of experiences and provide it to the course faculty.
- e. Collaborate with the course faculty and the clinical preceptor, learning goals for this clinical experience.
- f. Maintain a log of activities and clinical experiences according to the course objectives.
- g. Comply with all health and other professional requirements of the clinical agency prior to the start of the clinical experience.
- h. Dress in a professional manner as required by the clinical agency.
- i. Maintain patient confidentiality.
- j. Conduct him/herself in the clinical setting in a manner that demonstrates safety, adherence to professional standards and that reflects positively upon UMMC.

A learning contract will be negotiated at the beginning of the semester. Objectives will be evaluated by the preceptor and student at the end of the semester.

### ***Dress code policy***

When in the clinical areas for educational purposes such as conferences, pre-conferences, community assessment, etc. and not in uniform, students must be appropriately dressed (refer to dress code for school-related activities in appendix L of the [Student Handbook](#) for details) and wear the approved school lab coat with the official school patch on the upper left sleeve.

Medical Center policy requires that all employees and students wear their identification badges at all times while on campus and in any other facilities which are operated by the Medical Center, or in which the student is engaged in clinical experience. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel, or displayed on a short break-away neck strap close to the face. Only professional pins, department logo pins or service pins may be placed on the badge. However, they should not obscure the name, photo, title or ID number.

## References

Ferguson, L. (1996). Preceptor's needs for faculty support. *Journal of Nursing Staff Development*, 12(2), 73-80.

Morrow, K. L. (1984). *Preceptorships in nursing staff development*. Aspen Systems Corporation.

The Essentials of Doctoral Education for Advanced Nursing Practice. (2006). *American Association of College of Nursing, Washington, D.C.*

[The University of Mississippi Medical Center Bulletin](#)

[The University of Mississippi Medical Center School of Nursing Faculty Handbook](#)



University of Mississippi Medical Center School of Nursing

DNP 759 Residency Learning Contract

**Part A:** To be completed by the preceptor, content expert (if applicable) and student within the first two weeks of practice. Clinical hours may not be accrued until the goals are approved by faculty.

<b>Student Information</b>	
Name	
Address	
Phone Number	
Email Address	
<b>Content Expert/Preceptor Information</b>	
Name	
Address	
Phone Number	
Email Address	
<b>Faculty Information</b>	
Name	Michelle Palokas, DNP, RN-CPN Assistant Professor UMMC School of Nursing
Office	A-112
Phone Number	601-815-4161 (office) 601-613-3916 (cell)
Email Address	mpalokas@umc.edu

**Goals for this Semester (minimum of three) in Measurable Terms**

1.

2.

3.

**Learning Activities or Resources Students Will Use to Achieve the Above Goals**

1.

2.

3.

**Title of Project for this Semester**

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**Student's Responsibilities for the Project**

1.

2.

3.

**Preceptor's/Content Expert's Responsibilities for the Project**

1.

2.

3.

**Agreement on Goals and Project**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Content Expert/Preceptor Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

University of Mississippi Medical Center School of Nursing

DNP 759 Residency Learning Contract

**Part B:** To be completed by the preceptor, content expert (if applicable) and student at the end of the semester.  
Student will need to provide final copies to faculty one week before grades are due.

**Student's Self-Evaluation (Provide information regarding progress towards goals and project work.):**

**Preceptor's/Content Expert's Summary Comments:**

**Preceptor's/Content Expert's Grade Assignment (Please circle one):**

P= PASS

F= FAIL

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Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Content Expert/Preceptor Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER  
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<b>COURSE NUMBER:</b>	DNP 759
<b>COURSE TITLE:</b>	Residency in the Doctor of Nursing Practice Role
<b>PLACEMENT IN CURRICULUM:</b>	Summer, Fall, and Spring Semesters
<b>CREDIT HOURS:</b>	1-7 Credit hours 1 Credit hour residency = 75 clinical hours
<b>PRE OR CO-REQUISITE COURSES:</b>	As determined by Faculty Advisor
<b>FACULTY:</b>	Michelle Palokas, DNP, RN-CPN Office Number: A-112 Office Phone: 601-815-4161 Cell Phone: 601-613-3916 E-Mail: <a href="mailto:mpalokas@umc.edu">mpalokas@umc.edu</a>

**COURSE DESCRIPTION:**

The purpose of the residency is to provide structured clinical (field) experiences functioning as a DNP. The student will have an opportunity to apply the theories, principles and techniques learned in the didactic portion of the DNP program in a selected health system setting under the guidance of a clinical mentor and a faculty advisor. The residency allows the student to integrate advanced nursing practice, leadership and scholarship domains of the DNP role for the improvement of programs and systems of healthcare. The residency experience provides the student with a foundation to practice at the highest level of nursing practice.

**COURSE OBJECTIVES:**

Upon completion of the residency hours, the student will meet individually determined objectives established by the DNP student, faculty advisor, and preceptor.

## **TEACHING/LEARNING ACTIVITIES:**

1. The student is expected to integrate knowledge from all prior courses into DNP 759.
2. Teaching and learning activities may include, but are not limited to: virtual classrooms, assigned readings, multimedia activities, skills laboratory practice, clinical practice, case studies, modules, situational analysis, discussion, problem based learning, small group activities, lecture and independent study.
3. The preceptor, faculty advisor, and DNP student will plan activities that will augment the student's past learning and will be consistent with the student's career and course goals. Close interaction between the student and faculty is expected to ensure the student's progress.

## **ACADEMIC ACCOMMODATIONS:**

Faculty are not allowed to make academic accommodations for students without official approval by UMMC's Office of Academic Support. To receive accommodations at UMMC, all students must contact the Office of Academic Support and complete the appropriate process.

[http://www.umc.edu/academic\\_support](http://www.umc.edu/academic_support)

## **COURSE REQUIREMENTS AND EVALUATION:**

1. Course grade is derived by:  
Preceptor Experience – Pass/Fail
2. Refer to the [Student Handbook](#) for policies related to scholastic performance, attendance, absences (excused and unexcused), professional expectations, student responsibilities, examinations, and ID badges. For face to face classes and clinical, students should also refer to clinical expectations, dress code, classroom attire and uniform requirements.

## **STUDENT ACCOUNTABILITY:**

1. **SON PLAGIARISM POLICY** – Refer to the [Student Handbook](#)
2. **COMMUNICATION**
  - a. You should check your UMMC e-mail and LMS daily.
  - b. When you receive an e-mail from your instructor and a response is required, you must respond within two business days.
  - c. Faculty will respond to student e-mails as soon as possible, but no later than 2 business days. Any special circumstances will be communicated to the student via the LMS or via e-mail.
  - d. You must notify the instructor in advance if you will not have access to a computer.
  - e. Use correct *etiquette*, grammar, and sentence structure at all times.
  - f. If you have a question that might be applicable to the entire class, it should be posted on the LMS discussion site at the discretion of the faculty.
3. **CLINICAL ACTIVITIES**  
Refer to clinical guidelines in the [Student Handbook](#). Specific guidelines will be provided during clinical orientation.

## **COURSE TEXTS:**

None