

**ETSU-TTU DNP Program**  
**ETSU MSN and DNP Program**  
**Nursing Administration (MSN)/Nursing and Healthcare Leadership (DNP)**  
**Clinical Placement and Preceptor Selection Guidelines**

For all students in the MSN, BSN-DNP, or MSN-DNP, or ETSU-TTU DNP (BSN-DNP and MSN-DNP) programs with a concentration in Nursing Administration or Nursing and Healthcare Leadership.

Note: MSN-DNP students, when admitted, will be asked by their advisor to get a formal letter from their MSN program specifying the total number of practicum hours the student completed in their master's program. The student can send the master's program the *Verification of Graduate Practicum Hours* (Appendix I) to the School/College of Nursing where they received their MSN. All MSN students need 500 hours at the MSN level. If a student's total clinical hours were under 500 hours in their master's program, students will need to complete practicum course(s) for the rest of the master's level hours needed. There are three practicum courses in the program. Each includes 180 clock hours to be on site. Students will plan for their practicum hours with their advisor specifying the hours needed for completing the 500 hours on their Program of Study.

**Preceptor Qualifications**

- An administrator (usually a registered nurse) in a healthcare setting (approved by the Clinical Placement Coordinator).
- Master's or doctoral degree preparation with relevant experience. Degree requirement may be waived with evidence of advanced practice expertise.
- It is preferred that the preceptor be at the next level of administration or organizational level appropriate for the student's career goals.
- May not be the student's supervisor, nor in the supervisor's direct line of authority.
- May or may not be at the student's work facility.
- Willingness to provide guidance for student activities.

**Clinical Site Criteria**

- Valid clinical contract/affiliation agreement with East Tennessee State University, College of Nursing or for those in the ETSU-TTU DNP Program such agreement with Tennessee Tech University, Whitson-Hester School of Nursing
- Clinical sites must be approved by the clinical placement coordinator and course faculty or concentration coordinator
- If the practicum is out of state, the student must comply with the licensure regulations of that state. This may necessitate the student to contact the state board of nursing for approval or clarification of requirements.

**Process for Preceptor Selection and Approval**

- The student will contact the course faculty or concentration advisor to discuss the types of experiences needed. This should be done as early as possible.

- Once the student and faculty agree on the experience, the student will contact the potential preceptor to see if the preceptor is willing to precept the student for the semester(s).
- An ETSU (or TTU for students in the Joint DNP Program) contract/affiliation agreement must be in place with the preceptor's facility. Students will submit their clinical site and preceptor requests in Project Concert. The ETSU Office of Student Services or the TTU Clinical Placement Coordinator will send the contract/affiliation agreement to the site.
- The student will complete the ETSU College of Nursing Student Health Requirement and submit them via Project Concert.
- The preceptor will complete the Preceptor Profile in Project Concert.
- If the preceptor has precepted Nursing Administration/Nursing and Healthcare Leadership students before, the preceptor will only need to complete the Preceptor Profile form if it has not been updated within the last year.
- Once this has been accomplished, the student can start the precepted experience.

### **Student Responsibilities**

- Follow the Process for Preceptor Selection and Approval as listed above. Make sure there is a contract in place between ETSU (or TTU) and the preceptor's facility.
- Clinical Health Requirements are required to be submitted via Project Concert, regardless of direct patient contact or not. This is part of the affiliation agreement with the clinical site.
- After discussion with the faculty, meet with the preceptor to discuss the preceptor's expectations of the precepted clinical experience.
- Provide practicum schedule to the preceptor and any other agency personnel required.
- Notify appropriate persons of any change in practicum schedule, such as faculty, preceptor, clinical site.
- Review semester objective plan with the preceptor at the beginning of, and throughout, the experience.
- Carry out activities designed to meet objectives outlined in semester objectives.
- Request feedback from the preceptor regarding practicum performance.
- When cleared to start clinical time, the student will give the preceptor:
  - a copy of the signed Learning Plan (template in D2L course),
  - the **Preceptor Evaluation of Graduate Student Progress** (form in D2L course).
- Accept responsibility for the following: 1) expenses incurred during practicum, including travel expenses to and from the facility site, 2) neither the university nor the clinical agency are liable for injuries a student may sustain or the diagnoses or treatment of any illness a student may contract while in an agency for the practicum experience, 3) neither the university nor the clinical agency are liable for the loss of personal property.
- Student must submit an evaluation for each clinical site (survey includes questions about preceptor), *Student/Faculty Evaluation of Clinical Site* in Project Concert and the *Student/Faculty Evaluation of Preceptor*. Both surveys/evaluations are in Project Concert, to be completed at the end of the semester.

### **Preceptor Responsibilities**

- Read the Preceptor Orientation Power Point from the course faculty (sent via email)
- Complete the Preceptor Professional Profile as quickly as possible (if you have not already done so for another student or if it needs to be updated). If you have precepted a student within the year and there are no updates, you do not need to update.
- Collaborate with student on development of Learning Plan, signing the final document.
- Arrange a schedule for the student to achieve the semester objectives; notify the student as far in advance as possible, should any changes need to be made.
- Orient student to the agency.
- The preceptor must verify clinical hours via Project Concert each time the student is at the agency for the practicum experience.
- Discuss experiences with student.
- Collaborate with the student on activities to fulfill semester objectives, including sharing time with others in the organization as appropriate.
- Provide direct supervision to student as appropriate in practicum situations.
- Contact the practicum faculty if there are any practicum or professional problems or concerns.
- Collaborate with student and faculty adviser on evaluation of clinical practicum.
- Complete evaluation of student and send to faculty.

### **Faculty Responsibilities**

- Follow the Process for Preceptor Selection and Approval as listed above. Assist students in choosing potential preceptors.
- Send welcome and appreciation email to preceptor early in the semester. Include the orientation PowerPoint slides. See course content for Faculty.
- Review, give suggestions to the student if necessary, and approve the semester Learning Plan with the student. Then, when the student has obtained the preceptor signature and signed the Learning Plan, the faculty will sign and make a PDF copy for the student.
- Make sure a contract/affiliation agreement is in place between ETSU or TTU and the preceptor's facility. Contact the ETSU Office of Student Services Clinical Placement Coordinator for queries and concerns.
- Be sure that Clinical Health Requirements in Project Concert are met. Students may not start clinical time until all Clinical Health Requirements are met.
- Collaborate with preceptor and student on progress toward achievement of practicum objectives.
- Collaborate with preceptor on appropriateness of practicum experiences.
- Review student submissions in D2L on a regular basis.
- Be available to preceptor and student for consultation related to clinical experiences. Collaborate with preceptor and student on evaluation of clinical practicum site.
- Provide feedback to preceptor on the clinical practicum site and experience.
- Faculty conducts the student's final practicum performance evaluation and determines the course grade. The faculty is responsible for determining whether the student has met the practicum course objectives. In the case of extenuating circumstances, assignment of a grade of Incomplete and negotiation of additional practicum hour occur at the discretion of the faculty member, requiring preceptor agreement as applicable.

- The faculty will verify appropriateness of practicum hours and the number via Project Concert.
- Faculty must submit an evaluation for each clinical site (survey includes questions about preceptor), *Student/Faculty Evaluation of Clinical Site* in Project Concert and the *Student/Faculty Evaluation of Preceptor*. Both surveys/evaluations are in Project Concert, to be completed at the end of the semester.

**Appendix I**  
**EAST TENNESSEE STATE UNIVERSITY**  
**COLLEGE OF NURSING**  
**Verification of Graduate Practicum Hours**

(Please print or type)

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Last First MI

PROGRAM DIRECTOR: Please complete Items 1-6 and return this form to the student or fax it to the number below.

1. Name of University \_\_\_\_\_

Program Name \_\_\_\_\_

University Address \_\_\_\_\_

Street/Box Number City State Zip

University Telephone \_\_\_\_\_

2. Type of Program Completed

\_\_\_\_\_ Master of Science in Nursing Degree

\_\_\_\_\_ Other Master's Degree – Please specify \_\_\_\_\_

\_\_\_\_\_ Post-Master's Certificate Program

3. Area of Concentration \_\_\_\_\_

4. Date of Program Completion \_\_\_\_\_

5. Total Number of Supervised Practicum Hours in Program \_\_\_\_\_  
Clock Hours

6. Your signature on this form attests that the above-named individual has completed the program indicated on this document.

Program Director (Print Name) \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Upon completion, please return this form to the student or to:

ETSU College of Nursing

Office of Student Services Fax: (423) 439-4522

Email: [MITCHELLCB@etsu.edu](mailto:MITCHELLCB@etsu.edu)