

**ARKANSAS TECH UNIVERSITY**

**DEPARTMENT OF NURSING**



**NUR 4903**

**SYNTHESIS OF CLINICAL  
AND THEORETICAL NURSING**

**Spring 2017**

## STATEMENT OF UNDERSTANDING

I have read and understand the syllabus and understand the requirements for **NUR 4903, NUR 4606 and NUR 4804**. Specifically, in NUR 4903, I understand that I will be taking three Kaplan Predictor/Exit Exams during the semester and receiving a grade based on the score that I make. There will be a review and remediation requirement after each exam. I understand that I must pass either a Kaplan (score set each semester by Kaplan) or Hesi exam (900). If I fail to pass one of the three Kaplan exams or the Hesi exam, I will be responsible for all fees associated with continued testing. I understand that I have **five (5) attempts** to pass the NCLEX Predictor/Exit Exams and will not pass the course if I am unsuccessful. I understand that it is **required** that I attend a live NCLEX review course as part of NUR 4903. I understand that I will not receive a grade for NUR 4903 until this requirement is met. I also understand that the Kaplan Review Course has been paid through tuition fees and is offered at the end of the semester, on ATU campus; however, I can chose to attend another review course. I will be responsible for all fees associated with the review course of my choice and must supply proof of attendance to the Level IV Coordinator, prior to grades being due to the registrar office, to be given credit for attendance. (*\*attendance is defined as attending ALL sessions and completing ALL assignments associated with the NCLEX Review Course*)

I understand that there is a **NO Cell Phone policy** during testing in Upper Division. This includes paper/pencil testing, test review, cooperative testing, and computer testing. If I am discovered with having a cell phone on my person, **this will be considered a violation of the Academic Honesty Policy**. If faculty discover that you have your cell phone with you during a unit exam/cooperative testing or unit exam review you will **receive a 0 for the test grade**. If we discover that you have your cell phone during an exit exam you will **receive a D for NUR 4903 Synthesis course**.

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STUDENT SIGNATURE

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DATE

ARKANSAS TECH UNIVERSITY  
Department of Nursing

**Course Number:** NUR 4903

**Course Title:** Nursing Synthesis

**Credit Hours:** 3 Semester Hours

**Contact Hours:** 72 Hours Preceptorship + 58 Hours NCLEX Review

**Placement:** Level IV Senior Year

**Faculty:**

Carey Bosold, DNP, FNP-BC  
Level IV Coordinator  
Assistant Professor of Nursing  
Dean Hall 218-A (Hours posted)  
479-964-3294 (o) 479-747-2640 (c)  
cbosold@atu.edu

Cynthia Jones, M.N., R.N.  
Associate Professor of Nursing  
Dean Hall 224-G (Hours posted)  
479-968-0438 (o) 479-264-6224 (c)  
[cjones1@atu.edu](mailto:cjones1@atu.edu)

**Course Description/Catalog Description:**

Synthesis of clinical and theoretical nursing knowledge occurs throughout the course. Students are expected to use all previously learned clinical knowledge in the management of a diverse client population for which they are planning and providing a full range of needed health care. Theory and clinical application of nursing knowledge must be integrated in order to prioritize, delegate, and ensure the delivery of comprehensive health care to clients in a variety of institutional and community based settings. Students work closely with designated professional nurse preceptors and faculty in carrying out these learning activities.

**Required Textbooks:**

Each student must have at least **ONE** NCLEX review/prep book. The student may choose which book to purchase. The Kaplan NCLEX Review book is already provided at no additional fee to the student.

## **Justification/Rationale for the Course**

By the completion of this course the student will progress toward student learning outcomes 1, 2, 3, and 4.

This upper division professional nursing course provides opportunities for the student to apply knowledge and skills from the general education component and from nursing courses to the care of individuals, families and community.

## **Course Objectives:**

Upon completion of the course, the nursing student will be able to:

1. Function as a safe, competent, self-directed professional nurse.
2. Provides theory based therapeutic nursing to provide promotive, restorative, and supportive care to patient, family and community.
3. Collaborates in caregiving, communicating, teaching, advocating, and managing diverse patient populations in a variety of health care settings.
4. Integrates critical thinking processes and evidence-based findings in their practice to enhance overall delivery of care.
5. Utilizes research strategies and informatics to continuously monitor and improve the quality and safety of clinical practice.
6. Values lifelong learning and pursuit of higher education.
7. Achieves educational goals and professional goals.
8. Synthesize professional nursing roles and incorporates professional nursing behavior in providing holistic nursing care to patients of all ages.
9. Collaborate with faculty to achieve National norm score on standardized test.
10. Improve seniors' career preparation and pre-professional development, that is, facilitate their transition from the academic to the professional world.

## **Discrimination Statement:**

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of our practices, policies, or procedures. If you have experienced any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the institution. If you report such an incident of misconduct to a faculty or staff member, they are required by law to notify Arkansas Tech University's Title IX Coordinator and share the basic fact of your experience. The Title IX Coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. For more information please visit: <http://www.atu.edu/titleix/index.php>.

**Disability Statement:**

Arkansas Tech University adheres to the requirements of the Americans with Disabilities Act in order to prevent barriers to academic accessibility. If you need an accommodation due to a disability, please contact the ATU Office of Disability Services, located in Doc Bryan Student Center, Suite 171, or visit <http://www.atu.edu/disabilities/index.php>.

**Evaluation:**

1. Grading Scale:

- A = 90 - 100
- B = 80 - 89
- C = 75 - 79
- D = 68 - 74.99
- F = 67 and below
- I = Incomplete: All requirements not met.

- 2. A grade of "C" or above must be achieved in every nursing course in order to progress in the nursing program.
- 3. A grade of "I" may be recorded for a student whose work is incomplete due to circumstances beyond the student's control. The student must take responsibility for removal of the "incomplete" grade according to Arkansas Tech University's catalog requirements.
- 4. All required assignments are due as indicated by faculty. Assignments and due dates are posted on Blackboard. Students are responsible to make sure they are correctly enrolled in Blackboard by the first day of classes. Other course announcements may be posted as needed to Blackboard. **The grade for late work will be lowered one letter grade for each late day.**

5. Course Grade

Preceptorship .....	<b>.60%</b>
a. Objectives (10%)	
b. Preceptorship Packet/Timeliness (10%)	
c. Application of Research (10%)	
d. Accomplishment of Objectives (15%)	
e. Preceptorship Evaluation (15%)	
NCLEX Predictor/Exit Exams .....	<b>40%</b>
a. Kaplan Predictor A (4 %)	
b. Kaplan Predictor B (6 %)	
c. Kaplan Predictor C (10 %)	
d. Hesi Predictor (20 %)	
e. Hesi Predictor (final attempt; Pass/Fail)	
 Professional Portfolio /Assignments.....	<b>Pass/Fail</b>

6. The student is required to pass the NCLEX Review Exam.

The student is allowed **five** attempts to pass an exit exam (Three Kaplan Predictors and one Hesi exam is paid for within tuition). The first four test will be taken by all students. Each test score will be converted to a percentage and entered as a test grade. All students are expected to review their exam results and remediate on weak areas prior to the next exam.

If a student is not successful on the 4<sup>th</sup> attempt, they must enroll and complete a review course prior to taking the 5<sup>th</sup> and final attempt. Proof of enrollment and attendance is required (see statement of understanding at the beginning of this syllabus).

The 5<sup>th</sup> test will be a Hesi exam and the student is responsible for paying for this exam. If a passing score is not achieved on the 5<sup>th</sup> attempt, **the student will receive a failing grade for the course and must repeat all components of the course, including the preceptorship, the next semester.**

7. The student is required to successfully pass both the testing and the preceptorship components for this course. Failure of either will result in a failure of the course; readmittance to the course will follow program policy.

## **Conduct of the Course:**

**Policies:** (Also see [Student Handbook](#))

### **Class Attendance:**

1. It is considered essential that the student regularly attend all nursing experiences. Absences will be reflected in the evaluation of the student's ability to meet course objectives and may seriously jeopardize the student's grade. The policy regarding makeup work for absences is determined by the clinical faculty.
2. It is the student's responsibility to be prepared and on time for all clinical experiences.
3. **In the rare event of a necessary absence, personal notification must be made to the proper agency as well as to the clinical faculty prior to the absence. Failure to report will be reflected in the Clinical evaluation tool under professionalism.**
4. If a consistent pattern of absences from practicum develops, the situation will be addressed with by the faculty.
5. In addition to the assigned clinical practicum, other learning experiences may be scheduled. All students are expected to participate.
6. For level 4, the tardy policy is: Two tardies equals one absence).

### **Cell Phone Policy:**

Cell phones can be utilized in class when permission is given by the faculty member. There is a strict no cell phone policy for testing and test review (see the statement of understanding at the beginning of this syllabus).

### **Assignments:**

Course assignments for the NCLEX Review will be posted to Blackboard. Assignments and due dates are posted on Blackboard. Students are responsible to make sure they are correctly enrolled in Blackboard by the first day of classes. Other course announcements may be posted as needed to Blackboard.

### **Insurance:**

All students must show evidence of having liability insurance prior to starting clinical experiences.

### **C.P.R. Certification:**

All students must present evidence of current AHA verification for cardiopulmonary resuscitation (CPR).

### **T.B. Skin Test**

All students must present evidence of current (within 12 months) TB screening.

**Dress and Behavior:**

1. The dress code of the Department of Nursing is the same as that of Arkansas Tech University. In those instances when the student visits clinical agencies to gather information for any course, they are required to wear a laboratory coat over appropriate dress, be identified by a photo I.D. badge and a patch identifying the University. Required dress for the students in practicum consists of black school uniform scrubs and white shoes. Students are identified with a photo I.D. badge and an “ATU” patch in the shoulder area of the left sleeve. Students in specialty areas will wear dress appropriate to the special nursing setting. **(This dress code is the same for Preceptorship).**
2. The students will be expected to maintain a professional attitude at all times while in the clinical area. Client confidentiality must be maintained. Students will abide by the agency’s regulating policies.
3. Students are reminded of the **signed honesty statement** and are expected to:
  - a. Present written work that is theirs alone.
  - b. Correctly document any materials from a textbook, pamphlet, journal, etc. that is used for an assignment.
  - c. Only use authorized devices or material for an examination and no copying from other student’s papers. Note: Plagiarism is defined as stealing and presenting as one’s own ideas or words of another, or not documenting properly.
  - d. Not have a cell phone during testing, testing review, or exit exams.



## Review and Remediation/Assignments:

1. All students must complete the assigned Medical-Surgical/Diagnostic Kaplan Test remediation per level III policy **PRIOR** to the first day of Level IV Theories.
2. All students must complete review/remediation after each Exit exam. This is true for both Kaplan and HESI. The required remediation will be assigned by the instructor of the course.
3. The student must meet with the instructor after the first HESI attempt to receive their assignment for required review and remediation.
4. The student **must** complete a review course between the first and second Hesi attempt.
5. All students are required to complete a live review course to receive credit for NUR 4903 (see statement of understanding at the beginning of this syllabus).

## Professional Portfolio/Homework

The professional portfolio is quickly becoming a requirement for all nursing graduates. Employers like to see work that the student has completed, clinical evaluations, examples of scholarly activity and community service. Each student will complete a Professional Portfolio for NUR 4903. The due date for this assignment will be announced by the course instructor. This assignment is worth 8 points.

### Professional Portfolio

Purpose : to provide an emphasis on the provision of evidence of personal accountability. A portfolio is a living document that demonstrates competency, critical thinking, values, beliefs, and skills. It's a vivid description of competency by providing evidence of what an individual knows – how knowledge has been applied in practice with the influence of values and learning over time.

A professional portfolio, sometimes called a career binder or professional journal, is designed to empower you as you develop your career or search for a new position. Start building your portfolio now, even if you're just launching your nursing career. Here are some simple but important guidelines. You can also use this when applying to a graduate program.

1. Get serious. Don't keep your professional record in a frilly or flowered binder. Remember, it represents you as a professional, so keep it simple and conservative. You want anyone who looks at your portfolio to focus on your clinical and scholarly accomplishments, not your personal taste or leisure activities. A three-ring binder in a subdued color is perfect.
2. Go for clear protection. Buy a package of sheet protectors—clear plastic pages with an opening on top and ring holes on the side. They let you avoid punching holes into valuable documents; you can also photocopy or scan your documents without

removing them from the protectors.

3. Consider at least one clear business card protector page. These have ring holes on the side and hold from four to twelve business cards. Use this page to keep copies of your basic life support card, your state nursing license and any other certification or membership cards you acquire in the future.

Contents: Your first portfolio

1. Vitae (includes education, work history, certifications, continuing education, scholarly work and presentations, professional memberships, awards or recognitions, goals: short and long-term)

2. Your philosophy of nursing (you can cite reference to nursing philosophies.

Proof:

1. Education: examples of work to include individual writing (reflection and critical thinking), care plans (you can provide examples of work in the area you are interested in working), copy of transcript (optional, or you can place a copy of your diploma). Copy of your skills check-off sheet (if not available, you can make a sheet listing the skills you were checked-off on in the skills lab and in the hospital setting. Include where you completed clinical and number of hours completed in each area. Include Preceptorship. Put copies of your faculty clinical evaluations and in level four, the evaluations you get weekly in patient care and Preceptorship.

2. Work history: any letters of recommendation from past employers or as a student, letters of recommendation from faculty.

3. Certifications: use a clear business card page. You can make copies of your cards and place in this sheet or place the originals.

4. Continuing education: keep a copy of any CEU's in your portfolio. This will be handy when you need to enter that information to renew your license

5. Scholarly work: any presentations (culture project, poster presentation for Kappa-Rho Research Day, any other projects you completed and presented while in school. This is not limited to nursing)

6. Professional Memberships: again, not limited to nursing. Need to include if you held a position within the organization (showing leadership and management skills). Are you a member of Sigma Theta Tau?

7. Awards and recognition: not limited to nursing. This can be community or university related.

8. Goals: what are your immediate goals (obtain a Registered Nurse position in the Emergency Department.

a. Short-term ACLS (if not already certified), PALS.

b. Long-term: TNCC (Trauma Nurse Core Course), ANCC certification, return to school for XYZ

Professional Portfolio (after practice)

\* Basic biographical information. Include your name, address, contact information, and nursing license number for quick reference.

\* At least one copy of your current résumé or curriculum vitae (CV). The choice of

which to provide is yours; many nurses maintain both. Keep a résumé to one page; your CV can be as long as necessary to list your accomplishments.

- \* Your philosophy of nursing
- \* Basic biographical information. Include your name, address, contact information, and nursing license number for quick reference.
- \* Membership materials from professional organizations you belong to, such as national, state or regional associations, student groups, and honor societies.
- \* Samples of work that you're especially proud of, such as patient-care plans or patient/family education materials you developed.
- \* A typed summation of any practicum or preceptorship programs you completed, including locations, dates (can be month-year format), and notes or letters from your preceptors regarding your experience, if available. If you've served as a preceptor for others, note that as well.
- \* A typed summation or list of any presentations or talks you've given—for example, for your hospital unit, a class, or a community group. Include the dates, topic, length, and location.
- \* A typed list of references with their contact information or copies of letters from references you've already obtained. (Make sure you have your references' permission before you use their names in your portfolio.)
- \* Any continuing-education (CE) credits you've earned from classes, journal articles, conference attendance, and other sources—even if your state doesn't require CE credits. This is evidence of your commitment to furthering your own education and keeping current in your field.
- \* Thank-you notes or letters from patients, families, and colleagues reflecting your compassion, commitment, and clinical expertise.

*The best part about your portfolio is that the content will change as you grow in your career. Make sure to review and update it regularly. In the future, perhaps you'll be adding awards or journal articles. Throughout your professional journey, your professional record is an enduring, singular, and portable synopsis of your career.*

**You will submit the portfolio on the assigned date and it will be returned to you!**

**CRITICAL PATHWAY  
FOR  
PRECEPTORSHIP**

Identify area of interest	>	Notify level coordinator	>	Obtain preceptor name and vitae for approval
				V
Present objectives, preceptor, site, dates, and times to faculty for approval	<	Collaborate with faculty for clarification of objectives	<	Meet with preceptor to identify learning objectives, schedule, clinical site, and times of clinical
V				
Implement plan of preceptorship	>	Report progress to faculty	>	Review with preceptor objectives achieved - prepare evaluation
				V
				Meet with faculty for final evaluation

## **Preceptor Role in Clinical Preceptorship**

The preceptor:

1. Serves as a role model for the student.
2. Assists the student to meet the learning objectives of the course.
3. Works with the student to select appropriate assignments/learning experiences.
4. Provides assistance to the student as needed.
5. Communicates effectively with the student and faculty.
6. Facilitates student's transition to the identified nursing role.
7. Assists the student to communicate effectively with others.
8. Evaluates student progress.
9. Completes clinical evaluation at the end of the clinical experience.
10. Provides feedback to the student in a timely manner.
11. Confers with faculty about student progress.
12. Conforms to employer's institutional policies on restriction of student clinical activities.

## **Faculty Role in Clinical Preceptorship**

The faculty member will:

1. Guide students in selection of a preceptor and clinical experience.
2. Orient the clinical preceptor to the role.
3. Facilitate communication between the preceptor and student.
4. Confer with each student and preceptor regarding student's progress.
5. Be available during office hours to the student and clinical preceptor.
6. Immediately respond to a request for assistance by either the student or the preceptor.
7. Facilitate the learning experience of the student.
8. Assume responsibility for the final grade for this experience.
9. Mentor preceptors in their teaching role with students.
10. Function as liaison between academic and clinical environments.
11. Intervene in situations that have impact on student progress.
12. Conform to agency policies and guidelines.

## Student Role in Clinical Preceptorship

The student will:

1. Come to the clinical experience prepared with working knowledge of clinical objectives.
2. Keep a written log that includes clinical experiences and achievement of objectives.
3. Seek assistance when needed from the preceptor and faculty.
4. Communicate honestly and effectively with the preceptor and faculty.
5. Foster the harmonious working relationship with the clinical area.
6. Schedule clinical days and time to coincide with schedule of preceptor.
7. Notify clinical instructor of clinical schedule prior to experience.
8. Notify clinical instructor **immediately** of unexpected schedule changes.

Nur 4903  
Clinical Preceptor Guidelines

**During the clinical experience, the student will:**

1. Demonstrate professional behavior and accountability at all times.
  2. Utilize appropriate and effective communication skills with persons cared for, family members, peers, staff, and other health care professionals, including documentation in the patient's medical record.
  3. Utilize the nursing process by:
    - A. Using appropriate nursing assessment skills to collect pertinent data
    - B. Formulating applicable nursing diagnoses for assigned patient(s)
    - C. Developing pertinent nursing care plans based on mutually agreed upon goals
    - D. Implementing the plan of care/interventions
    - E. Evaluating process and outcome goals
  4. Demonstrate personal and professional growth.
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1. Each student will be assigned a group of patients to coordinate with the preceptor's patient care assignments. The purpose of this rotation is to integrate the theory and skill taught in previous classes in a "real world" setting. The student will receive his/her patient assignments, perform holistic nursing assessments on the assigned patients and develop pertinent nursing care plans collaboratively with the preceptor.
  2. The student may perform skills as pertinent to their knowledge base. The student must be directly supervised for any invasive skill/procedure including medication administration.
  3. If the student has any questions about a procedure, he/she will review the procedure in the procedure manual prior to implementation. The preceptor will supervise the student in his/her first performance of this procedure. If there is not a written procedure, the student shall verbally review the steps of this procedure with the preceptor, as defined by the specific agency.
  4. The Nurses' Notes and Medication Administration Record (MAR) will be co-signed by the preceptor. If an error is made, the charge nurse/supervisor, instructor, and physician will be notified as outlined in agency policy. A medication error report/variance report will be completed and submitted to the appropriate department per agency policy.

**Student nurses will not be allowed to:**

- Take verbal or telephone orders
- Administer chemotherapy drugs.
- Administer anesthesia or conscious/moderate sedation medications.
- Manage epidural pain medications.
- Administer a medication prepared by another person.
- Obtain or sign out narcotics or carry the narcotic key or count narcotics alone.
- Draw ABGs.
- Witness consent form signatures.
- Be a witness on paperwork for blood transfusions.



Student Name \_\_\_\_\_ Faculty Member \_\_\_\_\_

### PRECEPTOR RESUME

Name: \_\_\_\_\_  
(Last) (Middle) (First)

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Preferred method for student to contact you \_\_\_\_\_

**\*\*Arkansas State Board requires the following information for NCLEX**

**Audit/Review:\*\*** Gender \_\_\_\_\_ \*\*Race \_\_\_\_\_

**\*\*License Number \_\_\_\_\_**

### EDUCATION

School/Institution: \_\_\_\_\_

Year: \_\_\_\_\_ Diploma/Degree: \_\_\_\_\_

### PRESENT EMPLOYMENT

Hospital/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_

### PRIOR CLINICAL EXPERIENCE

Years \_\_\_ Hosp/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_

Years \_\_\_ Hosp/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_

Years \_\_\_ Hosp/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_

Years \_\_\_ Hosp/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_

Years \_\_\_ Hosp/Agency: \_\_\_\_\_ Job Title: \_\_\_\_\_ Unit: \_\_\_\_\_

### CERTIFICATION:

(e.g., verification such as ACLS, or national certifications such as CCRN)

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### PROFESSIONAL ORGANIZATIONS:

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You can complete this resume online and email to [cbosold@atu.edu](mailto:cbosold@atu.edu) or print and fax to attn Carey Bosold 1-479-968-0219. You can also mail this resume to Carey Bosold 402 West O street, Department of Nursing, Arkansas Tech University, Russellville, AR 72801. Please contact me at 479-747-2640 with any questions or concerns.

### **Guidelines for Selection of Clinical Preceptors**

The student shall select a clinical preceptor with the following qualifications:

- 1) Minimum educational level equivalent to B.S.N.**
- 2) At least one year clinical experience in current practice setting.**
- 3) Student should not select their clinical area in an area where they work.**

### **Guidelines for Clinical Preceptorship**

The student shall select one clinical site for completion of seventy-two (72) hours preceptorship. The student may precept with one preceptor. Overlapping of preceptor hours with another student is not permitted. Student cannot precept in area where they work.

Students are to complete the distributed packets and turn in all tasks completed by the scheduled due date. Failure to turn in the packet by the due date, without permission of their assigned faculty mentor, will result in a dropped letter grade for the experience.

**NUR 4903 Synthesis in Nursing  
Rubric for Preceptorship Expectations**

Criteria	Meets Expectations	Needs Improvement	Unsatisfactory
Objectives (10%)	Initial rough draft contains sufficient number of objectives ( <u>6-8 minimum</u> ). Includes <u>skill, management, &amp; research objectives</u> . Student meets with faculty mentor to review objectives in a timely manner. Has rough draft of objectives prepared prior to first meeting with faculty member. Shares objectives with preceptor at beginning of preceptorship.	Lacks adequately written objectives to meet learning needs in the chosen specialty ---OR--- Objectives not specific to the clinical environment. Meets with faculty mentor at the last minute. Schedules inadequate number of meetings with faculty to adequately review and revise objectives as needed. Requires several prompts to revise objectives.	Turns in inadequate number of objectives (<6). Objectives are very general, not specific to the nursing unit. Student does not schedule meetings with the faculty mentor. Requires last minute assistance to meet deadline. Requires numerous prompts to revise objectives.
Packet and Timeliness (10%)	Packet <u>is turned in by the due date</u> and packet is complete.  If the preceptor schedule is unavailable by due date, the student provides written documentation specifying date when schedule will be available, then provides the schedule at that time.	Packet is turned in by the due date, but is incomplete and lacks written documentation by student for the missing articles.	Packet not turned in by due date
Application of Research (10%)	<b><u>One or more high quality research articles included in preceptorship log, with application of research discussed in log.</u></b>	One research article included in preceptorship log, but is not high quality, or pertinent to clinical area, or is not discussed in-depth in the log.	No research article included in preceptorship log
Accomplishment of Objectives (20%)	<u>Objectives were accomplished and explained in adequate detail</u> in the preceptorship log. Any objectives that were not met due to unavailability within the experience are explained.	Some objectives were not met with little or no explanation for the lack of the experience.	Some objectives clearly not met, with inadequate explanation in the log.
Preceptor Evaluation (20%)	Preceptor reports that student satisfied all requirements of the written objectives. Preceptor evaluation positive.	Preceptor reports that student satisfied some but not all of the requirements of the written objectives. Preceptor evaluation reveals areas of improvement needed.	Preceptor reports that student did not satisfy requirements of the written objectives. Preceptor evaluation reveals unsatisfactory performance.

**Preceptorship Performance Evaluation Tool  
(To be completed by Clinical Preceptor)**

Student \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_ Preceptor \_\_\_\_\_

Preceptor: Evaluation Criteria	Preceptor: Anecdotal Notes	Preceptor: Scores
<b>I. Leadership characteristics (60%)</b>		
A. Uses effective communication Skills (10%)		
B. Organizes time effectively (10%)		
C. Collaborates with others (10%)		
D. Self-directed (10%)		
E. Decisive (10%)		
F. Self-assured (10%)		
<b>II. Professional Appearance/Attitude (10%)</b>		
A. Analyzes own attitudes and feelings towards client's values		
B. Responsible for own learning and actions		
C. Appearance/hygiene follows school/agency's guidelines		
D. Demonstrates legal/ethical behavior		
<b>III. Timeliness/attendance (10%)</b>		
A. Punctual/prompt notification if tardy/absent		
B. Reports to duty as assigned		
C. Submits paperwork on time		
<b>IV. Communication/Staff Rapport (10%)</b>		
A. Collaborates		
B. Seeks help appropriately		
C. Effective communication		
D. Patient advocate		
<b>V. Documentation (10%)</b>		
A. Documents mutual outcomes, modification of plan, effectiveness of nursing interventions, teaching, using nursing process		

Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

**This form can be sealed in an envelope and returned with the student, mailed to Attn: Carey Bosold ATU Dept of Nursing, Dean Hall 218-A Russellville, AR 72801 or faxed to Attn: Carey Bosold, 479-968-0219. You can also scan and email to [cbosold@atu.edu](mailto:cbosold@atu.edu) (preference is to give to the student in a sealed envelope on the last day of clinical).**

**Faculty Evaluation/Grading Tool**  
**Turn in with the Preceptorship Notebook**  
 (To be completed by ATU Faculty Mentor)

Faculty: Evaluation Criteria	Faculty: Anecdotal Notes	Faculty: Scores
<b>I. Preceptorship (60%)</b>		
A. Objectives (10%)		
B. Preceptorship Packet/Timeliness (10%)		
C. Application of Research (10%)		
D. Accomplishment of Objectives (15%)		
E. Preceptor Evaluation (15%)		
<b>II. Exit Exam (40%)</b> <b>a. Kaplan Exam 1 _____</b> <b>b. Kaplan Exam 2 _____</b> <b>c. Kaplan Exam 3 _____</b> <b>d. Hesi Exam 1 _____</b> <b>e. Hesi Exam 2 _____</b>		
<b>III. Remediation/Review (pass/fail)</b>		
<b>IV. Professional Portfolio (pass/fail)</b>		
<b>V. Homework/Assignments (pass/fail)</b>		

**Student:** \_\_\_\_\_

**Preceptor:** \_\_\_\_\_

**Agency:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

## **Clinical Preceptorship Experience Evaluation Tool**

Evaluate each statement below by checking the numeric value that best reflects your thoughts/opinions.

1=Strongly Disagree; 2=Disagree; 3=Agree; 4=Strongly Agree

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>My clinical preceptorship was a rewarding learning experience</b>				
<b>I would recommend my clinical preceptor to future students</b>				
<b>The clinical environment was conducive to my learning needs</b>				
<b>The clinical preceptorship was an important part of my clinical learning experience</b>				
<b>I feel more competent in my skills and theory after completing this clinical preceptorship</b>				

Additional comments/suggestions:

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1. Did you complete an orientation at the facility prior to your preceptorship?\_\_\_\_\_
2. Where you able to document in the facility EMR?\_\_\_\_\_
3. Where there other students on the unit during your preceptorship?\_\_\_\_

**\*\* This form must be turned in to your faculty mentor with your preceptorship log**

## Guidelines for Writing Preceptorship Objectives

The objectives developed for your preceptor experience should be written as a guide to help focus your attention and efforts into what you want to accomplish. They must be written in a manner that allows measurement of whether or not they are completed. The following rules apply to your objective development.

1. The objective must state who will do what and when in order to be measurable.
2. The objective must be written utilizing verbs that convey what behaviors will be accomplished. *See listing of verbs on last page of syllabus (Application or higher)*
3. Objectives will be graded utilizing the *Rubric for Preceptorship Expectations* located in the syllabus.

An example of a behavioral objective for preceptorship follows this format:

When: By the end of the rotation

Who: the student nurse will

What: Behavioral verb with actions to be completed.

**\*\*\*\*\*At the top of the objective page start with: By the end of Preceptorship, the student nurse will: Then list all of your objectives under this statement.**

## VERBS FOR STATING BEHAVIORAL OBJECTIVES/COGNITIVE OUTCOMES

				<b><u>Evaluation</u></b>
				judge appraise <i>evaluate</i> <i>compare</i> value rate revise score select choose <i>assess</i> estimate measure <i>verify</i>
				<b><u>Synthesis</u></b>
				compose plan propose design formulate arrange assemble collect construct create set up organize manage prepare
			<b><u>Analysis</u></b>	
			distinguish analyze differentiate appraise calculate experiment test compare contrast criticize diagram inspect debate inventory question relate solve examine categorize	
		<b><u>Application</u></b>		
		<i>provide</i> interpret apply employ use <i>demonstrate</i> dramatize practice illustrate operate schedule shop sketch <i>insert</i> <i>administer</i> <i>perform</i> <i>discharge</i> <i>teach</i> <i>complete</i>		
	<b><u>Comprehension</u></b>			
	translate restate discuss recognize explain express <i>identify</i> <i>locate</i> report review tell			
<b><u>Knowledge</u></b>				
define repeat record list recall relate underline				