

# Clinical Improvement, Internship, and Immersion Experience Handbook

University of Detroit Mercy  
McAuley School of Nursing

Nursing & Healthcare Leadership and Clinical Nurse Leader Nursing Graduate  
Programs (MSN/DNP)

2023-2024

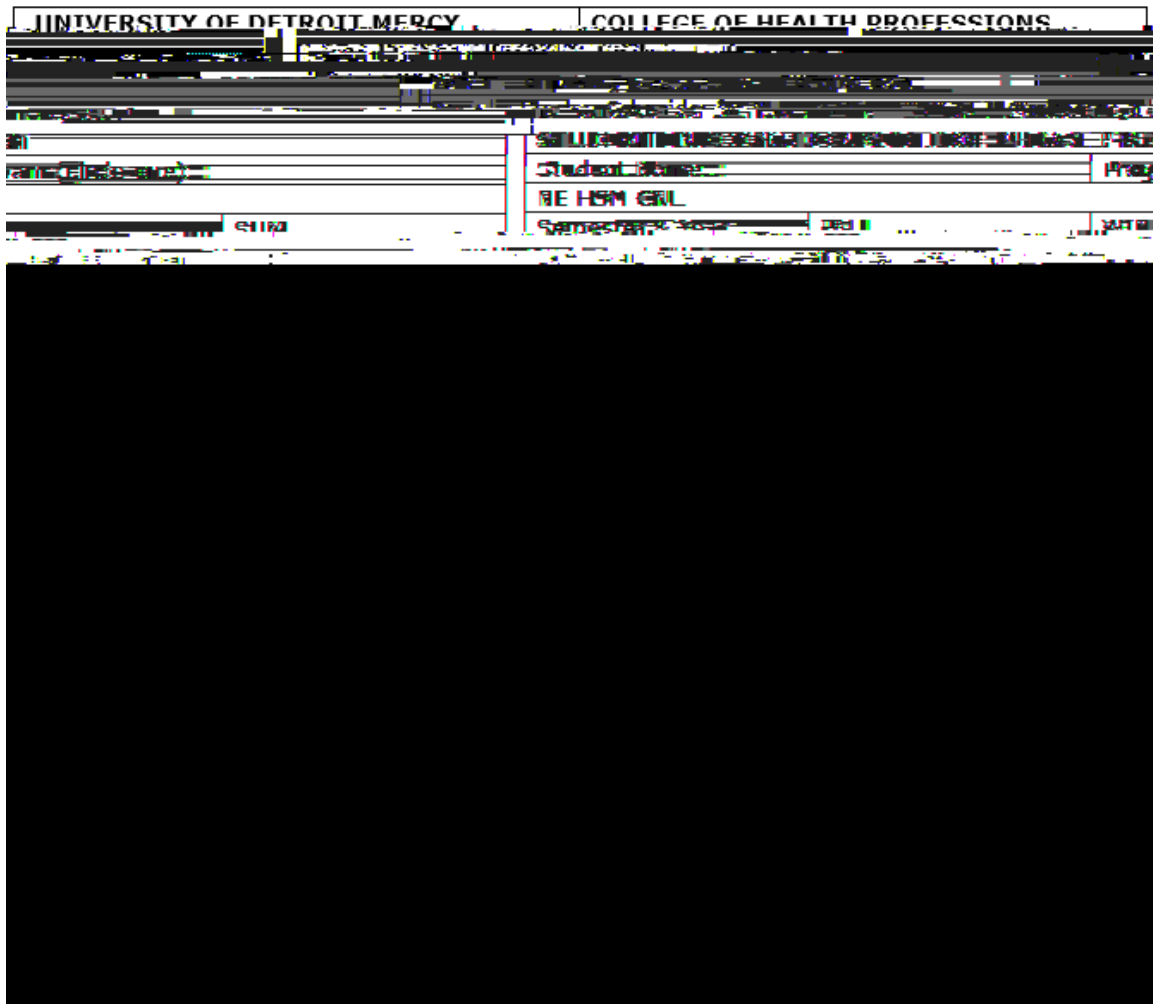
PRECEPTOR HANDBOOK

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### Preceptor Qualifications

The Preceptor guides the student into the real world of advanced practice and allows the student to try new skills, gain confidence and validation. As a preceptor you will teach, coach, and role model for the student.

#### Preceptors will:

1. Have an advanced degree in nursing (Masters prepared).
2. Have an interest in working with nursing graduate students.
3. Be willing to devote the time to assist the student in meeting their clinical objectives.
4. Possess a thorough knowledge of the specific clinical site/agency/role.
5. Provide constructive feedback/assistance to student(s).



Balancing the multiple, and sometimes competing, expectations of patients, agency, student, faculty and own professional and personal needs.

## Factors Affecting the Student

## Preceptor Responsibilities

The role of the Preceptor is to facilitate the learning experience of the graduate nursing student in the selected area. The preceptor employs communication, direct supervision guidance and other teaching strategies to augment the learning process. Ongoing evaluation and evaluation of the student at the completion of the internship experience is an integral part of the Preceptor's role.

As a Preceptor, you will have the opportunity to:

1. Work with the student to propose a suitable internship experience. Discuss necessary modification to the plan with the Faculty Advisor as needed. Establish a tentative schedule that is mutually agreed upon with the student. Forward a resume to the Compliance Officer for review.
2. Meet with the student and Faculty Advisor early in the internship experience to clarify objectives, lines of communication, expectations and other aspects of the experience.
3. Offer learning experiences to the student that relate to their objectives and skill needs.
4. Orient the student to the pertinent policies and procedures of the agency/organization and to the physical facilities.
5. Guide, direct, and supervise the learning and practice of the student in accord with the objectives mutually determined. Serve as a resource person in conjunction with the Faculty Advisor regarding the required project for the course.
6. Conduct an informal evaluation conference with the student at the midpoint of the experience.
7. Share ongoing verbal evaluation of performance with both the student and Faculty Advisor.
8. Contact the Faculty Advisor to clarify any issues that may arise.
9. Complete a written final evaluation of the student's performance using the Microsoft form link provided.
10. Provide feedback to the faculty regarding the strengths and limitations of the internship experience.

## Graduate Student Responsibilities for Clinical Improvement Experience, Internship Placement, and CNL Clinical Immersion Experience

1. Follow all policies and procedures for admitted and current students in preparation for clinical experience including criminal background check, drug screening, health check, immunizations, and ACEMAPP requirements found at <https://healthprofessions.udmercy.edu/about/pph.php>. Submit preceptor form for approval to NHL/CNL Program Coordinator.
2. Arrange meeting with preceptor to review course requirements and objectives, competencies you would like to develop, and interest areas and ideas for projects and experiences.
3. Determine a mutually agreed upon schedule for clinical experiences with your preceptor and notify him/her when you plan to be onsite. Obtain dates/times when you and your preceptor or both available for a site visit and share them with the course faculty to schedule.
4. For the NHL internship, share draft objectives with your preceptor for feedback. Objectives should be written according to criteria as outlined in the syllabus. You will present your draft objectives to your preceptor and Faculty Advisor during the site visit.
5. Develop a plan to meet your objectives and demonstrate competencies for the clinical experience.
6. Complete evaluation
7. Keep an active reflection log and post in blackboard weekly according to the criteria outlined in the syllabus.
8. Attend virtual site meeting with faculty advisor and preceptor.
9. Students present project work as outlined in the syllabus.

# Requirements



## Responsibilities of Preceptors, Graduate Students and Faculty

### **Preceptor:**

## NHL Internship and CNL Immersion Preceptor Letter

Dear Preceptor:

On behalf of the graduate faculty of the McAuley School of Nursing, I would like to thank you for agreeing to serve as a Preceptor for one of our students. By definition, a Preceptor is an individual with advanced academic preparation and the appropriate experiential background to assist graduate students to meet internship goals and objectives. We believe that through the use of individuals, such as you, the School of Nursing exposes our graduate students to the most up-to-date models of advanced nursing practice. This preceptor manual and the course syllabus should provide you with the information you need as you precept this student.

Specific clinical hours are arranged jointly by the graduate student and the preceptor. Preceptors are expected to be present in the agency during the student's scheduled time.

The faculty member, preceptor, and student will formally confer virtually or at the clinical site at least one time during the semester. The student will present their proposed objectives, desired experiences, and project ideas with the preceptor and the faculty for discussion and advisement. Additional meetings will be scheduled at the request of any of the parties.

Although we will meet formally during the semester, you may need to contact me at other times. My phone number is (313 ) 993-1790. My email address is: [stockeju@udmercy.edu](mailto:stockeju@udmercy.edu). Please feel free to contact me at any time. Again, thank you for agreeing to serve as a Preceptor; I look forward to working with you.

Sincerely,

Julia Stocker Schneider, PhD, RN  
Associate Professor and Coordinator  
Nursing & Healthcare Leadership & Clinical Nurse Leader Programs



## Student, Preceptor, & Site Evaluations