



PRACTICUM DELINEATION OF RESPONSIBILITIES

Directions:

These guidelines are a delineation of the Practicum responsibilities. The student should share this form with his/her preceptor, review all areas with the preceptor, sign the form, and have the preceptor sign the form. The student should then scan the document and submit it as an attachment to the [Project Proposal \(Part B\) form](#).

Student Responsibilities:

1. The student will select an appropriate site and preceptor for the Practicum, which is subject to approval of the nursing advisor. The Practicum site must be accredited and licensed by appropriate agencies for example the ACEN, CCNE for academic institutions or The Joint Commission.
2. To avoid any conflict or role confusion for the student and/or employer, students are not to complete the Practicum in the facility or within the health system in which they are employed. Students currently employed in an academic setting must seek out another facility. Students may not use line supervisors or managers as preceptors.
3. The student will provide proof of malpractice insurance for the state in which they will be completing the Practicum experience. The student must provide insurance in the amount of a minimum of \$1,000,000.00 for each claim and \$3,000,000.00 in the aggregate.
4. The student must fulfill all health, drug clearances, license, criminal background check, and finger printing requirements designated by the University. Evidence of completing these requirements must be submitted as part of the Practicum Packet and will remain on file with the vendor selected by the School.
5. Students are required to comply with the rules and regulations, policies, and procedures of the Practicum facility; including the facility code of ethics, corporate compliance, and health, safety and security policies. The student will participate in orientation activities at the facility as directed by the preceptor.
6. The student acknowledges that the condition of the patient and patient medical records contain privileged and confidential information about the patient. Students shall maintain client confidentiality according to all HIPAA regulations, healthcare policies and regulations of the facility. For example, the use of patient names and identifying information on course discussion boards is prohibited. Breaches of confidentiality shall be cause to have the student removed from the Practicum site.
7. The student is required to fulfill a 150 hour requirement per Practicum course. Students should plan to allocate at least ten (10) to twelve (12) hours per week for the precepted experiences.
8. The student's appearance and attire should reflect professional standards and the dress code standard of the facility. Students are required to investigate the dress code of the facility prior to the first day of the Practicum. Students are encouraged to wear lab coats in the clinical area. Students are to be properly identified at all times; utilize identification with the student's University ID, or ID badge issued by the faculty is required. University ID cards are available from the admissions office at the University. They may be placed in a badge holder provided by the student.
9. Students will be held to the Academic Code of Conduct, and the Non-Academic Code of Conduct of the University, which may be viewed at www.tesu.edu/academics/catalog/Academic-Code-of-Conduct.cfm and www.tesu.edu/academics/catalog/Nonacademic-Code-of-Conduct.cfm



PRACTICUM DELINEATION OF RESPONSIBILITIES *(continued)*

Preceptor Responsibilities: (The preceptor is the person who will be directly supervising the student at the Practicum site)

1. The preceptor must hold at least a master's degree in nursing, have at least two (2) years experience in the specialty area, and be currently licensed in the state where the Practicum will take place.
2. The preceptor must submit a current curriculum vitae (CV) or resume to the student for inclusion with the required documents.
3. The preceptor/facility will provide an orientation for the student which includes institutional policies and procedures. The preceptor will obtain approval for serving as a preceptor from the appropriate person at the facility.
4. The preceptor will facilitate the accomplishment of previously agreed upon and approved student goals and objectives.
5. Neither the preceptor nor the facility will compensate the student or consider the student an employee during the hours the student is fulfilling his/her Practicum requirements.
6. The preceptor will facilitate, plan, and implement the learning experience at the Practicum site in collaboration with the student, provide ongoing feedback to the student on his/her performance, and notify the mentor or School of Nursing in writing via email of any concerns, problems, or incidents involving the student. Serious concerns that require immediate intervention are to be reported to the Associate Dean for Graduate Nursing Programs at the University. The preceptor will discuss the evaluation of the student's performance with the mentor.
7. There will be no monetary compensation for the preceptor's service.
8. The preceptor acknowledges that the federal law, the Family Educational Rights and Privacy Act (FERPA) governs the confidentiality of student education records, and will be followed. A student's written permission must be obtained prior to the release of student information with limited exceptions.

Mentor Responsibilities: (The mentor is the on-line course facilitator at Thomas Edison State University)

1. The mentor will participate in meetings (phone, email, etc.) with student and preceptor to plan and monitor experiences, set goals, and assess learning as needed. The mentor will contact the preceptor at the beginning, midterm, and end of each term via telephone or email.
2. The mentor will consult, assist, and problem solve with the student and preceptor during the Practicum.
3. The mentor, in collaboration with the preceptor and the student, will determine if the student has successfully met Practicum objectives and specialty competencies.
4. The Associate Dean at the School is available for consultation to all parties if the need arises, and can be reached at msnpracticum@tesu.edu.

After this form is signed by both parties, both pages must be uploaded to the [Project Proposal \(Part B\) form](#) three months prior to Practicum start date.

I have read the above statements and agree to comply with these responsibilities.

Student Signature Date

Preceptor Signature Date

Print Student Name

Print Preceptor Name