Instructional Module 8

Procedure for Clinical Preceptorship Attendance

Student Name: _____

I agree to complete 120 clinical hours with my preceptor. I understand that the goal is the transition from the student nurse to the RN role by working 12-hour shifts. I will comply & observe the following guidelines:

- The time prior to the shift starting and the time after does NOT count extra. 0645-1915 is simply a 12-hour shift. If circumstances arise where you are staying later than 30 minutes, please let your faculty advisor know.
- In order to obtain all hours, you may work a half shift of six hours only with faculty advisor approval. You may NOT work less than six hours as it defeats the purpose of the preceptorship.
- Schedules must be submitted to faculty advisor via drop box or email via LMS. Notify faculty advisor by text message or phone call of ANY changes to schedule, illness or getting pulled to a different unit. Promptness is expected so faculty is aware of your presence on the unit.
- You may only make changes to your schedule TWICE after you have submitted to drop box. If it is due to preceptor schedule changes, please let your advisor know.
- Notify Faculty and Preceptor if unable to attend clinicals. Notifying the day before WILL NOT result in a clinical absence. Notifying the day of, WILL result in a clinical absence.
- Failure to notify Faculty and Preceptor will result in a clinical absence.
- Completion of clinical hours: 60 hours on the week 4
  60 hours on the week 7 (Monday)
- Do not pre-fill out your Record of Precepted Clinical Experiences. You need to document your actual time after each shift and have your preceptor sign.
- Submit a copy of your Record of Precepted Clinical Experiences with both your midterm and final evaluation.

Student Signature: _____ Date: _____