

Print Student Name: \_\_\_\_\_ Unit: \_\_\_\_\_  
Block # \_\_\_\_\_ Date: \_\_\_\_\_

## Clinical Preceptorship Attendance Policy

### LVN-RN Track CSON

You must complete **192 hours** with your preceptors. The goal is to transition from student nurse to RN by working **four 12-hour shifts per specialty area**.

- The time before the shift starts and the time after do NOT count extra. **0645-1915 is simply a 12-hour shift like 1845-0715**. If circumstances arise where you are staying later than 30 minutes, please let your faculty advisor know via **text**.
- **Schedules must be submitted via LMS Email to your assigned faculty advisor as soon as you confirm with the assigned preceptor.** Notify the faculty advisor by text message of ANY changes to schedule, illness, or getting pulled to a different unit. **Failure to notify faculty will result in a clinical absence.**
- Promptness is expected so that faculty knows your presence in the unit.
- **Do not** pre-fill your Record of Precepted Clinical Experiences (Time Sheet). The **preceptor** must document your **time after each shift** and sign it.
- **Two days after every completed block**, submit to your advisor the daily clinical reports, Clinical Experience Skills Checklists, and the 5-page Student Clinical-Preceptor packet.

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**Time & Attendance Record of Precepted Clinical Experiences**  
**(To be filled out daily at the end of each shift & signed by the Preceptor.)**

Date:	Actual Time (Was this student late?)		Location:	Preceptor: Print & Signature (Please print legibly)
	IN	OUT		
				Print: Signature:

**\*\*Important to keep up with and submit to your advisor\*\***

Students: Scan an additional copy of this page and email it to Ms. McWilliams via LMS. The subject line should read example: **your name MICU Block 1 Time Sheet**

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**Block #** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LVN-RN Preceptor Appraisal of Student Performance**  
 (Preceptor Completes and Reviews with Student)

1. Please reflect on the student’s clinical performance during the capstone preceptorship and rate the following: **[Place a √ in the appropriate box]**

(Graduate Competency-GC)	Below Average Performance Needs Significant Guidance	Satisfactory Performance Needs Average Guidance	Outstanding Performance Needs Minimal Guidance
The student uses the Nursing Process to provide comprehensive, evidence-based nursing practice. (GC 1)			
The student coordinates and develops a plan of care using time management and prioritization. (GC 1 & 3)			
The student makes safe clinical decisions. (GC 3)			
The student advocates for patient/family rights and quality nursing practice. (GC 4)			
The student uses professional, assertive, and collaborative communication. (GC 2, 5, & 6)			
The student documents according to agency/unit standards. (GC 2)			
The student develops teaching/learning strategies to meet patient/family needs. (GS 3 & 7)			
The student assumes a leadership role in clinical practice. (GC 6)			
The student is self-directed and demonstrates an interest in learning. (GC 8)			

2. What do you think are the students’ strengths?

3. What have you identified as an opportunity for improvement for the student?

Preceptor Print & Sign: \_\_\_\_\_/\_\_\_\_\_ Date: \_\_\_\_\_  
 Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**LVN-RN PRECEPTORSHIP: STUDENT SELF-EVALUATION**

1. Please reflect on your performance during the LVN-RN preceptorship and rate yourself on the following:

[Place a √ in the appropriate box]

(Graduate Competency-GC)	I need significant guidance.	I need average guidance.	I need minimal guidance.
I use the Nursing Process to provide comprehensive, evidence-based nursing practice. (GC 1)			
I coordinate and develop a plan of care using time management and prioritization. (GC 1 & 3)			
I make safe clinical decisions. (GC 3)			
I advocate for patient/family rights and quality nursing practice. (GC 4)			
I use professional, assertive, and collaborative communication. (GC 2, 5, & 6)			
I document according to agency/unit standards. (GC 2)			
I develop teaching/learning strategies to meet patient/family needs. (GC 3 & 7)			
I assume a leadership role in clinical practice. (GC 6)			
I am self-directed and demonstrate an interest in learning. (GC 8)			

2. What do you think are your strengths?

3. What have you identified as a personal opportunity for improvement?

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

