Clinical Teaching Associate/Preceptor Selection & Program Orientation

Domain/Division:	Academic / Clinical Education	Index	20-02.03
Responsible Unit(s)[1]:	Office of Academic Affairs	Page:	1 of 3
		Attachments:	0

Authorization Date: November 2002

☐ **If checked, policy requires Faculty Council Approval. Most recent approval date: _____**

Review History: Includes Effective Date, Review and Revision History:
Spring 2011- November 2011 Significant revision and reviews conducted by ad hoc faculty groups, APN track leads, & Admin
11/21/11: Approved by APNLC
12/05/11: Revisions added and approved by APNLC

POLICY STATEMENT:

In order to ensure OHSU School of Nursing (SON) students are appropriately supervised during clinical/agency experiences, this policy outlines the selection criteria for individuals to be Clinical Teaching Associates (CTA) or Preceptors as well as the elements required to be included in program orientation materials for individuals deemed appropriate for the education level of SON students.

SELECTION CRITERIA:

Baccalaureate Level: Pre-licensure students must be supervised by a CTA who is a Registered Nurse. Post-licensure students may be precepted by individuals with clinical expertise in area of student interest.

Advanced Practice Nursing Level: Eligible individuals must:

- Possess formal education for professional practice in the relevant specialty defined as, at a minimum: Master Degree in Nursing; Master Degree as Counselor; Psychologist, Licensed Clinical Social Worker; Doctors of Osteopathic Medicine, or Doctor of Medicine; or, hold national certification in the relevant specialty (NP, CRNA or Physician); and
- Have a current unencumbered license, clinical qualifications, and certifications in the state in which they practice;
- Not be the employment supervisor for the student being precepted; and
- Will be able to provide adequate and appropriate supervision of students.

PROGRAM ORIENTATION ELEMENTS:

The following elements are required, but not limited to, in all Program Orientation(s) materials for CTAs or Preceptors:

1. Program Introduction
2. Important Phone Numbers
3. Accepting Students into Your Practice
4. Expectations & Strategies for Supervising Students
5. Expectations of Students

[1] The Chair of the Faculty Committee/Council or Official Administrative Unit responsible for oversight

6. Expectations of SON Faculty
7. Required Documentation & Evaluation of Students
8. Confirmation of Receipt of Program Orientation Materials
9. Policies: Including but not limited to:
    a. SON Code of Conduct (SON 20-04.22);
    b. Incident Reporting Procedures; and
    c. Blood Borne Pathogen (if applicable);
10. Applicable OSBN Regulations
11. If applicable for stakeholders:
    a. Resources for Having Difficult Conversations
    b. Supplemental Program Information (e.g., Program of Study, etc)

DEFINITIONS, RELATED REFERENCES, & NOTES (if applicable):

Related policies:

- Clinical Education Agency Selection, Contracting & Evaluation (SON 20-02.01)
- Clinical Experience in Place of Employment (SON 20-05.10)

- Division 21: Standards for the Approval of Educational Programs in Nursing Preparing Candidates for Licensure as Practical or Registered Nurses
  http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_021.html
- Division 50: Nurse Practitioners
  http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_851/851_050.html

Supersedes:

- APN Criteria for Preceptor and Clinical Learning Site Selection (SON #30-01.03)
- Use of Clinical Preceptor Guide (SON #30-01.04)

IMPLEMENTING PROCEDURES:

Responsible Party:	Action:
Program Directors	Responsible for annual review and coordination of content as necessary
	Responsible for ensuring Program Orientation materials/manuals are received by CTA/Preceptors

Committee/Council Chair or Official Administrative Approval required for new policies

Original Signed Copies Stored in Office of Academic Development, Enhancement, & Evaluation

Signature	Date
Peggy Wros, PhD, RN	
Printed Name	