

Preceptor Clinical Readiness Checklist

Things to keep in mind prior to and during a clinical rotation with the NKU's MSN- NP student

Preceptor Checklist Clinical

Readiness:

<input type="checkbox"/>	1. Have received and reviewed orientation materials; have agreed to required preceptor expectations
<input type="checkbox"/>	2. Have provided requested compliance items to the student &/or university:
<input type="checkbox"/>	a. License & Board Certification
<input type="checkbox"/>	b. MD/DO/CRNP Prescriptive Authority license
<input type="checkbox"/>	c. CV/Resume (upload annually)
<input type="checkbox"/>	d. Proof of clinical experience as an MD/DO/NP (may be included with CV/Resume)
<input type="checkbox"/>	e. Completed Vendor Registration ("PaymentWorks System")
<input type="checkbox"/>	f. Completed Preceptor Profile ("Medatrax System")
<input type="checkbox"/>	3. Have reviewed and signed required forms (i.e. "NKU Preceptor Responsibilities form")
<input type="checkbox"/>	4. Have exchanged contact information with the student, including emergency contacts
<input type="checkbox"/>	5. Have received clear expectations regarding clinical hours, schedule, clinical objectives, etc.
<input type="checkbox"/>	6. Have provided the student with the best contact person from your clinic/facility to arrange an affiliation agreement with the university (if needed)
<input type="checkbox"/>	7. Have communicated your expectations for the student during clinicals (arrival times, preplanning, protocols, etc.). Have gathered and shared any materials that you expect the students to review or prepare for prior to clinicals
<input type="checkbox"/>	8. Are prepared to supervise and provide regular feedback to the student during clinical rotations (familiar with required skills-checkoffs, tasks that need to be signed-off; evaluation forms, etc.).

<input type="checkbox"/>	9. Are prepared to orient the student to the clinical experience? (Tour clinical facility and discuss protocols).
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General Orientation:

<input type="checkbox"/>	Introduction to Practice/Agency
<input type="checkbox"/>	a. Student workspace(s), reference materials
<input type="checkbox"/>	b. Dress code, name tag
<input type="checkbox"/>	c. Building access, parking
<input type="checkbox"/>	d. Phone system, computers, printers, other technology
<input type="checkbox"/>	e. Provider and staff introductions and roles
<input type="checkbox"/>	f. Contact information: for agency and for preceptor
<input type="checkbox"/>	g. Overview of client population and any community issues or important information
<input type="checkbox"/>	Overview of Rotation
<input type="checkbox"/>	h. Clinical rotation dates
<input type="checkbox"/>	i. Expectations for attendance, absences, and/or make-up days
<input type="checkbox"/>	j. Review of student's past experience and any previously completed clinical rotations
<input type="checkbox"/>	k. Review skills mastered by the student to date, skills to work on, and student's goals for clinical rotation

Clarifying Expectations:

<input type="checkbox"/>	Expectations of University/Faculty:
<input type="checkbox"/>	a. Provide course and program objectives
<input type="checkbox"/>	b. Provide preceptor evaluation forms with specific criteria (located in Medatrax)
<input type="checkbox"/>	c. Confirm preceptor presence on site, sign-off of activities, and prescribing regulations
<input type="checkbox"/>	Student Expectations
<input type="checkbox"/>	d. Share specific learning goals for knowledge/skills; set goals with preceptor for clinicals
<input type="checkbox"/>	e. Identify areas of weakness or areas needing improvement or extra supervision
<input type="checkbox"/>	Preceptor Expectations
<input type="checkbox"/>	f. Confirm clinical rotation days and hours

<input type="checkbox"/>	g. Identify any days that preceptor will be absent; plan for alternative days/experiences
<input type="checkbox"/>	h. Clarify student's experience and any previously completed clinical rotations; assess student's current capabilities
<input type="checkbox"/>	i. Review expected practices and behaviors required of the student
<input type="checkbox"/>	j. Set expectations for requesting supervision and guidance, review process for feedback; set expectations for student self-reflection
<input type="checkbox"/>	k. Review expectations for patient encounters (including length of time, documentation)
<input type="checkbox"/>	l. Review documentation expectations and required forms
<input type="checkbox"/>	m. Verify student's time spent with preceptor time log in Medatrax (weekly)
<input type="checkbox"/>	n. The preceptor agrees to meet face-to-face via technology with the student and faculty to review the students' learning outcomes and expectations for clinical
<input type="checkbox"/>	o. Complete end of clinical term evaluation of student in Medatrax
<input type="checkbox"/>	p. Review emergency procedures and safety policies