



# PRACTICUM DELINEATION OF RESPONSIBILITIES (DIRECT CARE HOURS)

## Directions:

**These guidelines are a delineation of the Practicum responsibilities. The student should share this form with his/her direct care 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 with the Part C form.**

## Student Responsibilities:

1. The student will select an appropriate site and preceptor for the direct care hours, which is subject to approval of the nursing advisor. The direct care site must be accredited and licensed by appropriate agencies such as 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 department of the facility in which they are employed. Students currently employed in an academic setting must seek out another facility. Students may not use line supervisors or manager 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 facility; including the facility code of ethics, corporate compliance, and health and safety 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 site.
7. The student is required to fulfill a 30 hour direct care requirement per Nurse Educator Practicum course.
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 attendance. 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 registrar's 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](http://www.tesu.edu/academics/catalog/Academic-Code-of-Conduct.cfm) and [www.tesu.edu/academics/catalog/Nonacademic-Code-of-Conduct.cfm](http://www.tesu.edu/academics/catalog/Nonacademic-Code-of-Conduct.cfm)



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**Direct Care Preceptor Responsibilities:** (The direct care preceptor is the person who will be directly supervising the student during the direct care experience)

1. The direct care 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 direct care experience will take place.
2. The direct care preceptor must submit a current curriculum vitae (CV) or resume to the student for inclusion with the required documents.
3. The direct care preceptor/facility will provide an orientation for the student which includes institutional policies and procedures. The direct care preceptor will obtain approval for serving as a preceptor from the appropriate person at the facility.
4. The direct care preceptor will facilitate the accomplishment of student goals and objectives.
5. Neither the direct care preceptor nor the facility will compensate the student or consider the student an employee during the hours the student is completing his/her direct care experience.
6. The direct care preceptor will facilitate, plan, and implement the learning experience at the site in collaboration with the student, provide ongoing feedback to the student on his/her performance, and notify the mentor 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 direct care preceptor will discuss the evaluation of the student's performance with the mentor.
7. There will be no monetary compensation for the direct care preceptor's service.
8. The direct care 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 direct care preceptor to plan and monitor experiences, set goals, and assess learning as needed. The mentor will contact the preceptor at least one time during the direct care experience.
2. The mentor will consult, assist, and problem solve with the student and preceptor during the direct care experience.
3. The mentor, in collaboration with the direct care preceptor and the student, will determine if the student has successfully met the direct care experience objectives.
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](mailto:msnpracticum@tesu.edu).

**After this form is signed by both parties, both pages must be attached to the Part C Form.**

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