



**BELMONT**  
COLLEGE

# Practical Nursing

## *Preceptor Handbook*

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# TABLE OF CONTENTS

<b>I.</b>	<b>Definition of Preceptor Program .....</b>	<b>3</b>
A.	State Board Regulation Regarding Preceptors.....	3
B.	Preceptor Program Philosophy.....	4
<b>II.</b>	<b>Overview of the Belmont College Practical Nursing Program .....</b>	<b>4</b>
A.	Student Policies and Procedures.....	4
1.	Dress Code .....	4
2.	Professional Behavior .....	6
3.	Student Conduct 4723-5-12.....	7
B.	All students have received HIPAA and OSHA training.....	11
C.	Clinical Grading Policy.....	11
1.	Clinical Grade/Performance.....	11
2.	Clinical Evaluations.....	11
D.	Insurance .....	11
	Liability.....	11
E.	Emergency Care.....	11
F.	Transportation.....	12
<b>III.</b>	<b>Preceptorship Clinicals.....</b>	<b>12</b>
A.	Program Outcomes.....	12
B.	Preceptor Objectives .....	12
C.	Clinical Guidelines for Preceptorship:.....	13
D.	Skills .....	18
E.	Student Weekly Report.....	21
F.	Mid-Term Progress Report .....	22
G.	Student and Preceptor Worksheet of Program Objectives .....	23
H.	Attendance.....	25
I.	Clinical Evaluation .....	26
J.	PNP 2140 Rubric.....	28
K.	Preceptor Qualification Form.....	29

# I. Definition of Preceptor Program

## A. State Board Regulation Regarding Preceptors

### Definitions:

- 4723-5-01 (CC) "Practical nursing education program" means a nursing education program that leads to initial licensure as a licensed practical nurse.
- (DD) "Preceptor" means a registered nurse or licensed practical nurse who meets the requirements of this chapter, who provides supervision of a nursing student's clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member responsible for the course in which the student is enrolled.
- 4723-5-11 For a preceptor as defined in Paragraph (DD) of Rule 4723-5-01 of the Administrative Code:
- (a) Completion of an approved registered or practical nursing education program in a jurisdiction as defined in paragraph (S) of rule 4723-5-01 of the Administrative Code;
- (b) Experience in the practice of nursing as a registered nurse or as a licensed practical nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;
- (c) Current valid licensure as a registered nurse or as licensed practical nurse in the Jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs.
- 4723-5-20 The teaching assistant or preceptor providing supervision of a nursing student shall at least:
- (1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
- (2) Design, at the direction of a faculty member the student's clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
- (3) Clarify with the faculty member;
- (a) The role of the teaching assistant or preceptor;
  - (b) The responsibilities of the faculty member;
  - (c) The course and clinical objectives or outcomes;
  - (d) The clinical experience evaluation tool; and
- (4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

## B. Preceptor Program Philosophy

The faculty of the Belmont College Practical Nursing Program believe that a preceptorship is one methodology of enhancing the nursing skills and theory already acquired throughout the program and developing leadership and management competencies. Precepting is a way to prepare the student nurse for graduation, for the realistic role of a Licensed Practical Nurse; and provide experience with a role model and resource person who is readily available in the clinical setting.

# II. Overview of the Belmont College Practical Nursing Program

## A. Student Policies and Procedures

### 1. *Dress Code*

Practical Nursing students in complete uniform will present a neat, well-groomed appearance always. Student uniforms must be worn in the campus labs and clinical setting including pre and post conference. The student must recognize their actions and behavior while wearing their student uniform can be disciplined if they are contrary to the program's code of conduct. The scrub top is to be covered by a lab coat when the student is not in the clinical area. The uniform and lab coat must be freshly laundered, cleanliness of body and clothes and deodorant use are imperative for the nurse. Uniform pant hems must not touch the floor.

#### **Uniform**

- Uniforms will be worn for all clinical and laboratory experiences at the college.
- Uniforms will be worn when students are serving in the clinical area. The complete uniform includes a navy-blue scrub top with the embroidered Belmont College logo, navy-blue pants, black socks, and black nursing shoes. Student's shoes should not have heels higher than two inches. Black athletic shoes are acceptable. These shoes should only be worn for clinical practice. No clogs or sandals are to be worn. No sweaters or lab coats are to be in the clinical unit. Students may wear a plain white or navy-blue long sleeve form fitting shirt under the navy-blue scrub top for personal comfort. Sweatshirts may not be worn over the blue scrub top while in the clinical settings.

#### **Hair**

- Must be neatly, styled, secured away from the face, and must not touch the uniform. Long hair with ponytails must be neatly pinned up off the shoulders for cleanliness and student safety. Elaborate or extreme hair styles are not acceptable while in uniform. Unusual or unnatural hair color is not acceptable. No brightly colored hair pins, combs with jewelry or ribbons can be worn. White, black or brown conservative accessories are permitted. Beards and mustaches need to be trimmed and well-groomed, otherwise clean shaven.

**Jewelry**

- May wear nose piercing that are studs and flush to the skin, however, students cannot wear hoops, bars, or nose rings. Nasal septal hoops, tongue, eyebrow or lip jewelry may not be worn while in the clinical or lab setting.
- Students need to wear or have access to a watch with a second hand.
- A wedding band may be worn but no other rings are allowed. Wedding bands and watches should not contain gems or stones.
- Earrings worn in clinical or lab must be studs.
- Gaged ears must be plugged with a solid flesh colored plug.

**Nails**

- Must be kept short and clean. Artificial nails are not permitted. Nails are to be free of polish.

**Make-up**

- Should be used in moderation.

**Shoes**

- Should be clean, and shoestrings should be clean.

**Perfumes, colognes, or aftershave**

- Should be avoided while in uniform.

**Gum chewing**

- Is not permitted in the clinical and laboratory areas.

**Smoking and e-cigarettes**

- Are permitted only in designated areas at Belmont College. All clinical sites are smoke-free. Uniforms must NOT have an odor of tobacco.

**Name tags**

- All students must wear a Belmont College issued name tag.
- All name tags issued by the clinical site must be returned to the clinical faculty at the completion of the program or upon exit of the program.

**Tattoos**

- May be uncovered as long as the clinical site allows.

**Miscellaneous**

- Wild eyes contacts are prohibited.
- Eyelash extensions are prohibited.
- Lab jackets must cover uniforms while going to and from clinical areas.

## 2. *Professional Behavior*

### **Ethical Conduct**

Students are always representatives of Belmont College. They must conduct themselves professionally and with dignity when wearing their uniforms. The nursing student's activities must represent those with a sincere interest in the profession of nursing. Students are accountable for their nursing practice and are responsible for their actions.

While in uniform, the student must exhibit professionalism as a representative of Belmont College and the profession of nursing and may not post or communicate any violation of professional behavior.

No alcohol may be consumed while in uniform.

If, at any time, a preceptor feels the student is not physically, or emotionally able to deal with the experiences of a particular day, the faculty member should be contacted immediately. The student should not care for any patients until cleared by the faculty member. The faculty member may dismiss the student from the clinical experience. The faculty member may also ask the student who has not behaved in a professional manner or who has not come prepared for the class or clinical experience to leave the clinical/class area. If asked to leave the clinical area, the experience for that day will result in an unsatisfactory grade for the clinical experience. The student must then meet with the Director of Nursing to receive written permission to return to the clinical area. The clinical make up policy will then be followed should a student be dismissed from a clinical experience by the faculty member and/or Director of Nursing.

The Practical Nursing faculty define unprofessional behavior as that behavior which is inappropriate to the practice of nursing. It is exemplified by, not limited to the following:

- Behavior endangering safety – this includes any act of omission or commission by a student which potentially endangers any individual in the course of any clinical, lab, practicum, or classroom situation.
- Disruption of instructional activities or services. This includes student conduct which substantially interferes with the provision of instructional or support services including lecture, seminars, discussion group meetings, laboratories, clinical sessions, study groups, examinations, or tests. It includes but is not limited to:
  - Use of loud or inappropriate speech
  - Use of abusive language or profanity
  - Exposure of self or offending literature
  - Disregard for others
  - Inappropriate use of personal cell phone, or other electronic devices: all devices must be silenced and are not permitted to be used while in the clinical setting unless prior permission from preceptor. At no time can the student take a photo or video of the

patient or clinical experience on their personal cell phone or on any cell phone. This will result in removal from the nursing program.

- Damage to property or theft. This includes student conduct which leads to damages to, or theft of college property, or the personal property of faculty members, staff, or fellow students or from any clinical site.
- Violence towards individuals. This includes violence, threatening statements or aggression of any kind including physical, verbal or written, towards faculty members, staff, or fellow students. Students will be dismissed from the clinical setting and/or from the program. This includes but is not limited to:
  - Rumors or gossip
  - Subjective derogatory remarks toward others
- Sexual misconduct – is interactions with patients, families, staff, faculty, and peers at all times. Students should not:
  - Engage in conduct that may reasonably be interpreted as sexual
  - Engage in any verbal behavior or physical behavior that may be reasonably interpreted as seductive or sexually demeaning.
- Lying in print or in person.
- Use of alcohol or drugs. This includes violation by students of the liquor statutes and regulations or the committing of any drug related offense according to Belmont College policy. This includes but is not limited to:
  - Drug/alcohol influence or the possession of drugs/alcohol
- Unlawful entry to Belmont College buildings. This includes unlawful entry to offices, rooms, labs, and personal belongings, such as purses, folders, or briefcases, at Belmont College or clinical facilities.
- Breach of confidentiality related to patient, families, peers, staff, or faculty
- Failure to participate in learning activities:
  - Unprepared for clinical experiences due to lack of reading or completion of assignments
  - Failure to participate in discussion or practice, due to sleeping, completion of other assignments during clinical hours or social interaction with others.

Students found committing any form of Academic/Professional Misconduct may be dismissed from class, clinical or program.

### 3. *Student Conduct 4723-5-12*

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observation, the care provided by the student for the patient, and the patient's response to that care.

2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record, or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but it is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and Individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (F) of section 4723.01 and division (B) (21) of section 4723.28 of the Revised Code for a practical nurse.
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code
9. A student shall not:
  - (a) Engage in behavior that caused or may cause physical, verbal, mental, or emotional abuse to a patient
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at a patient's expense
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal relationships; or
  - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:

- (a) Engage in sexual conduct with a patient
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, this patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) sexual contact, as defined in section 2907.01 of the Revised Code
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

16. A student shall not. Have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with a authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

B. All students have received HIPAA and OSHA training.

## C. Clinical Grading Policy

### 1. *Clinical Grade/Performance*

Clinical performance is determined based upon the clinical evaluation tool. If, at the end of the course, the student's clinical performance has not met the objectives, a grade of "F" will be given for the entire course regardless of the theory grade.

### 2. *Clinical Evaluations*

- Clinical evaluations will be done on individual students according to the provided clinical evaluation tool.
- Each clinical course will define outcomes, requirements, and earned grade within the course syllabus.

## D. Insurance

All students are responsible for their own medical, accident, and health insurance. The college maintains no medical insurance to cover students.

### *Liability*

It is necessary for the student to be covered by a liability insurance policy. The fee for this policy is included within the program's cost. The policy covers a student's liability only while participating in program-sponsored activities.

## E. Emergency Care

- Student medical or emergency care in cases of illnesses or accidents incurred while on duty in the clinical area is provided in conformity with the standard health care service extended to clinical site personnel, as defined in personnel policies of the clinical site. Any illnesses or accidents incurred while on duty will be reported at once to the faculty member. Students must be evaluated by a healthcare provider before returning to the clinical setting with authorization to resume duties without restrictions.
- The affiliating hospitals receive compensation for the aforesaid care through individual insurance plans carried by individual students or through self-pay of the student.
- An accident/incident report must be completed immediately by the person(s) for any accident, illness, or incident on campus or clinical site. The absence must be made up by the student as previously outlined.

## F. Transportation

Travel to class and clinical is the student's responsibility. Carpools are no excuse for being absent, tardy, or for leaving early. It is the student's responsibility to maintain attendance. Students should be especially careful in severe weather conditions.

# III. Preceptorship Clinicals

## A. Program Outcomes

The purpose of this clinical rotation is to enhance the nursing skills and theory already acquired throughout the program and to prepare the student practical nurse, ready for graduation, for the realistic role of the Licensed Practical Nurse. At the end of this preceptorship, the student should meet the program objectives which include:

1. Contribute to the identification of holistic needs in the plan of care as a member of the healthcare team.
2. Practice evidence-based decision making to establish priorities according to the human needs of the patients.
3. Utilize effective verbal, nonverbal, written, and computer skills while providing care for patients with holistic needs and while communicating with other healthcare providers.
4. Employ safety and health promotion practices in the ever-changing environment to maintain patient's state of well-being.
5. Understand and demonstrate holistic nursing care within the limits relative to their scope of nursing practice and ethical standards.
6. Illustrate advocacy by speaking, writing, or acting in support of patient's needs.
7. Employ delegation techniques within the scope of practice in providing holistic care.

## B. Preceptor Objectives

**The preceptor will be able to:**

- a. Identify the need for current nursing knowledge as a basis for safe, effective nursing practice.

- b. Demonstrate responsibility and accountability for clinical performance.
- c. Describe methods of locating and maintaining contact with faculty as needed.
- d. Explain how to use the nursing process in caring for patients with moderately complex problems.
- e. Describe how to assist students to recognize abnormal patient findings.
- f. Discuss the need to assist students to implement each patient's plan of care.
- g. Recognize the need for students to communicate with the health care team.
- h. Identify documentation needs of the student's patient nursing care.
- i. Discuss medication administration.
- j. Identify methods to assist the student to learn to manage the care of a group of patients.

The Belmont College Practical Nursing Program is a one-year program. During PNP 1130 Nursing III Family Nursing across the Lifespan will have various breakout clinical experiences. PNP 2140 Nursing IV Advance Concepts in Practical Nursing is a 90-hour clinical experience.

For PNP 2140 it would be expected that the preceptorship would be similar to an orientation for a newly employed nurse, with the student basically observing the first day and continually taking on more responsibilities as the staff nurse feels appropriate.

There will be no instructor present, although one will be available at all times and will communicate frequently with the preceptor and student to discuss the student's progress and concerns. It would be expected that the preceptor was the same individual throughout the preceptorship period with the exception of days off/vacation.

The students will have previously demonstrated the ability to perform all basic nursing skills, at least in the lab setting and most in the clinical area. During the rotation, they will have the list of course objectives and will be expected to complete these objectives by the end of the learning experience as outlined by the clinical evaluation tool.

The nursing faculty member will provide contact information to the student and preceptor. The Director of Nursing can also be contacted at 740.699.3910. The Main Campus number is 740.695.9500.

### C. Clinical Guidelines for Preceptorship:

1. Students may not be precepted by family members or friends.

2. Students will be assigned a preceptor by the PN faculty. All preceptors will be assigned to the students by the healthcare organization and the nursing program. Preceptors cannot be changed without approval of the Director of Nursing and the faculty.
3. No precepting time can occur when the school is closed for holidays. Students should contact nursing faculty regarding weather related decisions as they arise.

**The student will:**

1. Abide by Belmont College and the clinical agency policies and procedures. Failure to do so may result in removal from the nursing program.
2. For PNP 2140, collaborate with the preceptor to establish a schedule. A written schedule, approved and initialed by the preceptor, must be submitted prior to the scheduled day. Any schedule change must be approved by the faculty supervisor. All schedules **MUST be in writing** and presented to the faculty prior to clinical. Schedules must be turned in no less than weekly to the clinical faculty. **In the event that a written schedule is not submitted to clinical faculty, those hours will not count in the total hours for course requirement.** Students may not perform clinical hours during scheduled class time. Students may do 8-12- or 16-hour shifts, any other shift must be cleared with clinical faculty **PRIOR** to that shift. In some cases, 4-hour shifts may be approved.
3. Report to clinical at least 15 minutes prior to the clinical experience.
4. Report off for absence and tardiness to the preceptor and the faculty at least 1 hour prior to clinical experience. Absences and tardiness will follow PNP program guidelines. **No emails or text messages will be accepted for clinical call-offs.**
5. Attend clinical group conferences at scheduled times.
6. Perform self-evaluation through clinical logs.
7. Obtain evaluations from preceptor and provide to faculty.
8. Successfully complete clinical performance skills.
9. Lunch time or other additional time may not be counted as clinical time. The student must notify faculty if they work beyond the scheduled time. Failure to do so will result in those hours not counting.

10. It is the responsibility of the student to contact nursing faculty in the event that there is an unforeseen circumstance where they must leave the clinical site before the end of their scheduled shift. The nursing faculty must be notified via phone call. If nursing faculty is not made aware, those clinical hours will not be counted in the total number of hours for the course requirement.

**The student will:**

**Under the direction of the preceptor:** (Task may be assigned to the student with minimal supervision)

1. Perform ADLs.
2. Perform noninvasive procedures which have been successfully performed in the past.
3. Assist physicians with treatments and rounds.
4. Obtain lab specimens.
5. Maintain a safe patient environment throughout nursing care.
6. Maintain medical and surgical asepsis as indicated.
7. Complete nursing measures effectively and on time.
8. Performs patient documentation.

**The student will:**

**Under the direct supervision of the preceptor:** (Task may only be completed with the preceptor present and with direct observation of the preceptor)

1. Perform medication administration.
2. Perform IV therapy.
3. Perform invasive procedures which have not been successfully performed in the past.
4. Monitor the administration of blood and blood products.
5. Perform sterile dressing changes

**The student will NOT:**

1. Administer medication without the direct supervision of the preceptor.
2. Transcribe physician orders.
3. Take verbal or phone orders from a physician.
4. Witness consents or DNR documentation.
5. Perform any intervention with arterial lines or life preserving devices (such as but not limited to Swan Ganz, ventilators, etc.)
6. Administer Chemotherapy.

**The preceptor will:**

1. Orient the student to the clinical department and inform student of schedule changes.
2. Provide the student with experiences appropriate to clinical learning.
3. Provide experiences as outlined by the clinical evaluation tool.
4. Verify student attendance at clinical.
5. Report to the PN faculty excess absence of student, incidents or medication errors, unsatisfactory clinical performance, or unprofessional behavior of the student.
6. Maintain clinical performance checklist.
7. Be available for clinical conferences with the student and the PN faculty.

**Faculty will:**

1. Orient preceptors to the program as needed.
2. Collaborate with preceptors and student to formulate work schedules.
3. Be a resource person for preceptors and students in regard to clinical practice of student, student evaluation, etc.
4. Perform clinical evaluation of the student, in collaboration with preceptor's evaluation of student performance, student logs/evaluations and final conferences.

5. Make on-site visits and virtual/phone visits to assess student progression.
6. Have clinical group conferences with students to evaluate progression of the precepted clinical

**Precepted Clinical Guidelines:**

1. Students will follow policies and procedures of Belmont College Practical Nursing Program. Failure to do so may result in removal from the nursing program.
2. Students will abide by policies and procedures of the agency for precepted clinical. Failure to do so may result in removal from the nursing program.
3. Students may not be precepted in a department in which they are currently employed.
4. Students may not be precepted in a department in which immediate family members are employed.
5. Students may not be precepted by family members or friends.
6. Preceptorships can only be changed by the Director of Nursing.

**For PNP 2140:**

1. Any schedule change must be approved by the LPN faculty. If the student does not clear schedule changes with the faculty prior to working, the hours worked will not count.
2. All clinical hours must be completed one week prior to graduation date unless otherwise approved by the PN faculty.
3. On site visits and/or phone visits will be made throughout the term by the LPN faculty to assess student progression in clinical practice.
4. Student deficiencies must be reported to the LPN faculty immediately in order that corrective action can be implemented.
5. Incident and/or medication errors must be reported to the LPN faculty immediately.
6. All students must be adequately oriented to the clinical department by the preceptor.
7. Absences and tardiness will follow the guidelines of the PN program.
8. If a preceptor is absent, the student must contact the nursing faculty to see if another approved preceptor is available. Any reassignment of the student must be reported to the PN faculty before the start of the shift.

9. Student may not have their cell phones on their person while precepting in the facility unless it is medically necessary.

10. Students shall not leave the facility at any time during their clinical hours unless approved by nursing faculty such as with a patient transport.

11. Students must arrive at the clinical site 15 minutes prior to the scheduled time; however, time prior to and after the regularly scheduled time is NOT COUNTED.

12. Students are to work with their preceptors completing practical nurse assignments and are not to be pulled to fill in for absentee STNA or PCT.

References: Ohio Administrative code 4725-5 Nursing Education Program.

## D. Skills

Skills completed in the lab by these nursing students include:

### **Medication:**

- Oral
- Injection landmarks
- Injection (SC & IM)

### **Bandages & Binders:**

- Ace
- Rib/Abdominal/Thorax
- Emboli hose
- SCD, PAS

### **Surgical Asepsis:**

- Sterile gloves
- Sterile field, adding to
- Dressings, wet/dry
- Wound irrigating/packing

### **Health Assessment:**

- Vital Signs – includes: apical, apical-radial, pedal pulses
- Lung sounds
- Bowel sounds
- Trach care/suctioning
- K-Pad
- Sitz bath
- Compresses, soaks (sterile & non)

- Ice bag

**Nutrition:**

- I&O

**Elimination:**

- Remove foley
- Straight cath
- Foley cath
- Irrigate cath
- Specimen from foley
- Colostomy care & appliances
- Enemas
- Rectal tube

Other skills that may have been performed by the student during other clinical rotations include but are not limited to:

**Transferring****Elimination:**

- Clean catch/24-hour urine
- Supra Pubic cath
- Texas cath
- Colostomy Care/Colostomy irrigation
- Check for and remove impaction
- Stool specimen
- Bed side commode

**Hygiene:**

- Shaving males
- Hair care, foot care, nail care
- Shampooing

**Nutrition:**

- Feeding
- Passing/returning trays
- Empty NG drainage
- CBI
- Glucometer

**Oxygenation:**

- Chest tube care/ Pleur-a-vac

- Pulse oximeter
- Hemovac/JP drains/T-tubes
- Peripheral IV sites insertion, removal, and converting to a saline lock

## E. Student Weekly Report

Belmont College Practical Nursing Program  
PNP 2140 Preceptorship Clinical Experience  
**Student Weekly Report Preceptorship**

---

Student Name \_\_\_\_\_ Clinical Site \_\_\_\_\_

Date \_\_\_\_\_

Skills or procedures that I have completed this week include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Skills or procedures that I have observed but not been able to do include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In-services or meetings that I attended include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This preceptorship experience this week has been good / bad because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ways to improve this experience include: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total hours worked this past week (Mon-Sun) \_\_\_\_\_

Days \_\_\_\_\_ Date: \_\_\_\_\_

Times: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

## F. Mid-Term Progress Report

Summer Term Preceptorship

Student Name \_\_\_\_\_

PERFORMANCE OBJECTIVES	S	NI	U
Maintains attendance and punctuality			
Shows professional attitude and conduct			
Interacts professionally with preceptor and staff			
Maintains open communication with preceptor, faculty advisor, and patients			
Striving to meet the clinical objectives			

Hours worked at the end of 4-5 weeks \_\_\_\_\_ (Midpoint is 42 hours)

Comments

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Faculty Signature

Date

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Student Signature

Date

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## G. Student and Preceptor Worksheet of Program Objectives

### Belmont College Practical Nursing Program PNP 2140 Preceptorship Clinical Experience

Student Name \_\_\_\_\_

The student practical nurse should complete at least one of the PROGRAM OBJECTIVES each week so that all program objectives are met by the end of the preceptorship. Weekly, after completing the objective, the student will indicate how this was done, in writing, below the objective, on this form, date it and have the preceptor sign it. After completing the 7 objectives there should be 7 written situations and 7 signatures. Turn this form in to Belmont College instructors upon completion. The student's comments regarding the preceptor experience should be completed at the end of the experience.

THE STUDENT PRACTICAL NURSE WILL DEMONSTRATE THE ABILITY TO:

1. Contribute to the identification of holistic needs in the plan of care as a member of the healthcare team.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_

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2. Practice evidence-based decision making to establish priorities according to the human needs of the people.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_

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3. Utilize effective verbal nonverbal, written, and computer skills while providing nursing care for people with acute health alterations.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_

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4. Employ safety and health promotion practices in the clinical setting.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Demonstrate holistic nursing care within the limits relative to the scope of nursing practice and ethical standards.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Illustrate advocacy by speaking, writing, or acting in support of patient's needs.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Employ delegation techniques within the scope of practice in providing holistic care.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Students comments about preceptor experience.

Date \_\_\_\_\_ Preceptor Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## H. Attendance

Belmont College Practical Nursing Program  
 PNP 2140 Preceptorship Clinical Experience  
**Preceptor Evaluation of Student Practical Nurse**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Preceptor Name \_\_\_\_\_ Facility \_\_\_\_\_

Please mark the following to evaluate satisfactory/present (+) or unsatisfactory/absent (-)

DATE											
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11
Attendance											
Hours											
Punctual											
Professional Appearance											
Preceptor's Initials											

DATE											
	Day 12	Day 13	Day 14	Day 15	Day 16	Day 17	Day 18	Day 19	Day 20	Day 21	Day 22
Attendance											
Hours											
Punctual											
Professional Appearance											
Preceptor's Initials											

## I. Clinical Evaluation

### Belmont College Practical Nursing Program PNP 2140 Preceptorship Clinical Experience

Student Name \_\_\_\_\_ Preceptor Name \_\_\_\_\_

Faculty Name \_\_\_\_\_

Please evaluate the student nurse at the end of his/her clinical experience according to the following objectives. The expectation is that the student may start out unsure of herself/himself but will progress considerably over this time period. If you do not see this progression, please give a lower rating. If you have seen the student progress and feel comfortable with their skills, please issue a higher rating. If a lower rating is given, please provide supporting documentation in the space provided. Also, please add any additional comments you may have on the lines provided. The student should have completed each of the objectives listed during this preceptorship. Thank you for your help with this experience.

Please grade based on the attached rubric.

#### During this preceptorship, the student has demonstrated the ability to:

1. Contribute to the identification of holistic needs in the plan of care as a member of the healthcare team.
 

1	2	3	4
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2. Practice evidence-based decision making to establish priorities according to the human needs of the people.
 

1	2	3	4
---	---	---	---
  
3. Utilize effective verbal, nonverbal, written, and computer skills while providing nursing care for people with acute health alterations.
 

1	2	3	4
---	---	---	---
  
4. Employ safety and health promotion practices in the clinical setting.
 

1	2	3	4
---	---	---	---
  
5. Demonstrate holistic nursing care within the limits relative to the scope of nursing practice and ethical standards.
 

1	2	3	4
---	---	---	---

6. Illustrate advocacy by speaking, writing, or acting in support of patient's needs.

1                      2                      3                      4

7. Employ delegation techniques within the scope of practice in providing holistic care.

1                      2                      3                      4

Student's strong areas \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's weak areas \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Student Signature

## J. PNP 2140 Rubric

Clinical Objective	Program Outcome	Student Score	1	2	3	4
<b>1. Human Needs/ Caring Interventions</b> Satisfactorily contributes to the identification of holistic needs in the plan of care as a member of the healthcare team.	1		Consistently performs at an unsafe level, tasks are not completed, and relies heavily on instructor/ preceptor feedback and suggestions to identify patient needs.	Consistently performs care at a below average level of competence, relying heavily on instructor feedback and cueing to identify patient needs.	Performs care at an average level; seeks assistance when appropriate. Identifies patient needs with moderate cueing from preceptor/instructor.	Consistently performs care at an above average level; seeks assistance when appropriate.
<b>2. Evidence-Based</b> Practice evidence-based decision making to establish priorities according to human needs.	1, 2		Unable to use evidence-based decision making and unable to establish priorities without maximum guidance and cueing.	Inconsistently practices evidence-based decision making and inconsistently able to establish priorities; needs maximum guidance and cueing.	Practices evidence-based decision making and able to establish priorities with moderate guidance and cueing.	Consistently practices evidence-based decision making and accurately establishes priorities with minimal or no guidance and cueing.
<b>3. Communication &amp; Informatics</b> Utilize effective verbal, nonverbal, written and computer skills while providing nursing care for people with acute health alterations.	3, 6		Inconsistently demonstrates knowledge of therapeutic communication. Has demonstrated unsafe care, below the standard of safety. Has not reported patient status.	Inconsistently demonstrates knowledge of therapeutic communication; requires maximum instructor involvement and cueing.	Demonstrates knowledge of therapeutic communication with staff patients, faculty, etc. with moderate cueing from instructor.	Consistently demonstrates knowledge of therapeutic communication and identification of nonverbal communication with patients, staff, faculty etc. with minimal or no instructor cueing.
<b>4. Health Promotion/Safety</b> Employ safety and health promotion practices in the clinical setting.	4		Consistently demonstrates below average knowledge of patient safety. Has demonstrated unsafe patient care, below the standard. Unable to identify health promotion needs.	Inconsistently demonstrates knowledge of safety. Requires maximum instructor reminders regarding patient safety. Maximum assistance required to identify health promotion needs and practices.	Implements a safe environment. Keeps individual's safety as a priority of care with moderate instructor reminders. Identifies health promotion needs and implements health promotion practices with moderate assistance.	Consistently implements a safe environment. Keeps individual's safety a priority of care with minimal or no instructor reminders.
<b>5. Professional Behaviors</b> 1. Demonstrate holistic nursing care within the limits relative to the scope of nursing practice and ethical standards. 2. Illustrate advocacy by speaking, writing, or acting in support of patient's needs. 3. Employ delegation techniques within the scope of practice in providing holistic care.	5, 6, 7		Unable to demonstrate knowledge of the scope of practice or has practiced outside the legal scope. Unable to identify opportunity to advocate for patients. Unable to or improperly employs delegation techniques. Needs maximum guidance in employing delegation.	Performs within scope of practice and maintains ethical and legal standards. Inconsistently illustrates advocacy; needs maximum guidance and cueing. Inconsistently employs delegation techniques; needs maximum guidance.	Performs within scope of professional practice and maintains ethical and legal standards. Illustrates advocacy with moderate guidance. Employs delegation techniques within scope of practice with moderate guidance.	Performs within scope of professional practice and maintains ethical and legal standards. Illustrates advocacy for patients with minimal guidance and cueing. Consistently employs delegation techniques within scope of practice with minimal guidance.



# Ohio Board of Nursing

[www.nursing.ohio.gov](http://www.nursing.ohio.gov)

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## K. Preceptor Qualification Form

Preceptor Name	Date
Completed Pre-Licensure Nursing Education Program	Date of Graduation

### SECTION I: NAME, EDUCATION, LICENSURE AND EMPLOYMENT

State of Licensure	Licensure Type (Check All that Apply)		License Number	Expiration Date
	RN	LPN		

Nursing Employment - The preceptor may attach current resume or curriculum vitae. The preceptor's time periods of employment in nursing practice must be included, **in the month and year MM/YYYY format**, whether here or on the resume or curriculum vitae.

Employer Name	Location	Time Periods of Employment in nursing practice only. (MM/YYYY – MM/YYYY Format)	Unit or Area of Practice

## SECTION II: DEMONSTRATED COMPETENCE

Describe your competency in the area of clinical practice in which you will be supervising students. You may include any relevant specialty certifications or other nursing education/degrees, as applicable.

February 2020

## SECTION III: REQUIREMENTS OF RULE 4723-5, OAC

### Minimum qualifications for preceptors

Rule 4723-5-10(A)(5), OAC, specifies that a preceptor for a **RN nursing education program** shall have (a) Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of the Administrative Code; (b) Experience in the practice of nursing as a registered nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) A baccalaureate degree in nursing is preferred; and (d) Current, valid licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs.

**Rule 4723-5-11(A)(5), OAC**, specifies that a preceptor for a **PN nursing education program** shall have (a) Completion of an approved registered or practical nursing education program in a jurisdiction as defined in paragraph (R) of rule 4723-5-01 of administrative Code; (b) Experience in the practice of nursing as a registered nurse or as a licensed practical nurse with demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student; (c) Current, valid licensure as a registered nurse or as a licensed practical nurse in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs.

### Supervision of students in a clinical setting

Rule 4723-5-20(F), OAC, specifies that the teaching assistant or preceptor providing supervision of a nursing student shall at least: (1) Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student; (2) Design, at the direction of a faculty member the student's experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled; (3) Clarify with the faculty member (a) The role of the teaching assistant or preceptor; (b) The responsibilities of the faculty member; (c) The course and clinical objectives or outcomes; (d) The clinical experience evaluation tool; and (4) Contribute to the evaluation of the student's performance by providing information to the faculty member and the student regarding the student's achievement of established objectives or outcomes.

**Rule 4723-5-20(G), OAC**, specifies that a preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.

### Program record requirements

**Rule 4723-5-21(E), OAC**, specifies that the administrator of the program shall maintain records for preceptors including: (1) Verification of current, valid licensure as a registered nurse, or, for a practical nursing education program, as a licensed practical nurse, in the jurisdiction or foreign country where the supervision of a nursing student's clinical experience occurs; and (2) A record demonstrating competency in the area of clinical practice in which the preceptor provides supervision to a nursing student, including the names and locations of employers in the field of nursing, with time periods of employment.

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Preceptor Signature (attesting to accuracy of information)

Date

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Printed Name

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Preceptor Email

Preceptor Phone Number