

Preceptor Bio Sketch Form

Student Name _____ Course Name _____

Semester _____

Site Location: _____

Faculty Responsible _____

Preceptor _____

Relief Preceptor _____

Preceptor Criteria:

1. Must Have an active unencumbered CA RN license
2. Must have at least 1 year of experience as an RN in the area precepting
3. **Employed by the health care agency for a minimum of one (1) year**
4. A relief preceptor, who is similarly qualified may be identified, for student utilization during a preceptor absence or day off. Must be Approved prior to working with the student.
5. A baccalaureate degree in Nursing is preferred.
6. Completed a preceptor orientation program prior to serving as a preceptor
7. Complete the Bio Sketch Form

Preceptor Responsibilities:

1. Review the course syllabus and Preceptor Handbook.
2. Attend Preceptor Orientation
3. Provide a copy work schedule and contact information for faculty liaison and student.
4. A substitute preceptor, in the event of absence, must have been approved by Saint Mary's College and meet the same requirements as the primary preceptor
5. Preceptor Must be present and available in the patient care unit the entire time the student is rendering nursing services during the preceptorship
6. Review student weekly objectives and guide learning through selection of increasingly complex duties to meet clinical objectives.
7. Give the student daily feedback.
8. Supervise and teach the student in the clinical area.
9. Evaluate the student weekly, midterm and final.
10. Participate in the evaluation process of the students' experience itself.
11. Use faculty liaison for consultation as often as needed or desired.

Faculty Responsibilities

- Are available to the preceptor and students during the entire time the student is involved in the preceptorship learning activity. You may contact them at _____
- You May also contact the Director _____
- Assistant director _____
- Faculty will hold a minimum of 3 contacts/conference meetings with the preceptor prior to the clinical experience, midterm and at completion (more often as requested or needed)
- Faculty will also come on-site at least one time
- Faculty utilize feedback from the preceptor for the evaluation process, all final evaluations are completed by SMC faculty

Names:	Dates:
Work Address:	Email:
	Phone:

EDUCATION

SCHOOL	DEGREE	YEAR

Rn License # and expiration:
Number of years practice:
Describe your current role:
Have you been a preceptor for a nursing student in the past?