

Oklahoma Board of Nursing
2501 N. Lincoln Blvd., Ste. 207
Oklahoma City, Oklahoma 73105
(405) 962-1800

Preceptor Policy for
Registered Nurses and Licensed Practical Nurses

- I. Purpose: Clinical preceptors may be used for supervision of students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy. [OAC 485:10-5-4.1(6)]. This policy is applicable to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse.

- II. Definitions
 - A. “Preceptor”: a licensed nurse who is employed by the facility in which the clinical experience takes place, and who agrees to provide supervision to a student for a specified period of time during the preceptor’s scheduled work hours in order to assist the student to meet identified learning objectives.
 - B. “Preceptorship”: a clinical experience in which a student is participating in the provision of care for one or more clients and a faculty member may not be in attendance on-site.
 - C. “Faculty Member”: Clinical instructor employed by the nursing education program meeting qualifications consistent with Board policy.

- III. The following established Board policies must be met for a clinical preceptorship:
 - A. Preceptors may be used for supervision of students only after students have demonstrated to the faculty member knowledge and skills that are required for the clinical situation.
 - B. Preceptorships may constitute only a small percentage of a student’s total clinical experiences.
 - 1. The clinical percentage requirement is waived with a Nursing Academic Practice Clinical Partnership agreement in place.
 - 2. The decision to provide a clinical experience through a preceptorship shall be made after evaluation of the student’s individual learning needs and must be justified by the nature of the experience required.
 - C. When the preceptorship is provided in a setting in which the student is employed, the faculty member must ensure that both the student and the preceptor understand the difference in the student’s role during the preceptorship experience vs. their role while employed at the facility.
 - D. A clinical preceptor shall have not less than the following minimum qualifications:

1. at least one year of experience in nursing
 2. current unencumbered licensure as an R.N. or L.P.N.
 3. hold a nursing license with comparable or greater educational preparation, i.e.: a B.S.N. to act as preceptor for baccalaureate students; an A.D.N. to act as preceptor for associate degree students; an L.P.N. to act as preceptor for practical nursing students.
- E. A written agreement will be established among the cooperating agency, the preceptor, and the nursing education program, and shall delineate the functions and responsibilities of the parties involved in the preceptorship.
- F. Medication administration and invasive nursing procedures and care may be supervised by the preceptor after the student has satisfactorily completed initial instruction and clinical practice with faculty member supervision. An appropriate orientation to the setting for the preceptorship experience will be provided by the facility for the student.
- G. A faculty member shall be responsible for coordinating preceptorships. Orientation of faculty responsibilities as provided by the nursing program shall be documented in the faculty files.
- H. The faculty member shall provide each preceptor with an orientation to the role of the preceptor and shall be responsible for evaluating the effectiveness of the preceptor in the role.
- I. The designated faculty member shall be responsible for students' learning experiences and shall meet regularly with the preceptor and student to review clinical objectives, monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of the student's achievement of the clinical objectives.
- J. The designated faculty member shall be readily available by telephone when students are under the supervision of a clinical preceptor. The designated faculty member should be available to provide assistance or supervision of the student at the clinical site, should a problem arise that cannot be resolved by telephone.
- IV. On-site supervision of students by a faculty member is required at all times, **except** in the following cases:
- A. The clinical experience is strictly observational.
1. The purpose of an observational experience is to allow the student to observe specialized or advanced areas of clinical care. In an observational experience, the student does not provide hands-on care.
 2. Students may be placed at clinical sites for observational experiences without the supervision of a preceptor, provided that such experiences are limited to a small percentage of the student's clinical time and learning objectives and guidelines for the experience are clearly identified.
 3. Examples of observational experiences include, but are not limited to attendance at an AA meeting or birthing class, an experience at the office of a health care provider, or "shadowing" a nurse in a specialized role, such as a wound care nurse or nurse administrator.

B. The experience is a precepted clinical experience meeting the criteria established in this policy.

V. **Regulatory Authority:** OAC 485:10-5-4.1 (6)