Preceptor Orientation Handbook
Louisiana State University Health Sciences Center- New Orleans
Doctor of Nursing Practice

LSUHSC School of Nursing
1900 Gravier Street
New Orleans, LA 70112
Phone: 504-568-4106
Fax: 504-599-0573
Dear Preceptor,

Thank you for agreeing to serve as a preceptor in the LSUHSC School of Nursing, Doctor of Nursing Practice (DNP) Program. The Preceptor Orientation Handbook provides an overview of the School of Nursing and outlines the required qualifications of the preceptor and the roles and responsibilities of faculty, students, preceptors, School of Nursing and clinical facility. Faculty will work closely with the student and preceptor to achieve clinical and course outcomes and evaluate the student’s progress as the clinical faculty is responsible for the overall clinical supervision and evaluation of the student. The faculty will assure that ongoing communication occurs between the faculty, preceptor and student through site visits to the clinical facility to discuss the student’s progress, preceptor consultation, and telephone or email correspondence.

Again, thank you for your time and commitment to this program; it is greatly appreciated. Please don’t hesitate to contact me at XXX for any additional questions or concerns you may have.

Sincerely,
# TABLE OF CONTENTS

1. Introduction.................................................................................................................. 5

2. Louisiana State Board of Nursing (LSBN): Rules and Regulations .......................... 5

3. Mission.......................................................................................................................... 6

4. Philosophy..................................................................................................................... 7

5. Vision and Core Values................................................................................................. 7

6. LSUHSC School of Nursing (SON) Organizational Charts ........................................ 10

7. DNP Program Overview ............................................................................................. 12
   - Program Description
   - Program Purpose
   - Program Outcomes
   - Accreditation
   - Post Master’s DNP Curriculum

8. Guidelines for the Preceptor....................................................................................... 13

9. Qualifications and Roles of the Preceptor ................................................................ 14
   - APRNs
   - Management/Administration
   - Physicians
   - Additional Criteria
   - Roles of the Preceptor

10. Responsibilities of Preceptor, Student, Faculty/SON, Affiliation Agency .................. 17

11. Forms.......................................................................................................................... 18
    - Graduate Preceptor Data Sheet and Preceptor Agreement
    - Record of Clinical Hours Log
    - Advanced Nursing Practicum Objectives Learning Contract
    - Preceptor’s Evaluation of Preceptor Program

12. Faculty Contact Information....................................................................................... 23

13. Related Sites & Resources....................................................................................... 24
    - Graduate Nursing Student Handbook
    - Graduate Nursing Homepage
    - Louisiana State Board of Nursing
    - AACN
1. INTRODUCTION

The purpose of this preceptor orientation handbook is to foster communication among students, faculty, and preceptors regarding the advanced practicum course and scholarly inquiry project requirements, expectations, policies and procedures. The faculty of LSUHSC School of Nursing offers a preceptor program for DNP nursing students. The purpose of the preceptor program is to:

- To provide opportunities to advance the DNP student’s expertise and competence through the application of leadership skills and clinical knowledge within the healthcare system of the selected agency site.

- To facilitate the DNP student’s involvement in professional meetings, projects, networking related to the focus area of study.

- To assist the student to increase skills, competence, and expertise in the identified role and population area by providing clinical and leadership experiences that are individually planned.

- To fulfill course outcomes in an atmosphere that provides greater professional nurturance and facilitates practice in the advanced nursing roles.

Practice in the agency setting allows the students to observe and actively participate in the delivery of health care services, incorporating advanced practice nursing concepts. This preceptor program occurs with an advanced practice registered nurse, physician, or health care administrator at a health care agency. The preceptor will act as teacher, leader, supervisor, and mentor to the student in the setting for the duration of the time assigned for the advanced practicum rotation.

2. LOUISIANA STATE BOARD OF NURSING (LSBN): RULES AND REGULATIONS

Definitions: The following definitions are defined in the Rules and Regulations of the Louisiana State Board of Nursing Title 46 Professional and Occupational Standards Part XLVII. Nurses. Subpart 2, Chapter 45 Advanced Practice Registered Nurses.

- **Preceptor/clinical practicum coordinator** is defined as “an advanced practice registered nurse, physician, dentist, who provides guidance, serves as a role model, resource person, and clinical teacher to enhance the learning experiences of an advanced practice nursing student on a one-to-one basis for a specified time or as specifically approved by the board.”

- **Under the guidance of an approved preceptor** is defined as “guidance by a licensed APRN, physician, dentist, or person approved by the board within the same or related practice specialty or functional role must be accessible but not physically present.”
**Preceptorship Learning Experiences:** The following lists the criteria for the preceptorship learning experiences as defined in the Rules and Regulations of the Louisiana State Board of Nursing Title 46 Professional and Occupational Standards Part XLVII. Nurses. Subpart 2, Chapter 45 Advanced Practice Registered Nurses.

- Nurse faculty shall retain the responsibility for selecting and guiding student learning experiences and the evaluation of student performance with input from preceptors.
- Preceptors shall be selected according to written criteria jointly developed by faculty, nursing administration in the clinical facility, and in accordance with guidelines established by the board.
- A faculty member shall be available on a frequent basis to preceptors while students are involved in a preceptorship experience.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:918.

3. **LSUHSC School of Nursing – MISSION STATEMENT**

The mission of LSUHSC School of Nursing is to provide local, national and international leadership in the education of professional nurses to function as generalists, advanced practitioners, educators, scholars, and researchers who shape the delivery of nursing practice and education.

The mission is achieved through several strategies:

- Provide clinically relevant teaching, learning, and practice in culturally diverse settings, community service, and research which builds the science of nursing,
- Development and dissemination of scientific, ethical and evidence based practice knowledge,
- Preparation of nurse generalist, advanced practice nurses, nurse scholars, nurse scientist, nurse educators, and nurse executives that expand the nursing workforce and expand the development of the nursing discipline,
- Advancement and dissemination of evidence based practice nursing models that enhance health care delivery,
- Provision of evidence based quality health care services,
- Engagement in interprofessional and transdisciplinary domains of scholarship (discovery, integration, application, and teaching),
- Launch innovative programs and entrepreneurial nursing initiatives,
- Serve as leaders within nursing discipline and health care delivery systems in the local, state, national, and international arena,
- Creation of an organizational and environmental climate and culture that supports our core values and promotes quality enhancement, continual learning, entrepreneurship, scholarly dialogue, mentor-protégé relationships, and positive morale in a caring environment.

4. **LSUHSC School of Nursing – PHILOSOPHY STATEMENT**

Nursing is a professional discipline concerned with the promotion of health, the prevention and treatment of disease, and the alleviation of human suffering. The faculty ascribes to the belief that the purpose of nursing is to promote the well-being and empowerment of individuals, families, groups, and communities.
We believe that professional nursing accomplishes these goals through a blend of health care sciences, clinical expertise, and caring practices. We believe that nursing care is designed to address specific features of human environments that impact individuals’ responses to health care and is sensitive to cultural diversity. Nursing collaborates with other disciplines to promote human wholeness and healing within a caring environment.

Six Core Values have been identified by faculty as guiding their teaching and, practice: Caring, Professionalism, Respect, Integrity, Diversity, and Excellence. Curricula are designed to prepare the student to meet the professional standards that define the role of the generalist nurse at the baccalaureate level or specialist nurse at the graduate level.

This philosophy supports the mission of the LSU Health Sciences Center, which promotes excellence in the endeavors of teaching, research/scholarship, and service that will benefit the citizens of the State of Louisiana.

5. LSUHSC School of Nursing - VISION AND CORE VALUES

VISION STATEMENT

LSUHSC School of Nursing, as a center of nursing excellence, produces local, national and international leaders in nursing education, research and practice.

CORE VALUES

Core Values are the beliefs that describe, define, and direct our work through the university and its operations. Essentially, values underlie what are primary to our belief system. The word value comes from the French verb, valor, meaning "to be worth." Valor and worthiness guide the work we do. Through our mission, philosophy and sharing of experiences, LSUHSC, School of Nursing has discovered and unearthed its Core Values. As a fundamental set of guiding principles, Core Values provide direction and purpose.

CARING
Caring is the essence of humanity and the basic constitutive phenomena of the human experience.

- Compassion is the force, which motivates a person to care.
- Caring encompasses the interest, concern, compassion and kindness we demonstrate for our students, faculty and citizens of Louisiana.

This critical link in our common bond supports a healing and holistic culture that nurtures the individual. Facilitating the teaching-learning process, advocating for the needs of others, and mentoring our novice colleagues further defines caring as a core value.

PROFESSIONALISM
Professionalism is the essence of LSUHSC School of Nursing. The school creates a climate to encourage personal development of the following professional qualities:

- Accountability
- Responsibility
- Dependability
Commitment

These qualities are achieved through collaboration, cooperation, and mentoring. Core Values. As a fundamental set of guiding principles, Core Values provide direction and purpose.

RESPECT

The faculty and staff of LSUHSC function in a spirit of mutual respect in dealing with others at all levels (administration, colleagues, faculty, students, and community). This respect is illustrated by the following behaviors:

- Acknowledging the value of others by treating them with respect.
- Exemplifying good human relations skills such as courteousness, consideration and responsiveness to others.
- Acting in a dignified professional manner.
- Listening to others carefully and asking for clarification when necessary.
- Acknowledging others time frame by being on time and making reasonable requests are requisites of respect.

These behaviors reflect pride in oneself, the profession of nursing, and being a part of LSUHSC School of Nursing.

INTEGRITY

Integrity is a link to our common bond.

- In all endeavors, we will act in an honest, ethical and professional manner.
- We value the modeling and teaching of honesty, integrity, objectivity/fairness, sincerity, self-awareness and loyalty.
- We believe an environment that promotes integrity and trust will create positive educational experiences.

DIVERSITY

We value the opportunity to develop the potential of every individual of our diverse community. Diversity falls into two categories: social and intellectual.

- Social Diversity welcomes and appreciates a work force and student body whose diversity mirrors, the population they serve. Other dimensions of social diversity include individuality, sensitivity, tolerance, good will, social justice and cultural competence.
- Intellectual Diversity refers to the broad range of approaches to academia. Other dimensions of intellectual diversity are
  - autonomy in thinking
  - flexibility
  - respect for teaching strategies

We believe it is our responsibility to promote a climate of diversity among faculty, staff, and the student body because it is vital to the community we serve.

EXCELLENCE

It is important for the school to encourage, collaborate, and share knowledge and experience among
faculty/students in developing and implementing innovations for the advancement of nursing education, practice and research.

Faculty and students will be challenged to continue their development in professional knowledge and skills as well as exploring opportunities for new learning.

We believe that it is important to provide a milieu that encourages leadership, creativity, and scholarship, among faculty and students.

We believe in the importance of providing a reward system that is balanced in acknowledging faculty and students for excellence in teaching, practice, and research.
6. LSUHSC SCHOOL OF NURSING ORGANIZATIONAL CHART
7. DOCTOR OF NURSING PRACTICE PROGRAM OVERVIEW

Program Description:

The Doctor of Nursing Practice (DNP) is a practice-focused doctoral nursing degree designed for nurses seeking careers in advanced clinical nursing practice and nurse executive ranks. The purpose of this program is to prepare nurses in a doctoral curriculum to translate academic research, promote evidence based practice, and develop systems of care based on research utilization. LSUHSC School of Nursing is the only school of nursing in Louisiana affiliated with a health sciences center which affords students unique opportunities for interprofessional education and research.

DNP education emphasizes research application and utilization in clinical practice settings as well as interdisciplinary team building skills, organizational leadership and management development, utilization of information technology and quality improvement techniques, development and initiation of public policy, and the establishment of evidence-based practice. DNP education requires a transformational change in the education required for professional nurses and prepares them to practice at the most advanced level of nursing. The goal of the DNP program is to prepare doctoral level nurses who possess the above skills and are experts in their field (e.g. clinical, health care systems). The DNP graduate is expected to improve patient outcomes through the integration of evidence based practice into nursing practice.

Program Purpose:

The purpose of the Doctor of Nursing Practice curriculum is to provide nurses at a doctoral level with education beyond that required for entry into practice to meet the need for safe, quality patient care in an increasingly complex health care environment. The program emphasizes critical thinking, careful assessment of current practices, scholarly inquiry, and decision-making based on evaluation of the best available research and evidence. Additionally, the program will serve to meet the growing need for insightful, visionary leaders and educators in the chosen role and population.

Program Outcomes:

Upon completion of the Doctor of Nursing Practice Program, the graduate will be able to achieve the following outcomes:

1. Initiate, facilitate and participate in professional, collegial and collaborative efforts.
2. Identify healthcare needs and interventions for individuals, families and populations.
3. Design, implement, manage and evaluate organizational systems to address complex healthcare delivery needs and problems.
4. Provide educational, clinical, and administrative leadership at the local/state/national levels.
5. Meet the challenges and needs of an increasingly complex health care delivery system as it relates to healthcare policy, standards of care and practice guidelines for advanced nursing practice.
6. Integrate high ethical, legal and professional standards into: a) decision making in clinical practice; b) application of research; and c) use of technology and information systems.
7. Design, monitor and evaluate clinical systems, processes, policies and procedures.
8. Generate a caring, collegial, collaborative nursing practice environment.
9. Analyze social, economic, political and policy components affecting healthcare planning and delivery.
10. Synthesize and integrate divergent viewpoints for the purpose of providing culturally competent healthcare.
11. Translate, evaluate and apply research for evidence-based practice.
12. Integrate knowledge from theories of nursing as well as natural and social sciences into clinical practice.

Accreditation:

LSU Health Sciences Center, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award Postsecondary awards, certificates, or diplomas of less than one academic year (less than 900 contact or clock hours); Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours); Associate Degrees; Postsecondary awards, certificates or diplomas of at least two but less than four academic years (at least 1800 but less than 3800 contact or clock hours); Bachelor’s Degrees; Post-baccalaureate Certificates; Masters Degrees; Post-Masters Certificates; Doctoral Degrees; First-Professional Degrees; First-Professional Certificates (Post-Degree). Louisiana State University Health Sciences Center School of Nursing has specialized accreditation by the Commission on Collegiate Nursing Education. The Nurse Anesthesia Program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs.

Post-Masters DNP Curriculum:

The curriculum requires a minimum of 40 credits beyond the master’s degree. Required clinical practicum hours are individualized based on the number of hours completed in the master’s program. All students must complete a minimum requirement of 180 clinical hours (3 credits). Completion of the series of advanced nursing practicum courses will provide the student with a minimum of 1000 hours of post-baccalaureate academic practice experience. Students may enroll in a full time or part-time program of study. Full time students will complete the program in four (4) semesters; part-time students will complete the program in seven (7) semesters. The maximum time to complete the program is eight (8) years.

8. GUIDELINES FOR THE PRECEPTOR

- Practicum takes place in agencies where the student is paired up with a preceptor as defined by the Louisiana State Board of Nursing as “an advanced practice registered nurse, physician, dentist, who provides guidance, serves as a role model, resource person, and clinical teacher to enhance the learning experiences of an advanced practice nursing student on a one-to-one basis for a specified time or as specifically approved by the board” or a preceptor who is not in a clinical role but in the role of an executive/leader of the organization (eg. CEO, COO, CNO, Director). Refer to section 9 for further qualifications of the clinical preceptor.
Scheduled practicum hours are mutually agreed upon by the preceptor and the student and the practicum hours are planned according to the student and preceptor’s individual schedule.

**Evaluations:** An evaluation of the student and preceptor experience are required at the end of the semester. The preceptor provides the student with two types of evaluation: formative and summative. Formative evaluation is the ongoing evaluation provided over the course of the semester. Formative evaluation is valuable to students because reinforcement and/or retraining and learning can increase the student’s confidence, as well as improve performance. Summative evaluation is the final or summary evaluation of the student’s performance at the end of the practicum. Practicum evaluation has several aspects that include student’s self-evaluation and those of the faculty and preceptor. Evaluations are used to help students identify needed areas of personal and professional development.

**Attendance:** The practicum or practice is arranged to maximize the student’s experience. Depending on the course, the number of hours per week will vary. The student should establish an acceptable number of hours with the preceptor prior to starting the practicum. The student is expected to accommodate the preceptor’s availability and schedule and is expected to arrive in the practicum area in sufficient time to prepare for the day/shift’s activities. The student is expected to remain in the practicum site until relieved of duties by the preceptor. In cases where the student may be absent due to illness or an emergency, the student should telephone the preceptor and email the course coordinator prior to the scheduled time for reporting to the practicum site. Make-up hours must be coordinated with the faculty course coordinator and preceptor.

**Dress Code:** It is the responsibility of each student to maintain professionalism in appearance and demeanor when in the practicum site. It is student’s responsibility to determine and conform to the policies of the agency. All students must wear an LSUHSC ID badge and/or lab coat with the LSUHSC patch when functioning in a student capacity.

**Preparation for Practicum:** The student is expected to prepare for the practicum in collaboration with the preceptor and faculty advisor. Preparation should include discussion with the preceptor about the practicum outcomes and the scholarly inquiry project.

**Agency Policies and Procedures:** The student is expected to follow all agency policies and procedures while in the agency.

The Student Handbook and the Preceptor Orientation Handbook are available at the following site: [http://nursing.lsuhsc.edu/AcademicPrograms/Graduate/DNP/DNP.html](http://nursing.lsuhsc.edu/AcademicPrograms/Graduate/DNP/DNP.html)

### 9. QUALIFICATIONS AND ROLES OF THE PRECEPTOR

**Qualifications:**
The qualifications of preceptors for the DNP students include the following established criteria:

1. **Advanced Practice Nurses** (Nurse Practitioner, Clinical Nurse Specialist, Nurse Midwife, Certified Nurse Anesthetist):
   - Current unencumbered Louisiana registered nurse license (if a nurse).
   - Currently recognized by the LSBN as an advanced practice registered nurse (if a nurse).
   - Meets qualifications as a preceptor described by the Louisiana State Board of Nursing.
- Practices in an advanced practice role for at least one year.
- Certification: Board Certified in appropriate area of role and population.
- Practices in a setting that provides experiences contributing to the development of advance practice skills.

2. **Management/Administration Preceptors** (Nurses or non-nurses (e.g. CEO, COO, Vice President) in another health related field (e.g. healthcare management, business administration, quality management, risk management):
   - Current unencumbered Louisiana registered nurse license (if a nurse)
   - Master degree in nursing or another health related field.
   - Practices in a setting that provides experiences contributing to the development of management/administrative/leadership competencies/skills.

3. **Physicians**:
   - Doctor of Medicine or Osteopathy from an accredited university.
   - Currently licensed by the Louisiana Board of Medical Examiners and practicing medicine.
   - Practices in a setting that provides experiences contributing to the development of advance practice skills and the assisting in achieving the advance practicum course outcomes.
   - Meets qualifications as a preceptor described by the Louisiana State Board of Nursing.

4. **Additional criteria**:
   - Accessible and available for the student.
   - Agrees to objectively assess, critique and validate the student’s competencies.
   - Able to establish a trusting, confident relationship with student and views students as a professional colleague.
   - Agrees to contact faculty if problems, issues or concerns arise.
   - Organized, dependable and a problem-solver.
   - Willing to share experiences and professional values, beliefs and skills with student.
   - Commitment to the roles and concept of advanced practice nursing.

**Roles of the Preceptor:**

The preceptor shall serve in various roles during the experience in assisting the achievement of the mission, goals and expected outcomes. These roles include but are not limited to:

- Leader
- Supervisor
- Researcher
- Manager
- Expert practitioner
- Teacher/Educator
- Consultant
- Coach/Mentor
- Communicator
- Change agent
- Resource person
Facilitator

The development of these guidelines adheres to Title 46 Professional and Occupational Standards, Part XLVII. Nurses, Subpart 2. Chapter 45 Advanced Practice Registered Nurse.
## 10. RESPONSIBILITIES OF PRECEPTOR, STUDENT, FACULTY/SON, & AFFILIATING AGENCY

<table>
<thead>
<tr>
<th>PRECEPTOR RESPONSIBILITIES</th>
<th>STUDENT RESPONSIBILITIES</th>
<th>FACULTY/SON RESPONSIBILITIES</th>
<th>AFFILIATING AGENCY RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act as a preceptor during the practicum experience and facilitates the student’s involvement in professional meetings, projects, networking related to the student’s scholarly inquiry project.</td>
<td>Assist in collection of preceptor data sheet and preceptor agreement form before beginning the practicum experience.</td>
<td>Assure that a clinical affiliation contract is current before student begins practicum experience.</td>
<td>Provide competent and qualified staff as preceptors.</td>
</tr>
<tr>
<td>Ensure the degree of responsibility delegated to the student complies with the nurse practice act.</td>
<td>Conduct oneself in an ethical and professional manner and maintain compliance within scope of practice and professional guidelines.</td>
<td>Coordinate the level of interest and experience of student to the preceptor and agency prior to assignment to the practicum experience.</td>
<td>Permit student access to the agency and agreed upon physical space for student to work.</td>
</tr>
<tr>
<td>Ensure that the student’s assignments include appropriate learning experiences for the student in collaboration with agency, student and faculty.</td>
<td>Discuss specific course outcomes and determine practicum schedule with the preceptor.</td>
<td>Provide orientation for preceptor to include, but not limited to course outcomes, syllabus, and preceptor orientation handbook before practicum experience.</td>
<td>Communicate benefits of preceptor program to accreditation agencies and advisory boards when opportunity presents.</td>
</tr>
<tr>
<td>Review expectations for documentation of learning experiences and course outcomes.</td>
<td>Maintain a practicum activities log according to course requirements and obtains preceptor’s signature.</td>
<td>Conduct faculty site visits to agency (if indicated) to evaluate student and assist both student and preceptor in identified needs.</td>
<td>Assure ongoing dialogue between faculty, student and preceptor.</td>
</tr>
<tr>
<td>Provide agency orientation for the student and faculty including agency policies and procedures, equipment and pertinent staff prior to the start of the practicum experience.</td>
<td>Comply with all LSUHSC, LSBN, and facility rules, regulations and policies.</td>
<td>Assure ongoing communication occurs between faculty, preceptor, agency and student.</td>
<td>Allow agency visits by faculty during the preceptorship period.</td>
</tr>
<tr>
<td>Provide feedback to student regarding progress through review of log entries and/or any issues that may need to be addressed.</td>
<td>Achieve course outcomes and assignments and actively seeks feedback as needed.</td>
<td>Responsible for identifying and evaluating agency to determine appropriateness for students.</td>
<td>Provide faculty access to agency to conduct evaluation of student’s performance.</td>
</tr>
<tr>
<td>Participate in the evaluation of the student’s performance with the faculty.</td>
<td>Remain current on all health requirements, CPR, resume, license, educational information, and liability insurance.</td>
<td>Participate in the evaluation of the preceptor experience with agency administration, preceptor and student.</td>
<td>Assure that a clinical affiliation agreement is current.</td>
</tr>
<tr>
<td>Serve as a role model for the student.</td>
<td>Complete preceptor evaluation at the end of the practicum experience.</td>
<td>Provide the evaluation tools for the preceptor to conduct the student and preceptorship evaluations.</td>
<td>Facilitate a learning environment.</td>
</tr>
</tbody>
</table>
The following forms are utilized for the DNP program:

<table>
<thead>
<tr>
<th>FORM</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Preceptor Data Sheet and</td>
<td>Completed on each preceptor prior to the initiation of the preceptorship experience.</td>
</tr>
<tr>
<td>Preceptor Agreement</td>
<td></td>
</tr>
<tr>
<td>Clinical Hours Log</td>
<td>The purpose of the clinical log is to document activities and the student’s progress towards meeting the experiences required for graduation. It also assists the faculty, student and preceptor in making appropriate choices for experiences. The cumulative record helps to identify areas where sufficient experience has been obtained as well as areas where more experience may be needed. Students may make a copy of the log for their student portfolio to assist them in determining needed case experiences, if required for the course. The student is to document the date, clinical hour time, person(s) involved, signature of preceptor, and any notes/comments, reflections/references. The minimum number of hours varies between the advanced practicum I, II, III courses and must be documented to complete the course. A minimum of 1000 post-baccalaureate supervised clinical hours are required for the DNP degree. Each student will have a different number of hours to achieve, with the minimum being 180 hours.</td>
</tr>
<tr>
<td>Advanced Nursing Practicum Objectives</td>
<td>Each student will develop an individualized Advanced Nursing Practicum Learning Contract that clearly identifies specialization practicum SMART objectives, related to course outcomes, DNP essentials, activities, and evidence of accomplishments/deliverables. The student and clinical preceptor with input from the faculty advisor in the development of the individualized Advanced Nursing Practicum Learning Contract.</td>
</tr>
<tr>
<td>Learning Contract</td>
<td></td>
</tr>
<tr>
<td>Preceptor’s Evaluation of Preceptor</td>
<td>Preceptor’s evaluation of the preceptor program shall be completed to provide the SON with information to continuously improve the program.</td>
</tr>
<tr>
<td>Program</td>
<td></td>
</tr>
</tbody>
</table>
**Graduate Preceptor Data Sheet and Preceptor Agreement**

<table>
<thead>
<tr>
<th>To be completed by Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name:</td>
<td>Year: _____ Semester: Fall ____ Spring ____ Summer ____</td>
</tr>
<tr>
<td>Course Number:</td>
<td>Course Title: ______________________</td>
</tr>
<tr>
<td>Clinical Faculty:</td>
<td>Number of Clinical Hours Required for Course: ____</td>
</tr>
</tbody>
</table>

| To be completed by Preceptor: **Please provide name as it appears on license** |
|-----------------------------|--|
| Name/Credentials: | Position/Title: ______________________ |
| Degree: | Name of Certifying Board: |
| College or University: | |
| Degree: | Date Completed: ______________________ |
| Clinical Facility Name: | |
| Address: Street: | City: | State: | Zip Code: |
| Phone Number: Area Code: | Email Address: |
| Population Focus: | Years of Practice as APRN: |
| Number of student’s precepting concurrently: | |

I, ______________________ (preceptor’s name), agree to act as preceptor for a DNP Student, ______________________ (student’s name) and assist the student to achieve the course outcomes for the period beginning ______________ through ____________.

- [ ] I have been provided a copy of the preceptor graduate orientation handbook.
- [ ] I understand I will be responsible and accept the responsibilities outlined in the preceptor orientation handbook.
- [ ] I verify accuracy of all information and have received and reviewed the course outcomes for this student.
- [ ] I have attached a copy of a current CV/resume.

Preceptor’s Signature ______________________ Date ____________ Course Coordinator ______________________ Date ____________

Program Director ______________________ Date ____________ Associate Dean ______________________ Date ____________

**FOR LSUHSC SCHOOL OF NURSING ONLY:** Approved Preceptor and Site: Yes ____ No ____ Licensure/Certification verified: Yes ____ No ____ Contract Status: ________ (A=active/I=inactive)**
Record of Clinical Hours Log

Total Number of clinical hours required for Advanced Practicum I:____________________

The student is to submit the clinical hours log to the designated faculty at the end of the semester with the preceptor(s) signature.

<table>
<thead>
<tr>
<th>Date</th>
<th>Clinical Hour Time Frames</th>
<th>Persons (Titles) Involved</th>
<th>Signature of Preceptor(s)</th>
<th>Notes/Comments/Reflections/References</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activities Listed (Bullets)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours
Advanced Nursing Practicum Objectives
Learning Contract

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Course Outcome</th>
<th>DNP Essential</th>
<th>Activity</th>
<th>Evidence of Accomplishment Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Student: _______________________________________________________________
Preceptor: _____________________________________________________________
Faculty: _______________________________________________________________
Date: _________________________________________________________________

A= Objectives met, Portfolio completed with depth, clarity, precision and breath of entries.
B= Objectives partially met, Portfolio is inconsistent in depth, clarity and breath of entries.
C= Objectives not met, Portfolio has scant documentation.
AGENCY EVALUATION OF PRECEPTOR PROGRAM

Instructions: Circle the selected response for each item using the scale below.

Mail to: LSUHSC School of Nursing  
1900 Gravier Street – 4TH Floor  
New Orleans, LA  70112  
Fax to: (504)-568-5853  
Attn: Dr. Denise Danna  
Your evaluation will assist us in maintaining the best program. We appreciate your input.

<table>
<thead>
<tr>
<th>1=Strongly Disagree</th>
<th>2=Disagree</th>
<th>3=Agree</th>
<th>4=Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The preceptor orientation handbook adequately oriented me to the requirements, and expected roles and responsibilities for this experience.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: __________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The LSUHSC School of Nursing faculty was available for questions and concerns during this experience.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: __________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The LSUHSC SON faculty was helpful in facilitating this experience.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: __________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The preceptorship experience was well planned and implemented and met my expectations.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: __________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. The time commitment to serve as a preceptor was reasonable.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: __________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. I would be willing to serve as a preceptor in the future.</td>
<td>1 2 3 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: __________________________________________________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 12. FACULTY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badeaux, Jennifer</td>
<td>504.568.4133</td>
<td><a href="mailto:jbadea@lsuhsc.edu">jbadea@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Nurse Anesthesia Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonanno, Laura Dr.</td>
<td>504.568.4144</td>
<td><a href="mailto:lbonan@lsuhsc.edu">lbonan@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Program Director, Nurse Anesthesia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bennett, Marsha Dr.</td>
<td>504.568.4220</td>
<td><a href="mailto:Mbenne@lsuhsc.edu">Mbenne@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Associate Dean, Nursing Research, Scholarship and Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Danna, Denise Dr.</td>
<td>504.568.4123</td>
<td><a href="mailto:ddanna@lsuhsc.edu">ddanna@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Associate Dean, Professional Practice, Community Service &amp; Advanced Nursing Practice &amp; Program Director, Nursing Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Douglas, Dianna Dr., Faculty</td>
<td>568-6644</td>
<td><a href="mailto:ddoug1@lsuhc.edu">ddoug1@lsuhc.edu</a></td>
</tr>
<tr>
<td>Garbee, Deborah Dr.</td>
<td>568-4183</td>
<td><a href="mailto:DGarbe@lsuhsc.edu">DGarbe@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Associate Dean, Undergraduate Nursing Program &amp; Program Director, Adult CNS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeanfreau, Shelley Dr.</td>
<td>568-4140</td>
<td><a href="mailto:sjeanf@lsuhsc.edu">sjeanf@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Program Director, Primary Care NP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Langford, Cynthia Dr.</td>
<td>568-4147</td>
<td><a href="mailto:CLangf@lsuhsc.edu">CLangf@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Primary Care NP Faculty</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orlando, Susan Dr.</td>
<td>568-4137</td>
<td><a href="mailto:sorland@lsuhsc.edu">sorland@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Program Director, Neonatal NP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sumner, Jane Dr.</td>
<td>568-4218</td>
<td><a href="mailto:jsumne@lsuhsc.edu">jsumne@lsuhsc.edu</a></td>
</tr>
<tr>
<td>Program Director, CHN/PHN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. RELATED SITES & RESOURCES

Graduate Nursing Student Handbook: The graduate handbooks can be accessed at this site: http://nursing.lsuhscl.edu/StudentInformation/Handbooks.html

Graduate Nursing Homepage: The graduate nursing homepage can be accessed at this site: http://nursing.lsuhscl.edu/AcademicPrograms/AcademicPrograms.html
