



# Nurse Leader/Executive

PROFESSIONAL GRADUATE NURSING PROGRAM

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# PRECEPTOR ORIENTATION HANDBOOK

Academic Year 2023-2024

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# The Role of the Preceptor

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The College of Nursing Graduate Faculty would like to thank you for taking time to be a preceptor for one of our students. The role of the preceptor is important in shaping the development of a master's level nurse leader. We recognize that it takes time to supervise a student, and we appreciate the additional time you give to each student. As the semester advances, the student will become more accomplished and require less supervision on your part and should begin to contribute to the organizations project work.

## **Expectations of All Preceptors**

- Review semester objectives and goals to facilitate clinical practicum learning.
- Review objectives to be discussed at the beginning of each clinical practicum workday
- Create a learning environment for the student and facilitate the critical thinking skills required of a student
- Complete the Preceptor Credentials electronic form on our website  
At <https://app1.unmc.edu/nursing/preceptor/>, which will allow you to fill out the form online
- At the end of the semester, complete the Clinical Preceptor Assessment of Student Performance form and return to designated clinical faculty member

## **Expectations of Preceptors for Nurse Leader / Executive (LEAD)**

- Facilitate student's skill in completing an organizational assessment
- Facilitate student's development, implementation and evaluation of a systems project.
- Engage student in organizational meetings and follow up to share decision-making related to specific agenda items
- Dialogue on-going conversations with student related to organizational activities including operations, strategic initiatives, management duties, financial processes, and human resources.

An initial meeting with the student, faculty practicum instructor and preceptor is held to ensure that the placement is a good fit for both the student and preceptor. Course syllabus, scheduling and performance expectations are reviewed. The preceptor has a right to ask that the student be placed in another learning environment if problems arise that cannot be resolved.

### **Student Responsibilities**

- Prepare for each practicum experience by
  - Sharing weekly concepts/topics/assignments with the preceptor
  - Sharing student's SMART goals for each semester
  - Applying didactic content in the practicum setting
  - Using sense-making and debriefing to analyze experiences
- Demonstrate active learning strategies by
  - Appropriate use of printed and electronic leadership assessment resources (brought by student)
  - Asking questions
  - Identifying strengths and weaknesses, and
  - Being proactive in seeking learning opportunities
- Seek confirmation with the preceptor of any findings of which you may be unsure
- Ask for insights and assistance with new learning opportunities
- Demonstrate evidence of using the practicum experience for advanced learning
- Complete reflective writings about the clinical practicum experience and share with clinical practicum faculty every two weeks
- Dress in appropriate, professional attire

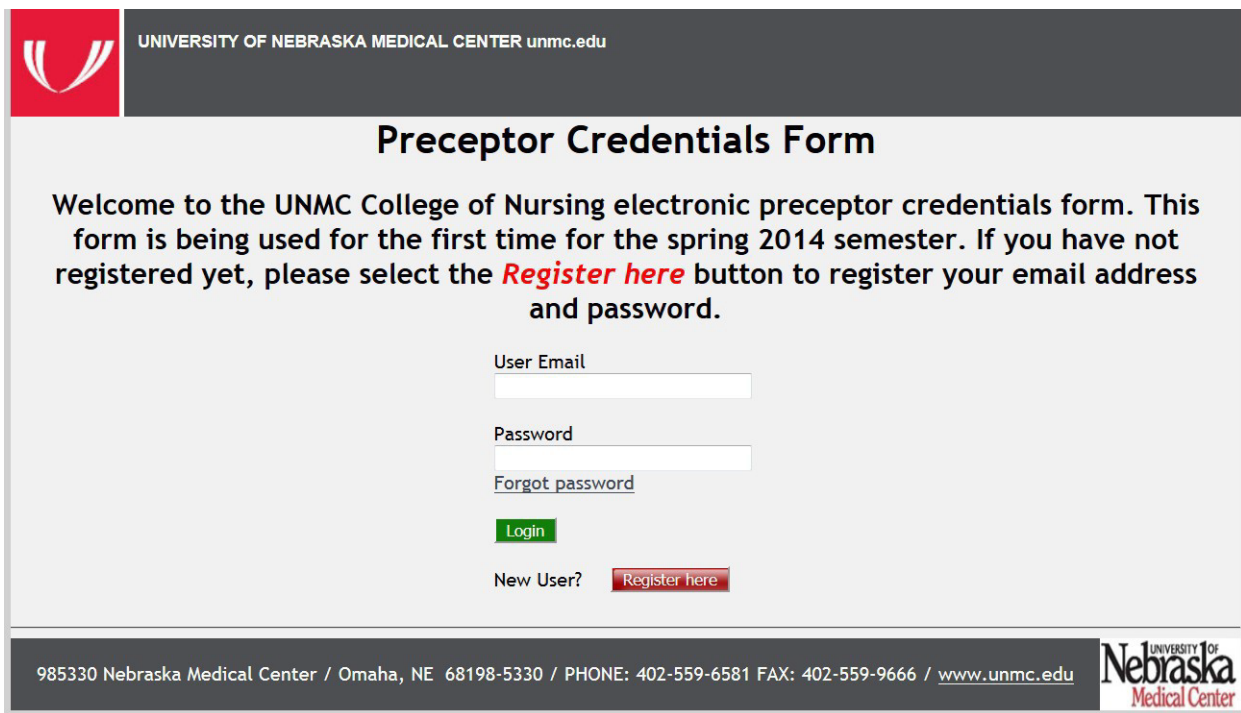
### **Clinical Practicum Faculty Member Responsibilities**

- Make arrangements with the student and preceptor for the initial meeting, and a midterm and semester meetings to visit the clinical practicum site (if feasible) at least once during the two-semester practicum experience
- Facilitate sense-making from student's reflective writings, encouraging student analysis and synthesis of clinical practicum experiences
- Evaluate the student's performance at mid-term and at the end of the semester  
(The preceptor will provide input into the evaluation process by completing the Practicum Preceptor Assessment of Student Performance form)

Please contact the student's clinical practicum faculty instructor with questions, concerns or comments.

The University Of Nebraska Medical Center College Of Nursing is required by our accrediting agencies and the State Board of Nursing to document the credentials and professional experience of persons who serve as clinical preceptors with our students. Preceptors must have an MSN or other master's degree and at least one year experience at the master's level. The Preceptor Credentials form is available to complete electronically. The link to register and login to access and complete the form electronically is listed below. This form will be updated annually.

<https://app1.unmc.edu/nursing/preceptor/>



The screenshot shows the 'Preceptor Credentials Form' registration page. At the top left is the UNMC logo, a red square with a white stylized 'U'. To its right, the text 'UNIVERSITY OF NEBRASKA MEDICAL CENTER unmc.edu' is displayed. The main heading is 'Preceptor Credentials Form'. Below this, a welcome message states: 'Welcome to the UNMC College of Nursing electronic preceptor credentials form. This form is being used for the first time for the spring 2014 semester. If you have not registered yet, please select the **Register here** button to register your email address and password.' The registration fields include 'User Email' and 'Password', both with input boxes. A 'Forgot password' link is located below the password field. A green 'Login' button is positioned below the 'Forgot password' link. At the bottom left, there is a 'New User?' label next to a red 'Register here' button. The footer contains contact information: '985330 Nebraska Medical Center / Omaha, NE 68198-5330 / PHONE: 402-559-6581 FAX: 402-559-9666 / www.unmc.edu' and the 'UNIVERSITY OF Nebraska Medical Center' logo on the right.

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 Clinical Preceptor Assessment of Student Performance

Student \_\_\_\_\_

Preceptor \_\_\_\_\_

Specialty Area \_\_\_\_\_

Preceptor Email \_\_\_\_\_

Clinical Instructor \_\_\_\_\_

Course Number \_\_\_\_\_ Campus \_\_\_\_\_

Clinical Start Date \_\_\_\_\_

Clinical End Date \_\_\_\_\_

At the end of the semester, please provide an assessment of the student using the rating scale below. Select the rating that best describes the level of expectation achieved by the student this semester. **Students will not receive a grade for their clinical experiences if this 2-page assessment form is not completed and returned to faculty.**

|   | Far Exceeded | Met | Did Not Meet | Clinical Expectation Not Observed | Not Applicable to this Clinical Setting |
|---|--------------|-----|--------------|-----------------------------------|---|
| 1. Comes to the setting with course objectives and student selected Smart Goals and discusses them with me.   |              |     |              |                                   |   |
| 2. Performs a systematic organizational assessment and provides quality recommendations to the organization.  |              |     |              |                                   |   |
| 3. Co-identifies a project need and leads development of an organizational project.   |              |     |              |                                   |   |
| 4. Leads implementation and evaluation of an organizational project.  |              |     |              |                                   |   |
| 5. Articulates professional identity, values and beliefs that guide his or her advanced practice.   |              |     |              |                                   |   |
| 6. Uses research findings and evaluation methods to achieve desired rural and urban health system or population outcomes.                                   |              |     |              |                                   |   |
| 7. Demonstrates relationship-building and culturally competent behaviors to improve rural and urban health care systems for the promotion of client health. |              |     |              |                                   |   |
| 8. Communicates effectively to facilitate achievement of health system, population, organizational, and professional goals.                                 |              |     |              |                                   |   |
| 9. Accesses databases and/or gathers accurate and appropriate data to make informed decisions affecting health systems and/or populations.                  |              |     |              |                                   |   |
| 10. Participates in strategic planning, allocation, and management of health system(s) resources.   |              |     |              |                                   |   |
| 11. Practices Nursing Administration as an advanced practice specialty using a theoretical, conceptual, and experiential base.                              |              |     |              |                                   |   |
| 12. Is professional, on time, courteous, appropriately dressed and has needed resources.  |              |     |              |                                   |   |

Student Smart Goals:

Preceptor Comments:

Student Strengths:

Student Growing Edges:

Student Comments:

Faculty Comments:

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

Please return completed assessment to the clinical instructor at end of semester.



## NRSG 656/856 Developing Systems and Infrastructures in Health Care Organizations

- Precepted clinical practicum experience (90 clock hours), continued with NRSG 657/857 in the spring semester.
- Students assess organizational needs and use nurse leadership skills to lead development of an organized project.

### Course Description

Application of leadership and management knowledge as they relate to supporting and maintaining the mission of health care organizations, especially at the microsystem and mesosystem levels. Emphasis is on developing leadership skills, analyzing systems to promote transition, and managing units, departments, or programs strategically.

### Course Objectives

1. Analyze selected leadership and management concepts, theories, and research as they relate to developing systems and infrastructures in health care organizations, nursing systems, and nursing practice.
2. Explore current issues and trends in health care management and their impact on the work of health care providers and health care organizations.
3. Examine the changing roles and responsibilities of nursing administration specialists and other health care providers in relation to developing systems and infrastructures to establish professional practice environments that support the work of all health care providers.
4. Develop skill in assessing a health care organization, developing shared vision, creating plans to move organizations toward shared vision, making decisions, and establishing the support systems necessary for accomplishing the work of an organization from both strategic and daily management perspectives.
5. Describe a personal paradigm of a nursing administration specialist with respect to philosophy

## NRSG 657 Practicum in Managing and Evaluating in Health Care

- Precepted clinical practicum experience (135 clock hours), continued from NRSG656/856.
- Students hone leadership skills and implement and evaluate an organizational project.

### Course description

Seminar and clinical management and evaluation experiences in a health care organization. Emphasis is on developing leadership, management and evaluation skills, enhancing personal effectiveness, and integrating knowledge into the practice role of a nursing administration specialist.

### Course objectives

1. Integrate nursing, leadership, management, and evaluation knowledge into the practice of nursing administration.
2. Develop a personal philosophy or worldview of the advanced practice of nursing administration.
3. Demonstrate a variety of strategies to work with groups and individuals that are necessary in accomplishing the mission of a health care organization.
4. Develop management and evaluation competencies that promote the nursing administration specialist's achievement in accomplishing the mission of a health care organization.
5. Evaluate personal effectiveness in demonstrating nursing administration specialist competencies and outcomes.

## NRSG 658 NURSE LEADER/EXECUTIVE CLINICAL PRACTICUM 1-11 Credit Hours

This course is a variable credit clinical practicum course intended to be taken to address identified gaps in meeting clinical requirements of the Nurse Leader/Executive. Emphasis is on providing clinical practicum experiences for the student to develop leadership and systems managements skills which enhance human and systems resources and outcomes.

## NRSG 659 SPECIAL TOPICS IN NURSING ADMINISTRATION 1-6 Credit Hours

Independent study course exploring selected topics or clinical problems related to Nursing Administration advanced practice. Seminar or clinical practicum format. Topics will vary.

## NRSG 651/851 Health Care Systems and Policy

- Faculty directed clinical practicum experience (68 clock hours)
- Students develop a coalition project in their community or region

### Course Description

Evaluation of health care systems and their effect on the health of populations. Emphasis will be on systems theory/thinking, health policy and strategies and the coalition building process to influence systems.

### Course Objectives

1. Appraise the continuing development of health care systems and their effect on the health of aggregates.
2. Analyze the effectiveness (quality, access, cost) of the US current health care systems, the needed system, and other nation's systems.
3. Evaluate the relationship between health care policy and the system of health care delivery from an organizational, local, regional, and national perspective.
4. Lead in the development and analysis of health care policy through the coalition process.
5. Evaluate the ethical dimensions of health care policies in terms of the policy's effect on the health of populations.
6. Examine how personal values and commitment influence health care systems and the delivery of care to populations.

## NRSG 652/852 Organizational Improvements

- Faculty directed clinical practicum experience (90 clockhours)
- Students complete a systems change/quality improvement project in their own organization

### Course description

This course is designed to analyze change within organizational units and to apply knowledge of evidence based leadership and management practice to improve outcomes at the microsystem level. The course provides a foundation in facilitating value-based change through the measurement, evaluation and improvement of care delivery.

### Course objectives:

1. Apply leadership concepts in the design, delivery and evaluation of care at the microsystem level.
2. Evaluate organizational processes conducive to excellence in care at the microsystem level.
3. Demonstrate successful value based change strategies.
4. Integrate data into the design, decision-making, and evaluation of outcomes.
5. Apply knowledge from improvement processes to the development and redesign of care at the microsystem level.

## NRSG 653.853 Analyzing Issues in Nursing Administration

- Faculty directed clinical practicum experience (90 clock hours)
- Students do a policy review/update in their own organization. They attend a board meeting or meeting with a board member and participate in an immersion weekend with nurse leaders. During the weekend, the student develops interview questions, interviews “candidates” for positions, handles crisis events, debates staffing issues, works with difficult employees, analyzes inclusion/diversity issues, conducts a board meeting, balances technology use and misuse, and works with RNs who are legal consultants related to ethical/legal issues, which includes participating in a deposition.

### Course Description

This course is designed to provide didactic content and practicum experience using a learning community consisting of students, faculty and experienced nurse managers in health care leadership roles. Emphasis is on analyzing personal, professional and organizational leadership philosophies/practices. Key issues explored include legal and ethical considerations, regulatory issues, risk management concerns, and integrating leadership, management, human resources, and administrative skills into the professional nursing administration practice role.

### Course Objectives

1. Analyze legal, regulatory, risk management, ethical and current issues in advanced nursing leadership/administration.
2. Examine how personal values and commitment influence legal, ethical, and current issues in advanced nursing leadership/administration.
3. Integrate leadership and administrative skills into the professional nursing administration practice role

## NRSG 654/854 Introduction to Health Informatics

- No clinical practicum experiences in this course

### Course description

An introduction to the analysis and evaluation of information needs and information systems in communities and health care organizations. Informatics knowledge, skills, and abilities necessary for clinical, administrative, and technical decision making will be emphasized. Clinical, financial, policy, legal, technical and ethical issues concerning healthcare informatics will be discussed.

### Course Outcomes/Competencies/Objectives:

1. Analyze local, state, and national informatics issues from the perspective of a systems leader and incorporate this knowledge into organizational decision making.
2. Apply knowledge of national requirements for clinical data representations, patient record guidelines, and privacy/security infrastructure to organizational decision making.
3. Evaluate the capabilities of computerized information systems to provide patient sensitive data that support clinical practice, and administrative decision making.
4. Differentiate interdisciplinary roles in the management of health data, information, and knowledge in support of a patient centered health care system.
5. Apply information management/informatics concepts and terminology to facilitate communication among healthcare decision makers, healthcare providers and information technology professionals, particularly in regards to final decision making.

## NRSG 655/855 Financial Management and Healthcare Economics

- No clinical practicum experiences in this course

### Course Description

Examination of health care economics, financial planning, analysis, and management – with a focus on the role of the nurse leader. Key issues explored include health care financing, relationship between finance, economics and quality, accounting principles, and ethics. Central to the course is the clinical application of key principles and methods of financial analysis, cost analysis, budgeting, and business planning.

### Course Objectives

1. Examine the health care economic environment, current financing and funding trends in health care and the implications for health care agencies/programs and nursing practice.
2. Analyze financial processes (programming, forecasting costs, budgeting, managing and improving fiscal performance) and implications of economic principles in a public or private sector health care program or organization.
3. Examine ethical issues related to financial management, economic analysis and the allocation of scarce resources.
4. Determine the financial feasibility of a health care program, unit, or intervention, including costs, productivity and breakeven analysis.
5. Design and present an effective business proposal, reflecting appropriate application of financial and economic data and processes.

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Nursing Administration/Leader (LEAD) Resources

American Organization of Nurse Leaders. (2022). AONL Nurse Leader Core Competencies. Chicago, IL:  
Author. Accessed at [www.aonl.org](http://www.aonl.org)

American Organization of Nurse Leaders (2015) Nurse Executive Competencies. Chicago, IL. Accessed at  
[www.aonl.org](http://www.aonl.org)

American Nurses Credentialing Center (2016). Scope and Standards of Practice for nursing  
administration. 2nd ed. Kansas City, Author.