



HARMONY HINES
SCHOOL OF NURSING

Graduate Nursing Program Preceptor Handbook

*Washburn University Harmony Hines School of Nursing mission is to prepare
professional nurse leaders to provide quality healthcare to everyone.*

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A Message to Preceptors

Thank you for your commitment to shaping the next generation of advanced practice nursing leaders. As a preceptor, you serve as a vital bridge between theoretical graduate coursework and the realities of complex clinical practice. Your mentorship is foundational to our students' development, offering them not only the clinical hours required for graduation but also the experience of advanced diagnostic reasoning, clinical autonomy, and professional identity necessary to excel as nurse practitioners and doctoral-prepared leaders. By opening your practice to our students, you are directly investing in the future of our healthcare workforce and ensuring the continued delivery of high-quality, evidence-based care to the communities we serve. We are profoundly grateful for your expertise, your time, and your dedication to clinical excellence.

Description Of Graduate Nursing Programs

Washburn University offers graduate nursing programs that prepare advanced practice nurses for clinical and leadership roles in diverse healthcare settings. Programs represented in this handbook include the Doctor of Nursing Practice (DNP) with Family Nurse Practitioner (FNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) tracks, as well as the Post Graduate Psychiatric Mental Health Nurse Practitioner (PMHNP) Certificate Program.

Graduate nursing students engage in clinical experiences designed to develop advanced knowledge, clinical judgment, professional competencies, and leadership skills necessary for advanced nursing practice.

Graduate nursing programs at Washburn University are accredited by the Commission on Collegiate Nursing Education (CCNE), the Higher Learning Commission, and the Kansas State Board of Nursing.

Overview of the Precepted Experience

The clinical preceptor program provides individualized, one-to-one learning experiences that allow students to apply knowledge and develop advanced practice competencies in authentic clinical settings. Prior to beginning a clinical placement, students are prepared through coursework and supervised learning experiences appropriate to their level in the curriculum and are expected to engage in clinical experiences under the supervision of qualified preceptors and clinical faculty.

Clinical faculty review and approve preceptor and clinical site placements and provide orientation regarding program requirements, course outcomes, student evaluation processes, and expectations for supervision and oversight. Students, preceptors, and

clinical faculty work collaboratively to create learning experiences that support achievement of course outcomes and progression toward program competencies.

Clinical activities are planned to provide opportunities for students to develop and demonstrate knowledge, skills, clinical judgment, and professional behaviors appropriate to their educational program and stage of learning. Preceptors provide direct supervision, guidance, feedback, and opportunities for progressive participation in clinical practice consistent with student preparation and applicable regulatory requirements.

The School of Nursing and each participating agency establish the parameters of the clinical learning experience, including placement requirements, student assignments, supervision expectations, and any site-specific requirements. A current affiliation agreement between Washburn University and the clinical agency must be maintained throughout the experience.

Students may not begin clinical activities until all required approvals, documentation, and compliance requirements have been completed and verified. Ongoing communication among students, preceptors, and clinical faculty helps facilitate a successful clinical experience and supports achievement of program outcomes.

Criteria for Selection of Preceptors

The following criteria are applied in the selection and approval of preceptors for graduate nursing clinical experiences:

1. Has a minimum of one year of experience in the professional role for which they are serving as a preceptor.
2. Maintains a current, unrestricted license in the state where the clinical experience occurs. APRN preceptors maintain current national board certification through the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners Certification Board (AANPCB), as applicable to their specialty.
3. Demonstrates clinical expertise relevant to the student's clinical learning objectives, professional and ethical practice behaviors, effective communication skills, and a commitment to teaching, mentoring, supervising, and evaluating students in the clinical setting.
4. Maintains professional liability (malpractice) insurance as required by their profession, employer, or practice setting.
5. All preceptors and clinical sites must be reviewed and approved by the appropriate clinical faculty or course coordinator prior to the start of the clinical experience.

Preceptor Responsibilities

Preceptors serve an important role in facilitating student learning and professional development during clinical experiences. Preceptors are expected to:

1. Provide required credentialing and onboarding documentation to the School of Nursing, including a current resume or curriculum vitae and other information required for preceptor approval.
2. Orient students to the clinical setting and facilitate their integration into the healthcare team and practice environment.
3. Collaborate with students and faculty to establish learning goals and provide clinical learning experiences that support achievement of course outcomes and clinical learning objectives.
4. Supervise, mentor, and evaluate students in the clinical setting through observation, feedback, and ongoing assessment of clinical competence and professional development.
5. Communicate with faculty regarding student progress and consult with faculty promptly when concerns, questions, or performance issues arise that may affect the clinical experience, student progression, or patient safety.
6. Complete required program documents and evaluations, including student performance evaluations, learning goal agreements, clinical logs, and program feedback activities, as applicable.

Faculty Responsibilities

Faculty are responsible for oversight of the clinical education experience and collaboration with students, preceptors, and clinical agencies. Faculty responsibilities include:

1. Collaborate with students in the selection and approval of clinical sites and preceptors and ensure required documentation is maintained.
2. Provide orientation, course information, program expectations, and ongoing support to preceptors.
3. Facilitate effective communication and collaboration among students, preceptors, and faculty and address concerns that arise during the clinical experience.
4. Monitor student clinical learning experiences and progress toward achievement of course outcomes and clinical learning objectives.
5. Maintain regular communication with preceptors regarding student progress, learning experiences, and clinical issues as needed.
6. Evaluate student performance, incorporate preceptor feedback, and assign final clinical and course grades in accordance with program policies.
7. Evaluate clinical sites and preceptors to support continuous quality improvement of clinical education experiences.

Student Responsibilities

Students are responsible for active participation in their clinical education and professional development. Students are expected to:

1. Collaborate with faculty and preceptors to establish learning goals, develop clinical learning experiences, and engage in self-directed learning that supports achievement of course outcomes and clinical learning objectives.
2. Seek guidance, supervision, and assistance from appropriate sources when needed.
3. Adhere to applicable nurse practice laws, agency policies, School of Nursing and University policies, and standards related to professionalism, confidentiality, and academic integrity.
4. Provide safe, competent, and ethical care appropriate to their level of preparation and scope of practice.
5. Maintain compliance with all program and agency requirements, present a professional appearance appropriate to the clinical setting, wear required identification, and participate in scheduled meetings and communications with faculty and preceptors.
6. Evaluate their own clinical performance, respond constructively to feedback, and complete required evaluations of preceptors and clinical sites.

Role Boundaries and Conflict of Interest

Students participating in clinical experiences are expected to function in the role of learner and maintain appropriate professional boundaries throughout the practicum experience.

To preserve the integrity of the clinical learning experience, students may not use paid employment activities or work hours to satisfy practicum requirements. Students must maintain a clear distinction between employee and student roles when participating in clinical experiences. The learning experience should be fundamentally different from their current employment role.

Preceptors should not have a relationship with a student that may create an actual or perceived conflict of interest, including close personal, familial, or direct supervisory relationships. Potential conflicts of interest or role boundary concerns should be discussed with course faculty before or during the clinical experience as appropriate.

Resources

Thank you once again for your invaluable partnership, dedication, and clinical expertise. The success of our graduate nursing programs depends on the strength of our preceptors, and we are deeply grateful for the time and mentorship you invest in our students. Should you have any questions, concerns regarding student progression, or feedback

about the clinical experience, please do not hesitate to reach out to the course faculty or our clinical coordinator. We are here to support you throughout this rotation.

Graduate Nursing Program Contact Information

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