

**California State University, Bakersfield**  
**Department of Nursing**  
**Professional School Nurse Health Services Credential**

**QUALIFICATIONS, ROLE, AND RESPONSIBILITIES**  
**OF SCHOOL NURSE PRECEPTOR**

**Definition of Preceptor:** A school nurse preceptor is a competent, proficient or expert level registered nurse with a special area of expertise in school nursing who is assigned or volunteers to help a Professional School Nursing Health Services Credential student. The preceptor guides and facilitates student progress through the learning activities required to achieve the clinical course objectives. The preceptor actively participates in the evaluation of a student's clinical performance, though the final judgment always rests with the faculty member for the course.

**Qualifications of Preceptor:** The preceptor must have a clear, current, active RN license in California. The educational level and clinical expertise of the preceptor should be greater than the student. Therefore, the educational preparation for preceptors for master's students requires a current Health Services Credential and an MSN or higher degree is preferred. The minimal clinical experience expected is two years of full-time employment, and a minimum of one of these years in school nursing. Continued professional growth as evidenced by a current resume with membership in professional organizations and continued self-learning is required. A contract must exist between CSU, Bakersfield and the preceptor's agency (school district). The school nurse director or supervisor must agree to the employee serving as a preceptor. The preceptor must indicate willingness to supervise and evaluate a student by completing the preceptor orientation, facilitating the student's learning and cooperating with a site visit by the faculty.

**Nomination of Preceptor:** A preceptor can be identified by the following people: faculty member, student, self, school district personnel, and another preceptor. The preferred method of nomination of a preceptor is to complete the Preceptor Nomination form and submit it to Department of Nursing or the designated faculty member for the course. Nominations can also be made by verbal communication, such as telephone or written communication, such as e-mail, FAX, letter, or note. In these situations the Preceptor Nomination form should be completed by the faculty member or office personnel.

**Preceptor Role and Responsibilities:**

The preceptor functions as a resource person, facilitator, clinical role model, educator, and consultant to the student. The primary role is to provide a learning environment where the student can meet course and individual

learning objectives.

The responsibilities of the preceptor are to:

1. Assist the student by arranging opportunities and resources to obtain learning experience appropriate to the course and individual learning objectives.
2. Assist the student in developing his or her learning objectives. This will include advising the student of possible learning opportunities.
3. Sign the student's individual learning objectives following negotiation for appropriate learning experiences.
4. Assist the student in his or her orientation to the agency. This includes philosophy, policies and procedures of the agency and expectations of the student. Examples include- dress code, special equipment, emergency situations (fire, disaster, and codes), documentation, charting, medication administration and documentation, access to computer system for nursing documentation and retrieval of information, telephone and facsimile use.
5. Be available during the same schedule as the student. In most situations the student will need to match the preceptor schedule rather than the other way around. In rare situations, the preceptor may designate another agency member to assist the student. Designee must be a school nurse with a Health Services Credential with sufficient experience to assist the student.
6. Sign the clinical timesheet verifying student attendance.
7. Provide ongoing and culminating evaluation on the student's performance to the student and the assigned faculty member.
8. Meet with the student during the 5th week (midterm) and 10th week (final, end of term) to discuss and document student achievement or lack of achievement of course and individual learning objectives. This is documented on the student learning contract (Course and Learning Objective Evaluation form).
9. Notify the student and faculty member at any time during the course that a course or individual learning objective is not passed or when a student has not made sufficient progress toward reaching an objective.
10. Evaluate the student's learning, in conjunction with the faculty, based on the course and individual

learning objectives.

11. Evaluate the course experience.
12. Read and evaluate the preceptor orientation. This includes the course syllabus and related articles on the preceptor role.

**NOTE: YOU DO NOT HAVE RESPONSIBILITY TO GIVE A GRADE FOR THE COURSE. YOUR RESPONSIBILITY IS TO EVALUATE ONLY.**