Colorado State University-Pueblo
Department of Nursing

Graduate Nursing Program
Nurse Educator
Preceptor Handbook

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Introduction

The Graduate Nursing Program Nurse Educator Preceptor Handbook contains general information and policies/procedures for preceptors of nurse educator students at CSU-Pueblo. The handbook includes general guidelines for the nurse educator teaching experiences, responsibilities of preceptors, students, and faculty and contact information for program coordinators at CSU-Pueblo.

The Department of Nursing (DON) reserves the right to change, delete, or add information to the handbook without previous notice and at its sole discretion. Changes that may be made to the policies in this handbook will be distributed to each enrolled student via their university email account and posting on Blackboard and to the CSU-Pueblo Department of Nursing website.

The Department of Nursing is grateful for the spirit of cooperation shown by health professionals and educators who are willing to share their expertise to increase the skills of the nurse educator students.
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General Information

In 2003, the Colorado State University System confirmed approval of the Master of Science with a major in Nursing (MS) at Colorado State University–Pueblo. The graduate nursing program was initially accredited in 2006 by the National League for Nursing Accrediting Commission (NLNAC) and reaccredited 2011. The following program emphasis areas are offered:

- Adult/Gerontology Acute Care Nurse Practitioner
- Adult/Gerontology Acute Care/Family Nurse Practitioner
- Psychiatric-Mental Health Nurse Practitioner
- Nurse Educator

The CSU-Pueblo Department of Nursing graduate program is approved by Colorado Board of Nursing, 1560 Broadway, Suite 1350, Denver, CO 80202 and accredited by Accreditation Commission for Education in Nursing (ACEN), formerly National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326. Phone number for NLNAC is (404) 975-5000 and internet address is www.acenursing.org.

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Graduate Program Outcomes:

1. Eighty percent of graduates will:
   - Complete the program within one and one half times the length of the program.
   - Express satisfaction with the program.
   - Pass national certification exam the first time.
   - Be employed in role related professional practice within six months to one year.

2. Eighty percent of employers will express satisfaction with graduates’ job performance.

Nurse Educator Student Learning Outcomes

At the completion of this program, graduates will be able to:

1. Implement evidence-based teaching techniques and scholarly inquiry in educational settings with diverse learners.
2. Participate in curriculum design and evaluation of outcomes.
3. Participate in interdisciplinary efforts to address educational needs in local, regional, state, national and international forums.
4. Assume a leadership role in shaping and implementing change.

References

Master’s Essentials: Retrieved from http://www.aacn.nche.edu/

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**PROFESSIONAL STANDARDS**

Students are expected to comply with the *American Nurses’ Association (ANA) Code of Ethics for Nurses* and the Colorado Nurse Practice Act.


http://www.dora.state.co.us/nursing/statutes/NursePracticeAct.pdf

Students are expected to dress appropriately and behave in a professional manner at all times in classroom, laboratory and clinical sites.

Nurse educator students teaching in the clinical setting should wear the school insignia and/or student identification with photo badges. A name tag and school insignia may be obtained in the CSU-Pueblo bookstore. A student photo ID may be obtained in the Occhiato Student Center.

Students should wear business casual clothing with a laboratory coat and the appropriate insignia and/or name tags at all clinical sites unless the clinical site specifies the dress code.

**COMMUNICATION**

The DON and preceptor will adhere to the letter and intent of the Family Education Rights and Privacy Act (FERPA). FERPA governs requests for access to and release of information from student records.

**Nurse Educator Teaching Practica**

The nurse educator student is required to complete teaching hours in nursing education settings – classroom, clinical, skills and/or simulation laboratory.

**Process:**

1. The faculty will provide classroom, clinical and laboratory teaching objectives.
2. The student will:
   a. Share course objectives with the preceptor.
   b. Obtain completed and signed Preceptor Memorandum of Agreement and submit to faculty.
   c. Teach the assigned classroom, clinical and laboratory sections.

**Student Injury at a Clinical Site**

Worker’s Compensation Claim Forms are available from the CSU-Pueblo website: www.colostate-pueblo.edu (Quick Links – Human Resources – Worker’s Compensation - see Worker’s Compensation Designated Provider Form)

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Employee (student) and supervisor (instructor) need to fill out worker’s compensation claim. Have student report to university Human Resources Office with claim form filled out.

Human Resource (HR) Office
Phone: (719) 549-2076

If life or death situation go to the nearest ER, otherwise go to St. Mary Corwin ER for treatment.

If needle stick or any exposure: baseline lab work is done through CCOM.

HR will make the appointment at CCOM.
CCOM (Centura Center for Occupational Medicine)
4112 Outlook Blvd. Suite 37
Pueblo CO, 81008
(719) 565-6300

Drug Screen Policy

Because of the profound effect that the use of certain drugs have on the performance of individuals, the DON is legally and ethically obligated to protect patients and others in the health care setting from students who are under the influence of drugs/alcohol that affect coordination, behavior, judgment and decision making ability. Health care facilities where students attend clinical rotations may require a negative drug screen before students are allowed to provide care for clients.

Preclinical Substance Abuse Testing

1. Students scheduled to attend a clinical rotation in a facility that requires a drug screen will comply with the facility’s requirements for drug screens, which may include cost of the procedure.
2. If the drug screen is “negative”, the student may attend the assigned clinical rotation.
3. If the drug screen is “positive” for a substance not covered by a legitimate prescription, the student will not be allowed to continue in the clinical course, and is considered ineligible for any clinical experiences during that semester. The student must withdraw from the clinical course, or a grade of “F” will be assigned.
4. The student will be allowed to continue with nursing course work the subsequent semester, but must agree to the following:
   a. A drug screen must be submitted one week prior to each clinical rotation, at student expense. If the result is negative, the student may continue. Any further positive drug screen will result in immediate dismissal from the nursing program.
   b. Progression in the nursing course work will be based on space available, and schedule of course offerings. The sequence of course work must follow CSU-Pueblo curriculum guidelines for pre and co-requisites.

When there is reasonable cause to believe that a nursing student is under the influence of drugs or alcohol during a clinical or educational experience, CSU-Pueblo nursing faculty may require him/her to submit to a body fluid test, blood alcohol test or other accepted substance abuse

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screen by a contracted agency. Reasonable cause can be defined as a personal observation of behavioral conduct, inappropriate speech, body odors or impaired task functioning.

Reasonable Suspicion for Impairment

1. The student will be removed from direct patient care or the teaching setting and will be escorted to a contracted testing site for immediate testing at the student’s expense.
2. If the result of the drug/alcohol test is negative, the student will be allowed to continue in the clinical course.
3. If the result of the drug/alcohol test is positive for a substance not covered by a legitimate prescription, the student will receive a failing grade in that nursing clinical course and will be dismissed from the nursing program with no opportunity for re-admission for one year.
4. The student must follow the re-admission process for course failure to continue nursing program progression.
5. If readmitted, the student must submit a negative drug/alcohol test prior to entrance into the nursing program, and one week prior to each clinical rotation, at the student’s expense.
6. Any further positive drug screen will result in immediate dismissal from the CSU-Pueblo nursing program.

If a student refuses to submit to a drug screen, the result will be assumed “positive”. If a drug screen is reported as “dilute”, the student must repeat the drug screen within 24 hours. If a second “dilute” is reported, the drug screen will be considered positive. If a test result shows evidence of a legal, mood altering drug, students will be required to offer proof that the drug has been prescribed by a licensed health care provider, specifically for their use. A positive test for a substance with an accompanying prescription will be viewed as a negative screen. However, if the student is not able to perform safely in the clinical arena due to medication effects, they will need to meet with the graduate coordinator for further discussion of possible options to successfully meet clinical course requirements. It is possible that the student will not be allowed to continue in the clinical course while under the effects of this medication. Students are encouraged to inform the clinical instructor if taking medications that could affect performance, keeping in mind that patient safety is the priority.

Roles of the Preceptor

The Nurse Educator Preceptor will:

- Orient the nurse educator student.
- Review syllabus and teaching materials.
- Supervise and guide the student teacher in the classroom, clinical and lab teaching experiences.
- Complete evaluation forms for classroom, clinical and laboratory teaching.

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Role of the Student

Nurse educator student will:
- Be prepared for the teaching experience.
- Demonstrate knowledge of teaching and learning strategies.
- Practice effective oral, written and electronic communication skills.
- Show enthusiasm for teaching and learning.
- Use feedback from students, preceptor and faculty to improve teaching effectiveness.

Role of the Faculty

The faculty will:
- Provide objectives for student learning experiences.
- Attend some classes, clinical and labs that the student is teaching.
- Offer critique of student’s teaching.
- Coordinate the teaching schedules.
- Communicate with the student and the preceptor regularly.
- Evaluate the student’s overall performance in conjunction with the preceptor.
- Perform site evaluations at the preceptor’s convenience.

Site Evaluation

Site evaluations are conducted periodically by the faculty to: 1) meet the preceptor, 2) observe the student in the clinical or educational site and, 3) gather information about the teaching experience and about student progress toward meeting the course objectives.

Dismissal from the Clinical Setting

The nurse educator student in the role of nursing clinical instructor may execute professional judgment and dismiss a student from the clinical experience after consultation with the preceptor. Grounds for dismissal from the clinical experience include, but are not limited to the following:

- Failure to adequately prepare in advance for the clinical experience.
- Failure to dress appropriately for the clinical experience.
- Reason to question a student’s ability to provide appropriate care for the client, such as undue stress, illness, fatigue or suspected impairment.
- Agency personnel request for student to be removed from site.

If a student is dismissed by a clinical site and/or clinical preceptor, the student may not return to any clinical experience until they meet with the graduate nursing program coordinator and the course instructor and/or clinical preceptor. This meeting will be based on the availability of the graduate faculty members.

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