

Precepted Student Clinical Placement Request Form

Name of School:

Level of Student: Senior
 Other:

Dates of Experience:

of Hours Required:

Other:

Student Name	Unit/Area Request (& Second Choice)	Preceptor
1.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
2.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
3.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
4.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
5.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
6.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
7.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
8.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
9.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred
10.	First Choice: Second Choice:	BSN <input type="checkbox"/> required <input type="checkbox"/> preferred

Faculty Member and contact information responsible for student(s):

(See preceptor guidelines on next page for instructor/faculty/student responsibilities)

Course Coordinator (or person completing this form if other than faculty member and contact information):

Additional Information:

You will receive confirmation via e-mail or phone whether or not we can accommodate your request for the spring semester. Date you need to be notified:

Contact Jane for questions at 414-805-5392. Return form via mail, email or fax:

Jane Hendricks
 Education Coordinator
 Staff Development
 Froedtert Hospital
 9200 W. Wisconsin Ave.
 Milwaukee, WI 53226
 fax: 414-805-6920

Precepted Student Guidelines

The intent is to have all nursing student preceptors complete the preceptor class and attend all preceptor updates held at Froedtert Hospital.

Responsibilities of Froedtert Nurse Preceptors:

- To review the course description, objectives, guidelines, and evaluation criteria, etc.
- To share any unit specific student guidelines with the instructor/coordinator and student.
- To set up a clinical hours with the student and to notify the student of any changes.
- To provide feedback to the student and to share patient assignment.
- To communicate with the instructor/coordinator at least weekly about the student's performance, concerns, goals, etc.
- To provide input into the student's evaluation (preceptor will not be responsible for completing the student's evaluation or course grade).

Responsibilities of Instructor/Coordinator/Faculty:

- To review the course description, objectives, guidelines, and evaluation criteria, etc. with the preceptor(s), Director of Nursing/Nurse Manager/Unit Educator, and Education Coordinator prior to the beginning of the clinical experience.
- To meet/communicate with preceptor(s) and Director of Nursing/Nurse Manager/Unit Educator prior to the beginning of the precepted clinical experience (to be mutually determined).
- To set up a meeting/communication schedule with the preceptor(s) (at least weekly throughout clinical experience).
- To provide contact information (telephone, cell phone, and/or beeper numbers for questions/concerns (including evening/night resource numbers if the clinical experience is on second or third shift).
- To orient the preceptor(s) to the precepting concept and role, and expectations as identified by the school.
- To discuss with the preceptor(s) the student's expectations (level of independence expected and performance criteria), personal learning goals, capabilities in psychomotor skills, level of care the student is capable of providing, and student's previous experiences.
- To participate in hospital orientation and coordinate the orientation of the student to the clinical agency (including hospital safety and infection control information, etc.).

Responsibilities of student:

- To comply with the policies and procedures of the hospital.
- To maintain confidentiality of the patients, records, etc.
- To notify the preceptor(s) if you are ill.