

Overview of Clinical Instructor, Preceptor and Student Roles and Responsibilities

The Clinical Instructor (faculty member) is responsible for:

- Assisting the student in identifying his or her learning needs
- Developing a working relationship with the student and the preceptor
- Reviewing clinical seminar course materials and documents prior to start of clinical course in the Brightspace learning platform
- Providing a course orientation and pertinent materials to the student and preceptor
- Conducting an initial 3-way conference call with student and preceptor at the beginning of each clinical practicum, ensuring that the preceptor verifies the student's identity by comparing the SJC ID badge with a government issued ID card
- Maintaining contact with the student and preceptor at a minimum at midterm and end of course
- Monitoring student clinical hours
- Reading and responding to student postings on the electronic bulletin board in the Brightspace learning platform
- Providing substantive feedback and grades to student for written assignment submissions
- Evaluating the final attainment of learning objectives and outcomes
- Review of preceptor evaluation of student and student evaluation of preceptor and clinical site
- Posting a final course grade
- Maintaining an ethical and professional relationship with student and preceptor

The preceptor is responsible for:

- Completion of Practicum Agreement and preceptor credentials documents: Current CV/Resume, current licensure status, and two peer references
- Assisting the student in obtaining a facility/site representative's signature for the practicum contract (AKA: clinical agreement)
- Participating in 3-way conference call with instructor and student prior to or on the first clinical day, midterm and at the completion of the course
- Prior to the start of the clinical practicum ensures the student's identity by comparing the SJC issued student ID badge with a government issued photo ID (driver's license, state ID, passport)
- Providing orientation for the student to the facility and its policies and procedures
- Assisting the student to identify learning experiences
- Communicating with the student on each clinical practicum day to confer and guide the student in the practicum (on-going feedback)
- Approving the logs of clinical hours completed
- Providing a safe, consistent, and fair learning environment

- Submitting a completed mid- and final evaluation of the student's performance that has been shared with the student
- Communicating with the faculty member at the midterm, course end and anytime there is a concern regarding the student's performance
- Maintaining an ethical and professional relationship with student and SJC

The student is responsible for:

- Enrolling in Castle Branch program and completing a background check and providing all required health and safety related clinical clearance documentation
- Identifying learning needs for the clinical practicum
- Identifying the clinical practicum facility/site and potential preceptor and assuring completion and submission of all preceptor credentials documents and clinical facility/site contract
- Ordering a SJC student badge
- Ensuring that a 3-way conference call with the preceptor, student and clinical faculty occurs prior to the start or on the first clinical day
- Track hours that have been completed in the clinical practicum
- Developing a working relationship with the preceptor
- Meeting online clinical seminar course requirements per course syllabi
- Meeting health and safety and technical requirements of the practicum facility/site
- Adhering to all policies and procedures of the clinical practicum facility/site
- Maintaining an ethical and professional relationship with all contacts during the clinical practicum
- Adhering to all policies and procedures as put forth in the Nursing Student Handbook
- Identifying and communicating any issues or problems immediately to course faculty and preceptor
- Completing all required site and preceptor evaluations