



NURS 4140: Leadership and Management for Professional Nurses

Leadership Practicum Preceptor Packet (for RN-BS Students)

Course Faculty:

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Course Framework

COURSE NUMBER:	NURS 4140
TITLE:	Leadership and Management for Professional Nurses
PRE or CO-REQUISITE:	Admission to the RN-BS Program, Co-requisite: NURS 4150
TOTAL CREDITS:	5
DIDACTIC CREDITS:	4
CLINICAL CREDITS:	1 (45 hours)
MEETING TIME & LOCATION:	This is an asynchronous online course with a 45-hour clinical experience, called Leadership Practicum. Students must complete the Leadership Practicum in order to pass the course.

COURSE DESCRIPTION:

This course explores leadership and management behaviors, theories and techniques in a variety of health care organizations and settings. The application and integration of concepts associated with professional practice are emphasized. Students will examine their individual strengths and opportunities in preparation for assuming management and leadership roles. This course fulfills an upper division Quantitative Intensive (QI) and Communication & Writing (CW) requirement.

Didactic Objectives:

The student will:

1. Apply leadership concepts, skills and decision making in the provision of care, health team coordination and the oversight and accountability for care deliver in a variety of settings.
2. Analyze system and organizational factors that influence the provision of nursing care.
3. Demonstrate safe, ethical and effective use of patient care technologies and information management systems in clinical decision-making.
4. Actively participate in improving both nursing care for patients and the status of nurses in their workplace, including the use of change theory.

Clinical Objectives:

The student will:

1. Demonstrate advanced leadership communication and collaborative skills when working in an area of interest.
2. Apply principles of quality, safety and professionalism as they relate to the selected nursing role of the student's choice.
3. Synthesize prior program content to apply and enhance professional role development.

BASIC LEADERSHIP PRACTICUM DETAILS:

The Leadership Practicum is an experiential learning opportunity where the student works side-by-side with an expert (RN preceptor) to meet specific learning goals in a chosen area of interest. This experience involves 45 hours of clinical time that offers opportunities to apply leadership skills and gain deeper self-awareness through reflection and skill building. This also allows students to focus on leadership, staff development, quality or other identified role of their choice. The 45 hours are done outside of the student's regular employee work time and within the preceptor's work schedule.

REQUIRED TEXTBOOK:

Marquis, B. L. & Huston, C. J. (2021). *Leadership roles and management function in nursing: Theory and application*. 10th Ed. Wolters Kluwer.

TOPICAL OUTLINE OF MAJOR AREAS TO BE COVERED (Didactic):

- Systems, Microsystems
- Quality and Safety
- Communication, Collaboration, Delegation
- Decision Making, Planning, Strategies for Change
- Role of IT
- Leadership, Management, Ethical Leader
- Power and Conflict
- Motivation and Career Development
- Time Management
- Team Building
- Performance Appraisal and Feedback
- Leadership Roles, Care Coordination and Care Transition in Primary Care

CLINICAL ASSIGNMENTS (Leadership Practicum):

- Background Check/Immunization/Certification Verification
- Preceptor Data Sheet
- Facility Badge and Role Verification
- Leadership Practicum Learning Goals/Objectives
- Clinical Site Orientation
- Mid-Practicum Report & Final Practicum Report & Summary (#2)
- Preceptorship Hours Log
- Preceptor Evaluation of Student
- Student Evaluation of Preceptor

EVALUATION METHODS and CRITERIA:

A variety of methods will be used to evaluate learning in both didactic and clinical settings, which include written assignments, discussions, quizzes, Institute of Healthcare Improvement (IHI) modules, check-ins, and leadership practicum reports.

Students are required to demonstrate professional behavior at all times. Dismissal from the course and/or the college can result from unprofessional behavior.

ROLE OF THE RN PRECEPTOR:

The RN preceptor will be responsible for mentoring and helping the student achieve his or her learning goals. The students are expected to meet with the preceptors to review their learning goals and set up their clinical schedule. A faculty clinical instructor will be assigned to work with the preceptor and the student through the semester. The Faculty are a resource for you to help guide, teach and evaluate student learning. Please do not hesitate to contact them for support, or if you have any concerns or questions.

CRITERIA FOR PRECEPTORS/PARTNERS:

1. Licensed to practice professional nursing in Utah.
2. Preferably holds a baccalaureate degree in nursing.
3. Employed by a clinical agency, which has a contract with the University of Utah for student experience.
4. Currently engaged in professional nursing practice with minimum of 1 year experience in professional nursing.
5. Demonstrates competence in an area of professional nursing practice, according to or as evidenced by a written or verbal recommendation from an immediate supervisor, Director of Nursing, or responsible faculty.
6. Has completed preceptor training in the clinical agency or agrees to reviews preceptor materials supplied by the College of Nursing.
7. Interested in providing a professional nursing role model for students.
8. Willing to accept the responsibilities of the preceptor role.
9. Has approval of the nurse manger or educator to act as preceptor.
10. Displays an interest in the overall scope of professional nursing practice.

PRECEPTOR RESPONSIBILITIES:

The role of the preceptor is essential to the success of the student. We are very grateful that you are taking on this important responsibility. Together, the student, the faculty clinical instructor, and you as the preceptor, will work in partnership to help the student apply leadership and management principles in nursing. Each individual has responsibilities and accountabilities to one another in this partnership.

Clinical Learning Partnership		
Preceptor Responsibilities	Student Responsibilities	Faculty Responsibilities
<ul style="list-style-type: none"> • Work directly with one nursing student to complete the required hours during the academic semester. • Assist in planning with the student a learning experience during the preceptor's work schedule. • Assist the student in accomplishing the 	<ul style="list-style-type: none"> • Obtain approval of Learning Goals and Objectives from NURS 4140 faculty and preceptor. • Take an active role in their own learning and collaborates with the Preceptor to meet course and individual learning objectives. • Report for duty on time, prepared and focused on learning. • Exhibits professional behaviors at all times. 	<ul style="list-style-type: none"> • Collaborate with student and preceptor in planning for clinical learning experiences. • Mentor and support the preceptor as needed. • Mentor, guide and evaluate the student in accomplishing

<p>Leadership Practicum Goals and Objectives.</p> <ul style="list-style-type: none"> • Make arrangements with the student in case of preceptor illness. • Supervise student activities, maintaining ultimate accountability to clinical agency. This responsibility carries the authority to determine the nature or scope of the student's safety to practice nursing. • Meets regularly with student to discuss clinical experiences and the student's progress. • Meet with the faculty clinical instructor and student to discuss student experience, as needed. • Validate student competencies using the Preceptor Evaluation of Student (found in this packet). • Validate the Preceptorship Hour Log. 	<ul style="list-style-type: none"> • Be flexible in arranging clinical experience to meet the preceptor's work schedule. • Negotiates with preceptor for appropriate assignments. • Accept the supervision of the preceptor during 45 hours of clinical practice. The preceptor maintains ultimate accountability to clinical agency/facility. • Participate as an active member of the health care team in Leadership Practicum setting. • Communicate regularly with preceptor and faculty to discuss clinical experience and progress. • Maintain effective communication with preceptor and faculty. • Accept accountability to plan with the preceptor in case of student illness. • Maintain Preceptorship Hours Log– to be validated by preceptor. 	<p>didactic and clinical learning objectives.</p> <ul style="list-style-type: none"> • Review and provide prompt and constructive feedback to students in Mid Practicum and Final Practicum Reports. • Monitor student's morale and need for additional instruction, support, and intervention. • Meet with the preceptor and student as needed. • Review the preceptor feedback on the Preceptor Evaluation of Student as part of the grading process.
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A. FORMS TO BE SUBMITTED BY THE STUDENT WHICH REQUIRE PRECEPTOR SIGNATURES:

1. DRAFT_Leadership Practicum Learning Goals and Objectives Worksheet* (Part 1)

*Before starting the Leadership Practicum, the student needs to write learning goals in the 'Learning Goals & Objectives' worksheet, submit them to the instructor for review and will revise it if necessary. This will then be returned to the student who will review it with preceptor. Both student and preceptor will sign it for agreement.

Student: _____

Agency/Organization & Nursing Unit _____

Area of Practicum: (check area) Leadership, Quality, Education, Other _____
Designate area

Preceptor Name: _____

____ I have discussed these goals with my preceptor and he/she supports these goals

____ I will discuss these goals with my preceptor as soon as I get instructor feedback

____ I have sent these goals to my preceptor for review and feedback

S: Satisfactory **NI:** Needs Improvement **U:** Unsatisfactory **NO:** No opportunity

Learning Goals	Measurable Objectives (Skills and Behaviors)	S	NI	U	NO
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1. (Student will show this completed form to the preceptor)					
2.					
3.					
4.					
5.					

Student Signature _____ Date _____ Preceptor Signature _____ Date _____

*Once approved by instructor and preceptor, these goals & objectives will be copied and pasted into the **FINAL Leadership Practicum Learning Goals & Objectives (Part 2)** section at the **Preceptor Evaluation of Student. (Part 2)**

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(2) PRECEPTOR EVALUATION OF STUDENT

OVERVIEW:

At the end of the clinical hours the preceptor will assess the student relative to his/her ability to competently demonstrate the knowledge and skills associated with the clinical objectives of the course and professional role performance.

ASSESSMENT CRITERIA:

S = Satisfactory: Student performance demonstrates consistent application of appropriate theory associated with the course:

NI = Needs Improvement: Student performance is generally adequate

U = Unsatisfactory: Student performance is not acceptable

NO = No opportunity

Final Leadership Practicum Learning Goals and Objectives (Part 2)

Learning Goals	Measurable Objectives (Skills and Behaviors)	S	NI	U	NO
1.					
2.					
3.					
4.					
5.					

CORE LEARNING OUTCOMES:	S	NI	U	N/O
Demonstrates advanced leadership and collaboration skills in area of interest				
Applies principles of quality, safety, and professionalism as they relate to the selected nursing role				

Synthesizes previous knowledge to enhance professional role development.				
PROFESSIONAL ROLE PERFORMANCE	S	NI	U	N/A
Demonstrates prior preparation for learning activities/experience				
Demonstrates advanced leadership skills				
Presents professional attitude, professional appearance, and is prepared to learn/participate				
Observes and demonstrates professional ethics, professional attitude and caring behaviors				
Demonstrates understanding of organizational factors that influence the provision of nursing care				
Demonstrates cultural sensitivity				
Interacts with members of the professional community in a collaborative, professional, and caring manner				
Applies principles of quality, safety and professionalism				
Demonstrates safe, ethical and effective use of patient care technologies and information management systems				
Uses appropriate professional channels of communications				
Communicates effectively with preceptor and others with whom he/she collaborates				
Notifies preceptor prior to scheduled time if unable to attend learning experience				

OVERALL EVALUATION RATING S__ NI__ U__

Final Evaluation Preceptor Comments:

Final Evaluation Student Comments:

Student Name _____ Preceptor Name _____
 Student Signature _____ Date _____ Preceptor Signature _____ Date _____

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3) PRECEPTORSHIP HOURS LOG

Student (print) _____
 Preceptor (print) _____ Instructor: _____
 Facility & Nursing unit: _____

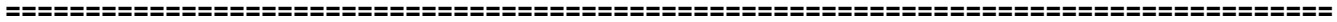
(Note: this form needs to be submitted at the end of the semester to your instructor. Please be specific about the exact times under "Hours" and provide details under "Activity."

Date	Hours: exact times for shift	Hours: # of hors for shift/ accumulated total hours	Activity

Total Hours (45 hours required): _____

Preceptor name: _____ Signature: _____ Date: _____

Student name: _____ Signature: _____ Date: _____



B. FORM TO BE SUBMITTED BY STUDENT AS PART OF LEADERSHIP PRACTICUM:

STUDENT EVALUATION OF PRECEPTOR

Please read the following statements & indicate your level of agreement or disagreement by placing a check mark in one of the columns.

(0) Not Applicable **(1)** Strongly disagree **(2)** Disagree **(3)** Agree **(4)** Strongly Agree

		0	1	2	3	4
1.	Preceptor collaborated directly with the student in the design and facilitation of meaningful real-life learning experiences:					
2.	Preceptor supported the student's achievement of the course and student-identified learning outcomes:					
3.	Preceptor conducted regular conferences with student to discuss specific learning objectives and experiences:					
4.	Preceptor assessed the learning needs of the student:					
5.	Preceptors served as the student's advocate within the professional setting:					
6.	Preceptor served as an expert and mentor to the student within the professional setting:					
7.	Preceptor ensured that student activities were consistent with standards set forth by facility/agency direct the progression of residency related student activities:					
8.	Preceptor provided leadership in the resolution of problem or concerns, as applicable:					
9.	Preceptor regularly collaborated with student in planning of student learning activities:					
10.	Preceptor supervised the student in the professional setting and guided the student's learning experiences:					
11.	Preceptor modeled problem solving strategies:					
12.	Preceptor modeled ability to communicate and collaborate effectively with student, supervisors, healthcare professionals, staff, colleagues, community members, others:					
13.	The clinical facility offered a variety of learning opportunities that supported achievement of student learning outcomes:					

Please include any additional comments, particularly if you marked any criteria as 'disagree' or 'strongly disagree.'
