



TRI COUNTY TECH
ENRICH YOUR LIFE.

PRACTICAL NURSING
Clinical IV: Transition to Practice

PRECEPTOR HANDBOOK

For your convenience, the online orientation video, digital documents, as well as an electronic copy of the handbook have been linked online. The following QR code is a direct link to the Tri County Tech PN Preceptorship website, which houses these materials.



bit.ly/TCTPreceptor

TRI COUNTY TECH
Division of Practical Nursing

TABLE OF CONTENTS

Content	Page Number
Table of Contents	2
Contact Information and Personnel	3
Thank You Letter	4
Preceptor Objectives, and Concepts	5
Criteria for Preceptors	7
Responsibilities (Student, Preceptor, & Faculty)	8
Preceptor Memorandum of Understanding	10
Preceptor Review of Student	11
Student Evaluation of Preceptor	16
Preceptor Evaluation of Student	17
OBN Preceptor Policy	18

TRI COUNTY TECH
Division of Practical Nursing

CONTACT INFORMATION AND PERSONNEL



Julie Shull, BSN, RN
Instructor
julie.shull@tricountytech.edu
(918) 331-3222 (call or text)



Jessica Guest, MSN, RN, CHSE
Health Occupations Coordinator
jessica.guest@tricountytech.edu
(918) 331-3292 (call or text)

TRI COUNTY TECH
Division of Practical Nursing

Dear Preceptor,

We want to take this opportunity to thank you for agreeing to serve as a preceptor for the Practical Nursing (PN) Program at Tri County Tech. Your commitment to helping our PN students transition into the workforce is important to their success. We appreciate your willingness to share your knowledge and expertise with a student who may be taking care of our families and assisting them in reaching their optimal level of health and well-being.

The purpose of this website is to provide you with information on the purpose of the preceptorship clinical, regulations governing clinical experiences, preceptor roles and responsibilities, and our program policies. Please read the information provided and let us know if you have any questions, concerns, or suggestions.

Please let the instructors know how we can better assist you with your preceptor role, and feel free to contact me any time.

Once again, THANK YOU for helping us with this learning experience. We could not do this without you!

Sincerely,

Jessica Guest, MSN, RN, CHSE

Health Occupations Coordinator

jessica.guest@tricountytech.edu

(918) 331-3292 (call or text)

TRI COUNTY TECH
Division of Practical Nursing

Objectives and Concepts

Objectives

A preceptorship is an individualized experience that allows the Practical Nursing Student to increase their competency and ease the transition from the role of a student into that of the practicing nurse. The following objectives have been established for this rotation; additionally, the student will write personal objectives for an individualized clinical experience.

1. Fulfill objectives for Transition to Practice Clinical IV (outlined in PN Student Handbook).
2. Increase the quality of patient care by increasing self-confidence through improved mastery of knowledge and skills.
3. Transition from the student role to the practical nurse role.
4. Increase the job satisfaction of the new graduate.

Concepts

To be successful, the preceptor serves as a peer tutor, providing guidance and assistance to the student. Each student will be paired with one licensed practical nurse as their preceptor for the entire length of this rotation. If necessary, the student may precept with an additional LPN to fulfill the minimum required hours.

The student must complete a minimum of **120 clinical hours**, spanning a 6-week period. It is recommended that the student complete (15) eight-hour shifts, (12) ten-hour shifts plus 6 hours, or (10) twelve-hour shifts (The student is also required to schedule 1 additional shift for make-up hours in the event of an absence. If no absences occur during the rotation, the student will not be required to attend the make-up shift).

For the 2026 cohort, the following dates are available for scheduling the preceptor experience. (Note: students are in class on campus on Wednesdays and Thursdays and are not permitted to complete hours during those days)

- Week 1: Friday, April 3 - Tuesday, April 7
- Week 2: Friday, April 10- Tuesday, April 14
- Week 3: Friday, April 17- Tuesday, April 21
- Week 4: Friday, April 24 - Tuesday, April 28
- Week 5: Friday, March 1- Tuesday, March 5
- Week 6: Friday, March 8- Sunday, March 10

Make-up Day: One make-up day must be scheduled at the beginning of the preceptor rotation. This day will be used in the event of inclement weather or the preceptor calling in/being unavailable during a scheduled preceptor day.

The preceptorship allows the student to experience day-to-day practice with a role model and resource person readily available. In cooperation with the preceptor and Tri County Tech Nursing faculty, the student will prepare their own objectives to ensure the experience will be tailored toward the individual experience each student needs. This also allows the preceptor a clear vision of what type of assistance they will need to provide.

A preceptor must be a licensed nurse who has volunteered and met the criteria. An agreement will be signed between the instructor, student, preceptor, and their immediate supervisor affirming commitment to the program. The preceptor will be oriented to the responsibilities of the position before the rotation by a Tri County Tech PN Faculty member.

The attached document outlines the criteria for selecting a preceptor and the responsibilities of the preceptor, student, and faculty.

TRI COUNTY TECH
Division of Practical Nursing

CRITERIA FOR PRECEPTORS:

1. A permanent, full-time employee with a current unencumbered Oklahoma nursing license. Must also have at least one year of experience in nursing. It is preferred that the preceptor be an LPN, but if necessary, an RN is acceptable.
2. Approved by the facility's nursing administration as being proficient in the technical, intellectual, and interpersonal skills considered to be appropriate to the licensed nurse.
3. Express the desire to serve as a preceptor.
4. Available to be oriented to the duties of a preceptor.
5. Willing to work with the student and faculty to provide a learning experience to meet the individual needs of the student.
6. Willing to encourage decision-making and problem-solving based on patient care.
7. Willing to provide input to the student based on the established objectives and student competency.
8. The preceptor may not be a family member of the student.

TRI COUNTY TECH
Division of Practical Nursing

RESPONSIBILITIES:

A. STUDENT RESPONSIBILITIES

1. Document expectations for the preceptor program.
2. With assistance from the faculty, organize those expectations into specific objectives for the learning experience.
3. Complete the Preceptor Log Form each shift and submit to the nursing instructor on Tuesdays.
4. Work with the preceptor according to the preceptor's assigned working schedule.
5. Initiate learning experiences as identified by established objectives.
6. Confer with the faculty and preceptor on a regular basis to review and revise the objectives.
7. Evaluate the preceptor and the experience.
8. Confer with faculty and, if possible, other students to discuss learning experiences.

B. PRECEPTOR RESPONSIBILITIES

1. Provide a general orientation to the policies and procedures of the institution.
2. Review the objectives as established by the student and faculty. Assist the student in the revision of objectives as necessary.
3. As the student progresses to independent functioning, act as a primary resource person at all times.
4. Provide the student with ongoing feedback utilizing constructive criticism and praise.
5. Act as an observer, allowing the student to problem-solve and make decisions without intimidation.

6. Promote assertiveness by role modeling.
7. Encourage other staff members to direct appropriate questions and problems to the student as they progress.
8. Promote and maintain professionalism at all times.
9. Confer with the faculty regarding the student's performance.
10. Notify faculty should any problem arise during the preceptor rotation. This includes, but is not limited to, the inability to meet the required number of hours.
11. Assess the student objectively based on the established competencies and objectives.
12. Ensure that the student is not included in the staffing ratio and is not being paid for their time.

C. FACULTY RESPONSIBILITIES:

1. Define student competencies.
2. Confer with the student to develop individual objectives for the experience.
3. Approve the preceptor.
4. Provide orientation for the preceptor and student.
5. Assist the student and preceptor in identifying proper learning experiences.
6. Confer with the preceptor in evaluating student performance.
7. Evaluate and update the learning experience as the need arises.
8. Visit the preceptor site during the rotation to confer with both the student and preceptor.
9. Confer with students at the end of the rotation to discuss learning experiences and review assigned student paperwork.
10. Review the preceptor and student evaluations and provide feedback.
11. Work cooperatively with the preceptor to evaluate student performance.

12. Be available by telephone during preceptor hours.

This form will be delivered via e-mail/Adobe for electronic submission before the preceptorship begins.

TRI COUNTY TECH
Division of Practical Nursing

PRECEPTORSHIP MEMORANDUM OF UNDERSTANDING

We, the undersigned, agree to the following criteria for the preceptorship program.

As the faculty person, I will oversee and manage the learning experience. I will initially review the student's expectations and assist the student in developing specific learning objectives from those expectations. I will orient the preceptor to their responsibilities and I will be available for consultation should any problems occur. I will also serve as a resource person and make visits to the site of the preceptorship. With input from the preceptor, Tri County Tech PN Faculty will evaluate and determine the grade for the SPN.

Instructor's Name (Printed)

Instructor's Signature:

Date:

I, the student practical nurse, will document my expectations and develop them, with assistance, into objectives. I will take the responsibility for finding learning experiences. If I do not understand the rationale behind a given situation, I will not hesitate to confer with my preceptor or faculty supervisor. I will utilize the experience to reinforce my abilities as a practical nurse. I agree to follow the guidelines of the preceptor program and to adhere to any limitations upon the scope of my practice while participating in this rotation.

Student's Name (Printed)

Student's Signature:

Date:

As the student's preceptor, I attest that I have completed the assigned orientation provided by the faculty. I will follow the responsibilities as defined. I will act as their clinical resource at all times. I agree to consult with the faculty immediately if any problems occur. I understand that the major goal of my position is to act as a professional role model, thereby enhancing the technical, intellectual, and interpersonal skills of the student.

Preceptor's Name (Printed)

Preceptor's Signature:

Date:

As the supervisor of the above named preceptor, I approve him/her to serve in the capacity of a preceptor. I recognize this person as being a competent, professional nurse capable of serving as a positive role model. I further identify this person to be a full time employee with a current unrestricted Oklahoma nursing license.

Supervisor's Name (Printed)

Supervisor's Signature:

Date:

TRI COUNTY TECH
Division of Practical Nursing

PRECEPTOR REVIEW OF STUDENT

Each week, the preceptor is required to submit a Weekly Review of the Student. This tool will reflect the preceptor's experience with the student. Faculty are responsible for reviewing the feedback submissions weekly and making improvements and/or adjustments as necessary.

This form can be accessed via the QR code below or through this [hyperlink](#).



TRI COUNTY TECH
Division of Practical Nursing

STUDENT EVALUATION OF PRECEPTOR PROGRAM

After Clinical IV Transition to Practice Preceptorship experience, the student is required to submit an Evaluation of the Preceptor Program. This tool will reflect the student's experience with the preceptorship and will be considered by the faculty when making improvements and/or adjustments.

This form can be accessed via the QR code below or through this [hyperlink](#).



TRI COUNTY TECH
Division of Practical Nursing

PRECEPTOR EVALUATION OF PRECEPTORSHIP PROGRAM

After Clinical IV Transition to Practice Preceptorship experience, the preceptor will be asked to submit an Evaluation of the Preceptor Program. This tool will reflect the preceptor's experience with the preceptorship and will be considered by the faculty when making improvements and/or adjustments. During the completion of this evaluation, please utilize the "Other" field for each question as an opportunity to provide additional feedback or explanation as necessary.

This form can be accessed via the QR code below or through this [hyperlink](#).



Clinical Supervision Policy for Nursing Education Programs

- I. On-site supervision of students by a nursing education program faculty member is required at all times, **except** in the following cases:
 - a. The experience is a strictly observational clinical experience, meeting the criteria established in this policy.
 - b. The experience is a precepted clinical experience, meeting the criteria established in this policy.
- II. Guidelines for Observational Clinical Experiences:
 - a. The purpose of an observational experience is to allow the student to observe specialized or advanced areas of clinical care. In an observational experience, the student does not provide hands-on care.
 - b. Students may be placed at clinical sites for observational experiences without the supervision of a preceptor, provided that such experiences are limited to a small percentage of the student's clinical time. Learning objectives and guidelines for the experience shall be clearly identified.
 - c. Examples of observational experiences include but are not limited to attendance at an AA meeting or birthing class, an experience at the office of a health care provider, or "shadowing" a nurse in a specialized role, such as a wound care nurse or nurse administrator.
- III. Guidelines for Precepted Clinical Experiences
 - a. Clinical preceptors may be used for supervision of students in community health, leadership/management, independent study, elective courses, home health, and selected hospitals and long-term care facility experiences consistent with Board policy: OAC 485:10-5-4.1(6). This policy is applicable to students enrolled in nursing education programs leading to licensure as a Registered Nurse or Licensed Practical Nurse.
 - b. Definitions:
 - i. "Preceptor": a licensed nurse who is employed by the facility in which the clinical experience takes place, and who agrees to provide supervision to a student for a specified period of time during the preceptor's scheduled work hours in order to assist the student to meet identified learning objectives.
 - ii. "Preceptorship": a clinical experience in which a student is participating in the provision of care for one or more clients and a faculty member may not be in attendance on-site.

- iii. "Faculty Member": Nursing faculty employed by the nursing education program meeting qualifications consistent with Board policy.
- c. Preceptors may be used for supervision of students only after students have demonstrated to the faculty member knowledge and skills that are required for the clinical situation.
- d. Preceptorships may constitute only a small percentage of a student's total clinical Experiences.
- e. The clinical percentage requirement is waived with a Nursing Academic Practice Clinical Partnership agreement in place.
- f. The decision to provide a clinical experience through a preceptorship shall be made after evaluation of the student's individual learning needs and must be justified by the nature of the experience required.
- g. When the preceptorship is provided in a setting in which the student is employed, the faculty member must ensure that both the student and the preceptor understand the difference in the student's role during the preceptorship experience vs. their role while employed at the facility.
- h. A clinical preceptor shall have not less than the following minimum qualifications:
 - i. at least one year of experience in nursing
 - ii. current unencumbered licensure as an R.N. or L.P.N.
 - iii. hold a nursing license with comparable or greater educational preparation, i.e.: a B.S.N. to act as preceptor for baccalaureate students; an A.D.N. to act as preceptor for associate degree students; an L.P.N. to act as preceptor for practical nursing students
- i. A written agreement will be established among the cooperating agency, the preceptor, and the nursing education program, and shall delineate the functions and responsibilities of the parties involved in the preceptorship.
- j. Medication administration and invasive nursing procedures and care may be supervised by the preceptor after the student has satisfactorily completed initial instruction and clinical practice with faculty member supervision. An appropriate orientation to the setting for the preceptorship experience will be provided by the facility for the student.
- k. A faculty member shall be responsible for coordinating preceptorships. Orientation of faculty responsibilities as provided by the nursing program shall be documented in the faculty files.
- l. The faculty member shall provide each preceptor with an orientation to the role of the preceptor and shall be responsible for evaluating the effectiveness of the preceptor in the role.
- m. The faculty member shall be responsible for students' learning experiences and shall meet regularly with the preceptor and student to review clinical objectives, monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of the student's achievement of the clinical objectives.

- n. The faculty member shall be available by telephone when students are under the supervision of a clinical preceptor. The faculty member should be available to provide assistance or supervision of the student at the clinical site, should a problem arise that cannot be resolved by telephone.

Regulatory Authority: O.A.C. 485:10-5-4.1