

**MONTANA STATE UNIVERSITY
COLLEGE OF NURSING**

Procedures for NRS 498 Summer Internship (Policy C-8)

Faculty Responsibilities: The faculty course coordinator for the NRS 498 Summer Internship will be assigned by the Campus Director of the College of Nursing and be responsible for:

1. Ensuring safe, accessible and appropriate placement and supervision of the student based on client health status, care setting, course learning objectives, and student level of preparation.
2. The planning process during the preceding spring semester, which includes recruiting students and preceptors.
3. Identifying the appropriate clinical agency intermediary (e.g., clinical education coordinator, nurse managers) and following that agency's procedures for identifying potential preceptors.
4. Ensuring appropriate preceptor qualifications, scope of responsibility, and competencies related to the area of assigned clinical teaching responsibilities and willingness to serve as a role model and educator to the student.
5. Overseeing the coordination of clinical work schedules for the student and preceptor.
6. Assessing, planning and facilitating expected learning outcomes. This will include scheduling a face-to face orientation meeting with the student AND preceptor, maintaining regular interaction via face-to-face, phone, e-mail, or interactive video.
7. Providing contact information to the student and preceptor at the beginning of the experience and being readily available to both throughout the clinical experiences.
8. Assessing, evaluate and record midterm and final performance evaluations from students and preceptors. The students' evaluation will be placed in the student's academic file. The evaluation of the preceptor will be kept on file at the local (regional) campus.
9. At the completion of the experience and in conjunction with the student and preceptor's evaluation, the DFM assigns the final grade (pass/fail) to students.

Student Eligibility and Responsibilities

1. Students who have successfully completed at least the first semester of junior level clinical courses in the College of Nursing will indicate their interest in the summer internship by preregistering for NRS 498.
2. Students may indicate preference for placement. Where competition exists, grade point average on nursing courses completed at the time of application will be used to determine placement.
3. Students are eligible for placement in care settings that are congruent with the knowledge, skills, and abilities associated with prior nursing coursework.
4. Students will enroll for three credits for the first six week summer session.
5. Students may precept past the six week session with permission from the Designated Faculty Member (DFM), the Agency and the Preceptor.
6. The student will receive no salary. Agencies may wish to consider provision of a

- housing allowance for room and board and or tuition assistance.
7. The student will be in clinical compliance with all agency and College of Nursing requirements and policies.
 8. Students complete 135 hours (3 credits x 3 hours x 15 week semester) over a six week session.

Selection of Preceptors:

1. RN Preceptors for MSU College of Nursing clinical courses are carefully selected, screened, and approved in a systematic manner in order to assure meeting the criteria established by the College of Nursing faculty and to be consistent with the Montana State Board of Nursing Rules (ARM 24.159.665). Clinical preceptors are used to enhance, but not replace, faculty-directed clinical learning experiences.
2. The agency will recommend preceptors. The DFM will approve and appoint the preceptors.

Preceptor Qualifications:

1. Be considered an expert in the role and a good role model by peers and supervisor
2. Have an unencumbered license (from C-9)
3. Be willing to provide experiences deemed appropriate for the course level
4. Agree to act in this role and able to meet the schedule of the student
5. Agree to participate in internship orientation
6. Agree to provide an evaluation of student performance.
7. Possess organizational knowledge (i.e. agency policy and procedure)
8. Identify an interest in teaching
9. Demonstrate effective communication skills
10. Have one year minimum of clinical experience

Preceptor Responsibilities: Approved preceptors are responsible for:

1. Monitoring the internship consistent with the course requirements
2. Assuring the expected learning outcomes are met through the student's assignments.
3. Supervising the student throughout the internship period.
4. Reporting any problems or issues to the DFM in a timely manner.
5. Providing timely performance feedback of the student's internship performance.

1. ATTACHMENT #1: Student and Preceptor

Agreement

**POLICY #C-8
ATTACHMENT #1**

STUDENT AND PRECEPTOR AGREEMENT

REVIEW THE BEHAVIORAL OBJECTIVES TO BE EVALUATED BY STUDENT AND PRECEPTOR

1. Demonstrate increased competence in previously learned skills:
Student must provide the preceptor with a list of previously learned skills See Policy C-10. The preceptor may use this list as a basis for evaluating confidence and competence outcomes.
2. Develop increased confidence as a student of professional nursing care in the health setting.
The student will:
 - a) Assumes accountability and responsibility for own judgments and actions.
 - b) Seeks consultation consistent with knowledge, skills, and abilities. .
 - c) Effectively communicate care provided to assigned patients verbally and in writing.
 - d) Demonstrate ability to plan and use time constructively.
 - e) Demonstrate effective interpersonal relationships with patients and fellow workers.
 - f) Examine and adapts to changing needs of the work environment.
3. Explore future employment opportunities
4. Identify and examine the various roles and functions of the professional nurse in a health care setting.
5. Demonstrate behaviors that are congruent with the MSU Code of Conduct, CON Student Handbook, ANA Code of Ethics, Scope and Standards of Practice, and Social Policy Statements in all class related interactions.

STUDENT'S ROLE

1. Students utilize the nursing process to plan care for patients in settings and with problems similar to those encountered previously. Students have been doing care plans for two-three semesters; however, these should be reviewed by the preceptor and modified as appropriate. The students should have feedback on the plan of care before it is carried out.
2. Students can deliver care to patients who are commensurate with their knowledge and skills background, and confidence level as described by the student and by the undergraduate student skills checklist found in Policy C-10.
3. Skills ordinarily requiring licensure may be carried out under supervision of preceptor if they have been previously learned from and carried out under supervision of an MSU instructor per Montana State Board of Nursing regulations.
4. Observational experiences or skills not requiring a professional license may be carried without the direct supervision of the preceptor. In other words, the student can carry out work with same level of supervision as that provided for those tasks being performed by an unlicensed person. The preceptor should help interpret to staff what students should and should not be doing.

5. Students should not be doing new skills beyond what an unlicensed staff member would do. They should practice already learned skills under the supervision of the preceptor. This is not to say that students cannot have new observational experiences, or gain new knowledge.
6. Students are not permitted to take verbal or telephone orders from health care providers.

PRECEPTOR'S ROLE

The preceptor is a role model. Students learn by observing, analyzing and questioning the preceptors' style of practice, interactions with clients and colleagues and responses to a multitude of demands. It is most helpful if the preceptor can share rationale and motives underlying actions and decisions with the student. This may be done in pre-or post-experience conference and/or "thinking aloud" when appropriate.

There usually is more than one way to carry out procedures, etc. Techniques do not have to be identical. Students should be prepared to identify principles and sound rationale for minor deviations from techniques they have learned. For example, rather than saying, "I don't know if this is the way your instructors want you to do it..." preceptors might ask students to explain and/or demonstrate what they have been taught and why. Institutional policies may dictate minor modifications or the student may adopt techniques which the preceptor uses (new procedures are not included here) but which utilize the same principles.

WHAT DO WE MEAN BY SUPERVISION?

1. Judgment comes into the picture here with more difficult skills, where the student has had no extensive experience. The preceptor should feel confident that the student can manage the procedure in a new setting/role. The preceptor should be available for consultation/assistance. The student is also responsible to seek assistance and supervision as needed. This is an important part of the development of judgment and is a key concept in the MSU clinical teaching program.
2. The preceptor should not delegate supervisory responsibility to other staff (except for observational experiences the student may have). As a professional nurse, the preceptor is legally liable for appropriate assignment and supervision of anyone to whom you have delegated care including the student. The student is also legally liable for care given to patients and must refuse inappropriate assignments and seek an appropriate level of supervision. Since preceptors are also liable for assignments they make, students need to be accurate in the way they represent their experience and confidence level when potential assignments are discussed so that the preceptor has a sound basis for making those assignments.
3. Students and preceptors should refer to the ANA Code of Ethics for Nurses (2015):

4.1 Authority, Accountability, and Responsibility: "Nurses bear primary responsibility for the nursing care that their patients and clients receive and are accountable for their own practice". 4.4 Assignment and Delegation of Nursing Activities or Tasks: "Nurses functioning in educator or preceptor roles share responsibility and accountability for the care provided by students when they make clinical assignments. It is imperative that the knowledge and skill of the nurse or nursing student be sufficient to provide the assigned nursing care under appropriate supervision."

EMPLOYMENT STATUS: Students should not be considered as part of the employed work force of the agency and should not be used in this way. Since they are not employees, they are not entitled to Worker's Compensation. If an injury occurs on the job, the students must seek their own care and file for coverage from their own insurance policies.

5. TERMINATION

The agency must at all times protect the rights of clients who receive care from students in the agency. If the student is not meeting the objectives or is not prepared to participate safely with clients, the agency, or the DFM may terminate the placement. The preceptor is responsible for contacting the faculty member if the student's performance is not satisfactory. The student likewise should contact the faculty member if the student believes that agency expectations or supervision are inappropriate to his/her knowledge or experiential background.

UNUSUAL OCCURRENCES: Students are required to report any unusual occurrences to their preceptor and to the DFM responsible for their supervision. Students are to complete any forms required by the agency, such as occurrence reports. The DFM and student will consult with the Campus Director and/or Associate Dean for College of Nursing follow-up. Examples of unusual occurrences would be medication errors, patient or student injuries, needle sticks, unprotected blood/body fluid exposure, etc.

6. MISCELLANEOUS STUDENT REQUIREMENTS:

The students must show evidence of current student liability insurance before starting the semester and must also show evidence of clinical compliance for immunizations, HIPAA/OSHA training, CPR certification, background checks and urine drug screens. (Policy A-20). Students will wear student uniforms, or appropriate street clothes with or without a lab coat, which are appropriately clean and in good repair, and student name tags. Student attire will be appropriate to the policy of the clinical agency.

7. EVALUATION

Each student is required to complete a self-evaluation at mid-term and final periods of the semester. The preceptors also submit an evaluation of the student's performance by the end of the six week session. All evaluation materials should be sent to the DFM. If a student is unsatisfactory, the DFM should be contacted immediately. The DFM assigns the grade (pass/fail).

COLLEGE OF NURSING CONTACT PERSONS:

Any questions or concerns which arise during the internship (from students or preceptors) should be addressed to:

Designated Faculty Member: insert contact information below

Phone: _____

Email: _____