

# KRAMER SCHOOL OF NURSING

## UNDERGRADUATE CLINICAL/PRACTICUM STUDENT HANDBOOK

**August 1, 2024– July 31, 2025**



**THIS HANDBOOK SUPERSEDES AND REPLACES ANY AND ALL PREVIOUS  
HANDBOOKS.**

**INFORMATION INCLUDED IS SUBJECT TO CHANGE WITHOUT NOTICE.**

These policies and procedures, supplemental in nature to policies and procedures in the *Oklahoma City University (OCU) Student Handbook*, the *OCU Undergraduate Catalog*, the *OCU Graduate Catalog* and the *KSN Student Handbook* are intended to clarify material contained therein or to address concerns and subjects not covered by those documents. Where Kramer School of Nursing (KSN) policies are silent as to policies enumerated in the *OCU Student Handbook* and catalogs, those documents shall govern.

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## **A. Clinical Practicum Information for Pre-licensure Students**

### **Clinical Facilities Requirements**

Any student participating in a course or independent study with a clinical (traditional or non-traditional) component must present proof of compliance with current health status, health insurance, immunization, CPR (American Heart Association, Healthcare Provider level), HIPAA, liability insurance, background checks, drug screens, and any other requirements specified by the facility where they will have clinical or practicum experiences. All documentation must be submitted by the deadline set by the Clinical Coordinator. Students are responsible for presenting updated required documentation to the BSN Clinical Coordinator prior to the expiration date of the documents. Failure to do so may result in a failing grade for each day of clinical missed for lack of documentation.

### **Clinical/Simulation/Practicum Attendance**

Students are expected to attend their clinical days or evenings as scheduled at the beginning of each semester. Absences or tardiness will jeopardize the student's successful completion of the clinical/practicum portion of the course. Students who are 10 minutes or more late to arrive at clinical will be sent home and must make arrangements to make up the clinical time.

Students should contact the course coordinator, the clinical coordinator, and the clinical faculty within one hour of an expected clinical absence due to illness. Students who miss two consecutive days of scheduled clinical time due to illness must provide a note from their Health Care Provider to the course coordinator and the clinical coordinator within one week of the last absence. Students who have three non-consecutive clinical absences due to illness in a clinical course will receive an incomplete in the course. Clinical time will be made-up in the next semester as three or more clinical absences will prevent the student from adequately meeting the clinical outcomes for the course.

Students who miss a scheduled clinical day due to a death in the family should notify the course coordinator, the clinical coordinator and the clinical faculty as soon as the event is scheduled. The student must bring evidence (obituary, funeral service program) within one week of the event.

Student athletes must provide the clinical coordinator with a schedule of practices and games prior to the beginning of the semester.

A written health care provider's statement indicating a full release to return to clinical without restrictions must be presented prior to clinical experience following surgery. Any other reason for missing a scheduled clinical day are considered unexcused absence.

There is a score penalty for unexcused clinical absences. For the first unexcused absence, the earned grade on the clinical paperwork will be multiplied by 0.9 for a maximum grade of 90% on the clinical paperwork for that week. The second unexcused clinical absence earned grade will be multiplied by 0.8 for a maximum grade of 80% the clinical paperwork for that week. If a student has a third unexcused absence, the earned grade will be multiplied by 0.75 for a maximum grade of 75% the clinical paperwork for that week

Students must make up all missed clinical time. Upon absence, the student is responsible for filling out the missed clinical day survey located in the Clinical and Simulation D2L course. It may be necessary for make-up clinicals to occur after final exams. Any student unable to make up clinical time during the designated make up time will receive an incomplete in the course until all clinical time has been completed. No more than one clinical day per course can be made up after finals. If a student misses more than one day of clinical, all days beyond the first absence will be made up in the following semester. No more than two days of a 90-hour clinical course can be made up in simulation, but must attend a make-up clinical in a facility. No more than one day of a 45-hour clinical course can be made up in simulation, but must attend a make-up clinical in a facility.

Failure to notify the course coordinator, clinical faculty, and clinical coordinator of an unexpected absence constitutes a no-call, no-show and may result in clinical/practicum failure. Three such clinical failures will result in the failure of clinical. Failure of the clinical/practicum portion will result in failure of the course.

#### Student Dress Code in Clinical/Simulation and Practicum Settings

Faculty have the right to require students they perceive to be dressed inappropriately to make immediate modifications or to leave the premises to make specified corrections. The following policies provide consistent requirements for appropriate dress for students in clinical, practicum, and lab settings and any time the uniform is worn.

- The official uniform of the Kramer School of Nursing Pre-licensure Undergraduate program is the solid color, royal blue scrubs. A white or gray lab jacket may be worn at the discretion of the student. Scrubs are to be worn by Pre-licensure Undergraduate students in all clinical settings unless instructed otherwise. Both the shirt and the lab jacket of the uniform must have a KSN patch sewn onto the left shoulder sleeve. Other methods of attaching the KSN patch (such as, glue, tape, staples, or Velcro) are not permitted.
- Student uniforms will be clean, in good condition, and properly fitted – neither too short nor dragging on the floor. Skirts are optional instead of scrub pants. Skirts should be loose enough to allow freedom of movement for bending and stooping activities, must not be any shorter than the bottom of the knee, must not be rolled or otherwise artificially shortened during clinical hours, and must not have any slits in the sides or back that extend higher than the knee.

- All students will wear clean shoes that are sturdy enough to protect the feet from injury. Shoes should not have holes, tears, or signs of excessive wear. Clogs may be worn if permitted by the clinical agency. Sandals, platform shoes, and shoes that make excessive noise are not acceptable. The laces (when required) will be clean and tied. Non-porous shoes are recommended. Socks must be worn with shoes.
- A clean, all-white shirt may be worn under a scrub uniform top; this should fit snugly and be free of designs or logos. Flesh colored or white stockings will be worn if the student wears a skirt uniform.
- The Kramer School of Nursing clinical identification badge must be worn during all clinical and lab experiences. These should be positioned so that the name and picture are always visible.
- Hair must be clean, neat, and off the collar with no extremes in hair styling or coloring. Examples of extreme colors are, but not limited to, blue, purple, or hot pink. Beards and mustaches will be neatly trimmed.
- Each student will have a watch showing seconds, bandage scissors, ballpoint pens (black ink), pencil, and stethoscope with him/her at all times in the clinical unit and in skills lab.
- Jewelry will be limited to engagement and/or wedding ring, watch, and pierced earrings of small post style (less than dime size) with only one earring per ear. Medic-Alert® identifications are exceptions to this rule. No other visible jewelry is allowed. Tattoos may not be visible on the face or neck. Tattoos that are visible in the KSN uniform must not be offensive in nature. Henna tattoos are not acceptable.
- The complete KSN uniform is to be worn for all situations related to clinical.
- No jeans, T-shirts, shorts, or sandals are allowed in the clinical areas of the hospital or during simulation.
- Nail polish is discouraged. If worn, it must be very light in color, without patterns or chips. Nails must be kept short and clean. No artificial nails may be worn.
- Makeup may be used in moderation. No perfume, aftershave, or fragranced personal care products will be worn during clinical, simulation, or skills lab. Likewise, there must be no odor of tobacco or cigarette smoke on a student's clothing during clinical, simulation or skills lab.
- There will be no gum chewing in patient care area, simulation, or skills lab.
- Any special guidelines for clinical dress that deviate from the above will be provided by the faculty during the course or clinical orientation.
- In all cases, if the clinical site has stricter dress code requirements, the student is expected to comply with the dress code of the clinical agency.

### Liability (Malpractice) Insurance

Liability insurance is provided for all KSN students while participating in educational activities at supervised clinical/practicum settings, through a blanket policy held by Oklahoma City University. The policy provides a minimum of \$1,000,000 each occurrence/\$3,000,000 aggregate per year of liability coverage.

### Health Insurance Requirement

Students must have health insurance. Acceptable forms verifying health insurance include a card or letter from the insurer that shows the effective dates and the type of coverage. Students with a Certificate of Degree of Indian Blood (CDIB) or tribal enrollment card must present that document along with verification of health insurance provided by such status. Students covered by military insurance must present military identification and an insurance card or eligibility of coverage letter.

All Kramer School of Nursing (KSN) students who have assignments in clinical settings are required to have health insurance throughout their KSN enrollment to meet such requirements by the agencies and health care facilities where clinical practicum experiences are held. The student must submit verification of health insurance with other required documents as outlined by the program.

### Required Immunizations

All OCU students must meet the immunization requirements outlined by Campus Health Services (<https://www.okcu.edu/current/student-affairs/campus-clinic/immunizations>). Students completing clinical/practicum hours must also meet the facility's immunization requirements, if different. The cost of testing, vaccines, and follow-up are the responsibility of the student. Failure to obtain required vaccinations or titers showing immunity may result in an inability to meet the clinical requirements necessary to complete the program.

The following are requirements by our clinical agencies and community partners. This documentation is required for all students and faculty who participate in clinical/practicum experiences. This process takes more than a few minutes, so it is necessary to start providing documents before your semester begins. This all has to be completely finished and on file and verified so it can be forwarded to the appropriate clinical/practicum agencies BEFORE the first day of clinical/practicum. Students who are missing immunizations will not be allowed to go to clinical/practicum.

- 1) **Current adult Tdap**
  - a. One dose of Tdap as an adult (18 years or older).
  - b. Booster of Td or Tdap every ten years
  - c. ( [cdc.gov/vaccines/vpd/tdap-tdap-hcp/recommendations.html](http://cdc.gov/vaccines/vpd/tdap-tdap-hcp/recommendations.html) )

- 2) **Measles Immunity.** Both types require immunization or titer.
- a. Rubella (German or 3 day measles)
  - b. Rubeola (10 day or Red measles)
  - c. Mumps. Students need proof of 2 Mumps vaccines OR the titer showing immunity.

**MMR (Measles, Mumps, Rubella) vaccine**

Born 1957 or after, proof of two MMRs or two live measles vaccines.

Born before 1957, proof of one MMR or titer.

- 3) **Chicken Pox Immunity.** Varicella titer is **required**. If titer is negative, two doses of varicella vaccine required. .

- 4) **Hepatitis B Vaccine series.** Complete series or immune titer. Students may begin clinical/practicum with proof of #1 injection, provided proof of the remainder of required injections in the series are provided to the school.

- a. Most receive three-dose vaccines. Hepelisav B is the only two-dose hepatitis B vaccine approved for use in the US, for adult use only.

- 5) **Tuberculin Test. Initial:** Two Negative PPDs, Quantiferon test (QFT), or T-spot test with negative results within the previous 365 days of semester starting clinical.

**Annually:**

- PPD, Quantiferon test (QFT), or T-spot test with negative results
- If a previous positive TB test, then one Chest X-ray with negative results. Each year thereafter, a physical exam with negative TB symptoms and a Release for Contact form signed by HCP.
- If CXR is positive, an annual medical examination with negative TB symptom screening. A Release for Contact Form must be signed by HCP.
- The symptom screening is not sufficient for initial documentation of a negative test.

- 6) **Flu vaccine.** Flu vaccination is required before October 31 of each year. Those unwilling or unable to comply will be required to wear a mask throughout their time in any clinical/practicum facility requiring the flu vaccine or mask.

- 7) **COVID-19 vaccine.** Evidence of the COVID-19 vaccine and/or booster may be required by some healthcare agencies. Students will need to provide verification of the COVID-19 vaccine/ booster.

All required immunizations have been established in accordance with the CDC; Oklahoma State Department of Health; and the Occupational, Safety, and Health Administration guidelines.

### CPR Certification

Current BLS (CPR) for Healthcare Providers from American Heart Association (must be renewed every 2 years) is required. Students participating in clinical/practicum experiences must provide documentation of having completed an American Heart Association (Healthcare Provider) CPR course annually to the appropriate program personnel or Clinical Regulations Specialist before expiration of the previous certification.

### Additional Clinical/Practicum Requirements

Additional clinical/practicum requirements may include:

- Negative drug screen
- Negative background check
- Annual sexual misconduct prevention
- Annual “pre-clinical” review of 7 common policies followed by a short test (NESA pre-clinical) with a score of 85% or higher
- In preparation for attending clinical/practicum, you will be provided with documents specific to the facility you will be attending. For some of these you may be required to print, sign, and submit the document.
  - Orientation specific to the facility you will be attending
  - HIPAA review for the facility you will be attending
  - Parking restrictions for the facility you will be attending
  - The dress code for the facility you will be attending in addition to the KSN clinical/practicum dress code in the clinical/practicum handbook

### Unsafe/Unprofessional/Unethical Nursing Practice Policy

**Unsafe clinical practice** is any act, behavior, or omission during clinical practice that fails to conform to the accepted standards of the nursing profession which may directly or indirectly cause physiological and/or emotional harm to others. A violation of the “Unsafe Nursing Practice Policy” is a violation of academic standards. Conduct which falls under the “Unsafe Nurses Practice Policy” may also be subject to disciplinary action under the applicable Oklahoma City University conduct code. Students with LPN, RN, or APRN licenses must also comply with this policy. If a student's performance is deemed "unsafe" s/he will be removed from the clinical area to protect clients. The student may receive a failing grade for the course. Integrity is essential to the practice of professional nursing. Dishonesty is unacceptable and may result in immediate failure of the course.

Unsafe nursing practice involves placing a client’s life, health, or safety at risk, engaging in unprofessional conduct, or violating the KSN Code of Ethics for Nursing Students or the ANA



Code of Ethics for Nursing. Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student.

1. **Unsafe practice** means jeopardizing a client's life, health, or safety by conduct that *shall include, but not be limited to*, the following:
  - a. Failure to supervise adequately the performance of acts by any person working at the nursing student's direction; or
  - b. Delegating or accepting the delegation of a nursing function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care; or
  - c. Unauthorized alterations of medications; or
  - d. Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing preparation.
  - e. Failure to exercise technical competence in carrying out nursing care; or
  - f. Performing new nursing techniques or procedures without proper education and preparation; or
  - g. Failure to report through the proper channels the unsafe or illegal practice of any person who is providing nursing care; or
  - h. Engaging in activities which do not fall within the realm of standardized nursing practice; or
  - i. Endangering the welfare of the client through own physiological or mental health status.
  - j. Failing to prepare for clinical adequately;
  - k. Attending clinical without adequate time for sleep or allowing a minimum of 12 hours between shifts; or
  - l. Scheduling clinical shifts longer than 12 hours.
2. **Unprofessional conduct** is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of people which *shall include but not be limited to the following*:
  - a. Inaccurate recording, reporting, falsifying or altering client records; or
  - b. Verbally or physically abusing clients; or
  - c. Falsely manipulating drug supplies, narcotics or client records; or
  - d. Appropriating, without authority, medications, supplies or personal items of the client or agency; or
  - e. Falsifying documents submitted to the Kramer School of Nursing; or
  - f. Leaving a nursing assignment without properly advising appropriate personnel; or
  - g. Violating the confidentiality of information or knowledge concerning the client;or

- h. Conduct detrimental to the public interest; or
- i. Discriminating in the rendering of nursing services; or
- j. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
- k. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
- l. Aiding, abetting or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
- m. Forging a prescription for medication/drugs; or
- n. Presenting a forged prescription; or
- o. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
- p. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a client; engaging in sexual exploitation of a client; or
- q. Obtaining money, property or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
- r. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
- s. Allowing own value system to interfere with client care/well-being.
- t. Having repeated episodes of tardiness without notifying faculty and/or preceptor as appropriate in advance; or
- u. Failing to attend clinical on the assigned days and times without notifying faculty in advance.

3. **Unethical behavior** is a violation of KSN Code of Ethics for Nursing Students or the ANA Code of Ethics for Nursing and *shall include, but not be limited to*, the following:

- a. Lack of respect for human dignity and the uniqueness of the client, restricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- b. Fails to safeguard the client's right to privacy.
- c. Fails to act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- d. Fails to assume responsibility and accountability for individual nursing judgments and actions.
- e. Fails to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating nursing activities to others.

***“A pre-RN nursing student is a student and not a nurse and is therefore subject to the academic standards review of the Unsafe/Unprofessional/Unethical Nursing Practice Policy. A violation of the Unsafe Nursing Practice Policy is a violation of academic standards. Conduct which falls under the Unsafe Nurses Practice Policy may also be subject to disciplinary action under the applicable Oklahoma City University conduct code.”*** (Adapted from the Nurse Practice Act of the State of Oklahoma and the Code of Ethics for Nurses by the American Nurses Association)

Nursing faculty will take the following actions if concerns about unsafe practice by a nursing student are raised:

- Provide a detailed, progressive, and written evaluation of the unsafe practice.
- Clearly identify problems with failure to meet standards for safe practice.
- Document specific recommendations for achieving student improvement in collaboration with the student.
- Provide definitions of expectations of the clinical experiences that are not being met.
- Communicate with the Chair of the appropriate academic program to inform of potential student problems and seek consultation and support.

If a nursing student demonstrates unsafe or unprofessional behavior in a course or courses, the nursing faculty may impose any of the following sanction(s):

- A grade of “Clinical Failure” for the assigned shift. Three such failures will result in failure of the course.
- Immediate suspension from the setting
- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior
- Failing grade for the course
- Immediate dismissal from the course
- Dismissal from the Kramer School of Nursing

### Confidentiality of Patient Information

Data transcribed from patients’ charts may be used for educational purposes as long as there is no name, number, or information that could be used to relate that information to a specific patient. Printouts of patient information may not be taken from the clinical facility.

Patient information in assignments submitted to fulfill course requirements should use nondescript identification, such as Patient A, Patient B, Mr. B, Ms. B, and so forth. Names should not be used unless fictitious. Any student paper that contains identifying patient information shall not be returned to the student and shall be destroyed by the faculty member.

Students are responsible for protecting confidentiality of those who participate in the student's research according to guidelines provided in the National Institutes of Health website and the OCU Institutional Review Board.

Student information in the educational setting is also protected information that cannot be disclosed or taken outside of the institution.

A breach of confidentiality will result in immediate dismissal from KSN.

### Background Checks

In order to protect patients and the general public, performing a background check and drug screen on each student and professor participating in clinical/practicum rotations is now a provision required by many clinical/practicum sites using the facility's "Clinical Affiliation Agreement". Background check results, dissemination of self-disclosure information, and conviction records, whether in or outside the state of Oklahoma, may be provided to the clinical/practicum sites as deemed necessary by the school to meet requirements of the academic program. Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public. The clinical/practicum site (facility) may refuse any student or professor from participating in the clinical/practicum experiences with a background check record that relates to a felony. To be considered for a clinical/practicum placement in those sites requiring background checks, the student must comply with the requirement and all findings must be satisfactory according to the guidelines below.

Students who refuse to submit to a background check will be barred from engaging in clinical/practicum experiences and will be unable to complete requirements of the program or gain employment as a registered nurse. Required components of a background check vary by clinical/practicum agency, so the policy of the Kramer School of Nursing is to require a check that meets the most stringent requirements of local agencies, allowing KSN maximal flexibility for clinical/practicum placements. A copy of the background check report, copies of any relevant court records, and related correspondence with the student will be filed in the student's permanent record.

For most questionable findings, the decision will be made by KSN as to whether the person in question will be permitted to participate in clinical/practicum experiences after consultation with the Oklahoma Board of Nursing. If the student has a history of felony charges or registration as a sex offender, the Program Chair of the appropriate program will also review the case with relevant clinical/practicum facilities to determine whether the student will be able to complete clinical/practicum rotations at the facility. The clinical/practicum facility, the school, and the

Board of Nursing will together decide whether there is evidence that placement of the student in clinical/practicum rotations could jeopardize the safety of others. KSN reserves the right to request other information as necessary.

Based on the joint decision, the Program Chair will consult with the Dean of KSN and notify the student in writing regarding the student's ability to complete the clinical/practicum requirements of the program.

Background record searches are acceptable only when conducted by the agency authorized by the Kramer School of Nursing. If the student leaves the program and is later re-admitted, another check should be completed. Schools and facilities reserve the right to review any information that could impact the student's ability to function safely in the clinical/practicum area. A conviction/criminal history record does not necessarily disqualify an individual for admission in a program. However, the Kramer School of Nursing does reserve the right to deny admission or progression of any student with a felony history. If a student may not be eligible for licensure/certification (per the Board of Nursing), s/he will be counseled as to the wisdom of completing the program.

International students are subject to the same review as stated above. It may be necessary for the student to contact his/her embassy or utilize a commercial investigative service in order to comply with this requirement. The international student is responsible for obtaining this clearance at his/her expense.

The appropriate Program Chair will review students' background check results. If a review of the report indicates a felony charge or registration on the Sex Offenders Registration List, KSN will request that the person on whom the check was conducted obtain certified copies of court records related to the charge. These records may be obtained from the courthouse in the county in which the charges were filed. Certified copies of court records may vary from state to state, but generally include an information sheet (with a description of the charge), a statement of the charges, and a statement of the judgment and sentence rendered by the court. It is important to review the court records because the information included on the report is sometimes incomplete. For example, a charge may be originally filed as a felony, but later reduced to a misdemeanor. In addition, the report does not always indicate whether the charge was filed as a felony or misdemeanor, nor does it always show the judgment and sentence rendered.

The cost of students' background checks is covered by the Nursing School fees. The cost of background checks for students enrolled in online programs without fees will be at the student's expense. The report will be accessible only to personnel authorized by the Dean. Individuals may have a copy of their own reports upon request.

The background check will include, but not be limited to, the following:

- Social Security number verification
- Criminal search (last seven years or up to five criminal searches)
- Employment verification
- Violent Sexual Offender and predatory registry search
- HHS/OIG List of Excluded Individuals/Entities
- GSA List of Parties Excluded from Federal Programs
- Treasury Department's Terrorist List
- Professional license verification/certification and designations check
- Professional disciplinary action search

### Drug Screening

As stated in the *OCU Student Handbook*, "Oklahoma City University is to be a safe environment free from alcohol and other drugs." This statement applies to any activities on the OCU campus and those activities off campus that are sponsored by the university. When a student at Kramer School of Nursing is engaged in any activity that is part of the learning experience, the student is to be free of alcohol and other drugs that affect coordination, behavior, judgment, and decision-making ability. The following drug screen policy is in effect for students enrolled in nursing courses:

1. All students must participate in mandatory drug screening immediately before or during their first semester of enrollment in nursing courses containing a clinical/practicum component. Students at any level in any program may be subject to random drug screens if there is reason to believe they may be under the influence of or using certain drugs or alcohol.
2. The company responsible for drug screening of students will be designated by Kramer School of Nursing. The company will be responsible for collecting specimens, maintaining legal chain of custody, testing specimens, and determining whether specimens are negative. If a student's specimen is non-negative, the specimen will be submitted for further testing and follow up by the medical review officer designated by the company. Kramer School of Nursing will be notified of the results of all drug screens.
3. A student with a positive drug screen will not be allowed to attend clinical experiences and will be dismissed from Kramer School of Nursing. If the student holds a license to practice nursing, the appropriate regulatory board where the student is licensed will be notified of the positive drug screen.
4. Students who attend classes on campus will have no advance notification of the drug screening. Students enrolled in an online program and students who were absent for the on-campus drug screening will be notified by email of timeline and expectations for drug screening as designated by the testing company. Students who are absent on the day specimens are collected will have a 24-hour time frame in which to provide a urine

specimen according to procedures designated by the testing company. Failure to submit the specimen within 24 hours may result in dismissal from the Kramer School of Nursing.

5. As long as the student remains enrolled in the nursing program, the drug screen is not required to be routinely repeated. If, however, the behavior of the student is such that faculty or health care professionals reasonably believe the student is functioning under the influence of drugs or alcohol, a drug screen may be required.
6. If the student is absent from the nursing program for any reason for the period of one semester or longer, a drug screen may be required prior to returning to Kramer School of Nursing classes, labs, or practicum experiences.
7. Refusal to submit to drug screens is grounds for immediate dismissal from Kramer School of Nursing.
8. The student should refer to the *Oklahoma City University Student Handbook* for the current academic year to review policies on student alcohol and drug use while not engaged in nursing activities.
9. If a student is dismissed from Kramer School of Nursing due to a positive drug screen, the student may be considered for reinstatement if the following conditions are met: i) submission of written documentation of successful completion of a rehabilitation program relevant to the offense, ii) a minimum of one year has elapsed between the positive drug screen and the request for readmission, and iii) a licensed drug rehabilitation specialist recommends the return to nursing school. Kramer School of Nursing is not obligated to allow the student to return even if all these conditions have been met.
10. If the student is readmitted to Kramer School of Nursing, random drug screening may be required during the duration of the nursing program at the student's expense.

### Sexual Abuse Prevention

In compliance with Oklahoma City University policy, all employees and students who come into contact with minors of any age are to undergo the required training related to sexual abuse prevention. The training is required only once and is arranged by the Office of Student Affairs, unless required annually by clinical/practicum sites.

### Student Exposure to Communicable Disease or Injury in Clinical/Practicum Settings

Specific steps must be followed when a student is exposed to a communicable disease or is injured while practicing in the clinical setting. Students are required to carry health insurance coverage. Procedures in case of exposure or injury are as follows:

1. The student will notify the supervising faculty at the time s/he has been exposed to a communicable disease or injured while in the clinical/practicum setting.

2. In accordance with the OCU/Agency-signed Clinical Affiliation Agreement, the student will follow the correct procedure of the agency for reporting such an event. If the student is examined or receives care, the student will be responsible for any charges incurred for this examination and subsequent laboratory/x-ray tests or other services required by the institution. Students may refuse treatment.
3. If the student chooses treatment, s/he will be seen by a health care provider of the student's choice and at the student's expense.
4. If a student refuses to receive care, the student may not be permitted into the clinical/practicum area. Alternate clinical/practicum learning sites will be assigned as available. If no alternatives are found, the student must bear the responsibility of meeting course requirements.
5. At the beginning of the nursing courses, students will produce evidence of insurance coverage.

### Practicum Experiences

Practicum experiences can be observational and/or participative. If participative, a preceptor or instructor will oversee students while on site. The student must, in consultation with the professor, review objectives, and identify and receive permission from the appropriate persons and facilities for achieving the objectives.

### Pre-licensure Undergraduate Preceptorships

#### Arranging Preceptorships

These guidelines are adapted from the Oklahoma Board of Nursing Preceptor policy. Preceptors are used for supervision of students in clinical and role practicum experiences. Preceptors are not required for observational experiences. A preceptor is employed by the facility in which the experience takes place who agrees to provide supervision to the student for a specified period of time during the preceptor's scheduled work hours in order to assist the student to meet established learning outcomes. All preceptors are to be approved in advance for the relevant course. A faculty member is not on site.

A nurse preceptor shall have the following minimum qualifications:

- At least one year of experience in nursing
- Current unencumbered licensure as an RN
- Comparable or greater formal educational preparation than the student is pursuing

A written agreement will be established with the cooperating agency, the preceptor, and the Kramer School of Nursing, and shall delineate the functions and responsibilities of the parties involved in the preceptorship. Preceptor agreement forms must be completed and returned to the



professor of the course for which the preceptorship fulfills requirements before the preceptorship experiences begin. No student is to accept or volunteer for any activity for which s/he is not qualified.

The designated faculty member shall be ultimately responsible for the student's education and shall 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 learning outcomes.

Faculty will have the final responsibility for selection/approval of practicum sites or, if allowed by the professor, students may select areas of interest for their preceptorships at sites approved by course faculty. When working with any facility or agency, students who work with preceptors may negotiate to work their shift any day, evening or nighttime hours, weekdays and/or weekends. The faculty will be available by telephone. *Scheduled shifts may not conflict with classroom attendance. Because patient safety is of utmost importance, students must ensure at least 6 hours of rest prior to the beginning of any shift. Students may not schedule any shifts that will require them to be awake for more than 16 hours at a time.* Faculty will confer with preceptors as needed.

#### Undergraduate Preceptor Program Policies

The purpose of these policies is to ensure the safety of the agency's clients and to protect the preceptor, preceptor agency, student, and nursing program.

1. A written agreement between the agency and Kramer School of Nursing is required.
2. The agency shall ensure that:
  - a. The preceptor understands and agrees to function in the preceptor role as outlined in the course syllabus. This role must be approved and supported by the administration of the agency.
  - b. The preceptor is provided with salary and benefits by the preceptor's employing agency commensurate with his/her position within the agency while acting as preceptor and receives no compensation from Oklahoma City University.
  - c. The student is allowed to participate with the supervision of the preceptor, in experiences that enable him/her to meet the learning outcomes of the course.
  - d. The preceptor cosigns all health record documentation with the student.
  - e. The preceptor provides faculty with the written evaluation of the student's performance and log of dates and times at the completion of the preceptor experience.
3. Kramer School of Nursing will ensure that:
  - a. Each preceptor is oriented to the role and mentored by a faculty member.
  - b. Each preceptor and preceptor agency is provided with policies and learning outcomes of the preceptor program.

- c. The preceptor is provided with these preceptor policies.
  - d. A faculty member is available by phone during all experiences.
  - e. Faculty will confer with preceptors as needed throughout the experience.
4. The student will be responsible for:
- a. Writing individual learning outcomes for each experience, if required, subject to approval by faculty and by the preceptor. The student must meet the individual learning outcomes, as well as the course learning outcomes, to complete the related component of the course.
  - b. Negotiating times and dates for each clinical/practicum experience with the preceptor, subject to faculty approval. The times and dates must fall within the framework specified and must be submitted to course faculty in writing. The total number of preceptor hours must meet the total number of hours required for the course.
  - c. Ensuring that hours are not completed independent of the preceptor.
  - d. Evaluation of the preceptor experience at its completion.

### Preceptor Role

Experienced professionals in the health care community possess invaluable talents, knowledge and abilities. When these rich experiential gifts are shared with students, it opens opportunities for learning that are unique to the clinical experience. The student benefits from the interaction with a role model while focusing on special learning needs. The preceptor benefits from the teaching experience. As a result, both are better prepared as the student transitions into higher levels of professional practice. The role of preceptor should be undertaken with consideration for the following:

1. The preceptor, functioning as an employee of the preceptor agency, acts as a teacher and role model for the student. Otherwise, the preceptor is not expected to perform outside of his/her professional role. It is the sharing of the reality of this role that is the value of the experience for the student.
2. The preceptor experience is best facilitated when the preceptor maintains open communication with the student and faculty. The student should be provided with a verbal appraisal of performance each day s/he spends with the preceptor. At the completion of the clinical/practicum experience, the preceptor will provide a written evaluation of the student's overall performance to the course faculty. The faculty will share the preceptor's evaluation with the student. The faculty retains the responsibility for assigning the grade but will depend on preceptor feedback to assist in making these decisions.
3. If a situation arises during the experience that the preceptor believes beyond his/her role to handle, faculty will be available for immediate consultation. Preceptors are encouraged to call or contact faculty if any doubt exists. A preceptor may request immediate assistance from faculty, if necessary.

### Student Role

The faculty at Kramer School of Nursing view learning as a shared experience between teacher and learner. The preceptor program enables the student to design a personal learning experience that best suits individual learning needs within the framework of the course. The student's primary responsibility lies in communication of these needs to the preceptor and faculty, who can then assist the student in meeting these needs. Times and dates are negotiated with the preceptors and approved by faculty prior to beginning the experience. It is the student's responsibility to let faculty know his/her schedule. It is important to keep communication lines open between the student, preceptor, and faculty at all times.

### Preceptor Evaluation Tool

The criteria for evaluating the student's performance are identified in the "Preceptor's Evaluation of Student" form found in the Leadership Preceptor Packet in the Appendices. Additional anecdotal notes may supplement the evaluation. Students will review these criteria prior to writing individual learning outcomes for any experience if required. Students also have an opportunity to evaluate their experiences with the preceptor.

## **B. Clinical Practicum Information for Post-licensure Students**

### Practicum for RN-BSN Students

One course in the RN-BSN curriculum, Nursing Leadership, contains a practicum experience. This non-traditional practicum will require 24 hours of work, providing students with a meaningful experience to complement their academic studies and further develop their skills as nursing leaders. Students are required to participate in the non-traditional practicum to earn the minimum grade of 75% (C).

## **Appendix:**

### **Forms**

## **A. Forms Required for All Undergraduate Clinical Education**

### **Kramer School of Nursing Undergraduate Student Clinical/Practicum Handbook**

I acknowledge with the below signature that I have received an orientation to the *KSN Undergraduate Student Clinical/Practicum Handbook*, including directions on how to access it online. I understand that I am responsible for compliance with the policies and procedures contained within the *KSN Undergraduate Student Clinical/Practicum Handbook*.

_____	_____	_____
Student's Printed Name	Student's Signature	Date

Oklahoma City University  
Kramer School of Nursing

Confidentiality Statement for Students and Faculty

I know that in performing my duties on the premises of a patient care facility or any site of a clinical/ practicum, I will have access to and/or I may be involved in the processing of confidential information. Confidential information includes but is not limited to verbal, written, or computerized patient/member information, employee/volunteer/ student information, financial information, and proprietary information. I further understand that:

- State and federal laws or regulations have established rights of confidentiality and security obligations regarding patient medical records and information.
- I will not access information concerning any patient in whose care I am not directly involved.
- I will only access, use, or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out my assigned duties, unless otherwise required by law.
- I will not improperly divulge any information which comes to me through the carrying out of my assigned duties, program assignment, or observation.
- I will not remove from the department/unit any printed, photocopied, or electronically copied patient, personnel, or business data, or proprietary software.
- I will not discuss any patient or any information pertaining to any patient with anyone (even my own family) who is not directly working with said patient.
- I will not discuss any patient information in any place where it can be overheard by anyone who is not authorized to have this information.
- I will not mention any patient's name or admit directly or indirectly that any person named is a patient except to those authorized to have this information.
- I will not describe any behavior which I have observed or learned about through my association with the facility or its subsidiaries, except to those authorized to have this information.
- I will not contact any individual or facility outside of this institution to get personal information about an individual patient unless a release of information has been signed by the patient or by someone who has been legally authorized by the patient to release information.
- If I am given computer access privileges which are identified and issued to me by a unique identification code and password, the identification code/password must remain secret and cannot be used by anyone but me. The use of my identification code/password constitutes my electronic signature. Any inquiries and/or modifications performed by me once computer access has been granted are referenced by my name via the unique identification code/password assigned to me.
- Internet user and usage must comply with all state and federal laws pertaining to Internet use and users including copyright laws. If I am granted Internet access, I must comply with the information services policy of the facility.
- I will not violate confidentiality of students, as established by FERPA laws, if working in an educational practicum setting.

- I will report known, suspected, and potential violations of this Statement of Confidentiality to an appropriate person in the facility and the Kramer School of Nursing.
- I am responsible for protecting the patient's right to confidentiality and for maintaining the confidentiality of patient, personnel and business data/information AT ALL TIMES according to this Statement of Confidentiality.
- If I am found to be in violation of the above confidentiality requirements, disciplinary action by the facility and/or the Kramer School of Nursing may result. Additionally I may be subject to civil legal action and prosecution for violation of criminal law that may apply.

I certify by my signature below that I have read and agree to the above statements and requirements regarding patient/personnel/student/system information.

_____	_____	_____
(Print) Last name	First name	Middle initial
_____		_____
Signature and title		Date

*Submit this signed form to your program specialist within one week of the first day of your first nursing course.*

## **B. Forms Required for Pre-licensure Undergraduate Education**



### **Clinical Experiences: Assumption of Risk**

Clinical experiences (practicum clinical rotations, supervised practice, or internships) are a required component of academic programs in the Kramer School of Nursing at Oklahoma City University. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients. Students may have the opportunity to be placed in a different setting, but alternative site options are not always available and changes may delay the completion of the student's degree.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty will develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their KSN faculty member.

However, even with such measures, there are risks inherent to clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- A. Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- B. Exposure to infectious diseases through droplet or air-borne transmission
- C. Hazardous chemical exposure
- D. Radiation exposure
- E. Environmental hazards, including slippery floors and electrical hazards
- F. Physical injuries, including back injuries
- G. Psychosocial hazards
- H. Offensive, inappropriate, or dangerous conduct by patients, or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

### **ACKNOWLEDGEMENT OF RISK**

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be eliminated. I fully understand these risks.



I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of disease.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bounds by this document's terms.

---

Student Signature

---

Date

---

Student (print name)

If student is under 18 years of age, Parent/Guardian must also sign:

---

Parent/Guardian

---

Date

Adapted from Tulsa University Oxley College of Health Sciences, with permission. June 2020

### **Kramer School of Nursing Drug Screening Policy**

I agree to a mandatory drug screening prior to my beginning clinical/practicum time. In keeping with professional standards, I acknowledge that I will be subject to drug screenings throughout my nursing education at KSN, whether as an individual or as a part of group screening, if there is any reason to believe that I may be under the influence of or using drugs, or as part of unannounced random screenings.

---

Student's Printed Name

---

Student's Signature

---

Date

## STUDENT PERFORMANCE CHECKLIST

STUDENT NAME:

SCHOOL:

THIS CHECKLIST IS A COMMUNICATION TOOL THAT DOCUMENTS AN ESTABLISHED KNOWLEDGE BASE AND DOES NOT INDICATE COMPETENCY. THIS TOOL DOES NOT DICTATE TO THE FACILITY HOW IT IS USED. THE SKILLS WILL BE PERFORMED UNDER SUPERVISION AS SPECIFIED BY INSTITUTION, SCHOOL POLICY OR THE NURSE PRACTICE ACT. EVALUATORS ARE TO DATE/INITIAL EACH SKILL AT TIME OF EVALUATION.			
SKILLS	DATE/ INITIAL	SKILLS	DATE/ INITIAL
<b>Admission, transfer, &amp; discharge (Assist)</b>		<b>Care plan development &amp; revision</b> -Documentation	
<b>Airway management</b> -Nasopharyngeal suction -Oral suction -Tracheal suction -Endotracheal suction -Incentive spirometer -Tracheostomy care		<b>Communications</b> -Verbal/non-verbal -Therapeutic	
<b>Ambulation/Transfer</b>		<b>Education: Patient/Family</b>	
<b>Anti-embolism devices</b> -TED hose -Intermittent pneumatic compression		<b>Head-to-toe assessment</b> -Neuro checks -Glasgow coma scale	
<b>Application of heat &amp; cold</b>		<b>Height/Weight measurement</b>	
<b>Assistive devices</b> -Cane/crutch/walker -Wheelchair		<b>Incontinence care &amp; management</b>	
<b>Baths/Hygiene care</b> -Oral care		<b>Insertion, removal &amp; maintenance of tubes</b> -Nasogastric -Dobhoff -Chest tube (Maint only)	
<b>Bed exercise</b> -ROM (active & passive) -TCDB		<b>Intake/Output assessment</b>	
<b>Bed making</b>		<b>IV insertion &amp; maintenance</b>	
<b>Body position &amp; alignment</b>		<b>Medical asepsis</b>	

<b>Medication administration</b> -Intradermal  -Intramuscular  -Oral/Topical  -Oxygen/Inhalation  -Subcutaneous  -Intravenous  -Rectal/Vaginal  -PCA pump		<b>Specimen collection</b> -Sputum  -Urine  -Stool  -Wound	
<b>Monitor/Mechanical</b> -Cardiac  -Fetal  -Pulse oximeter  -Ventilator  -ECG		<b>Urinary/Bowel management</b> -Bladder irrigation -Urinary catheter insertion & maintenance -Stoma & ostomy care  -Enemas -Fecal impaction removal  -Urinal & bedpan	
<b>Nutrition management</b> -Tube feeding (PEG/NG)  -Continuous enteral feeding  -TPN		<b>Venipuncture</b> -FSBS  -Phlebotomy	
<b>Personal protective equipment</b>		<b>Vital signs</b> -Blood pressure/Pulse  -Pain assessment -Respiration/Temperature	
<b>Physical restraints</b>		<b>Wound care/Dressing change</b>	
<b>Pre/Post-op preparation</b>			
<b>Pre/Post-partum &amp; nursery care</b>			
<b>Proper lifting mechanics</b>			
<b>Postmortem care</b>			

EVALUATOR SIGNATURE/AGENCY/INITIAL

EVALUATOR NAME	AGENCY	INITIAL	EVALUATOR NAME	AGENCY	INITIAL

Approved by NES A 10/8/99

Revised 1/02; 8/17



# BSN: Leadership Preceptor Packet



Dear Preceptor:

Thank you for your willingness to serve as a Leadership Preceptor for our Bachelor of Science in Nursing (BSN) student. This precepted experience is for the course NURS 4905 Nursing Leadership. This Preceptor Packet is meant to serve as an orientation to the role and includes:

- Leadership course description and outcomes
- Contact information for course faculty
- OBN Preceptor Policy for the BSN Student
- The Preceptor Agreement for BSN Students
- The Preceptor Verification of BSN Student Attendance
- A copy of the Evaluation Tool: Student, Preceptor, and Clinical Experience (for review)

A representative at Kramer School of Nursing has ensured that the BSN student's immunizations are current. Additionally, the student has received a negative drug screen, and passed a background check. The student is BLS CPR certified, has demonstrated NESAC competency, and is in good academic standing.

As a preceptor, your responsibilities include: 1) providing the BSN student the opportunity to meet the course outcomes and individual objectives when possible/appropriate; 2) providing consultation and instruction during the preceptorship rotation; 3) providing ongoing evaluations and recommendations; 4) providing summative evaluative comments at the conclusion of the rotation using our preceptor assessment tool; and 5) Providing verification of BSN attendance by signing the Preceptor Verification of BSN student Attendance form. Additionally, if you should have any questions or concerns at any time throughout the preceptorship, please contact me, or the designated faculty member immediately.

As BSN faculty, some of our responsibilities include: 1) maintaining ongoing communication with the BSN student; 2) providing you, the preceptor, with these preceptor policies and orientation documents; and 3) being accessible for the student or you, the Preceptor, to address any learning needs, questions, concerns, or problems.

As Clinical Coordinator of Pre-licensure Undergraduate Education for Kramer School of Nursing, you may reach me anytime throughout the semester, either through my office at 405-208-5788, or email at [jdjames@okcu.edu](mailto:jdjames@okcu.edu)

**Please review and sign the Preceptor Agreement for Pre-licensure Undergraduate Education Students in the orientation packet.** Thank you for your willingness to provide your time and expertise with this student. We look forward to partnering with you in this endeavor. We cannot express our appreciation enough for the time our preceptors take to mentor and guide our students.

Sincerely,

Janice D. James, MSN, RN, CHSE  
Director of Meinders Simulation Center  
Clinical Assistant Professor of Nursing  
Interim Clinical Coordinator of Pre-licensure Undergraduate Education  
Oklahoma City University-Kramer School of Nursing



**OKLAHOMA CITY UNIVERSITY KRAMER SCHOOL OF NURSING**  
**NURS 4905 – Nursing Leadership**

**Description of the Course:**

This capstone course focuses on synthesis of aspects of the professional nurse's role related to managing, coordinating, collaborating, and delegating nursing care of clients.

**Program Learning Outcomes of the Bachelor of Science in Nursing (BSN) Degree:**

The BSN graduate of the Kramer School of Nursing will function as a professional nurse able to:

1. Demonstrate clinical competence in the provision of ethical and legal nursing care.
2. Collaborate with and educate clients regarding self-care activities designed to promote health, restore wellness, and prevent illness.
3. Utilize the nursing process as a critical thinking framework for problem solving and making effective clinical judgments.
4. Promote physical, mental, social, and spiritual health across the life span within diverse cultures.
5. Manage, coordinate, and delegate care of clients within and in collaboration with the health care system.
6. Exemplify the caring behaviors of acceptance of respect for, and empathy with the client.

**Course Learning Outcomes:**

1. Synthesize concepts of leadership, management, change, and communication in relation to the role of the professional nurse, nurse leader and nurse manager. (PLO 6)
2. Apply leadership concepts, skills and decision making in the provision of quality nursing care, healthcare team coordination, and oversight and accountability for care delivery in a variety of different settings. (PLO 3)
3. Apply concepts of quality and safety using structure, process, and outcomes measurement to identify clinical questions and describe the process of changing current practice. (PLO 3)
4. Employ principles of quality improvement, healthcare policy, and cost effectiveness to assist in the development of plans to improve nursing practice and promote quality. (PLO 5)
5. Communicate effectively within complex health care organizations to optimize patient care. (PLO 5)
6. Appreciate the impact of complex health care systems, payment structures, costs, inefficiencies, inequality of access and utilization of care available for diverse populations. (PLO 4)
7. Applies ethical principles in patient care. (PLO 1)
8. Integrate data related to patient values, clinical experiences, clinical expertise and evidence in the provision of evidence-based care and leadership. (PLO3)
9. Explain the NCLEX-RN test plan components and identify the RN licensure process. (PLO 1)

### **Clinical/Simulation Learning Outcomes**

By the completion of the precepted experience the student will be able to:

1. Demonstrate the ability to manage the care of a group of patients (CLO: 5)
2. Demonstrate professional standards of moral, ethical, and legal conduct (CLO: 2)
3. Demonstrate critical thinking and appropriate decision making (CLO: 3, 4)
4. Assume accountability for individual nursing practice (CLO: 7)
5. Conduct evidence-based teaching for patients and the nursing team (CLO: 3, 8)
6. Evaluate and communicate quality and effectiveness of therapeutic interventions (CLO: 5)
7. Compare and contrast the roles for each member of the healthcare team.(CLO: 2)

### **Communication Process:**

Faculty can be communicated with through various means. For specific individual faculty communication, utilize the provided email address. Faculty carry cell phones for more urgent needs and messages can also be left on voice mail at the office.

This is the faculty member who has been assigned to oversee the student's progress and provide you with support as needed throughout the preceptorship:

**Course Faculty:**  
**Office number:**

**Email:**  
**Cell number:**

### **Preceptorship Hours:**

The purpose of this preceptorship is for our BSN students to increase their understanding of the role of a nurse and begin the role transition to new graduate nurse. The student is responsible for writing his/her individual preceptorship learning outcomes. These learning outcomes must align with the course learning outcomes, be approved by course faculty, and should be shared with the you during their first rotation. Each BSN student will be required to accumulate 7 (seven) 12-hour shifts or 9 (nine) 9-hour shifts towards meeting these objectives. Specific dates and hours for the preceptorship will be developed between the preceptor and student.

### **Preceptor Role and Guidelines:**

The Oklahoma Board of Nursing (OBN) provides guidance on the role of the preceptor during the leadership preceptorship rotations. The students are pre-licensure and must work under the direct supervision of the preceptor at all times. This link is to the OBN Preceptor Policy for Registered Nurses and Licensed Practical Nurses:

<https://nursing.ok.gov/ed-precpt.pdf>

Preceptors are urged to contact faculty at any time during the preceptorship experience with questions, concerns, or problems.

Prior to or at the beginning of the preceptorship the preceptor must:

1. Review all documents provided by KSN including the OBN Preceptor Policy and the orientation information in this packet
2. Review and sign The Preceptor Agreement for BSN Students
3. Review course objectives with the student
4. Review the student's individual learning outcomes for the experience
5. Orient the student to organizational policies and procedures specific to the preceptor's facility

During the practicum experience, the preceptor must:

1. Report to course faculty any problems encountered with the student as soon as they occur
2. Provide opportunities for the student to complete objectives when possible and appropriate
3. Encourage the student to engage in teaching/learning opportunities and provide ongoing feedback
4. Be responsive and timely when communicating with the student and course faculty



After the practicum experience, the preceptor must:

1. Review and sign the Preceptor Verification of BSN Student Attendance. This document is to be maintained by the student and presented at the last rotation for signature by the preceptor.
2. Evaluate the performance of the student using the provided practicum evaluation tool (link to evaluation will be emailed by course faculty during the final rotation)

**Preceptorship Attendance & Student Expectations:**

Students are expected to attend all required rotations & prearranged times. Promptness is expected. Excessive absences, tardiness, or early departures from the rotation are viewed as unacceptable. Students must notify their preceptor, in advance, if extenuating circumstances will result in tardiness, absence or early departure.

Professional demeanor is expected at all times during the preceptorship experience. Students may be excused by the preceptor should the student represent themselves in an unprofessional manner. If the preceptor feels it is necessary to dismiss the student, the faculty representative should be contacted immediately to discuss the concerns.

OCU Kramer School of Nursing student clinical badges and official school uniform must be worn at all times when completing practicum hours. Sensible shoes, cleanliness and neatness of apparel, and minimal jewelry are expected. Students should present themselves in a clean and professional appearance according to the guidelines set forth in the KSN student handbook.

### **Preceptor Agreement for BSN Students**

Oklahoma City University  
Kramer School of Nursing

I, \_\_\_\_\_ (**print name, degrees and licensure**),  
agree to serve as a preceptor for \_\_\_\_\_, a nursing student  
from Oklahoma City University. I am aware that the student must spend a minimum of seven 12-  
hour shifts or nine 8-hour or 9-hour shifts in the clinical area under direct supervision by (date)  
\_\_\_\_\_. I understand the student is expected to conform to my work schedule, and must  
reschedule for additional times and days if any time is missed due to illness, emergency, or low-  
census.

I realize that the intent of this precepted experience is to foster the synthesis and application of  
didactic instruction, to reinforce and enhance the student's skills, and to further the student's  
socialization into the advanced professional role of nursing. Under my supervision I will permit  
the student to participate as the student is able to manage safely and competently. At the  
conclusion of the experience, I will complete the "Preceptor Assessment Tool" and "Preceptor  
Verification of Student Attendance".

If at any time the nursing student is not performing in a competent and/or professional manner  
and at the level expected, I will promptly notify the OCU Kramer School of Nursing faculty. If,  
in my judgment, the student is actually or potentially unsafe, I will remove the student from the  
area immediately and inform the OCU Kramer School of Nursing faculty.

I have read and understand the responsibilities of the nursing faculty, nursing student, and  
preceptor. If at any time I am unable or unwilling to fulfill the responsibilities of preceptor, I will  
contact the OCU Kramer School of Nursing course faculty and withdraw the Preceptor  
Agreement.

I understand that there is no compensation from Oklahoma City University for my services as  
preceptor.

\_\_\_\_\_  
Preceptor signature **with credentials**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of employer

Oklahoma City University

Kramer School of Nursing

**Preceptor Verification of BSN Student Attendance**

**Preceptor:** This form will be maintained by the student and should be signed by for verification of hours during the last rotation.

Preceptor Information

Course Information

Preceptor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone: \_\_\_\_\_

Course Name: Nursing Leadership

Faculty Name: Janice James MSN, RN

Phone: 405-550-5788

Notify the Kramer School of Nursing faculty if a student is not present for a scheduled time.

Date	Time Arrived	Time Left	# of Hours
Total number of hours completed:			

I verify the student listed above completed the documented hours on the dates given.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Evaluation Tool: Preceptor Evaluation of Student

*\*This is not the official document. The official Evaluation Tool is to be completed electronically by the preceptor during the final rotation and should be done in conference with the student.*

*Please use as a reference only!*

### **Preceptor Assessment Tool for Pre-licensure Undergraduate Students**

Student name: \_\_\_\_\_ Semester and year: \_\_\_\_\_

Preceptor name: \_\_\_\_\_ Agency: \_\_\_\_\_

Number of hours the student completed under this preceptor's supervision: \_\_\_\_\_

**Instructions for the Preceptor:** Please rate the student's performance by marking the box that most closely fits your evaluation. Please add comments at the bottom of this form.

Student Outcomes	Met	Not Met	Unable to Assess
1. Demonstrate proficiency and knowledge to perform tasks required.			
2. Plan care effectively and efficiently.			
3. Identify and address own learning needs.			
4. Actively seek out opportunities to learn.			
5. Demonstrate effective communication.			
6. Display courteous behavior and a positive attitude.			
7. Demonstrate accountability for own actions.			
8. Present self as a professional.			
9. Assume a leadership role when appropriate.			
10. Provide acceptable learning objectives before beginning the experience. (Please attach a copy.)			

11. Promote professional, ethical, and legal nursing practice.			
12. Participate in activities that promote health, restore wellness, prevent illness, and incorporate self-care activities.			
13. Utilize nursing, research, and other evidence based processes as critical thinking frameworks for problem solving and making effective clinical, educational, and administrative judgments.			
14. Demonstrate leadership in promotion of physical, mental, social, and spiritual health across the life span within diverse cultures.			
15. Provide collaborative and innovative leadership to coordinate and delegate care of clients and to manage health care systems.			
16. Exemplify the caring behaviors of acceptance, respect, and empathy.			

Comments:

Preceptor's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Evaluation Tool: Student Evaluation of Preceptor

*\*This is not the official document. The official Evaluation Tool is completed electronically by the student and submitted to faculty at the end of the preceptorship experience. Please use as a reference only!*

Please rate the preceptor experience using the following:

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
I was able to make contact with the preceptor within one week of receiving the assignment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was able to create an effective schedule to work with the preceptor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The preceptor was a good professional role model for me during the experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The preceptor facilitated my learning during the experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was able to meet my personal objectives while working with the preceptor on this unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I was treated fairly by my preceptor and the staff on this unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend this preceptor for other students in the future	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>