

## Preceptor Expectations of Faculty

Presented through a collaboration between the National Organization of Nurse Practitioner Faculties (NONPF) and the American Association of Nurse Practitioners® (AANP)

<b>Establishing Clinical Rotation</b>	<b>Completed</b>
Communicate start date and time with preceptor/clinical site point of contact	
Identify preceptor's preferred method of communication	
Send documents related to the clinical course (welcome letter, preceptor handbook, clinical hours requirement, syllabus, course objectives, etc.) to preceptor/clinical site point of contact via mail or email	
Provide preceptor/clinical site point of contact with student's credentials and clinical clearance paperwork	
Discuss course objectives, course requirements, student learning goals and clinical experience expectations with the preceptor	
<b>Orientation</b>	
Provide the contact number/information to the clinical faculty responsible for the student	
Discuss the purpose, frequency, length and number of site visits with the preceptor	
Offer face-to-face or online orientation opportunities addressing adult learning/teaching strategies and how to serve as an effective preceptor	
<b>Clinical Experience</b>	
Assume primary responsibility of the student throughout the clinical experience	
Assess student's clinical skills, knowledge and competencies throughout clinical experience and assess for appropriate progression as it relates to course and clinical objectives	
Support students in connecting knowledge obtained in academic setting with their clinical experiences	
Review and confirm student clinical hours	

<b>Communication</b>	
Engage in open communication with preceptor regarding student performance and learning progression related to course expectations and requirements	
Schedule virtual or face-to-face site visits	
<b>Evaluation</b>	
Collect and review evaluation forms completed by the preceptor at intervals, as outlined in course requirements	
Collect and review preceptor evaluation forms completed by the student	
Discuss evaluation(s) with student providing constructive feedback on strengths, weaknesses and a plan for improvement	
Initiate plans of remediation based on evaluations, if necessary	
<b>Completion of Clinical Rotation</b>	
Review final evaluation submitted by preceptor, as outlined in the course	
Send preceptor and/or clinical site a thank you letter and/or token of appreciation, per program and/or university policy, <i>including but not limited to continuing education credits, monetary compensation, adjunct faculty positions and access to school library resources</i>	
Provide preceptor with documentation of preceptorship for national certification renewal or dossier	
Provide preceptor with feedback about preceptorship performance based on student evaluation(s)	

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**The article that presented this checklist can be found in the October 2019 issue of Journal of the American Association of Nurse Practitioners. Use of the material in any format is prohibited without written permission from the publisher, Wolters Kluwer Health, Inc. Please contact [permissions@lww.com](mailto:permissions@lww.com) for further information.**

Pitts, Courtney; Padden, Diane; Knestrick, Joyce; Bigley, Mary B. A checklist for faculty and preceptor to enhance the nurse practitioner student clinical experience. Journal of the American Association of Nurse Practitioners 31(10):591-597, October 2019. doi: 10.1097/JXX.0000000000000310

NONPF/AANP Faculty Expectation Checklist. \*Including, but not limited to, continuing education credits, monetary compensation, adjunct faculty positions and access to school library resources. NONPF = National Organization of Nurse Practitioner Faculties; AANP = American Association of Nurse Practitioners.