THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF NURSING

UTEP Preceptor Orientation Booklet

College of Nursing (CON)

Masters and Post-Graduate Certificate Programs

It is my pleasure to welcome you to the College of Nursing at The University of Texas at El Paso. For nearly 50 years, the UTEP College of Nursing has been preparing the best and the brightest MSN and Post-Graduate prepared nurses in our community, our state and nationwide. As a preceptor, you can share your expertise with future generations of health care providers. I am confident your knowledge and experience in the field will add a tremendous amount of value to the education we provide our students. Our faculty have developed a robust and innovative curriculum designed with the latest industry expectations in mind. Our academic standards are high, but the faculty and I are committed to providing you with the tools necessary to support your preceptor experience. This booklet contains information that will assist you in navigating the preceptor role. Take time to review it and contact us if you have any questions.

We are proud to have you onboard!

Leslie K. Robbins, PhD, APRN, PMHCNS-BC, PMHNP-BC (NM), FAANP, ANEF
Dean and Professor

Mission:

The mission of the College of Nursing at the University of Texas at El Paso is to prepare baccalaureate, master, and doctoral-level nurses to meet the diverse and complex needs of a competitive healthcare environment. We inspire evidence -based lifelong learning and utilization of advanced technologies by providing a progressive research environment where students, faculty and researcher investigate our community's healthcare needs by implementing accountability, human dignity, and ethics. We seek to improve healthcare and quality of life in our diverse, multicultural, underserved local communities by empowering nursing graduates to become transformative leaders in the dynamic healthcare environment.

Vision Statement:

The UTEP College of Nursing will prepare nursing leaders by providing student-centered nursing programs with academic rigor, integrating evidence-based knowledge in nursing education and clinical practice, and expanding nursing knowledge through healthcare research locally and binationally.

Guiding Principles:

- Access
- Excellence
- Impact
- Diversity

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Master of Science in Nursing and the Post Graduate Certificate: These programs prepare professional nurses for post-graduate roles in a variety of advanced practice and specialty areas in an online or hybrid setting. Graduates have increased autonomy and independence in their practice and NP graduates are eligible to apply for national certification.

- Adult/Gerontology Acute Care Nurse Practitioner: is the principal provider of care for adults with episodic and chronic health problems across the continuum of acute care services
- Family Nurse Practitioner, Primary Care: assumes responsibility for promoting, maintaining, and restoring health to individuals and families across the life span
- Education: students are prepared to teach in an academic or clinical setting
- Administration: students are prepared for nurse leadership roles in management and administration.
- Neonatal Nurse Practitioner: prepares nurses at an advanced practice entry level to deliver high-quality care in acute care neonatal intensive care units (NICUs), delivery rooms, and neonatal transport teams
- Pediatric Nurse Practitioner in Primary Care: is a primary care provider of health care for children and adolescents
- Pediatric Nurse Practitioner in Acute Care: focuses on the care of infants, children, adolescents, and young adults with complex acute, chronic, and critical health conditions
- Psychiatric Mental Health Nurse Practitioner (across the lifespan): focuses on the assessment, diagnosis, psychotherapy, and treatment of psychiatric conditions for children, adolescents, and adults

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Program	**Name**	**Contact Information**
Dean	Dr. Lesslie Robbins	Office: 915-747-8194 lhrobbins@utep.edu
Associate Dean	Dr. Stephen Hernandez	Office: 915-747-7206 Shhernandez3@utep.edu
Program Coordinators		
Adult & Gerontology Acute Care Nurse Practitioner	Dr. Isabel Zuniga	Office: 915-747-6491 iczuniga@utep.edu
Family Nurse Practitioner	Dr. Monica Vasquez	Office: 915-747-7224 mvasquez5@utep.edu
Nursing Education & Nursing Administration	Dr. Manny Santa Cruz	Office: 915-747-7223 msantacruz@utep.edu
Neonatal Nurse Practitioner	Dr. William Hull	Office: N/A wlhull@utep.edu
Pediatric Nurse Practitioner Primary & Acute Care	Dr. Alejandra Valenzuela	Office: 915-747-7293 abvalenzuela@utep.edu
Psychiatric Mental Health Nurse Practitioner	Dr. Amy Field	Office: 915-747-8263 amfield@utep.edu

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Program Outcomes:

- Apply theoretical perspectives, scientific evidence, and visionary thinking to critically analyze and lead complex organizational systems and implement innovative change.
- Use interpersonal, inter-professional and organizational communication and relationship building skills to create and lead highly functioning, reliable, and healthy interprofessional teams.
- Combine business skills and principles, evidence-based practice, informatics, quality and safety strategies and metrics to lead care systems for improvement of processes and outcomes to improve health outcomes.
- Employ state, federal, and global health policy(ies) to advocate for healthcare reform and improve health outcomes for all.
- Model professionalism, integrity, ethical decision making, respect for differing points of view in diverse populations and promoting social justice in the development of the advanced practice role.
- Utilize research for the improvement of nursing practice and the advancement of nursing as an academic discipline.
- Ascertain the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems in which they practice through lifelong learning.

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Preceptors are UTEP community partners who support clinical education volunteering their time and expertise for the advancement of the nursing profession.

Preceptor criteria:

1. ! Advanced Practice Registered Nurse (APRN):
    a. ! Master's degree in nursing from an accredited institution
    b. ! Current unencumbered APRN license in the State of Practice and verification
    c. ! Currently practicing as an APRN with a minimum of one year of experience
    d. ! Current CV/Resume: copy provided
2. ! Physician:
    a. ! Doctor of Medicine or Osteopathy from an accredited institution
    b. ! Current unencumbered medical license in the State of Practice and verification
    c. ! Currently practicing as an MD with a minimum of one year of experience
    d. ! Current CV/Resume: copy provided
3. ! Specific to the PMHNP program:
    a. ! Masters or doctoral prepared therapists
    b. ! Current unencumbered license in the State of Practice and verification
    c. ! Currently practicing as a therapist with a minimum of one year of experience
    d. ! Current CV/Resume: copy provided
4. ! Additionally
    a. ! Dedicated to the role of advanced practice nursing
    b. ! Practice area must be relevant and support educational practicum goals
    c. ! Provide supervision, teaching, and ongoing evaluation of students to meet practicum course objectives
    d. ! Facilitates active student participation in the delivery of care

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Preceptor Responsibilities:

1. ! The preceptor will arrange to meet the student for orientation prior to beginning practicum rotation. !
2. ! Recommended list of items to be discussed/reviewed by preceptor as part of the student orientation:
    a. ! Negotiate practicum schedule with the student. Discuss notification process if a student is going to be absent from a scheduled day.
    b. ! General guidelines for preceptor/student interactions to include review/feedback of student performance.
    c. ! Review documentation processes (EMR) and give approval to use personal device for evidence-based resources.
    d. ! Discuss student's previous practicum experiences and current objectives to be accomplished.
    e. ! Encourage student self-identification of strengths and areas requiring ongoing development/progression.
    f. ! Facilitate learning at an optimal level and involves students in the assessment, clinical decision making, and planning for cases. Discuss plan for progression of patient volume and patient complexity.
    g. ! Serves as a role model for ethical practice and demonstrates culturally sensitive care for diverse populations.
    h. ! Complete student evaluations as required telephonically or written. Evaluation forms will be provided.
    i. ! Contact/inform assigned faculty/coordinator as soon as possible of concerns related to unsafe student practices or not meeting requirements.
    j. ! Review other role responsibilities/opportunities as an APRN.
    k. ! Review FERPA: https://www.utep.edu/hoop/section-2/educational-records.html
3. ! Benefits
    a. ! Receive documentation of precepted hours
    b. ! Personal reward of mentoring the next generation of nursing professionals
    c. ! Invitation to CON events

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Student responsibilities:

1. ! Discuss and obtain approval of preceptor and site with program coordinator
2. ! The student will arrange to meet the preceptor for orientation prior to beginning practicum rotation and provide the preceptor with the Preceptor Orientation Booklet.
3. ! Provide assigned course faculty contact information to preceptor on Day 1 of rotation
4. ! Meet CON mandatory compliance credentials with supporting documentation.
    a. If not completed in a timely manner, it may delay practicum start date.
5. ! Meet site specific requirements and student onboarding procedures
    a. If not completed in a timely manner, it may delay practicum start date
6. ! Provide copy and discuss course objectives with preceptor and personal goals for the rotation.
7. ! Attendance of practicum rotations is mandatory.
    a. ! Mutually agreed upon schedule will be followed
    b. ! If the student has an emergency (family, illness, weather) they will notify the preceptor and assigned course faculty as soon as possible. The missed day (s) are required to be made up and agreed upon by preceptor and assigned faculty.
8. ! Dress code: students are required to follow the CON dress code described in the student handbook (white pressed lab coat, student practicum ID badge, UTEP CON nursing patch). See complete list in the student handbook.
    a. ! If a practicum site requires a variation of the dress code, the preceptor will guide the student on proper attire. The student will also notify the assigned faculty of same.
9. ! Conduct:
    a. ! Concerns and/or violations brought forth by preceptor/site will be addressed through set UTEP/CON policies
10. Academic integrity:
    a. ! Concerns and/or violations brought forth by preceptor/site will be addressed through set UTEP/CON policies
11. Practicum hours and all patient encounters will be entered into the student tracking system, Typhon, which will be reviewed/graded by assigned course faculty.
    a. ! Specific MSN tracks may have different requirements and this will be defined in each course.
    b. ! Contact/inform assigned faculty/coordinator as soon as possible of concerns related to unsafe practices or not meeting requirements.
12. Complete required preceptor and site evaluations at the end of the practicum rotation. Forms will be provided in the course.

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Faculty/Program Responsibilities:

1. ! Serve as a role model for effective communication, leadership, and practice expertise
2. ! Maintain communication with the preceptor/site
3. ! Maintain communication with student and program coordinator
4. ! Confirm the student presented the preceptor with the orientation manual
5. ! Provide ongoing feedback of student performance related to all aspects of course work encouraging active learning through practicum experiences
6. ! Complete scheduled telephonic/virtual conferences with the preceptor as required by course objectives
7. ! Complete grading of all course work as required and submit final evaluation of student's performance
8. ! Communicate with program coordinator to assure all affiliation requirements are in place
9. ! Notify coordinator as soon as possible of concerns related to unsafe student practices or not meeting course/program requirements and participate in plans of remediation if necessary.
10. Send signed Appreciation Letter to the preceptor at the end of the practicum rotation