



UNC GREENSBORO

School of Nursing

UNCG Preceptor Information Tool

Thank you for agreeing to serve as a preceptor for the Adult/Gerontological Primary Care and/or Family Nurse Practitioner Program at the University of North Carolina Greensboro, School of Nursing (SON)! We are very grateful for your contribution to our students' learning. Through working with you, our goal is for the student to synthesize and apply evidence-based health care practices.

Nurse Practitioner (NP) Program Information

This tool is developed for preceptor, faculty, and student information of goals, objectives and outcomes to be accomplished while the student is completing their education to become a successful NP.

- Each faculty member is academically prepared and credentials and meet requirements needs for graduate nursing programs to be fully accredited.
- Preceptors must maintain updated certifications in their respective boards and within the state of which they practice.
 - Follow the instructions on next slide/page.
- Students are advancing in each clinical site. Please see each individual course explanation for further information in the following pages.

Why become a UNCG, SoN, NP Preceptor?

- Opportunity to help shape the next generation of healthcare providers, to give back to, and promote the medical profession, and have personal satisfaction.
- Improve your ability to be considered for promotion and advanced in your workplace and in your profession community.
- Update and build your Curriculum Vitae or Resume
- Verification of preceptor hours for credentialing and/or licensure for NP Preceptors:
 - NCBON - 30 hours preceptor hours can count toward the 50 required hours each every 2 years . <https://www.ncbon.com/nurse-practitioner>
 - AANP - 125 hours preceptor hours can count toward the 100 non-pharmacology CEs for the 5-year recertification <https://www.aanpcert.org/recert/index>
 - ANCC - 120 preceptor hours can count toward one of the categories (#5) for 5-year recertification. <https://www.nursingworld.org/certification/renewals/>
- Potential Adjunct Faculty appointment at the School of Nursing which include UNCG email address and access to UNCG library and UpToDate



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Instructions: Preceptor Orientation and Letter of Agreement

Instructions

Step 1: SoN Interactive Learning Center - ***This is our amazing new Preceptor Portal*** – Check it out – Several opportunities of free CE

<https://nursing.uncg.edu/practice-community-engagement/interactive-learning-center-for-providers-and-clinicians/>

Step 2: Watch the preceptor orientation video and get 1 hour CE for this free – It's here in the portal

<https://nursing.uncg.edu/practice-community-engagement/interactive-learning-center-for-providers-and-clinicians/preceptor-portal-2/>

Please watch and complete Step 3 at least 1 time a year you are with us as preceptor. Please

Step 3: Complete the following form to confirm you have reviewed this packet and agreed to be a preceptor for the assigned semester, reviewed the Preceptor Information Tool and viewed an informational preceptor video as part of your orientation. If you are a new preceptor or if you have made significant changes in the last 3 years, please attach a current copy of your CV or resume or complete the form we have provided on the survey

(This is a requirement for our program to continue our accreditation). [Clinical Preceptor Form](#)

Medatrax: Here is a nice write up of how to get into [Medatrax](#) (Log-In, Student Evaluations, Time Logs). Medatrax Support: mxsupport@medatrax.com

Additional Information

For more videos and packets with useful resources on continuing or becoming a great preceptor for our program, visit [NONPF Preceptor Portal](#):

Should you have any questions or concerns, please contact:

Autumn Henson: anhenson@uncg.edu and 336-315-7412

Director of Nurse Practitioner Program



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Preceptor Responsibilities	Contacts
<ul style="list-style-type: none">• An effective preceptor allows students to be hands-on, supportive, encouraging, with high expectations for the student.<ul style="list-style-type: none">◦ Remember what it was like to be a student.• The preceptor works directly with the FNP student with the faculty to facilitate the student's clinical experience achieving the clinical course objectives.• We ask for a brief orientation of ½ day to 1 day with student on their first day with you. This may include:<ul style="list-style-type: none">◦ Attendance, appearance, office policies and procedures, allocated office space if available, responsibilities, patient characteristics, clinic's culture, and laboratory guidelines if applicable.◦ Establish a schedule to meet clinical hours requirements• Participate in student instruction one-to-one while serving as an expert, role model, and consult during the clinical experience.<ul style="list-style-type: none">◦ Discuss learning goals with the student on an ongoing basis.• Sign student clinical hours logs every clinical day on paper AND/OR in Medatrax.• For students advancing in the program more independence is appropriate.• Facilitate student experiences, when possible, in the following: quality improvement, safety, evidence-based practice, informatics, patient-center care, interprofessional and intraprofessional collaboration, teamwork, and cost-effective care.• We understand that your judgement regarding the level of student independence is best; and patient safety and satisfaction is essential.• Students can work with providers, (MD, DO, NP, PA, CNS, LCSW, other than their preceptor while in the clinical site).<ul style="list-style-type: none">◦ Majority of hours need to be with a medical provider (NP, MD, DO, PA)• Preceptors, please communicate with faculty and students immediately of any problems that may arise during the clinical experience.• Review a clinical preceptor orientation video and sign a clinical preceptor agreement to precept for the schedule semester.• Provide formal evaluations of the student at midterm and final as provided by electronically in Medatrax.	<ul style="list-style-type: none">• Dr. Wanda Williams DNP Program Director and Interim Department Chair Telephone: 336-553-6049 Email: wmwilliams@uncg.edu• Dr. Autumn Henson Post-BSN DNP, AGPCNP Concentration Coordinator Clinical Assistant Professor Course Instructor and Clinical Faculty Telephone: 336-553-6057 Email: anhenson@uncg.edu• Mrs. Emily Watkins ANE Clinical Coordinator Telephone: Email:• Mrs. Akila Hardy-Cole ANE Administrative Assistant Telephone: 336.315.7410 Email: ashardyc@uncg.edu• Ms. Melissa Poillot-Micca FNP/MSN Administrator Assistant Telephone: 336.334.3701 Email: mgpoillo@uncg.edu



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Faculty Responsibilities	Contacts
<ul style="list-style-type: none">Faculty in collaboration with the preceptor, clinical site, clinical coordinator, and director.The faculty will share the clinical objectives, student learning outcomes, and clinical requirements of each clinical courseOrient students and preceptors to the roles and responsibilities of the clinical course.Maintain periodic communication with preceptor and student to discuss progress and any problems or concerns.Address and assist in resolving problems and concerns identified by preceptors and students.Schedule a minimum of one site evaluation whether virtual or in-person as requested by the clinical preceptor of the student's clinical competencies and attainment of the student learning objectives.Review the completed evaluations of the students' and preceptors in Medatrax and Evaluate quality of students' clinical experiencesDetermine final student gradeReport any unresolved concerns or issues to the faculty team and/or program directorFaculty to connect with preceptors at least 3 times a semesterOne of the connections with preceptors is to be the clinical site visit. This will be scheduled with preceptor/clinical site and student and could be in-person or virtual or by phone, as desired by preceptor.If any issues or concerns noted by the student or preceptor or clinical site, faculty are responsible for in-person clinical site visit.	<p>Dr. Rebecca Nelson Clinical Assistant Professor Email: rgnelson@uncg.edu</p> <p>Dr. Joanna Long Clinical Assistant Professor Telephone: 336.334.6119 Email: jelong4@uncg.edu</p> <p>Dr. Cheryl Wicker Clinical Assistant Professor Telephone: 336-553-6056 Email: cawicke2@uncg.edu</p> <p>Dr. Tene Turner Clinical Assistant Professor Telephone: 336-334-4336 Email: ttturner3@uncg.edu</p> <p>Dr. Tiffany Gibson Clinical Associate Professor Telephone: 336-334-4351 Email: TSBULLLOC@uncg.edu</p> <p>Dr. Elizabeth Poulose Clinical Assistant Professor Telephone: 336.334.5160 Email: eepoulos@uncg.edu</p> <p>Dr. Debra Neblett Clinical Assistant Professor daneblet@uncg.edu 336.256.255</p>



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Student Responsibilities

- The student is to be in direct communication with the preceptor and clinical faculty.
- The student with whom you work will provide you with a list of topics covered during this and previous semesters are available if helpful to you.
- The student will discuss learning goals with the preceptor on an ongoing basis.
- Student's progression each semester should increase from dependence and observation to independence in treatment and management of patient care.
- The student progression should include when to treat independently, when to consult, and when to refer.
- The student must assume responsibility for individual learning needs through assessment of own strengths and limitation.
- Adjust their clinical schedules based on their preceptor whom they are working with schedules and community preceptor and clinical faculty immediately if unable to attend a scheduled clinical day for any reason
- Maintain a collegial, respectful, and professional relationship with preceptor and faculty.
- Dress according to the SoN Dress Code policy and in accordance with the clinical site.
- Always maintain HIPAA compliance.
- Always display official UNCG student name badge when in the clinical setting.
- Complete all the required evaluations in Medatrax electronically as directed by clinical faculty. This may include:
 - Every patient seen in clinic each day with documentation
 - Self-evaluations
 - Student evaluation of preceptor
 - Student evaluation of clinical site.
- Complete all assignments listed in the syllabus and as directed by the clinical faculty
- Meet with clinical faculty at pre-scheduled times either as clinical classmate teams and faculty or individually
- Complete prescribed number of clinical hours and documents in Medatrax within the time-frame of the semester.



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Courses

NUR 811L (Spring)

Course Info	Student Learning Objectives	Goals for Clinical	Required Clinical Hours
<ul style="list-style-type: none">• This is the student's first clinical course• Students have completed health assessment and pathophysiology• Primary care sites may include:<ul style="list-style-type: none">○ Primary care practices○ Student health centers○ Home directed visits○ Occupational health sites○ Long-Term Care Facilities○ Comprehensive Specialty Clinic Sites	<ol style="list-style-type: none">1. Demonstrate advanced skill in data collection, including the use of verbal communication, physical examination techniques and the selection/interpretation of diagnostic tests2. Manage a plan of care in collaboration with preceptors for patients with chronic conditions and common acute problems typical to primary care settings.3. Implement, with the patient, a plan of care to promote, maintain or restore health and functional independence across settings.4. Define circumstances under which consultation and referral are appropriate for the advanced practice nurse.5. Integrate scientific knowledge, theory, and relevant research findings into the primary care of adults.	<ol style="list-style-type: none">1. Practice and improve history taking and physical examination skills.2. Present patient cases to the preceptor in a concise, systematic, and efficient manner.3. Utilize evidence-based practice and current guidelines to develop a plan of care.4. Develop differential diagnoses where appropriate and justify the working/primary diagnosis.5. Document care plan in the school EMR system-Medatrax6. Students have time to evaluate and even practice in clinic EMR system with preceptor support/approval7. After completing individualized orientation, each student from supportive to independently assess at least 3 patients per clinical day with preceptor support and approval, and document at least Level 2-3 patient interactions in Medatrax for a minimum of 2 patients by semester's end..	180 clinical hours ~ 12 direct clinical hours/15 weeks (This may be accomplished as agreed by the clinical preceptor and student)



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Courses

NUR 812L (Fall)

Course Info	Student Learning Objectives	Goals for Clinical	Required Clinical Hours
<ul style="list-style-type: none">This is the student's second clinical courseStudents have completed one primary care clinic clinical rotation of 180 clinical hours	<ol style="list-style-type: none">1. Demonstrate advanced skill in data collection, including the use of verbal communication, physical examination techniques and selection/interpretation of diagnostic tests.2. Develop and implement, with the client, a plan of care to promote, maintain, restore, and optimize the health and functional independence of the client across settings.3. Manage a plan of care in collaboration with preceptors for patients with stable chronic health problems.4. Manage a plan of care in collaboration with preceptors for clients with acute, uncomplicated illness.5. Demonstrate synthesis and utilization of nursing and medical research in formulation of plans of care for adult clients6. Define circumstances under which consultation and referral are appropriate for the advanced practice nurse.	<ul style="list-style-type: none">. Practice and improve history taking and physical examination skills.. Present patient cases to the preceptor in a concise, systematic, and efficient manner.. Utilize evidence-based practice and current guidelines to develop a plan of care.. Develop differential diagnoses where appropriate and justify the working/primary diagnosis.. Document care plan in the school EMR system- Medatrax. Students have time to evaluate and even practice in clinic EMR system with preceptor support/approval. After completing individualized orientation, each student from supportive to independently assess at least 4 patients per clinical day with preceptor support and approval, and document at least Level 3-4 patient interactions in Medatrax for a minimum of 2 patients by semester's end.	<p>180 clinical hours ~ 12 direct clinical hours/15 weeks (This may be accomplished as agreed by the clinical preceptor and student)</p>



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Courses

NUR 719L (Spring)			
Course Info	Student Learning Objectives	Goals for Clinical	Required Clinical Hours
<ul style="list-style-type: none">This is the FNP students last clinical course.Students have completed health assessment, pharmacology, and pathophysiology.Students have completed two clinical courses prior.Students are currently in a pediatric didactic course corequisite with this coursePrimary care sites are not limited but may include:<ul style="list-style-type: none">Primary care practicesStudent health centersHome directed visitsOccupational health sitesPediatric primary care clinics.Women's health primary care clinics.	<ol style="list-style-type: none">1. Demonstrate advanced skill in data, collection, including the use of verbal communication, physical examination techniques and selection/ interpretation of diagnostic tests.2. Manage a collaborative plan of care for clients with varying health problems ranging from wellness to acute and complex.3. Demonstrate synthesis and utilization of healthcare research in formulation of plans of care.4. Define circumstances under which consultation and referral are appropriate for the advanced practice nurse.5. Integrate scientific knowledge, theory, and relevant research findings into the primary care across the lifespan.6. Synthesize patient information to arrive at appropriate diagnoses and management plans.	<ol style="list-style-type: none">1. Complete assessment of HPI, family/social/ past medical history, and social determinants of health2. Appropriate physical assessment3. Differential diagnosis. Applying diagnostic reasoning to rule in or out a diagnosis4. Based on the diagnostic reasoning, order the appropriate labs/procedures5. Select an appropriate treatment plan6. Deliver appropriate patient education7. Formulate a follow-up plan8. Identify an appropriate health maintenance and health promotion plan9. After completing individualized orientation, each student from support to independently assess at least 5 patients per clinical day with preceptor support and approval, and document Level 5 patient interactions in Medatrax for a minimum of 2 patients by semester's end.	180 clinical hours ~ 12 direct clinical hours/15 weeks (This may be accomplished as agreed by the clinical preceptor and student)