**Preceptor Role & Guidelines:**

As stated in the *Preceptor Letter*, the RN is ultimately responsible for the patient, while faculty are responsible for the student. Each student is assigned a faculty member who will be available via cell phone during all scheduled shifts. Faculty members will stop in for unannounced visits to check on student performance throughout the semester. Preceptors are encouraged to communicate any concerns or feedback with the faculty member on a regular basis.

Students will have varying levels of experience with the following tasks. Please discuss assigned activities with the student to see if they have performed procedures previously and determine the appropriate level of supervision needed. Students should assist with care plans for all assigned patients.

Examples of Independent/Interdependent Activities:

* Hygienic care: bathing, mouth care, skin care, transporting, etc.
* Procedures: catheter insertion & care, NGT insertion & maintenance
* IV insertions, suture/staple removals, dressing changes
* Suctioning, trach care, chest tubes, PEG tubes
* Bladder irrigation, tube feedings, traction, oxygen administration
* Head to Toe Physical Assessment and documentation

RN should Verify/Cosign the Following:

* Any significant abnormal findings identified by the student.
* All medication records (MAR) that the student signs.
* All student documentation

Medication Administration:

* The RN preceptor is required to check all medications that the student will administer.
* Students can give medication by all routes. All oral, topical, sub-cu, IM, and IVPB dosages should be checked by the RN prior to administration by the student.
* All IV push meds must be verified and directly supervised during the time of administration.
* Students are expected to know action, side effects, nursing implications for all medications administered.
* Blood/Blood products and TPN must be verified by 2 RN’s although the student can assist in the verifying and administration (as a third person).
* Students are not permitted to give any medication or perform any procedure that requires additional education or training (ie. pushing emergency drugs, regulating medication drips, removing central lines, defibrillating, etc.).
* Students are to follow the designated policy regarding administration/access to narcotics with RN supervision.

If there is any activity which you do not feel comfortable allowing the student to perform, please let the student know and they can learn about that activity in other ways. All students must follow the policies & procedures of the designated agency**.**

Students may also spend time (up to 1 shift) with the Charge RN, Nurse Manager, Unit Secretary, or other specialty role you feel would enhance the learning experience.

\*A student ***is not*** permitted to take or transpose any physician’s orders.