

**Indiana State University**  
**College of Health and Human Services**  
**School of Nursing**  
**Department of Baccalaureate Nursing Completion (BNC)**  
**Clinical Course Requirement Policy**

**Purpose:** A. To establish standardized guidelines regarding clinical preceptor selection within LPN and RN to BSN clinical rotations at Indiana State University (ISU). B. To establish etiquette protocol for students interacting in their clinical environment.

**Policy:** The following documentation provides specific program requirements, guidance, and instructions regarding the potential selection of clinical preceptors and clinical organizations utilized for clinical rotations within the LPN and RN tracks within the BNC department at ISU.

**Section I. Clinical Preceptor Qualifications**

All BNC students are required to follow the minimum preceptor qualifications and guidelines when making potential connections and selections with preceptors.

- Licensed RN with a minimum of three years of clinical experience in the area of clinical expertise required within the specific course requirements.
- BS or BSN prepared preceptors are preferred, however not always required. Final approvals of preceptors are at the discretion of the course instructor.
- Preceptors must be an employee or approved affiliate of the organization where clinical rotations will take place. Outside preceptors (non-employees or non-affiliates) are not allowed and may not be brought into an institution without proper nursing education or human resource clearance from the organization.
- Preceptors MAY NOT be related to the student by blood or marriage. Potential preceptors should have a working relationship with the student that is not a close personal friendship in nature that will allow an unbiased, supportive experience with the student.
- Students are not permitted to make any type of monetary or financial investment to preceptors. Preceptors are to be willing volunteers as monetary gain from this duty can create potential biases in clinical skill feedback provided to clinical instructors.

**Section II. Clinical Student to Preceptor Etiquette**

Students in clinical education settings are obligated with special responsibilities. Students apply their knowledge and skills in the care of clients under the guidance of an online course instructor, in conjunction with their preceptor at their selected clinical organization. Students'

behavior should reflect the values of the health care organization at all times. Students are required to follow the guidelines below at all times when working one on one with preceptors.

- Be friendly, courteous, and professional.
- Understand the objectives and learning outcomes of the clinical course and articulate these on a daily basis with his/her preceptor.
- Come prepared each day with needed supplies, tools and attire.
- Look for opportunities to learn and recognize the wealth of information available within the clinical area.
- Use clear, accurate and effective communication skills in professional interactions with all staff and clients, including the clinical preceptor.
- Adhere to the general rules, policies, and regulations of the clinical unit/setting.
- Recognize her/his responsibility to notify the instructor if learning objectives are not being achieved due to setting and/or the preceptor relationship.

### **Section III. Non-Adherence of Clinical Course Requirement Policy**

Students who fail to follow the above preceptor and clinical course policy are subject to clinical course failure or academic dismissal from the ISU School of Nursing.