

**CALIFORNIA BOARD OF REGISTERED NURSING  
CLINICAL TEACHING ASSISTANT/PRECEPTOR INFORMATION**

**CSU, Chico – School of Nursing**

Course No. \_\_\_\_\_ Semester: Fall Spring Year \_\_\_\_\_

1. Preceptor/Clinical Teaching Assistant Name \_\_\_\_\_

2. Address \_\_\_\_\_

3. Home Phone \_\_\_\_\_ Work phone \_\_\_\_\_ ext. \_\_\_\_\_

4. Education: College, University, or other School or Special Program

Name of School	Location	Type of Degree	Date Obtained

5. Employment Experience (last 10 years)

Name of Organization	City	Position Title	% of Time Employed	Dates of Employment

6. California R.N. License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

7. Publication, teaching experience, member of professional organization

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Directions:** New preceptors for the CSUC School of Nursing are required to complete this form. Registered nurses who have served as preceptors for the CSUC School of Nursing in the past are required to complete this form only if there has been any change in information since the last form was completed. Check with the student’s clinical instructor/faculty member for questions. The completed form may be delivered by the preceptor or instructor of record to the School of Nursing or mailed to: California State University, School of Nursing, Holt Hall 369, Chico, California 95929-0200.

To: Clinical Teaching Assistant (Preceptor)

From: CSU, Chico School of Nursing

Thank you for volunteering to serve as a role model and teacher for CSU, Chico students. When signed, this form affirms that you understand and accept the role of the Clinical Teaching Assistant and that you have received the materials noted below. This program has been developed and approved by your hospital, CSU School of Nursing and the State Board of Registered Nursing.

Please read the following information regarding your responsibilities as a Clinical Teaching Assistant and sign below. Of course, at any time, you may revoke this agreement simply by letting the CSUC School of Nursing know that you wish to do so (530-898-5891).

Expectations and Responsibilities of the Clinical Teaching Assistant (Preceptor):

Preceptorships provide students with a faculty planned and supervised, registered nursing experience that is comparable to an entry-level registered nurse position. Some examples of preceptorship are as follows: cares for individuals and/or groups of patients in the clinical setting; provides opportunities to implement leadership and management skills; develops expertise, skill in clinical practice, and organizational skills; and completes learning experiences which minimize the probability of culture shock upon full entry into practice, reducing role conflict.

The Clinical Teaching Assistant (preceptor) is an experienced registered nurse, employed by a healthcare agency, who is assigned to assist and supervise nursing students in an educational experience, that is designed and directed by a faculty member. The preceptor shall be present and available during all times that the student is rendering nursing services. Relief preceptors must be approved in advance by the clinical instructor/faculty member.

The minimum requirements for a Clinical Teaching Assistant/Preceptor include an active, clear California registered nurse license and employment by the health care agency in which you are serving as a preceptor, for at least one year. In addition, the preceptor should have nursing expertise in the delivery of care and the ability to direct other staff in providing care. Preceptors should also have a desire to work with students in the preceptor role, and be able to communicate effectively with patients, faculty, staff, students, and other healthcare professionals.

Materials Which Should Have Been Provided to You by the Clinical Instructor/Faculty Member:

- ✓ Orientation as needed to the preceptor role for this specific practicum course
- ✓ Student learning objectives for this practicum course
- ✓ Contact information for the clinical instructor/faculty member including phone, email, and pager as appropriate
- ✓ A plan for regular follow up and communication with clinical instructor/faculty member/student regarding the student's learning experience and progress in meeting course objectives
- ✓ An evaluation form or description of a process to be completed by the preceptor at the end of the clinical experience regarding future preceptorships at this agency or with this preceptor

I have read and understand the above role and responsibilities and meet the minimum requirements to serve as a Clinical Teaching Assistant/Preceptor. I am volunteering to have a nursing student(s) from CSU, Chico work with me in the provision of patient care and/or in fulfilling my administrative duties. I agree to answer questions, demonstrate care, allow students to perform certain procedures as judged appropriate by me, and to observe and evaluate the students' performance. (The final responsibility for student evaluation, however, lies with the faculty member). I also agree to provide evaluation feedback as appropriate to the clinical instructor/faculty member at the end of each clinical rotation.

I understand that I must directly supervise all IV starts, preparation and administration of all IV meds and that I must co-sign charting (if required by the clinical agency). Any limitations regarding the student's ability to prepare and administer medications during this clinical rotation or to provide specific aspects of care have been discussed with me by the clinical instructor/faculty member and are noted below:

I agree to contact the clinical instructor/faculty member for this course or the School of Nursing directly regarding any questions or problems that may arise in regards to scheduling, students' performance or other concerns.

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Signature (Preceptor)

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Date