Walden University
School of Nursing

Preceptor
Orientation
and
Resource Guide

Doctor of Nursing Practice
Dear Preceptor:

Thank you for agreeing to precept a nursing student from the Walden University School of Nursing. The practicum experiences the student will obtain through this preceptorship are of critical importance to a successful learning experience.

Your guidance and support in providing students the opportunity to apply their skills and knowledge is critical in preparing them to become competent and confident professional in their advanced nursing roles. As a busy professional with numerous demands, your commitment to this process demonstrates dedication to the continuing quality development of the nursing profession. The student will gain confidence and competence as you provide guidance, mentoring and role modeling opportunities.

The information provided in this Orientation and Resource Guide will provide an overview of our program, the practicum experience along with the responsibilities of those involved in the practicum experience.

The Walden University nursing faculty values your service as a preceptor! Please feel free to contact us if you need any additional information or resources. Thank you for your service on behalf of the continuing excellence in the education of professional nurses.

Sincerely,

Field Experience Office
School of Nursing
Walden University
Walden University
School of Nursing
Overview
Mission Statement
Walden University provides a diverse community of career professionals with the opportunity to transform themselves as scholar-practitioners so that they can effect positive social change.

Vision Statement
Walden University envisions a distinctively different 21st-century learning community where knowledge is judged worthy to the degree that it can be applied by its graduates to the immediate solutions of critical societal challenges, thereby advancing the greater global good.
School of Nursing

Vision Statement for the School of Nursing
The School of Nursing envisions recognition as a preeminent 21st-century school of nursing in which the contributions of nursing, health, and related sciences will transform the provision of nursing services along the continuum of care and across the human life span to meet the needs of individuals and local and global communities.

Mission Statement for the School of Nursing
The School of Nursing provides academically rigorous and culturally and contextually relevant educational programs, based in the scholar-practitioner model, for a diverse array of nursing professionals seeking enhancement of critical thinking skills, abilities to select and implement evidence-based practices, and core and specialty nursing knowledge in order to transform society.
Accreditation

Walden University is accredited by The Higher Learning Commission (HLC). The HLC is one of six regional accrediting associations recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

The Baccalaureate Degree Program in Nursing (BSN), Master’s Degree Program in Nursing (MSN), and Doctor of Nursing Practice (DNP) program at Walden University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). Officially recognized by the U.S. Secretary of Education as a national accreditation agency, the Commission on Collegiate Nursing Education (CCNE) is an autonomous accrediting agency, contributing to the improvement of the public's health. CCNE ensures the quality and integrity of baccalaureate, graduate, and residency programs in nursing. For students, accreditation signifies program innovation and continuous self-assessment.
The goals of the School of Nursing at Walden are to:

1. Empower nursing professionals through academic advancement that enhances personal growth, professional development, and academic achievement.
2. Create an educational environment where learners are able to build on their existing transformational and professional nursing knowledge, skills, and integrative abilities.
3. Educate nursing professionals with consideration for the complex needs of the diverse learner while upholding professional nursing standards.
4. Encourage learners to integrate biopsychosocial, nursing and health theories, research, and evidence-based practice that exemplify professional nursing standards.
5. Prepare professional nursing leaders who are empowered to promote social change for individuals, groups, and organizations locally, nationally, and globally.
Doctor of Nursing Practice
Overview
The Doctor of Nursing Practice (DNP) program builds on the student’s knowledge and expertise to strengthen advanced nursing practice, augment healthcare delivery, and improve patient outcomes. The program’s coursework covers a range of topics, including healthcare policy and advocacy, quality improvement, evidence-based practice, information systems/technology, advanced nursing practice, and organizational and systems leadership.
Doctor of Nursing Practice

Learning Outcomes

At the end of this program, students will be able to:

• Translate research findings to direct evidence-based nursing practice.
• Develop organizational system changes for quality improvement in healthcare delivery in response to local and/or global community needs.
• Apply optimal utilization of healthcare information technology across healthcare settings.
• Advocate for the advancement of nursing and healthcare policy through sharing of science-based knowledge with healthcare policy makers.
• Demonstrate leadership to facilitate collaborative teams for improving patient and populations health outcomes.
• Utilize advanced nursing practice knowledge to implement methodologies to improve population health outcomes.
• Establish a foundation for lifelong learning for continual elevation of contributions to the field of nursing through active involvement in professional organizations and/or other professional bodies
DNP
Program Overview

• Program Overview:
The Doctor of Nursing Practice (DNP) program builds on the student’s knowledge and expertise to strengthen advanced nursing practice, augment healthcare delivery, and improve patient outcomes. The program’s coursework covers a range of topics, including healthcare policy and advocacy, quality improvement, evidence-based practice, information systems/technology, advanced nursing practice, and organizational and systems leadership.

• Practicum Courses:
  – NURS 8410 – Best Practices in Nursing Specialties – 72 hours
  – NURS 8400 – Evidence Based Practice I: Assessment and Design – 72 hours
  – NURS 8500 – Evidence Based Practice II: Planning and Implementation – 216 hours
  – NURS 8510 – Evidence Based Practice III: Implementation, Evaluation and Dissemination – 216 hours
  – NURS 8600 – Field Experience: 1 credit hour = 72 practicum hours (Note: Optional Course)
Doctor of Nursing Practice
Practicum
Overview
Practicum Overview

- A practicum course is a distinctly defined supervised on-site experience in which students implement knowledge and skills acquired in coursework and integrate professional knowledge in a real healthcare context. During the practicum course, students complete the didactic portion of the courses online and accumulate practicum hours in a site-based experience.

- The practicum experience helps students transition from the role of learner to that of scholar-practitioner. To achieve this transition, students engage in a relationship with a clinical instructor and preceptor, focusing on roles and role functions and the achievement of individualized learning objectives. The primary objective of the practicum is to provide students with the basic skills necessary to serve as midlevel providers to selected populations and to prepare students to take the appropriate national certification exams.
Practicum Hours

• Practicum Hours:
  – NURS 8410 – Best Practices in Nursing Specialties – 72 hours
  – NURS 8400 – Evidence Based Practice I: Assessment and Design – 72 hours
  – NURS 8500 – Evidence Based Practice II: Planning and Implementation – 216 hours
  – NURS 8510 – Evidence Based Practice III: Implementation, Evaluation and Dissemination – 216 hours
  – NURS 8600 – Field Experience: 1 credit hour = 72 practicum hours (NOTE: Optional Course)

• Required Activities for Students:
  – Individual Student Learning Objectives
  – Conference Call with Student, Preceptor & Faculty
  – Journal
  – Time Logs
  – Performance Evaluations
Resources for Course Information

The followings links provide further information regarding Preceptor Resources and course overviews by course.

**Course Overviews**

Click on links for each Course Overview:

- NURS 8410 – Best Practices in Nursing Specialties
- NURS 8400 – Evidence Based Practice I: Assessment and Design
- NURS 8500 – Evidence Based Practice II: Planning and Implementation
- NURS 8510 – Evidence Based Practice III: Implementation, Evaluation and Dissemination
- NURS 8600 – Field Experience (OPTIONAL COURSE)

**Preceptors Resources Webpages:**

https://academicguides.waldenu.edu/fieldexperience/son/PreceptorResources
The following practicum activities count for practicum hours:

- Activities that are directly related to the completion of practicum goals and objectives.
- Implementation activities related to the DNP course projects.
- Working with aggregates: populations, organizations, systems or state and/or national policy-level goals to define actual and emerging problems and to design aggregate-level health interventions.

NOTE: Direct patient care and services are not permitted as part of these practicum courses, except for NURS 8600.
Practicum Activities
Conference Call

Shortly after the initiation of the practicum course, instructors coordinate a conference call with students and preceptors, which is intended to ensure that

- the goals of the practicum are being addressed,
- students and preceptors understand the key points of the practicum experience,
- an opportunity for questions is provided, and
- any problems are identified and resolved.

The instructor informs students of the requirements and procedures for setting up this call. The call is designed to be supportive of students and to monitor the fit of the site for meeting their educational goals and needs. It also offers students and instructors the opportunity to collaborate with preceptors, answer any outstanding questions and, when needed, identify, address, and resolve any difficulties students may be experiencing at the practicum site.
Individualized Learning Objectives

DNP

Walden expects that the practicum experience will allow students to focus on developing and expanding their advanced nursing knowledge and skills at the aggregate, organizational, or policy level and will allow students to integrate a range of skills into a coherent professional identity as a nurse scholar-practitioner. General practicum objectives and outcomes are aligned with course and program objectives and outcomes. In addition, students are asked to set specific goals for their practicum experience that are consistent with their professional preparation and coursework. These goals will inform the evaluation of students’ competencies at the end of the practicum courses. These individualized learning objectives are developed by the students related to their areas of specialization and the relevant issues identified to engage within the healthcare environment and are intended to articulate with course objectives and outcomes.

In the first week of NURS 8410, students will be asked—based on their previous assignments, experiences, practice setting(s), and interests—to formulate two to three individualized learning objectives that they wish to achieve during their practicum experience. As students approach their practicum, they should reflect on their coursework and identify two to three areas in which they feel the need for further growth in their area of specialization. There are myriad areas and activities in which students can participate. Students should discuss the areas they have identified with their preceptors and ascertain if the necessary resources are available at their practicum sites. Finally, students should prepare a set of measurable learning objectives, using Bloom’s Taxonomy, that specifies what they seek to achieve in their practicum experience. Practicum course faculty members will review and approve students’ self-developed learning objectives.

Practicum Guidelines

- Within the practicum, students should define actual and emerging problems as they relate to aggregate systems in the delivery of healthcare. What are the key problems or issues related to the students’ specialization? Students may consult the literature as well as their preceptor and practicum-setting leaders.
- Students should review current professional practice standards as identified in coursework and determine those they would like to address during their practicum.
Journals

Students must periodically submit a journal entry showing how theoretical underpinnings may apply to a selected practicum experience and how that one aspect of their practicum is consistent with or different from learned theory.

The purpose of the journal is to identify activities, issues, or problems that show how theory is or is not applied and supported in the nursing practice specialization. Drawing from theoretical constructs learned in this program and the specialization content, learning outcomes, and competencies, students analyze their practicum experience.

In a one-page journal entry (250–300 words), students reflect on their practicum experiences and discuss how practices they observe or conduct differ from (or are in agreement with) substantiated theory. Students focus on one instance of this similarity or gap for each journal entry.

In each journal entry, students do the following:
- Describe a selected observed activity or situation (no more than half of a page).
- Analyze observations in the context of a selected theory.
- State conclusions regarding the fit of the selected theory to the selected event.
- Offer recommendations for improving the fit, if needed.
- Include APA-style citations and references.

Students must submit a journal entry when due, even if they are not on-site that week. If they are not on-site for a week in which a journal entry is due, they must reflect on experiences from any of the previous weeks of the practicum.

Journals are submitted in their course in Blackboard for the faculty to review.
Time Logs

- Using Meditrek, students keep a log of the time they spend on practicum activities.
- Each log entry must be linked with an individual practicum learning objective or a graduate program objective.
- Students should track their hours in Meditrek as they are completed.
- Time logs are signed off by preceptors and faculty instructors at the end of the course after the completion of hours.
Evaluations

• Preceptors provide a formal evaluation to communicate students’ performance.
• At the end of each practicum course, students and preceptors are required to complete an online evaluation of their performance and experience in Meditrek.
• By Week 8, both students and preceptors will receive an e-mail from Meditrek with directions on how to log in and complete an evaluation. Students will use the same user name and password provided to them for the application submission. Preceptors will receive new login information or be reminded of their login information if they had a previous student.
• Final evaluations are due Friday of Week 10.
Performance Feedback Process

- During the first week of a practicum course, students develop a set of individualized practicum objectives for the experience that supports the course overall objectives and is approved by the faculty instructor.
- During the second week, students arrange a conference call between their preceptors and faculty instructor.
- In the 10 weeks that follow, faculty instructors closely follow students’ activities through guided, posted discussions on the engagement of students with their preceptors to accomplish practicum objectives.
- Faculty instructors also review activities as reported through journal entries.
- Faculty instructors review the time logs and journal entries to determine student progress during the course.
- Preceptors use a formal evaluation to communicate student progress to the faculty instructor through Meditrek.
- Students complete a self-evaluation that is required as part of the process at the conclusion of the practicum experience, along with an evaluation of the entire process by the preceptor.
- Over the length of the course, preceptors and faculty instructors communicate often through e-mail and by phone conferences to meet the needs of students.
- Faculty members give the final grade, which is based on didactic and practicum performance.
Meditrek Overview
Meditrek

Meditrek is the online clinical rotation management system we utilize to track, monitor and manage the practicum experience.

- Preceptors will verify time logs and complete a midterm and final evaluation in Meditrek.
- The link to Meditrek is [https://edu.meditrek.com/](https://edu.meditrek.com/)
- Meditrek credentials will be emailed to preceptors during the third week of the course.
- If you do not receive your Meditrek credentials you can request them online at: [http://www.emailmeform.com/builder/emf/Walden/RequestMeditrekCredentials](http://www.emailmeform.com/builder/emf/Walden/RequestMeditrekCredentials)
Meditrek
Evaluations & Time Logs

• Evaluations and Time Logs are completed via Meditrek.

• Preceptors are emailed during Week 3 their username and password to log in to Meditrek to complete the evaluation and sign off on the time logs.

• Evaluations and time logs should be completed by the end of the 10th week of practicum.

• Evaluations and time logs must be completed in order for the student to receive a final grade for the course.

• Course faculty members review time logs and evaluations directly in Meditrek.

• Preceptors may email the Field Experience Office with any questions about Meditrek at nursingfield@mail.waldenu.edu.
Meditrek Tutorials

Download this Meditrek Tutorial, which explains how preceptors complete evaluation forms in Meditrek.
Meditrek Login Tips

If you are unable to log in to Meditrek, try these top 10 tips & tricks to login in to Meditrek!

1. Make sure you are using the correct link: https://edu.meditrek.com/  
   a. Don’t forget to include the ‘edu.’ before typing meditrek.com.  
   b. Please note that there is no ‘www.’ in the link; if you include ‘www.’, the link will not work.  
   d. Do not do an internet search or “google” to find Meditrek as it may bring you to the incorrect site.  
   e. After logging in successfully, please bookmark the site for future use.

2. Remember the password is case sensitive. Don’t forget to capitalize when needed!

3. Try a different browser! Meditrek is compatible with the following browsers: Chrome & Firefox.

4. If you utilize Internet Explorer, there may be issues with the local security system. If you use Microsoft Internet Explorer or Edge, you may have to click “Use Another Account” or “More Choices” at the bottom of the sign-in frame, to force it to provide you with an edit box for your username.

5. Using a work computer? There may be a firewall or another security mechanism preventing you from logging on. Try your personal computer.

6. Please note that mobile devices and tablets may not be compatible with the Meditrek system.

7. Try restarting your browser; close all tabs and windows and start the login process from scratch.

8. Disable any pop-up blockers on your browser.

9. Make sure there are no spaces or punctuation in your username or password textboxes.

10. If you have tried to copy and paste the username and password in the textboxes, try typing the username and password directly into the textboxes manually.

Still Having Issues:  Contact the Field Experience Office
Practicum
Roles & Responsibilities
Overview
Role of a Preceptor

Supervision is a mentoring form of instruction in which a preceptor monitors the student’s activities and facilitates learning and skill development. The preceptor monitors and evaluates the student’s achievement of practicum goals and objectives, providing timely feedback for personal and professional development.

The preceptors role is to:

• Support the student in the development of a practicum plan.
• Provide direct supervision of the student as appropriate to the site and practicum goals.
• Evaluate the student's plan for the practicum project implementation, including topics, goals, objectives, and a timeline for completion.
• Provide feedback and recommendations to the student.
• Facilitate access to data or other organizationally-based resources that will assist in providing the student with a quality practicum experience.
• Maintain direct contact with assigned course faculty to ensure a quality practicum experience for students.
• Provide students with evaluation feedback on a regular basis.
• Reflect on the practicum experience through a scheduled debriefing to engage in a collegial discussion regarding the preceptor-student experience.
Preceptor Responsibilities

• Orient student to the facility, personnel, policies and procedures.
• Guide, direct, and support the student, to facilitate the achievement of practicum learning objectives.
• Provide opportunities for role analysis, as well as the application of skills and knowledge.
• Supervision by you as a preceptor which encompasses instruction, monitoring, supervision, evaluation and feedback.
• Completion of a final evaluation to assess the student’s work during practicum.
• Sign off on student’s time log to verify the completion of required practicum hours.
• After the course begins, a conference call will be arranged between you, the student, and instructor to discuss the practicum. During this call, practicum goals and requirements will be discussed. Preceptors will have the opportunity to ask questions.
• After week three of the course, you will receive an email with login credentials for Meditrek, Walden University’s course evaluation and practicum time log system.
• Complete final evaluation and sign off on time logs by the end of Week 10 of the course.
• Notify the faculty immediately if student is not participating in the practicum experience.
Compliance Requirements for Preceptors

Walden University abides by the appropriate compliance requirements and standards as determined by various state, national and professional nursing agencies. Therefore, we request preceptors agree to abide by the following standards and requirements:

• Currently licensed in the state where practicum will occur with an active and unencumbered license if licensed is required of the role.
• Has a minimum of one year of postgraduate experience and a current job role relevant to the specialization.
• Is employed at the field site where the practicum will take place.
• Is not the student’s relative, significant other or a personal friend.
• Is not the student’s direct or immediate supervisor.
• Agree to engage in an on-site preceptor to student ratio of 1:1 for direct student supervision at any given time.
Faculty Responsibilities

- The instructor is a Walden faculty member responsible for assuring that this student meets the course objectives and works closely with the student’s preceptor.
- The instructor communicates on a regular basis with the student and the preceptor regarding student progress and learning needs, and is available to resolve problems if they arise.
- Instructors will also make a site visit, either virtually and/or on-site, to review the student’s experience.
- Be available to answer any questions that preceptors may have.
- Be available to discuss the program requirements and objectives with the preceptor.
- Receive feedback from the preceptor regarding student performance.
- The instructor is responsible for evaluating the student’s practicum work and assigning a final grade.
Student Responsibilities

- Abide by all policies and procedures of Walden University School of Nursing.
- Complete any additional onboarding requirements required by the field site.
- Demonstrate professional behavior.
- Dress in a professional manner.
- Demonstrate accountability in completed responsibilities and requirements.
- Ensure the preceptor has received the appropriate credentials for Meditrek.
- Plan their practicum experiences based on the objectives of each practicum course.
- Develop individual learning objectives for each course and share objectives with their preceptor.
- Timelines for achieving learning goals are developed by the student, with input from the faculty, and the preceptor.
- Hours are to be achieved according to the schedule agreed upon by the preceptor and the student.
- Enter time log data in the Time Logs in Meditrek.
- Respect the confidential nature of all information obtained during the practicum experience.
- Complete an evaluation at the end of the practicum course.
- Students complete the required practicum hours by the end of Week 10.
Resources for Preceptors
The followings links provide further information regarding policies and procedures of Walden University and the School of Nursing.

• Practicum Manual:  
  http://academicguides.waldenu.edu/fieldexperience/son

• School of Nursing Handbook:  
  http://academicguides.waldenu.edu/fieldexperience/son

• Walden University Catalog and Student Handbook:  
  http://catalog.waldenu.edu/
Resources for Preceptors

• Tips for Precepting:
  www.med.illinois.edu/FacultyDev/ClinicalEnviron/OneMinutePreceptor.ppt

• AANP’s Preceptors Toolkit:
Contact Information
DNP Program Leadership

**Program Director:**
Dr. Nancy Moss: nancy.moss@mail.waldenu.edu

**Program Coordinator:**
Dr. Cheryl McGinnis: cheryl.mcginnis@mail.waldenu.edu
Questions Regarding Meditrek Credentials, Evaluations, Time Logs, Application Process

Email: nursingfield@mail.waldenu.edu
Phone: 1-855-593-9632
Website: http://academicguides.waldenu.edu/fieldexperience/son
Preceptor Benefits

As a benefit to you and to show our appreciation, we provide preceptors with the following opportunities upon conclusion of the course after completing the final evaluation:

1. Complimentary nursing continuing education contact hours from Walden University by completing learning modules.
2. Documentation of hours preceptors to utilize for possible continuing education hours for licensure renewal.
Appreciation

Your knowledge, mentorship, and commitment ensure that we continue to maintain a profession of high standards and quality in the nursing field.

Thank You!