Mentor Commitment Form
Undergraduate Nursing Program – Bachelor of Science in Nursing
RN-BSN and RN-MSN Tracks

A Walden University nursing student has nominated you as a mentor for an upcoming practicum (practice experience) course. We appreciate your contribution to the training of student nurses by sharing your time, expertise, and knowledge. We are asking that you please read and sign this document, acknowledging your role as a mentor for the student.

School of Nursing at Walden University
- **Accreditation**: The Bachelor’s Degree in Nursing (BSN) program at Walden University is accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).
- **Mission**: 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.

**Purpose of Practicum (Practice Experience):**
A practicum (practice experience) is a distinctly defined on-site experience, in which students develop applied skills and integrate professional knowledge. The didactic (classroom) and practicum (practice experience) components of the courses are integrated. Students in the RN-BSN and RN-MSN program must complete the following courses:
- **Practicum (Practice Experience) Courses**:
  - NURS 4210/4211 – Role of the Nurse Leader in Population Health – 72 hours:
    Students will develop a Population-Based Nursing Care Project to design and present a potential project for a specific population group to focus on primary prevention with community and system-level and population-based interventions.
  - NURS 4220/4221 – Leadership Competencies in Nursing and Healthcare – 72 hours:
    Students will develop a Quality Improvement Plan to design and offer a potential evidence-based change in practice to improve a quality and safety problem.
- Each term is a 6-week course.
- Time logs are not required.
- Direct patient care and services are NOT permitted as part of these practicum (practice experience) courses.
- Review course information online: [http://academicguides.waldenu.edu/fieldexperience/son/PreceptorResources](http://academicguides.waldenu.edu/fieldexperience/son/PreceptorResources)

**Role of the Mentor:**
- Guide, direct, and support the student, to facilitate the achievement of practicum (practice experience) learning objectives.
- Provide opportunities for role analysis, collaboration, as well as the application of skills and knowledge.
- Mentoring by you as a mentor which encompasses consultation, professional interaction, and feedback regarding the project to assist the student in developing knowledge, skills and competencies in public health nursing and leadership in quality and safety.
- Completion of a final evaluation to assess the student’s work during the practicum (practice experience) project.
- Review communications sent from the Field Experience Office to maintain contact with the School of Nursing, which provides an opportunity for the mentor to ask questions or discuss any concerns that may arise.

**Role of Faculty-Preceptor:**
- The faculty is a Walden faculty member responsible for assuring that this student meets the course objectives.
- The faculty communicates with the student and the mentor regarding student progress and learning needs.
- The faculty approves the proposed project and interacts with students weekly in online practicum (practice experience) discussions.
- The faculty are available to mentors and students via email or telephone throughout the practicum experience as needed.
- The faculty is responsible for evaluating the student’s practicum (practice experience) work and assigning a final grade.
Communication with the Mentor:
The Walden University Field Experience Office or the faculty member will contact the mentor three times during the term as follows:
1. Upon Approval: An email will be sent with further information along with a “Practicum Orientation for Mentors” prior to the course beginning.
2. Midterm (Monday of Week 3): An email will be sent to the mentor with a midterm check-in and progress report.
3. End of Course (Monday of Week 6): An email will be sent requesting feedback for an evaluation of the student project and professional development.

Compliance Requirements for Mentors: Walden University abides by the appropriate compliance requirements and standards as determined by various state, national and professional nursing agencies. Therefore, we request mentors agree to abide by the following standards and requirements:
1. Currently licensed in the state where practicum (practice experience) will occur with an active and unencumbered license.
2. Has a minimum of one year of experience and a current job role relevant to the specialization.
   Some states require the mentor to have two years of experience.
3. Is employed at the field site where the practicum (practice experience) will take place.
4. Is not the student’s family member or a personal friend.
5. Complete a final evaluation to assess the student’s work during practicum (practice experience).
   NOTE: The final course grade cannot be finalized until the evaluation has been completed.

Meditrek:
Meditrek is the online clinical rotation management system we utilize to track, monitor and manage the practicum experience.
- The link to Meditrek is https://edu.meditrek.com/
- Meditrek information will be emailed to the mentor with instructions to complete the final evaluation via Meditrek.

Additional Resources for Mentors:
The following additional resources can be found online at http://academicguides.waldenu.edu/fieldexperience/son/PreceptorResources
- Practicum Manual & School of Nursing Handbook
- Course Objectives, Course Outcomes
- Meditrek Information, Resources & Webinars
- Academic Program Overview for the School of Nursing
- Walden University and School of Nursing – Mission, Vision & Accreditation

Next Steps:
- After completing and signing this form, please send it directly to the student. The student will then upload this form as part of their application in Meditrek.
- This Mentor Commitment Form is student, course and term specific, for compliance purposes. Thus, a form is required to be completed for each student for each course you are nominated to mentor.
- If you complete this form electronically, you are agreeing to the Walden University Policy on Electronic Signatures.
- If you do not complete this form electronically, please print legibly and provide your signature at the bottom of the form.
- If the student is not an employee of the field site, the student will work directly with the administrator at your site to establish a Service Learning Agreement, which is different from this “Mentor Commitment Form”.
- Upon final approval of the student’s application, you will receive a confirmation email with a Mentor Orientation.

Policy on Electronic Signatures:
Walden University manages the practicum application processes in a nearly paperless environment, which requires reliance on verifiable electronic signatures, as regulated by the Uniform Electronic Transactions Act. Legally, an “electronic signature” can be the person’s typed name, his or her e-mail address, or any other identifying marker. An electronic signature is just as valid as a written signature if both parties have agreed to conduct the transaction electronically. The Field Education Coordinator for the School of Nursing will verify any electronic signatures that do not originate from a password protected source (i.e., an e-mail address officially on file with Walden University). The mentor’s e-mail address provides authentication for electronic signature and thus must match the e-mail address contained in the student’s application for field experience.

How to Contact the Field Education Office
Email: nursingfield@mail.waldenu.edu
Phone: 855-593-9632

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BSN – Undergraduate Nursing Program
RN to BSN and RN-MSN Tracks

Student’s Name:
Quarter Term of Practicum (Practice Experience):
- Fall – 1st Part of Term (Aug)
- Winter – 1st Part of Term (Nov)
- Spring – 1st Part of Term (Feb)
- Summer – 1st Part of Term (May)
- Fall – 2nd Part of Term (Oct)
- Winter – 2nd Part of Term (Jan)
- Spring – 2nd Part of Term (April)
- Summer – 2nd Part of Term (July)
Practicum (Practice Experience) Course: RN-BSN: 4210 4211 4212 RN-MSN: 4220 4221

Mentor Section: To Be Completed by Mentor

Note: All items in this section must be completed by the mentor and not the student.
Note: After completing and signing this form, please send it directly to the student for the student to upload this form as part of his/her application in Meditrek.

Mentor’s Name:
Mentor Phone Number:
Email: Employer Issued E-mail:
Preferred E-mail for Communications from Walden:
Employment:
Current Position:
Current Employer/Practice:
Address of Practice:
Location Where Student Will Be Completing Practicum:
Length of Employment at Current Position: Year(s) Month(s)
Education:
Highest Education Degree Associated with Licensure:
Major/Concentration of Degree:
College/University:
Month & Year of Graduation: (MM/YYYY)
Licensure: Highest Licensure Related to This Mentorship:
Type of License: RN APRN Other:
License State:
License Number:
License Exp. Date: (MM/YYYY)
Length of Time Practicing at Current Level of Licensure: Year(s) Month(s)
Employer: Administrative Contact for Service Learning Agreements:
The student shared learning objectives for this practicum experience with you and you agree it aligns with your current role? Yes No
Please describe your job responsibilities and the primary focus of your present position:

Please initial the following:
1. Initial: I acknowledge that I will abide by the compliance requirements for mentors as stated on page 2 of this form.
2. Initial: I understand that by completing this form, I have reviewed the above information and I am willing and able to meet all practicum (practice experience) criteria, compliance requirements and mentor requirements as stated above.

Date: (MM/DD/YYYY)
Mentor E-mail (Must be entered by mentor for an electronic signature for authentication):
Mentor Signature (Must be signed by mentor if completing this form manually): ________________________________