Walden University
School of Nursing

Preceptor
Orientation
and
Resource Guide

Master of Science in Nursing
Specializations Program
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
Walden University

**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.
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 (CCNE). 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.
Master of Science in Nursing
Specializations
Overview
The Master of Science in Nursing (MSN) prepares students to focus their practice on the identified health needs of society, become leaders in their field through scholarship, influence the quality of patient care, manage technology and information, gain autonomy in their careers, and develop a lifelong commitment to learning. The MSN program offers a range of specializations in the most critical areas of nursing today.
Master of Science in Nursing
Learning Outcomes

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

• Synthesize organizational/systems leadership for cost-effective specialist nursing practice that contributes to high-quality healthcare delivery, advancement of the nursing profession, and social change.
• Critique evidence-based literature drawing from diverse theoretical perspectives and pertinent research to guide decision making that demonstrates best practices for specialist nursing practice in a global society.
• Integratively assess, diagnose, plan, implement, and evaluate cost-effective healthcare strategies that reduce health disparities by patient/population advocacy for access to specialist nursing care.
• Demonstrate ability to effectively communicate using audience-specific oral, written, and information technology for professional delivery of specialist nursing care.
• Evaluate health needs of diverse populations for necessary teaching/coaching functions based on specialist nursing knowledge to restore/promote health and prevent illness/injury.
• Exhibit ongoing commitment to professional development and value of nursing theories/ethical principles (altruism, autonomy, human dignity, integrity, social justice) in accordance with ethically responsible, legally accountable, specialist nursing practice.
• Implement specialist nursing roles to promote quality improvement of patient-centered care in accordance with professional practice standards that transform health outcomes for diverse populations.
MSN
Specialization Programs

• Nursing Education
• Nursing Informatics
• Nurse Executive
• Public Health Nursing
MSN
Education
Program Overview

• **Specialization Overview:** The Nursing Education specialization prepares nurses for faculty positions in all types of undergraduate nursing programs, as well as for educator roles in diverse practice settings. Graduates have the knowledge to develop, plan, implement, and evaluate educational programs for nursing students and other individuals or groups needing health-related education.

• **Practicum Courses:**
  – NURS 6341 – Specialty in Clinical Nursing – 72 hours
    • Course combines observation with hands-on experiences for the student to learn advanced patient care with an advanced clinician.
  – NURS 6351 – Role of the Nurse Educator – 72 hours
    • Direct hands-on patient care is not permitted in this course.

• **Preceptors for Practicum:**
  – NURS 6341: Preceptors must provide direct patient care as an advanced clinician.
  – NURS 6351: Preceptors must be in a role focused on nursing education.
MSN
Informatics
Program Overview

• **Specialization Overview:** The Nursing Informatics specialization prepares nurses to more effectively utilize information technology to enhance the quality of patient care. This specialization blends nursing science with computer and information science. Coursework focuses on such key areas as information systems, database concepts, and effective project management. Graduates have the knowledge to integrate data, information, and knowledge to support decision-making processes that affect patients and providers.

• **Practicum Courses:**
  – NURS 6431 – Evaluation Methods for Health Information Technology – 72 hours
  – NRSE 6600 – Capstone Synthesis – 144 hours

• **Preceptors for Practicum:** Preceptors should have a role primarily focused on informatics in health care.
**MSN**

**Nurse Executive**

**Program Overview**

- **Specialization Overview:** The Nurse Executive specialization prepares nurses for leadership positions in complex healthcare systems. Collaboration and partnerships are key to managing change and meeting standards for nursing practice. Graduates are ready to make a difference in organizations by addressing pressing issues such as workforce development, resources, integration of technology, and the maintenance and improvement of quality care.

- **Practicum Courses:**
  - NURS 6600 – Capstone Synthesis - 144 hours

- **Preceptors for Practicum:** Preceptors should have a role primarily in a leadership positions in health care.
**Specialization Overview:** Students in the Public Health Nursing specialization are prepared to take a lead role in improving health outcomes for entire populations, particularly those in underserved communities. The focus of the coursework is on skills such as assessing communities and populations; identifying high-risk groups; and developing culturally sensitive, realistic, population-based nursing interventions. Graduates of Walden’s MSN program will have the graduate degree they need to pursue Advanced Public Health Nursing (APHN-BC) certification through portfolio application.

**Practicum Courses:**
- NURS 6720 - Population-Based Public Health Nursing Interventions – 216 hours
- NURS 6730 - Public Health Nursing Leadership – 144 hours

**Preceptors for Practicum:**
- NURS 6720: Preceptor must have a role primarily focused on public health.
- NURS 6730: Preceptor must have a role primarily focused in a leadership role in public health or community health.
Master of Science in Nursing
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:
  Education:
  – NURS 6341 – Specialty in Clinical Nursing – 72 hours
  – NURS 6351 – Role of the Nurse Educator – 72 hours
  Nurse Executive:
  – NRSE 6600 – Capstone Synthesis – 144 hours
  Informatics:
  – NURS 6431 – Evaluation Methods for Health Information Technology – 72 hours
  – NRSE 6600 – Capstone Synthesis – 144 hours
  Public Health:
  – NURS 6720 - Population-Based Public Health Nursing Interventions – 216 hours
  – NURS 6730 - Public Health Nursing Leadership – 144 hours

• Required Activities for Students:
  – Individual Student Learning Objectives
  – Conference Call with Student, Preceptor & Faculty
  – Journal
  – Time Logs
  – Practicum Project
  – Portfolio
  – 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:

**Education:**
- NURS 6341 – Specialty in Clinical Nursing
- NURS 6351 – Role of the Nurse Educator

**Nurse Executive:**
- NRSE 6600 – Capstone Synthesis

**Informatics:**
- NURS 6431 – System Design, Planning & Evaluation
- NRSE 6600 – Capstone Synthesis

**Public Health:**
- NURS 6720 - Population-Based Public Health Nursing Interventions
- NURS 6730 - Public Health Nursing Leadership

**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.
- Attendance at meetings.
- Preparation of all materials directly related to completion of the practicum.
- Activities related to the practicum project.

NOTE: Direct patient care and services are not permitted as part of these practicum courses, except for NURS 6341.
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

Walden expects that the practicum experience will allow students to focus on developing and strengthening discrete skills as well as integrating a range of skills into a coherent professional identity. Students set specific goals for the practicum experience that are consistent with their professional preparation and coursework. These goals inform the evaluation of their competencies at the end of the practicum.

In the first week of the practicum, students formulate two to three individualized learning objectives that they want to achieve during their practicum experience; these objectives are based on their previous assignments, practicum experiences, practice setting, and interests. As students approach the practicum, they should reflect on their coursework and identify two to three areas in which they feel the need for further growth or with which they might want application-level experience.

Students should discuss the ideas they identify with their preceptors and determine if the necessary resources are available at their placement sites. Then they prepare a set of measurable learning objectives, using Bloom’s taxonomy, that specify what they want to achieve.
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.
Practicum Project
MSN-SP

- Students do not complete research in their practicum course. Instead, they design and implement a project that they base on research and scholarly literature.
- In Week 2 of the practicum course, students begin to formulate project ideas. They work closely with preceptors and practicum course faculty members to identify a topic that meets an organizational need. Students develop three or more project objectives.
- Final approval for the project must come from practicum course faculty members.
- Practicum projects may not begin until students receive approval.
- The practicum project is calculated as part of the practicum hours but cannot constitute for more than one-third of the practicum hours.
- At the end of the practicum course, students create a PowerPoint presentation of their practicum project. Students give a summary presentation of the entire experience to their class and practicum course faculty member. Students also present the project to selected individuals at their practicum site.
- More guidelines are outlined for the student in the Practicum Manual and the course syllabus.
- The practicum project is developed and completed in the following courses:
  - Leadership & Management Track: NURS 6600
  - Education Track: NURS 6351
  - Informatics Track: Begin development in NURS 6431 and complete the project in NURS 6600
  - Public Health Track: Begin development in NURS 6720 and complete the project in NURS 6730
Portfolio

MSN-SP

• Students submit the final portfolio in the practicum course.
• They update any portfolio items that need editing or revision based on faculty comments.
• Assignments from the practicum course are added to the portfolio, and students may add other items as well.
• The final portfolio will be examined for content and format to ensure it is a professional representation of accomplishments.
• Students then have a comprehensive professional portfolio to use as they start the next phase of their career.
• For more information about creating a successful portfolio, students can refer to the School of Nursing Handbook.
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/
- 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
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.
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 Preceptor’s 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](http://www.med.illinois.edu/FacultyDev/ClinicalEnviron/OneMinutePreceptor.ppt)

• AANP’s Preceptors Toolkit:
Contact Information
MSN- SP Program Leadership

Program Director:
Dr. Vincent Hall: vincent.hall@mail.waldenu.edu

Specialization Program Coordinators:
Nursing Education:
Dr. Patti Urso: patti.urso@mail.waldenu.edu

Nursing Informatics:
Dr. Tracy Scott: tracy.scott4@mail.waldenu.edu

Nurse Executive:
Dr. Jeanne Morrison: jeanne.morrison@mail.waldenu.edu

Public Health:
Dr. Janet Gerken: janet.gerken@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!