

i-LEAD Nursing Leadership Program Preceptor General Guidelines

Thank you for agreeing to precept a student from the CU College of Nursing i-LEAD Program. A preceptor serves as a leadership mentor for a student at the graduate level. Your responsibility is to provide a guided experience to apply knowledge in leadership in a practice setting. The preceptor serves as a role model and facilitates student autonomy, professional competency and socialization into the role of a nursing leader within a particular health care agency.

At the graduate level, a preceptor should be willing to commit time and expertise to help guide the student and encourage students to model professional leadership behaviors in practice. We like to avoid students merely shadowing preceptors and to be actively engaged in a specific leadership project that will enhance student learning and benefit the organization.

Faculty who are supervising the leadership internship for i-LEAD students will initiate a meeting with the preceptor to review the preceptor experience, address any questions as well as set the tone for the experience. Faculty orients the preceptor to the course and expectations of the internship. Faculty can also provide supplemental material requested by the preceptor. Faculty is responsible for evaluating the student, therefore, communication between the preceptor, student, and faculty is imperative. Faculty is available to the preceptor via phone, Zoom conferencing, e-mail, or in person (for experiences in the Denver metro area). At the initial meeting, faculty and preceptor will discuss the best strategies for communication throughout the internship. Communication with the faculty includes ongoing assessment of the student's progress and the overall experience itself. The preceptor should feel free to contact the faculty member with any concerns.

Preceptor Roles and Responsibilities

- Meet with student via phone or in person to assess the fit of the student with your organization. Listen to the student's goals and plan to complete the internship and determine if this is a good fit.
- Talk with the faculty member after meeting with the student to learn more about the leadership internship and course expectations.
- Provide an orientation to systems, policy and procedures in the organization and review agency guidelines that may impact the student experience. You can request the student attend a staff orientation if this will facilitate the process. The student may also need to attend training sessions obligated by the organization.
- In collaboration with the student, focus effort on a leadership project to be completed during the internship that meets student learning goals and is mutually beneficial to the organization. The student will seek approval of the project with the supervising faculty.
- Provide student with honest, constructive feedback as needed.
- Schedule meetings at regular intervals to provide feedback, evaluate progress and resolve problems.
- Student and preceptor will determine the final submission of the project to the faculty member. The College of Nursing is respectful of the organization's intellectual property.
- Preceptor will be asked to provide feedback about the student's performance in achieving competency outcomes for the course as well as mutually agreed upon goals established by the student and the preceptor. Preceptor will be asked to complete a form and provide a narrative assessment of the student's strengths and weaknesses.
- Preceptor and student will schedule a debriefing session at the end of the leadership internship to review a summarization of both student and preceptor evaluation results.