



**NURS 483L4; Capstone Practice Experience
Preceptor Request Agreement**

STUDENT SECTION:

Course Information: Semester/s: _____ Year: _____ Dates: _____

Student Information:

Name: _____ EID: _____

Phone: _____ Email: _____

Preceptor Information:

Name & Title: _____ Unit you'll be working on: _____

Employing Agency: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Fax: _____ Email: _____

It is the policy of the EMU School of Nursing that students enrolled in the Capstone Practice Experience provide evidence of meeting the following health requirements prior to registering for NURS 483L4:

TB – within 1 year	Health History by Student Form
Flu –within 1 year	Health Exam by MD, NP or PA
Hep B	Background check
TDAP Vaccine	BLS/CPR Card
Varicella	Drug Screen
Measles/Mumps/Rubella (MMR)	Proof of Health Insurance
Covid-19 Vaccination	

Student Note:

Once this Capstone Preceptor Request Agreement form is completed and signed by all parties, upload this form to Project Concert for the School of Nursing review. Please note that some hospitals and health care agencies require that all preceptorships be contracted through a third-party agency-Acemapp. Should the preceptor you are requesting be from such an organization, the School of Nursing will contact you with additional instructions. You may contact Melissa Kachaturoff at mdenman@emich.edu if you have any additional questions or concern.

Eastern Michigan University
Ypsilanti, MI, USA 48197 | 734.487.2310



Practice Experience Requirements

During this Capstone Practice Experience, the student will be challenged to work with a preceptor to develop and implement/present a population-based health project addressing the needs of an identified population.

Student will not and may not provide any direct patient care during this experience.

Student Responsibilities

The role of the student is to lead the development and implementation of a capstone practice experience that meets the course objectives (see syllabus). A work plan is developed collaboratively between the preceptor, the student, and EMU nursing faculty. The course faculty and preceptor are committed to assisting the student in meeting course objectives, however the ultimate responsibility for learning rests with the student. To best fit the availability of the preceptor and the student, the work plan should be arranged immediately prior to the term of enrollment. It is expected that the student will arrange their practice experience during the preceptor's regular working hours. This plan should directly address the scheduling of all practice hours and summarize the intended population health project. Understanding that extensive communication and planning has occurred prior to the start of the term, this plan must be submitted to and approved by faculty during the first week of the course.

In summary, during the practice experience the student must:

- ◇ Arrange & document a work schedule plan that is agreeable to the preceptor.
- ◇ Submit to and obtain approval of the work schedule plan from course faculty during the first week of the course.
- ◇ Maintain regular communication with preceptor and course faculty regarding all activities.
- ◇ Clearly communicate in advance any request for plan deviation.
- ◇ Assumes responsibility for performance of all practice activities.
- ◇ Promptly communicates with preceptor and course faculty any practice concerns or when assistance is necessary.
- ◇ Maintain and submit the *Documentation of Practice Hours* form to faculty after obtaining the Preceptors signature.
- ◇ Provide a copy and remind preceptor to complete the *Final Preceptor Evaluation of Student* form.
- ◇ Engage in course assignments and activities discussed in the syllabus.

Preceptor Responsibilities

The role of the preceptor is to function as a, mentor, role model and resource person in guiding, directing and supervising this nursing student's practice experience. The preceptor supervises and monitors the student's practice experiences and facilitates learning in a safe environment that will meet the student's learning needs and goals. The preceptor facilitates orientation to, as well as the student's understanding and compliance of organizational policies. It is essential that the preceptor provides prompt and ongoing feedback to the student and faculty regarding the student's practice performance. The preceptor understands that student will not be providing direct patient care during this experience. At the conclusion of the course the preceptor provides a written evaluation of the student's practice performance for the term, and an evaluation of the preceptor experience.

In summary during the practice experience the preceptor should:

- ◇ Maintain regular communication with the student, including weekly feedback regarding student performance.
- ◇ Oversee and facilitate the completion of the student's capstone project.
- ◇ Seek input and support from course faculty as needed, including promptly sharing any performance concerns.
- ◇ Complete and review with student the *Final Preceptor Evaluation of Student* form and submit to faculty.
- ◇ Complete and return to the School of Nursing the *Preceptor Evaluation of Course Experience* form.



EASTERN MICHIGAN UNIVERSITY

School of Nursing

By signing below, you agree to the terms described for the NURS 483L4 Capstone:

Student Signature

Date

Print First & Last Name of Preceptor

Preceptor Nursing License Number: _____

Expiration Date: _____ Years in role: _____

Preceptor Signature

Date

Print First & Last Name Agency Administrator

Agency Administrator Email: _____

Agency Administrator Phone Number: _____

Agency Administrator Signature

Date

EMU Director Signature

Date