

# Instructor Orientation and Preparedness Checklist

## For Nursing Preceptorships

**Target Audience:** Faculty leads, clinical instructors and hospital staff hosting students. *For instructor-led groups, please refer to the [Instructor Orientation and Preparedness Checklist for Instructor-led Groups](#).*

**Purpose:** To ensure all faculty, instructors, students and preceptors feel supported and are successful during the placement at C&W. It is essential that faculty/instructors are clinically competent and understand the complexities of the specialty area and can provide evidence that they have maintained unit specific clinical competence if requested.

*Faculty/Instructors are the ambassadors for the Hospital and understanding the complexities of the clinical setting is essential. Academic programs are to ensure faculty/instructors are competent to support students and preceptors during the preceptorship at CW. Faculty/instructors are to understand the complexities of the clinical setting and ensure the student has the capacity for success within the clinical placement. Instructor names must be entered into HSPnet placement request upon submission.*

### PRIOR TO COMMENCEMENT OF PLACEMENT

#### 1. Preparedness and General Expectations of Faculty/Instructors

- Review the Provincial [Practice Education Guidelines](#)
- Review [C&W Faculty Guidelines and Expectations](#)
- Review [PHSA Core Policies](#) and [Dress Code Policy](#)
- Obtain temporary hospital ID pass from your school for your student
- Prepare to come on-site for consultation and support of staff and student when requested
- Prepare to support student in additional skill development in nursing skills lab as need identified
- Be always available by phone during clinical shifts and respond immediately
- Ensure preceptorship students complete the following required agency prerequisites prior to clinical experience:

##### a. E-Learning Orientation

- [SPECO \(Violence Prevention, Infection Control, WHMIS, Waste Management, Fire Safety\)](#)
- [PHSA Privacy and Security 101 Course and Confidentiality Acknowledgement](#)
- [CST Cerner Training \(link emailed by CW CST Cerner Team\)](#)
- [PHSA Core Policies, Dress Code Policy](#) and Provincial [Practice Education Guidelines](#)
- [Children and Youth at Risk of Clinical Deterioration \(PEWS\)](#)
- [Pediatric Foundations](#)
- [Partnering for Pain](#)
- [Comfort Protocol for Clinical Procedures](#)

##### b. Systems and Resources

- [Nova Stat Strips](#)
- [Access to Network/computer and clinical information systems](#)
- [About CW Campus](#) (parking, amenities, maps etc.)
- [TACC building orientation and handbook for staff \(accessible from internal network\)](#)

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## SUPERVISION OF PLACEMENT

### 2. Once Placement is Confirmed

- Contact preceptor (in-person or virtually) prior to placement to introduce yourself and discuss:
  - Course goals and objectives – provide in writing
  - Expectations of the student
  - Information relevant to specific student's needs
  - Provide your contact information
  - Schedule regular check-in's and mid/term

### 3. Once Placement Begins

- Meet with the preceptor and the student (preferably in-person)
  - at the beginning of the experience to review learning plan and completed pre-requisites
  - check-in after 48 hours of clinical time (after initial meeting) to discuss progress and provide feedback
  - at mid term (preferably in-person)
  - at the end of the preceptorship experience
- Support the preceptor with the learning plan, teaching and learning skills, providing feedback to student and evaluation skills.
- Follow-up with clinical supervision on the unit as deemed necessary by the preceptor if difficulties arise.

### 4. Student Evaluation

Faculty/instructor is responsible for providing final verbal and written evaluation to student.

- Provide guidance to the preceptor regarding evaluation of student performance
- Seek input from preceptor in development of written evaluation report
- Invite the preceptor to participate in final evaluation interview (optional)

### 5. Conflict Resolution

- Respond promptly to unit staff, preceptor and/or student concerns
- Be skilled in conflict resolution and/or consult with other faculty with necessary skill for resolution
- Consult with appropriate staff member(s) and student to determine the nature/details of the conflict
- Attempt to resolve the conflict by directly speaking to those involved and facilitating a plan for resolution
- Document incident
- Follow-through until resolution is reached and/or contact the clinical educator, CNL/PC or the SPE team
- Be prepared to change/withdraw student assignment

### 6. Clinical Learning Program Evaluation

- Seek formal evaluative feedback from agency preceptors and educators related to preceptor learning experiences on an annual basis.
- Agency and school will meet once a year to discuss and review student learning experiences and evaluative feedback from stakeholders for improvement opportunities.

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## Glossary for Role Definitions:

### Leadership team

- **Charge Nurse (CN)/ Clinical Nurse Coordinator/Leader (CNC/CNL)/ Perinatal Coordinator (PC):** point of care leaders that are aware of the daily activities with the patients' care and will assist you with assignments and any concerns.
- **Perinatal Clinical Educator (PCE)/Clinical Nurse Educator (CNE):** can ensure the relevant resources and areas are listed in your Seek and Find for a successful learning experience. This role is also the Destination Coordinator (DC)
- **Clinical Resource Nurse (CRN):** just-in-time education and on-the-unit practice support.

### Student Practice Team

- Sr. Leader and Academic Practice Coordinator: assist with practice education placement processes, policies and guidelines. Support leaders with problem solving.  
Please reach out to the [C&W Student Practice Team](#) at any time if you have questions, ideas or comments. We are glad to be able to continue supporting the learning and preparation of our future health care team members through clinical placement opportunities.

Thank you for your support in ensuring continued and safe learning experiences.