Dear Nurse Preceptor:

Thank you so much for serving as an RN Preceptor for a YSU senior nursing student. This preceptorship is the clinical component of our *Nursing Transitions* course, which aims to help students transition into the role of a “soon-to-be-RN”. Students will work closely with you to learn how you make decisions, problem-solve, engage in leadership and advocacy, and manage the patient care activities of your daily assignment. This opportunity helps students learn to “think like a nurse” and understand the RN role for a smoother transition to practice.

Each student will complete 120 clinical hours with you and keep an independent log of hours. Students will contract with you to complete these hours according to your schedule to learn your daily routine. Students will share two goals with you at the start of each day that they would like to work on, and will provide you with a *Preceptor Evaluation Form* to complete each shift to document their progression. Please provide objective feedback to help the student identify areas for improvement in addition to their strengths.

A major course objective is for students to develop organization and time management skills. The student should share your assignment and take on an increasing amount of responsibility each day. It is helpful for the student to work alongside the preceptor for first 1-2 shifts and then increase their workload (ie; 2, 3, 4, 5 patients) throughout the semester. Review the *Preceptor Role & Guidelines* for information on which tasks the student may perform independently or interdependently, and which activities need direct supervision. Please also work with students on prioritization, making assignments, and delegation of tasks to LPNs or UAPs. Hands-on practice would greatly facilitate student understanding of these concepts.

**The RN is ultimately responsible for the patient, while faculty are responsible for the student.** Each student is assigned a faculty member who will be available via cell phone during all scheduled shifts. Faculty members will stop in for unannounced visits to check on student performance throughout the semester. Preceptors are encouraged to communicate any concerns or feedback with the faculty member on a regular basis.

Thank you again for working with our student. I am sure this will be an outstanding learning experience, and greatly appreciate your time and expertise. Our preceptor website offers easy access to all orientation information and a copy of the course syllabus. The link to this site is: <https://ysu.edu/bsn-preceptor-information>. Feel free to contact me at any time with questions, concerns, or comments.

Sincerely,

Laura Calcagni, MSN, RN, CNE

Assistant Professor

Cell: 330-502-5405

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**Assigned Student/Phone:**

**Faculty Member/Phone:**