

**ANGELO STATE UNIVERSITY  
NURSING DEPARTMENT  
PRECEPTOR RECORD-KEEPING PROCEDURES**

**Faculty Instructions to MSN Student**

1. The student is required to find their own preceptor.
2. The student is required to check the ASU Hospital/Clinical Agency Contract List to verify the Preceptor's clinical site is contracted with ASU. If the agency is not located on the posted list, the student should click the following link to receive contract instructions.  
**[http://www.angelo.edu/dept/nursing/clinical\\_contractinstructions.html](http://www.angelo.edu/dept/nursing/clinical_contractinstructions.html)**  
Contracting between ASU and a clinical agency is a legal procedure and will take time to complete. The student must start this process early to be sure the contract is in place when the student is ready for clinicals.
3. The student must complete a Clinical Readiness Checklist and forward required information to the Graduate Secretary in one packet.
4. Each student must review the Preceptor/Student Orientation Packet and provide a copy to the Preceptor.
5. Each student ensures that the Preceptor Agreement is complete and includes the Preceptor Profile and a current CV.
6. Upon receipt of the Preceptor Agreement, Profile and CV, the student will provide the Nursing Department Graduate Secretary with all completed forms in one packet.
7. The Graduate Secretary will review the forms for completeness and verify that the clinical agency to be used is currently contracted with ASU.
8. If the Preceptor Agreement is complete and includes the Preceptor Profile and a current CV, the Graduate Secretary will forward The Preceptor Agreement to the Student's Faculty for approval and signature.
9. Faculty will approve the Preceptor Agreement and forward a copy of the approved and signed agreement to the Graduate Secretary for the Preceptor's file.
10. Once the Faculty Approval is received by the Graduate Secretary, she will send a letter to the Preceptor stating they have been approved and that the student may now commence their clinical hours. This letter will be sent in email form with a copy provided to Faculty and Student.
11. Student should have the Clinical Hours Documentation Sheet printed and ready for their first clinical appearance.
12. At the end of their clinical time, the student must complete the "MSN Student Evaluation of Preceptor/Clinical Facility form and submit it to the Graduate Secretary.
13. After clinical coursework is complete, the student will complete a "MSN Student Self-Evaluation" and submit it to the Graduate Secretary.
14. After final clinical reports are received and filed in the student's file, a thank you letter and a Certificate of Appreciation will be sent to the preceptor by the Graduate Secretary.