

YSN PRECEPTOR ORIENTATION MANUAL

YSN Mission Statement: The ultimate Mission of the Yale School of Nursing is *better health for all people*. We accomplish this by educating each generation of nurse leaders, scholars and practitioners; transforming healthcare practice; and advancing science. Building on the tradition of our Founding Dean, Annie W. Goodrich, the YSN community relates the “adventure of thought to the adventure of action, in touch with the fundamentals of human experience”¹ across local, national and international systems of care. ¹ Annie W. Goodrich, 1934

YSN Value Statement: The Yale School of Nursing is a community that holds an expansive view of health and believes that access to high quality patient-centered health care is a social right, not a privilege. In our intellectual and clinical work, we value integrity, dignity, rigor, curiosity and excellence. Mindful of our traditions, as well as those of Yale University, we emphasize innovation grounded in creativity and the integration of education, scholarship, practice and policy in service of social justice and health equity. Respect for diversity of thought, ideas, and opinions of others, guides all our work. We value the wise use of resources. We are committed to interprofessional education, research, and practice and mentorship of the next generation of leaders. We strive to create an environment for study that is caring and supports openness and transparency.

YSN Workplace Values

- Embracing diversity and inclusion as fundamental to our community
- Treating each other with dignity and respect
- Listening thoughtfully and responding respectfully
- Owning our work, following through on commitments, and holding each other accountable

YSN Programs

The Graduate Entry Prespecialty in Nursing (GEPN)

The GEPN Program is the first of a three-year, full-time course of study that combines preparation in basic nursing with advanced preparation in a clinical specialty. Recognizing that students arrive to the GEPN program with vast experiences and knowledge outside of nursing, the GEPN curriculum balances both the arts and the sciences in the curriculum and clinical components. Students are offered experiences in acute-care hospital units and community settings to achieve YSN’s overall mission of better health for all people. We believe that the integration of preventive and curative practice is key to the education of nurses.

Upon completion of the prespecialty year, students continue with their graduate studies which includes theory, practice, and research. Students are admitted into their designated specialty when accepted into the program. The Certificate in Nursing and a license to practice nursing in Connecticut are the two prerequisites required for the GEPN student to continue with their graduate work to earn their M.S.N. degree. [GEPN Plan of Study](#)

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GEPN Specialty Director

[M. Tish Knobf](#), PhD, RN, AOCN, FAAN

Professor of Nursing, Acute Care/Health Systems Division Chair and Graduate Entry Prespecialty in Nursing Specialty Director

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Master of Science in Nursing

Nurses in advanced practice are professionals committed to the delivery and study of high-quality clinical service: responsible, accountable, and with the authority to help shape the health care system of the future. The MSN program of study in the school is viewed as preparation for a variety of leadership roles. [Master's Specialties](#) include:

[Adult/Gerontology Acute Care Nurse Practitioner](#)

The Adult/Gerontology Acute Care Nurse Practitioner (AGACNP) specialty prepares acute care nurse practitioners to assess and manage collaboratively the needs of patients who are acutely and critically ill across the full continuum of adult acute care services.

AGACNP Specialty Director

[Laura Kierol Andrews](#), PhD, APRN, ACNP-BC

Associate Professor of Nursing and Adult/Gerontology Acute Care Nurse Practitioner Specialty Director

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[Adult/Gerontology Primary Care Nurse Practitioner](#)

The adult/gerontology primary care nurse practitioner (AGPCNP) specialty emphasizes the primary care of adults and older adults in a variety of health care settings.

[Family Nurse Practitioner](#)

The family nurse practitioner (FNP) program prepares students as nurse practitioners who provide primary care across the lifespan, including pediatrics, adolescents, adults, and older adults within the context of family-centered care.

AGPCNP/FNP Specialty Directors

[Ami Marshall](#), EdD, MSN, APRN

Lecturer and Faculty Co-Specialty Director FNP/AGPCNP

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P: (203) 737-5437

[Nicole Colline](#), APRN, FNP-C

Lecturer and Faculty Co-Specialty Director FNP/AGPCNP

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[Nurse-Midwifery](#)

The Nurse-Midwifery (NM) Specialty prepares students as competent nurse-midwives who provide family-centered primary health care.

NM Specialty Director

Erin McMahan PhD, CNM, Ed.D

Lecturer and Nurse-Midwifery Specialty Director

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P: (203) 737-6545

[Women's Health Nurse Practitioner](#)

The Women's Health Nurse Practitioner (WHNP) program prepares students for the role of a patient-centered primary health care provider who focuses on gender related health care needs.

WHNP Specialty Director

[Loren Fields](#), DNP, MSN, APRN, WHNP-BC, ANP-BC

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P: (203) 785-2555

[Pediatric Nurse Practitioner](#)

The pediatric nurse practitioner (PNP) specialty prepares graduates for expanded roles in the provision of primary care to children and adolescents across multiple community settings. Evidence-based research and concepts from nursing, pediatrics, and the natural and social sciences provide a foundation for clinical practice.

PNP Specialty Director

[Alison Moriarty Daley](#), PhD, APRN, PPCNP-BC, FAAN

Associate Professor of Nursing and Pediatric Nurse Practitioner Specialty Director

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[Psychiatric-Mental Health Nurse Practitioner](#)

The psychiatric-mental health nurse practitioner (PMHNP) specialty prepares students for advanced practice in the provision of psychiatric-mental health services to individuals across the lifespan and their family members in a variety of settings and roles.

PMHNP Specialty Director

[Andree de Lisser](#), DNP, APRN, PMHCNS-BC

Lecturer in Nursing and Psychiatric-Mental Health Nurse Practitioner Specialty Director

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Affiliation Agreements

Affiliation agreements between YSN and the clinical agency are required prior to the start of any clinical experience. The Clinical Support Unit manages the affiliation agreements and will notify Preceptor Liaisons of the status of the affiliation agreements at the start of each semester.

Preceptor Qualifications: A preceptor is an experienced clinician who works with the student in a clinical setting for a defined period of time.

Qualifications for GEPN preceptors:

- Master's prepared Registered Nurse with a minimum of one year of experience

Licensure: Verification of licensure in state of clinical practice

Education: Copy of curriculum vitae or resume listing education

Qualifications for MSN preceptors:

- Nurse Practitioner: must be certified by either AACN, ANCC, AANP or ACME in their area specialty and be licensed to practice with a minimum of one year of experience.
- Physician and Physician Associate: must be board certified in their area of practice

Licensure: Verification of licensure in state of clinical practice

Education: Copy of curriculum vitae or resume listing education. Preceptors who are a Certified Nurse-Midwife (CNM) precepting for a Nurse-Midwifery student will also need to submit a copy of their MSN diploma to YSN (unless a YSN alum).

Preceptor Expectations

- ❖ Sets clear expectations for student(s) and provides feedback using the Student Clinical Performance Evaluation form provided via email at the appropriate time
- ❖ Serves as a professional role model regarding ethical practice, legal and regulatory compliance
- ❖ Demonstrate practices in clinical settings that are consistent with the goal of providing optimal patient care in service of social justice and health equity. Preceptors' interactions with students, clients and other professionals in these settings should role model respect for differences, maintenance of confidentiality according to federal and state privacy standards, avoidance of stereotyping, and reflect nursing's ultimate commitment to caring
- ❖ Provides opportunities for student to document in the medical record
- ❖ Facilitates learning at an optimal level
- ❖ Demonstrates care that is culturally sensitive and respectful to the patient populations
- ❖ Reviews or conducts a self-assessment using [Harvard's Implicit Bias Research](#)
- ❖ Contacts YSN faculty member if student is delaying patient flow in practice

We are very grateful to you for your key role in educating the next generation of health professionals, we recognize that it can be challenging to incorporate students into your busy schedules so thank you for providing our students with the best clinical opportunities.

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Courtesy Faculty Appointments: Once CVs/Resumes are received, they are submitted for processing of a courtesy faculty appointment at YSN. The appointment is not official until the preceptor completes the appropriate paperwork.

❖ Benefits

- You may use your official courtesy faculty title, as confirmed in your letter of appointment (e.g., Clinical Instructor, Assistant or Associate Clinical Professor, Clinical Professor), and your affiliation Yale's School of Nursing may be listed on your curriculum vitae, commencing with your initial appointment.
- Yale School of Nursing courtesy faculty are invited to Yale School of Nursing events throughout the year, including the Sybil Palmer Bellos lecture and Wisser Tea reception, Scholar's Day, and additional events. You will also receive a complimentary subscription to Yale Nursing Matters magazine, published twice per year.
- Courtesy Faculty are welcome to use the Harvey Cushing/John Hay Whitney Medical Library, located at 333 Cedar Street, as well as any of the University libraries, although these require a University identification (I.D.) card. You may obtain a Yale University I.D. by contacting Melissa Nixon in our Clinical Support office at 203-737-5700, melissa.nixon@yale.edu.
- Eligible to audit one YSN course per year, with permission from the course faculty.
- Membership at the [Payne Whitney Gymnasium](#) is also available to our Courtesy Faculty (valid University I.D. is required). For information about membership, facilities, programs and fees, please call 203-432-1444.
- With a valid University I.D., you will receive preferred seating at [Yale University Athletics](#) events, e.g., football games, hockey, basketball, etc. For additional information about events and tickets call 203-432-1400 or the Yale Sports Hotline at 203-432-YALE.
- You may also visit the [Yale Golf Course & Grille Room](#) (203-432-0895), [Yale Peabody Museum of Natural History](#) (203-432-5050), [Yale University Art Gallery](#) (203-432-0600), [Yale Cabaret](#) (203-432-1566) and [Yale School of Drama Productions](#) (203-432-1234), [Yale Center for British Art](#) (203-432-2800), [Yale School of Music concerts](#) (203-432-4157), [McNay Family Sailing Center](#) (203-488-9333), and the [Yale Repertory Theatre](#) (203-432-1234).
- Invitation to the Annual Preceptor Event at YSN; CNE credit is provided.
- Opportunity to attend CNE opportunities for free; for more information, please contact Melissa Nixon at 203-737-5700, melissa.nixon@yale.edu
- Receive Continuing Education (CE) credits for precepting students through:
 - [American Nurses Credentialing Center \(ANCC\)](#); see renewal Category 5: Preceptor Hours
 - [American Academy of Nurse Practitioners Certification Board \(AANPCB\)](#);
Option 1: Recertify by Clinical Practice Hours and Continuing Education (CE)

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Evaluations/Verification of Clinical Hours and/or Experiences

- ❖ eValue is the software that YSN uses to capture student clinical encounters and clinical hours. YSN faculty are ultimately responsible for monitoring the information that students are entering but depending on the program, preceptors may be asked to verify the experiences and/or hours that the students submit. If the program for which you are precepting requires preceptors to sign off on student hours and/or encounters, you will receive automated email notifications from eValue. At this time, GEPN students are not required to enter this information into eValue.
- ❖ Evaluations: eValue is also used for preceptors to submit clinical performance evaluations about their students. Preceptors will receive an automated email notification when the evaluation is available.
- ❖ Preceptors do not need a login/password for eValue – they will receive an email with a link that will bring them right into the system to complete any pending evaluations and/or verification of hours, etc.

Student Expectations

- ❖ Fulfill YSN Immunization and Certification requirements and remain compliant while enrolled at YSN.
- ❖ Complete any specific site requirements
 - The Clinical Support Unit works with students and clinical sites to assure requirements are fulfilled.
 - Site requirements are posted in eValue for the students but in some cases will be communicated directly by the preceptors and/or site coordinators.
 - If not completed in timely manner, it may delay clinical start date.
- ❖ Documentation of patient encounters and clinical hours in eValue is required with the exception for students in the GEPN program.
- ❖ Attendance in clinical experience is mandatory. There are only three exceptions to this policy:
 - **Illness or emergency:** In the case of true illness or family emergency, the students are required to inform the preceptor or call the clinical unit a minimum of 1 hour before clinical is scheduled to begin. The student is also responsible for sending an email to the faculty of record/course coordinator within 24 hours of their absence. Students with communicable illness are expected to notify their preceptors of the illness and to forgo attending clinical experiences.
 - **Family events:** Any request to miss clinical for social or personal reasons (e.g. trips for family weddings which affect clinical attendance) must be made in advance **to the faculty of record/course coordinator**. Preceptors are not authorized to approve nonemergency absences from clinical.
 - **Inclement weather:** Preceptors have the prerogative to cancel clinical for the student (s) if local driving conditions interfere with the preceptor's safe access to the site. Students may not attend clinical without the preceptor. Especially during winter and early spring, rotation orientation should include discussion of what communication will be used in the case that the preceptor needs to cancel clinical due to inclement weather. Since driving conditions can vary, sometimes the preceptor is able to get to a site, but road conditions in an area where

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students live can be unsafe. In this case, it may be appropriate for a student to call the preceptor. Student and preceptor will then determine together whether the student will plan to arrive for a later starting time for the shift or cancel.

- ❖ **Clinical employment:** It is Yale School of Nursing policy that students are not permitted to work in paid positions (as RNs, SNs, PCAs) on any clinical unit where they will be practicing as a graduate student in a YSN clinical course.
- ❖ **Dress:** Students are expected to comply with dress and grooming requirements of the clinical agencies to which they are assigned and will be informed of these requirements during unit orientation sessions.
- ❖ **Student Personal Conduct Policy** (Policy #32 in Student Handbook): The Yale School of Nursing is an academic and professional community committed to the education of students and socialization of professionals for a variety of clinical and scholarly roles. The ultimate goal of the School is to contribute to the better health care of people and this goal requires that all members of the YSN community contribute to the creation of a work and learning environment that maintains the highest standards of academic integrity, values honesty and free expression, and respects individual differences and viewpoints. All members of the community are expected to abide by the regulations of the university as well as to obey local, state, and federal laws. Complaints of sexual misconduct, including sexual harassment and sexual assault, may be brought to a Title IX Coordinator or to the University-Wide Committee on Sexual Misconduct (see <http://provost.yale.edu/uwc>). A formal complaint of sexual misconduct must be pursued in accordance with the procedures of the University-Wide Committee on Sexual Misconduct. Students in the School of Nursing are expected to adhere to high standards of behavior in the following areas and failure to do so will lead to appropriate disciplinary action.
 - **Academic Integrity.** It is expected that students' work represents their own efforts. Behaviors such as cheating on exams or other forms of tests, the falsification or fabrication of data, and plagiarism are prohibited. Students witnessing cheating are expected to contact the appropriate faculty member.
 - **Personal Integrity.** It is expected that students honestly represent their credentials, abilities, and situation. Behaviors such as altering transcripts or work history or misrepresenting one's financial situation in order to obtain financial aid are prohibited.
 - **Professional Integrity.** It is expected that students behave in clinical settings in a way that is consistent with the goal of providing optimal patient care. Students' interactions with clients and other professionals in these settings should respect differences, maintain confidentiality according to federal and state privacy standards, avoid stereotyping, and reflect nursing's ultimate commitment to caring. Abuse or excessive use of drugs, including alcohol, narcotics or chemicals is considered improper professional conduct under the laws of the State of Connecticut Nursing Practice Act.
 - **Respect for Person and Property.** It is expected that students respect individual differences, welcome diverse viewpoints, and avoid stereotyping. In addition, it is the students' responsibility to contribute to the maintenance of the physical environment of the School and the university. Behaviors such as harassment,

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disruption of class, misuse of materials or facilities of the university library, and unauthorized use of services, equipment or facilities are prohibited. Students are also expected to respect their classmates and professors by adhering to general classroom decorum (e.g. punctuality, refraining from cell phone usage, addressing faculty and students in a respectful tone). The possession or use, on or around campus, of explosives, incendiary materials, or weapons (including guns, ammunition, air rifles, paintball and pellet guns, Tasers, and knives) is absolutely prohibited.

Failure to adhere to the above principles will be referred to the YSN Committee on Discipline and students who have violated the above principles will be subject to one or more of the following actions: counseling, reprimand, probation, suspension, dismissal, fine, restriction, or referral for prosecution. This policy allows for the consideration of infractions on a case-by-case basis. Final actions will depend on the seriousness of the infraction and the circumstances surrounding the case.

Program/Faculty Expectations

- ❖ Prior to each semester (or rotation), preceptors should expect to receive:
 - Student Assignment (Name and contact)
 - Welcome letter outlining course objectives and expectations
 - Evaluation templates and instructions
- ❖ YSN faculty will periodically check-in with preceptors throughout the rotation to discuss student performance
- ❖ Site visits may be scheduled at the discretion of course faculty, either onsite or virtually
- ❖ At the end of each academic year (typically June), preceptors should expect to receive
 - Thank you letter to include number of precepted hours for recertification (if applicable)
 - Feedback based on student evaluation

Important Contact information

Each MSN program has a designated faculty member serving as the Preceptor Liaison (PL). PL's are the main point of contact for the preceptor. Prior to each semester (or rotation), preceptors will receive a welcome letter which will include the syllabi and more details about the clinical expectations, please contact the appropriate PL if you do not receive this information. Name and contact information for the PL's are as follows:

- AGACNP: Polly Sather, APRN: p.sather@yale.edu
- FNP & AGPCNP: Kassandra August-Marcucio, APRN, ACNP-BC, CUNP: kassandra.august_marcucio@yale.edu
- Nurse-Midwifery and Women's Health: Amanda Lendler, RN, MSN, CNM: amanda.lendler@yale.edu
- PNP: Elyse Borsuk, MSN, CPNP-PC: elyse.borsuk@yale.edu
- PMH: Gia Santoro, MSN, APRN, PMHNP-BC: gia.santoro@yale.edu

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Clinical Support Unit (CSU): The clinical support unit works with the PL's to coordinate the clinical placements. Below please find list of CSU staff:

Director

[Tracy Chidsey](#)

Email Address

Tracy.chidsey@yale.edu

Responsible For:

CSU processes; GEPN/MSN Clinical Placements; eValue

Clinical Site Coordinators

[Leigh Clemens](#)

[Sandy Storck](#)

Leigh.clemens@yale.edu

Sandra.fischer@yale.edu

MSN Clinical Placements

Student Compliance / Affiliation Agreements

Sr. Administrative Assistants

[Dilan Eroglu](#)

[Melissa Nixon](#)

[Mary Nusdeo](#)

Dilan.eroglu@yale.edu

Melissa.nixon@yale.edu

Mary.nusdeo@yale.edu

Affiliation Agreements, Clinical Schedules

Courtesy Faculty Appointments/Benefits

GEPN Clinical Schedules

Not sure who to contact? Please email ysn.clinical@yale.edu and one of the CSU team members will be happy to assist.

Resources for Preceptors

- [Student Handbook](#)
- [Academic Programs](#)
- [Office of Diversity, Equity & Inclusion](#)
- [Resources for Students to Address Discrimination and Harassment Concerns](#)
- Implicit Association Test (IAT) is an educational tool to develop awareness of implicit preferences and stereotypes. [Take the test for free](#) The results are anonymous.