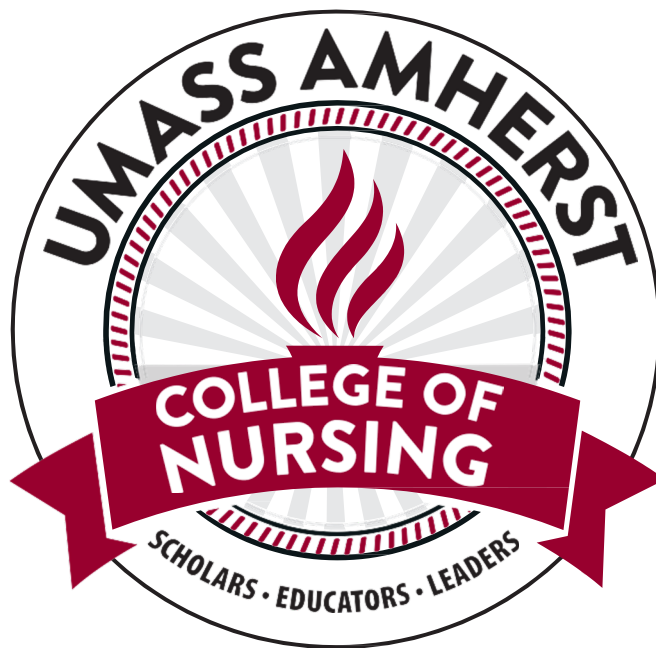# University of Massachusetts Amherst

Elaine Marieb College of Nursing
from the
Graduate Preceptor Handbook

Instructions for Preceptor

Student-Preceptor Form
- Your student will collect information from you to complete the online **Student-Preceptor Form**: contact information, address, and credentials.
- The student will electronically sign the **Student-Preceptor Form** and it will be automatically routed to you for signing in DocuSign.
- Open up the email and follow instructions to sign. The completed form will be sent back by email to the Clinical Coordinator, your student, and to you.

Your student will ask for your CV/Resume to send to the Clinical Coordinator. The Elaine Marieb College of Nursing's contact is Dorian Pariseau. You can email her with any questions or concerns. Her email is: dpariseau@umass.edu

TYPHON Database (see login screenshot below)**:**
    a. Typhon is the web-based application that you will be using with your student to track their practicum experiences. Before your first clinical experience begins, your student will need to contact the Clinical Coordinator to have an email sent to you to obtain your password. The email header will read: ***"For your UMass Nursing student - Typhon Group Preceptor Login Information - Acct #7313".*** The link in the email expires in 7 days, but you can easily obtain the password by these instructions:
- Go to this link: https://www.typhongroup.net/np/
- Click Preceptor/EASI Login
- Acct # is: 7313
- Email address: is the email the preceptor listed on Student-Preceptor Form.
- Click link: Forgot Password

    b. There are tutorials within the system that will explain how to use Typhon. Click **HELP TOPICS** at the bottom of the login screen.
    c. You will be going into **Time Logs** (under **Student Reports**) to APPROVE the student hours (click **APPROVE DAY** under **Shift Time** column). Select your student from the drop-down list, **Apply Filters**, then **Approve hours**. The student is responsible for inputting their **Case Logs**.
    d. Once you have an account, you will be able to access it for all future students you precept. If you forget the password, follow the instructions listed above.
    e. For any questions or problems with Typhon, contact the Clinical Coordinator with any questions or concerns.

Evaluations (see Typhon login screenshot below)**:**
    f. Your student will tell you when you can complete the evaluations. You can find the link for the evaluations at the top of your Typhon login screen. For all students, except Public Health Nurse Leaders, you will complete the **Mid Semester Clinical Eval-002** and the **Final Clinical Eval-002.**

For Public Health Nurse Leader students: complete **Public Health NL- Mid Semester Clinical Eval** and **Public Health NL- Final Clinical Eval.**

g. If you prefer to complete the evaluation by hand ask your student to send you a PDF of the evaluation. You can send an email to the student and faculty instructor that you have approved the hours.

Preceptor Hours for CEUs

Email the contact person Dorian Pariseau, dpariseau@umass.edu if you need them to send you a signed letter that states the hours you have worked with a student that you can use for CEU. Let them know the student, date range, and facility worked.

Typhon Login Screen:

Nursing Program/Faculty Responsibilities:

1. Require that preceptors meet qualifications.
2. Require that there are current written agreements, which delineate the functions and responsibilities of the clinical preceptor and associated agency and nursing program.
3. Require that practicum experiences using preceptors occur only after the student has received basic theory and clinical experiences necessary to safely provide care to clients (within course or curriculum).
4. Orient both the student and the preceptor to the practicum experience.
5. Provide the preceptor with course syllabus that covers course requirements and clinical objectives. Discuss student expectations, skills' performance, student guidelines for performance of activities and/or procedures, and methods of evaluation.
6. Assume overall responsibility for teaching and evaluation of the student.
7. Assure student compliance with standards on immunization, screening, HIPAA compliance, OSHA standards, CPR, criminal background check as needed, current liability insurance coverage, and current professional nursing licensure
8. Work cooperatively with the preceptor and the agency to determine student learning needs and appropriate assignments.
9. Collaborate with preceptor and student to identify appropriate student assignments.
10. Communicate assignments and other essential information to the preceptors.
11. Maintain contact with the clinical preceptor and the student in order to monitor and evaluate the learning experience.
12. Monitor student's progress through student-faculty-preceptor meetings; practicum seminars and review of student practicum assignments.
13. Be available, e.g., telephone or e-mail for consultation with preceptors.
14. Receive feedback from the preceptor regarding student performance.
15. Provide recognition to the preceptor for participation as a preceptor.

Student Responsibilities:

1. Verify clinician's/administrator's eligibility to function as preceptor.
2. Maintain open communications with the preceptor and faculty.
3. Maintain accountability for their own learning activities.
4. Completely prepare for each practicum experience.
5. Be accountable for their own nursing actions while in the practicum setting.
6. Arrange for preceptor's supervision when performing procedures and/or new activities.
7. Contact faculty by telephone or e-mail if faculty assistance is necessary.
8. Respect the confidential nature of all information obtained during practicum experiences.
9. Wear appropriate professional attire and university name-tags when in the practicum site.