

**VA Long Beach Healthcare System  
One on One Nursing Preceptorship Expectations/Agreement Checklist**

The school faculty will complete Section A of the checklist and submit along with the student processing paperwork to

[VhalonClinicalStaffDevelopmentAdminSupport@va.gov](mailto:VhalonClinicalStaffDevelopmentAdminSupport@va.gov)

**SECTION A**

Name of Student:			
Name of School:			
Start Date of Rotation:		Day(s) of week:	
Stop Date of Rotation		Unit/Area/Specialty:	
Hours per week:	Specialty:	NP	Admin/Leadership Other (specify)
Name of Preceptor:			
Name of Faculty:			
Faculty Contact Info (phone/email)			

Responsibilities of Clinical Faculty	Initials
1. Communicate with the Manager/Supervisor/Lead NP AND Preceptor	
2. Review and discuss student objectives provide course syllabus	
3. Discuss student schedule	
4. Discuss student assignment(s)	
5. Ensure all student(s) have completed the processing PRIOR to start of rotation	
6. Provide contact number in case of emergency	

**SECTION B**

Responsibilities of Manager/Supervisor/Lead NP of Preceptor	Initials
1. Communicate with School Faculty for items listed above	
2. Review the student objectives and syllabus	
3. Assign and approve preceptor	

The signatures below indicate that the **Clinical Faculty** and **VA Manager/Supervisor/Lead NP** discussed the specific information above prior to the student clinical start date.

School Faculty \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor/ or Lead NP \_\_\_\_\_ Date \_\_\_\_\_

Responsibilities of the Preceptor	Initials
1. Communicate with School Faculty for items listed above	
2. Review process for unplanned unavailability (i.e. sick call) of preceptor	

The signature of the preceptor indicates they have been informed of the clinical objectives and agrees to precept the assigned student.

Preceptor \_\_\_\_\_ Date \_\_\_\_\_