

### ***Health Care Informatics MS Program Preceptor/Mentor Roles and Responsibilities***

A preceptor/mentor serves as a mentor for a student at the graduate level. Their responsibility is to provide a guided experience to apply their knowledge in their specialty area, in this case health care informatics, in a practice setting. The preceptor/mentor /mentor serves as a role model and facilitates student autonomy, professional competency and socialization into the role of an informatics specialist within a particular health care agency.

At the graduate level, preceptor/mentor should be willing to commit time and expertise to help guide the student and encourage students to model professional practice and behaviors. We like to avoid students merely shadowing preceptor/mentor and to be actively engaged in learning opportunities that will enhance student learning and benefit the organization.

Faculty who are supervising the clinical practicum for informatics students will initiate a meeting with the preceptor/mentor to review the preceptored experience, address any preceptor/mentor questions as well as set the tone for the experience. Faculty orients the preceptor/mentor to the course and expectations of the experience. They also provide supplemental information requested by the preceptor/mentor. Because faculty are also responsible for evaluating the student, two-way communication between both the preceptor/mentor and the student is vital. Faculty are available to the preceptor/mentor and student in a variety of ways. Conferencing may be done in person or over the phone. At the initial meeting, faculty and preceptor/mentor will discuss the best strategies for communication throughout the experience. Communication with the faculty includes ongoing assessment of the student's progress and the overall experience itself. The preceptor/mentor should feel free to contact the faculty member with any concerns.

#### **The following preceptor/mentor responsibilities help to ensure a successful experience for the student, the preceptor/mentor and the organization:**

- Meet with the student via phone or in person to assess whether or not the student might be a good fit with your area and the organization. This is an opportunity to speak with the student and hear about their goals and plan to complete the required practicum hours. It also offers an opportunity for the preceptor/mentor to determine if the arrangement will work.
- Talk with faculty member after meeting with the student to learn more about the clinical practicum and course expectations.
- Provide an orientation to the department systems, policy and procedures, and review agency guidelines that may impact the student experiences. You can request a student to attend a staff orientation if it will facilitate the on-boarding process. As necessary, the student may also attend education sessions for clinical information systems or other orientations required by the organization.



- Once the student has started, provide opportunities for the student to participate in some functions such as team meetings, committee meetings and other events orienting them to key personnel as appropriate.
- Meet with the student and help structure their learning goals to meet their learning needs as well as the needs of the organization. These learning goals should be collaboratively determined between the student, the preceptor/mentor, and the supervising faculty.
- Schedule meetings at regular intervals to provide honest constructive feedback, and to evaluate progress and resolve problems.
- After the student is integrated into the practicum, it is important for the student and preceptor/mentor to determine a project the student can work on that meets their learning goals and equally benefits the organization. The syllabus provides some guidelines for the student. The student will seek approval of the project with the supervising faculty.
- Student and preceptor/mentor will determine the final submission of project deliverables to the faculty. The College of Nursing is respectful of the organization's intellectual property and will mutually agree with the preceptor/mentor and student the final format of the project deliverables for submission.
- The preceptor/mentor will be asked to provide feedback about the student's performance in achieving competency outcomes for the practicum experience as well as the agreed upon goals established by the student and the preceptor/mentor. Preceptor/mentors will be asked to complete a form and provide a narrative assessment of the student's strengths and weaknesses.
- The preceptor/mentor and student will schedule a debriefing session with the faculty member at the end of the practicum experience to review a summarization of both student and preceptor/mentor evaluation results.