



Dear Elizabeth Tree-Lavasseur,

Date: 8/14/2023

As an institution that continually strives for academic and clinical standards of excellence, we want to extend a warm welcome to the Mount Carmel College of Nursing (MCCN) community and sincerely thank you for your generosity and willingness to serve as a preceptor. Our Graduate FNP student, Jessica Anderson has indicated that you have agreed to serve as a preceptor to help the student obtain approximately 50 direct clinical hours during the approximate dates of for NURS 580.

The partnership between faculty, preceptors, and students serves as an unprecedented essential for educating and preparing the next generation of nurse practitioners. The College of Nursing wishes to support you with provision of resources to optimize your highly-valued role as preceptor to ensure a mutually beneficial preceptorship.

Project Concert: Student Clinical Tracking Documentation

To track student and preceptor clinical documentation, hours, evaluations, and preceptor compliance documents, MCCN has adopted the use of the computer software program, *Project Concert*. To help get you started navigating your *ProjectConcert* account, please click on the instructional URL links below:

URL to log in to ProjectConcert:

<https://secure.projectconcert.com/mccn/direct>

Username: Your Email Address

Password: Preceptor1 (case-sensitive)

[MCCN's Project Concert Video Instructional Tutorial](#)

[MCCN's Project Concert Instructional Manual for Graduate NP Preceptors](#)

Among the two most important steps in *Project Concert* is understanding how to log in to your account and ensuring your Preceptor Profile Data Form is up-to-date. Please see pages 4 and 8 of the instructional manual for further details. Last, in recognition of your valued contribution and participation, a certificate verifying the hours you have provided to each student will automatically be issued to you at the end of the semester and can be found in the Documents tab of your *ProjectConcert* account.

Faculty and Preceptor Roles and Expectations

[Role of the Preceptor:](#)



- Complete and maintain an up-to-date Preceptor Profile Data Form within *Project Concert* for compliance purposes. The Preceptor Profile Data Form can be completed in the Preceptor Profile tab of your Project Concert account. Once completed, *Preceptors are required to keep this information current*. Please see the URL links above to the video tutorial and PDF manual for instructions on how to complete this compliance requirement in *Project Concert*.
- The Preceptor will provide a setting in which the student will see patients and gain experience in clinical practice.
- The Preceptor will function as a role model to provide clinical teaching and supervision for the student in the practice of work up and management specific to patient care needs.
- The Preceptor will co-sign all records and orders written by the NP student unless otherwise restricted.
- The Preceptor will verify the student's associated documented clinical tracking hours by using *Project Concert*.
- The Preceptor will provide feedback regarding the status of the student's clinical progression and competence by completing the student's midterm and/or final evaluation using *Project Concert*.
- The Preceptor will make contact during the semester with the student and faculty to discuss the student's progress and learning needs.
- The Preceptor is expected to notify faculty immediately when unsatisfactory performance of the student is in question.

[Role of the MCCN Clinical Faculty and Student:](#)

- Faculty supervision entails participation in intermittent clinical site visits to consult with the preceptor about the student's clinical progression and competence. Site visits are done in a variety of ways and does not always require the student's presence, although preferred.
- Clinical site visits can be conducted virtually or through onsite visitations.
- The preceptor and clinical faculty will establish close rapport and an interdisciplinary collaborative relationship to support the preceptor role and gain insight on the student's clinical progression and competence level throughout various stages in the program.
- The student will provide the preceptor with a copy of their current resume and MCCN Student Profile form no later than by the end of the first day of clinical. The intent of this document is to provide the preceptor with an introduction to the student's educational and professional background, clinical strengths and weaknesses, and personal goals specific to their clinical rotation. The MCCN Student Profile form encompasses pertinent student demographic information and outlines any learning needs to assist the preceptor in identifying the most appropriate teaching methods and planning of meaningful learning experiences. Preceptors can access their preceptee's student profile form in the Evaluations section of *ProjectConcert*.

Preceptor Benefits

As a token of our appreciation for your time and service, the *MCCN Preceptor Onboarding Toolkit* provides a description of our preceptor benefits including free continuing education credits, tuition discount (MCHS employees; 25% off for NCH and Ohio Health employees) waivers, opportunities to serve as adjunct faculty, access to the MCCN Health System Library, and much more. You can directly access preceptor benefits within the toolkit by clicking on the following URL link:

<https://mccn.instructure.com/courses/3170/pages/preceptor-benefits-and-free-ces>

Additionally, MCCN is proud to announce our association with NurseTim®, a hands-on interactive training for educators through free customized webinars and contact hours to empower health care educators. Registration information and course offerings are found by clicking on the URL links below:

[NurseTim® Log In Instructions](#)



[NurseTim@ Subscription Tutorial](#)

Additional Resources

The *MCCN Preceptor Onboarding Toolkit* is a powerful evidence-based tool and efficient delivery model intended to streamline the onboarding process for graduate-level healthcare preceptors. This innovative web-based toolkit encompasses supportive resources tailored to facilitate your role as preceptor and clinical educator. The toolkit provides preceptors with direct access to students' course syllabi, calendar, and objectives, interactive tutorials, MCCN handbooks, lists of supporting contacts, and pertinent information surrounding clinical education and best practice teaching tools for preceptors. You can access the *MCCN Preceptor Onboarding Toolkit* by clicking on the following URL link:

<https://mccn.instructure.com/courses/3170>

The Graduate faculty at MCCN sincerely thank you again for your willingness to invest in the educational advancement of our Graduate NP students and progress our mission to facilitate the health of the community through excellence and innovation in nursing education, practice, service, and scholarship. For any additional questions or concerns, please contact Dr. Christine Salem, Coordinator of Graduate Clinical Practicum Experiences, at csalem@mccn.edu.

Warmest regards,

Roxanne Oliver

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