Responsibilities of the School of Nursing and Assigned Nursing Faculty

1. Ensure that there are written agreements which delineate the functions and responsibilities of the affiliating agency, practice mentor, nursing program, and student.
2. Inform the student about the clinical practice experience and objectives.
3. Provide the mentor with an orientation to the philosophy, curriculum, course, and practice experience objectives.
4. Assume overall responsibility for teaching and evaluation of the student.
5. Assure student compliance with School of Nursing Health Requirements and RN licensure.
6. Collaborate with the mentor to ensure appropriate oversight of the practice experience in order to monitor and evaluate the learning experience.
7. Provide contact information to mentor and student for consultation.
8. Receive feedback from the mentor regarding student performance.

Mentor Responsibilities:

1. Orient the student to the practice agency, including policies and procedures specific to patient care.
2. Guide, facilitate, supervise, and monitor the student in achieving the practice objectives.
3. Collaborate with faculty to review the progress of the student toward meeting clinical learning objectives (completion of weekly progress in meeting course objectives form)
4. Provide direct feedback to the student regarding performance.
5. Contact the assigned faculty member if assistance is needed or if any problem with student performance occurs.
6. Collaborate with the student to formulate a schedule.
7. Notify the student of any mentor absence(s).
8. Give feedback to the nursing program regarding the practice experience for mentored students.
9. Demonstrate a positive, professional attitude at all times.
10. Serve as a role model for clinical decision-making based on evidenced based practice.

Student Responsibilities:

1. Coordinate personal schedule with the mentor’s work schedule to avoid any conflicts.
2. Maintain open communications with the mentor and faculty.
3. Maintain accountability for own learning activities and completion of course objectives.
4. Prepare for each practice experience as needed.
5. Maintain accountability for practice actions while in the practice setting.
6. Contact faculty by telephone, pager or email if faculty assistance is necessary.
7. Respect the confidential nature of all information obtained during the practice experience.
8. Adhere to safety principles and legal standards in the performance of nursing care.
9. Adhere to all policies related to student functions at the practice agency.
10. Await final clinical approval email from Student Services Assistant before participating in any clinical practice experiences at the clinical facility.
11. Adhere to all policies in the DePaul University School of Nursing Student Handbook for RN to MS students.