

**Vanderbilt University School of Nursing  
Psychiatric Mental Health Nurse Practitioner  
(PMHNP) Program**

**Agency Preceptor and Faculty Supervisor Responsibilities**

**Agency Preceptor Responsibilities**

- Orientation to agency / introduction to staff / review policies, procedures, forms, scheduling, etc.
- Review student learning needs and clinical objectives each semester.
- Establish student guidelines and agency/preceptor expectations of the student.
- Select client caseload based on student interests and clinical objectives.
- Weekly review of student caseload, performance, and trouble-shooting.
- Communicate with Faculty Supervisor once or twice a semester and as needed.
- Contact Faculty Supervisor to report any clinical concerns and/or deficiencies.
- Complete Clinical Performance Evaluation (in syllabus) once or twice a semester and return to the Faculty Supervisor.

**Clinical/Faculty Supervisor Responsibilities**

- Review student learning needs and clinical objectives each semester.
- Grade written course assignments as assigned.
- Review clinical log entries.
- Conduct weekly supervision
- Contact agency preceptor regarding student performance each semester and as needed.
- Document “virtual site visit” with Agency Preceptor.
- Review and provide feedback of OSCE and CELA's.
- Complete Clinical Performance Evaluation (in syllabus) each semester incorporating input from Agency Preceptor. Review with student.