

Sample Preceptor Packet

Sample Letter to a Potential Preceptor

Date _____

Dear _____,

My name is _____ and I am currently a Master's student at Vanderbilt University's School of Nursing in the Adult-Gerontology Acute Care Nurse Practitioner program (AG-ACNP). Vanderbilt's School of Nursing has a long-standing reputation for excellence in nursing education, practice, informatics and research; it is distinctive in that it strongly encourages its students to seek clinical experience during their final year in the locale where they hope to settle and launch their careers. For me, the clear choice is _____. I am reaching out to you to ask if I can serve your practice and build my nursing skills as a student in your clinic in Spring 20__.

A paragraph should be added here which addresses your unique strengths/interests and how you hope to specifically contribute to the office/practice. This is a great opportunity to specifically discuss what drew you to acute care (or specialty care, if it is a specialized office). This paragraph should convey that your unique strengths/interests are a great match for the individual office's mission/goals.

I have attached my CV for you to learn a bit more about me and my experience. I have also included the course objectives for the clinical work I would be doing with you. I would be happy to provide you with any further information you might need and to connect you to my faculty advisor.

Thank you for your time and consideration. I look forward to the potential of working with you and learning from you.

Kind regards,

Your name

Adult-Gerontology Acute Care Nurse Practitioner Student

Vanderbilt University School of Nursing

Your phone number

Vanderbilt University School of Nursing N6115 Course Overview and Objectives for Spring Semester

Course Overview:

The Spring Practicum in Acute Care is designed to provide clinical experience in the development and application of the roles of the acute care nurse practitioner. While in the clinical arena for 20 hours per week (280 hours per semester), the student is to focus on doing appropriate history and physicals, identifying appropriate differential diagnoses, and then in collaboration with their preceptor identify appropriate lab and diagnostic tests that need to be ordered, and determine the actual diagnosis and develop an appropriate treatment plan. In addition, the student is expected to follow-up on patients both in the clinic and in the hospital.

Course Objectives:

Upon completion of this course, the student, in collaboration with other health team members, will:

1. Collect patient assessment data for acutely ill adults and older adults incorporating physical, psychosocial, and cultural aspects.
2. Accurately interpret 12-Lead ECGs
3. Analyze assessment data and identify appropriate differential diagnoses.
4. Develop evidence-based therapeutic plans of care for the acutely ill adult and older-adult patient
5. Implement evidence-based therapeutic plans of care for the acutely ill adult and older-adult patient
6. Evaluate the effectiveness of the therapeutic plans of care toward achieving the desired outcomes and suggest modifications as appropriate.
7. Implement patient and family education, including management of episodic problems, discharge teaching, follow-up care, health promotion, and preventive health care.
8. Identify when referrals are appropriate.
9. Assess continuing health care needs of acutely and/or chronically ill adult and older adult populations.
10. Identify how the ACNP provides for the health care needs of a specified population.

Your Resume or CV:

In addition, between your cover letter and the course objectives, you should include your Resume/CV. The resume/CV that you use for this purpose should be **BRIEF** (1 page ideal, 2 pages maximum). It should highlight a clear pattern of success. It should focus primarily on your healthcare related activities. Feel free to include any volunteerism/service that you have been involved if it relates to either your clinical practice or leadership skills. Again, this should be brief since most practices are extremely busy.