

WA State Student Nurse Preceptorship Grant

***Effective Winter Quarter 2024 Reimbursement Cycle**

Background and Purpose

The 2022 WA Legislature provided funding of \$3 million dollars per fiscal year in the supplemental budget to the WABON to set up a grant program to provide funding to nurses who volunteer to precept nursing students in health care settings. The goal of the preceptorship grant program is to help reduce a shortage of health care settings for students to conduct their clinical hours and bring more nurses into the workforce. A portion of the appropriated funds each fiscal year will be deducted to support operational costs. (General Fund-State)

Required Documentation

As explained in detail below, all applicants for the preceptor grant funds must submit the following documentation:

- A Preceptor Hours Reporting form (completed and submitted by preceptor via Survey Monkey);
- A valid and unencumbered state license to practice nursing; and
- An Office of Financial Management (OFM) State Vendor Number.

Definition of Preceptor WAC 246-840-533:

A nursing preceptor means a practicing licensed nurse who provides personal instruction, training, and supervision (preceptorship) to any nursing student, and meets the following requirements:

- Has an active, unencumbered nursing license at or above the level for which the student is preparing;
- Has at least one year of clinical or practice experience as a licensed nurse at or above the level for which the student is preparing;
- Is oriented to the written course and student learning objectives prior to beginning the preceptorship;
- Is oriented to the written role expectations of faculty, preceptor, and student prior to beginning the preceptorship; and
- Is not a member of the student's immediate family, as defined in [RCW 42.17A.005](#); or have a financial, business, or professional relationship that is in conflict with the proper discharge of the preceptor's duties to impartially supervise and evaluate the nurse.

Eligibility

To be eligible for a nursing preceptorship grant, each applicant must meet the requirements outlined in WAC 246-840-533 and meet the below requirements:

- Possess a social security number (United States Citizen, National, Permanent Resident, Political Refugee). Only the last 4 digits of the SSN will need to be provided.
- For ARNPs:
 - Be a WA licensed advanced registered nurse practitioner (ARNP) providing clinical education at an eligible practice site for ARNP students enrolled in an approved and accredited WA public or private not-for-profit school of nursing; and
 - Complete a minimum of 80 hours of clinical practice instruction **per student** in any term of clinical experience in an approved and accredited WA public or private not-for-profit school of nursing.

Or

- For LPNs or RNs:
 - Be a WA or Multi-State licensed registered nurse (RN) or licensed practical nurse (LPN) who provides clinical education at an eligible practice site for RN or LPN students in an approved and accredited WA public or private not-for-profit school of nursing; and
 - Complete a minimum of 80 hours of clinical practice instruction **per student** during the last term prior to graduation during the preceptorship clinical course/experience in an approved and accredited WA public or private not-for-profit school of nursing.

Local, State, and Federal government nursing employees should confirm eligibility for the preceptorship grant program. Consider contacting your employer prior to applying to verify eligibility to participate.

Eligible Practice Sites

An eligible practice site is a clinical site that has been approved by a WA State public or private not-for-profit nursing education program for student clinical practice. The nursing education program and the clinical facility must have a current clinical affiliation agreement.

Clinical hours completed in WA state from out-of-state nursing school programs do not qualify for incentive reimbursement.

Application for Reimbursement

The Nursing Program will:

- Obtain the Preceptor Verification of Hours form from the Deans/Director Resources page on the [WABON Education Website](#).

- Complete the Preceptor Verification of Hours form to verify the preceptor hours of each preceptor. The form includes ten slots to record the names of preceptors who supervised nursing students throughout the reimbursement cycle. Complete and submit as many forms as needed to attest for all preceptors who completed 80 preceptor hours per student. Email completed form to PGVerifications@doh.wa.gov.
- The Nursing Dean/Director should verify the accuracy of the information documented on the Preceptor Verification of Hours form (for example):
 - Verify that the student preceptor's full name is listed on the form.
 - Verify that the student's full name is listed on the form.
 - Verify if the preceptor is an LPN, ADN, BSN or an ARNP.
 - Verify the beginning and ending dates of the preceptorship experience is documented in the MM/DD/YY format.
 - Verify that the preceptor met the minimum 80 clinical hours per student.
 - Verify the signature of the nursing program Dean/Director is present prior to submitting the Preceptor Verification of Hours form.

The preceptor will:

- Complete the Preceptor portion of the Preceptor Verification of Hours Form and provide the following information.
 - Preceptor mailing address, email address, and phone number
 - Preceptor Birth date
 - Statewide Vendor Number
 - Nurse License Number
 - Last 4-digits of Social Security Number
 - Site of preceptorship
 - Signature of the preceptor
- Register with the Office of Financial Management (OFM) by completing a Vendor/Payee Registration Form.
 - After the preceptor completes the Vendor/Payee Registration Form, they will be assigned and will receive a Statewide Vendor Number. Access to the form is provided through a link on the Preceptor Grant website.
 - The application for a Statewide Vendor Number should be promptly submitted via the link provided on the preceptor webpage to allow ample time for the Office of Financial Management (OFM) to process the registration. Typically, OFM takes 7-10 business days to process a complete registration form. OFM will email your Statewide Vendor Number once processed.

- Business Statewide Vendor Numbers and DBA's (Doing Business As) are not authorized for use for the preceptorship grant program. **To be reimbursed, a personal statewide vendor number must be used.**

Preceptor Hours Reporting Form Deadlines

The preceptor is tasked with monitoring and documenting their preceptorship hours, with the obligation to submit a fully completed Preceptor Hours Reporting form through Survey Monkey, accessible via the WABON Preceptor Hours Reporting Form by specific deadlines for each reimbursement cycle. These deadlines will be prominently displayed on the Preceptor Grant Website.

All submissions need to be received by the deadline stated on the Preceptor Grant Program Website. Deadlines are firm. **Submissions will not be processed after the specified due date listed on the preceptor webpage.**

Preceptor Grant Payment Information

- The payment amount may vary from quarter to quarter in a fiscal year depending on available grant funds.
- Preceptor grant payments will be processed until the exhaustion of grant funds.
- A nursing preceptor will be eligible for payment for **up to two students per term**. For quarters, a term signifies the conclusion of each quarter (fall, winter, spring, summer). For semesters, the term signifies the span from August through December and January through May.
- A preceptor can apply for this grant up to 2 times per payment cycle, for a maximum of 8 payments per year.
- Refresher course clinical preceptors are not eligible for payment.
- If grant funds are available at the end of the fiscal year, the funds could be distributed among the preceptor applicants.
- The Preceptor Grant Program Specialist will review both the Preceptor Hours Reporting form and the Preceptor Verification of Hours form for completeness and accuracy of information prior to forwarding documents to the Office of Accounting for payment processing and disbursement of funds.
- Payments will be issued either by check or direct deposit and cannot be authorized without a Statewide Vendor Number.
 - If the preceptor would like funds directly deposited, an OFM Vendor/Payee Direct Deposit Authorization Form must be completed. A link to the form is available on the Preceptor Grant website. It is highly recommended to set up a direct deposit account.

Questions

All questions regarding the Washington State Nursing Preceptorship Grant should be emailed to DOH email at WABONPreceptorship@doh.wa.gov.