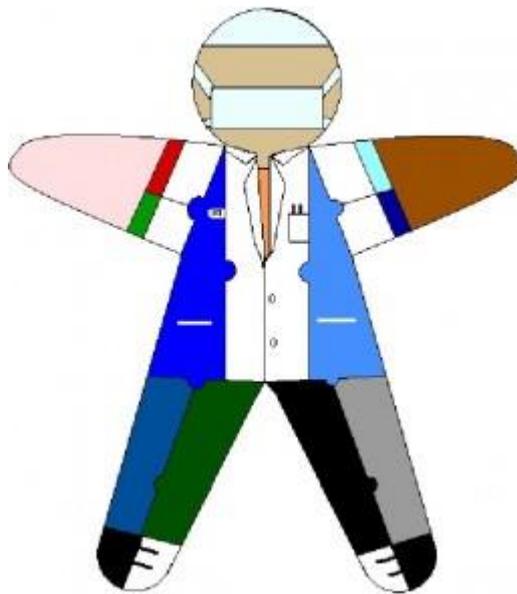


PRECEPTORSHIP PROGRAMME

Preceptee Resource Pack



Section 1: Introduction and definitions

Section 2: What we offer and what is expected of you

Section 3: Linking Preceptorship to the Trust Quality Goals

Section 4: References, Glossary, Contacts, Resources

Name:

Matron for my area is:

My Line Manager is:

My Deputy Sister(s) / Team Lead(s) is/are:

Clinical Practice Educator for my area is:

My Preceptor is:

Dates for my *initial*, *interim* and *final* preceptor-preceptee meetings

Initial	Interim	Final

SECTION 1: Introduction

This pack is intended for use by those undertaking their first role after qualifying and



registering as a Nurse with the NMC or as an Allied Health Professional (AHP) with the HCPC.

It sets out how, as a *preceptee*¹ you will be supported during for a six-month period during your first year in practice (known as the

*preceptorship*² period). Support takes place in the workplace by the Trust by providing the Preceptorship Programme, your line manager, your team, and a named *preceptor*³, who will support you in your 'day-to-day' in practice.

This pack will assist you in clarifying the roles and expectations of both the *preceptee* and the *preceptor*, and encourage a creative approach to facilitating this support for you at this crucial and influential time.

You should be supported by your line manager to attend by receiving paid hours and the meeting time being structured in to your work rota.

SECTION 1: Definitions

The Department of Health (2010) states that Preceptorship² is:

'...a period of transition for the newly registered practitioner during which time he or she will be supported by a preceptor, to develop their confidence as an autonomous professional, refine skills, values and behaviours and to continue on their journey of life-long learning.'

The same document defines a Preceptee¹ as:

A newly qualified member of staff in their first year of practice post-registration, undergoing a period of supervision and support (usually 6 months) to ensure a smooth transition into professional practice.

Supporting you in practice will be a Preceptor³, defined as:

An experienced member of staff supporting a Preceptee in the practice area by role modelling excellent clinical and professional practice and meeting with the Preceptee to agree and review goals linked to developing their practice. The Preceptor delivers this with support from their ward, team or unit and the Clinical Education Team.

Preceptorship is **not** intended as a replacement for Trust or departmental induction processes, capability or performance management, or shortfalls in pre-registration education. If you require further development in any of these areas please contact your line manager in the first instance, who will endeavour to support you appropriately or contact the appropriate outside resources.

SECTION 2: What we offer and what is expected of you?

The Preceptorship programme consists of a combination of **classroom-based** professional and clinical skills workshops linked to the Trust Vision, Values and Behaviours (see below). There will be elements of classroom based learning, self-directed learning, reflective activities, group discussion, interactive activities as well as a Quality Improvement Project which is undertaken alongside the programme as an element of continuing professional development; the your project will culminate in a poster presentation at the end of the programme. These elements will combine to support you in developing overarching professional as well as clinical skills.

Any self directed learning that you are asked to undertake must be **reasonable** in terms of the time commitment necessary and the type of activities proposed. If you have any concerns about the type or content of self-directed study you are asked or encouraged to undertake, please contact your line manager in the first instance.



Our vision, values and behaviours

Patients come first in everything we do. We fully involve our patients, staff, volunteers, families, carers and community.

We are committed to delivering quality care for everyone, every time...



...through

- Caring
- Teamwork
- Innovating & Improving



We care ...

- about everyone's safety & wellbeing
- by valuing and respecting every person
- by being open and honest
- by finding time



We are a team ...

- working in partnership with others
- building high trust relationships
- striving for excellent communication
- acting professionally



We innovate & improve ...

- by continuously developing and learning, maintaining competency
- by giving, welcoming and using feedback to improve
- by trying new things; simplifying and being more efficient



In order for your preceptor to effectively support you, you will need to set up an **initial meeting**, *at least one interim review meeting* and a **final meeting**. This final meeting should align with the Trust appraisal process, where your progress and achievements for the year can be measured against the goals that were agreed and new goals set for the future.

SECTION 3 Linking the preceptorship Programme to the Trust Quality Goals.



1. Excellent patient care

Patient care is enhanced when patients are cared for by those who have received a period of preceptorship (DoH, 2010). Other documented benefits relating to patient care include enhanced service user experience and a reduced risk of complaints. By basing the programme around a Quality Improvement Project, you are able to identify areas which require improvement and will ultimately lead to better outcomes for patients and staff.

2. Work with others to keep improving our services

The programme is designed to encourage multi-disciplinary working and also aims to address some of the issues that can arise when working within a team. The Quality Improvement Project also allows you to identify and act to improve areas of practice which require enhancement.



SECTION 3 Linking the preceptorship Programme to the (continued) Trust Quality Goals.

3. A positive experience for patients, service users and staff

Benefits of preceptorship for patients, service users and staff are documented within the Department of Health Framework (2010) as:

- Enhanced quality of patient care
- Enhanced recruitment and retention
- Reduced sickness and absence
- Enhanced service user experience
- Enhanced staff satisfaction
- Opportunity to identify those staff that require additional support or a change of role
- Reduced risk of complaints
- Opportunity to “talent spot” to meet the leadership agenda

4. Skilled and capable staff

- Preceptorship is proven to enable staff to enhance skills and develop confidence
- Staff recognise the importance of developing and maintaining a professional portfolio
- Through training needs analysis, meetings with preceptor and line manager, staff are able to identify areas for development, as well as identifying those members of staff who may require additional support or a change of role

5. Cost effective, sustainable services

- Preceptorship is aimed to develop confident and capable staff that are less likely to make mistakes, bringing about cost savings.
- Through quality improvement, preceptees are able to identify areas requiring improvement. This can improve efficiency and reduce costs of care.
- Improved recruitment and retention leads to sustainable services which run smoothly as staff that are satisfied and committed are less likely to leave.



SECTION 4 References, Glossary, Contacts, Resources

a) References/ further recommended reading list

- Department of Health. (2010) *Framework for Preceptorship for newly registered nurses, midwives and allied health professionals*. Available from http://webarchive.nationalarchives.gov.uk/20130107105354/http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/@about/documents/digitalasset/dh_114116.pdf
- Health Care Professions Council. *Continuing Professional Development*. Available from <http://www.hcpc.org.uk/registrants/cpd/>
- Nursing and Midwifery Council. *CPD and Revalidation*. Available from <http://revalidation.nmc.org.uk/what-you-need-to-do/continuing-professional-development>

b) Glossary

- **CPD (Continuing Professional Development):** the range of activities undertaken and presented in a portfolio which evidence how a practitioner has kept up to date with current practice and the delivery of excellent patient care.
- **Portfolio:** a record of CPD that can take many forms depending on the requirements of registering and/or professional bodies. It can contain many different forms of evidence that link to and show development, and how this contributes to excellent patient care. Increasingly, practitioners may prefer to maintain their portfolio electronically.
- **Preceptee:** a newly qualified member of staff in their first year of practice post-registration undergoing a period of supervision and support (usually 6 months) to ensure a smooth transition into professional practice.
- **Preceptor:** an experienced member of staff supporting a PRECEPTEE in the practice area by role modelling excellent clinical and professional practice and meeting with the PRECEPTEE to agree and review goals linked to developing their practice. The PRECEPTOR delivers this with support from their ward, team or unit and the Clinical Education Team.



- **Preceptorship:** the period of support offered to anyone in their first year of practice (usually in their first employed role post-registration) whereby they are supported by a named team member (the PRECEPTOR) and their colleagues to develop their professional practice.
- **Training Needs Analysis (TNA):** a survey carried out annually by EDT departments to determine how and where the *non-medical* education budget should be allocated. From 2014 onwards, this is split into two branches: The Learning Beyond Registration (LBR) TNA determines which University modules (such as Mentorship) the Trust purchases; the Clinical Skills TNA determines which resources the Clinical Skills Team develops and provides in-house to meet the needs of wards, units, teams and the Trust as a whole. The TNA's are completed by ward and service managers in consultation with Heads of Clinical Services and team members.

c) Contacts

- **Clinical Education Team,** Education, Development & Training Department, Education Centre, St Marys Hospital, Newport, Isle of Wight, PO30 5TG
clinicaleducationteam@iow.nhs.uk 01983 822099 ext 5354 / 5410
- **Development & Training (course bookings)**
Education, Development & Training Department
Education Centre
St Marys Hospital
Newport,
Isle of Wight
PO30 5TG
developmentandtraining@iow.nhs.uk
01983 822099 ext 5409



d) Resources

The following resources have been prepared on the next few pages:

- Initial, interim, and final meeting templates
- Guide for accessing systems: new starters / list of mandatory training/ library
- SWOT Analysis
- Template for Reflection
- Preceptee/ Preceptor Confirmation Form



Interim Preceptorship Review	Name of Preceptee			
	Name of Preceptor			
	Date of interim review	<i>Today's date</i>	Approximate date for final review	<i>Today's date + 3 months</i>
	GOAL	PROGRESS	EVIDENCE SO FAR	
	<p>Action plan to complete goals <i>if needed: consider line manager / link Clinical Educator involvement if needed</i></p>			
	Signed Preceptee			
	Signed Preceptor			

Final Preceptorship Review	Name of Preceptee			
	Name of Preceptor			
	Date of Final Review			
	This review linked to annual appraisal ?		Y	N
	Preceptees comments:			
	<p><i>Have you achieved all of the goals that were set?</i></p> <p><i>How have you been supported?</i></p> <p><i>What impact has this had on your professional practice?</i></p>			
	Preceptors comments:			
<p><i>Has the Preceptee achieved all of the goals set?</i></p> <p><i>How have they developed as a practitioner?</i></p> <p><i>How has this benefited your team/service?</i></p>				
Signed by Preceptee				
Signed by Preceptor				



e) Guide for Accessing systems: new starters

NHS Trust Computer Log-in / accessing email, intranet and external web pages

- Your line manager informs IT of new starter dates and staff names
- New starter contacts IT ext: 4401 to obtain own Username and Password

Once you have computer access, you can then start to request training individual to your needs, suitable for your area.

Training Tracker / Pro4 access:

Pro4 allows you to look at your training history, view your competencies and find courses that may be required for your role. These courses can then be booked online.

Training Tracker is a system used within the Isle of Wight NHS Trust, it provides a list of e-learning training, some of which is mandatory and others that staff can choose to undertake.

Once access to e-mail is obtained, please e-mail: Pro4updates@iow.nhs.uk to request access to Training Tracker and Pro4; The Pro4 team will return an e-mail with details of how to log on.

JACS / Omnicel:

Access Intranet [Home](#) Page → [Hospital & Ambulance](#) → [Pharmacy](#) → [Pharmacy Systems](#) → [EPMA & JAC](#) → [Pharmacy Systems](#) → “Click here for [Training Request Forms](#)”

Make sure you also complete security access form found on same page.

Return these forms to:

Training Requests
Pharmacy Systems Helpdesk
Pharmacy
St. Mary's Hospital

You will then be contacted by e-mail and invited to the training sessions.



ISIS, PACS, Patient Centre, Paris, Symphony:

Access Intranet [Home](#) Page → [Strategic & Commercial](#) → [Information Systems](#) → [Systems Training](#) → “Please click [here](#) to complete a Training Request Proforma for all Information Systems Training and return to informationsystems@iow.nhs.uk”



Oliveira Library St. Mary's Hospital

What can I access?

Healthcare databases of journal literature: Amed, BNI, Cinahl, Embase, Medline, PsycInfo, HMIC (gives abstracts, links to full text if available).

Electronic Journals: Over 1500 electronic full text healthcare journals.

Point of care online tool: UpToDate for synthesised information on clinical topics. (No password needed via web based systems).

BMJ Learning: e-learning modules on clinical subjects.

Royal Marsden Manual of Clinical Nursing Procedures: Official source of clinical procedures in this Trust (contact library for generic password via web based systems).

Maudsley prescribing guidelines in psychiatry.

How do I register?

Stage 1 You can register for an NHS OpenAthens account online.

- Go to the NHS Evidence website at www.evidence.nhs.uk
- Click on the 'Journals and databases' tab
- Click through the 'Register for OpenAthens' link and follow instructions
- Please **use your work email*** and ensure you have provided the correct email address as an activation code will be sent there
- For organisation type 'Isle' and select e.g. *Isle of Wight NHS Trust*

***NOTE:** If using a **non-NHS email** address your application will need to be 'approved' by one of the library staff which **will delay your application** - please contact the library if you require access urgently.

Stage 2 Check your inbox for the activation email containing a link you must click on to finish setting up your OpenAthens account (within 28 days) and create your password. The email will be from 'EduserV' or 'Athens' - it may be in your spam!

If necessary, you can change the email address on your OpenAthens account to a personal one, after the account has been activated.

Athens Administrator

If you have Athens-related problems please contact our administrator for Isle of Wight NHS OpenAthens: Simon Elliott, in the Oliveira Library.

Telephone (53) 4519

Email simon.elliott@iow.nhs.uk or library@iow.nhs.uk



Training Tracker

This is a list of training that you will be expected to complete as a new starter:

People Handling-e-learning (online) - once
Dignity at work (online) – once
Dementia awareness- Tier 1 (online)
End of Life Care (online) -1 Yearly
Fire Safety Part 1 Theory (online) - 1 Yearly
Health & Safety (online) -1 yearly
Infection, Prevention & Control (online) - 1 yearly
Information Governance: An Introduction - online 1 Yearly
Safeguarding Vulnerable Adults (online) - 1 yearly
Blood bourne Virus (online) - 1 yearly.
C.O.S.H.H (online) -1 Yearly
Mental Capacity Act (online) - 1 Yearly
Nutrition & its importance (online) - 1 Yearly
Vital Signs Monitor (Welch Allyn Spot) - online- 1 Yearly
Safeguarding Children Level 1 (online) -3 yearly
Prevent (online)- 3 yearly
Conflict Resolution Refresher (online) - 3 yearly
Slips, Trips & Falls (online) -1 yearly

Local Induction - Ward/Dept Based - Once

Corporate Induction (classroom) - Once
Fire Safety Part 2: Extinguishers - 1 Yearly
Hand Hygiene - 1 Yearly
Breakaway Training (classroom) - 2 Yearly
People Handling - 1 Yearly (Risk H)
Adult Resuscitation (classroom) -1 Yearly



Please complete the below SWOT analysis to use in your initial interview with your preceptor.

Strengths	Weaknesses
Opportunities	Threats

Reflective account

What was the nature of the event or experience from your clinical practice?

What did you learn from the event or experience?

How did you change or improve your practice as a result?

How is this relevant to your professional code of conduct?



Preceptee/ Preceptor Confirmation Form

In order to successfully complete the preceptorship course the preceptee must have:

- Attended a minimum of 5 out of 6 of the timetabled sessions
- Completed: Initial Interview
 Interim Interview
 Final Interview
- Completed a SWOT analysis
- Had a reflective discussion based on clinical practice
- Completed a Quality Improvement project
- Produced a poster about their Quality Improvement project for the presentation day

I confirm that the above requirements have been achieved.

Preceptee

Print Name

Signature

Date

Preceptor

Print Name

Signature

Date

