

UNIVERSITY OF VIRGINIA HEALTH SYSTEM
PATIENT CARE SERVICES
Administrative Operations Manual – Section A13

Preceptor Standards

A. PURPOSE:

To provide a structured approach to the development and management of preceptors to meet the individual learning needs of new RN employees. The preceptor program is designed to develop, strengthen and support the new nurse in knowledge and skill development, as well as confidence building and job satisfaction. In addition, the preceptor gains professional growth and leadership opportunities from this experience.

B. POLICY:

UVA Health System utilizes clinical precepting, a one-on-one clinical teaching strategy, as a model for unit-based orientation and socialization of clinical nursing professionals such as new graduates, experienced professionals, and experienced staff internally transferring between clinical practice areas.

C. DEFINITIONS:

Preceptor:

An experienced professional who has been selected by the area leadership based on demonstrated clinical, leadership, teaching, and interpersonal skill proficiency as evaluated by nurse manager using the [Preceptor Selection Tool](#). The preceptor serves as an educator, protector, facilitator, and evaluator for the assigned new staff member. The preceptor accepts the responsibility of developing and implementing the unit-based clinical orientation plan during the orientation period.

Primary Preceptor:

Preceptor who scores ≥ 108 on the Preceptor Selection Tool. Responsible for the overall facilitation of orientation for the new nurse into the practice environment and the profession of nursing. This includes overall learning experiences, orientee progress, and completion of orientation documentation (OCAE & New Hire Competency form). Primary preceptor is in charge of the precepting team documentation and communication. The orientee is scheduled with the primary preceptor for the majority of their clinical orientation with the goal of maximizing consistency for orientee.

Secondary Preceptor:

Preceptor who scores 86 – 107 on the Preceptor Selection Tool. Serves as member of the precepting team. Responsible to report orientee progress to primary preceptor and collaborates with primary preceptor on goal setting and orientee assessment. Orientee should have no more than two secondary preceptors on the precepting team.

Preceptor Program Standards

D. PRECEPTOR QUALIFICATIONS:

- BSN preparation or enrollment in BSN program required for all preceptors. Exceptions must be approved by Director or Administrator.
- Certification in professional specialty preferred.
- Clinician 2 who has been employed on the unit for a minimum of 6 months.
- Preceptor Selection Tool score of ≥ 86
- Permanent, full-time employee. Unit-based wage staff should not be selected as preceptors.

E. PRECEPTOR EXPECTATIONS:

Training:

- *Preceptor Essentials* class (16 hours) must be completed prior to precepting.
- Complete a minimum of 4 hours of [preceptor continuing education](#) annually.
- Identify and utilize appropriate resources for consultation and support in conducting the preceptor role.

Scheduling:

- The primary preceptor and orientee work the same schedule the majority of the time to maximize consistency for orientee. The orientee's schedule is always matched to a member of the precepting team.
- If preceptor's schedule is adjusted, arrangements are made to ensure that the orientee's learning needs will be met.
- Changes to the schedule of the preceptor assigned to the orientee will be approved by the unit manager.

Orientee support:

- Develops and validates the skills and competencies of the orientee.
- In collaboration with the orientee:
 - Identifies the learning needs of the orientee, plans the orientee's clinical experiences and assignments, and assesses competency by use of skills checklist (OCAE and New Hire competency forms).
 - Develops and implements a teaching plan to meet identified needs.
 - Continually evaluates the effectiveness of the teaching plan and the orientee's progress via weekly orientation progress form.
- Provides the orientee opportunities to meet the predetermined goals and objectives.
- Consults with shift manager to identify appropriate patient assignments.
- Facilitates the orientee's entry into the social milieu of the unit.
- Brings closure to the formal preceptor / orientee relationship by reviewing orientation experience and suggesting future developmental goals.

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Orientee assessment and documentation of competency:

- Reviews the orientee's progress through formal and informal meetings and/or documentation.
- Provides weekly written feedback to the orientee using the Weekly Orientee/Preceptor Progress Form.
- Provides the orientee with in-the-moment appropriate feedback in a constructive manner.
- Provides feedback to unit manager during established checkpoints or if concerns arise

F. MANAGER EXPECTATIONS:

Four areas of manager responsibility support the preceptor role:

1. Selection of preceptor
2. Preparation of preceptor
3. Support of preceptor in role
4. Evaluation of preceptor

1. Manager selects preceptor in collaboration with unit leadership utilizing the Preceptor Selection Tool. Shares results of selection tool with clinician and uses results as basis for establishment of professional goals related to the preceptor role. Assists clinician in development of professional goals to strengthen any areas scored as ≤ 3 .
2. Manager assures that all preceptors attend the *Preceptor Essentials* class offered by Nursing Education Services. Assures attendance at annual preceptor continuing education training.
3. Manager sets up and conducts required new hire check point meetings using forms in the Manager Orientation Checkpoint Packet at 1 week, 3 weeks, 6 weeks, 12 weeks, 18 weeks, & 24 weeks. Collaborates with Nurse Residency Program Manager for any Clinician 1 concerns.
4. Manager conducts evaluation of preceptor effectiveness during annual performance appraisal process. Facilitates orientee evaluation of preceptor.

G. NURSING EDUCATION SERVICES EXPECTATIONS:

Preceptor development training and resource materials are available from Nursing Education Services. These materials will be reviewed annually and evaluated for effectiveness via feedback from managers, preceptors, nursing education coordinators, orientees.

Resources: [Preceptor Selection Tool](#)
Orientation Progress Form – Weekly
Manager Orientation Checkpoint Packet

DATE WRITTEN: 8-20-12

DATES REVIEWED:

DATES REVISED:

DATE RETIRED: