Preceptor Program-Overview and Administration

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Purpose and objectives

This module is designed for an organization's facilitators for a new nurse residency program

Objectives

1. Define preceptor

2. Identify components of a robust preceptor program

Definition of a preceptor

A registered nurse (RN) who has the preceptor training and is assigned to work with the new graduate nurse to provide expert feedback, foster reflective practice, role model safe and quality patient care and socialize the novice nurse into the role of the RN

Preceptor program

- A robust preceptor program is necessary in tandem with the residency program for the graduate nurse

- A preceptor program consists of several interdependent processes and components

There is no specific or prescriptive steps for developing a comprehensive preceptor program. Every organization will need to look at its culture, resources, and unique needs to determine the exact steps and content of the program.

(Hanlon, 2014)

Program components to consider

Administrative aspects

1. Oversight council or committee

2. Program policies and/or guidelines

3. Prerequisites for the preceptor role

4. Selection criteria for the preceptor

5. Incentives

6. Evaluation/outcome measure

7. Preceptor education and development
   - Initial
   - Ongoing

Oversight group

- Identifies program needs

- Develops interventions

- Delegates and communicates the work/process of the program over time with input from the preceptors, staff educators and nurse management

- This group may be called the preceptor program steering group

Program policies and guidelines

- Written documents for the program are necessary especially in larger institutions

- Established policies or guidelines avoids variance among nursing units and departments

Prerequisites for the preceptor role

Should be developed and can include the following or similar statements

- No attendance issues within the last year

- No disciplinary or corrective actions

- Demonstrates a desire to become a preceptor, competence in nursing skills, positive relationship skills and a desire to learn

- Minimum of 2 years in nursing practice area

Selection criteria for a preceptor

- Candidate completes a preceptor application

- Nomination by the direct nursing supervisor with agreement of the nurse educator resource for the specific unit or department

Incentives for the preceptor

Institution decides whether an incentive is included in the program

- Examples of incentives
  - Increase in hourly rate
  - Increase in hourly rate for exact hours the new nurse is with the preceptor
  - Points or other reward necessary for a clinical or career ladder program
  - Additional paid time off
  - Monetary bonus for number of new staff precepted during the year
  - Gifts other than money
  - Celebration/recognition activities

Evaluation/outcome measures

Specific evaluation/outcome measures depend on whether the preceptor program is new or has been in place a required amount of time and thus is part of the established culture

Evaluation/outcome measures-examples

- Number of preceptors who attended the workshop
- Data from the individual workshop evaluation
- Do the internal policies require changes or updates?
- What is the impact on the organization?
  - Less new graduate nurse turnover?
  - Retention of RNs who are in the preceptor role?

Preceptor education and development

- Initial and ongoing
- These three modules describe the content for the typical initial development of a preceptor
  - Preceptor as Socializer
  - Preceptor as Educator
  - Preceptor as Evaluator

References

Hanlon, Traci. Preceptor Program and Best Practices: Connecting the Dots. Publication: <u>Creative Healthcare Management</u>. 2014.