Preceptor Academy Information Sheet

Definition of a Nurse Preceptor

A registered nurse employed by the hospital who serves in the dual role of practitioner and educator, as well as mentor, for a specified period of time to a newly hired nurse.

Preceptor Qualifications

1. **Education** – All levels considered, BSN preferred but not required. Additional consideration provided to candidates with multiple years of experience in lieu of education.
2. **License** – Valid Nursing Licensure required
3. **Certification** – Unit Appropriate Certification Preferred but not required
4. **Years of experience** – 1 year as RN post orientation
5. **Quality** – The preceptor demonstrates interpersonal, leadership and clinical skills by earning a "meets expectations" or above on the most recent evaluation with emphasis on "meeting or exceeding expectations in the areas of Professionalism, Listening/Responding, Teamwork, and Analytical Thinking.

Validated competencies meeting or exceeding expectation including:

- a. Knowledge and expertise in providing nursing care
- b. Implementing standards of care
- c. Adherence to policy/procedures for facility
- d. Effective communication skills in written and verbal forms
- e. Interest in sharing knowledge with staff through role modeling and teaching
- f. Effective interpersonal skills, aids in the socialization of others
- g. Strong organizational skills and ability to prioritize patient care
- h. Commitment to own professional development through participation in preceptor support groups, meetings, and skill development

6. **Training** - Potential preceptors must satisfactorily complete the formal in-house preceptor-training course. Preceptors must attend all applicable ongoing / annual mandatory educational requirements.

7. **Application Process** - Employees who express interest in participating in the KYONE Preceptor Academy must fill out a Preceptor application and return it in its entirety. Applications will not be considered complete until supervisor/manager recommendations forms are received, as well.
Responsibilities of the Preceptor

The preceptor has four general roles:

1. **Role Model**- As a role model, the preceptor demonstrates effective leadership and interpersonal skills, is clinically competent, is skilled in the use of the nursing process, and demonstrates the ability to apply the nursing process in both routine and complex nursing situations. Decision-making by the preceptor is evidence-based. Clinical expertise also includes patient education, knowledge and utilization of hospital resources, and expertise in basic and advanced nursing skills.

2. **Educator**- To be effective, the preceptor must be familiar with principles of adult learning and integrate them into the orientation process to help meet the needs of the new nurse. The preceptor, and/or unit designee, and the new nurse will collaborate to identify the expected outcomes and to provide experiences to meet the learning objectives.

3. **Advisor**- The preceptor provides support by creating an environment that facilitates a sense of psychological safety. The new nurse is guided toward self-direction using the strategies of collaborative goal setting. The preceptor facilitates the social and professional transition of the new nurse into the hospital setting.

4. **Evaluator**- As an evaluator, the preceptor provides formal and informal feedback to the new nurse. The feedback is objective and based on progress toward expected outcomes. The preceptor gives feedback that validates that the new nurse is achieving the expected goals and/or identifies when additional knowledge and skills are needed. Progress toward goals is reviewed at regular intervals and documented. The preceptor maintains communication with the new nurse and the charge nurse / management designee regarding progress toward the collaborative goals.

Preceptor Assignment Process

- **Match** - Unit management, educators and/or preceptors will decide which preceptee will be assigned to which preceptor
- **Ratio** - One preceptor to each preceptee changing only when schedules may conflict (i.e., vacation, illness, shift changes)
- **Tracking/Scheduling** - Scheduling done between charge nurse, preceptor and unit management

Please Note:
- *Patient assignment must be prorated to accommodate the teaching requirements of the preceptee*
- *Patient assignments should provide an opportunity to learn with appropriate guidance from a preceptor*
- *It is highly recommended that charge nurses do not serve as preceptors due to conflict of other assigned duties*