

Nursing Preceptorship Policy

Contents

Policy	1
Purpose.....	2
Scope/Audience	2
Definitions.....	2
Policy statements	2
Roles and responsibilities	3
Associated documents.....	2
References.....	4

Policy

Nursing preceptor -Preceptors are Registered (RN) or Enrolled (EN) Nurses who establish a professional collegial relationship with a nursing student, novice nurse or RN/EN new to the area or the Canterbury/ West Coast Regional Health system to provide or facilitate:

- Socialisation and orientation to the workplace
- Role modelling
- Clinical support
- Clinical teaching and learning
- A team approach to preceptorship with an identified primary preceptor.
- The Dedicated education unit (DEU) model is an alternative model of clinical teaching and learning which incorporates elements of preceptorship.
- One-to-one teaching and learning relationship
- Team facilitation of timely learning experiences
- Ongoing support for skill acquisition
- Development of critical thinking skills
- Evaluation of the acquisition of knowledge and skills
- Constructive feedback verbally and written in form of goals and appraisals to promote ongoing practice development.

Purpose

To ensure each practice area has suitably educated nursing preceptors appropriate to the requirements of the area and the organisation.

Associated documents

- Preceptorship for Excellence National Framework for Nursing Preceptorship Programmes, June 2010
- NetP (Nursing Entry to Practice) Framework – NetP internet site
- Nursing policies, guidelines and standards
- CDHB orientation information
- PDU internet site.
- DEU Roles and Responsibilities, DEU website
- Forms as per Canterbury/West Coast Regional NetP internet site:
- Canterbury/ West Coast Regional and NetP Preceptorship Endorsement form

Scope/Audience

All nursing staff at the Canterbury/West Coast Regional Health system.

Definitions

Preceptorship is a clinical education strategy where both the preceptor and preceptee work together for a specified period of time.

Policy statements

1. Registered or Enrolled Nurses new to an area will start a planned preceptorship programme relevant to that area.
2. Professional Development Unit (PDU) will provide a preceptor programme of learning which will be open to Canterbury Region nurses/midwives and other health care professionals.
3. PDU will maintain a register of staff who have undertaken the education.
4. All Registered and Enrolled Nurses should attend the Canterbury Region's preceptor training provided by the Professional Development Unit (PDU), or provide evidence of equivalent learning to the PDU.
5. Nurses who provide evidence of equivalent learning to the PDU will be placed on the Preceptor Database

6. Nurses commencing the preceptorship role will have their performance as a preceptor reviewed annually by their line manager at the time of their annual performance appraisal
7. The preceptor and preceptee shifts should be aligned to ensure they work together as much as possible during the preceptorship period. This is a requirement during the supernumerary time for the Nursing Entry to Practice programme.
8. The NetP programme supports a team approach with two identified preceptors, one assigned as the primary preceptor.
9. The DEU model supports a team approach with the clinical liaison nurse as the primary contact
10. The line manager, area educator and nursing team associated with the area, work together with the preceptor/preceptor team to support the preceptee.
11. To encourage ongoing development, preceptors are required to seek feedback from preceptee's during or after the preceptorship period.
 - i. If the preceptee does not provide feedback, the preceptor should discuss this with their Charge Nurse Manager (CNM) or line manager.

Roles and responsibilities

Nurse Managers/Team Leaders or Charge Nurses (or delegate) will:

- determine the need for, and authorise the training of Registered and Enrolled Nurses as preceptors
- ensure that sufficient numbers attend and maintain preceptor education to meet service needs
- allocate the preceptor(s) to the preceptee and notifies NetP office of same
- for all new staff allocate a preceptor for the orientation period.

Professional Development Unit will

- provide preceptor training based on current Preceptorship themes, nationally developed frameworks/programme requirements and adhering to principles of good preceptor practice
- undertake an annual audit of the nursing preceptor database and alert CNMs/DNs/NMs to declining preceptor numbers.

Preceptors will

- direct performance issues or interpersonal issues, between the preceptor and preceptee relationship, to the Nurse Manager/Charge Nurse Manager/Team Leader in all cases plus:

- the NetP Educator who may refer to the NETP Coordinator in the case of a NetP participant,
- the Clinical Liaison Nurse and Academic Liaison Nurse in the case of a DEU student
- the Clinical lecturer in the case of a student on clinical experience
- be responsible for following the relevant programme requirements for each preceptee.
- be responsible to ensure they maintain their knowledge and skill in regards to Preceptor practice.

References

New Zealand Nurse Educators Preceptorship Subgroup. (2010). Preceptorship for Excellence National Framework for Nursing Preceptorship Programmes. Retrieved from: [www.dhbnz/Site/Future_Workforce/Nursing Midwifery/Nursing Projects/NETP/Documents.aspx](http://www.dhbnz/Site/Future_Workforce/Nursing_Midwifery/Nursing_Projects/NETP/Documents.aspx)

Policy Owner	Nurse Manager, Professional Development Unit
Policy Authoriser	Executive Director of Nursing
Date of Authorisation	September 2013

This document is to be viewed via the CDHB Intranet /Internet only. All users must refer to the latest version from the CDHB intranet/Internet at all times. Any printed versions, including photocopies, may not reflect the latest version.