

PRECEPTORSHIP FLOWCHART

FIRST DAY

- Meet with allocated preceptor
- Commence the Trust preceptorship package
- Commence local induction and paperwork

FIRST WEEK

- Within the clinical setting, the first two weeks should be supernumerary
- Agree with preceptor learning outcomes/opportunities
- Discuss local and Trust support networks and mechanisms in place
- Preceptee and preceptor to identify roles/responsibilities and sign contracts in the pack
- Identify activities and evidence of learning to be produced
- Set dates for subsequent interviews (at one, two and four month intervals)

BY THE FIRST MONTH

- Had a supernumerary period in practice.
- Attended corporate induction and Trust professional specific induction i.e. nursing & midwifery professional induction
- During supernumerary period, it is recommended a minimum of 40% of shifts worked with preceptor
- Preceptee to start feeling integrated into the team
- To have a formal meeting to ensure all agreed actions and outcomes are in progress
- Have begun work on IV pack and are aware of the IV skills study day
- Have been given other competency packages relevant to their area
- Ensure preceptee has had time during supernumerary period to navigate preceptorship website

THE TWO MONTH REVIEW

- Reflect on progress made against previously set outcomes and document in preceptorship package
- Ensure that previously agreed support networks are working

WITHIN THE FIRST THREE MONTHS (The new starter must have)

- Attended a Trust Preceptorship Development day - For dates see:
http://nuhnet/nursing_and_midwifery/preceptorship/Documents/Preceptorship%20Development%20Day%20Flyer%202016-2017.pdf

WITHIN THE FIRST SIX MONTHS

- Completion of the preceptorship package
- Identify progression regarding completion of IV and other competency packages
- Have completed the Acute Care Skills Foundation Programme 7 day course
- The preceptee feels more established within the clinical team area
- If not, identify problem areas; develop action plan/further interviews
- Identify any specific interests or career ambitions and discuss personal development objectives
- Consider accessing clinical supervision for on-going professional support as a qualified practitioner:
(http://nuhnet/nursing_and_midwifery/Pages/ClinicalSupervision.aspx)

For further advice please see the preceptorship website:
http://nuhnet/nursing_and_midwifery/preceptorship/Pages/default.aspx