

Start Date:

Ward/Department/Area:

## Standard 1: Preceptorship Implementation

All preceptees will participate in a period of preceptorship, in which they will build their confidence as autonomous, accountable practitioners, by enhancing their knowledge, skills and attitudes with the help of a preceptor. The period of preceptorship should not exceed six months, unless there are circumstances, which may require an extension. Moreover, it should run alongside the individual's induction and probationary periods.

		Responses
1.	<b>Organisations ensure that preceptees understand the preceptorship process and engage fully with it.</b>	
2.	<b>Preceptees should avail of formal and informal learning activities, evidenced in their professional portfolio, to maximise the development of their knowledge, skills, experience and attitudes in the preceptorship period.</b>	
3.	<b>Line managers should ensure that preceptees are allocated time with their preceptor to meet their identified learning and development needs.</b>	
4.	<b>The processes of appraisal, personal development planning and supervision are used to support preceptors in their role and ensure their effectiveness.</b>	
5.	<b>Preceptors use existing networks in their organisation to share experiences, challenges and solutions.</b>	
6.	<b>Organisations should have a process to facilitate continuity of the preceptorship process.</b>	

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## Standard 2: Preceptorship Governance

Preceptorship will become an effective tool to support preceptees through the transition period and it will be embedded within the organisation's governance arrangements, supporting effective leadership and performance management.

		Responses
1.	<b>Organisations have a written process/procedure to guide the implementation of preceptorship.</b>	
2.	<b>Organisations have systems in place to track and monitor preceptees, from commencement through to completion of the preceptorship period.</b>	
3.	<b>Ward Sisters/Charge Nurses and Community Team Leaders to hold a local register of preceptors, who are able to demonstrate the essential qualities and skills as listed here.</b>	
<p><b>Qualities and Skills</b></p> <p>Whilst there are no formal qualifications associated with being a preceptor, individuals will need some preparation for their role. Preceptors should be nurses, midwives or specialist community public health nurses, who have had at least twelve months' experience post-registration, preferably within the same area of practice as the preceptee. Registrants who undertake the role of preceptor should complete relevant learning and development activities to prepare them for the role and to continue to support them in the role. From a review of the literature (Rose, 2007; Smedley, 2008 and Stewart et al., 2010), the qualities and skills required of effective preceptors are also common to those required of mentors and supervisors.</p> <p><b><u>Essential qualities and skills are identified below :</u></b></p> <ul style="list-style-type: none"> <li>• <i>Ability to act as a professional role model</i></li> <li>• <i>Effective communication, interpersonal, reflective, critical thinking and decision-making skills</i></li> <li>• <i>Ability to recognise cultural and individual diversity needs</i></li> <li>• <i>Effective leadership skills, assertiveness and flexibility as regards change</i></li> <li>• <i>Effective clinical, teaching and facilitation skills and delivering evidence based practice</i></li> <li>• <i>Competent, confident and motivated in their own role and in the role of preceptor</i></li> <li>• <i>Patience and the ability to guide the preceptee through complex activities and tasks.</i></li> </ul>		

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4.	<b>Organisations demonstrate that preceptors are supported in undertaking the role.</b>	
5.	<b>Organisations ensure that their preceptorship arrangements meet and satisfy professional regulatory body and organisational requirements.</b>	
6.	<b>Organisations ensure that preceptorship is part of their governance arrangements.</b>	
7.	<b>Organisations submit a report, using the monitoring tool, to the Chief Nursing Officer, Department of Health to meet the requirements of the Professional Assurance Framework for Nursing and Midwifery.</b>	