Preceptorship Framework for Newly Qualified Nurses, Midwives and Allied Health Professionals

Date: May 2012
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Author: Deborah Dent with acknowledgments to the members of the task & finish group
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East Cheshire Trust is committed to supporting newly registered health professionals, those returning to practice or entering a different part of the register, for example Specialist Community Public Health Nurses through a period of preceptorship.

The period of preceptorship will assist newly registered practitioners to make a smooth transition to enable them to be confident and competent autonomous professionals.

(DoH 2011).

The preceptorship period will normally last six months but this may vary according to individual need and local circumstance. (NMC 2006).

**Aims**

- To provide a supportive orientation programme to newly qualified staff, those returning to practice and those entering a different part of the register within a substantial post.
- To support individuals within their new environment or role change.
- To consolidate competencies and prior learning.
- Identify learning objectives and the development of action plans within a specific time scale.
- To facilitate reflection, support, teaching and the development of clinical competencies.
- To enable staff to develop personally and professionally.
- Facilitate the development of professional behaviour.

**Objectives**

- The development of a competent practitioner providing high standards of care at all times.
- Development of practitioners who are politically aware of changes and developments within the NHS and the Trust.
- The enhancement of competent and confident practitioners within a specified timeframe.
- The promotion of reflective practitioners and maintenance of individual professional portfolio
- To enable individuals to identify all future learning and development needs via the annual development review framework of the Trust.
Role of the preceptor.

Preceptors must be a first level practitioner and have a minimum of 12 months experience within the same field as the practitioner requiring support.

In addition they must:

- Lead by example, be a good role model and ensure their professional portfolio is kept up to date.
- Support the concept of preceptorship and accept the challenges that being a preceptor will place upon them.
- Demonstrates the relevant competencies and willingness to support staff and share their knowledge & skills.
- Demonstrates good communication skills and a non-judgmental attitude to colleagues.

Role of the newly qualified health professional.

The newly qualified health professional has responsibilities within the preceptorship partnership to:

- Be receptive to supervision and feedback from the preceptor.
- In partnership identify own continuing professional development within new role/post.
- Demonstrate responsibility and accountability for own actions.
- Assume responsibility for increasing own level of competence.
- Arrange regular meetings with the preceptor.
- Ensure that documentation is available for the preceptor to complete the initial and subsequent reviews.
- To undertake mandatory training requirements and identify personal needs. This will be facilitated through both preceptorship and induction programmes.

Format of meetings

- Protected time should be set aside for monthly meetings of up to an hour.
- Initial meeting should ideally take place within the first week.
- The meetings will be documented (Appendix 2).

First meeting

Identify preceptor

Complete contract (Appendix 1).

Identify learning needs

Agree meeting dates

Meeting 2 (end of first month)

Review of progress

Complete record of meetings document (Appendix 2).

Subsequent meetings at monthly intervals
Review progress with preceptor e.g. clinical skills and area specific competencies that have been identified in job description, KSF outline and in Trust policies.

Continue to set objectives to be achieved

Complete record of meetings document (Appendix 2)

The preceptor must report to their line manager if there are any concerns with progress, capability or behaviour as they are identified.

**Meeting 6**

Review progress

Formal summary to be completed by preceptor. (Appendix 3)

Evaluation of preceptorship completed (Appendix 3)

The newly registered practitioner with the preceptor will inform their line manager that the preceptorship period has been completed and return a copy of the evaluation.

**Pay Progression for Newly Appointed Staff in Band 5**

All new entrants joining at the bottom of Band 5 will be subject to two Development Reviews in the first 12 months.

This initial period of 12 months is known as the Preceptorship period in which the employee works closely with their clinical supervisor / line manager.

The first Development Review will take place after 6 months. It is expected that the review will seek to establish that the employee is making expected progress towards criteria and competencies that are defined by the line manager and linked to the KSF Outline subset. For fulltime staff if this is found to be the case, the employee will pass through the first incremental point at this stage automatically. For part time and bank employees a change note will be required.

‘Agenda for Change’ recognises that Midwives enter at pay Band 5 but are required to exercise a higher degree of autonomy relatively quickly following qualification, at a level comparable with a Band 6 role. Therefore, it is necessary that an assessment should be made using the NHS Job Evaluation scheme to establish that the practitioner has the level of knowledge gained during a period of Preceptorship and experience following qualification.

In order for Midwives to progress to Band 6 they must demonstrate that they have completed a period of Preceptorship and have attained the level of knowledge and responsibility comparable with the Band 6 profile. This will include two developmental reviews at six months and twelve months.

The preceptor should inform the line manager that the competencies have been met in order for the line manager to approve pay progression.

The second review should take place within 12 months and will form the Foundation Gateway review. Providing individuals are meeting the criteria and competencies that are defined by the line manager and which are linked to the KSF profile, the individual will progress to the second incremental point. Progression will be automatic unless the manager...
notifies payroll that progression to the next incremental point is not to take place. Thereafter there will be the normal annual review. Part time and bank employees will need a change note completing.

If the employee does not meet the required standard after 6 months then the accelerated pay progression will not apply. In these circumstances, an action plan and support will be implemented. The 12 month review will become their first increment, subject, of course, to the Foundation Gateway review.

Clinical Competencies (please insert competencies appropriate to clinical and/or professional environment)

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<thead>
<tr>
<th>Clinical Competency</th>
<th>How will it be met</th>
<th>Date met</th>
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Preceptorship contract

Name................................................... Designation........................................

Name of Preceptor.................................Designation........................................

Agreed venue for meetings........................................

Preceptorship is confidential and both parties must adhere to this unless there are breaches of Trust policies, concerns with standards of practice and/or Code of Professional Conduct. If this occurs then line managers must be informed.

The cancellation of meetings must be avoided if at all possible. Both parties must agree to meet once a month for six months.

Both parties have shared responsibility for ensuring high standards are maintained.

Relevant documentation must be completed at the end of each meeting.

Role of newly registered health professional

Arrange monthly meeting with preceptor

Ensure documentation is available for preceptor to complete

Undertake mandatory training requirements and identify personal learning needs

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<tr>
<th>Signature of preceptor</th>
<th>Date</th>
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<tr>
<td>Signature of newly qualified health professional</td>
<td>Date</td>
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Preceptorship Record Meeting 1 (Initial meeting)

Record of discussion taken place and agreed learning needs

Comments from preceptor

Comments from newly registered health professional

Action Plan

What do you plan to do to meet the learning needs identified at this meeting?

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<tr>
<th>Signature of preceptor</th>
<th>Date</th>
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<tr>
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<td>Date</td>
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Preceptorship Meeting Record 2

Record of discussion taken place and agreed learning needs

Comments from preceptor

Comments from newly registered health professional

Action Plan

What do you plan to do to meet the learning needs identified at this meeting?

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<tr>
<th>Signature of preceptor</th>
<th>Date</th>
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<td>Date</td>
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Preceptorship Meeting Record 3

Record of discussion taken place and agreed learning needs

Comments from preceptor

Comments from newly registered health professional

Action Plan

What do you plan to do to meet the learning needs identified at this meeting?

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<th>Signature of preceptor</th>
<th>Date</th>
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<tr>
<td>Signature of newly qualified health professional</td>
<td>Date</td>
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Preceptorship Meeting Record 4

Record of discussion taken place and agreed learning needs

Comments from preceptor

Comments from newly registered health professional

Action Plan

What do you plan to do to meet the learning needs identified at this meeting?

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<th>Signature of preceptor</th>
<th>Date</th>
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<td>Signature of newly qualified health professional</td>
<td>Date</td>
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Preceptorship Meeting Record 5

Record of discussion taken place and agreed learning needs

Comments from preceptor

Comments from newly registered health professional

Action Plan

What do you plan to do to meet the learning needs identified at this meeting?

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<tr>
<th>Signature of preceptor</th>
<th>Date</th>
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<td>Date</td>
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Preceptorship Meeting Record 6

Record of discussion taken place and agreed learning needs

Comments from preceptor

Comments from newly registered health professional

Action Plan
What do you plan to do to meet the learning needs identified at this meeting?

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<th>Signature of preceptor</th>
<th>Date</th>
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<td>Signature of newly qualified health professional</td>
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If you require additional action plans please use this space.
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<tr>
<th><strong>Signature of preceptor</strong></th>
<th><strong>Date</strong></th>
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<tr>
<td><strong>Signature of newly qualified health professional</strong></td>
<td><strong>Date</strong></td>
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</table>
Formal summary of preceptorship period. (To be completed by preceptor)

Signature of preceptor

Date

Evaluation of preceptorship period. (To be completed by newly registered health professional).

Name:

Area:

Contact Number:

Date:

Please score by ticking one number.

1 = Poor   2 = Fair   3 = Adequate   4 = Good   5 = Very good   6 = Excellent
1. How would you rate the usefulness of your preceptorship in relation to being able to fulfil your role?

1  2  3  4  5  6

2. How would you rate the quality of your preceptorship?

1  2  3  4  5  6

3. How did the preceptorship meet your objectives?

1  2  3  4  5  6

4. What aspects of the preceptorship period went well?

1  2  3  4  5  6

5. How could the preceptorship period be improved upon?

1  2  3  4  5  6

Comments from Preceptor

Please return a copy of Competencies Record Sheet (Page 7), Formal Summary of Preceptorship Period (Page 16) and Evaluation of Preceptorship Period (Page 17) to your line manager.

References


NHS term and conditions of service handbook. Amendment number 26
Pay Circular (A for C) 2/2012

NMC Circular 21/2006 Preceptorship Guidelines