



Preceptor Toolkit / Review of Modules



Objectives

- ◆ Identify the components/skills needed for precepting
- ◆ Prioritize personal learning needs related to the preceptor role
- ◆ Practice documentation with orientation/Internship tracking tools



What belongs in your “toolkit”?



“Tools” include:

- ◆ “How to’s”
 - Skills Building
 - Practice
- ◆ Resource identification: P&P, Standards, mentors
- ◆ Documentation tools: competency, teaching plan
- ◆ Preceptor network – mentors, peers



Skills

Communication Skills

Use of verbal and non-verbal communications

Use of facilitative statements, inquiry

Critical thinking

Organization, technical and thinking skills

Conflict management



Practice

Setting goals

Select activities that build towards goals

Evaluate goal accomplishment

Give and receive feedback



Identify your resources

- ◆ Nurse Manager
- ◆ Clinical Educator
- ◆ Staff Development
- ◆ Web resources
- ◆ Library/research
- ◆ Preceptor colleagues



Documentation tool/s

- ◆ Preceptor Job description
- ◆ Self evaluation
- ◆ Program evaluation
- ◆ Weekly planning
- ◆ Competency verification tool for RNs/Interns



Workshop = Road map for how:

- ◆ to work with a variety of styles
- ◆ to work as a team
- ◆ to plan orientation experiences/work
- ◆ to assess the ‘stage of competence’
- ◆ to recognize how generational, cultural, personality styles fit into expectations and communications
- ◆ to take care of yourself



Toolkit

◆ Discussion:

Which tools in this program do you already utilize?

Which ones can you incorporate?