

# Guidelines for the Preceptorship for new clinical registrants

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NHFT identifies preceptorship as an important support mechanism for staff from Nursing and Allied Health Professionals who are newly employed within the organisation. Whilst these guidelines primarily focus on all newly registered/qualified **band 5** recruits, some of the principles contained can be applied to all NHFT staff new to their role, inclusive of all clinical non-medical professions joining and working for the Trust. These guidelines should be read and adhered to alongside Clinical Practitioners Professional Body Guidance.

For the purposes of this document preceptorship will be defined as:-

‘A period of structured transition for the newly registered or qualified practitioner during which he or she will be supported by a preceptor, to develop their confidence as an autonomous professional, refine skills, values and behaviours and to continue on their journey of lifelong learning.’  
 (Department of Health, 2009).

A preceptor refers to a registered or qualified practitioner who has been given the formal responsibility to support a newly registered/qualified practitioner through preceptorship (Department of Health, 2009). For the purposes of this document the term ‘preceptee’ will be used and identified as the following:-

- Newly registered practitioners who are entering employment in England for the first time following professional registration with the NMC, HCPC or GDC.
- Returning to practice or registrants who have experienced a break from working within a patient facing clinical environment
- Registrants entering a new part of the register

- Oversees prepared practitioners who have satisfied the requirements of, and are registered with, their regulatory body
- Professionals who are new to the Trust and are working within a patient facing clinical service, including Practitioners who are employed by the NHFT Staff Bank.

### **PRECEPTORSHIP MANAGEMENT PROCESSES:**

It is mandatory for eligible staff to attend the set programme and undertake a period of preceptorship in accordance with the agreed guidance of their regulatory body and NHFT guidance document. It is also inclusive qualified registrants working under a staff bank position, who will be assessed for their needs with appropriate preceptorship support.

In recognising the diversity of services, registrants and roles provided by and supported within NHFT, the Preceptorship Programme and Framework has been developed to support the Organisational Development needs of staff working within the Trust. It is mandatory that the Preceptorship Programme is facilitated as a partnership with operational teams in order to facilitate a programme which is individual to each registrant preceptee, and also represents measurable progress pertaining to service specific clinical development and ongoing support. Any concerns identified relating to the preceptee when undertaking the programme will be addressed by the Line Manager's via the trust performance management process in partnership with the Human Resources Department.

Preceptorship is everyone's business (Department of Health, 2009) therefore the line manager must ensure that all members of the clinical team are informed when staff (including bank staff,) are undertaking preceptorship, to ensure support and guidance is offered to the preceptee as required.

The allocated preceptor must be registered and occupationally competent and has received the necessary preparation and provided with clinical support to undertake during the defined period of preceptorship in addition to the following:-

- Development a contract/ initial action plan with the preceptee – outlining key objectives for the preceptorship period
- Setting goals, assessing competence and provision of constructive feedback
- Undertake regular meetings which are clearly documented as part of the clinical supervision process.
- Facilitating on the job learning and reflective practices
- Role modelling
- Demonstrating appropriate clinical decision making skills and evidence based practice
- Demonstrating professional values, attitudes and behaviours
- Prioritising care
- Demonstrating good time management and leadership skills
- Knowing what resources are available to guide the preceptee if additional support is required
- Having a clear understanding of regulatory practices, Trust policies and protocols

- Reviewing and signing the preceptee off as competent at the end of the preceptorship period
- Timely referral of causes for concern to the Manager/Team Leader for management via Trust processes

The line manager must agree off duty/ planned sessions to facilitate the preceptorship process. This includes adequate time for the preceptee/or to work together and to meet to reflect/ monitor progress. A minimum of 1 hour per month should be allocated for the preceptor and preceptee to meet. Meetings must follow the guidance of the Trust Policy supporting Clinical Supervision. The manager should ensure the final 'signing' off assessment of competence with the preceptee (alongside the preceptor) is undertaken at the end of the preceptorship period. At this point, the manager should also ensure the preceptee has had an initial appraisal and is in receipt of regular clinical and managerial supervision.

Occasionally individuals will not meet the required standards within the specified timescales. Concerns about a registrant's performance and capability should be identified and addressed as early as possible. Lack of progress must be reviewed by line-managers, ensuring this is discussed with the preceptee and timely action plans instigated. Should a 6 or 12 month review identify areas of weakness the line-manager/ preceptor should seek to identify the possible causes with the member of staff and determine the action necessary to address the situation. Trust policies regarding performance management must be followed when appropriate.

Where long term absence occurs, the preceptorship process will be recommenced upon the staff members return to post. In negotiation with the preceptee, preceptor and the line manager there will be an opportunity for the staff member to resume their local clinical preceptorship and re-join a different preceptorship education programme.

#### **EQUALITY CONSIDERATIONS:**

The author has considered the operation of this protocol has aligned with the recommendations/components of regulatory or professional body standards including the NMC (2016), HCPC (2016) and GDC (2017). The educational programme Trust Preceptorship Framework is open to registrants as described under the definition of 'preceptee' and bookings into the sessions are required by an accountable Line Manager. Preceptorship packs and information are available electronically accessible via the Trust hub page.

Available at: <http://thestaffroom.nhft.nhs.uk/ppett?smbfolder=767>

Some registrants may have protected characteristics, e.g. age, ethnic minority communities and disability but all will be treated equally within the preceptorship process and additional support offered as appropriate. Additional practice learning support is also available via the Professional Practice Education and Training Team.

**MONITORING PROCESS**

| Aspect of compliance or effectiveness being monitored  | Method of monitoring  | Individual responsible for the monitoring | Monitoring frequency | Group or committee who receive the findings or report | Group or committee or individual responsible for completing any actions |
|--|---|---|----------------------|---|---|
| Duties   | To be addressed by the monitoring activities below.   |   |                      |   |   |
| Individual preceptorship records should record the dates and times of preceptee support—with reasons for cancellations being recorded.   | Via auditing all the preceptee records within the clinical environment.   | Team Manager/ Senior Nurse                | Annually             | Operational Management Team Meeting                   | TNAC, Interim Deputy Director of Nursing, AHP's and Safeguarding        |
| The Lead for Preceptorship will audit preceptee experience during the 'preceptorship period' on an ad hoc basis, this will include bank staff.   | Audit of preceptorship training course.   | Lead for Preceptorship                    | Annually             | Operational Management Team Meeting                   | TNAC, Interim Deputy Director of Nursing, AHP's and Safeguarding        |
| Training   | Training delivery will be monitored by programme evaluation and non-attendance on the course in managed by the relevant line manager. |   |                      |   |   |
| Where a lack of compliance is found, the identified group, committee or individual will identify required actions, allocate responsible leads, target completion dates and ensure an assurance report is represented showing how any gaps have been addressed. |   |   |                      |   |   |

**REFERENCES:**

Department of Health (2009) Preceptorship Framework for Nursing. HMSO. London

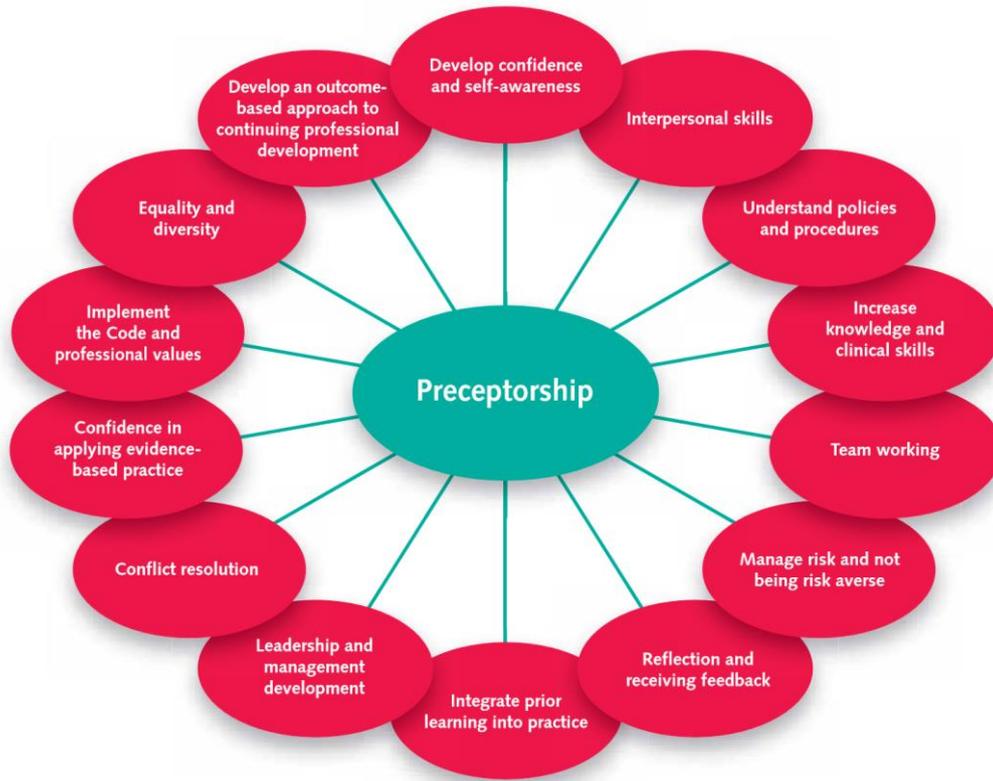
Department of Health (2008) *A High Quality Workforce: NHS Next Stage Review*. London: Department of Health

General Nursing Council (2017) Standards for the Dental Team  
Available: <https://www.gdc-uk.org/professionals/standards>

Health & Care Professions Council (2016) Standards of conduct performance and ethics  
Available: <http://www.hcpc-uk.org/aboutregistration/standards/>

Nursing and Midwifery Council (2016) Advice and information for employers of nurses and midwives  
Available: <https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/advice-for-employers.pdf>

Nursing and Midwifery Council (2015) *The Code Professional standards of practice and behaviour for nurses and midwives*  
Available: [www.nmc-uk.org/code](http://www.nmc-uk.org/code)



Developed with reference to 'Flying Start NHS' Department of Health (2008)

Preceptee Name:

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Preceptor Name:

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Manager Name/s

.....

Work areas/s:

.....

Commencement date:

.....

Completion date:

.....

## Preceptorship

Welcome to the Trust and we hope you enjoy your career with us within NHFT. To support you we have developed a preceptorship programme to aid your successful integration into clinical practice.

### Preceptorship is :-

*'A foundation period (of preceptorship) for practitioners at the start of their careers which will help them begin the journey from novice to expert'*

Department of Health (2008)

**Those who can access this programme** are newly registered staff, return to practice registrants and those who require additional support inexperienced in the clinical service in which they are now employed.

## Guidelines

### Course format

This programme is designed to complement individual clinical area specific induction processes. The preceptorship element will constitute part of a portfolio of evidence that can be utilised to meet the requirements of nurse revalidation and allied health regulatory standards (NMC 2015, hcpc 2016).

### Course length

12 months

Set sessions @ one day per month x 8 months

Mentorship qualification x 3 months as per course format

The programme will run twice yearly in November and May

### Attendance requirements

New qualified and return to practice registrants - must attend all preceptorship sessions

Experienced registrants – attendance to mandatory sessions with additional requirements identified by managers on an individual basis

Missed sessions can be accessed on the following preceptorship programme, arranged with facilitators

## Support

All preceptees will be allocated a preceptor registrant to assess and support them until successful completion of all required elements have been achieved

The preceptor will meet with the preceptee at a minimum of once per month to review on-going progress

A midway appraisal of progress must be facilitated by the preceptor with progress and any difficulties shared with the manager

**Programme requirements will take the following format:-**

Completion of identified activities to be undertaken for next session  
Clinical competences relevant to the clinical area, identified by the preceptee in conjunction with preceptor and agreed by the line manager  
Completion of additional training requirements to meet service need will be identified within the portfolio by line manager  
Successful completion of local induction/ preceptor requirements  
Once completion of required criteria has been met the portfolio of evidence will be signed off by preceptor and manager  
Non-attendance, completion of course requirements or issues of unprofessional behaviour during the programme will be referred to supporting manager

**Timeframes**

To be completed within one year of commencement of course  
Agreement for extensions resulting from mitigating circumstances will be the responsibility of the supporting manager and must be documented on the evidence sheet

References:

Department of Health (2008) *A High Quality Workforce: NHS Next Stage Review*.  
London: Department of Health  
Hcpc Health & Care Professions Council (2016) Standards of conduct performance and ethics  
Available: <http://www.hcpc-uk.org/aboutregistration/standards/>  
Nursing and Midwifery Council (2015) *The Code Professional standards of practice and behaviour for nurses and midwives*  
Available: [www.nmc-uk.org/code](http://www.nmc-uk.org/code)

## **Preceptor guidance**

**A Preceptor** is a registered practitioner or mentor responsible for support of the preceptee

Your role is to offer support and guidance to your preceptee to enable completion of programme

You will assist the preceptee in conjunction with line manager to identify relevant service clinical competences and additional training for completion within the time frame of programme

Meet with the preceptee a minimum of once per month of assessment of progress

Sign off evidence log upon completion

Liaise with manager with any assessment issues

Additional guidance will be available from the Post registration Team if required

## **Managerial guidance**

This programme has been developed to support existing local induction processes

Time frame for completion is one year from commencement date of the programme

Competences completed before commencement of the programme due to a delay in place allocation can be identified on the evidence sheet and signed off by preceptor/ manager

Completion of mentorship qualification will require the support of an existing mentor and allocation of study leave. Dates will be supplied in advance for the e-rostering purposes

Additional individual requirements identified following the completion of the preceptorship programme to meet service needs will be identified within the appraisal process

Extensions due to mitigating circumstances must be discussed with the supporting manager and recorded on the log sheet with a supplied completion date

Issues of non-performance, failure to complete within timeframe or professional behaviour whilst undertaking the programme will be passed to the manager for address as a performance issue



*Successful completion of preceptorship programme and mentorship qualification*

Preceptee signature: .....

Preceptor signature: .....

Manager signature: .....

Date: .....

Comments regarding completion or extension issues: