

New Nurse Preceptor Training

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Presenter

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Objectives

1. Describe the role of a new nurse preceptor.
2. Discuss the benefits of serving as a new nurse preceptor.
3. Define the precepting process.
4. List the responsibilities of new nurse preceptors.
5. Identify the process for accessing preceptor resources.

**What is a
New Nurse Preceptor?**

A new nurse preceptor is a nurse who:

- Is responsible to ensure that a new nurse acquires the skills and knowledge needed to provide health department services.
- Facilitates and guides the new nurse through the orientation process.
- Serves as a resource.

**What is a
New Nurse Preceptor?**

- Imparts knowledge and understanding of ADPH processes, programs, guidelines and regulations.
- Reports successes and orientation challenges to the supervisor.

**Who serves as a
New Nurse Preceptor?**

You need the right person for the job.

Just because someone has a higher classification, has been employed for a long period of time or is good at their job does not automatically means that they will be a good preceptor.

Who serves as a New Nurse Preceptor?

- New Nurse Preceptors need the ability to teach or transfer knowledge and understanding to the new nurse in a way that will facilitate learning.
- New Nurse Preceptors should also be of an encouraging disposition.

Benefits of Being a New Nurse Preceptor

- Works directly to positively impact the teamwork atmosphere of the clinic.
- Learn and develop new leadership skills.
- Can use extra duties and skills development in pursuit of promotions.

How it Works

1. The preceptor is notified by the supervisor that a new nurse has been hired for the clinic and the expected start date.
2. The preceptor should receive the New Nurse Orientation Manual from the supervisor.

How it Works

3. The preceptor should read the manual. It is very important that the preceptor reads the manual and understands what is required. The manual lists the activities for the new nurse to complete. The manual should be read before the first encounter with or first day of the new nurse's employment.

How it Works

4. The preceptor should create the calendar for the new nurse. If a preceptor is new and unfamiliar with this process, they should review the manual and use their best judgment to create the calendar; then consult with the supervisor. Calendars tend to be fluid and can change based on need and availability of resources.

How it Works

5. The preceptor should constantly assess and reevaluate orientation processes to ensure that the needs of the nurse, as well as orientation requirements are being met.

Orientation Flexibility

Preceptors are the primary skills resource for the new nurse, but new nurses can train with multiple nurses within a given clinic or another clinic within the district where the nurse can receive the needed training. However, the preceptor is ultimately responsible to ensure that the new nurse is trained. Coordinate with the Nurse Manager and District Clinic Director prior to arranging off site training for a new nurse.

Security of the manual

There should be one New Nurse Orientation Manual in each county health department. The manual should be kept secure by the clinic nurse supervisor. Only the supervisor and preceptor, during the orientation period, should have access to the New Nurse Orientation Manual. It is the responsibility of the preceptor to keep the manual secure during the orientation period and return it to the supervisor on completion of orientation.

The Importance of Laying a Strong Foundation

The orientation process is broken up into two phases; foundation modules and program modules. Module A – I are the foundation modules. Information located within these modules lay the foundation to build program knowledge.

The Importance of Laying a Strong Foundation

Information found in Modules A – I is needed to operate within and understand program modules. New nurses should be directed to complete Modules A – I first. In special circumstances, adjustments can be made but this should not be a common practice.

Program Knowledge

Modules J – S are considered program modules. Program modules provide core guidance, regulations, and protocols for all programs administered in the health department. Ample time should be devoted to developing program knowledge. The reading of the protocol for each program is essential.

Program Knowledge

Although many county health departments may not provide child health services, Module K can not be skipped. The content must be reviewed, and the test taken with a passing score of at least 80 percent. In addition, associate degree nurses must view the required videos for Module K.

**New Nurse Guidance
Self-motivated not Self Directed**

Preceptors guide the orientation process. New nurses should be directed as to what steps to make and then be self motivated to follow the process. New nurses should never be allowed to determine their own orientation process, time frames, or other essential orientation aspects.

Orientation Time Frame

New nurses should complete orientation in the first three to four months. No new nurse should be in orientation more than four months. New nurses should complete all required orientation activities and tasks within a timely manner so that the skills learned can be demonstrated prior to the six-month appraisal period in which merit status will be determined.

Orientation Time Frame

Orientation should not be extended beyond four months without a consult with the Nurse Educator.

Checklist Completion and Why it is Important

Orientation checklists serve as a very important part of orientation documentation. It is imperative that checklists are completed correctly and in a timely manner. All checklists, that apply to the nurse discipline, should be dated, initialed by both preceptor and new nurse, or dated, initialed, and a reason as to why the checklist item does not apply written in the comment sections.

Checklist Completion and Why it is Important

No item should be left blank, N/A applied to every field, or lined through. Incomplete checklist should never be placed into an employee's personnel file. Prior to the official end of orientation, a copy of all checklists should be scanned to the Nurse Educator for review.

Required Training STD, EHR, and Wet Mount

STD Training is organized by the Nurse Educator. If you have a new nurse that needs STD Training, please email the Nurse Educator to have the nurse added to the next available class.

**Required Training
STD, EHR, and Wet Mount**

Wet mount training is scheduled directly by the Lab. Contact Ashley Megelin to be added to a class. Wet mount training is held, typically, only twice a year in March and October.

**Required Training
STD, EHR, and Wet Mount**

Electronic Health Record (EHR) training should be scheduled with the EHR Team within the first six weeks of employment. The EHR Team can be reached by phone or email to request training. CureMD access and the employee's computer number will be needed for the training.

Tests and Test Security

There are 12 required tests for new staff nurses and 14 for new nurse practitioners. All tests will be taken online from the Nursing Orientation website. Nurses can not print any test prior to taking the test. Test answers should never be shared with a new nurse.

Tests and Test Security

An 80 percent or better passing score is required for nursing orientation tests. A passing score of 70 is required for the Pharmacy 340B Compliance Training Post Test. If a nurse does not obtain a passing score on the first try, they will be permitted to retake the test. Module content should be reviewed with the nurse, but answers should not be provided.

Tests and Test Security

New nurses cannot retake a test until after the failed test and module content has been reviewed. The preceptor or nurse manager must request that a failed test be reset. If a nurse does not pass a test twice, the Nurse Educator will contact the preceptor and the new nurse for a review conference.

Test Review

Preceptors should review all tests with new nurses, even if the nurse passed with 100 percent. The goal of reviewing tests is to solidify module content knowledge and serves as a part of the evaluation piece.

Evaluations

On completing orientation, each new nurse should complete the orientation and preceptor evaluations. If the new nurse has been assigned a mentor, the mentor evaluation should be completed as well. Evaluations can be completed by paper or on the orientation website. Paper copies can either be hand mailed or scanned to the Nurse Educator.

Evaluations

Evaluations are very important. They are utilized in the revision of the orientation process. Each evaluation is reviewed, and content considered in revisions.

A Few More Things

- a. Weekly leave document;
- b. Lotus notes (Policy Library, Document Library, using the calendar, professional signature, sending email)
- c. Leading by example.

Accessing Preceptor Materials

Preceptor materials can be found on the Nursing Orientation Resources webpage.

- Preceptor/Mentor applications and letters of recommendation examples.
- PHN New Nurse Companion.
- Blank Schedule for New Nurses.
- Suggested Schedule for New Nurse Practitioners.

Accessing Preceptor Materials

1. Open alabamapublichealth.gov
2. Locate A-Z index, and click on the letter N, for Nursing Division;
3. Located Nursing Division in the list and click;
4. On the Nursing Division page, select Internal Education from left side navigation list;

Accessing Preceptor Materials

5. A LCMS sign in box will appear; sign into LCMS;
6. On the Nursing Education landing page, select Orientation Resources from the left side navigation list.

Preceptor Assistance

If there is a situation or issue that should arise while serving as a new nurse preceptor, or if there are questions regarding orientation, contact the nurse educator.

Acknowledgement Process

Preceptor pins and letters of appreciation are distributed typically twice a year based on the number of evaluations received. If evaluations are not sent in by the new nurse, then pins and letters are not distributed. The evaluation is the catalyst to receive a pin or letter.

Acknowledgement Process

Only one pin will be distributed to the new nurse and preceptor. Preceptor pins and nurse pins can not be replaced.

Questions

If you have questions regarding the preceptor process, please contact the Nurse Educator in Field Operations, Office of Clinical Management and Practice.
