



PARTNERS

in

HEALTH

University of Tasmania Faculty of Health Science
& Department of Health and Human Services

Partners in Health Statewide Nurse Preceptor Education Program

Provider Information Booklet

July 2005

Introduction

This booklet provides information related to the Partners in Health Statewide Preceptor Program for Registered Nurses.

Partners in Health (PiH), is a collaborative partnership between the Department of Health and Human Services (DHHS) and the University of Tasmania Faculty of Health Science (FHS). The strategic objectives of this partnership include the following:

- to secure the FHS programs in education and research and to provide foundations for growth in the FHS programs.
- to increase the pool of qualified and skilled health workers.
- to strengthen the Partner's abilities to influence external decision-makers.

Program Purpose

Historically, various Tasmanian Health Care Agencies, the University of Tasmania and the Nursing Board of Tasmania have all delivered preceptor education programs to Registered Nurses. The PiH Preceptor Education Program attempts to determine one consistent program that can be provided within the public, private and aged care sectors.

The Program will prepare preceptors for a range of Programs including:

- Graduate Nurse Development Program
- Re-Entry to Practice Program
- Enrolled Nurse Medication Management Package
- Post Graduate Studies Program
- Psychiatry and Midwifery Programs

The PiH Preceptor Education Program is a competency-based program. Participants, who satisfactorily complete the assessments, will be eligible for registration with the Nursing Board of Tasmania as a Nursing Board approved assessor/preceptor.

Philosophy of the PIH Preceptor Program

Partners in Health believes that to undertake the role of a preceptor the nurse must have completed an accredited educational program.

The Preceptor Program supports nursing on a practice discipline by providing preceptors with the educational preparation necessary to undertake this role.

The preceptor role is built upon the concept of learning within practice in a relationship between experienced and less experienced nurses in order to facilitate and nurture safe, professional practice.

Principles of the PiH Preceptor Program

The principles underpinning the PiH Preceptor Program are:

- (1) To apply contemporary learning principles to the delivery of the preceptor program, and
- (2) To provide opportunities for participants to
 - Develop an understanding of the concept of competence
 - Apply the Australian Nursing and Midwifery Council National Competency Standards or relevant advanced practice competencies to the learner's practice
 - Apply contemporary learning principles to the preceptee's development and assessment
 - Apply the principles of preceptorship to practice
 - Identify ongoing support through timely education, resources and communication networks
 - Promote a teaching and learning organizational culture through a commitment to continuous quality improvement and life long learning

Course Content

The course content consists of five units as follows:

1. Student Learning Experience

This unit includes an overview of the Undergraduate Nursing curriculum provided by the School of Nursing and Midwifery, and an overview of a range of nursing education courses as noted in the attached program. A discussion of issues that may be of concern to students undertaking various nursing education programs and individual learning styles are also included.

2. Preceptorship

This unit includes Policy pre-requisites and Guidelines for Preceptorship, the role and responsibilities of the preceptor/preceptee, and those skills essential to preceptorship.

3. Competency Development

An examination of the history, development and relevance of the ANMC National Competency Standards and where relevant the advanced (specialist) nursing competencies and the role of the Nursing Board of Tasmania in relation to determining competence to practice

4. Communication

Development of a range of communication techniques, including feedback and conflict resolution.

5. Assessment of the Preceptee

The process of planning, undertaking and documenting valid and reliable assessments.

Course Delivery

Prior to delivery of the course

Information sessions will be held for currently accredited facilitators who will run the standardised preceptorship education program. More detailed

workshop sessions will be held to familiarise new training providers with the standardised preceptorship program.

Delivering the course

The preceptorship program is designed to be delivered in workshop sessions totalling sixteen hours over two days. Follow up support sessions, one compulsory Peer Review session held seven (7) weeks post workshop; other sessions as planned by Providers in consultation with Preceptors.

Follow-up sessions

The first follow-up session is compulsory and provides an opportunity for participants to self-evaluate themselves as assessors and then participate in peer review. Additional follow-up support sessions which are 'highly recommended' for preceptors to attend will engage participants in reflective self-evaluation of their practice as preceptors including sharing information on supervision and assessment of clinical activities. On successful completion of the workshop and the completion of the first follow-up session the participant will be eligible to apply to the Nursing Board of Tasmania to be a Board Approved Assessor.

Assessments

Facilitators are able to offer participants a range of evidence options when addressing the assessment task's performance criteria. Options could include: audio/video evidence, written documentation or direct observation by a workplace assessor. Workshop participants will receive summative feedback.

Program facilitators

New program facilitators will be required to:

- 1) Undertake a training workshop conducted by the Program Steering Committee, and
- 2) Be approved to conduct the program by both the Steering Committee and the Nursing Board of Tasmania.

Information sessions to update approved facilitators will be provided by the Steering Committee as required.

Successful preceptor program participants will be required to submit annual evidence, as per the *NBT Annual Evidentiary Requirements for Board Approved Assessors*, to their organisation's Education/Development Coordinator. The Education/Development Coordinator is responsible for assessing evidence, and if judged to standard, forwarding the assessor's name to the Program Steering Committee.

The Program Steering Committee

The Program Steering Committee will include the list of registered nurses who have complied with the evidentiary requirements in their annual program evaluation report to the Nursing Board of Tasmania.

Role And Responsibility Of The Program Steering Committee

An interagency Steering Committee has been formed to act as a governing body for the Preceptor Program.

The committee is responsible for the ongoing evaluation of the program to ensure and maintain quality and standards, and for conducting periodic training workshops for current and new facilitators. Facilitators of the program must be approved training providers, approval must be sought from both the Preceptor Program Steering Committee and the Nursing Board of Tasmania.

The role of the Committee is to:

1. Support the implementation of the Preceptor Education Program within the public, private and aged care sectors
2. Develop interagency policies and guidelines that are relevant to the Preceptor Education Program
3. Undertake the recruitment and selection of Providers of the Preceptor Education Program in collaboration with participating interagency organisations

4. Monitor the delivery and evaluation of the Preceptor Education Program by each of the participating providers
5. Maintain the accreditation of the Preceptor Education Program by the Nursing Board of Tasmania through appropriate review and evaluation systems
6. Co-ordinate the yearly evidential requirements for the maintenance of the Nursing Board of Tasmania accreditation of preceptors
7. Co-ordinate the professional development programs for ongoing preceptor development
8. Facilitate communication between the public, private and aged care sectors
9. Provide a forum for other professionals/individuals/groups, such as the Nursing Board of Tasmania and the University of Tasmania, to discuss issues related to preceptorship, preceptorship support, articulation with practice and educational development and change
10. Facilitate the development, implementation and evaluation of agreed strategies arising from consultations

Grievance Procedure

Within the Department of Health and Human Services action to resolve grievances and disputes is normally initiated with supervisors. If this is either not appropriate or possible then other recommended approaches should be pursued. Timescales and approaches for grievance and dispute resolution are detailed in relevant Awards and Commissioners' Directions.

A grievance in relation to the outcome of assessment of a preceptor should initially be raised with the Preceptor Program facilitator.

The Program Coordinator should then be informed of the grievance and of the strategies in place to address this grievance. Confidential documentation is maintained at site level.

If necessary the Program Coordinator will involve the services of the Employee Services section of Human Resources within the Department of Health and Human Services.

The Department of Health and Human Services has policies and procedures in place to address any concerns that are unable to be resolved at site level. Confidential documentation is maintained at all levels.

Staff within the Private and Aged Care facilities that choose to participate in the Statewide Preceptor Program will utilise their own organisation's grievance procedures.

Should you require any further information regarding the Statewide Preceptor Program please contact:

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