National Preceptorship Project for Nursing

## Preceptor role descriptor

To provide guidance to the preceptee by facilitating the transition from student to registered practitioner. This should be achieved by gaining experience and applying learning in a clinical setting during the preceptorship period. The role of preceptor should be provided with protected time as set out in the preceptorship policy.

It is the responsibility of the preceptor to:

* Possess a good understanding of the preceptor framework requirements, preceptorship policy and communicate these to the preceptee clearly and concisely
* Understand the scope and boundaries of the roles of the preceptee
* Possess the required skills and competences expected of a preceptor
* Attend preceptor training and updates
* Ensure all induction has been completed and check that the preceptee is fully aware of local ways of working and appropriate policies
* Facilitate introductions for the newly registered practitioner to colleagues, multi-disciplinary team, peers, and others (internal and external to the organisation, as appropriate) with support from line managers, educators and preceptorship champions
* Promote networking and development of effective working relationships
* Agree learning needs with preceptee, and develop a learning plan with achievable goals
* Carry out regular reviews with the newly registered practitioner
* Use coaching and mentoring skills to enable the newly registered practitioner to develop clinically and professionally, and to develop confidence
* Facilitate a supportive and inclusive learning environment by signposting resources and actively planning learning opportunities for clinical, professional and personal growth of the newly registered practitioner
* Give timely and appropriate feedback to the newly registered practitioner on a regular basis
* Liaise with the line manager to monitor progress and address areas of poor performance or areas requiring further development through objective setting and regular review, keeping preceptorship lead involved.

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## Preceptorship lead role descriptor

An appointed preceptorship lead should be responsible for overseeing the preceptorship programme at each organisation or ICS. The role may be combined with another role, depending on the organisation and the number of newly registered practitioners.

It is the responsibility of the preceptorship lead to:

* Coordinate the identification of preceptors, know who they are and provide the appropriate level of preparation and support
* Identify all NRNs/NRNAs requiring preceptorship and others for whom preceptorship is deemed beneficial and make appropriate arrangements
* Allocate or delegate the responsibility for identifying preceptors in time for the preceptee’s start date, which may include involvement in the recruitment process
* Monitor and track completion rates for all preceptees
* Perform regular checks that the preceptor/preceptee relationship is working satisfactorily
* Identify any development or support needs of preceptors
* Measure the effectiveness and impact of preceptorship programmes on retention and staff engagement, and to evaluate programmes after each cohort
* Ensure there are sufficient trained preceptors
* Support and prioritise staff retention
* Act as the point of escalation to maintain the relationship between preceptor and preceptee
* Use coaching skills and techniques to facilitate as appropriate
* Develop the Preceptorship Champion Network if required
* Liaise with other local and national preceptorship leads
* Ensure preceptorship operates within the DH framework (2010), HEE Standards (2017), NMC Principles of Preceptorship (2020) and National Preceptorship Framework (2022).

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## Preceptorship champion role descriptor

The role of the preceptorship champion is to promote the value of preceptorship and support implementation within their area, organisation and/or ICS. The role should be held by an experienced preceptor who is passionate about preceptorship.

It is the responsibility of the preceptorship champion to:

* Raise the profile, the value and the benefits of the preceptorship programme within their own clinical area or organisation
* Act as a role model for best practice in support of newly qualified staff or act as a role model for best practice undertaking the preceptorship programme (this will depend on who the champion is)
* Engage with the organisation's preceptorship team to continue the evolution of preceptorship work internally and across the region as appropriate
* Liaise with other preceptorship champions and facilitate development and delivery of preceptorship communities of practice
* Feedback to their organisation's preceptorship team when improvement and education are required in areas, or where newly qualified staff require additional input
* Share knowledge and skills with others to help them develop their thinking and practice.

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## Preceptee role descriptor

The preceptee is responsible for their own development and commitment to their preceptorship programme.

It is the preceptee's responsibility to:

* Attend all organised training and participate in all learning opportunities, including induction
* Organise and attend meetings with their preceptor at the agreed times and within the requirements of the framework
* Have a clear understanding of the objectives and learning outcomes of the preceptorship framework
* Work in collaboration with their preceptor to identify, plan and achieve their learning objectives
* Develop an individual learning plan and complete all documentation within required timeframes
* Promote the role to a high standard
* Maintain timely and professional behaviour at all times
* Adhere to their individual code of professional practice
* Escalate concerns, reflecting on their own professional practice, and take ownership of their own development.