



# NURSING ASSOCIATES PRECEPTORSHIP

Welcome to your first post as a Nursing Associate within general practice. This document is intended to guide you and your preceptor through your preceptorship. It is in response to feedback of when new nurses can feel a little lost. The guidance is based on the NUH Preceptorship booklet, along with the QNI booklet. There is lots of support in Nottinghamshire not just from your practice, primary care network but also from the Nottinghamshire Alliance Training Hub (NATH).

<https://www.nottstraininghub.nhs.uk/>

## What is Preceptorship?

The main aim of preceptorship is to welcome and integrate newly registered professionals into their new team and place of work. It helps these professionals translate their knowledge into everyday practice, grow in confidence and understand how to apply the Code in their day to day work (NMC 2020).

## Alongside newly qualified nurses' preceptorship should also be available to those:

- Returning to practice after a break of two or more years
- Practitioners moving on to a new part of the register

## Benefits of preceptorship:

- Preceptee feels valued and part of the team
- Increased job satisfaction resulting in improved patient satisfaction
- Promotes the individual's interest in maintaining up-to-date knowledge
- Enhances future career aspirations

## What preceptorship is not:

- Intended to replace mandatory training or induction
- Performance management (Based upon DOH, 2010)

(For New to Practice Additional Document)

## My Preceptor(s) are:

## TIME TABLE (To be individualised based on NAs prior experience)

- A minimum of a one week period of orientation;
- A minimum one month induction period
- A period of preceptorship with an identified experienced GPN Practice Supervisor
- Assessment of clinical competencies

**Suggested Guide and Time Frame - based on the Four Pillars of the Advanced Care Practitioner Framework**

<b>Time Frame</b>	<b>Clinical Practice</b>	<b>Leadership and Management (self)</b>	<b>Education</b>	<b>Research (Audits)</b>
<b>Within 2 months</b>	<ul style="list-style-type: none"> <li>• See Appendix A</li> <li>• Identify areas of competence</li> <li>• Identify possible areas of development</li> </ul>	<ul style="list-style-type: none"> <li>• Shadowing opportunities with MDT</li> <li>• Longer time for clinics/ blocked slots</li> <li>• Down load ShinyMind App</li> <li>• Contact Training Hub for support/ guidance</li> <li>• Well-being resources on NATH website</li> </ul>	<ul style="list-style-type: none"> <li>• Identify sources of education needed</li> <li>• Attend PLT meetings</li> <li>• Commence Preceptorship meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Clinical System</li> </ul> <p><i>F12</i> <i>QOF</i> <i>PCN DES</i> <i>Read coding</i> <i>Recalls</i></p>
<b>Usually 12-18 months</b>	<ul style="list-style-type: none"> <li>• See Appendix A</li> <li>• Work towards areas competence in areas of development</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation structure development</li> <li>• Time management</li> <li>• Limitation acknowledgement</li> <li>• Role within practice and wider environment</li> <li>• Key role within MDT meetings</li> <li>• Key role in communication between PCN roles</li> <li>• Utilise NATH offer of outside buddy support/ supervision/ coaching.</li> <li>• Peer support</li> </ul>	<ul style="list-style-type: none"> <li>• Preceptorship meetings</li> <li>• Evaluate personal learning</li> <li>• Contribute to student/ junior learning</li> </ul>	<ul style="list-style-type: none"> <li>• Contribute to data collection for monitoring and evaluation</li> </ul> <p><i>TeamNet</i> <i>e-Healthscope</i></p> <ul style="list-style-type: none"> <li>• Locate Evidenced based literature</li> <li>• Adherence to safety governance procedures</li> <li>• Discuss any new EBL with the team</li> <li>• Maintain audits lists e.g. carers</li> </ul>

## Guidance for Preceptorship Meetings

Meetings with your preceptor do not have to be formal and lengthy; they can be 10-15 minute informal chats which should enable you to do the following:

- Review your progress
- Get feedback on your practice
- Identify what is going well
- Identify areas where development is required
- Complete development plans and identify the support needed to achieve this

Review Number	Date Review Planned	Tick when Review Completed
Initial Review (first week)		
Review 1 (around 1 month)		
Review 2 (around 3-5 months)		
Review 3 (around 6 + months)		

Other Relevant Dates

**Initial Review with Preceptor – Date**

1. What previous knowledge/ experience are you bringing to the post? (placements, clinical experience, courses).
2. What do you consider to be your strengths and weaknesses?
3. Do you have any specific concerns or worries about starting in your post?
4. How do you normally cope with stress?
5. Are you aware of the 'support network and resources available to you? (On NATH website/ ShinyMind App/ clinical supervision/ forums etc.)

**Action Plan:**

What additional skills/ knowledge do I need to know/ do?	How will I achieve this? Who can help? What support is available?	What evidence will I need to produce?	Target Date

Signature of Preceptee:

Signature of Preceptor:

Date:

## Record of Preceptorship Review

<b>Nurses Own Self-Assessment</b>
Clinical Practice
Leadership and Management (self)
Education
Research (audit)
<b>Preceptors Assessment</b>
Clinical Practice
Leadership and Management (self)
Education
Research (audit)

## Action Plan

What additional skills/ knowledge do I need to know/ do?	How will I achieve this? Who can help? What support is available?	What evidence will I need to produce?	Target Date

Signature of Preceptee:

Signature of Preceptor:

Date:

## Record of Preceptorship Review

<b>Nurses Own Self-Assessment</b>
Clinical Practice
Leadership and Management (self)
Education
Research (audit)
<b>Preceptors Assessment</b>
Clinical Practice
Leadership and Management (self)
Education
Research (audit)

## Action Plan

What additional skills/ knowledge do I need to know/ do?	How will I achieve this? Who can help? What support is available?	What evidence will I need to produce?	Target Date

Signature of Preceptee:

Signature of Preceptor:

Date:

## Record of Preceptorship Review

<b>Nurses Own Self-Assessment</b>
Clinical Practice
Leadership and Management (self)
Education
Research (audit)
<b>Preceptors Assessment</b>
Clinical Practice
Leadership and Management (self)
Education
Research (audit)

## Action Plan

What additional skills/ knowledge do I need to know/ do?	How will I achieve this? Who can help? What support is available?	What evidence will I need to produce?	Target Date

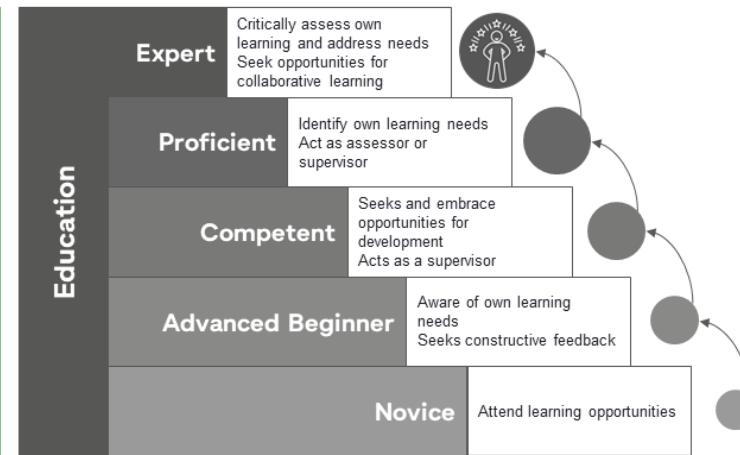
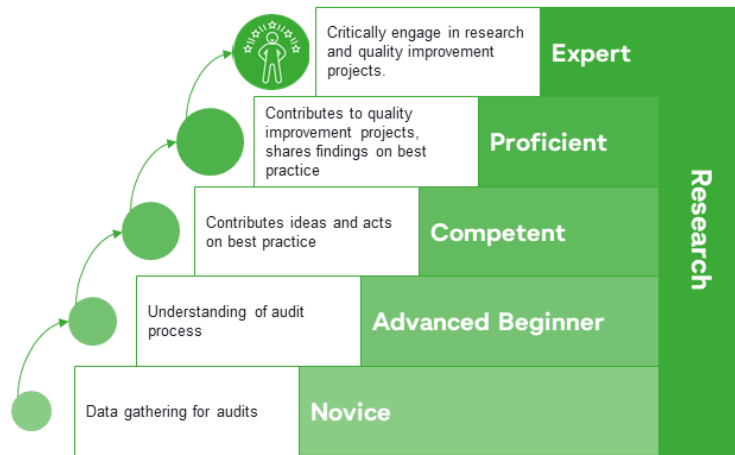
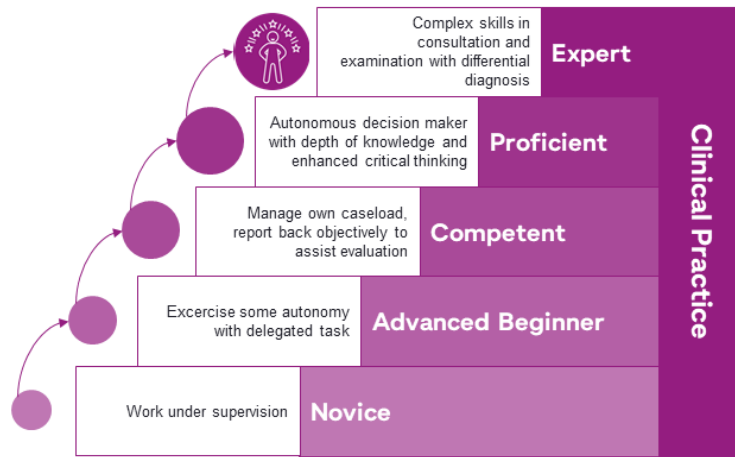
Signature of Preceptee:

Signature of Preceptor:

Date:



**Nursing**  
**Career Progression**





## Appendix A Training Matrix for Clinical Practice

Clinical Competency	Date Started	Date Competent
Pulse		
Blood Pressure including manual		
Blood Pressure Monitoring		
BMI		
Gather core health info for templates		
Urinalysis		
ECG Recording		
Pulse Oximetry		
Awareness of Emergency Equipment (appropriate for role)		
Setting up a nebuliser		
Able to use a volumatic and inhaler		
Using and recording blood glucose monitor		
Using and recording peak flow		
Using and recording FEV6		
Explanation of self-collection of samples		
Basic wound care		
Removal of clips/ sutures		
Measuring for hosiery stockings		
Assisting with minor operations including chaperoning		
INR Star monitoring		
Audiology		
Referral to Health Promotion Service		
Able to give health promotion advice		
Referral to other Health professionals		
Assist patients with technology		
More advanced skills for LTC collection as per Academic Science Network		
Venepuncture		
B12 injection service		
Influenza vaccination		
Pneumococcal vaccination		
Shingles Vaccination		
Checking feet for diabetic neuropathy		
Ear Care Service		
NHS Health Checks - all parts		
Pre-diabetes and health promotion		
Information gathering for Frailty Reviews and community referrals		
Information gathering for Learning Disability Reviews		
Information gathering for mental health Reviews		
Participating with other LTCs		
Injections on PSD		
Inhaler technique teaching		
Blood glucose monitoring teaching		
Peak flow initiation of diary		
Coil removal		
Cytology		
Dopplers		



## **Suggestions of Courses**

Many local face to face courses <https://www.pcdcportal.org/>

Cytology <http://www.nepsec.org.uk/>

<https://www.wounds-uk.com/course>

<https://smarthealthsolutions.co.uk/taster-webinars/>

<https://respiratoryacademy.co.uk/clinical/cpd-modules/>

<http://www.practicenurse.co.uk/>

<https://www.e-lfh.org.uk/>

<https://www.healthcheck.nhs.uk/commissioners-and-providers/training/competency-framework-and-learner-and-assessor-workbooks/>

<https://www.e-lfh.org.uk/programmes/all-our-health/>

<https://uclpartners.com/about-us/academic-health-science-network-ahsn/>

## **References**

<https://www.qni.org.uk/wp-content/uploads/2019/05/General-Practice-Nursing-Induction-Template.pdf>

<https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-principles-for-preceptorship-a5.pdf>

**Thank you to Nottingham University Hospital for the development of this portfolio!**