

PROTOCOL FOR: Preceptor in Cardiac Step-Down Unit

POLICY: 1. RN's in the Cardiac Step-Down Unit who have completed the Educational Services preceptor workshop may function as a preceptor. As a general rule, RN's will be assigned to attend this workshop after they have worked in the unit for at least 1 year.

SUPPORTIVE

DATA: In order to function as a preceptor, clear communication skills, as well as clinical skills are essential. The preceptor needs to possess teaching-learning theory, and be adaptable to meet the needs of the orientee.

DESIRED OUTCOME: All new Cardiac Step-Down Unit staff will work with a qualified preceptor.

SHIFT

SCHEDULE: 1. The orientee will work the schedule of the preceptor, unless there needs to be exceptions for special reasons.

PRECEPTOR

RESPONSIBILITIES: 1. In conjunction with the charge nurse/CNS, the preceptor will decide on an appropriate assignment for each day. The preceptor and orientee will share the assignment, unless arranged otherwise.

2. The preceptor will meet/collaborate with the orientee to provide feedback, both positive and negative, throughout each shift worked.

3. At the end of orientation, the preceptor will complete a CNI PREF of the orientee; this is then reviewed with the Nursing Manager/CNS. The preceptor NM or designee, CNS, and orientee then review the PREF and finalize any goals.

4. In the event that the preceptor gets a "T" day or has to float, the orientee will be re-assigned to work with another staff RN.

5. Patient care assignments for orientees will take precedence over primary RN assignments.

CNS

RESPONSIBILITIES: The CNS or designee will meet with the preceptor and orientee each week to review progress, discuss problems/situations, and establish new weekly goals.

APPROVAL: Cardiac Step-Down Standards Committee
Nursing Standards Committee

EFFECTIVE DATE: 8/99

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REVISION: 9/02