

PROTOCOL FOR: Preceptor Responsibilities: Medical-Surgical Units

DESIRED

OUTCOME: The orientee will be adequately oriented to his/her assigned unit/shift.

QUALIFICATION OF
PRECEPTOR:

1. Any RN who has been promoted to the Clinical Nurse II level may be asked to precept a new orientee. Preceptors are highly encouraged to attend the preceptor workshop offered by the Department of staff and Patient Education.

SHIFT SCHEDULE:

1. The orientee will work the schedule of the preceptor, unless there needs to be exceptions for special reasons.
2. All orientees will spend at least four (4) weeks on orientation unless other arrangements are made by the Nursing Manager.

PRECEPTOR
RESPONSIBILITIES:

1. In conjunction with the Nursing Manager/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 per needs of the orientee.
2. The preceptor will meet/collaborate with the orientee throughout each shift to provide feedback.
3. The preceptor will complete, with the orientee, the Orientation Competency Checklist.
4. Prior to the three month evaluation, the preceptor may complete a CN I Evaluation of the orientee. This evaluation is then reviewed with the Nursing Manager.
5. In the event that the preceptor is absent from work, the orientee will be re-assigned to work with another qualified preceptor.
6. The preceptor will review with the orientee all like units to which he/she may float. Issues pertinent to each unit will be discussed with the orientee.
7. In the event that the preceptor is floated to a like area, the orientee will accompany the preceptor.
8. The preceptor and orientee may consult at any time with the Nursing Manager/Clinical Nurse Specialist to review progress, discuss problems/situations, and establish appropriate goals.

REFERENCES: Medical-Surgical Standards Committee
Nursing Standards Committee

EFFECTIVE DATE: 1/92

REVISION DATES: 11/03, 2/06