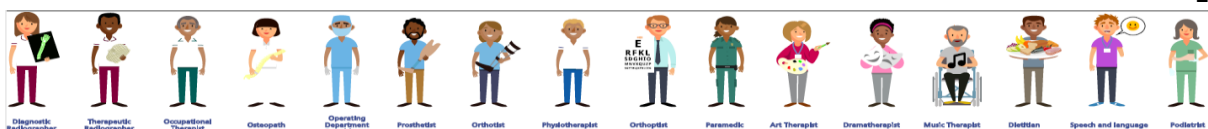
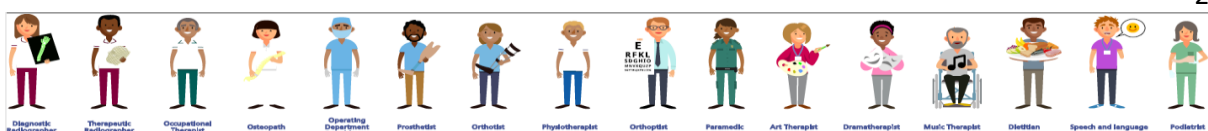


# Humber and North Yorkshire (HNY) Allied Health Professional (AHP) Local Preceptorship/Competency Toolkit 2022/2023



# Contents

<b>Introduction</b>	<b>3-4</b>
<b>Benchmarking Toolkit</b>	<b>5-7</b>
<b>Meeting Forms</b>	<b>8-9</b>
<b>Evaluation Form Preceptee</b>	<b>10-11</b>
<b>Evaluation Form Preceptor</b>	<b>12-13</b>



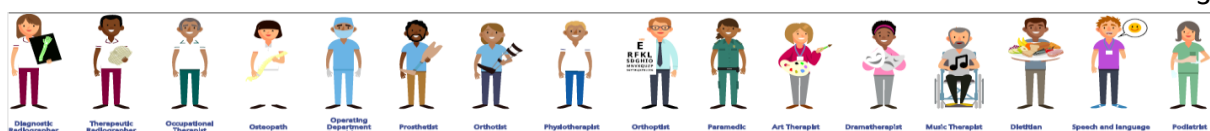
## Introduction

## Introduction

When reviewing the ICS data, HNY are above average leavers in the under 25 age categories compared with the national median. The system value is 11.7% with the national median 9.3%. Scoping the HNY there is a system approach for policies to be developed in each organisation, but very little being developed in local departments in terms of a programme. Therefore, HNY have written a benchmarking tool to support local development of preceptorship programmes.

The focus of this bench marking tool is to provide a set of core standards to be included in the preceptorship programme.

In healthcare, preceptors act as a role model and supervisor, thereby facilitating the socialisation and development of the preceptee into a professional fit to practice. To ensure best practice and the continuing development of a preceptorship, the preceptorship/preceptor and preceptee's should be evaluated at 6 months and gain feedback to ensure that the desired outcomes are achieved. This Toolkit includes evaluation forms (which can be copied and pasted into Goggle forms/Microsoft forms for data collection) for the preceptor and preceptee. The forms should be reviewed by the preceptorship lead with view for quality, improvement and added support.



## Preceptorship/Competency Programme Benchmarking Tool

To support a preceptorship team/ team leader/ managers and senior staff to implement a relevant and appropriate preceptorship programme

### Preceptorship

Facilitate a supportive transitional period for the new members of staff during which they will be supported by a preceptor to develop their confidence, skills, values and behaviours and to facilitate their journey of life-long learning. (Health Education England (HEE) 2015)

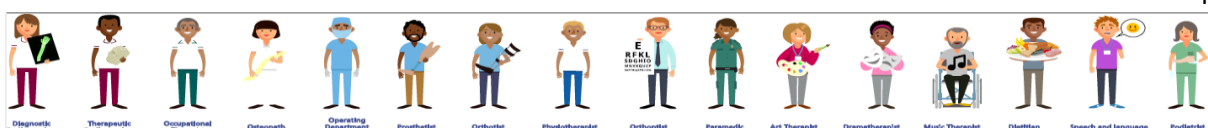
### Preceptorship Team

Each department should develop a preceptorship team including at least the following members:

- **Preceptorship Lead:** Oversee the preceptorship and governance, lead on documents for the local programme.
- **Preceptorship Champion:** Ensure the programme is up to date with the ICB, Trust policy, national programmes, workshops, and webinars
- **Preceptor:** A named, registered practitioner who offers guidance and support. The preceptor should have been registered for a minimum of 12 months and have experience in their clinical area, ideally more experience than the preceptee if changing their working environment.

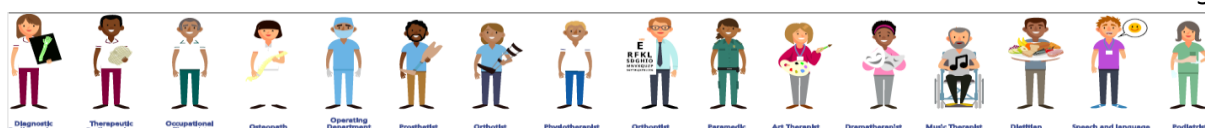
The above members will support the:

- **Preceptee:** The member of staff who is undergoing the period of preceptorship.

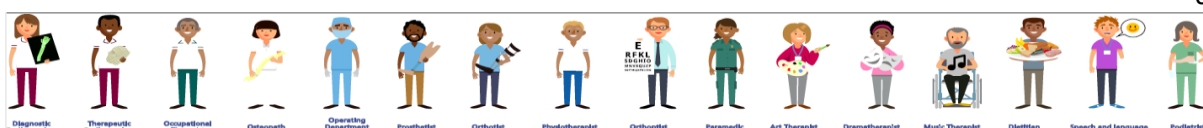


# Preceptorship/Competency Programme Benchmarking Toolkit

Criteria	Standard	Comments
Staff Included	<ul style="list-style-type: none"> <li>Newly Qualified</li> <li>Newly Appointed</li> <li>International Recruitment</li> <li>Return to Practice</li> <li>Practitioners moving to substantially different areas</li> </ul>	For staff who are not newly qualified the programme may be better named competency programme.
Length of preceptorship/ competency programme	A minimum of 6 months	This should be solely influenced by the preceptor and the preceptee and should not be rushed. Although the member of staff may show complete competency in less than 6 months, the meetings should remain for at least a 6 month period.
(First week) Protected learning time	Minimum of 1 week, in this time: <ul style="list-style-type: none"> <li>Trust induction</li> <li>Preceptorship policy</li> <li>Local welcome presentation: everything they need to know about feeling comfortable and confident in the department/ department staff and structure.</li> <li>Department and fire safety tour.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Hospital tour</li> <li>• Hospital Information/shuttle buses/park and ride/ local bus service.</li> <li>• Role expectations</li> <li>• Documentation/protocols and policies across the organisation.</li> <li>• Mandatory Training</li> <li>• 1:1 with line manager</li> </ul>	
Support Period (Preceptor period)	<p>Minimum of 2 weeks. Supported by preceptor (buddy):</p> <p>Learning pathways, protocols, policies, equipment, important phone numbers fire, security, arrest, incident reporting, NHS culture, out of hours escalation.</p> <p>Shift patterns/pay.</p> <p>Further support may be needed to work out of hours.</p>	Depends on member of staff.
Development Through the Preceptorship	<ul style="list-style-type: none"> <li>• Pastoral care and support</li> <li>• Wellbeing initiatives</li> <li>• Reflection</li> </ul>	Action learning sets Peer support forums for preceptor and preceptee. Facilitated reflective discussions
Catch up meetings	<p>Meetings with preceptorship lead.</p> <ul style="list-style-type: none"> <li>• Introductory meeting (form page 8)</li> <li>• Middle of programme (this may be multiple depending on preceptee, form page 9)</li> <li>• Completion meeting (page 10-13)</li> </ul> <p>The meetings may have to continue after 6 months until all parties are agreed competency is reached. These meetings there should be with the preceptorship lead.</p>	These meetings should occur even if the preceptee has been deemed confident previously.



<p>Development after Preceptorship Programme</p>	<p>Facilitated learning /study days/ CPD (flexible dependent on work area and individual requirements)</p> <ul style="list-style-type: none"> <li>• Record continuing yearly competencies – Performance and Development Review (PaDR)</li> <li>• Preceptee individual learning and development plans - PaDR</li> <li>• Shadow opportunities in other roles/advanced roles</li> <li>• Participate in profession specific activities</li> <li>• Clinical supervision moving towards student supervisions and preceptorships roles</li> </ul>	<p>Coaching &amp; mentoring Engagement with ICS preceptorship webinars A range of preceptorship learning opportunities with Nursing and Midwifery colleagues Opportunities to be involved in quality improvement / service improvement initiatives</p>
<p>Compliance</p>	<p>The local preceptorship should comply with Trust policies.</p> <p>HCPC Preparation for Practice - <a href="https://www.hcpc-uk.org/globalassets/resources/reports/preparation-for-practice.pdf?v=636785062220000000">https://www.hcpc-uk.org/globalassets/resources/reports/preparation-for-practice.pdf?v=636785062220000000</a></p> <p>National AHP Foundation Preceptorship <a href="https://www.hee.nhs.uk/our-work/allied-health-professions/education-employment/national-ahp-foundation-preceptorship">https://www.hee.nhs.uk/our-work/allied-health-professions/education-employment/national-ahp-foundation-preceptorship</a></p> <p>Scoping the HNY staff on their requirements.</p>	
<p>Feedback</p>	<p>The Programme should receive multi team feedback for Quality Improvement and the HNY evaluation forms completed for the preceptor and preceptee.</p>	

# Humber and North Yorkshire (HNY) Allied Health Professional (AHP) Local Preceptorship/Competency Programme

## Introductory Meeting

### Preceptee

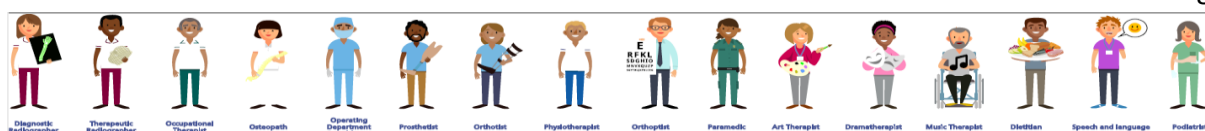
**Name:**

**Profession:**

PRECEPTORSHIP	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
My preceptor is compatible with me.					
I am ready to start clinical work with the same level of support from my preceptor to continue until the next organised meeting.					
I am ready to start clinical work and only approach my preceptor when I need them.					

PRECEPTORSHIP	1 week	2 weeks	3 weeks	4 weeks	2 months
I need the next meeting in:					

**Comments:**





# Humber and North Yorkshire (HNY) Allied Health Professional (AHP) Local Preceptorship/Competency Programme

## Middle of Programme Meetings

### Preceptee

**Name:**

**Profession:**

PRECEPTORSHIP	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I feel I am increasing in confidence					
My preceptor remains compatible.					
I have the appropriate level of support					

PRECEPTORSHIP	1 week	2 weeks	3 weeks	4 weeks	2 months
I need the next meeting in:					

**Comments:**

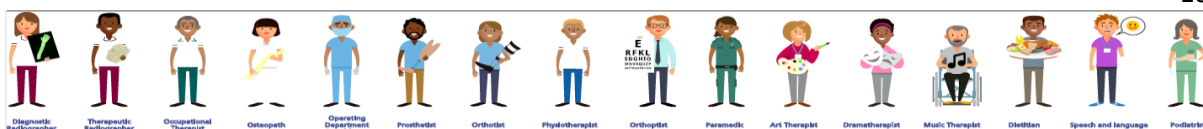
# Humber and North Yorkshire (HNY) Allied Health Professional (AHP) Local Preceptorship/Competency Programme Evaluation Form

## Preceptee

Name:

Profession:

PRECEPTORSHIP	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The Preceptorship was well structured.					
It met the criteria of the HNY benchmarking toolkit.					
It was the correct duration (If disagree please write in comments)					
There was option to shorten or lengthen the preceptorship should you need.					
You feel supported and fit to practice.					
The preceptorship was useful?					



PRECEPTOR	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The preceptor had effective communication skills					
They adapted to your learning needs.					
They demonstrated respect.					
They were empathetic.					
They were ethical.					
They had an enthusiasm for learning					
They were open to receive feedback.					

**What Could have been better, please Comment:**

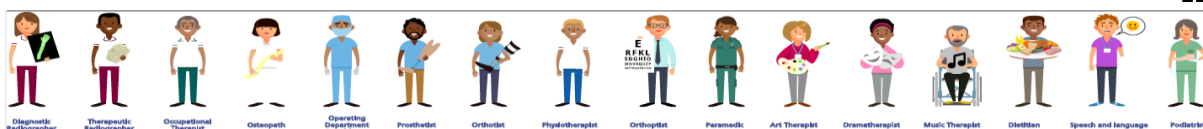
# Humber and North Yorkshire (HNY) Allied Health Professional (AHP) Local Preceptorship/Competency Programme Evaluation Form

## Preceptor

Name:

Profession:

PRECEPTORSHIP	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The preceptorship is well structured.					
It met the criteria from the HNY benchmarking Toolkit.					
It was the correct duration (If disagree please write in comments).					
There was option to shorten or lengthen the preceptorship					
The preceptee is fit to practice and well supported.					
The preceptorship helped the preceptee.					



PRECEPTEE	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The preceptee have effective communication skills.					
They have the correct attitude.					
They demonstrated respect.					
They are empathetic.					
They are ethical.					
They have an enthusiasm for learning					
They are open to receive feedback					
The preceptee has good time keeping					

**Any further actions needed to support the Preceptee?**

**What Could have been better, please Comment:**

