



Tool Time
Tips and Tools

Objectives

- Internalize the confidence factor
- Recognize that preceptors do not know everything
- Develop a personal mission statement for precepting

Tips and Tools

Points to Remember

- ❑ Take a break from precepting when you are overcommitted and stressed.
- ❑ Discuss mutual expectations.
- ❑ Don't try to teach too much.
- ❑ Don't have students see everything you do.
- ❑ Don't make assumptions about your orientee's knowledge.
- ❑ Review your orientee's work.
- ❑ Don't assume documentation is adequate.
- ❑ Avoid giving the impression you'd rather not have an orientee.
- ❑ Avoid misrepresentation.
- ❑ Be sure to assess competence.
- ❑ Avoid putdowns of the orientee.
- ❑ Keep commitments.
- ❑ Speak about issues of significant annoyance.
- ❑ Communicate areas of performance in which your preceptee has excelled knowing that this behavior will be repeated.

- ❑ A preceptorship will be successful if both the preceptor and the preceptee use the same set of expected behaviors for teaching and evaluating performance.

- ❑ Each preceptee has his/her own needs for assistance during orientation.

- ❑ The preceptor has the responsibility to ask the preceptee what his/her needs are.

- ❑ You, the preceptor, do not need to know all the answers.

- ❑ When teaching delegation, it is important to remind your preceptee that “you can delegate responsibility but not accountability.”

- ❑ Present learning in different ways: reading, observing, practicing, doing.

- ❑ You may end up being a friend or mentor to your preceptee.

- ❑ HAVE FUN!

Mission Statement

Use the space below to write a personal mission statement for you as a preceptor.

“Give, give, give — what is the point of having experience, knowledge or talent if I don’t give it away?”

Isabel Allende

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