Nursing Professional Development Services

Nurse Preceptor Selection Tool

Candidate Name:	 Unit:	Date:

Directions:

- This form is to be completed by unit manager/assistant nurse manager in collaboration with unit leadership (example: Nurse Education Coordinator).
- Candidate must attain the minimum score in each category to become a preceptor. For individuals scoring lower than the minimum, please assist them in establishing professional goals that will assist them in developing the skills essential to the preceptor role.
- Review your assessment with the candidate and develop an action plan. They need the final score for the final survey in the Preceptor Essentials class pre-work.
- Using the scale provided, please rate the following statements according to the individual's level of knowledge, skills, and abilities.

Rating Scale:

- 1 = Demonstrates with frequent support
- 2 = Demonstrates with occasional support
- 3 Demonstrates independently (rarely needs support)
- 4 = Supports others in demonstrating (Role Models Excellence)

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Requirements	Α.	Clinician 2 who has been employed on this unit for minimum of 6 months	A.	No*	Yes
	В.	Adheres to attendance policy	В.	No*	Yes
	C.	Performance reviews meet/exceed expectations in all categories	C.	No*	Yes
	D.	Expresses interest in preceptor role**	D.	No*	Yes
		* If any answer in this section is "No", the individual does not qualify for			
		the preceptor role.			
Knowledge	A.	Demonstrates sound clinical knowledge	A.	1 2	3 4
Integration &	В.	Provides a safe environment in caring for assigned patients**	В.	1 2	3 4
Clinical Skills	C.	Adheres to established policy, procedures, and guidelines for all patient care	C.	1 2	3 4
Minimum Score ≥ 21;	D.	Incorporates Standard Work consistently into practice	D.	1 2	3 1
Maximum Score = 28	E.	Manages time and resources efficiently to facilitate increased productivity and reduction of cost.		1 2	
	F.	Develops an individualized plan of care based on patient's history, assessment, pathophysiology, and procedure/intervention being performed.	F.	1 2	3 4
	G.	Non- OR: O Assesses and monitors patients and interprets findings accurately OR only:	G. Tot	<u>1 2</u> al = [3 4
		 Demonstrates appropriate sterile technique and surgical 			
		conscience when setting up the sterile field and performing			
		sterile interventions.			

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Communication A. Communicates ideas, information, and messages clearly, concisely, and in A. 1 2 3 4			
Maximum Score ≥ 24: Maximum Score ≥ 32 C. Demonstrates the ability to receive constructive feedback D. Demonstrates the ability to provide constructive feedback D. Demonstrates the ability to provide constructive feedback in a confidential and non-judgmental manner** E. Promotes positive interpersonal relationships through tactful, patient, direct, and sensitive interactions F. Communicates and collaborates effectively in interdisciplinary teams to provide optimal patient care. G. Demonstrates efficient computerized documentation of patient care delivery H. Demonstrates effective use of inter/intranet resources such as policy/procedures manuals, clinical portal, Nursing Center for Excellence Website. Practice News Maximum Score ≥ 15: Maximum Score ≥ 25 Maximum Score ≥ 26 D. Completes Be Safe when needed E. Demonstrates evidence-based practice inquiry and incorporates findings into professional nursing practice D. Completes Be Safe when needed E. Demonstrates a positive, "ethical and legal professional behaviors"** B. Demonstrates a positive, professional, and supportive attitude within the department as well as with other units/departments** C. 1 2 3 4 Total =	Communication		A. 1 2 3 4
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	E. Demonstrates the ability to remain calm under pressure	E. 1 2 3 4
	F. Demonstrates assertive collaboration within the health care team.	F. 1 2 3 4
	G. Demonstrates awareness of and is an advocate for organizational and	G. <u>1 2 3 4</u>
	department quality initiatives/efforts (example: Nurse Sensitive Indicator data, benchmark data, Be Safe data)	Total =
Total Score	Add all section totals and divide by 156 (maximum score in all sections)	Percentage =
	• Total scores from sections =	
	• Total score divided by 156 =%	
Results	 Did the candidate receive at least the minimum score in all categories? * If answer is "No", the candidate does not qualify for the preceptor role. Primary Preceptor: Did candidate receive 93%? (130 points out of 140) * If answer is "No", the candidate does not qualify for the primary preceptor role. 	No* Yes No* Yes
	Alternate Preceptor: Did candidate receive the minimum score in all categories? * If answer is "No", the candidate does not qualify for the preceptor role. * Principal presents who is presential for the facilitation the evidential of the new years into the preceptor.	No* Yes

setting and orientee assessment. Orientee should have no more than two secondary preceptors.
Evaluator comments:
Employee comments:
Action Plan:

Goals:

Primary Preceptor: Principal preceptor who is responsible for the facilitation the orientation of the new nurse into the work environment and the profession of nursing. This includes overall learning experiences, orientee progress, and completion of orientation documentation (OCA form). Primary preceptor is in charge of the preceptor team documentation and communication. The orientee is scheduled to spend the majority of their clinical orientation (\geq 80%) with the primary preceptor.

^{****} Alternate Preceptors (fill-in/back-up) report orientee progress to primary preceptor and collaborates with Primary Preceptor on goal

^{**} Document formatting, left column headings, and statements followed with ** were taken directly from the University HealthSystem Consortium/American Association of Colleges of Nursing Nurse Residency Program Guide (2010) Sample Preceptor Application Form and Sample Preceptor Competencies Form (pg. 19 & 20). Score w = Score is weighted heavier than others Page 3 of 4

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Created: 4/2012; Revised: 6/2014, 12/2017, 2/25