

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)

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

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Communication <i>Minimum Score ≥ 24; Maximum Score = 32</i>	A. Communicates ideas, information, and messages clearly, concisely, and in a timely manner B. Actively listens and asks questions for clarity C. Demonstrates the ability to receive 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	A. 1 2 3 4 B. 1 2 3 4 C. 1 2 3 4 D. 1 2 3 4 E. 1 2 3 4 F. 1 2 3 4 G. 1 2 3 4 H. 1 2 3 4 Total = <input type="text"/>
Critical Thinking <i>Minimum Score ≥ 15; Maximum Score = 20</i>	A. Integrates and evaluates information from multiple sources** B. Demonstrates proactive problem solving skills C. Demonstrates organizational skills to achieve maximum efficiency D. Completes Be Safe when needed E. Demonstrates evidence-based practice inquiry and incorporates findings into professional nursing practice	A. 1 2 3 4 B. 1 2 3 4 C. 1 2 3 4 D. 1 2 3 4 E. 1 2 3 4 Total = <input type="text"/>
Human Caring <i>Minimum Score ≥ 18; Maximum Score = 24</i>	A. Role models culturally sensitive, "ethical and legal professional behaviors"*** B. Demonstrates a positive, professional, and supportive attitude within the department as well as with other units/departments** C. Respected by colleagues D. Demonstrates patience and friendliness E. Provides excellent customer service and advocates for patients, families, visitors, and other caregivers F. Promotes a welcoming environment and supports assimilation of new hires.	A. 1 2 3 4 B. 1 2 3 4 C. 1 2 3 4 D. 1 2 3 4 E. 1 2 3 4 F. 1 2 3 4 Total = <input type="text"/>
Teaching <i>Minimum Score ≥ 18; Maximum Score = 24</i>	A. Enthusiastic about working with and learning from newly hired nurses B. Values the "nurse as teacher" relationship C. Demonstrates ability to "teach others individually"*** D. Recognizes opportunities for teaching multiple orientees at the same time. ** E. Asks questions that stimulate thinking F. Articulates expectations clearly	A. 1 2 3 4 B. 1 2 3 4 C. 1 2 3 4 D. 1 2 3 4 E. 1 2 3 4 F. 1 2 3 4 Total = <input type="text"/>
Management/Leadership <i>Minimum Score ≥ 21; Maximum Score = 28</i>	A. Demonstrates ability to plan and delegate to others B. Demonstrates accountability and responsibility in performance of work tasks and their relative outcomes C. Demonstrates support of continuing education and professional growth for self and others. D. Accepts changes with a positive supportive behavior	A. 1 2 3 4 B. 1 2 3 4 C. 1 2 3 4 D. 1 2 3 4

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	E. Demonstrates the ability to remain calm under pressure F. Demonstrates assertive collaboration within the health care team. G. Demonstrates awareness of and is an advocate for organizational and department quality initiatives/efforts (example: Nurse Sensitive Indicator data, benchmark data, Be Safe data)	E. 1 2 3 4 F. 1 2 3 4 G. 1 2 3 4 Total = <input type="text"/>
Total Score	<ul style="list-style-type: none"> Add all section totals and divide by 156 (maximum score in all sections) Total scores from sections = _____ Total score divided by 156 = _____% 	Percentage = _____
Results	<ul style="list-style-type: none"> 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. Alternate Preceptor: Did candidate receive the minimum score in all categories? * If answer is "No", the candidate does not qualify for the preceptor role. 	No* Yes No* Yes No* Yes

*****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 setting and orientee assessment. Orientee should have no more than two secondary preceptors.

Evaluator comments:

Employee comments:

Action Plan:

Goals:



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