

Preceptorship FAQ - Frequently Asked Questions

How do I enrol onto the Preceptorship Programme?

By enrolling onto the Preceptorship Programme on LearnTogether. Please also let your manager know, although they should be encouraging you to book onto the programme.

What happens on the different days of the programme?

The programme consists of two half days and three full days of taught/facilitated learning. These sessions begin after you have completed your Induction and run alongside your clinical practice.

Welcome to your Preceptorship Programme *(Half Day - Start of the programme)*

This half day focuses on who you are at the beginning of the programme so that you can start to plan your own programme around your needs. We cover what you will need to complete the programme and begin to support you. We include wellbeing information.

Communication and Inclusivity *(Full Day)*

This full day explores communication and how culture and experience can impact on our individuals' values, beliefs, behaviours and decision making. The day will be a mixture of group activities and sessions.

Together for Improvement *(Full Day)*

This full day focuses on understanding behaviours and how this can influence our work cultures, as well as seeking out ways to develop and improve quality of practice and care. The day will be a mixture of group activities and sessions.

Human Factors & Simulations *(Full Day)*

This full day supports you to gain a deeper understanding of technology, systems and processes, safety culture and human error to enhance care and patient safety. The day will be a mixture of simulations and activities so that you can, experience life-like scenarios that are followed by opportunities for learners to reflect within a structured facilitated debrief.

Who am I now *(Half Day - Final day of the programme)*


This final half day focuses on who you are now at the end of the programme so that you can see how you have developed and explores further training should you now wish to support others as a preceptor. You will also have Preceptor training on this day.

Is there a set order that the days have to be completed?

Day 1, 'Welcome to your Preceptorship,' should be completed first. The full study days can be completed in any order. Finally, Day 5, 'Who am I now,' should be completed last. See the diagram below to visualise:



How do I book onto to the different days?

<p>To book onto any of the workshops;</p> <ul style="list-style-type: none"> • Log into LearnTogether • Click on the pink 'My Learning' page • Click on the purple 'Find Learning' page • Type 'preceptorship' in the search box and click the search button • Click on the preceptorship course • Book onto day 1, choosing a date • Select your confirmation preference from the drop down menu then click sign up <p>Please note – only after completion of day 1 will the rest of the programme be unlocked for you to book onto.</p> <p>If you need eLearning or LearnTogether support;</p> <ul style="list-style-type: none"> • See eLearning support web page or email ruh-tr.elearningsupport@nhs.net • 01225 825902 or 07751 402337 (8am - 4pm Monday to Friday) • eLearning support is available 5 days a week in the Education Centre, Academy Library (E7): Mon to Thurs 8am-5pm & Fri 8am-4pm 	
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How long does it take to complete Preceptorship Programme?

The programme is designed for flexible completion, allowing you to work at your own pace. The recommended timeframe is 12 months, with study days spaced at least a month apart. However, it is perfectly fine if you take more than 12 months.

Who can join the Preceptorship Programme?

The Preceptorship Programme is open to professionals who have been newly registered within the last 12 months with the Health and Care Professions Council (HCPC), Nursing and Midwifery Council (NMC), or General Pharmacy Council (GPhC). If you have over 12 months of experience and a registration in the UK, please refer to the Preceptorship or discuss with the Preceptorship team.

I am an international recruit is for programme for me?

Yes - Once you have your registration you can join the Preceptorship Programme.

I am a nursing associate registered with the NMC is for programme for me?

Yes - Once you have your registration you can join the Preceptorship Programme.

Will I have protected time to attend the Preceptorship programme?

Yes - Preceptees you will be given up to 12 days to support your transition into registered practice, this is time to;

- Attend the preceptorship study days
- Attend relevant learning and training
- Opportunities to meet with your Preceptor

Can you fail preceptorship?

No - Preceptorship is not a pass or fail program. It aims to support your professional development and transition from a student identity to a registered practitioner.

How do I complete the Preceptorship Programme?

By completing the all the requirements listed on LearnTogether, the certificate will be unlocked and generated. At this point you have completed the Preceptorship Programme.

What are the completion requirements?

- Attended all five workshops and completed their activities
- Completed three Preceptee-Preceptor development meetings
- Completed three reflections (we do not check these, but they are for your benefit)
- Completed NHS England eLearning - Multi-Professional Preceptor e-Compendium programme – part of day 5
- Contributed QI improvement in workplace

Will I get a certificate if I complete the Preceptorship programme?

Yes – Once you complete the LearnTogether Preceptorship checklist to confirm that you have finished the Preceptorship Programme and met all its requirements, you will receive a certificate for 30 hours of CPD time.

Who is a Preceptee?

A preceptee is a registered professional who has booked onto the Preceptorship Programme and is completing the content.

Who is a Preceptor?

A Preceptor is your mentor, guide, person you can go to for signposting. They will be the person that helps you in your clinical area to complete the Preceptorship programme.

Who can be a Preceptor and how are they allocated?

Preceptors need to have a minimum of 12 months experience as a registered practitioner. The role of the preceptor is to provide guidance to the preceptee by facilitating the transition into their new role. They should be the same profession as you. Your Preceptor can be allocated by your manager, line manager or you. You can choose who your preceptor is as long as they fulfil the requirements. It may be an experienced colleague in your workplace you get along with.

Can I change my Preceptor?

Yes – for a variety of reasons your Preceptor might need to change. As long as the new person is happy to support you and fulfils the Preceptor requirements, that's fine.

Do I need to complete the Preceptor Workshop to be a Preceptor?

No - This isn't a mandatory requirement – though Preceptors should have preferably completed the Preceptor Workshop (*if they never went on the RUH Preceptorship Programme*) or have completed the training during the RUH Preceptorship Programme.

How often do I need to meet with my preceptor?

Three times over your first year - you will be expected to meet regularly with them to reflect on your new experiences; discuss your progress and opportunities. We suggest that a minimum of 3 meetings are needed; at the start, interim and a year in. There is a template for these meetings in the portfolio – they can be used as a guide.

Do I get protected time to fulfil the duties of a Preceptor?

Yes – Preceptor duties can be allocated up to 12 hours per year. This is to complete;

- Preceptor workshop
- Preceptee meetings
- Opportunities for self-reflection and development

Can I be a Preceptor if I've not done the Preceptorship Programme?

Yes – as long as you have 12 months post registration experience, up to date with mandatory training and signed off relevant clinical competencies. Ideally they have completed or booked onto the Facilitating Learning and Preceptor Workshop.

Preceptor Workshop – do I get a certificate or CPD time?

Yes – We will issue you a certificate with 7.5 hours face to face CPD time once the requirements of the Facilitating Learning and Preceptor Workshop day have been complete.

Once I have completed the Preceptorship Programme can I become a Preceptor?

Yes - As part of the final day of the programme, on the 'Who am I now' workshop, we will complete Preceptor training. Becoming a Preceptor means you will be able to further develop your leadership skills and be able to support the development of newly registered staff.

Do I need to do the 'Facilitating Learning & Preceptor Workshop' if I've completed the Preceptorship Programme?

No – the Preceptorship Programme includes the Preceptor Workshop training.

Do the CPD hours count towards revalidation/renewal with my professional body?

Yes – the certificates issued will state how many hours of CPD time you have gained.

- Preceptorship Programme – 30 hours
- Preceptor Workshop – 7.5 hours

My question wasn't answered here!

Email the team, we are always happy to help! ruh-tr.preceptorship@nhs.net