Thank you for agreeing to be a preceptor! You are an a special position to develop our next generation of nurses. The ability to provide support to a growing nurse and the ability to teach through hands-on experience is such valuable asset to our team and its future growth. We are so grateful for your participation and hard work.

Supervising Faculty & Preceptor Meetings

In the process of completing a preceptorship, there are three meetings that are required between the supervising faculty, preceptor and the student (optional involvement: Clinical Manager)

- **Initial**
  - University Orientation
  - Review expectations of the university for the preceptor-student partnership specifically about...
    - Clinical Rotation Goals
    - Objectives
    - Skill Progression
    - Communication
    - Documentation
    - Evaluation

- **Mid-Point**
  - Ensure there is a strong working relationships
  - Monitor Skill Progression
  - Clear Communication with all parties
  - Optimal Learning Environment
  - Resolving any challenges

- **Final**
  - End of rotation wrap up
  - Evaluation Completion (if needed)
  - Discussion of any next steps
  - Final touch point with manager (if needed)

*Face to face meetings are preferred, but accommodations can be made due to location of university to clinical site (phone or email).

Additional Reminders

IF you are working with a graduate-level student that has project-preceptor must have detailed knowledge of the students project. As the preceptor, the project should be within your scope to oversee- if not, a new preceptor should be considered.

*If you are a preceptor of a graduate-level student working on a research project, please see the [project checklist](#).*
What makes a good preceptor?

Role Model
• The preceptor assists the orientee, by example, to achieve mutually agreed upon goals, demonstrating and personifying how competent team members perform their jobs

Socializer
• The preceptor assists the new team member to acclimate to their new role by helping him/her feel welcomed and facilitating integration with their peer group, coworker, and the organization

Educator
• The preceptor assists the orientee to gain essential clinical skills and experience by:
  • Assessing learning needs
  • Establishing and implementing orientation/learning plan
  • Overseeing competency assessment and validation
  • Providing timely feedback

Coach
• The preceptor guides and directs the learning experience of the orientee by:
  • Setting and helping to achieve goals
  • Sharing knowledge and resources
  • Demonstrating what needs to be learned

(Adapted from Preceptor Course Training Materials)

Recommendations for Preceptor Training

Although not a requirement for becoming a preceptor, we would highly recommend taking the preceptor training course offered through Advocate Aurora:
• Preceptor Workshop 101 (5051530AAHCPRECEPT)

Additional Resources

Developing S.M.A.R.T. Goals (5056012SMARTGOALS)
• SMART Goal Handout
• SMART Goal Worksheet