

# **Health Care Provider Preceptor Training Program**

## **PARTICIPANT HANDOUTS Model Curriculum**

### **Chancellor's Office California Community Colleges Sacramento, CA**

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## **Introductory Section**

### **A. Overview of Model Curriculum**

The model curriculum for preceptor training was developed in response to the health care industry need to increase the number of prepared preceptors in the workplace. The preceptor role has been in existence for many years, but the role has not always been clearly defined and there have been limitations to the process for training preceptors. The preceptor curriculum is based on the Develop a Curriculum (DACUM) job analysis which identified the preceptor as a staff member who demonstrates a high level of knowledge, clinical proficiency, and professionalism. The preceptor serves as a clinical instructor to new employees and students, assisting with the transition into the clinical environment. Four preceptor roles were identified in the job analysis: role model, educator, facilitator and evaluator.

The preceptor concept has been adopted by many employers to help promote success of the new employee in the workplace, while enhancing learning outcomes and creating a more supportive work environment. The goal is to increase job satisfaction for the preceptee, preceptor and all staff members and promote retention. Healthcare reform has magnified the need for improvement in the workplace environment to increase competence and confidence of health care professionals, improve patient outcomes and improve patient and staff satisfaction. Providing a model preceptor curriculum will help to support the healthcare industry in this strategy for workplace reform.

This original model curriculum was directed at registered nursing and recommended adaptation for other health care occupations using case examples specific to the discipline. The revised (2015) curriculum includes examples from nursing and allied health. It is organized into 5 modules containing lesson plans, participant handouts and instructor PowerPoint presentations. Additional allied health examples and case studies are included in the Appendix. The recommended time frame for the program is 12 hours over two days. The program can also be presented as separate modules. Educators are encouraged to mold the curriculum to suit their program needs.

### **B. Purpose of a Model Curriculum**

The purpose of a model curriculum is to provide a curriculum that can be used in its entirety or adapted as needed by faculty for instruction. Model curriculum is beneficial to those starting new programs, involved in program improvement, or program review. This Preceptor Model curriculum is available to anyone in the State of California that will be implementing the content of this curriculum.

### **C. Description**

This course was designed to prepare health care providers for their role as preceptors. The program provides the tools and motivation for the preceptor to be effective in transitioning students or new staff members into a new job role.

#### **D. Purpose Statement**

The intent of this curriculum is to prepare the healthcare provider to assume the responsibility of a preceptor. An effective preceptor demonstrates a high level of knowledge, clinical proficiency, professionalism and serves as a clinical instructor to new employees and students in the clinical setting. They also assist with the transition to the clinical environment in order to insure quality patient services, maintains organizational standards, and continuity of patient care in a cost-effective manner.

We believe the following tenants have been incorporated into the curriculum as organizing principles:

1. The role of the preceptor is crucial to the success of the new employee/student.
2. The organization culture must value and support the role by providing a formalized structure for the process.
3. An effective preceptor process is needed to increase retention in health care.
4. The preceptor's responsibilities include role model, facilitator, educator, and evaluator.

#### **E. Core Behavioral Objectives**

At the completion of core course content, the participant will be able to:

1. Describe the roles and responsibilities of the preceptor and preceptee.
2. Describe the attributes of a preceptor as role model.
3. Demonstrate the educational process for assessment, planning and implementation of learning experiences.
4. Apply strategies to facilitate socialization of employee/student into work environment and foster critical thinking.
5. Utilize techniques in formative and summative evaluation processes.

#### **Listing of modules**

- Module 1 – Preceptor Role
- Module 2 – Role Model
- Module 3 – Educator Role
- Module 4 – Facilitator Role
- Module 5 – Evaluator Role

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