



Figure 1 Toolbox picture

Preceptor Tool Kit

Learning Style Inventory

To gain a better understanding of yourself as a learner, you need to evaluate the way you prefer to learn or process information. By doing so, you will be able to develop strategies which will enhance your learning potential. The following evaluation is a short, quick way of assessing your learning style. No studies have validated this inventory. Its main benefit is to get you to think about yourself, to consider learning alternatives; not to rigidly classify you. Respond to each statement as honestly as you can.

	Often	Sometimes	Seldom
1. I can remember best about a subject by listening to a lecture that includes information, explanations and discussion.			
2. I prefer to see information written on a chalkboard and supplemented by visual aids and assigned readings.			
3. I like to write things down or to take notes for visual review.			
4. I prefer to use posters, models, or actual practice and other activities in class.			
5. I require explanations of diagrams, graphs, or visual directions.			
6. I enjoy working with my hands or making things.			
7. I am skillful with and enjoy developing and making graphs and charts.			
8. I can tell if sounds match when presented with pairs of sounds.			
9. I can remember best by writing things down several times.			
10. I can easily understand and follow directions on a map.			
11. I do best in academic subjects by listening to lectures and tapes.			
12. I play with coins or keys in my pocket.			

	Often	Sometimes	Seldom
13. I learn to spell better by repeating words out loud than by writing the words on paper.			
14. I can understand a news article better by reading about it in the newspaper than by listening to a report about it on the radio.			
15. I chew gum, smoke, or snack while studying.			
16. I think the best way to remember something is to picture it in your head.			
17. I learn the spelling of words by "finger spelling" them.			
18. I would rather listen to a good lecture or speech than read about the same material in a textbook.			
19. I am good at working and solving jigsaw puzzles and mazes.			
20. I grip objects in my hands during learning periods.			
21. I prefer listening to the news on the radio rather than reading about it in the newspaper.			
22. I prefer obtaining information about an interesting subject by reading about it.			
23. I feel very comfortable touching others, hugging, handshaking, etc.			
24. I follow oral directions better than written ones.			

Scoring Procedures

Directions: Place the point value on the line next to the corresponding item below. Add the points in each column to obtain the preference score under each heading. You may print this page to help you fill in the scoring table.

OFTEN = 5 points
SOMETIMES = 3 points
SELDOM = 1 point

VISUAL		AUDITORY		TACTILE	
NO.	PTS.	NO.	PTS.	NO.	PTS.
2	_____	1	_____	4	_____
3	_____	5	_____	6	_____
7	_____	8	_____	9	_____
10	_____	11	_____	12	_____
14	_____	13	_____	15	_____
16	_____	18	_____	17	_____
19	_____	21	_____	20	_____
22	_____	24	_____	23	_____
VPS =	_____	APS =	_____	TPS =	_____

VPS = Visual Preference Score APS = Auditory Preference Score

TPS = Tactile Preference Score

Preceptorship Contract/Conferences

Purpose: Establishes a contract between Preceptor and Orientee and schedule plan for conferences.

Name: _____ Date of Hire: _____

License: _____ Date of Expiration: _____

I, _____ have been oriented to the Preceptorship

Program for _____ and agree to act as a preceptor for

_____ during _____
(Orientee) (Time Period)

Preceptor: _____ Date: _____

Beginning Conference:

Date:

Initials:

Mid Conference:

Date:

Initials:

Final Conference:

Date:

Initials:

Orientee Pre-Assessment Needs

Purpose: To be completed by Orientee **before** orientation begins to clarify the past experiences of orientee and skills that need refining.

Orientee: _____

Date: _____

Preceptor: _____

Hospital: _____

Skill Experience:

Skills Needing Mastery:

Time Management/Patient Load Experience:

Weekly Goals and Competency Check

Purpose: The Orientee and Preceptor use this to plan weekly goals to provide a guide for learning experiences.

Orientee: _____

Preceptor(s): _____

Date: _____ Week#: _____ Patient Load: _____

Orientee Goals for the Week:

Goal	Met	Not Met	Evaluation

Progress on competency/equipment checklist(s):

Learning needs identified:

Comments:

Preceptorship Progress Report

Purpose: Preceptor may use this for providing feedback to orientee during conferences

Orientee: _____ Date: _____

Preceptor: _____ Unit: _____

OBSERVATIONS:

RECOMMENDATIONS/ACTION PLAN:

Signed: _____ Date: _____
Orientee

Signed: _____ Date: _____
Preceptor

Orientation Competency Evaluation

Purpose: For preceptor to use as final evaluation tool at completion of orientation.

NAME	DATE		
<u>Demonstrates Behavior</u>	Consistently	With minimal prompting	With repeated prompting
Professional			
Identifies self-learning needs			
Develops a plan to meet self-learning needs			
Identifies layout of unit, medication, charts, utility rooms, supplies			
Identifies resources: ancillary departments			
Locates the crash cart, emergency meds, defibrillator, and intubation supplies and reviews appropriate application of leads/defibrillation pads			
Frequently reviews medical record for new orders			
Demonstrates personal and professional accountability			
Maintains patient confidentiality			
Acts as a patient advocate			
Performs skills within ethical, legal, and regulatory frameworks of nursing and standards of evidence based professional practice			
COMMENTS:			

NAME	DATE		
<u>Demonstrates Behavior</u>	Consistently	With minimal prompting	With repeated prompting
Decision-Making			
Identifies changes in patient status and reports to health care provider			
Makes decisions about the administration of specific medications based on assessed findings			
Supports learning needs and uses available resources related to the patient's clinical presentation			
Intervenes safely for patients synthesizing knowledge of underlying principles to perform therapeutic nursing interventions			
Identifies expected outcomes individualized to the patients			
Develops a plan of care that prescribes interventions to attain expected outcomes			
Identifies appropriate interventions and modifies care plan as needed			
Establishes reasonable priorities			
Communicates plan appropriately to patient and other health team members			
COMMENTS:			

NAME	DATE		
<u>Demonstrates Behavior</u>	Consistently	With minimal prompting	With repeated prompting
Communication			
Interacts with patients/family with compassion and respect.			
Communicates clearly and respectfully to coworkers			
Documents patient care problems and interventions in the medical record			
Utilizes organizational strategies to assist in planning and organizing patient care (Quality Indicators, Core Measures)			
Takes report on patient care assignment from off going RN			
Organizes end of shift report with preceptors input			
Gives end of shift report with preceptor guidance			
Participates in MD's rounds on patients			
Communicates with RN regarding patient care needs			
Initiates communication with MD regarding patient care needs			
Implements new orders from MD's in a timely fashion throughout shift			
COMMENTS:			

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NAME		DATE		
<u>Demonstrates Behavior</u>	Consistently	With minimal prompting	With repeated prompting	
Leadership				
Evaluates the patient's progress toward outcomes				
Delegates specific instructions to CNA's/PCA's to assist the RN in caring for and monitoring patients				
Follows up with CNA's/PCA's on the aspects of patient care that were delegated to them				
Follow up and reprioritizes with the aspects of patient care that were delegated to them				
Supervises and evaluates the activities of or other assistive personnel				
Informs and educates patient and family				
Comments:				
Focus for Further Development:				

Orientee

Date

Preceptor

Date

Reviewed (date):

Orientee _____

Supervisor _____

Preceptor Evaluation: General Orientation				
Directions: Please check your response to the statements. All responses are anonymous				
During my orientation, my preceptor(s):	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Made a schedule for me with back up preceptors as needed.				
2. Assessed my learning needs.				
3. Built on my previous experiences.				
4. Collaborated with me to create learning goals.				
5. Taught according to my preferred learning style.				
6. "Thought out loud" to teach problem solving.				
7. Asked open ended questions to facilitate thinking.				
8. Encouraged me to ask questions.				
9. Structured learning from simple to complex.				
10. Debriefed with me at the end of a shift.				
11. Role modeled professional behavior.				
12. Helped me learn the daily functioning of the unit				
13. Taught or reinforced required skills				
14. Taught or reinforced documentation				
15. Acted as a resource				
16. Introduced me to staff and ancillary departments				

Preceptor Evaluation: Clinical Orientation				
Directions: Please check your response to the statements. All responses are anonymous				
During orientation, my preceptor(s) ensured that I was proficient in the following:	Strongly Disagree	Disagree	Agree	Strongly Agree
1. Early identification of a deteriorating patient condition.				
2. Managing an unstable patient.				

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3. Locating hospital policies, procedures, and protocols.				
4. Identification of appropriate resources (House Supervisor).				
5. Delegating tasks to team members.				
6. Working effectively despite interruptions.				
7. Setting priorities in patient care.				
8. Maintaining a culture of safety				
9. Critically analyzing issues related to a complex patient.				
10. Effectively dealing with the stressors of the job.				
11. Communicating with physicians and other health care providers.				
12. Independently caring for my assigned patient load.				
13. Being appropriately assertive as a patient advocate and team member.				
14. What is the greatest benefit you received from your Preceptorship experience?				
15. What suggestions do you have for improving the Preceptorship?				

Thank you!