Tool Time
Tips and Tools

Objectives

- Internalize the confidence factor
- Recognize that preceptors do not know everything
- Develop a personal mission statement for precepting
Tips and Tools

Points to Remember

- Take a break from precepting when you are overcommitted and stressed.
- Discuss mutual expectations.
- Don’t try to teach too much.
- Don’t have students see everything you do.
- Don’t make assumptions about your orientee’s knowledge.
- Review your orientee’s work.
- Don’t assume documentation is adequate.
- Avoid giving the impression you’d rather not have an orientee.
- Avoid misrepresentation.
- Be sure to assess competence.
- Avoid putdowns of the orientee.
- Keep commitments.
- Speak about issues of significant annoyance.
- Communicate areas of performance in which your preceptee has excelled knowing that this behavior will be repeated.
A preceptorship will be successful if both the preceptor and the preceptee use the same set of expected behaviors for teaching and evaluating performance.

Each preceptee has his/her own needs for assistance during orientation.

The preceptor has the responsibility to ask the preceptee what his/her needs are.

You, the preceptor, do not need to know all the answers.

When teaching delegation, it is important to remind your preceptee that “you can delegate responsibility but not accountability.”

Present learning in different ways: reading, observing, practicing, doing.

You may end up being a friend or mentor to your preceptee.

HAVE FUN!
Mission Statement

Use the space below to write a personal mission statement for you as a preceptor.

“Give, give, give — what is the point of having experience, knowledge or talent if I don’t give it away?”

Isabel Allende

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