Preceptor Program – Level 1: Basic

PURPOSE: This one day, Basic Level Preceptor Program is designed to prepare staff nurses to make the transition from staff nurse to preceptor. During this interactive instructional process, preceptors learn how to facilitate the orientation and job training of new employees or transferees to the role and responsibilities of their job function.

OBJECTIVES:

1. Distinguish the roles and responsibilities of specific personnel in the Nurse Preceptorship Program.
2. Identify the three primary roles of a Preceptor
3. Distinguish how a Preceptor’s role differs from that of a staff nurse.
4. List the qualities of an effective Preceptor
5. Identify strategies to assist Orientees during reality shock.
6. Describe how to apply principles of adult education as a Preceptor.
7. Identify methods to assess the learning needs of Orientees.
8. Identify how to work with Orientees in planning and implementing clinical learning experiences.
9. Explain how to constructively evaluate an Orientee.

TARGET AUDIENCE: RN 2, RN 18, RN 3,

PREREQUISITES: Meets Preceptor selection criteria.

Facilitators: Jean McHugh, MSN, APRN, BC, CS (Program Leader)
Donareen Denny, MSN, RN, CCRN
Anne Ellis, MSN, RN, CCRN
Godsfavour Guillet, BSN, RN, BC
Gloria Serrano, MSN, RN

2007 CLASS SCHEDULE:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>July 24, 2007</td>
<td>8AM – 4:30 PM</td>
<td>440 Lenox Road – 2G</td>
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<tr>
<td>August 9, 2007</td>
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<td>September 17, 2007</td>
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<td>October 17, 2007</td>
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<td>November 1, 2007</td>
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<td>December 5, 2007</td>
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CONTACT HOURS: 7.2 contact hours

REGISTRATION: Please call Nursing Education/Institute of Continuous Learning at 718-270-2983 Monday – Friday between 8:30AM and 5PM.