



Scan the QR code  
to access the Core  
Preceptorship  
section on the Hive



**Doncaster and Bassetlaw  
Teaching Hospitals**  
NHS Foundation Trust

# Core Preceptorship Programme



**Name of Preceptee:**

**Name of Preceptor:**

**Preceptorship  
commencement date:**

**Preceptorship  
completion date:**

# Contents



<b>A word from Richard</b>	<b>3</b>
<b>This portfolio</b>	<b>4</b>
<b>Preceptorship</b>	<b>5</b>
<b>Your first month</b>	<b>6</b>
<b>Quality Improvement project</b>	<b>7</b>
<b>Your preceptor</b>	<b>8</b>
<b>SWOT analysis</b>	<b>9</b>
<b>Action plans</b>	<b>11</b>



# A word from

Richard Parker OBE, Chief Executive



Thank you for joining Team DBTH.

As I hope you will discover this is a fantastic time for DBTH, as we work hard to implement our newly refreshed strategic direction and continue to strive to maintain our position as one of the best in class for care, being locally and nationally recognised for excellent patient care and as a place to work.

We intend to build upon our strengths and reputation for specialised services, ensuring that we remain at the forefront of innovation, research and development, as well as best practice as a Teaching Hospital and learning organisation.

Employing over 6,600 people across Doncaster and Bassetlaw, every member of staff contributes crucial expertise which directly impacts on our ability to provide high quality patient care, and it is hugely important to me that each and every individual within the organisation has a personal stake in our future successes and achievements.

As we operate a number of sites, you will gain a sense of a large and expansive organisation; however it is essential that our Trust has a great sense of community and identity, with an accessible leadership team and a feeling that each and every member of the team can make the difference.

As an organisation, we are proud that many of those in senior positions within the Trust began their careers here. We are also fortunate to have a large number of long-serving team members, with one member of staff recently retiring after 60 years of service, having spent an entire, happy career at the Trust.

This commitment is evidence of our ambition to give those who join the Trust the tools and opportunities in order to grow and progress their career, so whether you spend just one year or fifty with us, it's our pledge to help you **D**evelop, **B**elong and **T**hrive, **H**ere, not only for the benefit of local people but also the wider health service.

Having recently been appointed Chief Executive, I am convinced of the strength and potential that we have as an organisation, and our ability to realise it in the coming months and years, meeting and moving beyond any challenges that we face.

I am glad that you have decided to join us in this journey, complimenting a fantastic, enthusiastic and innovative team.

While we face challenges like all NHS providers, at DBTH we promise that you will work in an interesting, varied and ambitious environment, with some of the most talented and skilled people the NHS has to offer.

I hope you will find all you need to know about us in the following information. If you have any enquiry about the organisation, please speak to your induction leads.

**Richard Parker OBE,**  
Chief Executive at DBTH

A handwritten signature in dark ink, reading 'Rt Hon Parker', followed by a period.

# This portfolio

**This portfolio is designed to be used electronically so please feel free to bring tablets or mobile devices to your sessions.**

The guide aims to orientate you to the organisation and to preceptorship. It will provide you with some of the basic information:

- Site maps and parking
- What to expect and what we expect
- What the preceptorship programme includes
- How to get your relevant passwords.

The portfolio contains many links to different internet pages, intranet pages and resources. As some of the links in this book are links to the Trusts intranet pages, you will be unable to access these until your first day in the organisation when you receive your WINFRAME account details. Don't worry; you will have some time in your first week to look at these.

We aim to be a paper light organisation so encourage staff to avoid printing & keep documents electronically. Much of the communication at DBTH is done via email and so it is important you check work emails regularly. This can also be done from home by accessing this link: <https://portal.nhs.net/>

On the first day of preceptorship your faculty will be identified, these will be your main points of contact from then on.

If you have any questions prior to commencing, please contact recruitment, and they will direct your query accordingly.

If you have any queries at any point please email: [dbth.preceptorship@nhs.net](mailto:dbth.preceptorship@nhs.net) and a member of the team will assist you.

On your first day of preceptorship your Educational Team for your Division will be identified, these will be your first points of contact.



# Preceptorship

*“A transition phase for newly qualified registered practitioners when continuing their professional development, building their confidence and further developing competence to practice.”*

## Department of Health DH 2010

We recognise the importance of interprofessional learning within DBTH, therefore the programme has been designed to reflect this and is available for all newly qualified registrants. Here at DBTH, our aim is to promote the inter-professional learning and working partnerships. Preceptorship is a year long programme that provides support, guidance and navigation. However, we understand that everyone is an individual with individual needs and therefore end dates can be negotiated as required.

## The role of your Preceptor

To develop others professionally to achieve potential. Be a conduit to formalise and demonstrate continued professional development.

- To discuss individual practice and provide feedback
- To share individual knowledge and experience
- Have insight and empathy with the newly registered practitioner during the transition phase
- Act as an exemplary role model
- Receive preparation for the role
- Enables the embracement of the principles of the NHS Constitution (DH, 2010).

If you are in a rotational post then your preceptor will change on each rotation. Towards the end of the preceptorship you should choose a Clinical Supervisor or in some professions you may be allocated one. Please visit the Trusts Clinical supervision guidelines for more details (intranet only): <https://tinyurl.com/DBTHCSG>

Please follow the link below, or QR code on the front cover of this document, to access all resources you will require to complete during the preceptorship year.

<https://extranet.dbth.nhs.uk/training-education/training-education/preceptorship/preceptorship-core-information/>

This resource and the Trust Intranet page will guide you into completing your preceptorship programme: <https://extranet.dbth.nhs.uk/training-education/training-education/preceptorship/>.

**Please note** that links to the intranet can only be accessed on a Trust PC.

## Portfolio Development

Part of registration is the development of your portfolio. This will help with revalidation every 3 years (NMC, 2015) or Continued Professional Development (CPD) every two years (HCPC, 2015). You can produce a paper or an electronic portfolio and all the information regarding what you need to record can be found on the NMC revalidation or HCPC websites.

All of the topics on the preceptorship programme count towards your CPD.



This badge will enable you to be identified as a new member of Team DBTH. You will be allocated one of these on your first day to wear to signify the beginning of your journey, and helps staff to recognize you need to be supported and nurtured through your transitional period.



# Your first month

During your first few months you will have lots of tasks that need completing. The to do list will outline the time frames expected during your preceptorship period. Also be sure to check your profession specific portfolio as you will have more items that need completing in there.

As part of DBTH's training requirements it is expected that every year you will keep yourself up-to-date with Statutory and Essential Training (SET).

For those who completed their nursing associate training with the Trust, you will maintain your SET independently of the programme.

All of your SET and role specific training will be completed during preceptorship.

Some of these topics will need to be completed every year and it is expected that you will book onto the relevant SET day each year.

More information on SET and which SET day each professions should attend can be found on the Hive (the Trust's extranet site): <https://extranet.dbth.nhs.uk/training-education/training-education/statutory-and-essential-training-set/>

## To do

**Task:** Complete the [manual handling self-directed work](#). ☐

**When:** By the manual handling day.

**Task:** Complete your local induction with your line manager/preceptor. ☐

**When:** Within one month of employment.

**Task:** Complete your SWOT analysis and meet with your preceptor (as instructed on page 8). ☐

**When:** Within first two weeks.

**Task:** Continue to meet with your preceptee/manager as instructed on page 9. ☐

**Task:** Complete the action plans as instructed on page 11-17. ☐

**Task:** Visit and get familiar with the [Preceptee page on the Hive](#). ☐

**When:** By month one.

**Task:** Complete Core and Role specific E-learning ☐

**Task:** Review the profession specific page under the [Preceptorship header](#) on the Hive for additional information and tasks. ☐

**When:** By month one.

**Task:** Start thinking about your [Qi project](#) and discuss possible options with your line manager. ☐

**When:** Please look at completing this within first 3 months.



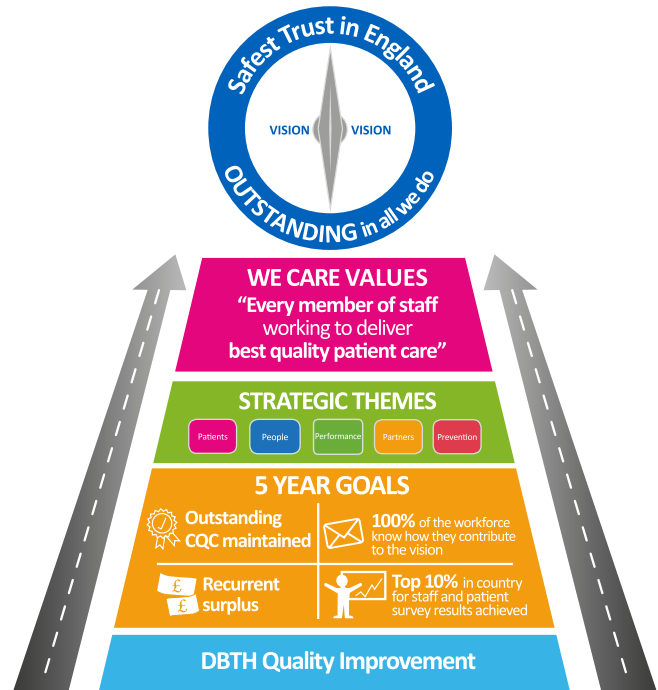
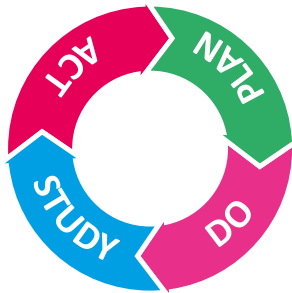


Quality  
Improvement  
at DBTH

# Quality Improvement (Qi) Project

As part of your preceptorship you are required to complete a Qi project. Part of DBTH's strategic direction is to 'develop accessible, high quality & responsive services' to our patients. HEE also highlight the importance of Qi during preceptorship.

As part of the Qi project you will need to present back to your group on the Improvement & Innovation day (last day). You can do this either by PowerPoint or a poster, using the PDSA (Plan, Do, Study, Act) cycle.



## It is important to do a few things before you start:

- Speak to your line manager – they will give you some ideas and you do need their approval before you continue with a project.
- Complete the Bronze Qi eLearning that is outlined on your To Do list
- Speak with your line manager to discuss ideas ensuring you gain approval before continuing with project.
- **Keep it simple!**

Remember to register your Qi project with the team via their website (only available on the Trust network): <http://dbhlive01/qii/index.php>

If you have any queries about your Qi journey please contact a member of the team (01302 644100) or visit the website where there are many useful resources: <https://extranet.dbth.nhs.uk/quality-improvement-qi/>

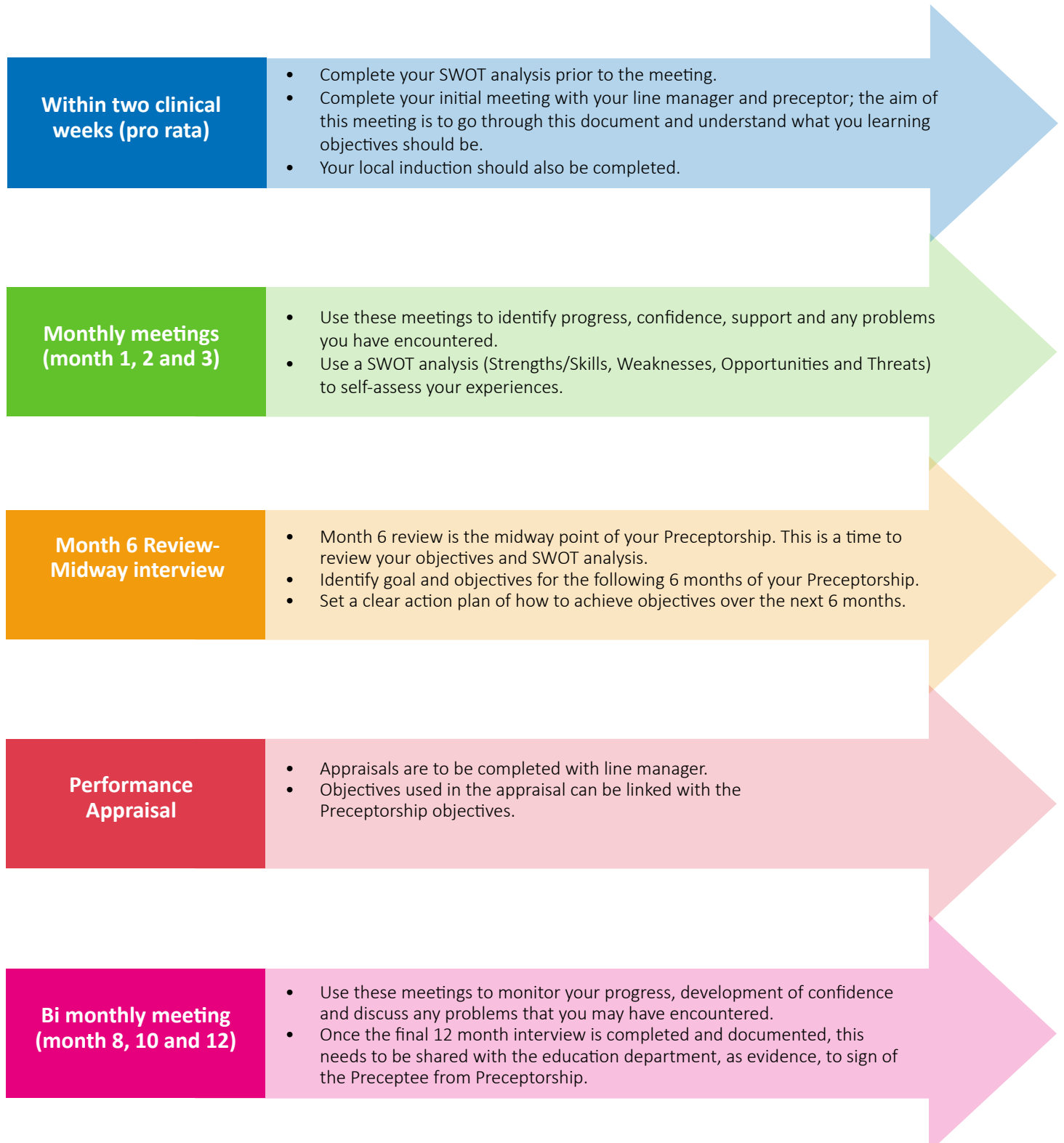
*If you are struggling, ask for help.  
Don't leave it until the last minute.*

# Your Preceptor

**Meetings with your preceptor are an integral part of the preceptorship programme, as it provides the opportunity for constructive feedback to you from your preceptor.**

It also allows action planning between you and your preceptor for further development and enhancement of skills. It is your responsibility to arrange these meetings. It is recommended that you have your initial meeting within your first 2 weeks in your clinical area and monthly updates afterwards for the first 3 months. Subsequent meeting dates can be negotiated between preceptor and preceptee. Your meetings should be recorded on the Action Plans provided.

Please refer to the Preceptorship Policy CORP/EMP 50 v.1 for more guidance: [CORP/EMP 50 – Preceptorship Policy \(for new registrants\)](#). The below flow chart illustrates the process you will follow for your meetings and Performance Appraisal. Please note that preceptorship may be extended past the 12 month period dependant on the needs of each preceptees.





# SWOT analysis

**This is a self – assessment tool for you to identify areas for discussion when meeting with your preceptor. Below is an example of the information to be considered for each area.**

- Before your initial meeting complete the SWOT analysis over the page.
- This will help you to identify some important learning objectives to help you during this transition
- Do another SWOT analysis at the end of your preceptorship period – this will help to identify your achievements & set future goals

## Strengths/Skills

**What areas of practice do I already feel competent/confident in?**

## Weaknesses

**What areas of practice do I need to know more about?**

## Opportunities

**How can I exploit my strengths and meet my learning needs?**  
**What can my work for the next period include to do this?**

## Threats

**What is it that I am most worried about/what might hold me back/how can I overcome?**



**Strengths/Skills**

**Weaknesses**

**Opportunities**

**Threats**

**Learning objectives:**

# Action plan

## Initial meeting (within two clinical weeks - pro-rata)

To discuss expectations of the work area, SWOT analysis and To Do list with preceptor.

### Summary of discussion:

Completion of local induction ☐

### Action plan and learning objectives:

Review date:

Signature of line manager:

Signature of Preceptor:

Signature of Preceptee:

Date of meeting:

Please keep a copy for HR file

# Action plan

## Month One

Review previous action plan:

- ☐ Actions achieved
- ☐ Actions not achieved
- ☐ Actions still in progress

## Future action plan:

Review date:	
Signature of line manager:	
Signature of Preceptor:	
Signature of Preceptee:	
Date of meeting:	

Please keep a copy for HR file



# Action plan

## Month two

Review previous action plan:

- ☐ Actions achieved
- ☐ Actions not achieved
- ☐ Actions still in progress

## Future action plan:

Review date:	
Signature of line manager:	
Signature of Preceptor:	
Signature of Preceptee:	
Date of meeting:	

Please keep a copy for HR file

# Action plan

## Month three

Review previous action plan:

- ☐ Actions achieved
- ☐ Actions not achieved
- ☐ Actions still in progress

Future action plan:

Review date:	
Signature of line manager:	
Signature of Preceptor:	
Signature of Preceptee:	
Date of meeting:	

Please keep a copy for HR file

# Action plan

## Month six meeting

Review previous action plan:

- ☐ Actions achieved
- ☐ Actions not achieved
- ☐ Actions still in progress

## Future action plan:

Review date:	
Signature of line manager:	
Signature of Preceptor:	
Signature of Preceptee:	
Date of meeting:	

Please keep a copy for HR file

# Action plan

**Month eight meeting - complete annual performance appraisal**

Review previous action plan:

- ☐ Actions achieved
- ☐ Actions not achieved
- ☐ Actions still in progress

**Evaluation of the objectives - using performance appraisal template**

(<https://extranet.dbth.nhs.uk/people-organisational-development-pod/human-resources-hr/appraisals>):

**Future action plan:**

Review date:	
Signature of line manager:	
Signature of Preceptor:	
Signature of Preceptee:	
Date of meeting:	

Please keep a copy for HR file



# Action plan

## Month ten meeting

Review previous action plan:

- ☐ Actions achieved
- ☐ Actions not achieved
- ☐ Actions still in progress

## Future action plan:

Review date:	
Signature of line manager:	
Signature of Preceptor:	
Signature of Preceptee:	
Date of meeting:	

Please keep a copy for HR file

# Action plan

## Final meeting and completion of preceptorship - 12 months

Please complete this alongside your Performance appraisal review.

☐ Actions achieved

☐ Actions not achieved

☐ Actions still in progress

Preceptorship programme successfully completed?

☐ Yes

☐ No

Has all Core and role specific learning been completed?

☐ Yes

☐ No

Review date:

Signature of line manager\*:

Signature of Preceptor:

Signature of Preceptee:

Date of meeting:

Please keep a copy for HR file

\* Please send a copy of this from to the preceptorship email (dbth.preceptorship@nhs.net) once successfully completed.



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