



Department of
Health

An Roinn Sláinte

Mánnystrie O Poustie

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Northern Ireland Preceptorship Framework

for Nursing and
Midwifery



Reflective
Supervision

Personal - Professional - Practice

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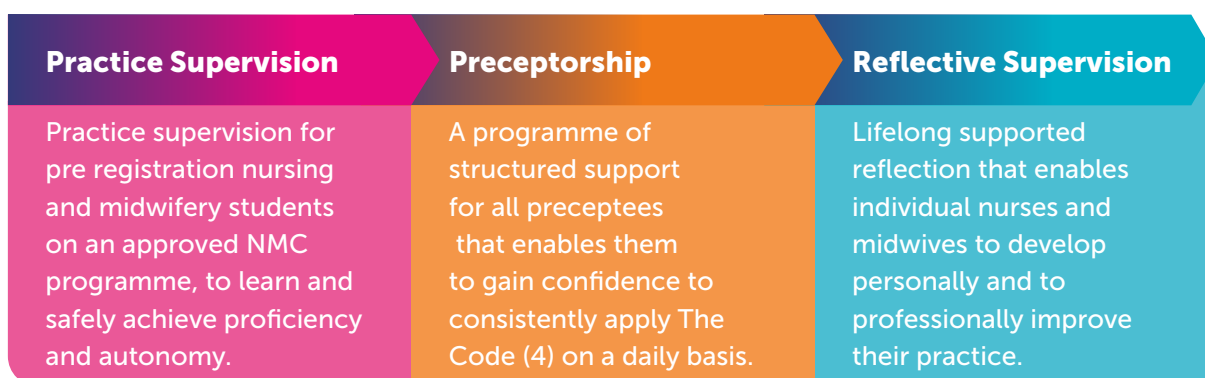
1.0 INTRODUCTION

- 1.1 In 2020, the Nursing and Midwifery Council (NMC) published **Principles for Preceptorship (1)** in recognition of the benefits that a supported, structured period of preceptorship can offer to all newly registered nurses and midwives. Key features of effective preceptorship are the provision of a welcoming working environment with learning and development opportunities that build the confidence, accountability, independence, knowledge, skills and professional values of all newly registered practitioners. The Principles are also relevant to registrants who are: joining a new part of the NMC register; undertaking a specialist/advanced level of practice; re-joining the register; returning to practice and coming to work in the UK from within or outside the EEA/EU. Hereafter referred to those preceptees.
- 1.2 The principles were developed in collaboration with the Chief Nursing Officers in the four countries of the UK, the Chief Midwifery Officers in England and Scotland and Lead Officers for Midwifery in Northern Ireland (NI) and Wales. It is for each country to implement the principles within their care system.

2.0 BACKGROUND

- 2.1 This **Northern Ireland Preceptorship Framework (2)** reflects the new **NMC Principles for Preceptorship (1)**. It outlines the preceptorship governance requirements, tools and templates for organisations, regulators, educators, employers, Professional Leads, Line Managers, Preceptors and Preceptees to consistently implement, govern, report and improve on the achievement of the **NMC Principles for Preceptorship (1)** across NI.
- 2.2 The **NI Reflective Supervision Framework (3)** provides a reflective practice structure for lifelong learning and professional development which includes practice supervision for pre-registration nursing and midwifery students, preceptorship for all Preceptees and reflective supervision for all NMC Registered Nurses and Registered Midwives (See Figure 1).

Figure 1: Continuum of Lifelong Learning and Professional Development



- 2.3 Preceptorship benefits registrants by providing a programme of structured support aimed at building professional confidence, life-long learning and reflective practice skills. Benefits to people include delivery of consistent safe, effective, compassionate, person-centred care and improved recruitment and retention of staff for organisations.

3.0 NI PRECEPTORSHIP FRAMEWORK GOVERNANCE REQUIREMENTS

- 3.1 **NI's Preceptorship Framework (2)** requires that Preceptorship is available for all Preceptees and Preceptorship programmes should acknowledge professional competence at the point of registration. Preceptorship programmes must provide the structured support needed for Preceptees to successfully transition their knowledge into everyday practice, gain confidence in their ability to use their knowledge and skills and to consistently apply **The Code (4)** on a daily basis. Preceptorship facilitates professional socialisation and provides the basis for the beginning of a lifelong journey of reflection together with enabling the Preceptee to self-identify continuing professional development needs and to prepare for revalidation.

Figure 2: NMC Principles for Preceptorship (1)



- 3.2 Preceptorship must be used in conjunction with relevant legislative and statutory requirements, including organisational policies and procedures.
- 3.3 Organisations must provide a person-centred, welcoming culture that values learning and development supported by corporate and local induction, in addition to appraisal, supervision, personal development planning and ongoing continuous professional development. Preceptorship accountability must be embedded in the organisations governance arrangements with systems and processes in place for robust monitoring, reviewing and reporting to the organisation's senior Registered Nurse/Registered Midwife/ Executive Director of Nursing (Appendix 1). The Chief Nursing Officer needs assurance on

an annual basis that the systems and processes are in place to support preceptorship. Additional reporting/detail is only required if a professional issue arises that requires intervention. In addition, employers should also have in place mechanisms for the evaluation of preceptorship (Appendix 1), improvement plans and escalation processes for raising concerns.

- 3.4 Preceptorship commences with the Line Manager providing the Preceptee with the name of their Preceptor on their first week of employment as an NMC registrant. The preceptorship programme generally is completed within a period of six months which can be extended and tailored to individual need as required. An Extenuating Circumstances Form can be completed and agreed at local level (Appendix 1). A certificate of completion of the preceptorship programme will be issued to the Preceptee which can be used as part of the NMC revalidation process.
- 3.5 The nominated Professional Lead/s responsible for the implementation of Preceptorship should report to the Executive Director of Nursing or the most Senior Nurse / Senior Midwife, on preceptorship attainment and improvement plans (Appendix 1). The role and responsibilities of Professional Lead(s) are detailed in Appendix 1.
- 3.6 The Department/Area's nominated Line Manager should maintain a local register of: i) all Preceptees; ii) appointed Preceptors; iii) start and proposed end dates of each individual preceptee's programme; and iv) number of successfully completed Preceptorship Learning Agreement and Evaluation Templates (Appendix 1). The Line Manager should report annually on the previous year's (1st April to 31st March) preceptorship attainment, in line with the organisation's preceptorship processes. Any preceptees who have extenuating circumstances and require an extension to their preceptorship programme should complete the Extenuating Circumstances Form (Appendix 1).

The nominated Line Manager should ensure protected time for guided learning opportunities with the appointed Preceptor (minimum of 2 protected contacts per month). The nominated Line Manager should sign off the Preceptorship Learning Agreement and Evaluation of Preceptorship Programme Templates (Appendix 1). The role and responsibilities of the nominated Line Manager are detailed in Appendix 1.

- 3.7 Preceptors should meet the criteria of the role detailed in the Preceptor Qualities and Skills Assessment Tool (Appendix 1) and have undertaken relevant preparation for the role. This may be a Preceptor preparation programme based on the **NMC Principles for Preceptorship (1), NI Preceptorship Framework (2), NI Reflective Supervision Framework (3)** and **The Code (4)**.

Preceptors should use a variety of approaches tailored to the Preceptees preferred learning style with the purpose of promoting Preceptee wellbeing, personal growth,

professional development, confidence and empowerment. The Preceptee should be encouraged to set realistic, achievable objectives and to record progress on their Learning Agreement Template (Appendix 1). The role and responsibilities of Preceptors are detailed in Appendix 1.

- 3.8 Preceptees' are responsible for designing a preceptorship programme with realistic, achievable objectives in collaboration with their Preceptor. The programme should meet the needs of the Preceptee, those the Preceptee is caring for and the Department/Area's needs. Achievement of objectives should include professional socialisation activities. The Preceptees must record progress on their Preceptorship Learning Agreement Template (Appendix 1). The role and responsibilities of the Preceptee are detailed in Appendix 1.

At the end of the preceptorship period, a post programme evaluation should be completed by the Preceptee (Appendix 1). The Preceptee will continue to participate in reflective supervision as part of the ongoing continuum of professional development in line with the **NI Reflective Supervision Framework (3)**.

- 3.9 Preceptorship **does not** replace orientation to the workplace, organisational, departmental induction programmes, individual appraisal, supervision processes, mandatory training, probationary period, nor is it a re-test of professional competence.

4.0 PRECEPTORSHIP RESOURCES

Templates, resources, an online Preceptorship Awareness resource and a Regional Preparation Programme have been developed to ensure standardised implementation of the NMC principles and consistency of approach across NI. The online Preceptorship Awareness resource and the Regional Preceptorship Preparation Programme are accessible via [the Clinical Education Centre website](#). The resources listed below are in Appendix 1.

- ▶ Roles and Responsibilities
- ▶ Preceptorship Learning Agreement Template
- ▶ Evaluation of Preceptorship Programme Template
- ▶ Preceptor Qualities and Skills Assessment Tool
- ▶ Extenuating Circumstances Application Form Template
- ▶ Organisation Annual Preceptorship Reporting Template

5.0 REFERENCES

- 1 Nursing and Midwifery Council (2020) *Principles for Preceptorship*. London: NMC.
- 2 Department of Health (2022) *NI Preceptorship Framework for Nursing and Midwifery*. Belfast: NIPEC.
- 3 Department of Health (2022) *Reflective Supervision: A Framework to Support Nursing and Midwifery Practice*. Belfast: NIPEC.
- 4 Nursing and Midwifery Council (2018) *The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates*. London: NMC.

APPENDIX 1

ROLES AND RESPONSIBILITIES

ALL

All NMC registrants must adhere to and promote the **NMC Principles for Preceptorship (1), NI Preceptorship Framework (2), NI Reflective Supervision Framework (3) and The Code (4)**.

Professional Leads

The role and responsibilities of the nominated Professional Leads are to:

- ▶ Annually submit the previous year's preceptorship attainment data to the Executive Director of Nursing or most Senior Nurse / Senior Midwife using the Organisation Annual Preceptorship Reporting Template (Appendix 1).
- ▶ Ensure Preceptees receive a preceptorship programme tailored to their individual needs which is generally completed within a period of six months. It can be extended and tailored to individual need as required.
- ▶ Liaise with Line Managers and Preceptors to ensure that the organisation's preceptorship systems and processes are in line with the requirements of the **NMC Principles for Preceptorship (1), NI Preceptorship Framework (2), NI Reflective Supervision Framework (3) and The Code (4)**.
- ▶ Monitor and review preceptorship uptake and completion of preceptee programmes.
- ▶ Agree and professionally support improvement plans as required.

Nominated Line Manager

The role and responsibilities of the Nominated Line Manager are to:

- ▶ Hold a register from 1st April to March 31st each year, comprising: the number of Preceptees; nominated Preceptors; the start and proposed end date of preceptorship programme and number of successfully completed Preceptorship Learning Agreement and Evaluation of Preceptorship Programme Templates (Appendix 1).
- ▶ Share the name of the appointed Preceptor with the Preceptee within the first week of employment as an NMC registrant.
- ▶ Ensure that the Preceptee receives relevant induction training, including statutory and mandatory training within appropriate timescales.
- ▶ Plan relevant activities to meet the Preceptee's learning and development needs.
- ▶ Provide appropriate support to enable the preceptorship processes.
- ▶ Facilitate and maximise learning opportunities with a minimum of two protected contacts per month.
- ▶ Act as a professional role model for preceptorship.

- ▶ Obtain feedback at regular intervals from Preceptor and Preceptee, measuring progress against planned learning outcomes, identified in the Preceptorship Learning Agreement Template (Appendix 1). Act on feedback from Evaluation of Preceptorship Programme Template.
- ▶ Manage any underperformance through application of the organisation's relevant human resource policies and procedures.
- ▶ Ensure a timely response to any concerns raised.

Preceptor

The role and responsibilities of the preceptor are to:

- ▶ Support the Preceptee to successfully complete the preceptorship programme.
- ▶ Meet the criteria within the Preceptor Qualities and Skills Assessment Tool (Appendix 1).
- ▶ Have completed relevant preparation to undertake the Preceptor role.
- ▶ Demonstrate and promote adherence to professional guidance.
- ▶ Provide an overview of the preceptorship process and documentation.
- ▶ Use reflective supervision and a variety of approaches tailored to the Preceptee's preferred learning style with the purpose of promoting Preceptee wellbeing, personal growth, professional development, confidence and empowerment.
- ▶ In collaboration with Preceptee set realistic, achievable objectives that meet the needs of the Preceptee, those the Preceptee is caring for and the Department / Area's needs. Achievement of objectives should include professional socialisation activities.
- ▶ Monitor and record progress on Preceptee's Learning Agreement Template (Appendix 1) and act on any concerns and provide feedback to the nominated Line Manager.
- ▶ Provide feedback to support the Preceptee network and seek feedback from others with a preceptorship role.
- ▶ Complete the preceptorship process documentation as per the organisation's policies.
- ▶ Support orientation and induction in the workplace.

Preceptee

The role and responsibilities of the Preceptee are to:

- ▶ Take ownership of their preceptorship programme and enhance their professional confidence.
- ▶ Demonstrate adherence to legal, organisational and preceptorship professional guidance.
- ▶ Liaise with the nominated Line Manager and Preceptor to ensure that working arrangements (off duty) facilitates protected time for guided learning opportunities.
- ▶ In collaboration with their Preceptor be proactive in designing a preceptorship programme with realistic, achievable objectives that meet their needs, the needs of those they are caring for and the Department/Area's needs.

- ▶ Ensure objectives include professional socialisation activities.
- ▶ Attend and actively engage in agreed learning opportunities and use reflective supervision to build confidence and as part of lifelong learning.
- ▶ Record progress within the Preceptorship Learning Agreement Template (Appendix 1).
- ▶ Ensure that relevant preceptorship process documents are forwarded to the nominated Line Manager and that they retain a copy for their revalidation.
- ▶ Reflect with the Preceptor on progress at review meetings, including discussing any progress issues through the preceptorship process.
- ▶ Raise any issues about the process with the Preceptor, the nominated Line Manager or other relevant person.
- ▶ Complete Preceptorship Learning Agreement and Evaluation of Preceptorship Programme templates (Appendix 1).
- ▶ On completion of their preceptorship programme continue participating in reflective supervision in line with the **NI Reflective Supervision Framework (3)**.

APPENDIX 1

PRECEPTORSHIP LEARNING AGREEMENT TEMPLATE

Name of Preceptee:

Location/Base:

Commencement Date of Preceptorship Programme:

Proposed End Date:

Extenuating Circumstances Form Required?

Yes

No

Name of Preceptor:

Name of Line Manager:

Must be completed by Preceptee and Preceptor then signed off by Line Manager

Criteria	Completed by Preceptee	Completed by Preceptor & any additional comments by Line Manager
<p>Preceptorship Programme Content:</p> <p>What are the aims?</p> <p>What are the realistic, achievable objectives?</p>		
<p>Design, Duration and Assessment of Learning:</p> <p>How will the programme design promote Preceptee empowerment, personal learning, professional development and confidence?</p> <p>How will reflective supervision and feedback be supported?</p> <p>What and how will any required resources be provided?</p> <p>How will barriers to successful achievement of Preceptorship Learning Agreement be mitigated?</p>		

Criteria	Completed by Preceptee	Completed by Preceptor & any additional comments by Line Manager
<p>Anticipated outcomes of learning for:</p> <ul style="list-style-type: none"> ▶ Preceptee ▶ People cared for ▶ Place of work <p>Explicitly link to NMC Code (2018)</p>		

Personal statement of commitment to achieve learning outcomes from the participant:

I, the Preceptee, agree to fully commit to completing all aspects of the programme as outlined above.

Preceptee Signature: _____

Date: _____

I, the Preceptor, agree to fully support the Preceptee to complete the programme, as outlined above.

Preceptor Signature: _____

Date: _____

I, the Line Manager, agree to fully support the Preceptee to undertake the programme, as outlined above.

Line Manager Signature: _____

Date: _____

Copy to be retained in Preceptee's personal file

APPENDIX 1

EVALUATION OF PRECEPTORSHIP PROGRAMME TEMPLATE

Name of Preceptee:

Location/Base:

Preceptorship Programme Completion date:

Evaluation Completion Date:

Extenuating Circumstances Form Required? Yes

No

Name of Preceptor:

Name of nominated Line Manager:

To be completed by the Preceptee and Preceptor on completion of the programme and signed off by the nominated Line Manager

Criteria	Preceptee: Evaluation. Link each section to NMC Code (2018)	Preceptor & Line Manager: Evaluation
Identify the impact on the Preceptee's confidence following completion of the Preceptorship programme.		
Identify the impact of the Preceptee undertaking this programme on organisation.		
Provide feedback from people cared for by the Preceptee.		

Preceptee Signature:

Date:

Preceptor Signature:

Date:

Nominated Line Manager Signature:

Date:

Copy to be retained in Preceptee's personal file

APPENDIX 1

PRECEPTOR QUALITIES AND SKILLS ASSESSMENT TOOL

- ▶ Ability to act as a professional role model
- ▶ Effective communication, reflective practice, critical thinking and decision-making skills
- ▶ Ability to recognise cultural and individual diversity needs
- ▶ Collective leadership skills, assertiveness and flexibility to change
- ▶ Effective clinical, teaching and coaching skills and delivering evidence-based practice
- ▶ Competent, confident and motivated in their own role and in the role of Preceptor
- ▶ The ability to guide the Preceptee through complex activities and tasks
- ▶ The ability to challenge underperformance issues

Preceptor Qualities & Skills Assessment Tool	Achieved Yes / No
1. Understand the concept of preceptorship and its positive influence on the Preceptee	
1.1 Have an understanding of the concept of preceptorship.	
1.2 Have an ability to work within the scope of preceptorship.	
1.3 Be able to describe the purpose and process of preceptorship.	
1.4 Have an understanding of the role of Preceptors and Preceptees in implementing the NMC principles for preceptorship.	
1.5 Identify how preceptorship can be used to enhance Preceptee confidence and for revalidation on their lifelong journey as an accountable, independent, knowledgeable and skilled practitioner.	
1.6 Relate preceptorship to the continuum of lifelong learning, professional development and revalidation for Preceptor and Preceptee.	
2. Manage the preceptorship process	
2.1 Plan and manage preceptorship sessions and demonstrate effective record keeping.	
2.2 Establish the preceptorship Learning Agreement and ground rules.	
2.3 Work within <i>The Code (NMC, 2018)</i> , <i>NMC Principles for preceptorship (2020)</i> , <i>NI Preceptorship Framework (2022)</i> and the <i>NI Reflective Supervision Framework (2022)</i> .	
2.4 Manage concerns and any conflict during preceptorship.	
2.5 Use an approach that ensures appropriate engagement with the Preceptee.	
2.6 Use reflective supervision (supported reflection) to develop the Preceptee's confidence to personally and professionally improve the quality, safety and person-centredness of their practice.	

Preceptor Qualities & Skills Assessment Tool	Achieved Yes / No
2.7 Be supportive and constructive in empowering the Preceptee to create an achievable Preceptorship Learning Agreement with realistic individual and organisational goals supported by appropriate development actions and timeframes.	
2.8 Ensure continuity within the preceptorship process by actively seeking a Co-Preceptor with the appropriate knowledge and skills, to be appointed should the Preceptor not be available or the relationship is not maximising Preceptee's experience.	
2.9 Continually improve the experience of Preceptees', other Preceptors and self by critically evaluating own role as a Preceptor, seeking feedback on all aspects of role together with networking and sharing best practice.	
3. Facilitate Preceptee in engaging actively in development of his/her confidence and enhancement of competence	
3.1 Have an understanding of the context within which the Preceptee practises in relation to legal, professional, organisational and personal accountability.	
3.2 Facilitate Preceptee in developing practice.	
3.3 Use positive challenge to encourage the Preceptee to reflect on their practice.	
3.4 Promote critical thinking and decision making, team working, leading and self-reliance in Preceptee.	
3.5 Facilitate Preceptee in identifying and managing conflict.	
3.6 Have the ability to motivate, support, and empower Preceptee.	
3.7 Facilitate Preceptee in using problem solving techniques.	

Preceptor Name:

Role and Area / Department:

Preceptor Signature:

Date:

APPENDIX 1

EXTENUATING CIRCUMSTANCES APPLICATION FORM TEMPLATE

To be completed by Preceptee

Name: _____ Date of Commencement of Programme: _____

Location: _____ Name of Preceptor: _____

Review Date & Proposed Completion Date: _____

Nominated Name of Line Manager: _____

I understand that, if owing to my extenuating circumstances I am not able to be contacted at work, I give permission to be contacted at home.

Home Telephone Number: _____ Home Email: _____

Details of Extenuating Circumstance

Nature of difficulty: (please tick as appropriate)

Illness Other Personal Circumstance

Supporting evidence: (please tick as appropriate)

Do you have medical certificate(s) or other supporting evidence? Yes No

If YES is the evidence attached? Yes No

Extenuating Circumstances

Provide details of the effect of the extenuating circumstances that you wish to be considered:

Please indicate your proposed dates for completion of your preceptorship programme:

I confirm that to the best of my knowledge the information given on this form is a true and accurate statement of my personal circumstances

Preceptee Signature: _____ Date: _____

Approved by:

Nominated Line Manager Signature: _____ Date: _____

APPENDIX 1

ORGANISATION ANNUAL PRECEPTORSHIP REPORTING TEMPLATE

Department/Area			
Reporting 1st April YYYY to 31st March YYYY (Previous Year)			
Professional Lead for Preceptorship			
Signature		Date	
Nursing			Headcount
Number of individuals joining NMC register (new registrants, international nurses and those returning to practice)			
Number of individuals joining NMC register (new registrants, international nurses and those returning to practice) who successfully completed a preceptorship programme agreed with their nominated Line Manager			
Midwifery			Headcount
Number of individuals joining NMC register (new registrants, international midwives and those returning to practice)			
Number of individuals joining NMC register (new registrants, international midwives and those returning to practice) who successfully completed a preceptorship programme agreed with their nominated Line Manager			
Additional comments			



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