

Preceptor Training Requirements and Resources

Preceptor training plays a critical role in helping staff cope with the difficulties of precepting. They learn how to provide constructive criticism as students practise their new skills, how to communicate better in conflict situations, and how to better understand the learning process. In the unpredictable, complex and often chaotic healthcare environment, providing and encouraging preceptor training will make a positive difference for both trainers and students.

Requirements:

The preceptor supervisor is required to have this type of training and to ensure that all staff involved in training are adequately prepared for their role.

Completion of this form is required for clinical training sites: [Preceptor Training Sign-off](#) form

Resource:

The recommended online preceptor program is *free!*

PEP (PRECEPTOR EDUCATION PROGRAM FOR HEALTH PROFESSIONALS)*

Description	Seven modules. Each module takes about 30 minutes to complete and is full of quick tips and downloadable learning activities and tools.
Format	Easy to navigate, colourful and fun to use; many of the modules are designed so that preceptors and students can work through them together. The modules use multi-media technology and include tips, references, reflection notes, quizzes and video clips.
Cost	None. Registration and log-in are required. A certificate can be printed at the end of the module to record the education completed.
Website	http://www.preceptor.ca/index.html

*From the Office of Interprofessional Health Education & Research: University of Western Ontario

INTRODUCTION:

Preceptors can take advantage of this **free** online program. Once you complete the short registration process and instantly receive your login information, you can access the PEP program anytime, anywhere. **Each module takes about 30 minutes** to complete. The modules use multi-media technology and include quick tips and downloadable learning activities and tools. The modules are easy to navigate, colourful, fun to use, and many are designed so that preceptors and students can work through them together. A certificate can be printed at the end of each module.

HISTORY:

In October 2006, a number of faculty members from an interprofessional research group at the University of Western Ontario (Western) and Fanshawe College submitted a grant proposal to the Ministry of Health and Long Term Care (MOHLTC). The proposal was accepted and work on the project began in February 2007.

PRECEPTOR BENEFITS:

- Get some great tips to help you prepare for and orient your student to your clinical setting
- Discover ready-to-go learning activities and exercises that you and your student can do together that will ease the way to developing learning objectives, fostering clinical reasoning and reflective practice and dealing with conflict
- Learn how to give effective ongoing feedback (and fit it into your busy schedule) as well as how to prepare for and facilitate the formal evaluation of your student
- Save and modify documents and templates to suit your own needs
- Record notes (ideas, thoughts, key points) as you go through the modules to save or print

THE MODULES:

The PEP consists of seven modules. The topics and format of the Preceptor Education Program were chosen based on extensive review of currently existing preceptor programs and a survey of 600 clinicians, students and academic faculty. The modules do not need to be done in any specific order and are independent of each other. All of the content is printer friendly.

Module 1: Orientation - Welcoming the Student, Roles and Expectations

Module 2: Developing (Really Useful) Learning Objectives

Module 3: Giving and Receiving Informal Feedback

Module 4: Understanding and Fostering Clinical Reasoning

Module 5a: Fostering Reflective Practice

Module 5b: Advanced Topics in Reflective Practice

Module 6: Dealing with Conflict

Module 7: The Formal Evaluation Process

New Preceptors: For those who have never taken preceptor training it is recommended and very worthwhile to complete all modules.

Experienced preceptors and refresher modules: For those with training, experience or as a refresher for in-services, three modules are recommended that address the majority of our real world issues. These modules will assist supervisors in judging competence and being aware of factors that can influence our perception of student performance:

- **Module 3:** Giving and Receiving Informal Feedback
- **Module 6:** Dealing with Conflict
- **Module 7:** The Formal Evaluation Process