



PRECEPTOR BOOK

NAME:
UNIVERSITY:
WARD:
DATES:



WELCOME TO THE ROYAL MELBOURNE HOSPITAL

9

Our aim is for you to have an enjoyable clinical placement experience that is well supported by your preceptor/s, ward staff and the education team.

As part of this support, we expect your preceptor/s to give you frequent verbal and written feedback. Please ensure your preceptor/s document their feedback every day in this log book.

This feedback is important for your development as a clinician. It is also important information for your nurse educator/s when creating accurate placement appraisals and providing you with overall feedback.

ANSAT Assessment Tool

This tool guides preceptors in completing your clinical assessment tool accurately.

<u>Scale</u>	<u>Definition</u>	<u>Examples</u>
1	Expectation behaviours and practices not preformed	<ul style="list-style-type: none"> • Unsatisfactory • Unsafe • Continuous verbal&/or physical direction required • Not achieving minimum acceptable level of performance for the expected level of practice.
2	Expected behaviours and practices performed below acceptable/satisfactory standard.	<ul style="list-style-type: none"> • Not yet satisfactory • Demonstrates behaviours inconsistently • Needs guidance to be safe • Continuous verbal&/or physical direction required – as appropriate for year level
3 This is the passing standard	Expected behaviours and practices performed at a satisfactory/ passing standard	<ul style="list-style-type: none"> • Demonstrates behaviours consistently to a satisfactory and safe standard • Occasional supportive cues required - as appropriate for year level • The student has met this standard regardless of their experience, place in the course or length of the placement.
4	Expected behaviours and practices performed at a proficient standard	<ul style="list-style-type: none"> • The student is comfortable and performs -above the minimum passing standard • Practice performed at a safe standard • Infrequent supportive cues required • The student's performance is consistent, reliable and confident.
5	Expected behaviours and practices performed at an excellent standard	<ul style="list-style-type: none"> • Demonstrates most behaviours for the item well above minimum passing standard. • Demonstrates greater independences in practice with safety a high priority • Supportive cues rarely required • Exhibits a level of excellence/ sophistication with respect to an item.

Level of support	Description	Example
<i>Supportive cues</i>	When the supervisor provides support such as 'that's right' or 'keep going' or the learner is asking questions	Student states: "This is an S8 drug, we need to get that checked out of the cupboard by another nurse, don't we?"
<i>Verbal cues</i>	When the supervisor provides a verbal prompt to the learner	Supervisor states: "There is one more thing we need to check before giving this medication to the patient"
<i>Physical cues</i>	When the supervisor is required to demonstrate how to do a skill or task	Supervisor checks the ID band of the patient if the learner does not respond to the verbal cue

<https://www.ansat.com.au/home/assessment-manual>

Enrolled nurses standards for practice

1. Functions in accordance with the law, policies and procedures affecting EN practice
2. Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.
3. Accepts accountability and responsibility for own actions.
4. Interprets information from a range of sources in order to contribute to planning appropriate care
5. Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care
6. Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making
7. Communicates and uses documentation to inform and report care
8. Provides nursing care that is informed by research evidence
9. Practises within safety and quality improvement guidelines and standards
10. Engages in ongoing development of self as a professional

EXAMPLE: DAILY WRITTEN FEEDBACK

Date: 02/08/19	Preceptor: Jenny V				No. of patients: 3
Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice	1	2	3 ✓	4	5
Standard 2: Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.	1	2	3 ✓	4	5
Standard 3: Accepts accountability and responsibility for own actions.	1	2	3 ✓	4	5
Standard 4: Interprets information from a range of sources in order to contribute to planning appropriate care	1	2	3	4 ✓	5
Standard 5: Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care	1	2	3 ✓	4	5
Standard 6: Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making	1	2	3 ✓	4	5
Standard 7: Communicates and uses documentation to inform and report care	1	2	3 ✓	4	5
Standard 8: Provides nursing care that is informed by research evidence	1	2	3 ✓	4	5
Standard 9: Practises within safety and quality improvement guidelines and standards	1	2	3 ✓	4	5
Standard 10: Engages in ongoing development of self as a professional	1	2	3	4 ✓	5
<u>New skills learnt:</u> <i>Venepuncture, paging for RAPID r/v and following through with interventions</i>					
<u>Areas that went well</u>			<u>Areas for improvement + strategies</u>		
<ul style="list-style-type: none"> • <i>Successful venepuncture!</i> • <i>Great self-directed learning</i> • <i>Great initiative</i> • <i>Good systems-based assessment + documentation</i> • <i>Overcame nerves and discussed plan for patient in RAPID criteria with medical team</i> 			<ul style="list-style-type: none"> • <i>Continue to develop critical thinking – relate your assessment findings to patient’s disease and treatment.</i> • <i>Build confidence: You need to overcome your nerves to safely advocate for patients. With your buddy, plan the discussion you want to have with a member of the MDT i.e. be prepared with answers, information, etc.</i> 		

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>	<u>Areas for improvement + strategies</u>					

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>		<u>Areas for improvement + strategies</u>				

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>	<u>Areas for improvement + strategies</u>					

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>	<u>Areas for improvement + strategies</u>					

Date: Shift 5 / Interim Appraisal	Preceptor:	No. of patients:				
Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
Standard 2: Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
Standard 3: Accepts accountability and responsibility for own actions.		1	2	3	4	5
Standard 4: Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
Standard 5: Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
Standard 6: Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care		1	2	3	4	5
Standard 8: Provides nursing care that is informed by research evidence		1	2	3	4	5
Standard 9: Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
Standard 10: Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>			<u>Areas for improvement + strategies</u>			
<p>The above documentation is reflective of the current student's progress throughout their 2 week placement, as an interim appraisal. This has been discussed between Preceptor and student.</p> <p>Student signature: _____ Preceptor signature: _____</p>						

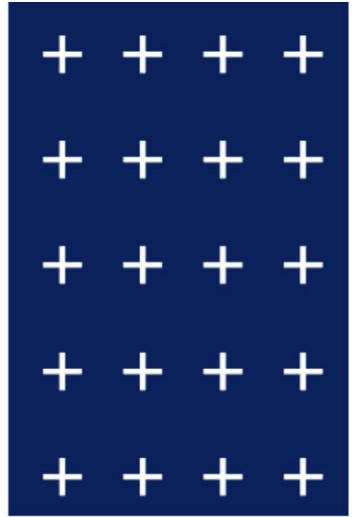
<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>	<u>Areas for improvement + strategies</u>					

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
Standard 2: Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
Standard 3: Accepts accountability and responsibility for own actions.		1	2	3	4	5
Standard 4: Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
Standard 5: Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
Standard 6: Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care		1	2	3	4	5
Standard 8: Provides nursing care that is informed by research evidence		1	2	3	4	5
Standard 9: Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
Standard 10: Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>			<u>Areas for improvement + strategies</u>			

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>	<u>Areas for improvement + strategies</u>					

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2:</u> Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
<u>Standard 3:</u> Accepts accountability and responsibility for own actions.		1	2	3	4	5
<u>Standard 4:</u> Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
<u>Standard 5:</u> Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
<u>Standard 6:</u> Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care		1	2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence		1	2	3	4	5
<u>Standard 9:</u> Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
<u>Standard 10:</u> Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>	<u>Areas for improvement + strategies</u>					

<u>Date:</u>	<u>Preceptor:</u>	<u>No. of patients:</u>				
Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
Standard 2: Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
Standard 3: Accepts accountability and responsibility for own actions.		1	2	3	4	5
Standard 4: Interprets information from a range of sources in order to contribute to planning appropriate care		1	2	3	4	5
Standard 5: Collaborates with the RN, the person receiving care and the healthcare team when developing plans of care		1	2	3	4	5
Standard 6: Provides skilled and timely care to people whilst promoting their independence and involvement in care decision-making		1	2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care		1	2	3	4	5
Standard 8: Provides nursing care that is informed by research evidence		1	2	3	4	5
Standard 9: Practises within safety and quality improvement guidelines and standards		1	2	3	4	5
Standard 10: Engages in ongoing development of self as a professional		1	2	3	4	5
<u>New skills learnt:</u>						
<u>Areas that went well</u>			<u>Areas for improvement + strategies</u>			



The Royal Melbourne Hospital

Thank you for completing your placement at
The Royal Melbourne Hospital.

Please hand this in to your Clinical Nurse Educator at the
middle and end of your clinical placement for your
appraisals. You can then keep this booklet for your
records.

