NAME: UNIVERSITY: WARD: DATES:

PRECEPTOR BOOK

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WELCOME TO THE ROYAL MELBOURNE HOSPITAL

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 <u>not</u> preformed	 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 <u>below</u> acceptable/satisfactory standard. Expected behaviours	 Not yet satisfactory Demonstrates behaviours inconsistently Needs guidance to be safe Continuous verbal&/or physical direction required – as appropriate for year level Demonstrates behaviours consistently to a
This is the passing standard	and practices performed at a satisfactory/ passing standard	 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	 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	 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
Supportive cues	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?"
Verbal cues	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"
Physical cues	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

https://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards/enrolled-nurse-standards-for-practice.aspx

EXAMPLE: DAILY WRITTEN FEEDBACK

Date: 02/08/19	Preceptor:	Jenny V	<u>No.</u>	No. of patients: 3				
Standard 1: Functions in accord procedures affecting EN practice	law, policies and	1	2	3 ✓	4	5		
Standard 2: Practises nursing in confidentiality, dignity and respe		-	1	2	3 ✓	4	5	
Standard 3: Accepts accountabi actions.	lity and respor	nsibility for own	1	2	3 ✓	4	5	
Standard 4: Interprets informat order to contribute to planning a		-	1	2	3	4 ✓	5	
<u>Standard 5:</u> Collaborates with the care and the healthcare team with the search of	-	-	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	
Standard 8: Provides nursing ca	are that is info	rmed by research	1	2	3 ✓	4	5	
<u>Standard 9:</u> Practises within satiguidelines and standards	fety and qualit	y improvement	1	2	3 ✓	4	5	
Standard 10: Engages in ongoir professional	ng developmer	nt of self as a	1	2	3	4	5	
<u>New skills learnt:</u> Venepuncture, paging for RAPIL	D r/v and follo	wing through with	n inte	rvent	ions			
Areas that went well		for improvement						
Successful venepuncture! Great self-directed learning	youi	tinue to develop cı r assessment findiı traatmant			_			
 Great initiative Good systems-based assessment the documentation Overcame nerves and discussion plan for patient in RAPID critic with medical team 	ent • Build nerv ed your eria have	 and treatment. 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. 				h		

Date:	Preceptor:	<u>No.</u>	No. of patients:			
	Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice			3	4	5
Standard 2: Practises nursing in confidentiality, dignity and resp		1	2	3	4	5
Standard 3: Accepts accountab actions.	ility and responsibility for own	1	2	3	4	5
Standard 4: Interprets informat order to contribute to planning	0	1	2	3	4	5
Standard 5: Collaborates with t care and the healthcare team w		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			2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care			2	3	4	5
<u>Standard 8</u> : Provides nursing care that is informed by research evidence			2	3	4	5
Standard 9: Practises within sa guidelines and standards	fety and quality improvement	1	2	3	4	5
Standard 10: Engages in ongoin professional	ng development of self as a	1	2	3	4	5
New skills learnt:				1		
Areas that went well	Areas for improvement	+ stra	tegie	<u>s</u>		

Date:	Prece	eptor:	No. of patients:				
Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice				2	3	4	5
Standard 2: Practises nursing in confidentiality, dignity and respe	-	-	1	2	3	4	5
Standard 3: Accepts accountabil actions.	lity and	d responsibility for own	1	2	3	4	5
Standard 4: Interprets information order to contribute to planning a		-	1	2	3	4	5
Standard 5: Collaborates with the care and the healthcare team whether the state of			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
Standard 8: Provides nursing ca evidence	ire tha	t is informed by research	1	2	3	4	5
Standard 9: Practises within saf guidelines and standards	fety an	d quality improvement	1	2	3	4	5
Standard 10: Engages in ongoin professional	ng deve	elopment of self as a	1	2	3	4	5
New skills learnt:			1	1	1		
Areas that went well		Areas for improvement	+ stra	tegie	<u>s</u>		

Date:	Preceptor:	No.	No. of patients:			
<u>Standard 1</u> : Functions in accordance with the law, policies and procedures affecting EN practice			2	3	4	5
Standard 2: Practises nursing in confidentiality, dignity and response		1	2	3	4	5
Standard 3: Accepts accountable actions.	lity and responsibility for own	1	2	3	4	5
Standard 4: Interprets informat order to contribute to planning	0	1	2	3	4	5
Standard 5: Collaborates with t care and the healthcare team w		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			2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care			2	3	4	5
<u>Standard 8</u> : Provides nursing care that is informed by research evidence			2	3	4	5
Standard 9: Practises within sa guidelines and standards	fety and quality improvement	1	2	3	4	5
Standard 10: Engages in ongoir professional	ng development of self as a	1	2	3	4	5
New skills learnt:						
Areas that went well	Areas for improvement	+ stra	tegie	<u>s</u>		

Date:	Preceptor:	<u>No.</u>	No. of patients:			
<u>Standard 1</u> : Functions in accordance with the law, policies and procedures affecting EN practice			2	3	4	5
Standard 2: Practises nursing in confidentiality, dignity and respe		1	2	3	4	5
Standard 3: Accepts accountabil actions.	ity and responsibility for own	1	2	3	4	5
Standard 4: Interprets informati order to contribute to planning a		1	2	3	4	5
Standard 5: Collaborates with the care and the healthcare team whe		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			2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care			2	3	4	5
<u>Standard 8:</u> Provides nursing care that is informed by research evidence			2	3	4	5
Standard 9: Practises within safe guidelines and standards	ety and quality improvement	1	2	3	4	5
Standard 10: Engages in ongoin professional	g development of self as a	1	2	3	4	5
New skills learnt:						
Areas that went well	Areas for improvement	+ stra	itegie	<u>s</u>		

Date: Shift 5 / Interim Appraisal	Prece	eptor: No. of patients:					
Standard 1: Functions in accord procedures affecting EN practice		vith the law, policies and	1	2	3	4	5
Standard 2: Practises nursing in confidentiality, dignity and respe	-	_	1	2	3	4	5
Standard 3: Accepts accountabi actions.	lity and	d responsibility for own	1	2	3	4	5
Standard 4: Interprets informat order to contribute to planning a		-	1	2	3	4	5
Standard 5: Collaborates with the care and the healthcare team with			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
<u>Standard 7:</u> Communicates and uses documentation to inform and report care			1	2	З	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
Standard 10: Engages in ongoir professional	ng deve	elopment of self as a	1	2	3	4	5
New skills learnt:							
Areas that went well	vent well Areas for improvement + strategies						
The above documentation is ref their 2 week placement, as an in Preceptor and student.					_		
Student signature:		Preceptor signature:					

Date:	Preceptor:	No	No. of patients:			
Date.		<u> 110.</u>	No. or patients.			
Standard 1: Functions in accord procedures affecting EN practice	· •	1	2	3	4	5
Standard 2: Practises nursing in confidentiality, dignity and respe		1	2	3	4	5
Standard 3: Accepts accountabi actions.	lity and responsibility for own	1	2	3	4	5
Standard 4: Interprets informat order to contribute to planning a	_	1	2	3	4	5
<u>Standard 5:</u> Collaborates with the care and the healthcare team with		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			2	3	4	5
<u>Standard 7:</u> Communicates and uses documentation to inform and report care			2	3	4	5
<u>Standard 8</u> : Provides nursing care that is informed by research evidence			2	3	4	5
Standard 9: Practises within satiguidelines and standards	fety and quality improvement	1	2	3	4	5
Standard 10: Engages in ongoir professional	ng development of self as a	1	2	3	4	5
New skills learnt:					•	
Areas that went well	Areas for improvement	+ stra	tegie	<u>s</u>		

Date:	Preceptor:	<u>No.</u>	No. of patients:				
Standard 1: Functions in accord procedures affecting EN practice	-	1	2	3	4	5	
Standard 2: Practises nursing in confidentiality, dignity and respe		1	2	3	4	5	
Standard 3: Accepts accountabil actions.	lity and responsibility for own	1	2	3	4	5	
Standard 4: Interprets information order to contribute to planning a	-	1	2	3	4	5	
Standard 5: Collaborates with th care and the healthcare team where the second secon		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				3	4	5	
Standard 7: Communicates and uses documentation to inform and report care			2	3	4	5	
Standard 8: Provides nursing ca evidence	re that is informed by research	1	2	3	4	5	
<u>Standard 9:</u> Practises within saf guidelines and standards	ety and quality improvement	1	2	3	4	5	
Standard 10: Engages in ongoin professional	g development of self as a	1	2	3	4	5	
New skills learnt:							
Areas that went well	Areas for improvement	+ stra	tegie	<u>s</u>			

Date:	Preceptor:	<u>No.</u>	No. of patients:			
Standard 1: Functions in accord procedures affecting EN practice		1	2	3	4	5
Standard 2: Practises nursing in		1	2	3	4	5
confidentiality, dignity and respe		_	-	0	•	0
Standard 3: Accepts accountabi actions.	lity and responsibility for own	1	2	3	4	5
Standard 4: Interprets informat order to contribute to planning a	•	1	2	3	4	5
Standard 5: Collaborates with the care and the healthcare team with		1	2	3	4	5
Standard 6: Provides skilled and promoting their independence a decision-making		1	2	3	4	5
Standard 7: Communicates and uses documentation to inform and report care			2	3	4	5
Standard 8: Provides nursing ca	are that is informed by research	1	2	3	4	5
Standard 9: Practises within sat guidelines and standards	fety and quality improvement	1	2	3	4	5
Standard 10: Engages in ongoir professional	ng development of self as a	1	2	3	4	5
New skills learnt:						I
Areas that went well	Areas for improvement	+ stra	tegie	<u>s</u>		

Date:	Preceptor:	<u>No.</u>	No. of patients:				
	Standard 1: Functions in accordance with the law, policies and procedures affecting EN practice			3	4	5	
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Standard 4: Interprets informat order to contribute to planning	•	1	2	3	4	5	
Standard 5: Collaborates with t care and the healthcare team w		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			2	3	4	5	
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Standard 10: Engages in ongoir professional	ng development of self as a	1	2	3	4	5	
New skills learnt:							
Areas that went well	Areas for improvement	+ stra	tegie	<u>s</u>			

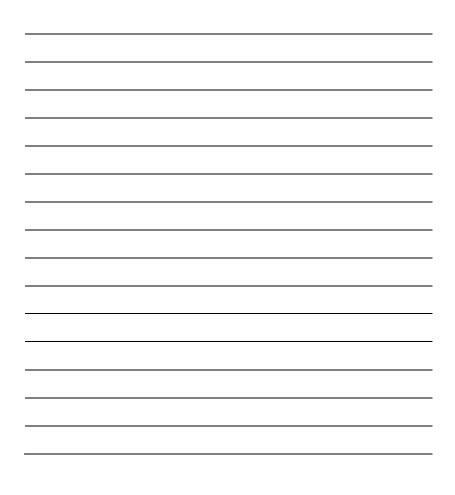
Date:	Preceptor:	No. of patients:				
<u>Standard 1:</u> Functions in accordance with the law, policies and procedures affecting EN practice		1	2	3	4	5
<u>Standard 2</u> : Practises nursing in a way that ensures the rights, confidentiality, dignity and respect of people are upheld.		1	2	3	4	5
Standard 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			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
<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
Standard 7: 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
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
New skills learnt:						
Areas that went well	Areas for improvement	t + strategies				

Student Self-Reflection

Each day use the following spaces to reflect on your placement at Melbourne Health.

Tips for self-reflection:

- What did you do well?
- What areas would you like to improve on?
- Overall progress on achieving placement objectives
- Planning and reviewing daily objectives.





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.