

INTRODUCTION

This course is a blended learning course intended to provide the comprehensive foundational knowledge and skill needed today by a preceptor whose role is to assess and promote nursing knowledge, critical thinking, and competency. The course includes online lessons and *Preceptor Activities* for the learner to complete offline independently. It is recommended that the course be completed as designed -- a blended learning experience.

However, the design of the course offers flexibility to the organization that licenses the course. For example the organization may integrate the online lessons into their existing proprietary preceptor program and defer using some or all of the ancillary activities. This does not deter the learner from earning contact hours* from those components that are completed successfully because each online lesson, preceptor activity, and discussion activity awards contact hours individually.

Additionally, the licensing organization can use some or all online lessons to develop knowledge and skills of any member of the unit staff involved in a preceptee's orientation.

** Elsevier is accredited with distinction a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*

RECOMMENDATION

It is recommended that the individual responsible for preparing preceptors complete the course; and the learner's manager complete all or select lessons, for example, the lessons on *Precepting in Action* (2 lessons) and *Supporting the Preceptee* (2 lessons).

Evidence indicates that the key to a learner's success in applying learning is dependent upon a learner's manager knowing what was learned and creating an environment where learning can be successfully applied.^{1,2}

1. Wick C, Pollock R, Jefferson A. The New Finish Line for Learning. *Training + Development*. July 2009;64-69.

2. Wright D. *The Ultimate Guide to Competency Assessment in Healthcare*. Minneapolis, MS: Creative Health Care Management, Inc. 2005;33.

OPTIONS FOR HOW THE COURSE MAY BE UTILIZED

1. Completing the blended learning course as designed.
2. Dividing the course into basic and advanced levels.
3. Completing just the online lessons.
4. Completing select lessons according to need.

NOTICE

Knowledge and best practice in this field are constantly changing. As new research and experience broaden our knowledge, changes in practice, treatment and drug therapy may become necessary or appropriate. Readers and editors are advised to check the most current information provided (i) on procedures featured or (ii) by the manufacturer of each product to be administered, to verify the recommended dose or formula, the method and duration of administration, and contraindications. It is the responsibility of the practitioner, relying on their own experience and knowledge of the patient, to make diagnoses, to determine dosages and the best treatment for each individual patient, and to take all appropriate safety precautions. To the fullest extent of the law, neither the Publisher, nor the Authors and Editors assume any liability for any injury and/or damage to persons or property arising out or related to any use of the material contained in this document. The Publisher

GETTING STARTED USING THE BLENDED COURSE

The person responsible for preparing preceptors needs to simply assign the course to the learner with completion dates. The activities are included in the course and are followed by “: Preceptor Activity”.

DIVIDING THE COURSE INTO BASIC AND ADVANCED LEVELS

The course can be presented to learners in two phases – Basic and Advanced. Basic lessons and offline activities will prepare the preceptor to implement the role; and advanced lessons and activities will provide further professional development as the preceptor implements the role.

Below is a list of the Basic and the Advanced Lessons.

BASIC LESSONS	
1.	Role of a Preceptor
2.	Teaching/Learning Process: Learning Styles
3.	Teaching/Learning Process: Adult Learning Principles & Competency Development
4.	Competency: Domains of Learning & Performance
5.	Communication: Effective Skills
6.	Critical Thinking I: Understanding Critical Thinking and the Role of the Preceptor
7.	Critical Thinking II: Promoting and Developing
8.	Precepting In Action: Developing & Implementing a Coaching Plan
9.	Supporting the Preceptee: The Learning Environment
ADVANCED LESSONS	
1.	Teaching/Learning Process: Cultural Influences
2.	Communication: Feedback and Managing Conflict
3.	Competency: Novice to Expert Continuum & Performance
4.	Precepting in Action: Assessing and Setting Goals
5.	Precepting in Action: Evaluating Performance
6.	Supporting the Preceptee: Assignments & Time Management