PRECEPTORSHIP PROGRAMME FOR NEWLY QUALIFIED MIDWIVES

N.B. Staff should be discouraged from printing this document. This is to avoid the risk of out of date printed versions of the document. The Intranet should be referred to for the current version of the document.
NAME: ............................................................................................................

NAME OF MENTOR: ...........................................................................................

NAME OF SUPERVISOR OF MIDWIVES: ..........................................................

START DATE: .....................................................................................................

COMPLETION DATE: ..........................................................................................

Acknowledgement is given to North Glamorgan NHS Trust
and Southampton University Hospital NHS Trust
for sharing their documentation
AIMS OF THE PRECEPTORSHIP PROGRAMME

The aims of the preceptorship programme are –

• To assist the midwife to act as an accountable practitioner as stated in the *Midwives Rules and Standards (NMC, 2012)*. These rules state that the responsibility rests with each midwife to achieve and maintain competence to practise. Midwives are requested to ensure that contemporary research based knowledge informs practice, that new skills are developed as appropriate to the changing culture of care delivery and that they are personally responsible for their conduct in the performance of duty.

• To enable the midwife to further develop clinical skills.

• To assist the midwife in the development of confidence in the clinical area through a process of support and education.

• To encourage the midwife to engage in reflection, working from evidence based practice, with guidance and support from the preceptor.

• To assist the midwife in providing excellent standards in midwifery care.

• To aid recruitment and retention.

REFERENCES

NMC (2008) *The Code: Standards of conduct, performance and ethics for nurses and midwives*

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In accordance with the All Wales supervisor of midwives key performance indicator 6, this preceptorship package will collaborate with ABUHB preceptorship programme.

It is recommended that the programme be an integral part of any job advertisement and will be discussed with applicants at interview. Newly qualified midwives will enter the programme immediately upon employment. All newly qualified midwives will have been deemed competent to practise by virtue of having completed a midwifery education programme leading to entry to Part 2 of the NMC register. The midwife (preceptee) will be allocated a more experienced midwife (preceptor) and a Supervisor of Midwives. The preceptor and Supervisor of Midwives will be able to provide support and guidance through the transition from student to confident practitioner.

The preceptee will attend the Aneurin Bevan University Health Board Band 5 Induction Programme for nurses and midwives as soon as possible after commencing employment.

The clinical midwifery manager will also have a role in monitoring the progression of the preceptee through the programme and is responsible for nominating preceptors. Preceptors should be registered midwives who have had at least twelve months experience within the same area of practice as the practitioner requiring support. They may work full-time or part-time but must be keen to share their knowledge and skills. They should also understand and support the concept of preceptorship and be aware of the additional demands that it places upon them (3).

The clinical midwifery manager will ensure that the preceptor has sufficient time allocated to undertake preceptorship responsibilities as well as releasing the preceptee from duty to attend study days, training, visits etc.

REFERENCES:

PRECEPTORSHIP

ROLE AND RESPONSIBILITIES

PRECEPTEE

- To complete a SWOT analysis in order to identify individual learning needs
- To participate in the preceptorship activity
- To reflect on/in practice
- To attend the organised reviews with the necessary documentation
- To provide the necessary evidence of achievement of objectives
- To assume the responsibility for the care of women and their families
- To utilise resources to meet learning needs
- To acknowledge learning as a lifelong process
- To maintain responsibility for documentation relating to the programme

PRECEPTOR

- To be supportive and provide guidance to the preceptee
- To utilise an adult learning philosophy, which respects learners as well as valuing and encouraging their contribution
- To assess the evidence provided by the preceptee and sign objectives once they have been met
- To provide constructive feedback to the preceptee
- To act as role model to motivate the preceptee
- To assist progress by facilitating reflective learning
- To recognise and respect individual needs

SUPERVISOR OF MIDWIVES

- To attend the 3 organised reviews
- To monitor the progress of the preceptee throughout the period of preceptorship
- To give advice and assistance to the preceptor in their support of the preceptee
- To give advice on monitoring the performance of the preceptee and planning action to improve standards of achievement if necessary
- To ensure appropriate action is taken to meet the individual needs of the preceptee

REFERENCES:


NMC Circular 21/2006 Preceptorship Guidelines
IMPLEMENTATION OF THE PRECEPTOR PROGRAMME

The first meeting/discussion should be arranged by the preceptor with the preceptee and Supervisor of Midwives as soon as possible after the preceptee commences employment.

This meeting should include –

- An introduction to the maternity unit; who’s who; explanation of off duty; annual leave; study leave requests; introduction to Health Board Policies and Guidelines; library facilities etc.

- An overview of the preceptorship programme and documentation.

- The responsibilities of the preceptee, preceptor and Supervisor of Midwives (page 5).

- A SWOT analysis compiled by the preceptee prior to the meeting (page 8).

- Creation of a LEARNING CONTRACT which should be drawn up following a discussion regarding the SWOT analysis and identification of the individual learning needs (pages 9-10).

- Discuss the STANDARDS and OBJECTIVES that the preceptee has to achieve during the twelve month period of preceptorship (page 12-18).

- Arrange date and time of next meeting.

The SWOT analysis is an acronym for examining STRENGTHS, WEAKNESSES, OPPORTUNITIES and THREATS. In this programme it is used as a starting point for the newly qualified midwife to participate in the reflective process. It allows the preceptee to reflect on personal strengths and weaknesses. It will help highlight ‘where you are and where you are going’.

The following constitutes an example of areas that may be identified –

STRENGTHS: Clear communication skills

WEAKNESSES: Lack of confidence

OPPORTUNITIES: To gain more experience (the preceptor will be able to assist you with this)

THREATS: Lack of time
The SWOT analysis is then used to develop a LEARNING CONTRACT. The learning contract is a record of the agreement between two people regarding the identification of learning needs and the process needed to achieve them. It should also include practicalities such as the agreed number of meetings and/or specific learning needs. The SWOT analysis and learning contract should be revisited and reviewed at each subsequent meeting.

Also, seven competency standards have been identified within the programme, which are required to be met during the twelve month preceptorship period. These standards are broad in nature and therefore have several individual objectives within them. Evidence is required in order to prove that the objectives and standards have been met.

Please refer to the standards and objectives set out on pages12-18. The responsibility for providing the evidence is with the preceptee. Evidence may take the form of –

- A reflective account. At least one reflection should be written for each standard.
- Discussion with the preceptor, Supervisor of Midwives or clinical manager.
- Witness statements.
- Attendance at mandatory training days, study days, emergency obstetric drill days, updating sessions etc.
- Case notes, record keeping.
- Cards, letters of appreciation etc
- Critiquing research/ articles

It is the responsibility of the preceptor to assess the evidence and sign when the preceptee has met the objectives. The Supervisor of Midwives may also assist this process as required.

Once the preceptorship programme has commenced, the preceptee’s progress will be continually evaluated and reviewed to aid satisfactory progression and successful completion of the programme within the twelve month preceptorship period. It is important to emphasise that the programme is designed to be flexible and meet the individual needs of the preceptee. However, a pattern of review meetings should initially take place within 6 weeks and then at the end of months, four, seven, eleven and completion at twelve months. Additional reviews can be arranged if necessary. The supervisor of midwives needs to be involved at the initial intervie, 7 month and final meeting. The senior midwifery manager should be present at completion of preceptorship, but supervisor will update if there are any issues or concerns that may require midwifery manager input earlier.

At the end of the twelve month period of preceptorship, the preceptee should have met all the needs as identified in the learning contracts and have achieved all the standards and objectives set within the programme. The preceptee, preceptor and Supervisor of Midwives should sign a declaration
form confirming that the preceptee has successfully completed the twelve month preceptorship programme. A copy of the form should be filed in the preceptee’s personal file, a copy in the Supervisor’s file and a copy retained by the preceptee.

**SWOT ANALYSIS**

Please complete the following framework identifying issues that are relevant to your professional practice

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<thead>
<tr>
<th>STRENGTHS</th>
<th>WEAKNESSES</th>
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<table>
<thead>
<tr>
<th>OPPORTUNITIES</th>
<th>THREATS</th>
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LEARNING CONTRACT

INITIAL INTERVIEW SUMMARY within 6 weeks

AREAS OF NEED IDENTIFIED BY THE PRECEPTEE

AGREED LEARNING OPPORTUNITIES

Date: ..........................

Signature (Preceptee): ..........................

Signature (Preceptor): ..........................

Signature (Supervisor of Midwives): ..........................
LEARNING CONTRACT REVIEW

REVIEW AND RE-NEGOTIATION OF LEARNING CONTRACT at seven months PRECEPTOR

Has achieved satisfactory progress to date? YES/NO

Signed………………………………………… Date…………………………

REFLECTION ON PROGRESS TO DATE
(PRECEPTEE)

Signed………………………………………… Date…………………………

Preceptee

Signed ……………………………………………….. Date………………………

Supervisor of midwives

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Status: Issue 1
Approved by: Maternity Clinical Effectiveness Forum
Owner: Maternity Services
Policy Number: ABHB/F&T/0601A

Issue date: 08 January 2015
Review by date: 08 January 2018
ASSESSMENT PROCESS

A number of competency standards have been identified which have to be met during the twelve month preceptorship programme. For each competency standard, several objectives have been identified which also have to be achieved.

As already stated, it is the responsibility of the preceptee to provide the necessary evidence of proof that the objectives have been met. Any midwife working with the preceptee at the appropriate time, following discussion with the preceptor, may sign satisfactory completion of the individual objectives. At least one written reflection is required to be produced for each standard.

The following standards and objectives together with individual learning objectives, as identified in the learning contract, form the assessment process.

Successful completion of the twelve month preceptorship programme is required.

Paramount within the standards and objectives is a knowledge and capability to demonstrate –

- Effective communication skills
- Compliance with Record Keeping: Guidance for Nurses and Midwives (NMC, 2009)
- Compliance with the Midwives rules and standards (NMC, 2012)
- Compliance with The Code: Standards of conduct, performance and ethics for nurses and midwives (NMC, 2008)
- Compliance with ABUHB protocols and guidelines
**STANDARD 1:**

Accepts responsibility for the care of women and babies, putting their individual needs at the centre of care

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Evidence</th>
<th>Date achieved</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Gives accurate information avoiding personal bias, to enable the woman to make informed choices regarding her care</td>
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<td>Fosters the autonomy of the woman and her family in relation to health care decisions</td>
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<td>Refers the woman or baby to other healthcare professionals as appropriate and acts as an advocate for the mother whenever necessary</td>
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<td>Knows the procedure for obtaining obstetric and paediatric support</td>
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<td>Ability to create and maintain a safe environment</td>
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STANDARD 2:

Has the ability to identify and prioritise needs whilst giving appropriate individualised care

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<th>Date achieved</th>
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<tr>
<td>Formulates a plan of care to accommodate the changing needs of mother and baby</td>
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<td>Accurately and appropriately performs examinations and diagnostic procedures and surgical interventions</td>
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<td>Uses appropriate methods for monitoring fetal well-being, is interpreting findings and takes correct action when there is a deviation from the norm</td>
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<td>Anticipates the need for neonatal resuscitation and implements resuscitation procedures when necessary</td>
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<td>Demonstrates an understanding of the side effects of prescribed drugs on the woman and fetus</td>
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**STANDARD 3:**

Take steps to critically evaluate the outcomes of midwifery practice, acknowledge achievements and recognises the limitations of sphere of practice

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<th>Objectives</th>
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<tr>
<td>Recognises any deviation from the norm within the clinical field and seeks appropriate advise</td>
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<td>Demonstrates an understanding and offers situations where best practice is adopted in accordance with evidence based guidelines</td>
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<td>Acknowledges the benefits of reflective thinking in practice</td>
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<td>Demonstrates an understanding of, and attends, maternity unit audit and risk management meetings</td>
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STANDARD 4:

Accepts responsibility for personal professional updating

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<tr>
<td>Attends in-house mandatory training sessions and emergency drills</td>
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<td>Understands and fulfils PREP obligations</td>
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<td>Maintains a personal professional profile</td>
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<td>Demonstrates an awareness of the importance of continued professional development</td>
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<td>Understands the role and responsibilities of the Supervisor of Midwives</td>
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<td>Demonstrates an understanding of the study leave protocol</td>
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<td>Awareness of Electronic service Record</td>
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<tr>
<td>Demonstrate an understanding of ABUHB sickness reporting policy</td>
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<td>Demonstrate an understanding of All Wales Uniform Policy.</td>
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<td>Awareness of information governance and Data protection in line with ABUHB policy</td>
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<td>Awareness of the values and behaviours framework ABUHB</td>
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### STANDARD 5:

**Recognises the importance of research in midwifery practice**

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<tbody>
<tr>
<td>Provides examples of clinical practice which has been influenced by the introduction of research</td>
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<td>Demonstrates the ability to offer a balanced analysis of research within clinical midwifery practice</td>
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STANDARD 6:

To respect the values of women and their families and provide advice appropriate to their needs and circumstances

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<tr>
<td>Provides women with information concerning women’s health services and how to access the appropriate services</td>
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<tr>
<td>Offers information readily to the woman and her family regarding antenatal, intrapartum and postnatal care</td>
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<td>Participates in formal and informal parenting education for the woman and her family</td>
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<td>Demonstrates an understanding of cultural differences within the community and how such individual needs influence care planning</td>
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STANDARD 7:

Understands and respects the roles and boundaries of practice of other professional groups and recognises the need for collaboration and appropriate referrals

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<tr>
<td>Demonstrates the ability to communicate effectively with the multidisciplinary team eg midwives, obstetricians, health visitors and social services etc</td>
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<tr>
<td>Undertakes procedures for referral and discharge of mothers and babies – including communication with multidisciplinary team and completion of appropriate documentation</td>
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