Preceptor Program 6-Step Checklist for Managers

Use this checklist as a guide for completing all required tasks prior to sending your preceptor candidate(s) to class.

No.	Task	Completed	Comments/Follow Up
1.	Complete Preceptor Selection Tool for candidate(s).		
2.	Review Preceptor Role Description with candidate.		
3.	Register candidate(s) for class using the online registration form. *(min. 2 weeks prior to class)*		
4.	Download the conflict resolution pre-class worksheet from K-Net or during the candidate registration process and provide it to candidate(s).		
5.	Relias courses for completion *(courses to be assigned by ClinEd. Dept.)* ➢ Employee Wellness: Managing Emotions ➢ Employee Wellness: Emotional Awareness ➢ Conflict Resolution ➢ Preceptor Essentials		
6.	Confirm pre-work is completed prior to class attendance.		

Additional tips on how to support your new preceptor.

- Schedule preceptor(s) time to attend ongoing education/support calls.
- Meet with preceptor regularly when not precepting to address training needs of the existing staff.
- Share your expectations of the preceptor with the team. This may include leading team huddles and ongoing training.
- Provide the preceptor with a 2-to-4-week advance notice of a new hire start date.
- Customize the preceptor's pod with patient training partners, patients willing to train with the new staff.