



Preceptor Council Minutes

Purpose: Monthly Meeting	Date: 3/20/13
Present: Olivia Thornton, Megan Champion, Heather Brand, Joscelyn Sroczyński, Chrissy O'Shea, Valeria Horam, Amy Hassell, Jessica Ebert, Claudia Ureda, Sarah Woznik, Courtney West, Rachel Blair	Time: 11am-12pm
	Location: AIP 1.2317
	Chair: Pol Senecal Co-Chair: Heather Brand
Next Scheduled Meeting: 4/17/2012 AIP 1.2317 11am-12pm	Recorder: Heather Brand

AGENDA ITEM	ISSUES	ACTIONS	RELATIONSHIP TO MAGNET COMPONENTS
Old Business	Feedback sheets for preceptors. Email to group a draft of an electronic form that Pol will be created. Weekly update instead of daily with goals	Pol to created and will get feedback from council on next meeting	Commitment to Professional Development New Knowledge, Innovations, and Improvements
Senior Practicum Stages Presentation	Council approved senior stages. Pol to present at next charge meeting and will get back to council. Stages placed in share drive and charge nurse book for reference	Pol to present at next charge nurse meeting to let group aware of helpful tool	Commitment to Professional Development New Knowledge, Innovations, and Improvements
Education updates on Tower Move to AIP 2. How to help your new grad	GE training done with everyone, except the new grads that just started (Teal and Racheal). Will get their training once we move. Equip training everyone to sign up. Remember Nicole and Danielle will only be off a month or so. Help support them. "buddy" them next to a preceptor. Teal and Racheal will be in stage 3. Help support them with the transition	Set up buddy preceptor assignments next to Nicole and Danielle to help with transition to AIP 2	Commitment to Professional Development New Knowledge, Innovations, and Improvements Empirical Outcomes Structural Empowerment
Review of current orientees	Nicole and Danielle need busy pairs Nicole: progressing well. Needs to work on concise and faster report. Danielle: improving, but still behind. Needs small consistent goals. Probably extend orientation by 2wks. Needs to be re evaluated Teal: doing well for stage 2 Racheal: doing well. Eager to learn. Great communication	Continue working on competencies with each new grad. Communicate with orientees with effective feedback	Commitment to Professional Development New Knowledge, Innovations, and Improvements Empirical Outcomes Structural Empowerment
Communication with Charge nurse about pt assignments	Communicate with charge nurse before the shift assignments are made if you feel your orientee has a certain focus or pt assignment that needs to have. Also, communicate with charge if you switched a shift on a day you are scheduled to precept.	Will cont to notify charge nurses if your preceptor needs a certain type of assignment beside just where they are in there stages (e.g, needs more road trips etc)	Empirical Outcomes Structural Empowerment

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Communication with each primary preceptor	Remember to communicate via email or in person with all preceptors in your orientees preceptor group, so everyone is "in the loop" with your assigned orientee and where they need to focus their attentions	Will cont' to have good communication with preceptors via email or in person.	Empirical Outcomes Structural Empowerment