Preceptor Class

SS

Sortman, Suzanne

Mon 6/8/2015 3:42 PM

Hi Megan,

Check with Steve Hall on the number of participants for the class.  He may not be able to send but 1 or 2 people due to their staffing shortage so you may not have to change the room location.

Thanks,

Suzanne Sortman  RN, MA, CNOR

University of Colorado Hospital

AIP OR Manager

Office: 720-848-0940

Pager: 303-266-1875

Fax: 720-848-5859

[suzanne.sortman@uch.edu](mailto:suzanne.sortman@uch.edu)

HM

Hellrung, Megan E

Mon 6/8/2015 12:52 PM

Sent Items

Hi Kristi,

 We just offered and completed a Preceptor Course on 5/28/15. The next course will be offered/scheduled for end of July or possibly early August. I have been scheduling these courses independently with Bebe Hoff (Preceptor Program Coordinator).

 The past courses have only had a class size of 6 learners. So far the meeting rooms I have been able to schedule have a maximum capacity of 12-15 I believe. I would be happy for SPD staff to join us for the course, however I may need to speak to Bebe to about scheduling the larger classroom near Professional Resources for comfortability. These rooms tend to book out far ahead therefore it could push back the date for scheduling the next course.

  Do you know if SPD has an estimate number of staff that are interested/will be able to attend the next course?

Thanks,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

SK

Schuessler, Kristi A

Mon 6/8/2015 9:12 AM

**To:**

Hellrung, Megan E;

**Cc:**

Sortman, Suzanne;

You replied on 6/8/2015 12:52 PM.

Action Items

Meg,

Do you have your next Preceptor Class scheduled at this point?  I’m not sure how your last few have been scheduled – do you need me to schedule a time for this or how has this been working?

Thanks!

Kristi Schuessler, BSN, RN, CNOR  
Interim Clinical Nurse Educator

Inpatient Operating Room  
University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684  
[Kristi.Schuessler@uchealth.org](mailto:Kristi.Schuessler@uchealth.org)

SS

Sortman, Suzanne

**From:** Sortman, Suzanne   
**Sent:** Monday, June 08, 2015 9:01 AM  
**To:** Schuessler, Kristi A; Hall, Steven  
**Cc:** Sutton, Shauna  
**Subject:** Preceptor Class

Hi Kristi,

Can you tell me if/when the Preceptor Class is scheduled.  I’m not sure if you are giving a class anytime soon.  We need to include the SPD department so that they can send staff interested in precepting.

Thank you,

Suzanne Sortman  RN, MA, CNOR

University of Colorado Hospital

AIP OR Manager

Office: 720-848-0940

Pager: 303-266-1875

Fax: 720-848-5859

[suzanne.sortman@uch.edu](mailto:suzanne.sortman@uch.edu)

HM

Hellrung, Megan E

Fri 5/29/2015 2:43 PM

Sent Items

**To:**

Hoff, Bebe Henrietta;

Thanks Bebe. Ill make sure to let her know ASAP!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

HB

Hoff, Bebe Henrietta

Fri 5/29/2015 2:34 PM

​Hi Megan,

All of the enrolled OR staff completed the modules except Katie Elkins has one module left to complete. Let me know when she completes the module and I will send her the link. Thanks, Bebe

HM

Hellrung, Megan E

Fri 5/29/2015 11:03 AM

Sent Items

Hi Bebe,

I just wanted to let you know I dropped off the roster from the OR Specific Basic Preceptor Course (5/28/15) on your desk this morning.

Stephanie Azeltine has been out sick for a week+ so she did not attend yesterday.

Also Amber Nelson did attend despite not finishing all of her modules. I had her attend despite this because our staffing numbers in the OR are so tight, I didn't want her to miss out on her only chance to get out for the course! She knows she must complete the modules prior to getting her certificate.

I was hoping you could cc me in the emails of certificates for each of the learners so I can add them to our unit handbook we keep at the charge desk.

Thanks! Have a good weekend,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HB

Hoff, Bebe Henrietta

Tue 5/26/2015 10:15 AM

|  |
| --- |
| [OR Roster.doc35 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwDjhMVIOiLjT4Eg6NCrVnAnAAFYLtUmAADjhMVIOiLjT4Eg6NCrVnAnAAFhHV5jAAABEgAQAHDBo050jdVIvh2Ro53Ai9Y%3D&X-OWA-CANARY=HRpy_XcqK0eW9XqOYFa81uBRtOiyhdIY2wjGCo4llajp8ODutNm27IJ4CfAwMfqD-Do3ZxDd_eM.) |

1 attachment (35 KB)

Hi Megan,  
  
Attached is the roster. Please return a copy with the binder after your class. Have a wonderful class! Bebe

HM

Hellrung, Megan E

Tue 5/26/2015 8:48 AM

Sent Items

**To:**

Hoff, Bebe Henrietta;

Hi Bebe,  
  
I was hoping you could do me a favor and please print a roster for the preceptor class scheduled 5/28/15 from 1400-1600. If you can do this and please leave a copy on Lynette's desk I will run by and pick it up today over my lunch hour.  
  
Hope you had a nice holiday weekend.  
  
Thanks!  
  
Meg Hellrung RN BSN  
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HM

Hellrung, Megan E

Mon 5/11/2015 8:25 PM

Sent Items

​Hi Steph!

Jenny Ward replied to my OR Specific Basic Preceptor Course invite last week on your behalf. The course *was* full...however, we now have a spot open, just for YOU! Please refer to my email below for directions concerning the prep for the course!! Also please fill out a ***request form***for the charge nurse's ASAP.

Thanks,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HM

Hellrung, Megan E

Mon 5/11/2015 8:18 PM

Sent Items

​Sounds good Sarah. I’ll keep you at the top of the list for the next course.

Thanks,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

FS

Fritz, Sarah

Fri 5/8/2015 3:47 PM

Meg I am out of town for this case so please give my spot to someone else and I'll take the next one!  
  
Thanks,

Sarah

HM

Hellrung, Megan E

Fri 5/8/2015 1:15 PM

Sent Items

**To:**

Elkins, Katie L;

Freel, Jennifer J;

Browning, Angela;

Fritz, Sarah;

Blankenship, Amanda C;

Nelson, Amber L;

McMinn, Katy;

**Cc:**

Hoff, Bebe Henrietta;

Welcome, OR preceptors!  
  
Thanks for your immediate interest! The class is now full. The first six staff members to respond to my invitation have been notified via this e-mail.   
  
The course will be on May 28, 2015 from 1400-1600 in AIP 10.102  
  
  
The OR Specific Preceptor course is a blended learning program designed for you to develop the knowledge, skills and attitudes important to function in the preceptor role. The course consists of 2.5 hours of online lesson completion and 1.5 hours of classroom-based facilitated discussion. Completing both components meets the UCH requirement for employees needing baseline competency to precept employees and students. You will be paid 4 hours to complete both components of the course. Both online and classroom components are required to obtain a preceptor certificate and preceptor pay.   
  
A follow up email with enrollment for the online portion will be distributed within the next week allowing time for you to complete them prior to our classroom course. Again, these are **MANDATORY** for the course certification. We also utilize the modules actively in our facilitated discussion questions, so be prepared!!   
  
  
**\*\* Please remember to submit a request with the charge nurses to be allowed out of the OR for the course as soon as possible!!\*\***

Thanks!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HM

Hellrung, Megan E

Mon 5/11/2015 8:21 PM

Sent Items

**To:**

Hoff, Bebe Henrietta;

**Cc:**

Zavodny, Lynette;

Azeltine, Stephanie;

Ward, Jennifer;

​Hi Bebe,

Sarah Fritz will actually be out of town for the date of this course (5/28/15). Can you please remove her from the roster and add **Stephanie Azeltine** in her place?

Thanks!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HM

Hellrung, Megan E

Fri 5/8/2015 1:17 PM

Sent Items

Hi Bebe,

No problem, just thought I'd ask!

I went ahead reserved a room for the OR Specific Basic Preceptor Course for 5/28/15 from 1400-1600 in **AIP 10.102 .**

If you wouldn't mind building the course and enrolling the list of the following staff members that would be great! Also if we could get the online modules out the them ASAP that gives our Techs a great opportunity to complete them over this rainy weekend we have ahead of us!

Katie Elkins

Jennifer Freel

Angela Browing

Sarah Fritz

Amanda Blankenship

Amber Nelson

Katy McMinn

Please let me know if you need any more information regarding scheduling this course.

Thanks Bebe!!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HB

Hoff, Bebe Henrietta

Thu 5/7/2015 8:24 AM

​​Good Morning Megan,

Unfortunately the Leprino Building 6th floor training rooms, 612 and 613, are not available on May 28th. I would be happy to create the course, however, I will need a location to complete the course.

The Preceptor Program site on the Hub is being “mirrored” to an equivalent site on The Source. I was told that the schedule is a bit of a tight with these site/content moves; therefore, we need to hold off adding to the site for now.

Please let me know if you can get a room reserved for the May 28th course. Thanks, Bebe

HM

Hellrung, Megan E

Wed 5/6/2015 2:49 PM

Sent Items

Hi Bebe,

Looks like we have the data and support to hold a second OR Specific Basic Preceptor Course! I was hoping you could create a course for May 28th from 2-4 PM. I was also hoping the course could be held in the classrooms right outside Professional Resources. Are you able to create and schedule this course for me please?

Secondly, I wanted to ask if you can help direct a question for me. Monica Brock and I spoke about after the pilot course about adding my presentation and facilitated discussion questions to the Preceptor Page. Are you able to add these for me? Just curious as to who I should contact with this. I would love to get these resources up on the HUB for the OR staff to access!

Thank Bebe, hope all is well!!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

GJ

Gadol, Joanne

Wed 4/29/2015 12:13 PM

**To:**

Hellrung, Megan E;

Friedrichs, Katy;

Goetz, Michelle L;

Lolley, Christopher S;

Wilkison, Diane;

Megan,  
It looks like Thursday 5/28 is the best day for your class. If it is the same as the last one between 2 and 4 works best. Just fill out a request form with all the staff that will attend.  
Thanks.    
  
  
Joanne S. Gadol  
Charge Nurse AIP Operating Room  
University of Colorado Health Central

KM

Meddings, Kaci R

Tue 4/21/2015 12:12 PM

**To:**

Hellrung, Megan E;

Meg – thank you so much for your willingness to share your work!

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

HM

Hellrung, Megan E

Tue 4/21/2015 10:47 AM

Sent Items

 Hi June,

As Kaci spoke to, I have put in some significant work researching preceptorship in the OR not only at UCH but also nationwide. From this research I designed a OR Specific Basic Preceptor course structured around the hospital's Basic Preceptor Course but altered to related more specifically to the uniqueness of the OR. The course is a blended style course utilizing  Mosby's online modules, a PowerPoint presentation as well as facilitated discussion questions to make to course an interactive and resourceful course.

I would be happy to share my resources with you and your Unit. I also am currently the only facilitator for this course on our Unit but would be happy to possibly facilitate a course for your staff and/or train someone from your Unit to facilitate a future course.

Please let me know how else I can support you and assist your preceptors in their practice!

Thanks,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

FJ

Fouse, June

Mon 4/20/2015 10:48 AM

Thanks Kaci for that information. Considering the struggle it has been down South, I can truly appreciate the work that Megan put in. It was something I know is sorely needed.

MK

Meddings, Kaci R

Mon 4/20/2015 10:32 AM

Hi June,

I’ve cc’d Megan Hellrung here because she has put in so much work toward building an OR-specific preceptor course. She’s done an extraordinary job and received some excellent feedback from those who attended her first class last month.

Meg, are you able to provide some information to June?

Thanks,

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

FJ

Fouse, June

**From:** Fouse, June   
**Sent:** Monday, April 20, 2015 9:42 AM  
**To:** Meddings, Kaci R  
**Subject:** Or preceptor program

Kaci,

Can you share with me about your OR preceptor program? This has needed to happen down south for a long time because they individuals that attend the “house” preceptor program are always frustrated because its more geared to floor preceptors and you and I know that the OR is a different animal. I would like to help them if you are able to share something/anything from what you all do?

Thanks

Respectfully,

**June**

June L. Fouse, MSN, RN, CNOR

Ambulatory Services – Clinical Nurse Educator

12401 East 17th Avenue

Leprino Building, 8th floor, cubicle 8-095

Aurora, Colorado 80045

Phone: 720-848-2875

Cell:  719-357-9698

Fax: 720-848-5553

[June.Fouse@uchealth.org](mailto:June.Fouse@uchealth.org)

HM

Hellrung, Megan E

Fri 4/17/2015 2:28 PM

Sent Items

Joanne,  
Awesome, thank you for suggesting these dates. I have no issue with scheduling the next course during either of these weeks. I will talk with Bebe and suggest these dates to build the course and schedule classroom time.   
  
Thanks,  
  
Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

SS

Sutton, Shauna

Fri 4/17/2015 1:23 PM

Great job!  
  
Shauna Sutton, RN, BSN, CNOR  
Associate Nurse Manager Inpatient Operating Room  
University of Colorado Hospital  
Mail Box B200  
12605 E. 16th Ave.  
Aurora, CO 80045  
720-848-3517  
Email shauna.sutton@uchealth.org

GJ

Gadol, Joanne

Fri 4/17/2015 1:09 PM

I am glad this was well received. Once the new ORs open getting a big group of staff out could be difficult. Can I suggest the week of May 25th or June 29, if you move forward with this? These are holiday weeks.  
Joanne

HM

Hellrung, Megan E

Fri 4/17/2015 12:54 PM

Sent Items

|  |
| --- |
| [3.25.15 OR.pdf63 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwAdp%2F6yjrLQQKTJIV0Hv0ApAAALyQWMAADjhMVIOiLjT4Eg6NCrVnAnAAFHpSgzAAABEgAQADrzqEzE1NxCjBOQbbFqmfE%3D&X-OWA-CANARY=NuknDctBq0q2bPAvUKno96DfiHSzhdIY84g4cTw6NquRGC9t3dzubdPiEOhm_K9S56mvuurqDQg.) |

1 attachment (63 KB)

Hey Ladies,  
I just wanted to provide you with the survey data related to the OR Specific Preceptor Course I facilitated on 3/25/15. This course was a pilot course to assess the need and application of more OR focused preceptor training. Reviewing the survey results and visiting with the learners from the pilot course, I believe that a second (and hopefully a few more!) offerings of this course for other preceptor's would be extremely beneficial to our unit.   
  
I already have a long waiting list of staff who are enthusiastic about precepting and are excited to take this course!!    
  
I am hoping you will review this data and the survey comments and support building this course into a permanent training opportunity for our unit's preceptors.   
  
After hearing everyone's feedback, I'm hoping to meet with Bebe Hoff to build the course and schedule regular sessions follow the hospital's basic preceptor model (course offered 4 times a year).  
  
Also dependent on everyone's feedback, I would like to schedule the next course to be in June and would like to proactively reach out to the learners get them registered and to submit a request for the class.    
  
Thank you for your time and support with this project. I hope to make a positive difference and improvement in our practice of preceptorship within the OR.   
  
Enjoy the weekend,    
  
Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

HB

Hoff, Bebe Henrietta

Tue 4/14/2015 8:00 PM

Credential RN Level III

|  |
| --- |
| [3.25.15 OR.pdf63 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwDjhMVIOiLjT4Eg6NCrVnAnAACWgPmkAADjhMVIOiLjT4Eg6NCrVnAnAAFDhg3KAAABEgAQABk8xyVrYPtGj%2Bia55iHDLU%3D&X-OWA-CANARY=Pt3qEc6YvkKOAlX9sMuc3ADdUHizhdIY1N-DtFSJOt-EX3sojkW-pBeIpTUtA1eDvvb4PSZWS0o.) |

1 attachment (63 KB)

Hi Megan,  
  
Attached is the OR preceptor course evaluation data that I downloaded from Survey Monkey. Let me know if there is anything else you need from me. Bebe

HM

Hellrung, Megan E

Tue 4/14/2015 7:47 AM

Sent Items

**To:**

Hoff, Bebe Henrietta;

**Cc:**

Zavodny, Lynette;

Good Morning Bebe,   
  
I just wanted to touch base with you to see if it was possible to review the survey data from the OR Basic Preceptor Course I facilitated on 3/25/15. I have reviewed that each learner has completed their survey and provided me with a copy of their certificate for the OR Preceptor Handbook that we will be keeping on the Unit as a resource. As part of the FOCUS PDCA I completed for this course, I chose to review 4,6,and 8 week post-course data from the learners to continue evaluation to validate this course. I would like to use the survey from Professional Resources as my post-course 4 week data. I will be creating surveys of my own for the 6 and 8 week data.  
  
Please let me know if this is possible and available to review.   
  
Thanks!  
  
Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

Preceptor Class

MK

Meddings, Kaci R

Mon 3/30/2015 8:10 AM

**To:**

Blankenship, Amanda C;

**Cc:**

Hellrung, Megan E;

Hi Mandy,

Haha – the preceptor program is undergoing some changes and *everyone* is confused. 

Previously, everyone in the hospital went to the same preceptor class.

Recently, Monica Brock (PACU Educator) has begun offering a perioperative preceptor class 3 times a year.

Even *more*recently, Megan Hellrung has developed an OR-specific preceptor course (the first one was offered last week).

You are welcome to attend *any*of these, but my recommendation is to wait for Megan’s next class – it’s more relevant to OR precepting challenges. I’ve cc’d her here so that you’re on her radar, as the class is not yet scheduled.

I hope this helps – sorry there are so many options right now!

Happy Monday,

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

**From:** Blankenship, Amanda C   
**Sent:** Friday, March 27, 2015 10:08 AM  
**To:** Meddings, Kaci R  
**Subject:** Preceptor Class

Kaci,

What is the preceptor class we are supposed to take in order to be a super duper certified preceptor? I've somehow gotten this far and never taken the class. I looked it up on ULearn and was met with about 8 options. Since I get confused easily, I figured I'd ask you (the expert).

Thanks!

Mandy Blankenship, BSN, RN, CNOR

Clinical Nurse AIP OR

University of Colorado Hospital

HB

Hoff, Bebe Henrietta

Fri 2/27/2015 11:08 AM

Hello,  
  
I just assigned the modules and will send out the email with instructions in a couple of minutes. Bebe

HM

Hellrung, Megan E

Fri 2/27/2015 8:57 AM

Sent Items

Bebe,  
I was hoping to have these modules assigned and released as soon as possible in that 3 of the staff members taking the course are surgical techs and they have limited access to a computer during their shift. I figured if they had as much time as possible to complete these they would appreciate it considering they are lucky if they get to check their emails once a month!  
  
Please let me know if this is possible to assign the modules earlier then 2 weeks prior to the course!   
  
Thank and have a great weekend,   
  
Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

BM

Brock, Monica

Thu 2/26/2015 2:45 PM

Bebe will send all registered participants the link to the online modules (as well as instructions for course completion) 2 weeks prior to the course, so you will have access around March 11th.  
Monica

MK

Meddings, Kaci R

Thu 2/26/2015 2:39 PM

Hi Megan,  
  
I've enrolled all of these folks. Per your request, I also enrolled you so that you would have access to the online modules.  
  
Please let me know what else I can do,  
  
Kaci Meddings, MSN, RN, CNOR  
Clinical Nurse Educator  
Inpatient Operating Room  
University of Colorado Hospital  
Office: (720)848-6698  
Mobile: (720)848-3684  
Kaci.Meddings@uchealth.org  
[www.uchealth.org](http://www.uchealth.org/)

HM

Hellrung, Megan E

Wed 2/25/2015 8:28 AM

Sent Items

Hi Kaci,  
The email below lists the first 6 people who responded to my invite and are signed up for the OR Specific Preceptor Course on 3.25.15 I believe Monica told Nettie and I that the Unit Educator can assign the online modules to the staff...so I’m hoping you could either assign the modules or let me know how I can assign the modules for these staff members.  
I wanted to get them out ASAP so the techs would have ample time to complete them due to the fact they have limited access to a computer throughout their shifts!  
  
Thanks,  
  
Meg Hellrung RN BSN  
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

BM

Brock, Monica

Wed 2/25/2015 4:02 PM

Credential RN Level III

**To:**

Hellrung, Megan E;

Of course, No problem at all 

Monica

=HB

Hoff, Bebe Henrietta

Wed 2/25/2015 3:47 PM

Credential RN Level III

Your roster has been changed to include the correct room and time. Bebe

*Bebe Hoff RN MS*

*Clinical Scholar*

*Preceptor Program Coordinator*

*Dept. of Professional Resources*

*Phone: 720-848-6644*

*Pager: 303-266-0968*

HM

Hellrung, Megan E

Wed 2/25/2015 3:29 PM

Sent Items

Thank you all so much for your help in building and organizing this course. Frankly, I was unaware I needed to have the course created directly through professional resources, so thank you Monica and Kaci for reaching out to Bebe on my behalf. You all are truly great mentors and I honestly appreciate all you have done (and Im sure will continue to do) to support my credentialing process!

Much obliged,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

MK

Meddings, Kaci R

Wed 2/25/2015 3:21 PM

Credential RN Level III

Hi Bebe,

Here’s the room/time info:

AIP 6.102

1400-1600

Thanks,

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

HB

Hoff, Bebe Henrietta

**From:** Hoff, Bebe Henrietta   
**Sent:** Wednesday, February 25, 2015 2:27 PM  
**To:** Brock, Monica  
**Cc:** Meddings, Kaci R; Zavodny, Lynette  
**Subject:** RE: OR Preceptor Course

Hi,

I just created the class and the roster is open for enrollment. However, I just used the AIP 2128 room and time as 1-2:30pm. Just let me know the time and location and I will be able to change that on the roster quickly. Bebe

*Bebe Hoff RN MS*

*Clinical Scholar*

*Preceptor Program Coordinator*

*Dept. of Professional Resources*

*Phone: 720-848-6644*

*Pager: 303-266-0968*

BM

Brock, Monica

**From:** Brock, Monica   
**Sent:** Wednesday, February 25, 2015 1:00 PM  
**To:** Hoff, Bebe Henrietta  
**Cc:** Meddings, Kaci R; Zavodny, Lynette  
**Subject:** RE: OR Preceptor Course

Hi Bebe-

That sounds great! Thank you so much for accommodating this last minute request.

Monica

 HB

Hoff, Bebe Henrietta

**From:** Hoff, Bebe Henrietta   
**Sent:** Wednesday, February 25, 2015 11:09 AM  
**To:** Brock, Monica  
**Cc:** Meddings, Kaci R; Zavodny, Lynette  
**Subject:** RE: OR Preceptor Course

Hi Monica,

It is absolutely doable. I can build it today, just to keep it consistent. What would you like it titled, i.e. Basic Preceptor Course – OR Staff Only? The scenarios are fabulous! Bebe

*Bebe Hoff RN MS*

*Clinical Scholar*

*Preceptor Program Coordinator*

*Dept. of Professional Resources*

*Phone: 720-848-6644*

*Pager: 303-266-0968*

BM

Brock, Monica

**From:** Brock, Monica   
**Sent:** Wednesday, February 25, 2015 10:00 AM  
**To:** Hoff, Bebe Henrietta  
**Cc:** Meddings, Kaci R; Zavodny, Lynette  
**Subject:** OR Preceptor Course

Hi Bebe-

We have gotten feedback from the OR that they would benefit from an OR basic preceptor course, and there is plenty of demand to support enrollment.  Meg Hellrung, a credentialing OR RN has built some fantastic OR specific case scenarios. She is hoping to lead an OR class on 3/25/15. I can build it in Mosby, but I just wanted to make sure you knew about it, since it of course affects your workload with sending out the emails. I think Meg is hoping to host 3/yr. We could then potentially cancel one of the current periop courses, since the demand will decrease with OR classes being offered.

Please let me know is 3 OR courses/year is doable from your end, and if you are fine with me building the course for 3/25 so Kaci can enroll folks. Thanks!

**Monica Brock, MS, RN, CPAN**

Clinical Nurse Educator, Pre-op & PACU

University of Colorado Hospital

12605 E 16th Ave, Mail Stop B-200

Aurora, CO 80045

Phone: 720-848-6697

Pager: 303-266-3784

Email: [Monica.brock@uchealth.org](mailto:Monica.brock@uchealth.org)

*The Department of Professional Resources improves*

*lives by empowering healthcare professionals*

*to influence quality care through*

*education, discovery and navigation of change.*

MK

Meddings, Kaci R

Wed 2/25/2015 12:48 PM

Credential RN Level III

Hi Bebe,

This title is perfect: “Basic Preceptor Course – OR Staff Only.”

Thanks for doing this for us on short notice! Will you please let me know when the course is available on Mosby so that I can enroll my learners?

Regards,

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

*education, discovery and navigation of change.*

HM

Hellrung, Megan E  
From: Hellrung, Megan E  
Sent: Friday, February 20, 2015 3:57 PM  
To: Shedivy, Christie; Zadra, Craig D; Boyd, Hannah; Ellison, Donovan L; Elkins, Katie L; Chau, Minnie N  
Subject: OR Specific Preceptor Course  
  
Welcome, OR preceptors!  
  
Thanks for your immediate interest! The class is now filled. The first six staff members to respond to my invitation have been notified via this e-mail.  
  
The course will be on March 25, 2015 from 1400-1600 in AIP 6.102  
  
  
The OR Specific Preceptor course is a blended learning program designed for you to develop the knowledge, skills and attitudes important to function in the preceptor role. The course consists of 2.5 hours of online lesson completion and 1.5 hours of classroom-based facilitated discussion. Completing both components meets the UCH requirement for employees needing baseline competency to precept employees and students. You will be paid 4 hours to complete both components of the course. Both online and classroom components are required to obtain a preceptor certificate and preceptor pay.  
  
A follow up email with enrollment for the online portion will be distributed within the next week allowing time for you to complete them prior to our classroom course. Again, these are MANDATORY for the course certification. We also utilize the modules actively in our facilitated discussion questions, so be prepared!!  
  
  
\*\* Please remember to submit a request with the charge nurses to be allowed out of the OR for the course as soon as possible!!\*\*  
  
Thanks,  
  
Meg Hellrung RN BSN  
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

MK

Meddings, Kaci R

Wed 2/25/2015 10:19 AM

Meg,

Thanks for your flexibility on the various meetings.  I know you have a lot on your plate and I want to avoid any pushback from a charge nurse/staffing standpoint (which is why I requested that you meet with Monica during an already-established meeting time).

I hope you’re comfortable with this arrangement – I certainly don’t want to make you feel like I’m pulling you away from the Charting Guidelines project, though! 

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

HM

Hellrung, Megan E

Wed 2/25/2015 10:15 AM

Sent Items

Monica & Kaci,

Thank you for clarifying that Bebe will need to be involved in creating the course in the system. Once we hear back from her on registering the course, its my understanding that the appropriate staff will be assigned the modules, correct?

Monica, I would really appreciate your insight on prepping for the presentation of the course. I typically meet with the EPIC Charting Guideline Team to discuss/review charting guidelines for the Intra-Operative chart on Monday's from 0800-0900 but Kristi can cover for next week (3/2/15) so would you like to meet at that time to review? I have already booked/requested a room (3.25.15 in AIP 6.102 from 1400-1600)for the course and know that the course will consist of 6 staff members (3 RN's & 3 ST's) and myself to present the course.

Please let me know if this time and date will work.

Thanks again for all your support with this project!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

MK

Meddings, Kaci R

Wed 2/25/2015 9:55 AM

Hmmm….Monica’s right. I tried to enroll the people whose names you sent, and then realized that the class hasn’t been created in the system yet (because we haven’t included Bebe Hoff – Preceptor Program Coordinator – in our plans). Monica’s reaching out to Bebe to get the class created. Once it exists, I will enroll the appropriate people (including you, Meg!).

Regarding a meeting between Monica and Meg – I’m concerned about the multiple meetings Meg is required to attend each week related to her credentialing projects. Meg, would you be comfortable with allowing Kristi to lead the next Charting Guidelines meeting (on March 2 at 0800) so that you can meet with Monica during that time?

Sorry for the confusion,

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

BM

Brock, Monica

Wed 2/25/2015 9:51 AM

Oops, I misspoke, so yes the unit educator enrolls staff into the course. The preceptor Program Coordinator will then assign the modules to the people that Kaci enrolls.  This is a bit confusing, so meeting will be good. I think Kaci’s going to set up a meeting time for us.

Monica

BM

Brock, Monica

Wed 2/25/2015 9:42 AM

Hi Meg-

Actually both of these items will be handled by the Preceptor Program Coordinator, Bebe Hoff. It would probably be best for me to meet with you once more, and I can review the process with you and help you prepare. Have you reserved a room already?  Do you know how many people will be attending?

Let me know your availability- I can meet with you as soon as today, tomorrow or next week. I’m on vacation the following week

Monica

86697

MK

Meddings, Kaci R

Wed 2/25/2015 8:41 AM

Meg – you’re so sweet! I’m actually working on the assignments right now. If anyone’s busier than I am, it’s Monica Brock. 

I’ll have them done by this afternoon.

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

ReplyReply allForward

Mark as unread

HM

Hellrung, Megan E

Wed 2/25/2015 8:39 AM

Sent Items

**To:**

Brock, Monica;

**Cc:**

Meddings, Kaci R;

Zavodny, Lynette;

Action Items

Hi Monica,

I have schedule the first OR Specific Preceptor Course to be presented on 3.25.15! Im just trying to organize my prep for the course and had a few things to ask of you!

- Do you have the link for the post-course survey Monkey? I would like to draft an email with the link so I can send it out ASAP post-course to start collecting data.

- I believe when Nettie and I met with you a while back you explained that the required online modules for the course were to be assigned by the Unit Educator. I have asked Kaci to do this but I know she is quite busy and was wondering if there was a way that I could do this to expedite Kaci having to add another item to her busy schedule.

Also, thank you for your feedback on the OR Specific Facilitated Discussion questions! It was very helpful to have some experienced insight on this portion of the course!

Thanks,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3526

BM

Brock, Monica

Fri 2/20/2015 7:42 PM

Hi all,

I agree with Nettie’s and Kaci’s feedback, great job Meg. The only other thing I’ll add is in Scenario with Jack, if you can move this question: “**In considering Jack’s learning style, what strategies would you use to assist him in preparation for high case load shift?”**as part of thefirst set of questions. And then after Jack has his tantrum, I think it’s important to go right into, how would you handle that/how would you respond, and re-word so instead of **“how would you respond to Jack’s remarks about “scheduling four cases in a day is too much”**something to the effect ofhow do you respond to his emotional outburst, since it was really*everything* he said and the *manner*in which he said it, that needs addressed,

Monica

ZL

Zavodny, Lynette

Wed 2/11/2015 4:46 PM

|  |
| --- |
| [OR Specific Preceptor Facilitated Discussion Questions UCH.Nettie Feedback..docx27 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwDjhMVIOiLjT4Eg6NCrVnAnAAFYLtUmAADjhMVIOiLjT4Eg6NCrVnAnAAFYLuTzAAABEgAQAAWVb0RxlWZIvRx1BWHQpXI%3D&X-OWA-CANARY=YmOH6XkYxUCHdybOlJLJwGCis0y1hdIYRwNZX6ii1Xw8BoXohX8yIuMQy2IlCNqSaAL5ebCgJxg.) |

1 attachment (27 KB)

Hi I just read through the scenarios;

#1. I like what Kaci said – I think the fact that he is making decisions that will negatively impact patient outcomes does need to be explored as well as how to have a preceptor handle that. I also just did a little bit of my own answering of the questions for this scenario. See my answers in red if interested. I just want to see if I could get to the answers from the principles/concepts listed. I l felt like it worked well. I would need the tools to do this with other scenarios.  If you want me to do this I will, I just need to get a copy of the evaluations, tools etc to work from.

#2. I had picked up on exactly what Kaci mentioned here. See my noted in red.

#3. I am dying to know where this scenario came from. I really like it. I think it will be one of the tools that really gets people to use their critical thinking skills. It is meaty and deals with feelings which OR staff can be kind of scared of!

#4. I think I have had a few Nikki’s in my time. I hadn’t thought of it but I like Kaci’s suggestion.

#5. For this time around I am not sure you need to do number 5. It looks like the concepts you covered in the others. It might be worth seeing how these 4 score and seeing where the gaps are before creating this one. Esp. since you only have 6 people, you may only have time for 4 scenarios or even 3. I do like the lap to open idea. That opens up a lot of opportunity for concepts

They look great, really nice work.

Nettie

Mark as unread

MK

Meddings, Kaci R

Wed 2/11/2015 3:35 PM

Hi Meg,

Great work on these! Am I correct in assuming we’ll be using them for *your* upcoming class – not the class tomorrow? 

Some suggestions:

-          Scenario #1 – Can you add a question that will empower the class to step in as preceptors and take over in unsafe situations?

-          Scenario #2 – This sentence confused me – “You confront Ava about dividing tasks in that both permanent specimens and National Jewish specimens will be coming shortly.” – can we re-word it a bit?

-          Scenario #3 – Such drama…I love it! 

-          Scenario #4 – I really like how you resolved the question of Nikki wanting to scrub on her own. Perhaps you could leave this part out and force the *group* to develop this solution?

-          Scenario #5 – Looks like this one’s still in progress, but I like the ‘lap to open’ concept thusfar.

I really like your focus on appropriate documentation of identified strengths/areas for improvement, as well as the emphasis on probing for goals and background information.

One last double-check: Each of your discussion questions should relate to one of your learning objectives for that scenario. I think you’ve done a pretty good job of that here, and I’m sure the connections will become even more apparent as the discussion plays out. Just something to keep in mind as you put together the final draft.

Looking forward to seeing how these scenarios will benefit our OR preceptors!

Best,

Kaci Meddings, MSN, RN, CNOR

Clinical Nurse Educator

Inpatient Operating Room

University of Colorado Hospital

Office: (720)848-6698

Mobile: (720)848-3684

[Kaci.Meddings@uchealth.org](mailto:Kaci.Meddings@uchealth.org)

[www.uchealth.org](http://www.uchealth.org/)

HM

Hellrung, Megan E

Wed 2/11/2015 1:44 PM

Sent Items

**To:**

Hoff, Bebe Henrietta;

Brock, Monica;

Meddings, Kaci R;

|  |
| --- |
| [OR Specific Preceptor Facilitated Discussion Questions UCH.docx21 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwAdp%2F6yjrLQQKTJIV0Hv0ApAAALyQWMAADjhMVIOiLjT4Eg6NCrVnAnAAEdbbdfAAABEgAQAB2qABpJaNdDr1KA33slc1I%3D&X-OWA-CANARY=a0CyuSGP3Uafc9oKrEZ2UyAsW1e1hdIYk5cfcO3vpf5C11HETr85CdRmsoB_FNf5ziqsiUb2hPI.) |

1 attachment (21 KB)

Hello Ladies,

I have created some OR specific scenarios (based off Monica's facilitated discussion questions she utilizes her in Perioperative Preceptorship course) that I'm hoping you would like to review. If you would take the time to review the scenarios and questions I would truly appreciate your input and critiques!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

HM

Hellrung, Megan E

Thu 2/19/2015 11:13 AM

Sent Items

**To:**

Brock, Monica;

**Cc:**

Zavodny, Lynette;

​Awesome info Monica, thanks for sharing. I don't know if you had time to review the OR Specific Facilitated Discussion Questions I sent you but hopefully these scenarios will support the unique needs of precepting on our unit!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

BM

Brock, Monica

Thu 2/19/2015 11:10 AM

Hi Meg-

You might find the below comment helpful for your credentialing project rationale. The survey is still open so I didn’t want to forward incomplete results, but did think the comment was interesting

Monica

**Monica Brock, MS, RN, CPAN**

Clinical Nurse Educator, Pre-op & PACU

University of Colorado Hospital

12605 E 16th Ave, Mail Stop B-200

Aurora, CO 80045

Phone: 720-848-6697

Pager: 303-266-3784

Email: [Monica.brock@uchealth.org](mailto:Monica.brock@uchealth.org)

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*lives by empowering healthcare professionals*

*to influence quality care through*

*education, discovery and navigation of change.*

GJ

Gadol, Joanne

Wed 2/11/2015 4:24 PM

Could you just put this on a request form with the staff involved?  
Thanks  
  
Joanne S. Gadol  
Charge Nurse AIP Operating Room  
University of Colorado Health Central

HM

Hellrung, Megan E

Wed 2/11/2015 1:27 PM

Credential RN Level III

That will work perfectly. Thank you for looking into this for me!  
  
  
Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

GJ

Gadol, Joanne

Wed 2/11/2015 11:17 AM

So it looks like Weds. March 25 we have the most staff. And the timing that would work best to ensure getting everyone out is from 2p-4p.  
Let me know.  
  
Joanne S. Gadol  
Charge Nurse AIP Operating Room  
Un

HM

Hellrung, Megan E

Wed 2/11/2015 9:50 AM

Credential RN Level III

Hey Joanne,

I didn't hear back from you on this and we are ready to start sending out invites so we can register and have people can complete the ULearn competencies prior to the course.

Did you have a day of the week and a time that would work best?

I can follow Monica Brock's 10-12 timeframe if that works as well...but wanting to do the course either on a Tuesday, Wednesday or Friday.

Thanks!

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

HM

Hellrung, Megan E

Wed 1/21/2015 10:07 AM

Credential RN Level III

Hey Jo,

Unfortunately February will not work with our timeline we have with Professional Resources revising the preceptor policy and the Perioperative Services Preceptor Course offered by Monica Brock on 2/12.

I am looking at the week of March 23rd. I am flexible to provide the class on any day that would work with staffing. Are Tuesdays usually less busy? It would be a 1.5-2 hour class time and if afternoon (1300-1500) would work best with staffing (after lunches/off-shift staff here) that works for me.

The class will be offered for both RN's and ST's. The goal would be to have 3-4 RN's and 3-4 ST's attend the class at one given time. That would be a total of 8 staff (at maximum) plus myself out of the staffing numbers .

Hope this helps build a better picture of what Im requesting for you,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

GJ

Gadol, Joanne

Tue 1/20/2015 10:52 AM

After the schedule is finalized (next week) I can better tell you a day. What time were you looking at? Also is that 6 including you? Were you looking at Rns and Sts or just one or the other? To be honest the week of Feb 16th would be much better because it is a holiday week.

Just let me know.

Joanne S. Gadol RN

Charge Nurse AIP Operating Room

University of Colorado Health

HM

Hellrung, Megan E

Mon 1/19/2015 9:53 PM

Credential RN Level III

**To:**

Gadol, Joanne;

​Hey Jo,

I wanted to touch base with you on scheduling the OR Specific Preceptor Course I am developing and planning to present to staff in March.

I wanted to get your opinion on what day of the week is best for the course and also what time of the day is best to get 6 or so staff members out of room to attend the course for 1.5 -2 hours?

Im looking at the last week in March to roll out the course and would like to assure that we have the input of the charge nurses that will best support staffing but also allow people to attend the course!

Thanks for you help with this,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

HB

Hoff, Bebe Henrietta

Wed 1/7/2015 3:51 PM

Credential RN Level III

Hi,  
  
Let's set up a time and date to meet. I am pretty open next week and my outlook calendar is up to date. Bebe

ZL

Zavodny, Lynette

Wed 1/7/2015 10:58 AM

Credential RN Level III

|  |
| --- |
| [image001.jpg7 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwDjhMVIOiLjT4Eg6NCrVnAnAACWgPmkAADjhMVIOiLjT4Eg6NCrVnAnAAEGLI2CAAABEgAQACLh0T28nVZPmu02mH5mQ%2B4%3D&X-OWA-CANARY=W2AEN_Wfh0ywjAdWhcybNaBlO-a3hdIYeaJ2eDlcwH8fLMwLwN-0Wa-01FtuBPAy7-LZuxmfTd4.) |

1 attachment (7 KB)

Hi Bebe and Meg,   
Bebe, after you review  Meg's email,  let us know if you think meeting in person would be more effective and we can set up a date and time.   
  
Lynette Zavodny, RN, BSN, CNOR  
PeriOperative Clinical Scholar  
University of Colorado Hospital  
Desk phone: 720.848.6657  
Email: lynette.zavodny@uchealth.org

HM

Hellrung, Megan E

Wed 1/7/2015 9:58 AM

Sent Items

Hi Bebe,

Thank you for identifying the Facilitated Discussion Book with us, I may schedule some time to borrow it here soon to resource in building an OR Specific Discussion Book for the manual and course I am designing.

As far as the Preceptor Policy accessible through the HUB- I wanted to clarify a few things. The first link Preceptor Policy is titled as follows:

***University of Colorado Hospital Guideline Preceptor Policy***

***Approved by: Human Resources Subcommittee***

***Preceptor Advisory Committee – Professional Resources***

***UCH Training Council***

***Effective: 3/02***

***Reviewed: 9/04***

I reviewed and resourced this policy to help build a OR Preceptor role description as part of my OR Preceptor Manual. I chose to resource this because it's guideline address staff versus just the Registered Nurse, which is important in that the OR Specific Preceptor course will be offered and will address both Registered Nurses and Surgical Techs.

In a meeting with Lynette and Monica Brock we found this guideline to be outdated by containing the AMAZE standards and referencing Appendix forms that are not currently used in the UCH system with preceptor training to any of our knowledge. Also, the review date was now 10+ years ago...

 Can you help guide us on why this Guideline Preceptor Policy is still on the HUB and how I can help to revise/update it if need be?

Also, the second link Preceptor Policy is titled as follows:

***University of Colorado Hospital Policy and Procedure***

***Registered Nurse Preceptor***

***Approved by: Preceptor Advisory Council – Professional Resources***

***Professional Practice Policy and Procedure Subcommittee***

***Effective: 03/02***

***Revised: 02/13***

This policy is very similar to the Guideline Preceptor Policy I shared above. The only concern I really have here is the title. The wording throughout highlights staff but the title makes it difficult to apply/include this policy in my manual and course because it highlights the Registered Nurse.  As I shared above, we also staff several and exceptional surgical techs that will be attending this course and I want them to feel included and supported with hospital approved policy and procedures. It also has Appendix forms that we discussed are no longer in use.

Can you help me work to change the title or build an additional policy and procedure that recognizes the surgical techs/additional staff working in the preceptor role equally as well?

Please let me know if I need to further clarify any of my concerns and questions for you. Thank you for being willing to help me with this.

Warm wishes,

Meg Hellrung RN BSN   
  
Clinical Nurse II  
  
Inpatient Operating Room  
  
Spine Services  
  
University of Colorado Hospital  
  
720-848-3512

HB

Hoff, Bebe Henrietta

Tue 1/6/2015 3:18 PM

Credential RN Level III

**To:**

Zavodny, Lynette;

Hellrung, Megan E;

You replied on 1/7/2015 9:58 AM.

Hi Lynette,

The blue binder is kept on my desk and is labeled Facilitated Discussion Book. Yes, the policy needs to be updated as it was last updated just prior to the change to online and facilitated discussion course. The last policy was updated by a RN for her credentialing project and it would very happy to assist Megan in the policy revisions. Looking forward to working with you both! Bebe

*Bebe Hoff RN MS*

*Clinical Scholar*

*Preceptor Program Coordinator*

*Dept. of Professional Resources*

*Phone: 720-848-6644*

*Pager: 303-266-0968*

ZL

Zavodny, Lynette

**From:** Zavodny, Lynette   
**Sent:** Wednesday, December 31, 2014 2:02 PM  
**To:** Hoff, Bebe Henrietta; Hellrung, Megan E  
**Subject:** Level III OR Nurese Credentialling Project

Hi Bebe,

I wanted to introduce you via email to Megan Hellrung.  am working with Megan Hellrung, one of our Level II OR nurses, on her credentialing project. She is working on an OR Specific Preceptor Manual and course. Mostly she will be initiating and creating a set of OR specific scenarios to work into the Mosby course that is already set up. We met with Monica yesterday to get a history and handle on how to work in the online portion.

There were some items that we would like to resource form you, such as taking a look at the binder you have at your desk for “ready to teach” items for the Basic Preceptor Course. Also Meg will be emailing you about the current “policy and guidelines” that are on the HUB in regards to preceptors. When we met yesterday with Monica we noticed some discrepancies that Monica thought you might be able to help us resolve.

Thanks, Nettie

Lynette Zavodny, RN, BSN, CNOR

PeriOperative Clinical Scholar

University of Colorado Hospital

Desk phone: 720.848.6657

Email: [lynette.zavodny@uchealth.org](mailto:lynette.zavodny@uchealth.org)