Preceptor Guideline transition

DG

Draudt, Gina M

Mon 6/15/2015 10:46 AM

OR Specific Basic Preceptor Course

**To:**

Hellrung, Megan E;

Zavodny, Lynette;

HI Meg,

This policy, for Preceptor Pay was only to address the Pay component as the Compensation department systemized the pay practices.  We added a bunch of new pay policies for Shift Diffs, Shift Charge etc. and this was one of them.

To my knowledge, no other policy or guideline re: precepting was absorbed by this Preceptor Pay policy and I have not heard any news on a system policy for precepting as a result of the CNO work.

Let me know if I can assist with anything else.

Gina

**From:** Hamus, Jill   
**Sent:** Monday, June 15, 2015 8:36 AM  
**To:** Draudt, Gina M  
**Subject:** FW: Preceptor Guideline transition

The precepting policy is not one that I changed, and doesn’t live in HR. Should I point in a different direction and if so, where?

Jill Hamus

HR Compliance Support Specialist

University of Colorado Hospital

720-848-7764

HJ

Hamus, Jill

Mon 6/15/2015 10:31 AM

OR Specific Basic Preceptor Course

Hi Megan – the Preceptor Pay policy was re-posted on 6/4 due to an addition made to the scope, but the policy itself has no changes. I am not sure of what changes you suggested wound up being rolled into the policy. I wish I could be more assistance, I hope that helps!

Thanks,

Jill Hamus

HR Compliance Support Specialist

University of Colorado Hospital

720-848-7764

HM

Hellrung, Megan E

Fri 6/12/2015 4:20 PM

Hi Jill and Gina,

To freshen your memory, my name is Meg and I am an RN in the AIP OR that was working with Bebe Hoff to revise the Preceptor Policy and remove the outdated/redundant Preceptor Guideline.

I am aware that the CNOC Project consumed my work related to the Preceptor Policy revisions for a system-wide policy. However, I was curious if you could update me on the removal/revision of the Preceptor Guideline.

Reviewing the HUB, I now see a Preceptor Pay and Registered Nurse Preceptor Policy. Was the Preceptor Guideline removed or was it also consumed/altered into the new Preceptor Pay document or by the CNOC Project? I also do see that this document was updated on 6/4/15.

I’m just hoping to get some follow-up regarding if my work with the Preceptor Policy/Guideline possibly made a difference.

Your insight would be greatly appreciated!

Thank you,

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

PD

Poduska, Donna

Thu 4/2/2015 12:48 PM

Credential RN Level III

We do have a defined class

HM

Hellrung, Megan E

Thu 4/2/2015 11:42 AM

Sent Items

Hello Donna & Denise,

Sorry for the delayed response, I just wanted to say thank you for providing us with the newly developed preceptor definition.  This looks like a great transition from the previous policy's definition. I am thrilled to see how the definition evolved into an inclusive definition to address multiple care practice roles that function as preceptors.

I understand that we will now have system wide guidance for preceptors, however, I am curious if this definition is part of a developing policy and procedure, or does it stand alone? Does your project speak to the accountability and responsibilities of the preceptor and preceptee as the previous P&P did?

 If you have any more work related to this CNOC Project and preceptor roles, accountabilities and responsibilities I would love the opportunity to review it. I currently facilitate an OR Specific Basic Preceptor Course and would appreciate any and all additional resources to guide our preceptors based off of system wide practices!

Thank you for your time and looking forward to seeing more of your preceptor development work!

Sincerely,

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

VD

Vammer, Denise

Mon 3/16/2015 1:18 PM

Credential RN Level III

|  |
| --- |
| [Preceptor Definitions Final.docx20 KB](https://outlook.office365.com/owa/service.svc/s/GetFileAttachment?id=AAMkADRkMzQzMDJjLWY0ZGUtNDQ2ZC04ZjE4LTQ1YzIyMzFhMjE2NgBGAAAAAACwEwizTjuYTLlbkpz44KPGBwDjhMVIOiLjT4Eg6NCrVnAnAACWgPmkAADjhMVIOiLjT4Eg6NCrVnAnAAEyQ7BUAAABEgAQANUnidpMtvlNokA3qWmYSlo%3D&X-OWA-CANARY=_8-IiFEhg02uA_g-1jZhD7DB6c78d9IYjBrmZVHj8zdcpNIW827HbMgGGytwnarlwxWzPhGzV7o.) |

1 attachment (20 KB)

Attached are the preceptor definitions.

Denise

HB

Hoff, Bebe Henrietta

Mon 3/9/2015 8:26 AM

Credential RN Level III

​Good Morning Megan,

We are not to go any further with the preceptor policy revision as a system-wide policy will be taking the place of the two policies that are currently in place. Kathy Foss and I were unaware of this system-wide policy until last Wednesday. You were copied on an email to these ladies last Wednesday. I talked to Lynette and she said that you will still get credit for all the work you have done on revising the policy. Sorry for the confusion. If you have any further questions, please do not hesitate contacting me. Bebe

PD

Poduska, Donna

Fri 3/6/2015 6:27 PM

Credential RN Level III

We now have guidelines that are to be used system wide for preceptors.  I will have my assistant send you these   
  
Sent from my iPhone

KS

Kloster-Prew, Sheila

Fri 3/6/2015 4:30 PM

Credential RN Level III

I will be out of the office on business until Monday, March 9th.  I will be checking email periodically and will respond to your inquiry as soon as I am able.  If you need immediate assistance please contact Mary Jo Koschel at [MaryJo.Koschel@uchealth.org](mailto:MaryJo.Koschel@uchealth.org).

Thanks and have a great day,

**Sheila Kloster, MS, PMP, SSGB, MMCAS, CM**

Director, Clinical Education and Innovation Center

University of Colorado Health

Marina Health Campus

1870 Marina Drive, Suite 201

Windsor, CO  80550

(970) 674-6552   (office)

[sheila.kloster.prew@uchealth.org](mailto:sheila.kloster.prew@uchealth.org)

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HM

Hellrung, Megan E

Fri 3/6/2015 4:30 PM

Sent Items

Dear Sheila, Donna and Bonnie,

My name is Meg and I am a Clinical RN in the AIP Operating Room working with Bebe Hoff from Professional Resources on some revisions to the UCH Registered Nurse Preceptor Policy. We were directed to get into contact with you all via Regina Green, Gina Draudt and Jill Hanus concerning work on the policy.

Bebe and I have been working to remove the secondary Preceptor Policy in the database. The policy that is outdated and redundant to the current Registered Nurse Preceptor Policy that our facility utilizes. The policy can be found by searching preceptor and is listed as the first PDF file, titled Preceptor Policy with the following header:

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

Secondly, Bebe and I were also working to update the Register Nurse Preceptor Policy by removing outdated appendices and rewording the title considering several staff positions at the hospital function under this policy for preceptorship although they are not Registered Nurses.

Bebe and I were hoping you could provide us with some insight to the work you all were putting forth on the revision of this policy. We in no way want to take away from your work but are curious to see if our revisions may also be applied as well.

Hope you can help steer us in the right direction with this and if you would like to collaborate to complete the policy, please let us know!

Warm wishes,

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

DG

Draudt, Gina M

Wed 3/4/2015 1:57 PM

Credential RN Level III

Not at all – it may be worth reaching out to Sheila to see if there’s any assistance you can offer or if any is needed in getting this moving along.  It has been several weeks since I’ve heard any more on the topic.

HB

Hoff, Bebe Henrietta

Wed 3/4/2015 1:56 PM

Credential RN Level III

Hi Gina,

Kari Waterman, Manager of Clinical Education and Professional Development, and I had a conversation this morning related to the work that is being down on a system UCHealth Preceptor policy. As I was not aware of the UCHealth policy, Megan and I will not go any further with revising the current UCH RN Preceptor Policy. Sorry for the confusion and thank you for your quick response to our email.

Bebe

*Bebe Hoff RN MS*

*Clinical Scholar*

*Preceptor Program Coordinator*

*Dept. of Professional Resources*

*Phone: 720-848-6644*

*Pager: 303-266-0968*

DG

Draudt, Gina M

Wed 3/4/2015 8:53 AM

Credential RN Level III

Good morning,

I had a question about the Preceptor policy that you noted below – are you working on the development of a new policy from a system perspective?

In November, I had received an email that Sheila Kloster-Prew, Donna Poduska and Bonnie Clipper were working on a system UCHealth Preceptor policy as a CNOC project – just want to be sure that no one is duplicating efforts.

Thanks,

Gina

**From:** Hamus, Jill   
**Sent:** Wednesday, March 04, 2015 8:36 AM  
**To:** Draudt, Gina M  
**Subject:** RE: Policy and Procedure Question

Here is the link for the policy that they want pulled; let me know if approve pulling it or need me to do something else.

<https://pnp.uchealth.org/Documents/Preceptor> Pay.pdf

Thanks!

Jill Hamus

HR Compliance Support Specialist

University of Colorado Hospital

720-848-7764

**From:** Draudt, Gina M   
**Sent:** Monday, March 02, 2015 4:18 PM  
**To:** Hamus, Jill  
**Subject:** RE: Policy and Procedure Question

I think I’d like to see it before we take it down…

Let’s review tomorrow.

**From:** Hamus, Jill   
**Sent:** Monday, March 02, 2015 3:36 PM  
**Cc:** Draudt, Gina M  
**Subject:** RE: Policy and Procedure Question

I found this policy; are you okay with me removing it from the pnp site? I can do so and let the email group know, it’ll only take a minute to retire it!

Jill Hamus

HR Compliance Support Specialist

University of Colorado Hospital

720-848-7764

GR

Green, Regina

Mon 3/2/2015 3:31 PM

Credential RN Level III

Hi Megan,

You will need to work with Gina and Jill. Human Resources manages their own policies.

*Have a good one.*

***Regina Green***

*Quality Data Specialist*

*Safety Intelligence Administrator - Central*

*Clinical Excellence & Patient Safety*

*Mail Stop C300, Leprino Building (9-088)*

*Ph. 720-848-6986 Toll Bypass 191*

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HM

Hellrung, Megan E

Mon 3/2/2015 2:57 PM

Sent Items

**To:**

Green, Regina;

**Cc:**

Hoff, Bebe Henrietta;

Action Items

Hi Regina,

My name is Meg and I am a Clinical RN in the AIP Operating Room working with Bebe Hoff from Professional Resources on some revisions to the UCH Registered Nurse Preceptor Policy. Bebe suggested we contact you with a quick question!

We met this morning discussing some of our revisions, which included removing the secondary Preceptor Policy in the database. The policy that is outdated and needs to be removed. The policy can be found by searching preceptor and is listed as the first PDF file, titled Preceptor Policy with the following header:

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

Bebe and I were hoping you could direct us with another contact or application to complete to start the process to remove this policy.

Hope you can help steer us in the right direction with this.

Thank you for your time and support!

Best wishes,

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

Preceptor Policy Revision

HB

Hoff, Bebe Henrietta

Wed 2/25/2015 3:34 PM

Credential RN Level III

Hi Megan,

Sorry for the delay in my response; I was off campus for a week and finally met with Kathy last Thursday. Attached is the last policy. I think this is the best way to be able to review changes. If you could bring the draft to our meeting on **Monday 3/2 at 10:15**, I could incorporate your changes and then also be able to review it at that time.

Kathy stated that we need to check with Kari Waterman, Manager of Clinical Education and Professional Development, related to removing “RN” from the policy as well as having Kari review the drafts. We may remove the competency from the policy as it no longer exists. Also I am in the process of revising the pathway to the approved P&P specifications.

Great work on the OR scenarios! 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 8:31 AM

Sent Items

**To:**

Hoff, Bebe Henrietta;

**Cc:**

Zavodny, Lynette;

Hi Bebe,

I just wanted to touch base and see where we are at with the preceptor policy revisions and updates. I have a rough draft of the policy revision I would like to share with you whenever you are available. Also have you talked with Cathy to see what forms we would like to add in substitution of the Appendix forms?

If you are available I would like to meet from 1015-1100 on Monday 3/2/15 to touch base with you and see what the next steps are to get this revision completed.

Thanks,

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

Level III OR Nurse Credentialing Project

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

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 an OR Preceptor role description as part of my OR Preceptor Manual. I chose to resource this because its 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

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*

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

Hi Bebe,

I wanted to introduce you via email to Megan Hellrung. I 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

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