

1. How much is the preceptor pay?

\$2.00/hr. in additional to your hourly rate for each hour your precept a new hire.

2. When will this new preceptor pay incentive start?

This will begin the start of new pay period on July 11, 2021.

3. Who qualifies?

Our Current Preceptors: All nurses on the current and active preceptor list who have attended preceptor training since December 2016 will qualify for the incentive.

- a. Since current preceptors have only attended Parts I and II in the past, the 2021-2022 preceptor competency will be to attend a Part III class when available for documentation and skills validation. They will also receive a module for international nurse training.
- b. Nurses who do not complete annual competencies will be removed from the active preceptor list.

4. How do I get competent if I have not been a preceptor before?

UofL Health has launched the PreceptorU Academy. You may have seen this information shared in the UofL Health or your facility newsletters. The Academy consists of three parts:

Part I: Introduction to Precepting – A four-hour training course covering general precepting topics such as the preceptor role, adult learning, learning styles, communication, time management, organization, problem solving, preceptor challenges, critical thinking, goal setting, conflict management, feedback, and debriefing.

Our “Intent” Preceptors: Nurses who are assigned to new hires and international nurses who have recently started or are coming in the next few months need to sign up for Part I Precepting Blitz class. Nurses who have not yet attended training prior to the launch of this incentive, but have registered for a Part I class can be placed on the list for incentive with the expectation that they attend Parts II and III classes as available.

Intent Preceptors who do not attend Parts II and III classes will be removed from the active preceptor list and will no longer qualify for incentive.

Part II: Facility Specific Training – A two-hour training course covering the orientation process at each facility, enculturation, specific preceptor requirements, available resources, the evaluation process, chain of command, and annual preceptor competency.

Part III: Care Area Specific Skills Validation and Documentation Standards – A two-hour training hosted by the education team to validate the preceptor knowledge in onboarding documentation requirements and competency in common skills utilized on your unit.

To learn more about PreceptorU, please visit the Nursing Education and Research page on the intranet:

<https://uoflhealth-now.org/preceptor-u/>. Classes are available throughout July and through the rest of the year.

5. How do I maintain my annual competency?

Following initial PreceptorU, in order to remain active and qualify for any preceptor incentives, preceptors will have to complete annual preceptor competencies. These will be specific to the preceptor role, and will cover areas that are identified issues, or new initiatives (such as the International RNs).

6. How does this impact my NDPD portfolio?

Preceptors who utilize the preceptor hourly incentive will no longer be eligible to claim points related to time spent precepting. This option will still be in place for precepting hours not eligible for incentive pay, such as capstone students. Preceptors will still receive a point for attending initial training and completing annual competencies.

7. Who do I precept to receive the preceptor pay?

You will receive preceptor pay when you are precepting a new nurse hired into your department. It can be new graduate RNs, experienced RNs, RN externs and International RNs. Capstone and clinical rotation students will not be included. These rotations are academic in nature and allows us to continue our work to embrace and support teaching the next generation of nurses which is in our academic healthcare system's mission, vision and values.

8. How do I clock in to receive the preceptor pay?

At the timeclock when you clock in for your shift, you will be able to choose PRECEP in the timekeeping system.

If you clock in through the Web Clock

Go to time code select PRECEP and click the blue in button.

Clocks

Cost Center:

Job:

IN **OUT** Server time is: 6:52 PM

Time Code:

Find	Time Code	Description
Clear		
	CALL BACK	CALL BACK
	EDUCATION	EDUCATION
	PRECEP	PRECEPTOR PAY
	NURSING RESEARCH	NURSING RESEARCH
	ORIENTATION	ORIENTATION
	SITTER	SITTER

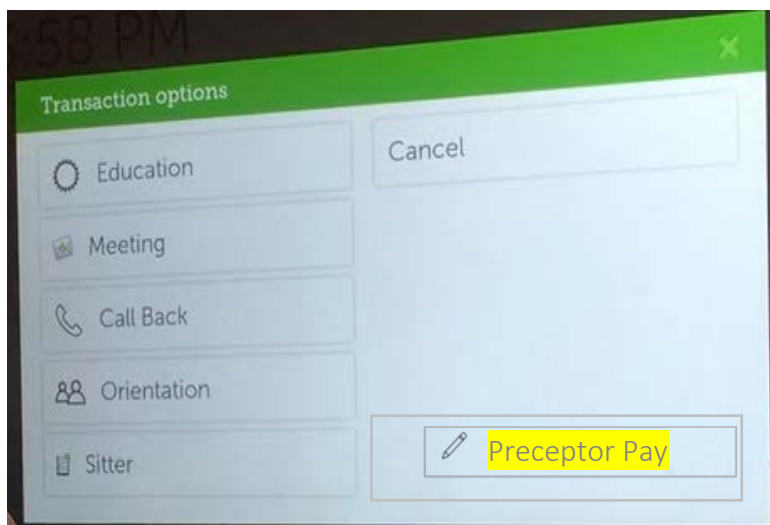
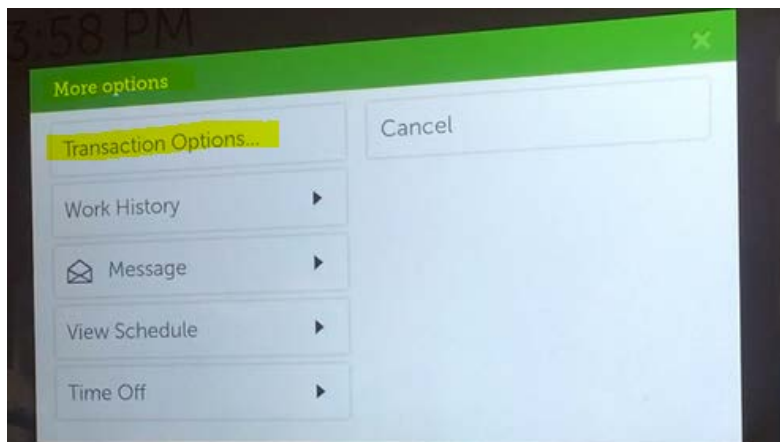
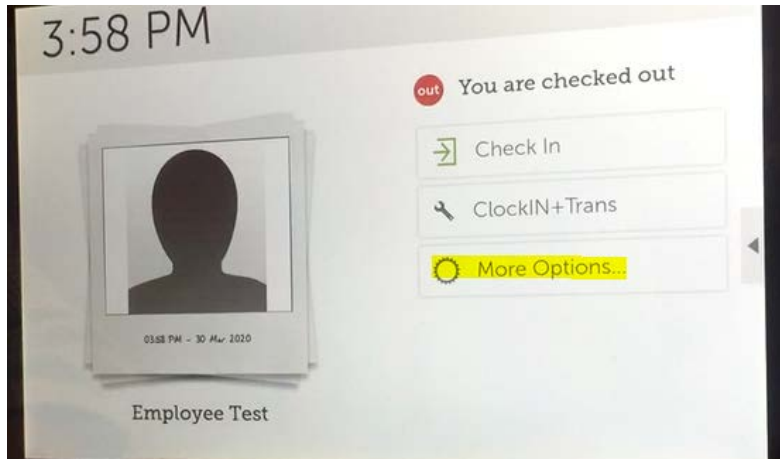
< Prev 1 Next > Reset

1 - 06/26/2021

16	17	18	19	20
off	off	off	off	off
off	off	off	off	off

If you clock in using the Time Clock

Using your badge to clock in, go to the screen on the time clock and select More Options, next screen- select Transaction Option, next screen- select Preceptor Pay.



9. Why is the preceptee's name on my schedule in Smart Square?

Each shift you have an orientee that requires you to precept, that orientee's name will be placed in Smart Square. We have been able to create this through the edit shift function. The Scheduler/Manager will place the orientee's name in "Staff Note" for it to display on the staff member's schedule.

Edit Shift

06/01/2021 - JUDD, BRITTANY

▶ Date: 06 / 01 / 2021

▶ Deployable: CONFIRMED - Confirmed Shift - Deployed

▶ Unit: ULH-5W-ULH Neurosurgical ICU-5W

▶ Shift: 7p-7a

▶ Times: 7p / 00 — 7a / 00 — 0

▶ Skill: RN - Registered Nurse

▶ Assign: PRECEPT - Preceptor

▶ Adjust: ---

▶ Accting: ---

▶ Pay Rule: ---

▶ Cost Cen: ULH FLOAT POOL - ULH Float Pool

▶ Mgr Notes:

▶ Staff Note: Lisa Lewis

▶ Appr By:

Save Shift Add Shift

Current Shifts

Edit	Del	#	Unit	Times	Skill	Assign	Actng	Adjst	Pay
		26058760	5W	7p-7a	RN	PRECEPT	-	-	-

10. Who will keep track of the different preceptees' names that I may precept over the next year?

Your assistance with the help of your manager will be needed to keep track of the different orientees names in Smart Square you may be precepting.

11. From a timekeeper's perspective, what will I do?

Timekeepers will be able to go to the Nursing Education and Research page on the Intranet under the Nursing Tab for a list of active nursing preceptors' names for verification that the RN is actively a preceptor. This list will be updated after each Part I class of the PreceptorU Academy.

At the time clock, nurses will use the PRECPT code when clocking in for their shift. To manual add the PRECEPT code to the timecard, please use pay code 411- Preceptor Pay for the number of hours precepting during the shift.

12. How long will the preceptor pay last after we have trained all the new graduate and international nurses?

The continuation of preceptor pay past our large influx of new hires will be dependent on our first-year retention rate of new hires since starting the preceptor pay. If our first-year retention rate improves, it will provide evidence that the incentive pay initiative was successful, and therefore should be continued.

13. What will I see on my paycheck?

On your paycheck, you will see a separate line with the description Preceptor Pay under Earnings.

Earning	Hours	Amount	Pay rate
Regular Pay	10.0000	276.10	27.6100
Preceptor Pay	10.0000	20.00	2.0000