

**Patients Come First Hospital
Preceptor Development Policy**
(Documented in Residency Manual)

PCFH will offer multiple educational opportunities for preceptors to improve their precepting skills. Annually, a preceptor development plan will be developed to focus on areas of identified preceptor development needs. In addition, new preceptors and preceptors-in-training will be required to complete additional preceptor training. Individual preceptor development plans will be developed for all preceptors-in-training and for any preceptor who has specific development needs identified through the preceptor needs assessment process. The program director, in conjunction with the residency advisory committee, will be responsible for the following on an annual basis:

- An assessment of preceptor needs
- Schedule of activities to address identified needs
- Periodic review of effectiveness of plan

Assessment of Preceptor Development Needs:

- Preceptors will be required to complete the Preceptor Self-Assessment Tool annually by May 1st.
- The RPD will review residents' evaluations of preceptors and learning experiences annually to identify potential preceptor development needs.
- The RPD will solicit verbal feedback from residents annually.
- RPD will review ASHP residency accreditation site visit recommendations, if applicable, to identify any recommendations or areas of partial compliance which pertain to precepting skills.

Development Process for Annual Preceptor Development Plan:

- Preceptor development needs identified through the assessment process will be discussed annually as part of the annual end-of-year preceptor meeting in June.
- The RPD and preceptors will come to a consensus on the areas of preceptor development to focus on during the upcoming year.
- The RPD (or a designee) will develop a tentative preceptor development plan for the upcoming year with activities to address areas of need and a schedule of activities and will present to the residency advisory committee (RAC) at the July or next scheduled RAC meeting.
- If preceptor development needs have been identified for individual preceptor(s) which will not be met by the current preceptor development plan, the RPD may also develop an individual plans for these preceptors in addition to the plan for the preceptor group.
- The preceptor development plan will be publicized to all preceptors and will be documented as an attachment to the July RAC minutes (or at the next scheduled meeting if the July meeting is cancelled).

Review of Effectiveness of Previous Year's Plan:

- Review of current preceptor development plan will occur annually at the annual end-of year preceptor meeting in June and documented in the minutes. Effectiveness of the plan will be assessed as follows:
 - Review of current preceptor needs assessment results to determine if any needs addressed through preceptor development activities in the past year are still identified as top areas of need.
 - Discussion with preceptors of the effectiveness of activities utilized on the past year to address preceptor development needs
- The discussion of effectiveness of previous year's plan will be utilized when developing topics, scheduling, and preceptor development activities for upcoming year.

Additional Required Preceptor Training for New Preceptors and Preceptors-In-Training:

- Read and discuss “Guidance Document for the ASHP Accreditation Standard for Post-Graduate Year One (PGY1) Pharmacy Residency Programs” with RPD.
- Read PCFH Residency Manual and review components with RPD
- Watch Residency Program Design and Conduct (RPDC) Webinars

Additional Requirements for Preceptors-In-Training:

- The RPD will develop an individual plan designed to ensure preceptor-in-training meets all ASHP preceptor requirements within 2 years
- Appointment of an advisor to mentor preceptor-in-training. Advisor will also be required to co-sign any summative evaluations completed by preceptor-in-training

Other Opportunities for Preceptor Development for PCFH Preceptors:

- Preceptors may attend programs locally, regionally, or nationally to enhance their precepting skills. Please submit request to manager if requesting professional leave or travel reimbursement. Attendance at professional meetings is subject to PCFH’s travel policy.
- Those who attend meetings which provide education regarding training will share the information at the residency meeting or other forum as appropriate.
- Material for self-study will be circulated.
- APhA and Pharmacist Letter have educational programs available to orient new preceptors.
- PCFH, School of Pharmacy, ASHP, and other web based programs are available.

PCFH Preceptor Development Plan for Upcoming Year
(Documented in July RAC meeting minutes)

Based on assessment completed at the June preceptor meeting, the following areas have been identified as areas of focus for the upcoming year.

- Review of residency changes with adoption of 2014 PGY1 standard
- Providing effective formative feedback
- Documentation of criteria-based feedback in summative plan
- Consistent use of evaluation ratings

Activities and scheduling:

- Review 2014 standard
 - July: Will be focus of preceptor development portion of preceptor meeting. RPD to provide an overview of changes to program with move to 2014 standard.
- Revision of evaluation rating definitions
 - July: RAC sub-group will review examples of other programs and revise definitions to more clearly delineate evaluation ratings of NI, SP, ACH, & ACHR
 - August: Revised evaluation definitions will be distributed to preceptors for comment.
 - September: RAC will approve revised definitions and residency manual will be updated.
 - October: Updated definitions will be discussed at quarterly preceptor meeting in October
- Providing effective verbal and documented criteria-based feedback
 - October Quarterly Preceptor Meeting
 - Discussion of following article: Brian Buck, Samaneh Wilkinson, and Holly Phillips (2014) Preceptor Development: Providing Effective Feedback, Part 2. Hospital Pharmacy: June 2014, Vol. 49, No. 6, pp. 521-529. (can be found under share drive and must be read prior to meeting)
 - Role-playing exercise on providing effective formative feedback.
 - January Quarterly Preceptor Meeting
 - Review of selected summative evaluations from previous quarter
 - Discussion of whether updated definitions have improved consistency among preceptors and if any further changes to definitions are necessary
 - Discussion of examples of documented feedback – “The Good, Bad, and the Ugly”
 - April Quarterly Preceptor Meeting
 - Viewing of ASHP Webinar: Handling Difficult Situations in Residency Programs