

Preceptor Documentation Information Brief for Discussion

Brief Summary: In 2015, the Governor Ige signed Act 127 into Hawai'i Session Laws, establishing H.R.S. §457-9.2 and §457-9.3 requiring continuing competency activities for nurses starting with the license period that begins in July 2017. This was the culmination of 5 years of work by the statewide Continuing Education Joint Advisory Council that recommended continuing competency as a requirement for nursing license renewals. In April of 2017, Hawai'i Board of Nursing released a continuing competency guidance and information booklet for nurses, employers and facilities.

120 Hours as a Preceptor for One (1) Nursing Student or Employee Transitioning into New Clinical Practice Area

During the biennium, if you act as a preceptor for at least one nursing student or employee transitioning into new clinical practice areas for at least one hundred twenty (120) hours, in a one-to-one relationship as part of an organized preceptorship program; provided that the licensee may precept more than one student or employee during the one hundred twenty hours and shall be evidenced by documentation of hours completed and objectives of the preceptorship by the institution supervising the student or employee, this will satisfy as one of the learning activity options.

*Precepting for orientation specific to employment (i.e. computer course, documentation, human resource policies or being oriented/precepted to a position) does **NOT** count.*

Figure 1. Hawai'i Board of Nursing Learning Activity Option for Continuing Competency. Continuing Competency Guidance and Information Booklet for Nurses, Employers and Facilities (2017).

Current Status: Nurses precept nursing students and RN employees transitioning to new practice areas, commonly in partnership with Hawai'i Nurse Residency Programs. There is variation in reporting and tracking of these activities across all schools of nursing and nursing facilities.

Alignment of Tracking/Documentation:

1) HBON Continuing Competency Guidance and Information Booklet for Nurses, Employers and Facilities outlines guidelines for preceptor and released further clarification at the November, 2017 BON meeting.

2) Frequent requests for standardized reporting template of preceptor activity are made as well as advocating to the BON for recognition of these standardized forms.

Any such activity would standardize information fields. Responsibility remains with the nurse to ensure activities meet standards. This is designed to help ensure the information collected is complete.

HBON Clarification on Preceptor Documentation Requirements

An organized preceptor program is one that includes a formal agreement between the student, school the student is enrolled in, and the preceptor OR the employee, preceptor, and employer of the employee and preceptor.

All preceptor hours must occur within the biennium (i.e. July 1, 2017-June 30, 2019)

Requirements to demonstrate organized preceptor activities for nursing student(s):

For each student:

- Student name
- Name of school
- Program
- Year of expected graduation
- Preceptor experience objectives
- Precepted hours
- Signature of school of nursing faculty confirming completed precepted hours

Requirements to demonstrate organized preceptor activities for employee(s):

For each employee:

- Employee name
- Employee former specialty area (or "new grad" for new grad)
- Employee new specialty area
- Preceptor experience objectives
- Precepted hours
- Signature from facility clinical educator or CNO/DON

<https://cca.hawaii.gov/pvl/files/2018/01/171102-min.doc.pdf>