



Preceptorship Policy

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The Trust will not tolerate unlawful discrimination on the grounds of the protected characteristics of: age, disability, gender reassignment, race, religion/belief, gender, sexual orientation, marriage/civil partnership, pregnancy/maternity. The Trust will not tolerate unfair discrimination on the basis of spent criminal convictions, Trade Union membership or non-membership. In addition, the Trust will have due regard to advancing equality of opportunity between people from different groups and foster good relations between people from different groups.

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Preceptorship Policy

	Knowledge and Skills Framework Handbook (October 2004) Grievance Policy PDR Policy Induction Policy Disciplinary Policy (Managing Conduct and Performance)
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1. Policy Statement

- 1.1 This document outlines the Preceptorship Policy and Procedure for The East of England Ambulance Service NHS Trust (the Trust). The NHS Terms and Conditions of Service Handbook (Part 2, paragraph 1.8) introduces preceptorship for new entrants at pay Band 5. It states that:

“Staff joining pay band 5 as new entrants will have accelerated progression through the first two points in six monthly steps (that is, they will move up one pay point after six months and a further point after 12 months), providing those responsible for the relevant standards in the organisation are satisfied with their standard of practice. This twelve month period will be referred to as “Preceptorship”.

- 1.2 Preceptorship provides a structured process for the development of staff taking up roles that require a significant level of knowledge and skills with some degree of autonomy. It is a tool to address some of the challenges facing newly qualified staff and to improve their transitional experience. Furthermore it will refine their skills, values and behaviours and continue their journey of life-long learning.
- 1.3 This policy and procedure aims to provide information for managers to implement preceptorship in their area and also sets out a preceptorship framework for use by new band 5 entrants (who joined the pay band at the bottom spine point) and their preceptors (for definition of preceptor see paragraph 1.4 below). It provides a common framework to promote consistency across services and to support employees taking up these roles for the first time. For some staff groups the bottom spine point of pay Band 5 is the entry point for newly qualified employees and preceptorship is part of a professional framework to ease the transition for the newly qualified employee/practitioner.
- 1.4 The preceptor will be identified by the line manager of the new entrant at Band 5. For clinical staff, the preceptor will normally be their clinical supervisor. For non clinical staff, the line manager may either act as preceptor themselves, or designate a suitably experienced senior employee to act as preceptor.
- 1.5 Agenda for Change (AfC) Local Terms and Conditions of Service Handbook, Section 1.8 states: Preceptorship will apply to all employees who enter Agenda for Change Band 5 at the **bottom spine point** regardless of whether they are new or existing employees. For confirmation this will include those students who have been employed under Annex U as a direct precursory to automatic progression onto pay Band 5 (for clarity, on Annex U as a percentage of pay Band 5). The preceptorship agreement will take effect from the date of the formation of the East of England NHS Ambulance Trust on **1st July 2006** and eligible staff will receive any resulting arrears arising from the retrospective adjustment of their incremental progression/pay as if preceptorship had been in place since 1st July 2006. A non-contractual preceptorship policy will be developed and implemented at the earliest opportunity until that policy is implemented it will be assumed that individuals have met the requirements for incremental progression.

1.6 This policy has been written in partnership by management and staff side.

2. Scope

2.1 This policy and procedure applies to any employee joining pay Band 5 at the bottom spine point and who have not previously worked in a post at Band 5 or above within the Trust. This includes both clinical and non-clinical roles.

3. Access To The Procedure

3.1 All employees are entitled to access to this policy which is located in the HR Policies and Procedures Folders and/or on the Trust's Intranet. However, if you require this policy in any other format please seek guidance from the Human Resources Department, your line management or trade union representative.

3.2 Employees and Managers may also wish to consult related Trust policies and publications such as the national NHS Terms and Conditions of Service Handbook, the AfC Local Terms and Conditions of Service Handbook, the Knowledge and Skills Framework Handbook (October 2004), Grievance, PDR, Induction and Disciplinary Policy (Managing Conduct and Performance).

4. Roles And Responsibilities

4.1 The Human Resources Department is responsible for keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines.

4.2 The line manager and, where appropriate, the professional lead will ensure that an appropriate set of local standards and a foundation/subset KSF outline is in place with examples of application for the new entrants' post.

4.3 The line manager will normally be responsible for signing off the reviews and authorising the pay uplift, except where the line manager is acting as the preceptor, where the line manager's manager will take on this role.

4.4 The preceptor will provide structured support during the employees first twelve months of practice. The preceptor will provide professional support aimed at helping the employee to meet the standards set out in the procedure below (see section 6). They will also support the reflection and review process at 6 months and should be involved in the 12 month development review if appropriate.

4.5 The employee will ensure they understand the concept of preceptorship and will engage fully in its completion and the review processes.

4.6 Managers, HR employees and trade union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure.

- 4.7 Management and trade union representatives are responsible for bringing any mutually beneficial improvements to this policy to the attention of the Trust.

5. The Knowledge And Skills Framework (KSF)

- 5.1 The KSF Handbook (October 2004) sets out the knowledge and skills that need to be applied to each post. It sets out how the KSF should be used during the preceptorship year:

“Within the first 12 months of employment (in a band 5 post), you will have two development reviews. The first review after six months will seek to establish whether you are on track in your development towards the foundation gateway and if this is the case, you will receive your incremental point. After 12 months your second development review will focus on the KSF foundation outline for the post and this will form your foundation gateway. When you move through this foundation gateway, you will move up to the next point on the pay-band. Like everyone else you will have only one foundation gateway and only one foundation gateway review.”

6. The Preceptorship Process

6.1 Developing the Standards

- 6.1.1 During the preceptorship year, new entrants will be reviewed against locally set standards at six months and the foundation subset KSF outline at twelve months. The six-month standards will be developed by the professional lead or the line manager as appropriate. This provides a framework that can be applied for clinical and non-clinical roles. It allows for a variety of learning methods to be integrated to personalise an individual's preceptorship plan.
- 6.1.2 The manager will set out the expectations of the standards of performance with reference to the locally set standards and the KSF subset outline. These will be used as the benchmark for the individual's six month tracking review.

6.2 Getting Started

- 6.2.1 In line with the Trust's PDR Policy, new entrants to the bottom spine point of Band 5 will require a PDR within the first four weeks of being in post. The locally set standards, foundation KSF outline and preceptorship standards should be discussed with the employee, during their induction programme, together with information about the review process. The preceptor and employee will use the preceptorship framework to identify learning and development objectives for the employee and will keep a record of these activities.
- 6.2.2 The individual's line manager will be responsible for facilitating any support required to meet any knowledge and skill gaps. A short interim review meeting may be required under this procedure and provides the opportunity to discuss progress within the first 6 months. Where appropriate an action plan should be produced in order to support the achievement of objectives originally set.

6.3 Six Month Review

- 6.3.1 In the preceptorship year, eligible employees will have a formal review at six months.
- 6.3.2 The focus of the six month formal review is on ensuring that the individual is “on track” towards their locally set standards and foundation (subset) KSF outline that they will need to meet after twelve months in post. In keeping with the spirit of KSF there should be “no surprises” as the employee should have received regular feedback on their performance. If these standards have been achieved, they will sign a record sheet (clinical example attached as Appendix 1) and authorise the incremental increase by completing a HR2a (Payroll Change of Assignment Form).
- 6.3.3 If the employee has not provided sufficient evidence that they have achieved the six month review standards, the line manager will record which of the locally set standards or KSF criteria has not yet been achieved. They will provide detailed feedback and guidance as soon as possible to assist the employee to meet the required standards and formulate an action plan. As soon as the employee has achieved the six month review standards, they will receive their incremental increase with effect from that date. This delay in meeting the standards will result in a delay of the subsequent KSF full Review (and associated incremental progression) which should not take place until 6 months after the subset KSF review and only when the full foundation gateway KSF requirements have been met.
- 6.3.4 The additional support, including any training offered, will be documented and shared with the employee so they are fully aware of the required standards of practice and any implications of failing to meet these which, if not addressed, would be discussed at the twelve month review (refer to paragraph 6.3.3 above).

6.4 Twelve Month Review

- 6.4.1 After the six month review, the preceptorship process continues. The preceptor and employee should look at what they need to do to achieve their locally set standards and foundation subset KSF outline. The employee will continue to work towards their twelve month formal review which will take place 12 months after commencement at the very latest, and will be conducted in accordance with the Trust’s PDR Policy. They will be expected to record evidence to show that they have applied the required knowledge and skills in their post and have met the requirements of the foundation outline.
- 6.4.2 The achievement of the locally set standards and KSF subset outline will result in the payment of a second incremental uplift to the employee in accordance with the NHS Terms and Conditions of Service Handbook. If the employee has not provided sufficient evidence that they have achieved their foundation outline, the process outlined in the Trust’s PDR Policy should be followed. Where this process is followed but the employees’ standards of practice continually fail to meet preceptor/line manager evidence requirements, or at any other point in the preceptorship framework where the

line manager considers appropriate, the Trust's Disciplinary Policy (Managing Conduct and Performance) will be invoked.

6.5 After the Twelve Month Review Meeting

- 6.5.1 The period of preceptorship ends after the employee has successfully met the requirements of the locally set standards and foundation subset outline. Thereafter the employee will continue to engage in regular supervision and other learning in order to address the learning objectives identified in their personal development plan, and will participate in the formal review meetings in accordance with the Trust's PDR Policy.

7. Extended Absence From Work During The Preceptorship Period

- 7.1 Where an employee takes a period of extended absence from work during their preceptorship period, for example, maternity, adoption, parental, employment break or long term sickness, which does not allow the 12 month process to take place in the normal timeframe, they will have their preceptorship period 'frozen' until their return to work when it will be reinstated and acceleration continued in the normal way. In practical terms, it should be noted that although their preceptorship development and associated incremental progression will be frozen, they will still receive normal incremental progression where the requirements for this are met (i.e. employees on Agenda for Change terms and conditions receive annual incremental progression up to the top of the respective Band). On return from the extended absence the review and acceleration process will restart from the point at which it was frozen prior to the start of their absence. (NB cost of living increases and annual increases will continue to be applied during any absence as necessary).
- 7.2 A formal review will be undertaken within one month of the employee returning to work and thereafter processes and timeframes identified in section 6 of this procedure should be implemented, deferred only by the length of absence taken unless this is deemed unreasonable by the Director of Business Transformation.

8. Grievances

- 8.1 If an employee believes that an accelerated or other increment has been withheld inappropriately, or this procedure implemented incorrectly, they should raise the matter through the Trust's Grievance Policy, commencing with the informal stage.

9. Policy Review

- 9.1 This policy will be reviewed on a three yearly basis or more frequently if significant changes to its effective operation are necessary.

Appendix 1

**Preceptorship Programme – KSF Six Month Tracking Review Form
(For Clinical Staff)**

Employee's Name:	Job Title:
Department:	KSF Outline Reference code:
Incremental Date:	Date of Six Month Tracking Review meeting:
Name of Preceptor:	Date of Commencement in Band 5 Post:

	Comments	Achieved Y/N Plus Signature
Task One: Working with clients and customers		
Task Two: Working with colleagues and other agencies		
Task Three: Written communications		
Task Four: Using local clinical policies relating to working practice		
General Feedback		

I confirm that the tracking review standards have been met.	
Signed (Line Manager):	Name:
Job Title:	Date: