



Welcome AIT Preceptor Session



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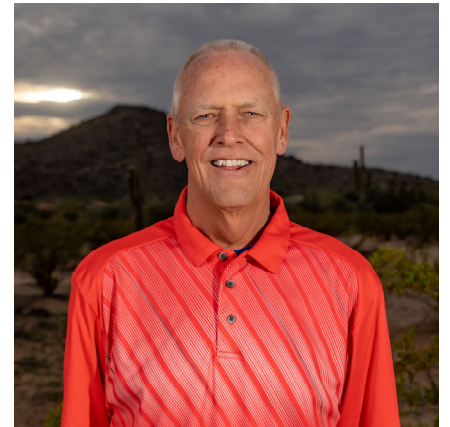
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Steve Hatlestad

KHCA AIT Program

Facilitator



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KHCA's AIT Program Started in January 2023

Information about the program can be found:

https://www.khca.org/education/education-calendar/?ill_calendar_event_id=16035



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Tips for being a Quality Preceptor

Attend NAB's online training to guide you on what your AIT is required to do and guide you on how to best help them. \$15

<https://www.nabweb.org/seeking-licensure/preceptor-information/preceptor-training-modules>



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Tips for being a Quality Preceptor

Introduction of Department Heads

- A. Name, department, tenure
- B. What do you want the AIT to learn about your department
- C. Why do you, the department head do what you do
- D. Preceptor fills in learning objectives, stresses hands on learning



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Tips for being a Quality Preceptor

Introduction of AIT

- A. Name, background, why AIT wants to be an administrator
- B. Reintroduce selection process, background of AIT
- C. AIT is here to learn, not to fix things. Problem solving is okay, part of learning process, but primary purpose and role is observer and to learn hands on

(relationship between the department heads/administrator and AIT is critical. No relationship means no learning. The AIT is a student in your building. They are not here to change things, but to learn from you.



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Tips for being a Quality Preceptor

What the department head needs from the AIT

Commitment

Confidentiality

Enthusiasm

Ownership

Interest

Good relationships

Good listener

Patience

Be on time

Suggestions

Stay until job done

No gossip

Cooperation

Role model for other employees



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Tips for being a Quality Preceptor

What AIT needs from Department heads

Commitment

Patience

Real work

Think out loud

Expectations

Feedback

A schedule

Trust

Why as well as how



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Tips for being a Quality Preceptor

POINTS TO COVER in NEW AIT/PRECEPTOR MEETING

Administrator is your boss - you work for the administrator

- A. Keep the administrator happy
- B. Administrator is the key to evaluating your progress/competency
- C. Daily contact (set a time to meet daily to discuss the day and what issues they may have. This will build trust and enhance the learning experience).
- D. Together create your training schedule



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Tips for being a Quality Preceptor

Points to cover continued:

Chain of command - Administrator, RVP, training and development (corporate)



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Tips for being a Quality Preceptor

Points to cover continued:

Compensation and benefits.

- A. Salary - pay schedule
- B. Vacation policy
- C. Expenses
- D. Insurance



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Tips for being a Quality Preceptor

Points to cover continued:

Professional conduct (clear understanding up front)

- A. Relationships in facility (cautious, professional but friendly enough to learn)
 - 1. No social or romantic relationships
 - 2. Department functions okay but no events with individuals
 - 3. Be aware of innocent actions - having lunch every day with the same person, meeting behind closed doors



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Tips for being a Quality Preceptor

Points to cover continued:

Conduct as a member of management

1. No gossip
2. appropriate humor
3. Staff attempt to "mom and pop" you (pit you against administrator)



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Tips for being a Quality Preceptor

Points to cover continued:

Weekly Progress Reports

A. Reports as you finish department rotation (keep a daily diary)

B. Content of report

1. what department does

2. what you did in the department (looking for hands on)

3. pertinent regulatory/survey issues within the department

Reports to KHCAAIT program weekly



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Interested in becoming a
preceptor? Register with KDADS

Already a Preceptor? See Teresa

[Applications & Forms \(ks.gov\)](https://ks.gov)



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Attendance Verification & Course Evaluation

*Verify your attendance to earn
CE's by using this code
AIT Preceptor Roundtable*

