

THA Student Preceptor Incentive

Program Policy & Procedure

2024 – 2025



Background & Purpose

In 2023, Tennessee Hospital Association (THA) Department of Workforce Strategies held sixteen meetings across the state with hospital and academic partners. These sessions provided insight into needs that would support the healthcare workforce and pipeline to healthcare professionals. One finding from these collaborative sessions noted a need for more clinical preceptors and sites to support enrollment in healthcare programs. To support the student experience and accreditation guidelines, a standard quality preceptor training program was also noted.

The Tennessee Hospital Association established a Preceptor Incentive Taskforce to collaboratively develop an incentive program with several healthcare stakeholders that will address the need for an increased and higher quality training experience. Formulating an incentive for healthcare professionals precepting students was identified as a top workforce priority by the THA Board of Directors. The THA Preceptor Incentive is funded by THA's workforce-based, non-profit subsidiary and 501(c)(3), the Tennessee Center for Health Workforce Development.

Nurse Preceptor Incentive Program

****Participants in the first two incentive cycles will be selected as a cohort. This program will be under continuous evaluation for improvement and sustainability.**

Definition of Preceptor & Preceptorship:

A nursing preceptor is defined as a practicing licensed nurse who provides personal instruction, training, and/or supervision (preceptorship) to nursing students as well as meeting the following requirements:

- Has an active, unencumbered nursing license at or above the level for which the student is preparing.
- Is oriented to the written course and student learning objectives prior to beginning the preceptorship.
- Has completed the designated preceptor training course.
- Is oriented to the written role expectations of faculty, preceptor, and student prior to beginning the preceptorship; and
- Is not a member of the student's immediate family, have a financial, business, or professional relationship that is in conflict with the proper discharge of the preceptor's duties to supervise and evaluate the nurse impartially.

Nursing preceptorship is defined as:

- 1:1 preceptorship relationship (student & licensed nurse preceptor)
- Examples of such are:
 - RN Capstone/Senior Clinical Placement
 - Dedicated Education Unit/Academic Partnerships
 - LPN Senior Clinical
 - MSN/DNP: APRN Precepted placements

(Additional models will be considered by the incentive committee at the request of the preceptor)

Eligibility:

To be eligible for a nursing preceptorship incentive, each applicant must meet the following requirements:

- Must be a U.S. citizen or permanent resident.
- Must have an unrestricted Tennessee (state or compact) nursing license.
- For APRNs:
 - Be a Tennessee licensed advanced registered nurse practitioner (APRN) providing clinical preceptorship at an eligible practice site for APRN students enrolled in an approved accredited Tennessee public or private school of nursing.
- For LPNs or RNs:
 - Be a Tennessee or Multi-state licensed registered nurse (RN) or licensed practical nurse (LPN) who provides clinical education at an eligible practice site for RN or LPN students in an approved and accredited Tennessee public or private school of nursing.

Local, state, and federal government nursing employees should confirm eligibility for the preceptorship grant program. Consider contacting your employer prior to applying to verify eligibility to participate.

Eligible Practice Sites:

An eligible practice site is a clinical site that has been approved by a Tennessee state public or private nursing education program for student clinical practice. The nursing education program and the clinical facility must have a current clinical affiliation agreement.

Students attending schools in the following states may complete clinical hours: Alabama, Kentucky, Virginia, Georgia, Arkansas, Mississippi, Missouri. However, precepted hours must be completed within the state of Tennessee.

Program Schedule

All deadlines are firm and applications will not be accepted after midnight Central Standard Time.

Fall 2024 Cohort

- August 1st, 2024: *Nurse Preceptor Cohort Application Opens*
- August 12th, 2024: *Nurse Preceptor Cohort Application Closes*
- August 16th, 2024: Notification of acceptance to cohort & *Nurse Preceptor Incentive Documentation* link sent to cohort participants.
- December 31st, 2024: *Nurse Preceptor Incentive Documentation* deadline
- Incentives distributed by January 30th, 2025.

Spring 2025 Cohort

- December 3rd, 2024: *Nurse Preceptor Cohort Application Opens*
December 17th, 2024: *Nurse Preceptor Cohort Application Closes*
- January 6th, 2025: Notification of acceptance to cohort & *Nurse Preceptor Incentive Documentation* link sent to cohort participants.
- May 10th, 2025: *Nurse Preceptor Incentive Documentation* deadline
- Incentives distributed by May 31st, 2025.

Incentive:

Preceptors can complete hours in the ranges below to receive the associated incentive amount. This amount will be awarded when all requirements are completed, and the completed application is received.

Number of Hours	Incentive Amount (per incentive cycle)
70 – 115 hours	\$1500.00
116- 160 hours	\$2300.00
161- 250 hours	\$3500.00

Program Process:

Preceptors will follow the process outlined below in order to participate in the program:

- Preceptors will apply to a cohort via *Nurse Preceptor Cohort Application* (via THA preceptor incentive website)
- Accepted preceptors will receive an electronic form to document and submit the following requirements (via email):
 - Professional Development:
 - Completion of UTHSC Preceptor Course, upload completion certificate.
 - Preceptor will attend one instructor-led True Colors session, and then upload their completion certificate.
 - Completion of *Preceptor Hours Reporting Form*.
 - W- 9 Form for reimbursement (via link to secure file upload)
- Submission of completed preceptor incentive requirements by cohort due date.

Application for Reimbursement:

To verify the number of precepted hours by each preceptor, academic partners are asked to identify a person(s) to confirm hours. This person will attest to the hours submitted by the preceptor as accurate.

Nursing Program will:

- *Complete the academic section of the Preceptor Hours Reporting Form* submitted via email. A paper version of the form can be found on the THA Preceptor Incentive website under the nursing program resources.
- Complete the *Preceptor Verification of Hours* form to verify the preceptor hours of each preceptor.
- The Nursing Dean/Director should verify the accuracy of the information documented on the *Preceptor Verification of Hours* form (for example):
 - Verify that the student preceptor's full name is listed on the form.
 - Verify that the student's full name is listed on the form.
 - Verify that the beginning and ending dates of the preceptorship experience are documented in the MM/DD/YY format.
 - Verify that the preceptor met the number of stated clinical hours per semester.
 - Verify the signature of the nursing program Dean/Director (or delegate) is present prior to submitting the *Preceptor Verification of Hours* form.

The preceptor will:

- Complete the *THA Preceptor Incentive Cohort Application*
 - All fields must be completed to successfully submit the application.
- Complete the *Preceptor Verification of Hours* form and provide the allowing information:
 - Preceptor:
 - Name
 - School type, city & state
 - Student Name
 - Student type
 - Dates of preceptorship
 - Number of hours
 - The preceptor will identify the school representative for hour approval and enter email for notification.
 - The preceptor is tasked with monitoring and documenting their preceptorship hours, and then submit a fully completed Preceptor Verification of Hours form through Survey Monkey, by specific deadlines for each reimbursement cycle. These deadlines will be prominently displayed on the THA Preceptor Incentive Website.
 - All submissions must be received by the deadline stated on the THA Preceptor Incentive Program Website. Deadlines are firm. Submissions will not be processed after the specified due date listed on the preceptor webpage.

Payment Process:

- Complete the W-9 form and upload it through secure link provided by Tennessee Hospital Association.
 - W-9 will be issued to the award recipient for payment when the following criteria are met:
 - The preceptor meets all requirements listed above.
 - The minimum number of hours in a range have been identified.
- Payments will be made via check to the preceptor by the identified date for each incentive period.

Preceptor Grant Payment Information

- A nursing preceptor will be eligible for payment during the allotted schedule based on a standard trimester rotation. For preceptors, a term signifies the conclusion of each quarter (fall, spring, summer). For semesters, the term signifies the span from August through December, January through May, and June through August.
- A preceptor can apply for this grant up to one time per payment cycle.
- If grant funds are available at the end of the fiscal year, funds will roll-over to the next cycle.
- The Preceptor Incentive Program Specialist will review both the Nurse Preceptor Documentation form and the Preceptor Hours Reporting form for completeness and accuracy of information prior to forwarding documents to the Office of Accounting for payment processing and disbursement of funds.
- Payments will be issued by check and cannot be distributed without a W-9 form.

Questions

- All questions regarding the THA Nursing Preceptorship Grant should be emailed to THA Workforce Strategies email at preceptorincentiveprogram@tha.com.