



## **Background, Training Materials and Fees**

The Health Alliance of MidAmerica, LLC, which maintains the copyright on the Nurse Preceptor Academy curriculum and Nurse Mentoring Toolkit, is pleased to provide these resources to other communities that share a common vision for strengthening the nursing workforce.

Each organization that purchases the Nurse Preceptor Academy materials or Nurse Mentoring Toolkit is required to sign a usage/release agreement. We also request initial feedback on the Academy model to help us measure its overall effectiveness and incorporate improvements over time.

Organizations that want to modify the copyright materials to fit their individual needs may do so with specific written permission.

### **TRAINING MATERIALS AND FEE SCHEDULE**

The copyright-protected training materials have been adapted to permit the replication and implementation of the nurse preceptor and mentoring training programs in other communities through a unique, all inclusive turnkey program.

**The Nurse Preceptor Academy materials and Nurse Mentoring Toolkit are sold separately.**

**Organizations that purchase both the Nurse Preceptor Academy and Nurse Mentoring Toolkit will receive a 25 percent discount on the total amount.**

We have a simple one-time fee structure for four different types of organizations:

- Nursing Schools
- Critical Access Hospitals — licensed as 25 beds or less
- Community-based Hospitals — single hospital, not part of a multi-hospital system
- Multi-hospital Systems (with no more than five individual hospitals in the system)

Special pricing for multi-hospital systems with more than five individual hospitals is available.

<b>TYPE OF ORGANIZATION</b>	<b>NURSE PRECEPTOR ACADEMY</b>	<b>NURSE MENTORING TOOLKIT</b>	<b>PURCHASING BOTH (includes 25% discount)</b>
Nursing School	<b>\$500</b>	<b>\$500</b>	<b>\$750</b>
Critical Access Hospital	<b>\$500</b>	<b>\$500</b>	<b>\$750</b>
Community-based Hospital	<b>\$750</b>	<b>\$750</b>	<b>\$1,125</b>
Multi-hospital System*	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$2,250</b>

\* 5 or fewer hospitals

The training materials are not available for purchase in the state of Kansas and Missouri as the Nurse Preceptor Academy program and Nurse Mentoring Toolkit are coordinated by the Kansas and Missouri hospital associations.

### **NURSE PRECEPTOR ACADEMY**

The Nurse Preceptor Academy is a one-day, intensive training program to prepare bedside nurses as preceptors with the specific purpose of increasing retention of nurses in the nursing profession. The overall program provides essential preceptor knowledge and skills, ongoing support for preceptors and strategies to improve retention of registered nurses. The Academy is designed for use by nurses in an acute care setting and can be used in new or established preceptor programs.

The Nurse Preceptor Academy is a key component of a larger communitywide initiative in the metropolitan region of Kansas City designed to support a companion initiative called the Clinical Faculty Academy — a two-day intensive training program designed to increase area nursing school enrollment by preparing bedside nurses to serve as clinical faculty.

The curriculum for the Preceptor Academy was developed by a team of professional nurse educators in conjunction with The Health Alliance of MidAmerica, LLC (a regional office of the Kansas and Missouri hospital associations) through a Workforce Innovations in Economic Development (WIRED) grant. These materials, based on adult learning theory, have been piloted, critically reviewed, and refined.

The eight content areas cover an overview of the preceptor role, goal setting, critical thinking skills, workplace socialization, emotional intelligence and self-awareness, conflict resolution/conflict management, evaluation and feedback, human resource considerations and practical preceptor tips/tools.

#### **What is Included – Nurse Preceptor Academy**

Each licensee will have unlimited use of Academy training materials for their respective organization. The copyright-protected materials may be used to provide orientations for new and existing preceptors. The one-time fee includes:

- one copy of the Academy preceptor reference manual (for participants who attend the one-day session)
- one copy of the Academy instructor's guide (for individuals who serve as the presenters during the one-day session)
- CD with all Word and PDF files for reproducing the preceptor reference manual, instructor's guide, Academy logo, binder covers, preceptor newsletters and evaluation form
- a full set of companion PowerPoint slides that correspond to each content area
- password to a secure website to access future updates to Academy training materials

In addition, Licensee will have access to 24 issues of *Preceptor News* — a monthly preceptor newsletter to support preceptors in their new duties. Each issue includes practical advice and helpful hints.

### **NURSE MENTORING TOOLKIT**

The Nurse Mentoring Toolkit contains a set of resources for mentors designed to enhance the professional experience of registered nurses. The toolkit provides resources to support mentor program coordinators, mentors and mentees. Best practices, questions to jumpstart discussions, resources, checklists and activities are included in this practical, how-to mentoring guide. The mentoring training materials are intended as a web-based training tool to allow mentors to retrieve, download and print only those topics/sections necessary to meet the needs of their mentee at that point in time.

#### **What is Included – Nurse Mentoring Toolkit**

Each organization will have unlimited use of Mentoring Toolkit for their respective organization. The copyright-protected materials may be used to provide orientations for new and existing mentors. The one-time fee includes:

- one copy of the Nurse Mentoring Toolkit reference manual
- one copy of the Nurse Mentoring Toolkit Coordinator's Guide
- CD with all Word and PDF files for reproducing the Mentoring Toolkit for your organizations internal use — printed or on secure webpages
- password to a secure website to access future updates to the Nurse Mentoring Toolkit

Questions regarding the Nurse Preceptor Academy or the Nurse Mentoring Toolkit should be directed to Michael R. Dunaway, senior vice president, Kansas City Metropolitan Healthcare Council at [mdunaway@mail.mhanet.com](mailto:mdunaway@mail.mhanet.com) or 913/327-7200.