



BMUS Preceptorship Endorsement Scheme

Template for submission of evidence

May 2023

Essential Criteria

OVERVIEW

The name and job title of the person completing the application:

Date of submission:

Please describe briefly your department and clinical setting (no more than 250 words)

1. A named mentor or preceptor for all new starters, transitioning staff and newly qualified staff. Please provide evidence of a process which is in place to appoint 'critical friends' and how they provide support for preceptees. Suggested evidence: a local preceptorship document, a testimonial from preceptor/preceptee, worksheet or logbook or record with preceptor's name.

2. A local induction programme should be completed for all new starters, transitioning staff and newly qualified staff. This will comprise a check list, agreed timeframe, completion deadline and sign-off. Please include evidence of what is included in local induction programme. Suggested evidence may also include attachment of a new starter pack and/or checklists and templates for objectives.

3. A template for recording preceptor/preceptee meetings.

4. A method in place to evidence that objectives set by the preceptor and preceptee, have been met. Evidence may include anonymised examples of reflective diaries, case reviews and recent audits or similar.

5. Contemporary, evidence-based and readily accessible policies and procedures. Please attach example of electronic guidelines and list/attach any other governance policies and procedures which may be relevant.

6. Regular time allocation for learning and reflection for all new starters, transitioning staff and newly qualified staff. Please detail below how this is achieved.

7. Provision made to allow attendance to Governance and/or Multidisciplinary team (MDT) meetings. Please detail below how this is achieved.

8. A support network for the mentor/preceptor (note: NOT the preceptee). Please detail what is in place. Strategies may include (but are not limited to) a named critical friend within the department, a named person who may be located in another department, or external to the Trust, at another Trust or within an academic setting. It may include regional networking groups and/or fora with other organisations.

9. Foster a progressive culture within the department that recognises and understands the four pillars of practice associated with advanced and consultant practice. Please provide examples of how this works within your department or working environment.

10. A fair and transparent pathway to address lack of progression. Please detail how this is done and attach any relevant documentation.

Desirable Criteria

1. A named Practice Educator who has completed a formal training programme. Please provide a testimonial/details of this job role

2. Evidence of fulfilling the sonographer career and progression framework. Please detail briefly how your department has staff performing in all four levels.

3. Evidence of links with relevant regional and/or national networks

Please document any additional information or attach any further relevant documents you wish to be considered in your application for endorsement.

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