

Clinical Faculty and Preceptor Academy (CFPA)

What is this academy?

Geisinger was a Health Resources & Services Administration (HRSA) grant recipient in September of 2022 for the development of a clinical faculty and preceptor academy. There are two components associated with the academy. One component is a self-guided online educational training module to learn the art of precepting and working as a clinical instructor. This culminates in a certificate from the Geisinger School of Nursing along with optional continuing education credits. The second part is resources and updates for reference, including future updates to training based on current trends. The new skills, techniques, and knowledge gained from this program will allow clinical faculty and/or preceptors to enhance nursing education through the provision of elevated educational experiences.

What is the purpose?

The CFPA serves to fill the clinical faculty gap existing in schools of nursing and strengthening undergraduate nursing education by leveraging forward facing staff nurses to participate as skilled clinical faculty and/or preceptors through the development of a comprehensive, self-guided training program. The CFPA provides the opportunity to support professional growth and development of staff, support nursing schools' educators, clinical faculty, and preceptors, which in turn will improve the severe nursing shortage that has worsened since the pandemic. This program is intended to encourage nurses to work as preceptors and clinical faculty to nursing students while completing their clinical rotations.

****This does not reflect a formal job application or position change, nor does it require a formal school admission process. Rather, it represents an educational opportunity for nursing professional development in alignment with your current role. Should you have interest in pursuing a position as a clinical instructor, you can seek a position with any institution of higher education with an associated school of nursing.**

What does the training course entail within the Academy?

The CFPA encompasses various components, featuring a competency-based learning approach. This program is asynchronous in nature, allowing participants to progress at their own pace through an online educational platform that comprises multiple modules. Its design places emphasis on innovation in content delivery and ensures accessibility from virtually any location.

What makes up the Academy?

The CFPA encompasses a training educational course, a reference section, continuous educational updates, and the opportunity to connect and network with others who have completed the training.

Who are clinical faculty?

Clinical faculty are individuals employed by a nursing education program to provide academic instruction via clinical education to groups of nursing students. Many Geisinger nurses work as clinical faculty outside of their FTE, and this program will help to train those interested in becoming clinical faculty and brush up the skills of those who already serve in that role.

What is a preceptor?

A preceptor is an individual employed by Geisinger who provides individual education in a 1:1 assignment to an undergraduate nursing student in the clinical setting.

****Please note: If you are assigned more than 1 student in the same working day, please submit for only 1 student when completing the financial incentive form (the one you spend the most time with). We are unable to compensate for more than 1 preceptee in 1 working day.**

What is the application process?

There is no formal application process required to participate in the training program. It is open to all RN/LPN's who are interested in taking the educational modules without any prerequisites. All Geisinger nurse employees, across the entire Geisinger system, can complete the education. You will be required to register and take the initial survey to be eligible to participate. You can teach for any school in our area, as the aim is to support all nursing programs who need clinical educators.

Why do I need to take the RedCap survey?

In order to participate in this program, HRSA requires all participants to answer questions as part of the study. This is required for any financial incentives (whether \$2 preceptor/\$4 preceptor trained or /\$200 for CF) or participation in the educational modules. All information returned to the government is confidential and deidentified.

How do I enroll for the clinical education training program?

- Please visit [Clinical Faculty & Preceptor Academy | Geisinger School of Nursing](#)
- Click course modules
- Once in modules, click Access the course (this will take you to the RedCap survey)
- Continue to complete Redcap survey (must be completed in order to access course)
- Register for CFPA 101: Fundamental Concepts for Clinical Faculty and Preceptors course

Monetary compensation is not provided for course completion as this is a professional development opportunity

What is the financial incentive?

Included in the grant are funds for a study to provide a monetary incentive for Geisinger nurses (LPNs and RNs) who work as 1:1 preceptors or clinical faculty for any nursing school, not just our own Geisinger School of Nursing. Eligible nurses are any LPN or RN who work at least part time at Geisinger and provide undergraduate nursing clinical education as clinical faculty with any nursing school or teach as a 1:1 preceptor. Staff who precept for visiting nursing students may receive \$2/hr for each hour they work with the students. If they take the CFPA training module, they can receive \$4/hr for each hour they work with a student. The other component is the incentive program for Geisinger nurses who serve as clinical instructors (outside of their FTE). Those individuals would receive \$200 per semester, up to \$600 per year. The financial incentive is grant funded, which is guaranteed as the funding is available through 2026.

Who is eligible for financial compensation?

- Any LPN or RN in any role across the system
- Union nurses
- Geisinger's internal travel nurse program
- Part- and full-Time employees

Who is ineligible?

- If clinical instructing is part of a GSON faculty job description (adjunct faculty for the GSON are eligible)
- Flex/Per Diem employees
- International and domestic agency nurses

How is the financial incentive received?

Employee needs to:

- complete initial RedCap survey
- Complete financial incentive form

Where do I find the financial incentive form?

- Go to OurG main SharePoint site
- click on "All Links"
- Find the "C" to access the CFP financial incentive form
- Proceed to fill out the form

****Form must be completed to receive incentive****

After completion of RedCap survey, if you are a Clinical Faculty instructor upload a copy of your contract to the financial incentive form. If you are a preceptor and have completed the academy, upload the certificate of completion. **Please note that preceptors need to complete a form each time they precept a student 1:1 and have the students name and email address.**

It is important to note that compensation is solely provided for individual preceptorships of an undergraduate nursing student and does not extend to participation in a nursing cohort, new hire, graduate or advanced practice nursing students, or intern and extern preceptorships.

Preceptor incentive- Employees only get paid for time they are with students. The \$2 or \$4 per hour worked with students are processed through KRONOS and reflects on bi-weekly paychecks.

EX Salary employees- Employee needs to keep track of precepting hours and submit to manager/timekeeper for validation and entry into Workday as a one-time payment. Financial incentive will be paid as a one-time monthly payment rather than per pay period.

EX employees- need to have their **overtime code updated in Workday from EX to EXX** by the compensation team prior to precepting in order to receive financial incentive. This will allow hours above their salary pay to be paid. Your manager can confirm your overtime code by referencing the pay rule column in KRONOS.

EX employees with current additional jobs set up in Workday (B-code) will be able to have their financial incentive hours submitted in UKG, same as with hourly employees.

Those who are already EXX will also be able to have their financial incentive hours submitted in UKG the same as with hourly employees.

If you have additional questions regarding this, please reach out to hrcompensation@geisinger.edu

Clinical Faculty incentive-The \$200 premium is distributed at the end of each semester. (May, August, and December)

**** All employees participating in the program must have a costing allocation created for the grant in Workday. This has been implemented in January 2024.**

Workday step by step instruction found here: [Costing Allocations steps-CFPA .docx](#)

Questions regarding UKG coding:

Please go to the Workforce Management SharePoint page. Click on the **UKG Pro WFM** box, then Manager Resources, then the Category: Advanced Scheduling. Reference the HRSA Grant Coding Guideline.

[HRSA Grant Coding Guideline](#)

[HRSA Grant Coding Guideline](#)

Any questions on how to use UKG Pro Workforce Management or where these documents are housed should be referred to workforcemanagement@geisinger.edu.

CEU's

Geisinger employees will be eligible to receive CEU's upon completion of the entire academy. Partial completion will not allow for partial CEU's to be awarded. Geisinger's Department of Continuing Education maintains the required CE credit maintenance, for which there is a \$15 fee. In order to claim the 10 contact hours, participants must pay this fee directly to the Continuing Education department.

Course Completion Certificate

A certificate from the Geisinger School of Nursing will be awarded after completion of all training modules in the CFPA and the completion of the post survey. This will not be an immediate print out certificate but given after confirmation of completion review. This certificate will need to be uploaded into the CFPA Financial Incentive form to be eligible for the \$4 per hour incentive.

The training course takes an estimated 8-10 hours for completion and should be undertaken at your own discretion. Grant funds do not cover the costs associated with taking the modules.

Should you have further questions or need clarification, please reach out to CFPA@geisinger.edu