



Instructions for Reporting Outcome #7 for Track 2 Grantees

Nursing Expansion Track 2 grantees are required to use their Quarterly Narrative Report (QNR) to report progress on the performance outcome measure, “*Total Number of Experienced Nursing Professionals Who Were Placed into a Preceptor Role*” (Outcome #7).

How to report Outcome #7

To meet this reporting requirement:

1. Report a numerical value on this outcome every quarter in [Section XI.C. of the QNR](#), **even if no progress was achieved.**
2. Every quarter, copy the following text into Section of XI.C of your QNR:

Outcome 7. Total Number of Experienced Nursing Professionals Who Were Placed into a Preceptor Role

Cumulative-to-Date: **[##]**

3. Update the Cumulative-to-Date number highlighted yellow with the correct data for your grant.

Reminders

- Use the provided format, ***even if 0 is the correct number***. Make sure the number you report is **cumulative** and not for that quarter only.
- Statements such as “Nothing to report” or “No progress this quarter” are not outcome-specific and do not provide the Department of Labor (DOL) with reliable data.
- We also encourage you to provide context for the outcome number you report by including a description in this section of the strategies your grant has implemented to build sustainable preceptor programs.
- General statements by themselves are insufficient to meet the reporting requirement. Only by reporting a cumulative number each quarter and labeling it with the outcome name are you submitting and certifying data on the outcome as required.

Who do I count in Outcome #7?

The outcome is intended to capture:

- The number of **nurses with prior nursing work experience that is sufficient for them to serve as effective mentors to nursing students** who take on a preceptor role **as a result of the preceptorship workforce development strategy(-ies) you implement** and **begin mentoring nursing students**
- Please note, the preceptor activity of these nurses may not be connected to your grant-funded training program.

Resource

[Creating Compliant Preceptorship Programs in the Nursing Expansion Grant](#) – Community of Practice page with links to resources developed to help Track 2 grantees meet the preceptor requirement.