

Meeting Templates

The following templates are suggested formats for formal review meetings to be completed by both preceptor and preceptee, signed, dated and each maintaining a copy.

Initial Meeting

Preceptee Name:	
Preceptor Name:	
Date of Meeting:	

Expectations:	
Induction Checklist:	
Study days/e-learning planned:	
Development Plan:	Objectives should be SMART – Specific, Measureable, Achievable, Realistic and Time-bound
Comments/Notes:	
Next Meeting Date:	
Preceptee Signature:	
Preceptor Signature:	
Date:	

Interim Meeting

Preceptee Name:	
Preceptor Name:	
Date of Meeting:	

Reflection on what has gone well and any challenges:

Study days/e-learning completed. Future study days planned:

Review of previous development objectives:

Development Plan:

Objectives should be SMART – Specific, Measureable, Achievable, Realistic and Time-bound

Comments/Notes:

Next Meeting Date:

Preceptee Signature:

Preceptor Signature:

Date:

Final Sign-off Meeting

Preceptee Name:	
Preceptor Name:	
Date of Meeting:	

Reflection on what has gone well and any challenges:

Study days/e-learning completed. Future study days planned:

Review of previous development objectives:

Development Plan:

Objectives should be SMART – Specific, Measureable, Achievable, Realistic and Time-bound

PRECEPTORSHIP SIGN-OFF DECLARATION

This is to confirm that the preceptee has completed all aspects of the preceptorship programme satisfactorily.

Preceptee Name:	Signature:
Preceptor Name:	Signature:
Practice/Employer Lead Name:	
Date of Completion:	