Interim meeting template

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| Name of preceptee |  |
| Name of preceptor |  |
| Work area |  |
| Date of meeting |  |

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| Reflection and discussion  What has gone well? What challenges have you met? How have you overcome them? Consider use of reflection templates\* and the sharing of observations *(it is recommended that five reflections are completed during the preceptorship period).* |
| Review of development  What development/study days have you had? How have you found these? What has gone well? What have you found difficult? Are there areas in which you need more development or experience? Progression points? |

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| Review of individual learning plan  Review ILP set during previous meeting. Assess achievement against objectives and, where appropriate, set further objectives. | |
| Comments/notes: | |
| Actions agreed: | |
| Next meeting: |  |
| Preceptee signature |  |
| Preceptor signature |  |

\*Reflective template provided. Link to NMC reflective template for revalidation is: <https://www.nmc.org.uk/globalassets/sitedocuments/revalidation/reflective-accounts-form.doc>

Reflection template

It is recommended that five reflections are completed during the preceptorship period. The following reflection is based on the work of Rolfe et al (2001). It has been designed as a simple way of learning from experience, evaluating the experience and identifying further action.

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| What?  What happened? What did I do? How did I feel? What was good or bad? How did others respond? What were the consequences? |
| So what?  So, what did I learn from this? What did I base my actions on? What could I have done differently? What is my new understanding of the situation? |
| Now what?  What do I need to do differently? Are there things I need to learn or consider? What do I need to do next time? |