### Preceptorship Guidelines

### Appendix 3 - PRECEPTORSHIP MEETING RECORD

Preceptor Preceptee

Team/Unit Date of review

Agenda

|  |
| --- |
| **Agreed Agenda**: (Priorities for discussion, review of previous /planned work) |
| **Evidence**: (Details of evidence provided to support achievement of KSF outcome) |

**Issues Decisions/Actions** (with details of by whom and when)

Any barriers to achievement

This is an agreed record of the review

Preceptee:

Preceptor: Date:

Date, time and venue of next review:

To be filed in the individual’s preceptorship file with a copy held by the individual and the preceptor