



Family Nursing  
& Home Care

## PRECEPTORSHIP PORTFOLIO HEALTH VISITOR

Name	
Allocated Clinical Area(s)	

Preceptorship Start Date	
Preceptorship Completion Date	

## Preceptorship Details

Preceptorship Entry Criteria	
Newly Qualified	Return to Practice
New to Jersey	New part of NMC register

*Please tick applicable criteria above*

Placement 1:	
Preceptor Name	
Preceptor Contact Details	
Clinical Area Manager	
Clinical Area Contact Details	

Placement 2:	
Preceptor Name	
Preceptor Contact Details	
Clinical Area Manager	
Clinical Area Contact Details	

<b>Contents</b>	<b>Page</b>
1. Introduction to the Preceptorship Programme	4
2. Collecting and demonstrating evidence of achievement	4
3. Preceptorship Programme Timeline	7
4. Orientation and Induction Checklist	10
5. Policies and Procedures Checklist	12
6. Training Record	14
7. Skills Development: Part 1) Institute of Health Visiting National Induction Framework	17
Part 2) Institute of Health Visiting National Preceptorship Framework	19
Appendix 1: Preceptorship Agreement	21
Appendix 2: Meeting Discussion Template	22
Appendix 3: Objectives and Achievements Record	23
Appendix 4: Interim Probation Review Form	24
Appendix 5: End of Probation Review Form	25
Appendix 6: Preceptorship Final Meeting and Sign Off Declaration	26
Appendix 7: Preceptee Evaluation Form	28
Appendix 8: Preceptor Evaluation Form	30

## **1. Introduction to the FNHC Preceptorship Programme**

Health visitors are registered nurses/midwives who have additional training in community public health nursing. They provide a professional public health service based on best evidence of what works for individuals, families, groups and communities; enhancing health and reducing health inequalities through a proactive, universal service for all children 0-5 years and for vulnerable populations targeted according to need. Health visiting is a proactive, universal service that provides a platform from which to reach out to individuals and vulnerable groups, taking into account their different dynamics and needs, and reducing inequalities in health. Pre-school children and their families are a key focus. Within Family Nursing & Home Care (FNHC) health visitors lead on the delivery of the Healthy Child Programme.

In order to meet these challenges, FNHC recognises the benefits of a Preceptorship programme that not only supports newly qualified practitioners in professional and personal development but also in terms of retention and recruitment. Therefore it also offers this programme to assist the transition of Return to Practice Health Visitors, experienced practitioners newly appointed to FNHC and existing practitioners undergoing role transition within the organisation.

All preceptees must read the FNHC Preceptorship Policy prior to commencing the Preceptorship programme. This Preceptorship Programme facilitates the structured transition of newly registered Health Visitors who fulfil the entry criteria for Preceptorship, as defined by the Nursing & Midwifery Council (NMC) Principles for Preceptorship (2020). The programme is designed to develop skills, values and behaviours whilst also developing the confidence of newly registered Health Visitors.

## **2. Collecting and Demonstrating Evidence of Achievement**

All preceptees will take ownership and responsibility for their learning and proactively engage in setting objectives for development. Depending on clinical fields and areas of practice, professional development may be dependent on a blended approach of both pre-set objectives and preceptee/preceptor driven objectives.

Personal and professional objectives should align to:

- The National Induction Framework for Health Visiting and National Preceptorship Framework for Health Visiting (both Institute of Health Visiting 2015)
- The NMC Code (2018)
- The practitioner's job description
- FNHC Organisational Descriptors (Fig 1)

These descriptors are based on the FNHC Strategic Priorities 2019-23 and provide a structure for the setting of objectives. It is not anticipated that people will need to have objectives/ evidence of working towards each of these individually; they are designed as a guide for the appraisal process.

Figure 1 FNHC Organisational Descriptors



## Evidence examples

The following are some examples the preceptee could use to demonstrate achievement of objectives.

<ul style="list-style-type: none"><li>• Certificate of training</li><li>• Completion of workbooks</li><li>• Reflections (NMC templates must be used) <a href="#">NMC Reflective Account form</a></li><li>• Peer observations</li><li>• Professional feedback</li><li>• Patient/client feedback <a href="#">NMC Practice-related feedback log</a></li></ul>	<ul style="list-style-type: none"><li>□ Evidence of clinical audit</li><li>□ Clinical supervisor feedback</li><li>□ Assignments</li><li>□ Literature reviews</li><li>□ Publications</li><li>□ Teaching evaluation forms</li><li>□ Nursing/Midwifery documentation</li><li>□ Professional Portfolio Reports</li><li>□ Examinations</li></ul>
--	---

Collecting and demonstrating evidence is the responsibility of the preceptee and can be undertaken in a number of ways depending on the opportunities and level of confidence. Throughout the preceptorship year, there will be opportunities for preceptees to attend learning events to support development and learning.

Any evidence used must not contain any information, which may identify any service user, patient or client. All personal details of service users, clients or patients must be redacted appropriately to maintain confidentiality.

### **3. Preceptorship Programme Timeline**

#### **3.1 Pre-commencement**

Prior to commencement of employment, the preceptee is expected to complete the following:

- ✓ Preceptee to introduce themselves to the line manager and preceptor
- ✓ Preceptee is aware of start date, shift times and off duty.
- ✓ Preceptee has accessed and read the Preceptorship Policy.
- ✓ Preceptee has received a copy of the FNHC Staff Handbook and is familiar with the contents (also see section 5)
- ✓ An individualised supernumerary period has been allocated at the beginning of the preceptee's clinical placement and is evident on the rota. This may not be necessary if the preceptee has previously completed their SCPHN training and/or completed training placements with FNHC

#### **3.2 Week 1 - Initial Meeting between Preceptor and Preceptee**

- ✓ Discuss the Preceptorship process, the Preceptorship portfolio and how it will be completed
- ✓ Complete Preceptorship Agreement (Appendix 1)
- ✓ Agree support network and mechanisms
- ✓ Discuss first week orientation / induction programme
- ✓ Discuss any personal learning objectives and document using template (Appendix 3)
- ✓ Set a date for next meeting/review
- ✓ Record discussion and actions agreed using template (Appendix 2)

#### **3.3 Week 4 – Review Meeting between Preceptor and Preceptee**

- ✓ Review and discuss progress to date
- ✓ Review and update personal learning objectives (Appendix 3)
- ✓ Review and document evidence of learning
- ✓ Set a date for next meeting/review
- ✓ Record discussion and actions agreed using template (Appendix 2)

### **3.4 Week 12 – Review Meeting between Preceptor and Preceptee**

- ✓ Review and discuss progress to date
- ✓ Review and update personal learning objectives (Appendix 3)
- ✓ Review and document evidence of learning
- ✓ Set a date for next meeting/review
- ✓ Record discussion and actions agreed using template (Appendix 2)
- ✓ Complete Interim Probation Report template (Appendix 4) and feedback to preceptee's Line Manager (or Line Manager will complete)

### **3.5 Week 18 – Review Meeting between Preceptor and Preceptee**

- ✓ Review and discuss progress to date
- ✓ Review and update personal learning objectives (Appendix 3)
- ✓ Review and document evidence of learning
- ✓ Set a date for next meeting/review
- ✓ Record discussion and actions agreed using template (Appendix 2)

### **3.6 Week 24 – Review Meeting between Preceptor and Preceptee**

- ✓ Review and discuss progress to date
- ✓ Review and update personal learning objectives (Appendix 3)
- ✓ Review and document evidence of learning
- ✓ Set a date for next meeting/review
- ✓ Preceptor to record discussion and actions agreed using template (Appendix 2)
- ✓ Preceptor to complete End of Probation Report template (Appendix 5) and feedback to preceptee's Line Manager (or Line Manager will complete)

### **3.7 Weeks 25 to 52 - As required/agreed Review Meetings between Preceptor and Preceptee**

- ✓ Review and discuss progress to date
- ✓ Review and update personal learning objectives (Appendix 3)
- ✓ Review and document evidence of learning
- ✓ Set a date for next meeting/review
- ✓ Record discussion and actions agreed using template (Appendix 2)



### **3.8 One Year- End of Preceptorship Review Meeting between Preceptor and Preceptee**

- ✓ Review and discuss progress to date
- ✓ Review personal learning objectives (Appendix 3)
- ✓ Review and document evidence of learning
- ✓ If all portfolio elements have been achieved to a satisfactory level, preceptor and preceptee to complete Final Meeting and Sign Off Declaration (Appendix 6) to confirm end of preceptorship period
- ✓ Preceptee and Preceptor to complete evaluation forms (Appendices 7&8) and forward to FNHC Preceptorship Lead/Education Department

#### 4. Orientation and Induction Checklist

Description	Preceptor Signature	Preceptee Signature	Date
Introduction to immediate colleagues			
Tour of work area & building and car parking arrangements			
Fire Procedures (fire drill, fire alarm, fire exits and assembly point)			
Fire Extinguishers (location of equipment/extinguishers)			
Fire Wardens			
First Aiders and First Aid Box			
Location of nearest defibrillator			
Catering facilities (kitchen; tea/coffee making)			
Communications: Notice boards, newsletters, website, email, team meetings			
Use of equipment/supplies ie photocopier/scanner/stationery			
Job role/duties discussed			
FNHC Strategy and Business Plan/Organisational Structure			
Location of FNHC policies and procedures			
Absence notification (sickness reporting/sickness pay/sickness certificates)			
Hours of work/record keeping/time sheets/mileage forms/annual leave requests/off duty requests			
Issue of: <ul style="list-style-type: none"> <li>➤ Clinical equipment</li> <li>➤ Mobile telephone/IPad/laptop</li> <li>➤ Car parking permits</li> </ul>			
Multi-disciplinary team working (including referrals to HCS etc.)			
Access to FNHC personal email account and HCS/MyStates website/MyView			

Description	Preceptor Signature	Preceptee Signature	Date
Access to H&CS Infection Control Website			
Use of Personal Protective Equipment			
Is aware of how to apply for study leave			
Can access H&CS Nursing and Midwifery Higher Education Website			
Internal mail system including emails			
Explanation of appraisal and probationary processes			
Registered with Virtual College and can access platform of learning			
Awareness of Safeguarding processes and reporting mechanisms for both Adults and Children			
NEWS2 and escalation			
Understands NMC requirements for revalidation and the themes of the NMC Code (2018)			
Is aware of Wellbeing website and the support services available			

## 5. Policies and Procedures Checklist

Below are a list of policies which the preceptee must familiarise themselves with. This list is not exhaustive and there may be additional policies pertinent to the preceptee's area of practice.

Policy / Procedure	Preceptee Signature	Date
<a href="#">FNHC Staff Handbook</a> Includes:  Adverse Weather Alcohol, Drugs & Gambling Annual leave Anti-bullying & harassment Capability Disciplinary Equal opportunities Flexible working Gifts & inducements Grievance Redundancy Sickness and Disability Whistle Blowing		
Capacity and Self Determination (Jersey) Law 2016 Code of Practice  <a href="#">CSDL 2016 Code of Practice</a>		
Confidentiality  <a href="#">FNHC Confidentiality Policy</a>		
Data Protection  <a href="#">FNHC Data Protection Policy</a>		
Display Screen Equipment  <a href="#">FNHC DSE Policy</a>		
Health and Safety  <a href="#">FNHC Health and Safety Policy</a>		
Infection Control  <a href="#">FNHC Hand Hygiene and use of PPE</a> <a href="#">FNHC Sharps Injury procedure</a> <a href="#">FNHC Sharps Safety Policy</a> <a href="#">FNHC Staff Infection Management</a>		

Infant Feeding Policy <a href="#">FNHC Infant Feeding Policy</a>		
Medicines <a href="#">FNHC Medicines Policy</a>		
Mobile Device Policy <a href="#">FNHC Mobile Device Policy</a>		
Safeguarding Adults and Children <a href="#">FNHC Safeguarding Policy Adults and Children</a>		
Safeguarding Restorative Supervision <a href="#">FNHC Safeguarding Restorative Supervision</a>		
Uniform and Dress Code <a href="#">FNHC Uniform and Dress Code Policy</a>		
Healthy Child Programme <a href="#">FNHC Healthy Child Programme SOPs</a>		
<b>Useful Links</b>		
<p><u>Institute of Health Visiting</u> <a href="http://www.ihv.org.uk">www.ihv.org.uk</a></p> <p>The Institute of Health Visiting is a UK Centre of Excellence supporting the development of universally high-quality health visiting practice</p> <p><u>Marsden Manual for Clinical Procedures</u> <a href="http://www.rmmonline.co.uk/">http://www.rmmonline.co.uk/</a></p> <p>This manual provides evidence-based clinical skills and procedures related to essential aspects of a patient's care.</p> <p>The password and user details for remote access are: User: jerseygen2015 Password: jerseygen2015</p> <p><u>Hospital Library</u> Password for e-portal is Letmein*2</p> <p><u>Clinical Skills</u> <a href="https://clinicalskills.net/login?token=fnhc0101">https://clinicalskills.net/login?token=fnhc0101</a></p> <p>The content is reviewed and updated on a regular basis and the easy to follow content can be used to support care planning and education.</p> <p>Each clinical member of staff will be provided with an individual log-in and the site can be added to iPads. If you require a log-in or have forgotten your details, contact the FNHC Education and Training Department.</p>		

## 6. Training Record

To be regularly reviewed and updated throughout preceptorship programme

Corporate Induction Programme – full day			
To be completed during first 6 months for all new FNHC employees			
Subject	Speaker	Date attended/completed	Nurse Signature
Welcome to Organisation & Role of the Committee	Committee member/CEO		
Finance & Corporate Services Overview	Finance Director or Nominee		
Fund Raising Overview	Fund Raising Officer		
Human Resources	HR Officer		
Quality and Governance Overview including Assure	Quality & Governance Lead or Nominee		
Hub & Data Protection Overview	Head of Information Governance & Systems		
Clinical Effectiveness & Audit	Clinical Effectiveness Lead		
Safeguarding	FNHC Safeguarding Lead		
Child and Family Services Overview	Operational Lead or Nominee		
Adult Services Overview	Operational Lead or Nominee		
Rapid Response and Re-ablement Overview	Operational Lead or Nominee		
Home Care Overview	Operational Lead or Nominee		
Education Overview	Education and Practice Development Nurse		
Specialist Nurses	Individual Specialist Nurses		

Mandatory Training and Development			
To be completed during first 6 months for all new FNHC employees			
Training	Access/ Contact Details	Date attended/completed	Nurse Signature
ASSURE Incident Reporting System	FNHC Education Team		
Basic Life Support (Adult & Paediatric) Anaphylaxis & Use of AED	FNHC Education Team		
Capacity/Deprivation of Liberty Safeguards (DOLS)	FNHC Education Team		
Children's Rights Awareness	On line – Virtual College		
Communication & De-escalation Skills	FNHC Education Team		
Conflict Resolution	On line – Virtual College		
Customer Care	On line – Virtual College		
Display Screen equipment (DSE) and Workstation	On line – Virtual College		
Equality, Diversity & Human Rights	On line – Virtual College		
Fire Safety	On line – Virtual College		
Health, Safety & Welfare	On line – Virtual College		
Infection Prevention & Control – Clinical	On line – Virtual College		
Information Governance Awareness	On line – Virtual College		
Lone Worker	FNHC Education Team		
Mental Health, Dementia & Learning Disabilities	On line – Virtual College		

Role-specific Training and Development			
Training	Access/ Contact Details	Date attended/completed	Nurse Signature
Jersey's Children First - Essentials	On line – Virtual College		
Jersey's Children First – Using and Sharing Chronologies	Email <a href="mailto:jerseyschildrenfirst@gov.je">jerseyschildrenfirst@gov.je</a>		
Jersey's Children First – Role and Responsibilities of the Lead Worker	Email <a href="mailto:jerseyschildrenfirst@gov.je">jerseyschildrenfirst@gov.je</a>		
EMIS	Head of Information Governance and Systems		
Safeguarding Level 3 (HCS)	Email <a href="mailto:HealthSafeguardingTeam@health.gov.je">HealthSafeguardingTeam@health.gov.je</a>		
Patient Group Directions (PGD)	On line – e-learning		
Safe Moving and Handling	FNHC Education Team		
Professional Writing and Recording	FNHC Education Team		
Maternal Early Childhood Sustained Home-Visiting (MECSH) Programme	FNHC MECSH Lead		
UNICEF Baby Friendly Initiative	FNHC BFI Project Lead		
NSPCC Baby Steps Programme	FNHC Baby Steps Team Lead		
Ages and Stages Questionnaire (ASQ) & assessment	E learning x3 modules		



## 7. Skills Development

### Part 1) Institute of Health Visiting National Induction Framework

This Framework is outcome-focused and designed to outline best practice standards for Induction Programmes for newly qualified, return to practice and new to area Health Visitors (HVs). It is designed to be used alongside the [IHV National Induction Framework](#) full document, which includes practical tools, links to websites and wider reading, handy reference charts and tables.

This table below gives an overview of outcomes to be achieved within the first three months, but every practitioner is different and individuals will complete at their own pace.

Outcome Identified	Date of Achievement	Preceptor Signature	Preceptee Signature
Local area orientation: <ul style="list-style-type: none"> <li>Shadow team member</li> <li>Attend team meeting</li> </ul>			
Allocated a Universal caseload with the provision that management will be assumed by 4 weeks (if appropriate)			
Shadow health visitors undertaking Universal Plus/Partnership Plus case management (to include MECSH clients, BFI delivery and Baby Steps delivery)			
Shadow Early Help (EH) Lead worker			
Allocated Child Health Clinic to lead in partnership with health visitor colleague/s			
Attend Safeguarding meetings such as Case Conferences/Core groups; Team around the Child.			
Meeting with enhanced service providers: Safeguarding Team, Early Intervention team, Early Help manager & team			
Attend a Multi-Agency Risk Assessment Conference (MARAC)			
Attend Multi Agency Safeguarding Hub (MASH) teams and Child & Family Hub			

Outcome Identified	Date of Achievement	Preceptor Signature	Preceptee Signature
Meet with key stakeholders in relation to Child and Families-GPs, Children's Centres, SALT			
Learn about Locality management structures			
Be allocated Universal Plus/Partnership Plus cases			
Co-work safeguarding case with support of SCPHN registrant			
Co-work a case report-writing and presenting with support at a safeguarding meeting, with support of SCPHN registrant			
Access Safeguarding supervision with co-worker for a Universal Plus/Partnership Plus case.			
Attend a Transfer-in Clinic/Child Health Clinic			
Undertake a developmental review clinic.			
Discuss health visiting service priorities with Preceptor/Manager and team members.			

## Part 2) Institute of Health Visiting National Preceptorship Framework

This Framework is outcome-focused and designed to outline best practice standards for Preceptorship Programmes for newly qualified, return to practice and new to area Health Visitors (HVs). It is designed to follow and build on the Induction Framework in Part 1.

It is designed to be used alongside the [IHV National Preceptorship Framework](#) full document, which includes practical tools, links to websites and wider reading, handy reference charts and tables.

The table below gives an overview of outcomes to be achieved but every practitioner is different and individuals may move between the sections at different times.

Outcome Identified	Date of Achievement	Preceptor Signature	Preceptee Signature
<b>Three to Six Months</b>			
Gaining confidence within consolidation period as a newly qualified health visitor			
Supported by preceptor and team to undertake more complex case management, including safeguarding, MECSH, BFI cases			
Progress to holding Universal Plus and Partnership Plus cases independently if appropriate, to include MECSH client uptake			
Shadow/co-work with safeguarding families, with support of SCPHN registrant			
Attend safeguarding meetings with co –worker			
Attend safeguarding supervision, allowing for required preparation for the session			
Access support/supervision/Action Learning Sets in line with requirements of the Healthy Child Programme, to align with FNHC Key Performance Indicators			

Six to Twelve Months			
Undertake full caseload responsibilities, inclusive of Universal Plus, Partnership Plus and safeguarding cases			
Undertake required continuing professional development in line FNHC training plan			
Attend safeguarding supervision, allowing for required preparation for the session			
Develop Leadership Skills - shadowing /inputting into organisational steering/ task and finish groups			
Access Building Community Capacity programmes			
Access clinical/restorative supervision			
Active role in the team, leading parts of the meetings, increasing responsibility, to include taking lead role in Early Help process			
Begin to identify special interests and opportunities to develop these further, in discussion with line manager and as part of the appraisal process			

## Appendix 1 Preceptorship Agreement



### Preceptorship Agreement

#### **Preceptee**

I, \_\_\_\_\_ commit to fulfilling my responsibilities as a newly registered practitioner and preceptee.

This includes:

- Completing all organisation and local induction, statutory and mandatory training
- Attending study days and doing all required training to complete my preceptorship
- Observing and adhering to organisation values
- Participating fully in the preceptorship programme by preparing for and attending meetings as scheduled with my preceptor
- Working collaboratively with my preceptor to share my reflections and identify learning and development needs
- Seeking feedback from others to inform my progress
- Owning my learning and development plan

**Signature:**..... **Date:**.....

#### **Preceptor**

I, \_\_\_\_\_ commit to fulfilling my responsibilities as a preceptor.

This includes:

- Providing support and guidance to the newly registered practitioner
- Acting as a role model and critical friend
- Facilitating introductions and promoting good working relationships
- Participating in all preceptorship activities including completing required training, preparing for, attending and documenting regular scheduled meetings
- Providing timely and appropriate feedback to the preceptee
- Liaising with preceptee's manager about progress as appropriate
- Advising on learning and development needs, facilitating a supportive learning environment and signposting learning resources

**Signature:**..... **Date:**.....

## Appendix 2 Meeting Discussion Template

### Preceptorship Meeting Record

Preceptee:.....Preceptor:.....  
Date.....Week:.....

**Discussion:**

**Actions agreed:**

Preceptor Signature		Preceptee Signature	
Date		Date	

### Appendix 3 Objectives and Achievements Record

No.	Objective	Support / Resources Required	Evidence of Achievement	Date Achieved
		Timescale		Signature of Assessor
Date				
		Timescale		Signature of Assessor
Date				
		Timescale		Signature of Assessor
Date				
		Timescale		Signature of Assessor
Date				
		Timescale		Signature of Assessor
Date				
		Timescale		Signature of Assessor
Date				

## Appendix 4 Interim Probation Review Record

PROBATION – INTERIM REVIEW			
Name		Joining date	
Department & Grade		Team/Group	
Please attach list of agreed objectives for the review period and other relevant documentation. The following must be discussed:-			
Overall standard of work (Please type your comments below)			
			Initials (Employee)
Attitude towards work and colleagues (Please type your comments below)			
			Initials (Employee)
Ability and knowledge to do the job (Please type your comments below)			
			Initials (Employee)
Specific training areas identified (Please type your comments below)			
			Initials (Employee)
Conduct, attendance and punctuality during review period (Please type your comments below)			
			Initials (Employee)
Potential areas of concern (if any issues are raised it must be made clear to the employee that they may be asked to leave before Final Probation review if there is not an acceptable improvement within 4 weeks) (Please type your comments below)			
			Initials (Employee)
Overall comments on performance during review period			
Relevant induction training has been completed and all forms submitted to HR <input type="checkbox"/> Yes <input type="checkbox"/> No			Initials (Employee)
Final Review scheduled for			
Date of Review			
List of objectives prepared and explained			
Final Review date agreed (Must take place within 5 working days following the 22nd week of employment)			

Signed:

Staff Member:

Date:

Signed:

Line Manager/Operational  
Lead

Date:

Please forward completed form to the Human Resources Department



## Appendix 5 End of Probation Review Record

PROBATION – 26 WEEK REVIEW			
<b>Name</b>		<b>Joining date</b>	
<b>Department &amp; Grade</b>		<b>Team/Group</b>	
Please attach list of agreed objectives for the review period and other relevant documentation. The following must be discussed:-			
<b>Overall standard of work (Please type your comments below)</b>			
			<b>Initials (Employee)</b>
<b>Attitude towards work and colleagues (Please type your comments below)</b>			
			<b>Initials (Employee)</b>
<b>Ability and knowledge to do the job (Please type your comments below)</b>			
			<b>Initials (Employee)</b>
<b>Specific training areas identified (Please type your comments below)</b>			
			<b>Initials (Employee)</b>
<b>Conduct, attendance and punctuality during review period (Please type your comments below)</b>			
			<b>Initials (Employee)</b>
<b>Potential areas of concern</b> (if any issues are raised it must be made clear to the employee that they may be asked to leave before Final Probation review if there is not an acceptable improvement within 4 weeks) <b>(Please type your comments below)</b>			
			<b>Initials (Employee)</b>
<b>Overall comments on performance during review period</b>			
Relevant induction training has been completed and all forms submitted to HR <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Initials (Employee)</b>
<b>Final Review scheduled for</b>			
<b>Date of Review</b>			
<b>List of objectives prepared and explained</b>			
<b>Final Review date agreed</b> (Must take place within 5 working days following the 22nd week of employment)			

Signed:

Staff Member:

Date:

Signed:

Line Manager//Operational  
Lead

Date:

Please forward completed form to the Human Resources Department

## Appendix 6 Preceptorship Final Meeting and Sign Off Declaration



## Preceptorship Final Meeting and Sign Off Declaration

<b>Preceptee Name:</b>	
<b>Preceptor Name:</b>	
<b>Date of Meeting:</b>	
<b>Review of previous development objectives:</b>	
<b>Reflection on what has gone well and any challenges:</b>	
<b>Development plan:</b> Objectives should be SMART – Specific, Measurable, Achievable, Realistic and Time bound	

## **PRECEPTORSHIP SIGN-OFF DECLARATION**

This is to confirm that the preceptee has completed all aspects of the preceptorship programme to a satisfactory standard and the preceptorship period is now complete.

**Date of completion:**.....

### **Preceptee**

**Name:**.....**Signature:**.....

### **Preceptor**

**Name:**.....**Signature:**.....

### **Operational/Management Lead:**

**Name:**.....**Signature:**.....

Once completed please send a copy to:

**FNHC Preceptorship Lead/Education & Development Team**

**Human Resources Department**

**Operational Lead**

## Appendix 7 Preceptee Evaluation Form

### Preceptee Evaluation Form      Candidate ID:

Please complete the evaluation form on completion of your Health Visitor Preceptorship Programme and send to **FNHC Preceptorship Lead/Education & Development Team**

All replies are anonymous and will be collated and used to develop the FNHC Preceptorship programme.

Preceptee	Strongly disagree	Disagree	Agree	Strongly Agree	Comments Please give any examples
I was able to link preceptorship with my personal learning objectives					
I was able to identify my learning needs with my preceptor					
Preceptorship is a partnership between preceptor and preceptee					
Preceptorship enabled me to receive feedback from my preceptor					
Preceptorship provided the opportunity for reflection					
12 months is a suitable time period for preceptorship					
The preceptorship period allowed me to progress from expert to specialist					
I was able to benefit from my preceptor's knowledge					
I was able to benefit from my preceptor's experience					
I felt supported by my colleagues throughout the preceptorship period					
My line manager supported my preceptorship programme					
The time allocated for preceptorship meetings is appropriate					

<p><b>Other comments:</b></p> <p>We would welcome any constructive feedback that you can provide to improve this process for future health visiting workforce:</p> <p>Were there any other areas that could have been covered?</p> <p>Was there any duplication between this process and your line manager?</p>	
---	--

Thank you for taking the time to complete this questionnaire.

If you would like to discuss any aspect of preceptorship further than please contact the

**FNHC Preceptorship Lead/Education & Development Team**

## Appendix 8 Preceptor Evaluation Form

### Preceptor Evaluation Form

Candidate ID:

Please complete the evaluation form on completion of your Health Visitor Preceptorship Programme and send to **FNHC Preceptorship Lead/Education & Development Team**

All replies are anonymous and will be collated and used to develop the FNHC Preceptorship programme.

Preceptor	Strongly disagree	Disagree	Agree	Strongly Agree	Comments Please give any examples
I have a sound understanding of how preceptorship relates to other forms of support within FNHC i.e. induction, clinical supervision					
I was able to plan the preceptorship programme in partnership with my preceptee					
Preceptorship provided the opportunity for reflection as to how my preceptee was settling into their role					
12 months is an appropriate length of time for preceptorship					
I have observed my preceptee's progress from expert to specialist practitioner					
Preceptee utilised their preceptor's knowledge with regard to FNHC					
Preceptee utilise their preceptor's experience as a clinical practitioner					
The preceptee has used preceptorship in addition to other forms of support within FNHC					
My line manager is aware of my role as a preceptor					

<b>My line manager is supportive of my role as a preceptor</b>					
<b>Preceptorship provided time out for the preceptee to consider their learning needs at regular intervals</b>					
<b>The time allocated for preceptorship meetings is appropriate</b>					
<b>Please give examples of the three main issues that have been addressed during this preceptorship period.</b> (e.g. communication, team working, time management)					
1. 2. 3.					
<b>Other comments:</b>  We would welcome any constructive feedback that you can provide to improve this process for future health visiting workforce:  Were there any other areas that could have been covered?  Was there any duplication between this process and your line manager?					

Thank you for taking the time to complete this questionnaire.

If you would like to discuss any aspect of preceptorship further than please contact the

**FNHC Preceptorship Lead/Education & Development Team**