## **Agreement between the preceptor and the preceptee**

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| **Name of Preceptee:**  **Name of Preceptor:**  Within Scotland, it is recommended that all practitioners are given equal access to preceptorship through a supportive programme which will be available to those new to the profession, new to the area and/or new to role. The preceptee should commit to:   * Completing all organisational (if new employee) and local induction, statutory and mandatory training * Attending study days and doing all required training during the preceptorship period * Observing and adhering to organisational values * Participating fully in the preceptorship programme by preparing for and attending meetings as scheduled with the preceptor * Working collaboratively with the preceptor to share reflections and identify learning and development needs * Seeking feedback from others to inform professional progress * Taking an active role in their own learning and development, including documenting plans and actions.   **The Preceptor**  The role of preceptor is seen to be a vital one. The preceptor can expect to be supported to:   * Provide support and guidance to the newly registered practitioner or staff member new to area, and/or new to role. * Act as a role model and critical friend * Assist in facilitation of introductions and promotion of good working relationships * Participate in all preceptorship activities including undertaking development for the role of preceptor, preparing for, attending and documenting regular scheduled meetings * Providing timely and appropriate feedback to the preceptee * Liaising with manager about preceptee’s progress as appropriate * Advising on learning and development needs, facilitating a supportive learning environment and signposting learning resources   **Signature:**  **Date:** |
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This agreement will be reviewed weekly, mid programme and at the final review or as otherwise arranged/requested by both parties.

**Signature:**

**Date**

This template has been adapted from Health Education for England: <https://www.hee.nhs.uk/our-work/capitalnurse/workstreams/preceptorship>