## **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>