Nurse preceptor checklist

A practical shift companion for goals, coaching, check-ins, and feedback. Print a fresh copy for each learning shift.

Date: _____ Shift: _____

Before the shift

- [ ] Review the orientee's stage, learning needs, and local orientation plan.
- [ ] Agree on one patient-care goal and one workflow goal.
- [ ] Clarify supervision, when to ask for help, and how to escalate concerns.
- [ ] Review priorities, planned check-ins, and break coverage together.

During the shift

- [ ] Invite the orientee to explain priorities and reasoning.
- [ ] Match practice opportunities to readiness and required supervision.
- [ ] Give specific feedback when care and privacy allow; address safety concerns promptly.

Midpoint reset

- [ ] Review progress, pending work, and competing priorities together.
- [ ] Ask what feels uncertain and what support is needed.
- [ ] Adjust the plan and learning goals as the assignment changes.

End-of-shift debrief

- [ ] Invite the orientee to name one success and one question.
- [ ] Recognize one observed strength and identify one focused adjustment.
- [ ] Agree on a next step, support needed, and when to review progress.
- [ ] Use the organization's required documentation and follow-up process.

Next shift: one learning goal and the support agreed on

Learning aid only, not a competency sign-off or patient-care record. Follow your organization's policies, orientation plan, supervision, and escalation process. Keep patient identifiers and patient-specific clinical details off this sheet.