RN TRANSITION TO PRACTICE · PRECEPTOR RESOURCE

Orientee progress plan

Choose one priority gap. Agree on an observable goal, support, and review date.

Orientation week: _____ Plan / review date: _____

1. Name the gap with facts

What was observed, in what context, and what level of prompting was needed?

Possible area: ☐ Knowledge ☐ Clinical judgment ☐ Organization ☐ Confidence / transition ☐ Learning environment / fit

2. Check the cause together

Learner perspective: what feels difficult, and what support or practice would help?

Check learning opportunities, expectations, workload, continuity, and teaching approach.

3. Agree on a written plan

Observable goal: behavior + conditions + support level	Support: who will help, and how?

Evidence: what will demonstrate progress?	Review date / person responsible

4. Hold a three-way milestone meeting

☐ Orientee ☐ Preceptor ☐ Educator / manager
☐ Hear learner perspective ☐ Review observations and support provided
☐ Agree on next steps ☐ Confirm review date and who communicates the plan

Progress at review: what changed, what support was used, and what remains?

Next decision with educator / manager: ☐ Continue plan ☐ Revise support
☐ Review extension / preceptor change ☐ Discuss other options under local policy

Use approved organizational processes for safety concerns and employment decisions. Do not include patient identifiers, private health information, or HR details here. Store securely under local policy. This discussion aid supplements approved orientation records; it is not a competency sign-off, clinical protocol, or personnel record.

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