Preceptor feedback & follow-up form

Invite the nurse’s perspective, describe one specific observation, and agree on an action you can revisit.

Supplementary coaching aid, not a validated assessment or official competency record. Use approved orientation criteria and secure records. Keep patient identifiers and private personnel details off this worksheet.

Date / orientation stage / feedback conversation participants

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Focus: □ Reinforce effective practice □ Develop a skill □ Both

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Observation: what happened, when, and in what context?

Approved expectation: what behavior were you looking for?

Impact: why did this matter for care, teamwork, or learning?

Orientee perspective: what were you noticing or trying to do?

Continue: which effective behavior should be repeated?

Next step: what specific behavior will be practiced?

Support: who will teach, observe, or arrange an opportunity?

Follow-up date / evidence to review / outcome and next action

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Try: “During handoff, the pending result and follow-up owner were not stated. What was your plan? Next shift, let’s practice closing handoff with pending work and who will follow it up.” Adapt feedback to the actual observation and local expectations.

Julia Kiss, EdD, MSN, RN, NPD-BC, CNE · November 2026