Preceptor shift support planner

Make the supervision plan explicit, choose one learning focus, and agree when to ask for more support.

1. Confirm the assignment and supervision plan

Assignment and responsibilities agreed with the charge nurse:

Activities requiring direct supervision and who provides it:

Charge nurse / educator / backup contact roles and how to reach them:

2. Name the immediate risks and support needed

Current concern, help requested, and who will respond:

3. Choose one focused learning opportunity

Observable learning goal for this shift:

Safe observation opportunity and supervision required:

4. Agree when to reassess the assignment

Changes in patient needs, workload, supervision, or learner performance that prompt a review:

Who to notify and what support or adjustment to request:

5. Check in and close the loop

Midpoint review: what changed, what support is needed, and what was agreed?

End-of-shift feedback: observed strength, next step, and follow-up role:

Supplementary discussion aid only, not a staffing or acuity calculator, competency sign-off, or official patient/personnel record. Follow facility policy and the agreed assignment, supervision, and escalation processes. Do not include patient identifiers or private personnel information. Store and dispose of working notes according to facility policy.

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