# Weekly orientee progress tracker

Choose one or two priorities together. Compare observed performance with the agreed expectations for this stage, then set the next learning step.

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.

**Week / review date / orientation stage / preceptor**

**Planned assignment and learning opportunities this week**

| Focus and agreed expectation | Observed behavior / date / context | Prompting or support needed |
|---|---|---|
| Assessment / reassessment | | |
| Clinical judgment / priorities | | |
| Medication / procedure safety | | |
| Escalation / communication | | |
| Organization / documentation | | |

**Orientee reflection: progress, questions, and what helped**

**Next goal: observable behavior, situation, and evidence to review**

**Support / practice opportunity / responsible person**

**Review date and agreed next action**

Describe behavior rather than labels. Record “not observed” when an opportunity did not occur. Address immediate safety concerns promptly with the appropriate leader; do not wait for the weekly review.

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