



Preceptorship Documentation

A timeline overview

All accessed via: [Preceptorship Home page - SWAST CPD](#)

Milestone	Documentation required	Responsibility	
		Preceptor	Preceptee
First operational shift post induction course	Start of preceptorship form	Read only.	Preceptee to complete.
7 th or 8 th shift (wherever fits best)	Shift 7 progress review	Preceptor completes- <ul style="list-style-type: none"> • Comment box • Confirm overtime • Consider PDP requirement 	Preceptee to complete.
14 th shift	Shift 14 progress review	Preceptor completes- <ul style="list-style-type: none"> • Comment box • Confirm completion of 14 shifts • PDP completion if applicable 	Preceptee to complete.
Once monthly	Recall day reflection	N/A	Preceptee to complete. For each recall day this page must be completed at the end of the day.
Once monthly	Record of Band 6 shifts	N/A- However, if any issues there is a prompt to email the LP L&D team.	Preceptee to complete. Simply record the date, which number this is (once monthly) and how this benefitted your practice.
6 months	End of Preceptorship	N/A	Preceptee to complete. Meet with their OO to ensure all parts complete. Review any outstanding PDP.

