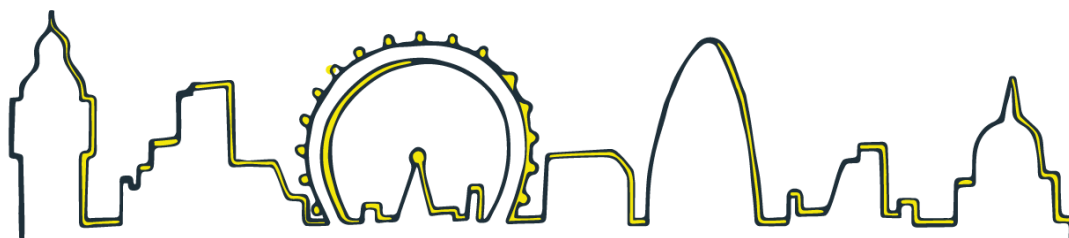


Final Sign-Off Meeting Template

Preceptee Name:
Preceptor Name:
Date of Meeting:

Reflection on what has gone well and any challenges:
Study days / eLearning completed. Future study days planned:
Review of previous development objectives:



Development plan:

Objectives should be SMART – Specific, Measurable, Achievable, Realistic and Timebound

Preceptorship sign-off declaration

This is to confirm that the preceptee has completed all aspects of the preceptorship programme satisfactorily

Preceptee Name:

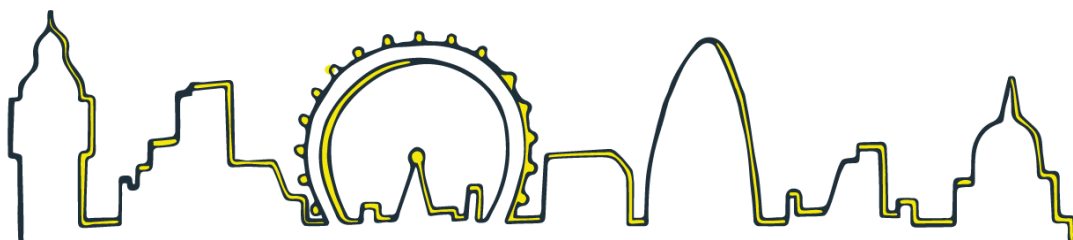
Signature:

Preceptor Name:

Signature:

Organisation Lead Name:

Date of completion:



Development plan:

Objectives should be SMART – Specific, Measurable, Achievable, Realistic and Timebound

Comments / Notes:

Next Meeting Date:

Preceptee Signature:

Preceptor Signature:

Date:

