

# Orientee/Preceptor Orientation Progress Form

**Orientee:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **Anticipated Length of Orientation:** \_\_\_\_\_

N = Needs Improvement A = With Assistance O = Occasionally Needs Assistance I = Performs Independently NA = Not Applicable	Week __	Week __	Week __	Week __	Week __	Week __	Week __	Week __	Week __	Week __	Week __	Week __
	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
<b>Competent/Safe Practice</b>												
Effectively manages patient care ensuring efficiency and timely delivery of services as needed.												
Conducts accurate intake and/or assessments to ensure a comprehensive evaluation of patient health status.												
Documents in an accurate and timely fashion following MC Policy and Procedures.												
Anticipates patient care needs with regard to patient preference and cultural considerations and escalates appropriately.												
Recognizes the need for patient education, ensuring comprehension through methods such as teach-back, with consideration for reading level and language proficiency.												
Appropriately delegates tasks based on scope of practice.												
<b>Communication</b>												
Exhibits professional communication strategies such as: proficient handover of care, collaboration with other healthcare professionals, closed-loop communication.												
Communicates appropriate pertinent patient information to physicians and other members of the interdisciplinary team.												

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	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>	<u>Date</u>
Adapts communication to accommodate variations in age, gender, and cultural aspects.												
Communicates appropriate information to patient and family members in a patient-centered manner.												
Communicates additional training or support needs for validation of skill or comfort in role.												
<b>Problem Recognition &amp; Clinical Decision-Making</b>												
Demonstrates understanding of how to locate and utilize established standards, guidelines, protocols, and policies.												
Proactively asks peers and experts for assistance when needed.												
Identifies abnormal findings and takes appropriate action, including escalation or intervention within scope of practice.												
<b>Preceptor Initials</b>												
<b>Orientee Initials</b>												
<b>NEC/Manager Initials</b>												

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	Comments	Preceptor Initials
Week __ <u>Date</u>		
Week __ <u>Date</u>		
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Week __ <u>Date</u>		
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Week __ <u>Date</u>		

**Initials/Signature:**

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