



Preceptorship - n. A period of practical experience and training for a student that is supervised by an expert or specialist on a particular field

## Preceptorship Framework

Practitioner Name:..... IRN .....

### On being appointed as a Assessor:

1. Ensure you are familiar with the personal CV/Portfolio of the Preceptee
2. Attend Induction/AP(E)L Day Course – book via WorldMAC Team
3. Ensure arrangements are in place for Preceptee to attend:
  - WorldMAC Induction/AP(E)L Day Course
  - Annual WorldMAC Mandatory Training

### On being appointed as a Practitioner:

#### 1<sup>st</sup> Session

1. Ensure you are familiar with local club induction & orientation
2. Meet with your ASSESSOR in the first week to set outcomes, identify learning needs, raise awareness of a personal CV/Portfolio

#### 2<sup>nd</sup> Session

1. Sign Learning Contract with ASSESSOR
2. Arrange regular meetings with ASSESSOR to review progress against personal CV/Portfolio
3. Confirm you are booked on and allocated time to update personal CV/Portfolio WorldMAC Induction/AP(E)L Session - 1 Day

#### Month 1 – 2

1. Meet with ASSESSOR once a week to review progress against personal CV/Portfolio
2. Confirm all areas of Induction are completed
4. Meet with ASSESSOR to discuss your progress

#### Month 3

1. Complete 1-2 month review with ASSESSOR
2. Confirm your aims & objectives are completed



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## Preceptors Preceptorship Framework Checklist (cont...)

### Month 3 (cont...)

3. If you have achieved preceptee outcomes:-
  - ensure progression with personal CV/Portfolio
4. If you have not achieved preceptee outcomes liaise with MP to:-
  - put action plan in place to support the achievement of outcomes and date set to review outcomes

### Month 4-5

1. Meet with MP once a month to review progress against personal CV/Portfolio

### Month 6

1. If outcomes achieved at 3 months ensure continuation with monthly meetings
2. If your outcomes were not achieved and increment was deferred:-
  - In conjunction with the ASSESSOR review action plan.
  - if action plan and outcomes achieved inform WorldMAC to update records
  - if action plan and outcomes not achieved follow WorldMAC Appraisal & Performance Capability Management Policy - no need to contact WorldMAC

### Month 10 – 11

1. Meet MP once a week to review progress against personal CV/Portfolio

### Month 12

1. Complete 6 Month review with ASSESSOR and WorldMAC official
2. If you have achieved your outcomes:-
  - WorldMAC Official to sign off in WorldMAC Handbook
3. If you have not achieved your outcomes liaise with MP to:-
  - inform WorldMAC to defer updating records
4. MP to complete evaluation and send to WorldMAC Team
5. Preparation for WorldMAC appraisal & attend annual Mandatory Induction/AP(EL)Day Course