

Guide for Reflective Debriefing

Employee Name: _____ Date: _____ Expected Date off Orientation: _____

This guide can help record new employee experiences, facilitate discussion, and help reflect on progress throughout orientation. It is designed to assist with developing and staying on track with the educational plan. This tool may be used weekly, or as often as needed, to evaluate new employee progress and should be completed when the preceptor and new employee are together.

	If need more experience/ Does not meet expectations Please describe the gap.	Describe actions or solutions to aid in overcoming the gap. What can I do to help you?	When is the target date for meeting this goal?
Tell me about the most interesting thing that has happened to you this week. Did you have an intense/uncomfortable moment this week? What happened?			
Tell me about a situation when you were caring for a patient or assisting someone, and you had an unexpected outcome. How did you handle this situation? What would you do differently in the future?			
Give me an example of a time that you had multiple patients/tasks needing you and how did you prioritize their care/need?			
What was your biggest accomplishment this week? Next week, I hope to achieve?			