

Transition of Training (Handoff)

The purpose of this handoff is to provide complete and accurate information about the status of training for a newly hired RN/LPN/DT when being trained by more than one primary preceptor.

Employee Name: _____ **Title:** _____ **Today's Date:** _____

Circle current week of training? **1** **2** **3** **4** **5** **6** **7** **8**

Skills Review

Place a (√) next to the skills the learner can safely perform with minimal assistance. The secondary preceptor partner will allow the learner to continue performing the skills identified and add additional skills according to the training schedule.

	Machine set-up		Medication Administration per role
	Machine break-down & disinfection		Patient Monitoring
	Principles of dialysis (Osmosis, Diffusion, etc.)		Documentation in Clarity
	Assess care		Lab Collection & Handling
	Access evaluation (DT) or Assessment (Nurses)		CVC Care
	Cannulation AVF/AVG		Coupling & Uncoupling

What specific tasks/concepts do you want the learner to focus on?

The Learner needs more practice with _____

The learner is doing very well with _____

Continue working on _____

Goal for the week.

S	
M	
A	
R	
T	

Goal Met? Yes No

Comments: _____
