

**NIDCAP Training Feedback Letter – Key Ingredients**

NFI Logo

Training Center Stationary,

Trainer's Name and Address

Date

Addressees(s) Name(s)

Addresses

Dear XXX,

Introductory Greeting

Detailed Summary of the NIDCAP Training Steps/Activities Accomplished in the Training Visit

- Bedside Observations performed and discussed
- Nursery Accomplishments (NNACP Updates) and Recommendations Discussed
- Feedback Sessions with the Trainees and with the Leadership

Expectations for Independent Work to be Accomplished and/or Transmitted to the Trainer before the Next Visit

Specific Plans for the Next Visit with Dates and Outline of Training Day Topics and Session Expectations

Signature

Name

CC: NICU Leadership of the NICU Receiving Training

NIDCAP Trainer's Training Center Director and, as indicated, Master Trainer