



MSc OCCUPATIONAL THERAPY (Pre-Registration)

Practice Placement 1 Assessment Document

September 2018

School of Health and Social Care
EDINBURGH NAPIER UNIVERSITY

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Summary page

Student Name	
Student Matriculation Number	
Practice Educator(s) Name(s)	1. 2.
Practice Educator Training Record 1	Date/Year last University Practice Education Event: University: RCOT APPLE Accredited Practice Educator: Yes/ No (circle as appropriate)
Practice Educator Training Record 2	Date/Year last University Practice Education Event: University: RCOT APPLE Accredited Practice Educator: Yes/ No (circle as appropriate)
Placement Area	
Overall Grade	PASS/FAIL (circle <u>one</u> only)
Placement Dates	From <input type="text"/> To <input type="text"/>
Placement Hours	
Placement Absences	Please record all absences from placement here with dates, and sign the 'Attendance Monitoring Declaration' at back of this Form

Practice Placement 1: Information and guidance for practice educators

Practice Placement 1 Duration

This placement is eight weeks' duration and 37.5 hours full-time. Students are expected attend 100% of the time allocated. However, students will normally be permitted a maximum of six days of approved absence to allow for unavoidable absences, such as ill health, which equates to a minimum attendance of 85%. This is to ensure that they can meet the learning outcomes of the module and that they have sufficient practice placement hours on graduation to register with the Royal College of Occupational Therapists. Please refer to the Practice Education Handbook for further details.

It is the *student's responsibility* to inform the practice educator and the programme lead if they will be absent from placement.

Practice Placement 1 Learning Outcomes

On completion of Practice Placement 1 it is expected that the student will be able to meet the following Learning Outcomes:

- LO1 Demonstrate understanding of the service context and related practice knowledge and the contribution of, and when to refer to, others when working with service users
- LO2 Demonstrate understanding of occupation in relation to the factors that influence service users' occupational performance and roles
- LO3 Consider occupation and the implementation of the occupational therapy process as a medium for facilitating change with a range of individuals and groups, considering the impact of socio-economic and cultural factors on practice
- LO4 Exhibit clinical reasoning ability by analysis and interpretation of appropriate information related to the person and the practice setting and determining when an intervention should cease or be adapted
- LO5 Develop relevant practice skills while demonstrating awareness of your continuing professional development and management of your own performance and the requirements of the Health Professions Council and Royal College of Occupational Therapists
- LO6 Develop written and verbal communication skills, professional interactions and self-responsibility within practice setting, understanding the importance of and obtaining informed consent

Practice-based learning support website

A website is under-development in order that Practice Educators can access information and paperwork required.

Checking student identity

Student identity must be confirmed at the start of each practice placement. To do this students should be requested to produce their Edinburgh Napier University matriculation card to the Practice Educator. Once the students' matriculation card has been checked, and identity confirmed the declaration should be signed to that effect (Appendix 1).

Monitoring student attendance during practice placement

In the event that a student has an authorised or unauthorised/unexpected absence from placement lasting for more than 48 hours, please inform the Practice Education Co-ordinator of this absence by e-mail immediately.

Practice Education Co-ordinator: Dr Dawn Drury – email D.Drury@napier.ac.uk

Practice Education Passport

Your student will be maintaining a 'Practice Education Passport' with a record of Placement Preparation Activities. This should be produced for your information at your first meeting.

Learning agreement

For every placement students are required to negotiate a 'learning agreement' in collaboration with their Practice Educator(s). This will normally be agreed by Week 2 of the Practice Placement, to allow time for the learning identified to be developed.

Reflective diary

It is expected that students will use a reflective writing as part of the learning process and in preparation for supervision sessions with their practice educator(s). This will often be recorded in a reflective journal, though students may have identified other methods of capturing their reflectivity, which they will share.

Portfolio of evidence

As part of their professional development students are compiling a portfolio as they develop through their degree. It is recommended that students share the portfolio with you on at least one occasion during the placement.

Supervision

Students should receive a minimum of one formal supervision session with their Practice Educator(s) each week. In emerging placement areas, where your day-to-day supervision maybe by another professional, a Practice Education Supervisor. They will contribute to the supervision session together with your Practice Educator. This may be by telephone, 'Skype' or another method, where this alternate to face-to-face meetings optimises the student experience of Practice Education.

Monitoring student's professional conduct during practice placement

Student's professional conduct should be continuously monitored during practice placement guided

Royal College of Occupational Therapists (2021) Professional Standards occupational therapy practice, conduct & ethics

Health and Care Professions Council (2016) Guidance on conduct and ethics for students

It is essential that you notify the University immediately if you have any concerns about a student's professional conduct, and/or professional behaviour. Please contact Dr Dawn Drury – email D.Drury@napier.ac.uk

How to complete the assessment form

You are requested to make a judgement about the student's performance in relation to what is reasonably expected of a student at this level of the programme, and not in comparison with a qualified occupational therapist. All of the Learning Outcome must be met for the student to pass the placement as a whole.

The placement is graded on a pass/fail basis.

The assessment form guides you through an appraisal of each learning outcome, where both you and the student can comment at midway and the final evaluation.

This is followed by the summary forms to be completed at midway and final evaluation points.

Midway Review

The review should be a discussion between the Practice Educator, the student, and (if appropriate) an additional Practice Education Supervisor, highlighting areas of progress across all Learning Outcomes. Areas requiring further development and priorities to be addressed in the second half of the placement should be highlighted, agreed, and documented in the development plan section of the Midway Review.

Written feedback should be documented by the Practice Educator and student relating to each Learning Outcome in the assessment form.

Pass/fail should not be determined at this stage. However it should be explained clearly to a student if they are at risk of failing the placement.

The midway review is intended to be constructive, and to encourage the development of individual strengths, as well as to give feedback in order for the student to develop their knowledge and skills.

It is expected that students will prepare for the midway review by completing the 'student's midway comments' sections for each Learning Outcome. Students have been advised by the University to be prepared to evaluate their own knowledge and skill development, and to consider any other issues relating to the placement with the Practice Educator. **The comments section must be signed and dated by the student.**

A midway contact should also be arranged by the student with a named University programme tutor, student and the placement educator to confirm progress

If you consider the student to be at risk of failing the placement, then you need make the student, and the University practice placement tutor aware of this at the earliest opportunity and no later than the midway review. This will enable support for both educator and student to be made available

Contact the Practice Education Co-ordinator: Dr Dawn Drury – email D.Drury@napier.ac.uk

Final Assessment

Guidance is given for grading pass/fail below.

As this is the first practice placement, it is anticipated students will require GUIDANCE and SUPPORT in order to achieve a pass grade for each learning outcome.

Written comments for each learning outcome and an overall summary must be provided along with a development plan for future practice. This should be dated and signed by the Practice Educator.

The final assessment should be constructive, and encourage the development of individual strengths as well as giving feedback aimed at developing the student's knowledge and skills

Students must pass all Learning Outcomes to pass the placement.

All criteria within each Learning Outcome must be passed to achieve an overall pass.

Mark a cross in each box to indicate if a pass/fail has been achieved.

Students must prepare for the final evaluation by completing the "student's comments" sections and be prepared to discuss these with the Practice Educator. Comments must be signed and dated by the student

Where possible, include feedback from service users, including advice to students

Service user comments

Students are encouraged to consider the service user's perspective on their performance as this is good professional practice.

This will always be a voluntary process for the service user.

The student should negotiate with you how they wish to receive service user feedback

Always discuss with your Practice educator before approaching a service user for feedback.

In some circumstances it may be more appropriate to gain feedback from carers, family members or other appropriate individuals rather than the service user, although it is recommended to seek this form the service user where possible.

Modifications

As part of the continual monitoring process this Assessment Record Document may be subject to modification or alteration. Therefore, check the webpage to ensure you have the most current version.

University Grade Descriptors: Practice Placement 1

Grade	Description
Pass	All criteria have been met
Fail Unsatisfactory performance or non-attendance	One or more criteria have not been met And/or: Demonstrates unprofessional behaviour and/or attitudes Demonstrates unsafe practice Demonstrates insufficient ability to communicate with and/or form/sustain professional relationships with others Demonstrates insufficient ability to problem solve, analyse, or evaluate Shows insufficient understanding of the application of theoretical principles and concepts to practice Demonstrates insufficient self- management skills More than six days of absence Where students who have approved Extenuating Circumstances are unable to achieve the attendance requirement of a practice module as a direct result of these circumstances, the placement will normally be discontinued and considered void at the point where minimum attendance cannot be achieved. In this situation, students would be required to repeat the module as a first attempt with the minimum attendance being achieved.

Pre-placement

Section for completion by the student

Prior to Practice Placement 1 you will have completed your Practice Preparation Module and Practice Education 'Passport'

You will have written/sent an introductory email to your practice educator.

You should write three personal goals for your placement. When writing these goals consider your learning needs, the experiences you have had in the past, pre-placement information, and your pre-placement letter sent to the clinical site. Make your goals 'SMART'. You should discuss these with your Practice Educator during your first supervision session.

Practice Placement 1 Personal Goals

1.

2.

3.

Signature of student

Date

Signature of practice educator/s

Date

Learning agreement / contract

For every placement students are required to negotiate a 'learning agreement' (contract) in collaboration with their Practice Educator(s). This will normally be agreed **by Week 2** of the Practice Placement, to allow time for the learning identified to be developed.

Use the box below to summarise your learning needs and the opportunities available to address these during this placement.

Learning agreement

Signature of student:

Date

Signature of practice educator/s:

Date

Learning outcome evaluation

Learning Outcome 1

Demonstrate understanding of the service context and related practice knowledge and the contribution of, and when to refer to, others when working with service users

- Demonstrates an understanding of the service area
- Demonstrates appropriate knowledge related to the service area
- Demonstrates appropriate knowledge of other professionals' roles who work with service users in the service area
- Demonstrates an understanding of when to refer to other professionals

Practice educator comments – Learning outcome 1

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Student's comments - Learning outcome 1

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Learning Outcome 2

Demonstrate understanding of occupation in relation to the factors that influence service users' occupational performance and roles

- Demonstrates an understanding of occupation in the context of service users' needs
- Demonstrates an understanding of occupation in relation to the performance and roles of service users

Practice educator's comments - Learning Outcome 2

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Student's comments - Learning outcome 2

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Learning Outcome 3

Consider occupation and the implementation of the occupational therapy process as a medium for facilitating change with a range of individual service users and groups, considering the impact of socio-economic and cultural factors on practice

- Shows consideration for how occupation and occupational therapy can facilitate change for a range of service users and their needs
- Shows consideration for the impacts of socio-economic factors on practice
- Shows consideration for the impacts of cultural factors on practice

Practice educator's comments- Learning Outcome 3

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Student's comments - Learning outcome 3

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Learning Outcome 4

Exhibit clinical reasoning ability by analysis and interpretation of appropriate information related to the service user and the practice setting and determining when an intervention should cease or be adapted

- Analyses and interprets information to show clinical reasoning ability, appropriate to Practice Placement 1
- Shows the ability (appropriate to Practice Placement 1) to reason that an intervention is complete
- Shows the ability (appropriate to Practice Placement 1) to reason that an intervention should be adapted

Practice educator's comments- Learning Outcome 4

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Student's comments - Learning outcome 4

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Learning Outcome 5

Develop relevant practice skills while demonstrating awareness of your continuing professional development and management of your own performance and the requirements of the Health Professions Council and Royal College of Occupational Therapists

- Shows practice skills appropriate to Practice Placement 1
- Shows an understanding of the need to continually develop
- Manages own performance in relation to the requirements of Health Professions Council and Royal College of Occupational Therapists

Practice educator's comments- Learning Outcome 5

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Student's comments - Learning Outcome 5

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Learning Outcome 6

Develop written and verbal communication skills, professional interactions and self-responsibility within practice setting, understanding the importance of and obtaining informed consent

- Demonstrates verbal skills appropriate to Practice Placement 1
- Demonstrates written skills appropriate to Practice Placement 1
- Demonstrates self-responsibility appropriate to Practice Placement 1
- Demonstrates professional interactions appropriate to Practice Placement 1
- Shows an understanding of the importance of informed consent
- Obtains informed consent appropriate to Practice Placement 1

Practice educator's comments- Learning Outcome 6

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Student's comments - Learning Outcome 6

(Comments to be recorded in preparation for the midway review and final evaluation)

Midway review comments

Final evaluation comments

Midway review

Please provide a summary of development of the student's knowledge and skills at the midway of the practice placement. Please record an agreed development plan for the second half of the placement.

Midway review summary

Development plan

Signature of practice educator

Date

Signature of student

Date

Final Evaluation

Learning Outcome 1

Demonstrate understanding of the service context and related practice knowledge and the contribution of, and when to refer to, others when working with service users

	Final assessment only	
Criteria:	Pass	Fail
Demonstrates an understanding of the service area		
Demonstrates appropriate knowledge related to the service area		
Demonstrates appropriate knowledge of other professionals' roles who work with service users in the service area		
Demonstrates an understanding of when to refer to other professionals		

Has the student achieved Learning Outcome 1? Yes/ No

Learning Outcome 2

Demonstrate understanding of occupation in relation to the factors that influence service users' occupational performance and roles

	Final assessment only	
Criteria:	Pass	Fail
Demonstrates an understanding of occupation in the context of service users' needs		
Demonstrates an understanding of occupation in relation to the performance and roles of service users		

Has the student achieved Learning Outcome 2? Yes/ No

Learning Outcome 3

Consider occupation and the implementation of the occupational therapy process as a medium for facilitating change with a range of individual service users and groups, considering the impact of socio-economic and cultural factors on practice

	Final assessment only	
Criteria:	Pass	Fail
Shows consideration for how occupation and occupational therapy can facilitate change for a range of service users and their needs		
Shows consideration for the impacts of socio-economic factors on practice		
Shows consideration for the impacts of cultural factors on practice		

Has the student achieved Learning Outcome 3?

Yes/ No

Learning Outcome 4

Exhibit clinical reasoning ability by analysis and interpretation of appropriate information related to the service user and the practice setting and determining when an intervention should cease or be adapted

	Final assessment only	
Criteria:	Pass	Fail
Analyses and interprets information to show clinical reasoning ability, appropriate to Practice Placement 1		
Shows the ability (appropriate to Practice Placement 1) to reason that an intervention is complete		
Shows the ability (appropriate to Practice Placement 1) to reason that an intervention should be adapted		

Has student the achieved Learning Outcome 4?

Yes/ No

Learning Outcome 5

Develop relevant practice skills while demonstrating awareness of your continuing professional development and management of your own performance and the requirements of the Health Professions Council and Royal College of Occupational Therapists

	Final assessment only	
Criteria:	Pass	Fail
Shows practice skills appropriate to Practice Placement 1		
Shows an understanding of the need to continually develop		

Has the student achieved Learning Outcome 5? Yes/ No

Learning Outcome 6

Develop written and verbal communication skills, professional interactions and self-responsibility within practice setting, understanding the importance of and obtaining informed consent

	Final assessment only	
Criteria:	Pass	Fail
Demonstrates verbal skills appropriate to Practice Placement 1		
Demonstrates written skills appropriate to Practice Placement 1		
Demonstrates self-responsibility appropriate to Practice Placement 1		
Demonstrates professional interactions appropriate to Practice Placement 1		
Shows an understanding of the importance of informed consent		
Obtains informed consent appropriate to Practice Placement 1		

Has the student achieved Learning Outcome 6? Yes/ No

Final evaluation – Practice Educator Summary

For completion by the practice educator

Please provide a brief summary of the student's placement experience at the end of placement, with a suggested development plan for next practice placement. Please write a maximum of five key learning and action development action points. There is a separate evaluation form to provide feedback on the experience of working with Edinburgh Napier University.

Final evaluation summary

Development plan

Signature of Practice Educator

Date

Final evaluation - Student Summary

For completion by the student

Please consider your placement experience overall and the development of your knowledge and practice skills. Please also comment on your development in relation to the learning outcomes for PP1. There is a separate evaluation form to provide feedback on the setting and the role of the University. You don't have to but we encourage you to discuss any issues arising with your educator in a professional manner.

Placement experience and development of knowledge and skills

Comments on learning outcomes

Signature of Student

Date

Service user comments

It is helpful the student's development to have your comments on your experience of working with them. Please consider what you found helpful about working with them, and areas they may wish to reflect on or develop.

To protect your identity and so that the student can keep your feedback, **please don't include personal information.**

Appendix 1

School of Health and Social Care MSc Occupational Therapy (Pre-registration) programme

Checking student identity and attendance monitoring during practice placements

Identity check

To enable an identity check –we have asked all students to show the Practice Educator (or Practice Education Supervisor) their Matriculation card. This card shows the photograph and name of the student.

All Practice Educators (or Practice Education Supervisors) are asked to sign the declaration below, to indicate that the photograph matches the student who has arrived on placement. Contact Dr Dawn Drury – email D.Drury@napier.ac.uk immediately if there is a discrepancy.

Attendance

We require that all students inform their Practice Educator (or Practice Education Supervisor) using the local service/team absence procedure. Absence must be reported to the University should they be unable to attend their placement on any given day. Where the student has an agreed absence from placement, we ask that the Practice Educator (or Practice Education Supervisor) informs the University of this arrangement within a 48 hour period.

In the event that a student has an unauthorised/unexpected absence from placement, we ask that the Practice Educator (or Practice Education Supervisor) informs the University of this absence immediately.

Practice Educator Declaration

I have seen the student's matriculation card and can confirm that the photograph on the card matches the student on practice placement.

I understand the actions I should take in the event of any student absence from practice placement.

Name of Student:	
Programme of Study: MSc Occupational therapy (Pre-registration)	Practice Placement Number: PP1; PP2; PP3; PP4 (<i>circle as appropriate</i>)
Placement Site	Dates of practice placement:
Practice Educator signature:	Date:

