

### OCCUPATIONAL THERAPY PRACTICE EXPERIENCE 1 (MSc Pre-Registration) ASSESSMENT

Student Name:		
Student ID:		
Final Grade:		
<b>Total Hours Completed:</b> (Includes study time, but not lunch breaks or Bank Holidays)	PART A - CAMPUS	PART B – PRACTICE-BASED LEARNING

The completed assessment booklet MUST be submitted by the student to the relevant module Blackboard site AND by the educator to otpblsubmission@shu.ac.uk

This assessment paperwork was developed in partnership with practice educators and students at Sheffield Hallam University.

Thank you to them all for their contributions.

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PRACTICE-BASED LEARNING DETAILS		
Student Name		
Practice Educator		
Client Group		
Practice-Based Learning Provider		
Address		
Telephone Number		
Academic Advisor		
Dates of Practice-Based Learning		

### ADDITIONAL CONTACTS/SUPPORT

Katherine Garvey	Louise Tarry
BSc Practice-Based Learning	Quality Assurance Coordinator
Coordinator	I.tarry@shu.ac.uk
k.garvey@shu.ac.uk	
	BSc Practice-Based Learning

### PRACTICE-BASED LEARNING ATTENDANCE AND ABSENCE

You are expected to attend 100% of your allocated practice-based learning.

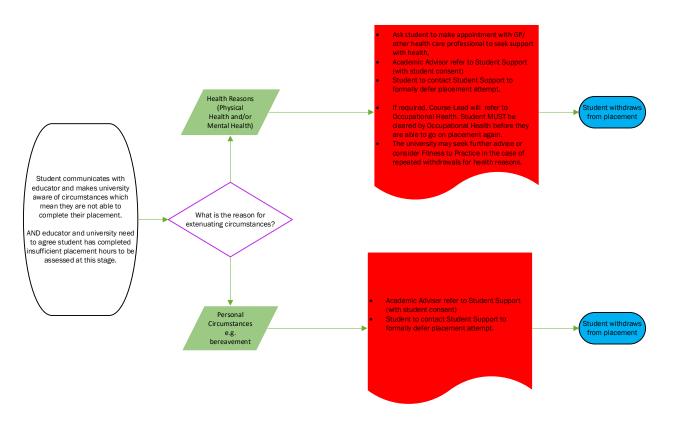
If you are absent from practice-based learning you should report it directly to the university using this form AND telephone your Practice Educator. It is essential that sickness/absence is recorded.

Further details about attendance and absence are on the <u>SHU Occupational Therapy Practice-Based Learning Website</u>.

Please see the Extenuating circumstances policy below.

### Sheffield Hallam University

### Occupational Therapy Extenuating Circumstances Policy



Updated August 2023 Sarah Lacey

### **MODULE AIM**

The aim of this module is for you to give you a foundation in practice-based learning which will give you the opportunity to apply the knowledge gained in the course so far across the RCOT four pillars of practice, with the close support of a practice educator.

By the end of the module, you will be able to:

- 1. Observe and participate in assessment, decision making, and interventions in that area of practice, with support from practice educator.
- 2. Demonstrate interpersonal skills, including a range of communication skills and an ability to work with others, with support from practice educator.
- 3. Demonstrate professional behaviour and safe practice, including reflection, and organisational skills, showing an ability to identify own learning needs, with support from practice educator.

### PRACTICE-BASED LEARNING RELATONSHIP TO ACADEMIC MODULES

These are the modules that students engage in at level 4. This gives educators a broad idea of the content that is covered in the first year of the Occupational Therapy course.

### Core Professional Understanding and Identity Occupational Therapy Foundations - Developing

Students will develop introductory knowledge and understanding of the profession and its underpinning concepts and challenges, as well as basic principles and skills for practice.

### Broad content:

- Introducing Occupational Therapy and its professional scope
- History of occupational therapy in the context of medicine, practice and social justice
- Defining occupational therapy, occupational science and meaningful occupation
- Occupational therapy models, frames of reference and process
- Overview of systems, conditions, neurology, mental health and development including social determinants and lifespan changes
- Principles for information gathering and applying assessment, goal setting, evaluation and outcomes
- Clinical reasoning

# Practice Experience 1 PART A and PART B

Occupational

Application of

Occupational Therapy Core Skills -

S

herapy

Students will develop their knowledge of occupational performance and analysis across the lifespan and the application of a range of assessments and occupational therapy approaches.

Students will develop their understanding of the causes and impact of occupational challenges and develop and apply their occupational therapy informed clinical reasoning to assess and engage in occupation that promotes health and wellbeing.

### Broad content:

 Theory, evidence, assessment, intervention, and evaluation in physical settings (including paediatrics, stroke, neurology, hand therapy), and in mental health settings (including children, adults, dementia, learning disabilities, and social prescribing).

# Practice Experience 2

# Research Methodologies

Evaluating

Students will apply knowledge of research theories and methods in order to critically evaluate research paradigms and evidence for practice.

### Broad content:

- Research paradigms
- Research context
- Research question development
- Research methods
- Systematic literature review
- Data collection
- Methods of data analysis
- Ethics and research governance
- Service user involvement in research
- Inclusive perspectives of research
- Proposal development

### MANDATORY TRAINING REQUIREMENTS

Before a student can be cleared for practice-based learning they must attend and complete mandatory training. Details of this can be found on the <u>Occupational Therapy Practice-Based Learning website</u>. This includes:

Method of Training	Modules Completed	Minimum Frequency
E-Learning	Data Security Awareness Level 1	Yearly
	Fire Safety Level 1	1 <sup>st</sup> year and 3 <sup>rd</sup> year
	Equality, Diversity and Human Rights Level 1	1 <sup>st</sup> year
	Prevent Radicalisation – Basic PREVENT Awareness	1 <sup>st</sup> year
	Conflict Resolution Level 1	1 <sup>st</sup> year
	Health, Safety and Welfare Level 1	1 <sup>st</sup> year
	Infection Prevention and Control Levels 1 and 2	1 <sup>st</sup> year and 2 <sup>nd</sup> year
	Resuscitation Levels 1 and 2	1 <sup>st</sup> year and 2 <sup>nd</sup> year
	Moving and Handling Level 1	1 <sup>st</sup> year
	Safeguarding Adults Levels 1 and 2	1 <sup>st</sup> year and 2 <sup>nd</sup> year
	Safeguarding Children Levels 1 and 2	1 <sup>st</sup> year and 2 <sup>nd</sup> year
Practical Training	Basic Life Support	Yearly
	Manual Handling Students are given a certificate with full details of training contents they can share on request	Every 18 months

## PART A – CAMPUS PLACEMENT

Name of Student	RACTICE-BASED LEAF	Name of Practice	Sheffield Hallam University
Name of Stauent		Educator	Shemeta Hallath Offiversity
Name of		Dates of Practice-	
Academic Advisor		Based Learning	
		8	
Practice-Based	Sheffield Hallam University	Practice-Based	
Learning Setting		Learning Hours	
There are factors that			
that might impact on			
my practice-based			
learning.			
E.g., learning needs,			
family/social circumstances, at risk			
of discrimination			
linked to protected			
characteristics,			
previous experiences			
which may be relevant			
in this setting e.g.			
bereavement.			
zer eur ennemer			
I need this support			
and/or these			
adjustments:			
Please detail who will			
be responsible for			
these.			
Date agreed:			
Student signature:			
University signature:			
o zo.o.c, o.g.i.aca.c.			

### PRACTICE-BASED LEARNING OBJECTIVES PART A

These should be completed by the student at the start of PART A campus placement and should focus on knowledge, skills, and behaviours you want to develop during the campus learning experience.

SMART learning objectives Please refer to assessment criteria and aim to set objectives around professional conduct AND professional practice	Resources Required e.g., reading, shadowing opportunity, appropriate service user	Date Set	Evidence provided by student to demonstrate learning objective has been met	Date Met
Date signed off: Student signature:				
Educator signature:				

### LEARNING RECORD PART A- WEEK 1

To be completed and signed by student based on debriefs and group supervision this week.

What did you learn about your	
own knowledge, skills, and	
behaviours?	
What did you learn about the	
Occupational Therapy process?	
What did you learn about this	
practice area?	
process of the control of the contro	
Detail any feedback you were	
given this week:	
given and week.	
Outcomes of reading/research:	
Outcomes of reading/research.	
Charlent bealth and wallbaire.	
Student health and wellbeing:	
Prompt – please speak to a placement facilitator, your	
Academic Advisor or Practice	
Learning Coach if you are having	
any issues or are concerned.	
What would you like to achieve	
next week?	
Aim for these to link to overall	
learning objectives	
,	
Date:	
Student signature:	
Stauciit Signature.	

### LEARNING RECORD PART A- WEEK 2

To be completed and signed by student based on debriefs and group supervision this week.

What did you learn about your	
own knowledge, skills, and	
behaviours?	
What did you learn about the	
Occupational Therapy process?	
Cocapacional merapy process.	
What did you learn about this	
practice area?	
practice area:	
Detail any feedback you were	
given this week:	
Outcomes of reading/research:	
Student health and wellbeing:	
Prompt – please speak to a	
placement facilitator, your	
Academic Advisor or Practice	
Learning Coach if you are having	
any issues or are concerned.	
What would you like to achieve	
next week?	
Aim for these to link to overall	
learning objectives	
Date:	
Student signature:	

### LEARNING RECORD PART A- WEEK 3

To be completed and signed by student based on debriefs and group supervision this week.

What did you learn about your	
own knowledge, skills, and	
behaviours?	
What did you learn about the	
Occupational Therapy process?	
,.	
What did you learn about this	
practice area?	
practice area.	
Datail any faodhack you ware	
Detail any feedback you were given this week:	
given this week.	
Outcomes of reading/research:	
Student health and wellbeing:	
Prompt – please speak to a	
placement facilitator, your	
Academic Advisor or Practice	
Learning Coach if you are having	
any issues or are concerned.	
What would you like to achieve next week?	
Aim for these to link to overall	
learning objectives	
rearring objectives	
Data	
Date:	
Student signature:	

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# PART B – PRACTICE-BASED LEARNING

### STUDENT PREPARATION FOR PART B- PRACTICE-BASED LEARNING

Before you start your practice-based learning please complete the following:

Strengths – what skills did you develop in PART A and what did you enjoy?	
Areas for development – what skills do you still need to develop from PART A and what did you find difficult?	
Learning objective ideas for PART B (practice-based learning).	
Learning needs and reasonable adjustments considered and discussed with university (if required).	
These will need to be negotiated and agreed between Student and Practice Educator prior to practice-based learning or as early as possible.	

### STUDENT INDUCTION PART B

	Date	Student signature
Orientation to team and workplace		
Named person to go to with difficulties.		
Relevant emergency numbers and procedures		
Policies and procedures including:  - Incident reporting - Health and safety - Manual handling - Infection control - Fire - Bullying and harassment - Equal opportunities		
Expectations of professionalism in this setting e.g., use of mobile phones, dress code.  Contact details for university and name of Academic Advisor provided to Practice Educator.		

PRACTICI	E-BASED LEARNING AGREEMENT PART B	
Name of Student	Name of Practice Educator	
Name of	Dates of Practice-	
Academic Advisor	Based Learning	
Practice-Based	Practice-Based	
Learning Setting	Learning Hours	
There are factors		
that that might		
impact on my		
practice-based		
learning.		
E.g., learning needs,		
family/social		
circumstances, at		
risk of discrimination		
linked to protected		
characteristics,		
previous experiences		
which may be		
relevant in this		
setting e.g.		
bereavement.		
I need this support		
and/or these		
adjustments:		
Please detail who		
will be responsible		
for these.		
Date agreed:		
Student signature:		
Educator signature:		

### PRACTICE-BASED LEARNING OBJECTIVES PART B

These should be completed by the student at the start of PART B practice-based learning and negotiated with the Practice Educator.

SMART learning objectives Please refer to assessment criteria and aim to set objectives around professional conduct AND professional practice	Resources Required e.g., reading, shadowing opportunity, appropriate service user	Date Set	Evidence provided by student to demonstrate learning objective has been met	Date Met
Date signed off: Student signature:				
Educator signature:				

### SUPERVISION RECORD PART B - WEEK 1

Feedback and learning outcomes from PART A:	
Reflection: You may want to reflect on a FEELING you had in your first week e.g., nervousness.	
Case discussion (if applicable).	
Case discussion (if applicable):	
Feedback:	
Outcomes of reading/research:	
Student health and wellbeing:	
J	
Goals and actions for next week:	
Aim for these to link to overall	
learning objectives	
Date:	
Student signature:	
Educator signature:	

### SUPERVISION RECORD PART B- WEEK 2

	, ,	
Goals and actions from last week:		
Reflection:		
Case discussion (if applicable):		
Feedback:		
Outcomes of reading/research:		
Student health and wellbeing:		
Goals and actions for next week: Aim for these to link to overall learning objectives		
Date:		
Student signature:		
Educator signature:		

### SUPERVISION RECORD PART B - WEEK 3

Goals and actions from last week:	
Reflection:	
Case discussion (if applicable):	
Feedback:	
Outcomes of reading/research:	
Student health and wellbeing:	
Goals and actions for next week: Aim for these to link to overall learning objectives	
Date:	
Student signature:	
Educator signature:	

### SUPERVISION RECORD PART B - WEEK 4

To be completed	and signed by student, and vermed by Fractice Educator
Goals and actions from last week:	
Reflection:	
Case discussion (if applicable):	
Feedback:	
Outcomes of reading/research:	
Student health and wellbeing:	
Goals and actions for next week: Aim for these to link to overall learning objectives	
Date:	
Student signature:	
Educator signature:	

### **ASSESSMENT**

**PART A** Students will meet set competencies and receive brief formative feedback from the Campus Facilitators. They should complete the Student Preparation Form for PART B before the practice-based learning component.

PART B Students will have their final (summative) assessment ONLY. Practice Educators should refer back to the competencies completed and feedback provided in PART A.

### **DEFINITIONS OF TERMS**

Practice Educators please use these definitions to aid your understanding of the pass criteria.

Not met	Requires continual support or prompting for tasks, is unable to respond to constructive criticism, is unable to generalise knowledge across contexts, and does not demonstrate safe practice or professional conduct.  N.B Working at this level results in a fail grade for any practice-based learning experience.  See 'Areas of Concern' policy, and ensure the university are involved.
First practice- based learning experience - 1st year BSc - LEVEL 4	Awareness of and able to implement with <b>DIRECT SUPPORT AND EXPLICIT INSTRUCTIONS</b> e.g., is aware of different communication styles and can address these when educator gives clear instruction of changes required. Able to evaluate own performance through direct feedback and questioning. Uses role modelling from Practice Educator to practice skills. When given support, can exhibit safe practice.  KEY WORDS: basic knowledge and comprehension of, observe, identify, demonstrate, understand, and discuss aspects of practice-based learning experience.
Second and third practice-based learning experiences - 2nd year BSc - LEVEL 5	Demonstrates working knowledge and skill, and can implement with <b>GUIDANCE</b> , and with minimal/indirect support (e.g., questioning in supervision).  Reflects on own practice with some assistance and seeks out support to fill gaps in knowledge and experience. Practice Educator monitors the student for areas they may need support, and offering this as they or student feels necessary.  Can apply what is learned from one setting to another through discussion. Needs periodic prompting or support, and with this guidance can demonstrate safe practice.  KEY WORDS: discuss, evaluate, clinical reasoning, develop and maintain, apply, summarise aspects of practice-based learning experience.
Final practice-based learning experience - 3rd year BSc - LEVEL 6	Student is applying and implementing learning <b>INDEPENDENTLY</b> and needs very little prompting (dependant on practice area).  Student demonstrates safe practice and requests guidance and support appropriately.  Student is aware of their own strengths and areas for development and works safely within this. Actively looks for learning opportunities.  Able to apply prior knowledge to new circumstances.  Questions and develops practice via reflection, combining information from different sources to synthesise and evidence their learning.  Consistently demonstrates the capacity to work safely and independently within the practice area. <u>KEY WORDS:</u> Assess and manage, competence, synthesise, determine appropriate actions through clinical reasoning, monitor and review, evaluate and critically analyse aspects of practice-based learning experience.

### PART A- HALF-WAY (FORMATIVE) ASSESSMENT

For further detail please refer to <u>HCPC Standards of Proficiency</u> and the final assessment marking criteria.

Students will also have a completed and signed campus placement competencies sheet to confirm the competencies they have gained during this part of the practice-based learning experience.

A **WORKING TOWARDS A PASS** grade should be awarded if a student is achieving or working towards achieving the module learning outcomes and is performing well in all areas.

A **REQUIRES IMPROVEMENT** grade should be awarded if a student is achieving or working towards achieving most module learning outcomes, and is performing well in most areas, but there are concerns related to a specific competency. The Areas of Concern Policy will have been followed and additional support provided if required.

A **CURRENTLY FAILING** grade should be awarded if a student is unable to achieve the module learning outcomes, because of unsatisfactory performance, with significant weaknesses in one or more areas. The Areas of Concern Policy will have been followed and additional support provided.

Comments will be provided by the campus facilitators to support the grading of performance.

	WORKING TOWARDS A PASS	REQUIRES IMPROVEMENT	CURRENTLY FAILING
Professional Conduct			
Professional Practice			
Campus Facilitator Feedback:			
Student Comments:			
Action Plan for Second Half			
of Practice-Based Learning			
Experience			
	Please also complete Studen	nt Preparation for Practice Base	d Learning PART B
Date:			
Student signature:			
Educator signature:			

### PART B- FINAL (SUMMATIVE) ASSESSMENT

For further detail please refer to HCPC Standards of Proficiency

A PASS grade should be awarded if a student has achieved the learning outcomes and has consistently performed well in all areas. If they have not had opportunity to demonstrate a skill, due to the practice-based learning setting, they should not be penalised for this. Please indicate clearly if the student has <u>exceeded expectations</u> and worked above the pass criteria.

A FAIL grade should be awarded if a student is unable to achieve the module learning outcomes, because of unsatisfactory performance, with significant weaknesses in one or more areas. A FAIL in any section of the final report will constitute an overall failure of the practice-based learning experience. The university must have been involved and should be present for any fail at final report.

Failure of the practice-based learning experience means that it will have to be repeated and the student will be assessed again against the same criteria. A second failure will require the student to withdraw from the programme.

Comments must be written to support the PASS/FAIL grading of performance.

### PROFESSIONAL CONDUCT – FINAL REPORT



		Knowledge Applied
	PASS	FAIL
SCOPE OF PRACTICE	Aware of own scope of practice, an practices safely within this with dire support and/or explicit instructions, including ability to manage own wor and resources effectively. With diresupport recognises gaps in own ski knowledge and seeks development opportunities.	understand own scope of practice and to practice safely within this, and/or to manag own workload and resources effectively appropriate to the practice-based learning setting. Requires continual support or
LEGAL AND ETHICAL BOUNDARIES	Demonstrates ensures professiona suitability through high standards of conduct with direct support and/or einstructions.	f ensure professional suitability and high
HEALTH AND WELLBEING	Aware of basic health and wellbeing strategies to maintain standard of fi to practice. May require direct supp and/or explicit instructions to demonthis.	itness maintain own health and wellbeing and/or to implement strategies to maintain
CULTURE, EQUALITY AND DIVERSITY	Aware of the impact of culture, equality, and diversity on practice, and with direct support and/or explicit instructions practices in a non-discriminatory and inclusive manner.  Requires continual support or precognise the impact of culture, and diversity on practice, and diversity on practice, and diversity on practice in a non-discriminatory inclusive manner.	
CONFIDENTIALITY	Demonstrates confidentiality, and a of the basic principles of data gover May require direct support and/or e instructions to implement this.	rnance. maintain confidentiality and implement the
RECORD KEEPING	Aware of the need for clear, and ac records, and maintains records in accordance with legislation and gui with direct support and/or explicit instructions.	maintain clear, and accurate records,
SAFE PRACTICE	Aware of relevant health and safety legislation and local procedures to safely, manage risk, and maintain the safety of themselves and others. We require direct support and/or explicit instructions to demonstrate this.	work apply and implement relevant health and safety legislation and local procedures to work safely, and/or to manage risk, and/or
COMMENTS:		
Date:		Educator signature:

### PROFESSIONAL PRACTICE - FINAL REPORT



		Knowledge Applied
	PASS	FAIL
PROFESSIONAL JUDGEMENT	Aware of the need for professional judgement to justify own decisions an actions. May require direct support or explicit instructions to demonstrate the	is.
COMMUNICATE EFFECTIVELY	Aware of the need for effective and flexible communication skills, with set users, colleagues, and others. May require direct support and/or explicit instructions to demonstrate this. Incluservice user feedback if possible.	colleagues, and/or others.
WORK WITH OTHERS	Demonstrates ability to work in partnership with service users, carers colleagues, and others, both individuand in groups.	
REFLECTION	Uses reflection to question and expar own practice. May require direct sup or explicit questioning to support this.	port understand the value of reflective practice or to use reflection to support learning.
HEALTH PROMOTION	Aware of the role of OT in health promotion and preventing ill health, a with direct support and/or explicit instructions enables individuals to pla part in managing their own health, as appropriate to practice setting.	and/or to enable individuals to manage their own health.
QUALITY OF PRACTICE	Aware of the need to ensure the qual own practice through engaging in evidence-based practice, and quality assurance. May require direct suppo and/or explicit instructions to demonstrate this.	engage in evidence-based practice, and/or quality assurance.
OCCUPATIONAL THERAPY KEY CONCEPTS AND KNOWLEDGE BASE	Basic awareness of Occupational The theory and knowledge as appropriate practice setting. May require direct support and/or explicit instructions to demonstrate application of this knowledge.	
KNOWLEDGE AND SKILLS FOR PRACTICE	Basic awareness of knowledge and s for practice. Can gather information, assess, set goals, plan intervention, deliver intervention, and evaluate outcomes, as appropriate to the pracsetting, with direct support and/or expinstructions.	gather information, assess, set goals, plan intervention, delivers intervention, and/or evaluate outcomes in the practice setting.
COMMENTS:		
Date:	Educat	tor signature:

### **OVERALL FEEDBACK- FINAL REPORT**

<b>Sheffield</b>
<u>H</u> allam
<u>University</u>
Knowledge Applied

Practice Educator Feedback – Student's Strengths:	
Aim to identity at least three strengths.	
Clearly identify here is the <u>student has</u> <u>exceeded expectations</u> and worked above the pass criteria.	
Practice Educator Feedback – Student's  Areas for Development:	
Aim to identity at least three areas for development.	
Practice Educator General Comments:	
Student Comments:	
You may find it helpful to reflect on the areas of development for your future practice that have been identified and consider how you might address these.	
Date:	
<b>Student signature:</b> I received this assessme Practice Educator.	nt report the date above and have read and discussed this with my
Educator signature:	
Professional Qualification(s): Date of last Educator update:	

### PRACTICE-BASED LEARNING CONTACT HOURS

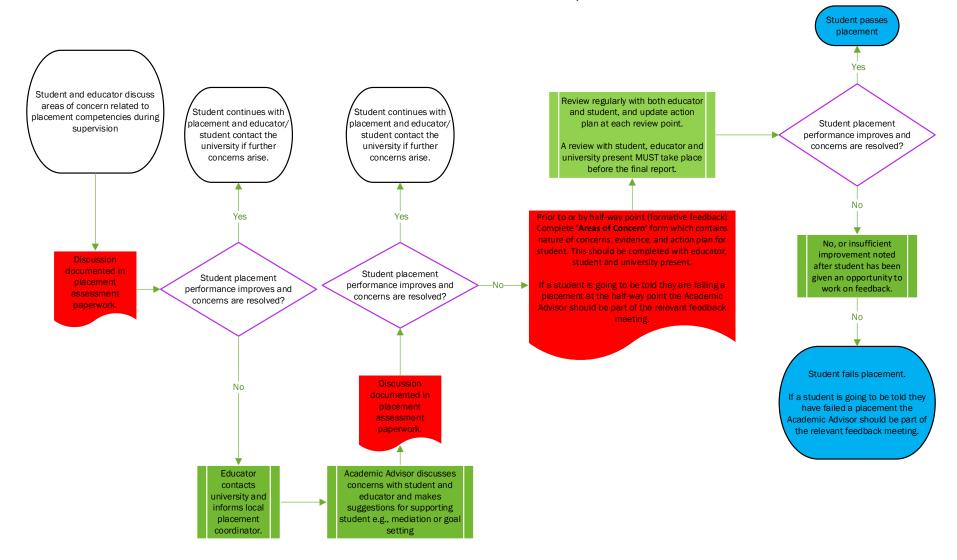
To be completed and signed by student and verified by Practice Educator.

**N.B** Study time (of up to 3.5 hours a week) is included. Lunchbreaks, and time off for appointments, interviews etc are not included.

Week	Hours	Student's signature	Educator's signature
PART A – Week 1			
PART A – Week 2			
PART A – Week 3			
PART A – Week 4			
PART B – Week 1			
PART B – Week 2			
PART B – Week 3			
PART B – Week 4			

### **RECORD OF AREAS OF CONCERN**

### Please follow the Areas of Concern Policy below.



Updated August 2023 Sarah Lacey

Only complete this section if concerns have been raised regarding students' progress.

Details of concern and/or discussion:	Date discussed:	Date university contacted (if applicable):

### SERVICE USER FEEDBACK FORM (should be printed for distribution as needed)

We are interested in hearing your opinion on how the student has worked with you. The pupil will learn more thanks to your comments. Your feedback will not affect your work or relationship with your Occupational Therapist.

### Thank you.

I am a service user:	I am a car	er/relat	ive:				
How good was the student at the following:							
Being polite		**	$\odot$	==	<u>:</u>	(F)	
Making you feel at ease		**	$\odot$	<u>-</u>	<u>:</u>	(F)	
Listening to you		**	$\odot$	==	<u>:</u>	(F)	
Respecting you		<b>(*)</b>	$\odot$	==	<u>:</u>	(F)	
Explaining what they were doing		**	$\odot$	<u>-</u>	<u>:</u>	(7.5)	
Assessing what you needed and helping you		**	$\odot$	==	<u>:</u>	(F)	
Is there anything the student did particularly well?							
Is there anything they could improve on next time?							

### MDT FEEDBACK FORM (should be printed for distribution as needed)

We are interested in hearing your opinion on how the student has worked with you. Your comments will be used as part of the student's practice-based learning assessment. This feedback can be anonymous if you would prefer, please let the student's educator know if this if your preference.

My job role is:						
How good was the student at the following:						
	Above expectations	Met my expectations	Below my expectations	Unacceptable level of performance		
Communication						
Professional behaviour						
Understanding of your job role						
Understanding of Occupational Therapy role						
Initiative and motivation						
Is there anything the student did particularly well?						
Is there anything they could improve on next time?						