

Appendix 8: Guidelines for Completing Trinity College Dublin Practice Education Assessment Forms



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The assessment form must be completed at **two points in time** across the placement; half-way through the placement (for example; end of week 1 of 2 week placement or end of week 5 of the 11 week placement) and on the final day of placement.

The Timelines and Expectations Document should be used in collaboration with the assessment form to support the Practice Educator in exploring where the student should be at in terms of the competency at the point of assessment.

The Half-Way Assessment:

At the half-way point in the placement, the Practice Educator must indicate whether the competencies are either; 'Not Evident', 'Emerging', 'Evident' or 'Enhanced'. A description of these ratings are highlighted in the box below:

NOT COMPETENT	COMPETENT
NOT EVIDENT = This competency was not demonstrated.	EVIDENT = Competency consistently demonstrated.
EMERGING = This competency was demonstrated but not consistently/satisfactory.	ENHANCED = Competency consistently demonstrated. Performance is of high standard.

The Practice Educator is required to place a tick in the box that best reflects where the student is at in terms of their demonstration of each of the competencies on the form.

A space is provided at the end of each of the five Competency sections for additional comments. (*This does not apply to first year assessment form whereby there are 8 general competencies only). In these spaces provided the Practice Educator and Student can provide an overview of strengths and limitations in relation to the named competency area. Both parties can also list strategies agreed to address named limitations (where necessary).

Furthermore, the 'Half-way Formative Assessment' Section (at the beginning of the assessment form) must also be completed by both the Practice Educator and the Student. The section entitled: 'Summary of Practice Educator's Comments and Feedback' must be completed by the Practice Educator and should provide comments and feedback about the student's overall performance of the competencies at the half-way point. Again, this section is useful for highlighting strengths; limitations; strategies agreed to address named limitations; goals for latter half of placement etc. The student must then complete the section entitled: 'Student's Comments and Feedback'.

This section must then be signed and dated by both the practice Educator and Student on the date of completion.

Please Note: At the Half-way assessment point, if the student is achieving a 'Not Competent' grade (i.e. marked in the 'Not Evident' or 'Emerging' boxes) and there is a concern that the student may be struggling on the placement to demonstrate the competencies, the Practice Education Team in the Discipline of Occupational Therapy should be contacted immediately for discussion and support.

The Final Assessment:

At the final assessment stage, the Practice Educator is required to place a tick in the box that best reflects where the student is at in terms of their demonstration of each of the competencies on the form.

Please note that a student must achieve a 'competent grade' (i.e. either 'Evident' or 'Enhanced') in **ALL** competency areas at the final assessment in order to reach an **overall competent grade** in his/her placement.

A space is provided at the end of each of the Competency sections for additional comments. In these spaces provided the Practice Educator can provide an overview of strengths and areas requiring development in relation to the named competency area.

The 'Final Formative Assessment' section must also be completed by both the Practice Educator and the Student. The Section entitled: 'Summary of Practice Educator's Comments and Feedback' must be completed by the Practice Educator and should provide comments and feedback about the student's overall performance of the competencies on the placement. The student must then complete the section entitled: 'Student's Comments and Feedback'.

Pages 1 and 2:

Furthermore, page 1 and page 2 of the assessment form must also be fully completed at the final assessment stage.

On page 1 The Practice Educator must complete the following:

- Details of placement site and practice educator/student details
- Numbers of days the student was absent from placement (if applicable)
- **Total number of placement hours** completed
- **Overall level of achievement.** The Practice Educator must tick **the 'Competent' box** (i.e. all competencies have been met by an 'Evident' or 'Enhanced' grade at the final assessment) or the **'Not Competent' box** (i.e. all competencies have not been met (1 or more competencies have been rated as 'Not Evident' or 'Emerging' at the final assessment).

*Please complete and sign page 1 at the end of the placement.

On Page 2 the Student Hours Log must also be completed by both the Practice Educator and the Student. The student should log their hours weekly over the course of the placement in order to ensure that there is no query at the final assessment. The Practice Educator should sign off on the hours recorded on a weekly basis. Details relating to leave (if any) and public holidays should also be recorded on page 2.

Submission of Assessment Form:

The assessment form must be posted to the Practice Education Coordinator **within 5 working days** of completion of the placement. Medical Certificates (if any) and “Use of Study Time” Records should be included (where relevant).

If you require further information regarding the completion and/or submission of the Practice Education Assessment Forms please refer to the Practice Education Handbook and/or contact persons listed below:

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