

COMPLETING ASSESSMENT FORMS WITH UNDERGRADUATE DIETITIANS

1. Student - draft a form

A student must draft relevant sections of an assessment form, to include assigning *yes*, *no*, or *not applicable* to proficiencies. The assessment of proficiencies is supported by:

- Patient cases
- Reflection logs
- 5-minute feedback forms
- Situations that were directly observed by a Practice Educator

The student must email the draft form to all Practice Educators involved during the block of placement, one working day before the meeting to discuss it.

2. Practice Educator - review the draft

Practice Educators who trained the student during the period represented by the assessment form, should add comments to the form. The Practice Educator that trained the student most often or most recently is best placed to assign *yes*, *no*, or *not applicable* to proficiencies. The decision to assign *yes*, *no*, or *n/a* should principally be based on the **5 days** of practice before the form is completed.

The Practice Educator discussing the form with a student should mark (e.g. with an asterisk) notable proficiencies that need specific attention during the meeting, such as those indicating:

- **Progress** e.g. recognise progress with a proficiency they were working particularly hard on
- **Disagreement** e.g. student has assigned *yes* and educator has assigned *no*
- **Regression** i.e. proficiency was a *yes* and has become a *no*
- **Struggle** i.e. proficiency that has not improved despite repeated opportunities to practise it

Identifying a select number of proficiencies in advance will make the discussion clearer and shorter. Meetings to discuss assessment forms should be no more than 20-30 minutes long.

3. Student and Practice Educator - meet

The Practice Educator(s) must bring the draft assessment form to the meeting. Summarise overall progress and dedicate most of the time to the proficiencies that need particular attention.

4. Student and Practice Educator - sign

A student must make any requested amendments to the form within one working day. The form must be signed by hand or e-signature and uploaded to Trinity Blackboard.