

## Appendix 9: Guidelines for Completing Trinity College Dublin Practice Education Assessment Forms



### Guidelines for Completing Trinity College Dublin Practice Education Assessment Forms

The assessment form must be completed at **two points in time** across the placement; half-way through the placement, with the exception of the 1<sup>st</sup> year assessment form (for example; 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
<b>NOT EVIDENT</b> = This competency was not demonstrated.	<b>EVIDENT</b> = Competency <b>consistently</b> demonstrated.
<b>EMERGING</b> = This competency was demonstrated but not consistently/satisfactory.	<b>ENHANCED</b> = Competency <b>consistently</b> 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 with the exception of the First Year 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 completed, signed and dated by both the Practice Educator and Student on the date of the half-way assessment and cannot be completed and/or signed at a later stage. This means that all parties must engage in adequate assessment-related preparation in advance of the half-way assessment; engage in detailed discussions during the half-way assessment and ensure that adequate time is put aside on the day of the half-way assessment to finalise all comment sections and sign-off. If there are any concerns regarding the completion and/or sign-off of the half-way assessment this should be flagged with the college-based Practice Education Team in advance of the half-way assessment or during the half-way assessment so that adequate and timely support and assistance can be provided.*

**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 and Student can provide an overview of strengths and areas requiring development in relation to the named competency area.**

The 'Final Formative Assessment' section on 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. **This section is useful for highlighting strengths; limitations; strategies agreed to address named limitations; considerations for future placements/professional work etc.** The student must then complete the section entitled: 'Student's Comments and Feedback'.

*\*\*\*This section must then be completed, signed and dated by both the Practice Educator and Student on the date of the final assessment and cannot be completed and/or signed at a later stage. This means that all parties must engage in adequate assessment-related preparation in advance of the final assessment; engage in detailed discussions during the final assessment and ensure that adequate time is put aside on the day of the final assessment to finalise all comment sections and sign-off. If there are any concerns regarding the completion and/or sign-off of the final assessment this should be flagged with the college-based Practice Education Team in advance of the final assessment or during the final assessment so that adequate and timely support and assistance can be provided.*

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 note that if the student receives a 'Not Competent' grade, a member of the Practice Education Team in the Discipline of Occupational Therapy should be present when this grade is given.

\*Please complete and sign page 1 at the end of the placement. **This sign-off is essential in the completion of the assessment process.**

**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, in line with accreditation and monitoring purposes. Details relating to leave (if any) and public holidays should also be recorded on page 2.

Please see Appendix Section for full guidelines for completing assessment forms.

***Submission of the Assessment Form:***

The assessment form must be posted to the Practice Education Coordinator or the Regional Placement Facilitator **within 5 working days** of completion of the placement. Medical Certificates (if any) should be included (where relevant).

***If you require further information regarding the completion and/or submission of the Practice Education Assessment Forms please contact the Practice Education Team; persons listed below:***

Claire Gleeson, M.Sc., PG. Cert, AdvCertEd., B.Sc. (Cur. Occ.).  
Practice Education Coordinator  
Discipline of Occupational Therapy  
Trinity Centre for Health Sciences  
St James's Hospital, James's Street, D08 W9RT  
Dublin 8, Ireland.  
Email - [cgleeso@tcd.ie](mailto:cgleeso@tcd.ie) or [otpracticeed@tcd.ie](mailto:otpracticeed@tcd.ie) Tel – 01 8963212 and 087 936 9069

Lorna O'Shea  
Regional Placement Facilitator  
Discipline of Occupational Therapy  
Trinity Centre for Health Sciences  
St James's Hospital, James's Street, D08 W9RT  
Dublin 8, Ireland.  
Email - [rowelo@tcd.ie](mailto:rowelo@tcd.ie) or [otpracticeed@tcd.ie](mailto:otpracticeed@tcd.ie) Tel – 01 8963212 and 087 936 9069