

## Appendix 18: Practice Educator Post Placement Administrative Checklist



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

### Practice Educator Post Placement Administrative Checklist

Task	Completed	Comments
Complete final assessment form. If retaining copy of same please ensure to obtain student formal/written consent.		
Complete Practice Educator Feedback form		
Send original copy of final assessment form and feedback form to PEC/RPF via post. Information relating to study time and absences (if any) should also be sent with assessment form, as well as a copy of the Induction Checklist (completed on day 1 of placement).		
Ensure that student has taken all supervision records for his/her CPD portfolio. No copies to be kept by Practice Educator (unless required by local site).		
Dispose of any confidential student relating information on the final date of placement.		
Update CPD portfolio using Practice Educator CPD record		