

<b>Practice Educator</b>	
<b>Preparation: Before the Placement starts</b>	<ul style="list-style-type: none"> <li>Attend PE training (if required)</li> <li>Complete the Placement Offer and Pre-Allocation Agreement Form</li> <li>Read the Practice Education Handbook &amp; review training materials.</li> <li>Request additional information if required</li> <li>Prepare a student orientation file.</li> <li>Update student induction folder (if necessary).</li> <li>Familiarize self with the assessment form &amp; other relevant student related resources.</li> <li>Ensure Garda clearance/insurance documentation is received &amp; agree with site procedures.</li> <li>Plan student caseload &amp; objectives.</li> <li>Consider quality influencers on placement (culture, environment, relationship, opportunity).</li> </ul>
<b>Preparation: Week 1 of placement</b>	<ul style="list-style-type: none"> <li>Orient the student to the setting.</li> <li>Complete the induction checklist with student.</li> <li>Negotiate &amp; agree a learning contract.</li> <li>Establish regular (weekly) supervision.</li> <li>Support the student to engage in induction processes.</li> <li>Create appropriate learning opportunities.</li> </ul>
<b>Maintenance</b>	<ul style="list-style-type: none"> <li>Utilise all resources available; support student's ongoing learning and development; monitor and record student's progress; contact PEC/RPF if any concerns/issues.</li> </ul>
<b>Maintenance: Half-way</b>	<ul style="list-style-type: none"> <li>Complete the halfway assessment/report.</li> <li>Review &amp; maintain the learning contract.</li> <li>Provide regular formal &amp; informal feedback.</li> <li>Continue weekly supervision.</li> <li>Contact the PEC/RPF if there are concerns regarding student's performance/competence.</li> </ul>
<b>Review: End of Placement</b>	<ul style="list-style-type: none"> <li>Complete final assessment/report.</li> <li>Meet with student to discuss assessment/report.</li> <li>If keeping a copy of the assessment form, obtain consent from student.</li> </ul>
<b>Review: After Placement</b>	<ul style="list-style-type: none"> <li>Complete and submit feedback form</li> <li>Return assessment to PEC/RPF via post</li> <li>Request additional debrief with PEC/RPF if required.</li> </ul>