

## PLACEMENT MEETING EXAMPLE

<b>First Meeting Comments (agree an action plan)</b>	<b>Date:</b>
The student will make an effort to integrate themselves into the practice setting and attempt to gain confidence in the early weeks whilst in the supernumerary position.	
<b>Mid-Way Meeting Comments (review action plans and any discuss concerns)</b>	<b>Date:</b>
The student has gained confidence in communication particularly with the older demographic and has begun to involve themselves in the assessment area of patient contact. The student has stated that they are now feeling part of the team and they have integrated into the practice setting well.	
<b>Final Meeting (summarise placement, discuss summative assessment of practice elements)</b>	<b>Date:</b>
The student has developed well throughout this practice placement and the majority of their elements have been signed off to a level 3. One early action plan produced supported the student in their professional conduct and subsequently achieved the goals set. The student progression was visibly evident during placement and this correlates from the formative to the summative sign offs.	
<b>PEd Name: A N Other</b>	<b>PEd Signature: <i>A N Other</i></b>
<b>Student Name: A student</b>	<b>Student Signature: <i>A student</i></b>