

FREQUENTLY ASKED QUESTIONS

- **How do I fill in the student Practice Assessment Document (PAD)?**

Please look at the completed PAD Document example.

- **I need to contact one of the University Lecturers?**

Lee Cunnell (course lead)	Norfolk	L.cunnell@uos.ac.uk
Lee Marshall	Waveney	L.marshall3@uos.ac.uk
Andrew Flockhart	East Suffolk	A.flockhart@uos.ac.uk
Lee-Anne Witter	West Suffolk	L.witter@uos.ac.uk
Craig Hosking	Essex	C.Hosking@uos.ac.uk

- **I need to implement a Development action plan (DAP) for my student – What should I do?**

Development action plan forms are held within each element of the PAD, but please view our example and professionally discuss with the student.

- **Who can sign off elements within the PAD?**

The majority of elements can be signed by any Paramedic, however PEd or lecturer specific elements will be indicated.

- **By what method can an element be signed off?**

We would hope most elements will be signed off by direct observation of the student, but we understand that this is not always possible. In this instance simulation, discussion / Q&A, reflection or a combination of each may be used at the discretion of the PEd or Lecturer.

- **How do I book a tripartite for myself, the student and the University?**

You can do this by contacting the lecturers as listed above.

- **My student witnessed a distressing incident – What should I do?**

You can debrief the student post incident, if not sufficient you can ask the Duty manager to forward a referral to TRiM if this is the case please send a confidential email to one of the course lecturers as listed above.

- **How do I raise a Cause for Concern?**

You can follow the Cause for Concern algorithm available on this site and in the Paramedic Science Practice Educator Handbook.