

Student Name:

Placement Site and Location:

	Student Initials	Supervisor Initials	Any Comments
A site induction has been performed, including WHS and emergency policies and procedures			
The student has been advised of the correct procedures for absence due to illness or late attendance for placement			
Placement conditions and expectations of the student (including attendance dates and times, uniform and student scope of practice) have been discussed and confirmed.			
The student has a clear understanding of what they can expect and learning outcomes they should take from the site			
JOURNAL AND LOGBOOK			
<p>The student is required to complete their Journal & logbook entries daily. Please tick one of the following</p> <ul style="list-style-type: none"> <input type="checkbox"/> The student may do this during the shift so both parties are clear on when this will occur <input type="checkbox"/> The student can do this after their placement shift but still on-site <input type="checkbox"/> The student will have to do this outside of placement time off-site <input type="checkbox"/> It is the students responsibility to send his/her secret URL to the site supervisor for digital confirmation of hours, this will ideally be done on a weekly basis <p>NOTE: Student hours (and all assessment pieces/reviews) MUST be signed by an AEP.</p>			
ASSESSMENTS			
<p>The following course assessments have been discussed and relevant documents provided for each.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Mid and Final Supervisor-Evaluation <input type="checkbox"/> Case Study Presentation feedback sheet <p>Meeting Schedule</p> <ul style="list-style-type: none"> <input type="checkbox"/> Midpoint and Final reviews have been scheduled <p>NOTE: It is the student's responsibility to make assessment details clear to the supervising AEP. Lack of supervisor understanding or supervisor error resulting from lack of understanding will not be recognised should extension to assessment pieces be requested.</p>			
GOAL SETTING			
<ul style="list-style-type: none"> <input type="checkbox"/> The student has discussed feedback provided from the previous site (HLTH 4015) with regards to areas of improvement or range of Experience/s required <input type="checkbox"/> The supervisor and student have discussed and set the following goals to be formally reviewed at the midpoint <p>1.</p> <p>2.</p> <p>3.</p>			



IMPROVEMENT STRATEGIES	Student Initials	Supervisor Initials	Any Comments
<input type="checkbox"/> The supervisor and student have decided the following strategies will assist the student in reaching the goals previously outlined 1. 2. 3.			

DECLARATION	
<p>Student</p> <p>Name</p> <p>Signed:</p> <p>Date:/...../.....</p>	<p>Supervisor</p> <p>Name</p> <p>Qualifications</p> <p>Are you currently accredited with ESSA as an AEP? Yes No</p> <p>What year did you obtain accreditation with ESSA?</p> <p>Signed:</p> <p>Date:/...../.....</p>