



# OBSERVATION TOOL

<b>Student</b>		<b>Date</b>	
<b>Type of task/ visit/ meeting</b>		<b>Placement week</b>	
<b>Observer</b>		<b>Profession/ Role</b>	
<b>Statement to support competencies</b>	<input checked="" type="checkbox"/>	<b>Observer comments (if required)</b>	
Was the student punctual? Did they complete tasks, activity in a timely manner?	<input type="checkbox"/>		
Was the student adequately prepared for, and knowledgeable about, the task/ visit/ meeting?	<input type="checkbox"/>		
Did the student respect confidentiality (if appropriate)?	<input type="checkbox"/>		
Did the student treat others with compassion, empathy, courtesy and respect?	<input type="checkbox"/>		
Did the student maintain professional boundaries?	<input type="checkbox"/>		
Did the student demonstrate engagement and enthusiasm?	<input type="checkbox"/>		
Did the student communicate clearly and effectively?	<input type="checkbox"/>		
Did the student demonstrate appropriate listening skills?	<input type="checkbox"/>		
Did the student show initiative and were they aware of their limitations and ask for guidance/ advice appropriately?	<input type="checkbox"/>		
Did the student ask questions which were appropriate in relation to the visit/ task/ meeting?	<input type="checkbox"/>		
Did the student comply with all appropriate policies and procedures?	<input type="checkbox"/>		
<b>Observer Signature</b>		<b>Date</b>	

<b>Student Reflection</b>			
<b>Student Signature</b>		<b>Date</b>	