

North East and Yorkshire Dietetic Placement Partnership



PLEASE NOTE This document is for guidance on paperwork for practice placements please use this as a guide only.

Practice placement A

Each institution has their own documentation that learners need to complete. These are available on the [shared website](#) for you to access.

Practice placement B

Documentation we would expect to be used for successful completion of practice placement B. The Know, Can, Do progression model may be used as a guide where learners are not progressing as expected.

Document	Number	Commentary
Individual consultation tool (ICT) B placement	Evidence of demonstration of each component of the process on a minimum of 6 maximum of 36	Each of the competencies identified in this tool need to be demonstrated by the learner to show consistency, safety and progression. Each learner will move through the placement at their own pace. The process competencies should be completed by the supervising registered dietitian with the learner directing them as to what they feel ready to be assessed on. It is important to note that the student learner may only have partially completed tools which may provide evidence for one or more learning competencies as part of the practice placement
Group Working Tool	1 or 2	Learners can complete 2 of these tools to show progression through the placement, however they may only complete 1 and have additional pieces of evidence such as reflections and observation tools to meet the competencies.
Service Improvement Project tool	No number stipulated	Option to use in place of, or alongside the group working tool. This tool can be used where the learner is carrying out a project, audit or resource development task.
Reflection tool	No number stipulated	Reflective tools should be used to demonstrate learning through the practice placement and can be used to compliment and strengthen other tools as well as competency B7. For example, if capturing a patient experience using CARE measures (of which we would suggest 3-6 tools) or evaluation forms following a presentation the learner can reflect on the feedback and consider their own progression (safety, progression, and consistency) using the tools as supportive evidence
Weekly review tool	12 or 13, dependent on length of placement	Completed at the end of each week, these should enable the learner to show their progression through reflection of the weeks learning and practice. They also help the supervisors in the transparent facilitation of placement experiences and report key objectives for the following week

Observation tool	No number stipulated	These should be completed by peers and colleagues as well as supervisors and can evidence progression through the competencies.
End of placement review form	2 (if used as part of halfway assessment)	These should be completed at halfway and end of practice placement and can be used alongside the Know Can Do model should the learner not be progressing as expected.

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Practice placement C

Document	Number	Commentary
Individual consultation tool (ICT) C placement	As many as needed but a minimum of 6 that evidence all 4 competencies.	Each of the competencies identified in this tool need to be demonstrated by the learner to show consistency, safety, and progression alongside the threshold of C placement and with the Know Can, Do model alongside. Partially completed tools will not be accepted as part of the portfolio of evidence, the learner must demonstrate all learning competencies on C placement. Each learner will move through the placement at their own pace and so there is no specific number except to say this is likely not achieved in less than 6.
Group Working Tool (C placement)	1 or 2	Learners can complete 2 of these tools to show progression through the placement however they may only complete 1 and have additional pieces of evidence such as reflections and observation tools to meet the competencies.
Service Improvement Project tool	No number stipulated	Option to use in place of, or alongside the group working tool. This tool can be used where the learner is carrying out a project, audit or resource development task.
Reflection tool	No number stipulated	Reflective tools should be used to demonstrate learning through the practice placement and can be used to compliment and strengthen other tools. For example, if capturing a patient experience using CARE measures (of which we would suggest 3-6 tools) or evaluation forms following a presentation the learner can reflect on the feedback and consider their own progression (safety, progression, and consistency) using the tools as supportive evidence
Weekly review tool	12	Completed at the end of each week these should enable the learner to show their progression through on reflection of he weeks learning and practice. They also help the supervisors in the transparent facilitation of placement experiences
Observation tool	No number stipulated	These should be completed by peers and colleagues as well as supervisors and can evidence progression through the competencies.
End of placement review form (C)	2 (if used as part of halfway assessment)	These should be completed at halfway and end of practice placement