**Professionalism tool (amended for use on a short placement)**

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| **Student name:** |  |
| **Placement B or C and dates:** |  |

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This tool is used to evidence professionalism and is informed by the HCPC Guidance on Conduct and Ethics for Students (2016). It involves self-evaluation (by the student and feedback (from the practice educator (PE)) and is reviewed 3 times during your placement **and** in the final assessment. You should self-assess your progress at intervals as agreed with your practice educator and then the form will be signed off at the end of placement.

**To ensure consistency, the same one or two PEs will usually sign off this document throughout the placement. Signing involves the PE initialing and dating the ‘MET Y/N’ column.**

| **Professionalism behaviours** | **Dates**  **(Practice educator to complete)** | **MET**  **Y/N/NA**  **+ PE init. (date)** |
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| 1. Takes responsibility for managing their own learning, *e.g. for portfolio*   Uses initiative to facilitate effective and efficient working practices for themselves and others within their working environment |  |  |
| 1. Acts responsibly and in the best interest of others *e.g. can reflect on actions and activities to ensure it is fair, equitable and non-discriminatory* |  |  |
| 1. Respects confidentiality of service users and others,   *e.g. adheres to information governance policies, GDPR and use of electronic communication* |  |  |
| 1. Reliable, adaptable and punctual in attendance and when undertaking tasks and participates appropriately |  |  |
| 1. Adheres to organisational/departmental dress code |  |  |
| 1. Demonstrates respect for others |  |  |
| 1. Demonstrate an appropriate level of communication and rapport with colleagues, service users, carers |  |  |
| 1. Adheres to policies on the use of social media |  |  |
| 1. Adheres to policies on the use of mobile phones and other electronic devices |  |  |
| 1. Demonstrates an enquiring and pro-active attitude |  |  |
| 1. Reflects and acts upon feedback |  |  |
| 1. Identifies own learning needs and seeks opportunities to fulfil these |  |  |
| 1. Demonstrates an ability to reflect upon own behaviour and practice. This includes being able to:  * Identify, appropriately act upon and then reflect on critical incidents and experiences in order to develop practice * Reflects on/in practice and demonstrate appropriate changes to practice * Is able to describe how their practice has changed as a result of the above   Has written 1 reflection about placement |  |  |
| 1. Acts within the limits of current knowledge and skills and can demonstrate an awareness of the duty of candour |  |  |
| 1. Understands the process of consent |  |  |
| 1. Adheres to infection control, food safety and hygiene procedures |  |  |
| 1. Behaves honestly and openly, ensuring their behaviour does not negatively impact on public confidence and trust in the profession |  |  |
| 1. Sustains a positive, professional enquiring attitude throughout placement, that is in line with all other appropriate professional and local standards and policies |  |  |

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| **If all relevant professionalism behaviours are not signed off, please record a brief agreed action plan for professional development to be undertaken by the student and university placement tutor after the placement.** |
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Signature of student dietitian: ……………………………………...............................................................................................................................................................................

Date/week of placement: ........................................................................................................................................................................................................................................

Signature of practice educator: ............................................................................................ Date: ………………………………………….………………………………………….