

ALPS Providing information to colleagues Sept10

Student guidelines

The purpose of this assessment is to enable you to think about how you provide information to colleagues. You are asked to consider how you provided information (self assessment) and to also seek feedback from a peer/student colleague and another qualified professional. This assessment tool is to enable you to understand your communication, team working and ethical practice skills.

Self assessment

The following questions will help you reflect on and learn from the experience you have just had.

>Date of assessment

>Setting

Please tick a single response.

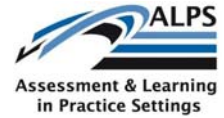
- Hospital Ward
- Community
- GP Practice
- A&E/Acute Unit
- Out Patient Clinic
- Other

>Explain how you shared information about a service user with a colleague.

>How did you choose what information to provide? Including accessing appropriate records.

Student name.....

Date.....



>How did you communicate this information?

>How do you know your colleague(s) understood?

>How was this activity of providing information recorded appropriately?

>How did this interaction relate to your professional code e.g. confidentiality?

>Ask yourself: What did I do well, what could I do differently? You will need this information to develop your action plan.

>Considering the assessment you have just completed, do you think at this stage in your training you would be able to repeat this aspect of practice?

Please tick a single response.

- Yes in most situations including under pressure
- Yes in similar situations with minimal supervision
- Yes in similar situations under close supervision
- Only if it would be harmful to a service user not to
- No

Peer/Student colleague assessment

It is useful to gain feedback from other peers/students and, if possible, from a different profession in order to provide an alternative view of your professional practice.

The following questions are rated 1-4 with 1 being 'completely' and 4 'being not at all'.

>Date of assessment

>Profession

>Did the student introduce themselves fully?

Please tick a single response.

- 1
- 2
- 3
- 4

>To what extent did the student maintain a professional manner?

Please tick a single response.

- 1
- 2
- 3
- 4

>Did the student seem confident in the information they shared?

Please tick a single response.

- 1
- 2
- 3
- 4

>Did the student explain things clearly?

Please tick a single response.

- 1
- 2
- 3
- 4

>Did the student maintain confidentiality where appropriate?

Please tick a single response.

- 1
- 2
- 3
- 4

>Did the student demonstrate awareness of sensitive information?

Please tick a single response.

- 1
- 2
- 3
- 4

>Are you from the same profession as the colleague you are assessing?

Please tick a single response.

- Yes
- No

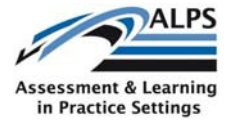
>Considering the assessment the student has just completed, do you think at this stage in their training they would be able to repeat this aspect of practice?

Please tick a single response.

- Yes in most situations including under pressure
- Yes in similar situations with minimal supervision
- Yes in similar situations under close supervision

Student name.....

Date.....



- Only if it would be harmful to a service user not to
- No

>Would you like to make any further comments on the student's overall performance?

Practice assessor/Colleague assessment

It is useful to gain feedback from practice assessor/colleague and, if possible, from a different profession in order to provide an alternative view of your professional practice. The following questions are rated 1-4 with 1 being 'completely' and 4 being 'not at all'.

>Date of assessment

>Profession

>Name and contact details

>Did the student introduce themselves fully?

Please tick a single response.

- 1
 2
 3
 4

> To what extent did the student maintain a professional manner?

Please tick a single response.

- 1
 2
 3
 4

> Did the student seem confident in the information they shared?

Please tick a single response.

- 1
 2
 3

4

> Did the student explain things clearly?

Please tick a single response.

1

2

3

4

>Did the student ensure that their colleagues had understood the information?

Please tick a single response.

1

2

3

4

>Did the student maintain confidentiality where appropriate?

Please tick a single response.

1

2

3

4

>Did the student demonstrate awareness of sensitive information?

Please tick a single response.

1

2

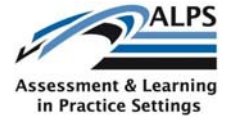
3

4

>Are you from the same profession as the colleague you are assessing?

Student name.....

Date.....



Please tick a single response.

- Yes
- No

>Considering the assessment the student has just completed, do you think at this stage in their training they would be able to repeat this aspect of practice?

Please tick a single response.

- Yes in most situations including under pressure
- Yes in similar situations with minimal supervision
- Yes in similar situations under close supervision
- Only if it would be harmful to a service user not to
- No

>Would you like to make any further comments on the student's overall performance?

Reflection/Action plan

As a result of feedback and reflection on this activity, what do you now plan to do in order to increase your competence and confidence in this area? Don't forget to add timescales to your action planning.

This action plan should be developed with your designated practice assessor.

>If you were unable to obtain feedback from any sources please explain why?

>Looking at your reflections and feedback from other sources what were your strengths during this process of providing information?

>Looking at your reflections and feedback from other sources what were your areas for development during this process of providing information?

>What actions are you going to take to improve your practice in this area? Include timescales

>How will you use this assessment as evidence? (E.g. placement assessment/portfolio, PDP etc)

>I have agreed this plan with my practice assessor

Please tick a single response.

Yes

No