**OBSERVATION TOOL**

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

|  |
| --- |
| **Student Reflection** |
|  |
| **Student Signature** |  | **Date** |  |