### Start of placement with mentor
- Day 1 of placement - complete Placement Location Record and participate in induction.
- Review Development Record and any reasonable adjustments.
- Within 48 hours of commencing placement, initial discussion & contract of learning carried out, all relevant sections of the Assessment of Practice Documentation completed.
- Set dates for midway and final interviews.
- Date and sign all relevant documents.

### Mid placement
- Prior to meeting with mentor, review own performance and complete relevant section in Assessment of Practice Documentation.
- Mentor provides constructive verbal & written feedback and gives a mid placement grade.
- If not on target to achieve a pass grade “Cause for Concern” must be raised, PEL / PEF / PE will be involved and action plan developed.
- Date and sign all relevant documents.

### End of placement
- Prior to meeting with mentor, review own performance and complete relevant section in Assessment of Practice Documentation.
- Feedback, grade awarded and ESC’S /competencies achieved must correlate.
- Grade is awarded with reference to performance expectations for stage. Remember at all stages, including Stage 1, you can be awarded any grade from the range including A or B.
- Mentor provides constructive verbal & written feedback on performance and final grade.
- Review and comment on effectiveness of reasonable adjustments in PLAD.
- Date and sign all relevant documents.

### ESC/ NMC Standards Practice Outcomes
- Achievement of ESC’S does not have to be done at the end of the placement - but must be a single planned assessed episode.
- Each box to be signed and dated individually – boxes signed only during the indicated stage for that level of competency.

### Timesheet
- Complete timesheet on a weekly basis and give to mentor to verify and initial.
- On completion of the placement check all weeks have been verified and initialled and that mentor has signed and dated at the bottom.
- Mentor not to sign and date at the bottom of timesheet in advance of final shift being worked.
- Do not to work additional hours to make up for any absences.
- Study days are not to be included as clinical hours.

### Skills Passport
- Record skills practised during placement.
- Mentor to review with student, then comment, sign and date following review.