Form 008: Placement Documentation Audit

This form has been designed to provide a placement audit and the audit is carried out by the Practice Placement Coordinators (PPCs) on 1 student portfolio per programme per academic year. The PPC then needs to feedback to the Mentor concerned and to place the audit on file for future reference. This forms part of the PPCs standard audit for the completion of the Practice Assessment Documents by the Student Paramedic and the Practice Mentor and Mentors that are supporting the learner in practice.

**Practice Assessment Documentation Audit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student Name** |  | | | | |
| **Educational Provider** |  | | | | |
| **Programme** |  | | | | |
| **Year** |  | | | | |
| **Date of Audit** |  | | | | |
| **Practice Assessment Documents** | | | | | |
|  | | **Plymouth** | **UWE** | **Bournemouth** | **Other** |
| **Tick Appropriately ✓** | |  |  |  |  |
| **Completion of Student Details** | |  |  |  |  |
| **Completion of Mentor Details** | |  |  |  |  |
| **Completion of HEI Contact Details** | |  |  |  |  |
| **Completion of Induction** | |  |  |  |  |
| **Has an Action Plan been created?** | |  |  |  |  |
| **Notes:** | |  | | | |
| **Has an Initial Placement Review taken place?** | |  |  |  |  |
| **Notes:** | |  | | | |
| **Has a Mid-Placement Review taken place?** | |  |  |  |  |
| **Notes:** | |  | | | |
| **Has an End-Placement Review taken place?** | |  |  |  |  |
| **Notes:** | |  | | | |
| **Practice Assessment Records** | | | | | |
|  | | **Plymouth** | **UWE** | **Bournemouth** | **Other** |
| **Tick Appropriately ✓** | |  |  |  |  |
| **Have Paramedic related Competencies been completed** | |  |  |  |  |
| **Notes:** | |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **AUDIT OUTCOME** | | |
| ***Tick Appropriately*** | **Satisfactory** | **Not Satisfactory** |
| **Auditor’s Name** |  | |
| **Auditor’s Title** |  | |
| **Auditor’s Telephone Number** |  | |
| **Auditor’s Email Address** |  | |
| **PPC / Auditor’s Signature** |  | |
| **Actions Required? Yes No** | | |
| **Actions:** | | |
|  | | |