

Handheld record

Student name	
Placement B/B1, B2 or C	
Placement start date	

Please complete for each week of placement (full-time) or every two weeks of placement (part-time) throughout the entire training period. This form should be used in conjunction with the feed forward form (FFF).

This form may be easiest to complete if it is a paper copy. Students must take it to the weekly review meeting and use it to inform that discussion and what is recorded on the FFF.

1) Week(s) progress diary:

To be completed by the dietitian/practice educator that is supervising each session (morning/afternoon) at the end of the session. Please record concise notes (bullet point). Comments may include:

- Observed application of knowledge, skills and professional practice
- Rapport and communication skills with service users and others
- Preparation for tutorial work and engagement in the session
- Professionalism
- Specific action points e.g. Continue to work on taking diet histories, paying special attention to food portion sizes as well as types of foods etc. Deadlines may be set.
- You may wish to link it to the Learning outcomes (LOs)

2) Work in progress:

Student to complete this section to record any on-going work (either work given or work they would like to complete) and tick each item as it is completed. If an item is not completed within the week(s) it can be discussed with the practice educator and as appropriate carried forward into the next week(s) diary. This enables students and practice educators to track work and consider how it may be used to provide evidence for the milestones within the Learning Outcomes Framework and so inform the portfolio reviews.

3) Reflections about the week(s):

Students complete **prior to** the end of week/fortnight review. To note reflections and reflective pieces that have been written and/or discussed throughout the period and use these to inform the feedforward reviews and action plans for the next period.

4) Action plan for next week(s):

Student and dietitian/practice educator to complete at the end of week(s) review. This will help the dietitians who supervise the sessions in the next week(s) to help the student attain their goals and continue to work towards demonstration of the learning outcomes.

Progress diary week(s): _____ (date and week number)

To be completed by dietitian/practice educator supervising session.

	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Work in progress		