SCHOOL OF NURSING
SUBMISSION OF PLACEMENT DOCUMENTATION

Please submit the *Health and Safety Student Induction Checklist* to the Placement Office within two weeks of commencing your placement.

The following placement documentation should be submitted to your relevant School of Nursing Office in the format list below on the Friday following the completion of the placement:

Your placement documentation should be **stapled together top left corner** in this order:

- *A photocopy of the front cover of your placement booklet*
- *Original copy of Sign-Off Mentor Weekly Record of Reflection Feedback and Review of Student Achievement (Management placement only)*
- *Original copy of Record of Shifts worked with your Mentor*
- *Original copy of Record of Discussions with Mentor*
- *Original copy of Lecturer's Notes*
- *Original copy of Clinical Assessment Schedule (first page)*
- *Original copy of Clinical Assessment Summary*
- *Original copy of Final Assessment of Proficiency (Management Placement Only)*
- *Original copy of Mentor Verification Sheet (Public Health and Cultural Diversity Placement Only)*
- *Original copy of Record of Activities (Public Health and Cultural Diversity Placement Only)*
- *Original copy of Review of Student Development Action Plan*
- *Original copy of Student Sickness / Absence Record Sheet*

Incomplete documentation will not be accepted by the School Secretary on submission (except for the Lecturer's Notes, which may be blank if the Lecturer has not needed to use it).