

**SELF-ASSESSMENT OF QUALITY RECOMMENDATIONS
FOR HEALTH CARE STUDENTS` PRACTICAL TRAINING**

With this self-assessment form, you can review and evaluate the implementation of the quality recommendations for health care students` practical training in UASs separately according to each actor (student, lecturer/ teacher, UAS) and/ or the different stages of the practical training process.

1. Select one of the six items to evaluate:

The following (below) presents the options through which you can view and evaluate each section and its quality criteria separately

- student`s tasks at different stages of the practical training process
- teacher's responsibilities at different stages of the practical training process
- duties of the representative of the UAS (management/ administration) at different stages of the practical training process
- tasks of the student, teacher and UAS before the practice
- tasks of the student, teacher and UAS during the practice
- tasks of the student, teacher and UAS after the practice

2. For each quality criterion, select the most appropriate option from the rating scale:

For each quality criterion, the evaluation is carried out according to the descriptions of the three-level Evaluation Scale options (YES / PARTIAL / NO) below and their corresponding colours (Green / Yellow / Red) by selecting / ticking the option corresponding to the existing situation.

EVALUATION SCALE	
YES	= quality criterion has been fully met
PARTIAL	= quality criterion has been partially met
NO	= quality criterion has not been met at all

3. Evaluate the result:

After the selections/ ticks have been made, the result, i.e. the implementation of the practical training quality recommendations, can be viewed and evaluated according to the number of colour options received, according to the Review / Evaluation of Results description below. The more Yes (Green Colour Selection) options on the assessment scale are selected relative to the other options, the better the implementation of the practical training and student supervision/ mentorship.

REVIEW OF THE RESULT / EVALUATION
The green colour choices reflect the quality of the practice implementation and student supervision
The yellow colour choices reflect a moderate situation in the implementation of the practice and student supervision and indicate objects that should be paid attention to in the future
The red colour choices indicate clear areas for improvement in the implementation of the practice and student supervision, for which further measures need to be developed.

BEFORE PRACTICE / STUDENT

STUDENT'S TASKS BEFORE PRACTICAL TRAINING			
	YES	PARTIALLY	NO
plan future practice period according to his personal study plan			
take care of having sufficient skills required for the practice so that the studies required for the practical training have been completed			
actively prepare for the practical training and act in accordance with the instructions given (e.g. Jobiili, i.e. the reservation system of Social and Health Care Practical Trainings in UASs - reservations)			
notify all parties of the possible cancellation of the practical training in good time (according to the agreement)			
take care of the prerequisites required for the practice period (e.g. vaccinations, criminal record, medication bills, data protection/ security issues and required language skills)			
get acquainted with the material, competence objectives, reflection on learning and assessment criteria and practices of practical training			
understands his/her own rights and obligations in practice, as well as his/her own responsibility in achieving the competence objectives			
to get acquainted with the instructions and regulations related to the insurance cover and practical training of the UAS			
get acquainted with the future learning environment of the practical training and the practices before the practice period (e.g. keys, codes, access/ certificate cards)			
be in contact with the placement/ learning environment / liaison of the practical training as agreed			

BEFORE PRACTICE / TEACHER

TEACHER'S TASKS BEFORE THE STUDENT'S PRACTICAL TRAINING			
	YES	PARTIALLY	NO
ensure that the student has an appropriate practice learning environment that enables the development of competencies in accordance with the curriculum			
to guide the student to prepare for the practical training and the practices of its realization			
to guide the student to become acquainted with the competence objectives of the practical training period, the reflection of learning and the evaluation criteria and practices			
ensure that the necessary information and documents related to the practical training period, the student and the his/ her mentor are available to the student, liaison/ mentor (e.g. objectives and evaluation criteria of the practical training, stage of the student's studies, rights, duties and responsibilities in achieving competence objectives, contact information of the supervising teacher)			

ensure that the student has the skills required for the practical training and the studies required for the practice period have been completed	Green	Yellow	Red
ensure from the student that the student has taken care of the prerequisites required for the practical training (e.g. vaccination certificate, criminal record)	Green	Yellow	Red
agree on supervising/ mentoring procedures during the practical training period with the student and the placement/ practice learning environment	Green	Yellow	Red
take care of his/ her pedagogical and professional skills required in student supervision/ mentorship	Green	Yellow	Red

BEFORE PRACTICE / UAS

TASKS OF THE UAS BEFORE THE STUDENTS' PRACTICAL TRAINING			
	YES	PARTIALLY	NO
to work closely with working life and projects in order to develop new practical training opportunities and forms and to ensure the quality and adequacy of placements/ practice learning environments	Green	Yellow	Red
ensure that student learning guidance is planned and organized in accordance with practical training laws and regulations, national and international agreements, agreed regulations, quality criteria and guidelines	Green	Yellow	Red
agree on forms of co-operation related to practical training (e.g. co-ordination and responsibilities), drafting and documenting practical training agreements with the practice organization	Green	Yellow	Red
be responsible for planning curricula in such a way that they enable the smooth progress of practical training and individual study paths, as well as promote the student's continuous learning	Green	Yellow	Red
ensure that the UAS has documented evaluation criteria for the practical training (incl. acceptance and rejection criteria)	Green	Yellow	Red
ensure that the the UAS has operating instructions for special situations in practice periods (e.g. instructions for early intervention, such as student drug use, crisis management instructions, application guidelines for SORA (Solutions for Unsuitability for Study) legislation)	Green	Yellow	Red
ensure that each student completing the practical training period has a designated supervising teacher/ lecturer with sufficient competence for the task and up-to-date information on supervision/ mentorship practices, guidelines and agreements	Green	Yellow	Red
to enable that the lecturer/ teacher has sufficient working time for student supervision and cooperation with placements/ practical learning environments	Green	Yellow	Red
create conditions for practical training and students supervision/ mentorship from different cultures	Green	Yellow	Red
to create conditions for the implementation and supervision/ mentorship of practical training for multidisciplinary student groups consisting of different degree programs	Green	Yellow	Red
enables the lecturer/ teacher to maintain and develop her/ his student supervision/ mentorship skills and professional skills	Green	Yellow	Red
to provide the lecturer/ teacher with sufficient working time to deal with the special situations of the student's practical training	Green	Yellow	Red

to create preconditions for the introduction and development of new supervising/ mentoring methods in practical training and student guidance and support	Green	Yellow	Red
to create preconditions and operating methods/ instructions for studying when working, i.e. to complete a practical training period in an employment relationship during studies	Green	Yellow	Red
ensure that policies and practices for practical training and student supervision/ mentorship are in place for lecturer`s/ teachers' time off/ holidays	Green	Yellow	Red
prepare instructions for the processing and storage of various documents and outputs of students related to the practical training period (incl. data protection) and ensure that the instructions are updated	Green	Yellow	Red
systematically organize joint events, opportunities, training and research related to practical training periods and student supervision/ mentorship in co-operation with practice organizations	Green	Yellow	Red
anticipate the impact of international and social changes and decision-making on students' practical training and its implementation, and take the necessary measures in co-operation with practice organizations	Green	Yellow	Red
anticipate, review and develop the adequacy and quality of placement learning environments with practice organizations	Green	Yellow	Red
be involved in agreeing uniform policies on practical training between UASs (e.g. remuneration, public holidays, sick leave in practice periods)	Green	Yellow	Red

DURING PRACTICE / STUDENT

TASKS OF THE STUDENT DURING PRACTICAL TRAINING			
	YES	PARTIALLY	NO
act systematically in accordance with the competence objectives of the practical training, actively utilizing the opportunities of the practice learning environment	Green	Yellow	Red
behave professionally and comply with ethical guidelines and legislation regarding the practical training (e.g. professional secrecy and confidentiality, data protection, observance of working hours, occupational safety, patient safety)	Green	Yellow	Red
inform the supervising teacher of the contact details of his/ her mentor(s) and vice versa	Green	Yellow	Red
act in accordance with the supervising/ mentoring practices agreed in the practical training period (e.g. personal mentor, module model, learning by taking charge (VOO) model, multi-professional mentorship, distance supervision/ mentorship)	Green	Yellow	Red
actively seek guidance and feedback in practice to support his/ her own learning (e.g. mentor, supervising teacher, client/ patient, peers, multidisciplinary team)	Green	Yellow	Red

act responsibly, reflecting and evaluating his/ her skills and development as agreed in the practical training (e.g. blog, supervising/ mentoring discussions)	Green	Yellow	Red
seek guidance and support immediately from the mentor and/ or supervising teacher in challenging situations in the practical training	Green	Yellow	Red
keep the documents related to the practical training in accordance with the instructions of the UAS.	Green	Yellow	Red
provide immediate and comprehensive feedback on the practical training and the supervision/ mentorship of his/her learning to the mentor and the placement/ practice environment, the supervising teacher and the UAS (e.g. CLES + T (Clinical Learning Environment, Supervision and Teacher evaluation scale) evaluation form)	Green	Yellow	Red
take care of his own resources and opportunities to commit fully to the practical training period (e.g. leisure, work)	Green	Yellow	Red

DURING PRACTICE / TEACHER

TASKS OF TEACHER DURING THE STUDENT'S PRACTICAL TRAINING			
	YES	PARTIALLY	NO
create a motivating and positive cooperative mentoring interaction with the student and the mentor	Green	Yellow	Red
be available to the student and the mentor as agreed during the practical training	Green	Yellow	Red
participate in the supervision and assessment of the student's learning process and professional growth in ways agreed with the student, the practice organization and the UASs	Green	Yellow	Red
implements student learning guidance in a planned and constructive manner in cooperation with the mentor(s)	Green	Yellow	Red
support the mentor(s) in guiding and assessing student learning	Green	Yellow	Red
supervise the student's learning and competence development with appropriate methods, enabling the reflection of learning (e.g. on-site supervision, distance supervision, digital methods)	Green	Yellow	Red
instruct the student to review and evaluate the placement/ practice learning environment for practical training and his/her own professional activities based on evidence	Green	Yellow	Red
encourage and instruct student to ask for feedback on his/ her learning	Green	Yellow	Red
monitor and evaluate that the student receives appropriate mentorship during the practical training period	Green	Yellow	Red
evaluate the student's activities and the progress of the learning process in the practical training period	Green	Yellow	Red
monitor that the student's practical training period is carried out in accordance with the legislation and guidelines of practical training	Green	Yellow	Red
take the necessary measures in special situations of the student's practical training (e.g. accidents, infections, violence, substance abuse, threats, complaints, crimes) by applying e.g. SORA (Solutions to Unsuitability to Study) legislation	Green	Yellow	Red

take the necessary follow-up measures in the event of a sudden interruption of a student's practical training period (e.g. illness)	Green	Yellow	Red
participate in the investigation of challenging situations related to the practical training and take care of the agreed follow-up in cooperation with the mentor / liaison/ responsible person	Green	Yellow	Red
if necessary, discuss the conditions for continuing the student's practical training period (suspension or rejection) and provide support and required follow-up	Green	Yellow	Red
be involved in the implementation of learning situations in students' practical trainings for groups of students consisting of multidisciplinary/different degree programs	Green	Yellow	Red
be involved in implementing learning situations in students' practical training for students from different cultures	Green	Yellow	Red
agree on the evaluations of the student's practical training period (e.g. mid-term evaluation and final/summative evaluation) and the implementation method with the student and the supervision/ mentorship	Green	Yellow	Red

DURING PRACTICE / UAS

TASKS OF THE UAS DURING THE STUDENT'S PRACTICAL TRAINING			
	YES	PARTIALLY	NO
ensure that the guidance (supervision/ mentorship) of the student's learning in the practice environment is implemented in cooperation based on the plans, agreements and legislation made (e.g. insurance, teacher's tools and working hours, guidelines for challenging and special situations, SORA legislation)	Green	Yellow	Red
enables the student to provide the necessary individual additional support for the implementation of the practical training (e.g. challenging and special situations in the practice, continuation, interruption or rejection of the practice period)	Green	Yellow	Red
enables the supervising teacher/ person in charge of the students' practical training sufficient working time in special practice situations to supervise the student, handle matters and follow-up measures	Green	Yellow	Red

AFTER PRACTICE / STUDENT

TASKS OF THE STUDENT AFTER PRACTICAL TRAINING			
	YES	PARTIALLY	NO
return any keys, access cards and other equipment of the placements/ practice learning environments in accordance with the instructions of the practice organization	Green	Yellow	Red
submit the documents related to the completed practical training period and the agreed learning tasks to the supervising teacher according to the instructions of the UAS.	Green	Yellow	Red
participate in various reflection events/practices related to the practical training period organized by the university of applied sciences or/ and the practice organization (e.g. seminars, blog)	Green	Yellow	Red

reflect on his/ her own skills and development needs based on the feedback and evaluation received during the practical training period	Green	Yellow	Red
draw up a plan for the next studies and practical training periods in order to achieve the competence objectives in accordance with the curriculum	Green	Yellow	Red
give feedback on the mentorship/ supervision received to the mentor(s), the practice placement/ environment, the supervising teacher and the UAS	Green	Yellow	Red
present development ideas for the practice learning environment, mentorship and assessment	Green	Yellow	Red
participate, if necessary, in the induction of similar future practice training periods of their student colleagues	Green	Yellow	Red
observe the duty of confidentiality related to clients/ patients and the placement/ practice learning environment after the training	Green	Yellow	Red

AFTER PRACTICE / TEACHER

TASKS OF TEACHER AFTER THE STUDENT'S PRACTICAL TRAINING			
	YES	PARTIALLY	NO
ensure that the student reflects on his/ her own learning in the agreed procedure at the end of the practical training	Green	Yellow	Red
to evaluate the development of the student's competence at the end of the practice period/study while working (as agreed in advance) in cooperation with the student and the mentor/ liaison of the placement/practice learning environment	Green	Yellow	Red
make an assessment of the student's acceptance/rejection of the practical training period and record the final mark the study register	Green	Yellow	Red
record and store documents related to the student's practical training in accordance with the instructions of the UAS.	Green	Yellow	Red
to evaluate the suitability of the learning environment of the practical training in relation to the competence objectives of the student's studies and to inform the responsible persons of the UAS and the practice organization about deviations / changes	Green	Yellow	Red
reflect on and take advantage of the personal feedback receiving from students on supervision	Green	Yellow	Red
maintain and develop own professional and supervision skills (e.g. guidance and pedagogical skills, readiness and motivation for student supervision in practical training)	Green	Yellow	Red
monitor national and international research, development and innovation activities related to students' practical training	Green	Yellow	Red
develop their multicultural skills and abilities to guide students from different cultures (e.g. international students)	Green	Yellow	Red
to gather student and practical training feedback and development needs and ideas for utilization in the planning, implementation and evaluation of student supervision/ mentorship and practice period (e.g. suitability of pedagogical procedures) in cooperation with students, colleagues and the practice organization	Green	Yellow	Red
participate in the development of the curriculum and the student practical training process (e.g. evaluation criteria)	Green	Yellow	Red
to conceive, develop and prepare new ways of implementing practical trainings and student supervision/ mentorship, as well as practice learning environments (e.g. multidisciplinary, interprofessional, third sector) in cooperation with students, colleagues and practice organizations	Green	Yellow	Red

actively participate in the development, experimentation introduction of various practice learning environments (e.g. digital learning environments)			
to take into account the costs of the completed practice period and student supervision/mentorship and to report significant changes to the responsible person of practical training/UAS management			

AFTER PRACTICE / UAS

TASKS OF THE UAS AFTER THE STUDENT'S PRACTICAL TRAINING			
	YES	PARTIALLY	NO
ensure that the guidance and assessment of students in practice periods is carried out in accordance with the legislation, national and international agreements, agreed regulations, quality criteria and guidelines related to the practical training			
monitor and evaluate feedback from students, teachers and practice organizations on the implementation of practical training and student guidance (supervision/ mentorship)			
develop the implementation of practical training and student supervision/mentorship in co-operation with students, teachers and practice environments (action plan: incl. e.g. measures, roles and responsibilities of actors, monitoring, resources, schedule)			
ensure the conditions for the processing and storage of documents related to practical training periods and students' performance that they have been implemented in accordance with legislation (e.g. the Data Protection Regulation, the Archives Act), practice agreements, regulations, quality criteria and guidelines			
develop practices for collecting and utilizing feedback from practical training and student supervision/ mentorship in cooperation with students, teachers and practice organizations (e.g. UAS feedback surveys, CLES + T assessment)			
enables the participation of staff responsible for student practical training in workshops, training events and networking			
create opportunities for staff responsible for student practical training to acquire new practice learning environments (e.g. working life, projects)			
to promote the opportunities of the staff responsible for student practical training the systematic development of practical learning and student mentorship in national and international co-operation			
organize and develop, together with various cooperation actors student mentorship education for the staff of educational and practice organizations			
initiate and participate in regional, national and international research and development activities related to student practical training and student mentorship			
update practical training agreements in cooperation with practice organizations			
bear any costs related to the practical training in accordance with the agreements			
be involved in the development of reciprocal practical training cooperation (e.g. non-reimbursement)			
monitor and evaluate the costs of the implementation of the practical training and take the necessary development measures in co-operation with the actors participating in the student's practical training			
assess the significance of social change and decision-making for students' practical training and practice learning environments and determine the necessary measures (incl. research and development activities)			