

Clinical Education Fact Sheet #11

Further guidance process

This process of support is intended to assist the student to address any identified weak skills upon completion of their immersion. In addition it provides a means of communication from the current CE to the next CE, facilitating timely support strategies to be implemented from the commencement of the next immersion. Clinical educators may be involved in recommending further guidance and/or supporting a student who arrives with a further guidance form.

Recommending further guidance for a current student

Please discuss with the CELMs any aspect of student's performance that is not at an adequate standard. The CELMs will assist in determining if a further guidance process should be followed. CELMs will forward a copy of the further guidance form for completion by the CE in the final week of the placement.

Typically, the further guidance form is completed if the student receives a score of **< 2** for any item at the end of the immersion assessment. The content reflected on the further guidance form should align with the low scoring items on the APP. Please consider the information documented as targeting the core issues that resulted in low scores. Remember too much information will likely not be useful to the student or the next CE receiving the form, so please keep this as succinct as possible.

It is optimal for the further guidance process is undertaken in collaboration with the student. Please discuss the information documented on the form with the student and then assist the student to consider strategies they can use to address these in future placements.

Once completed and discussed with the student, return the form to the CELMs via e-mail ASAP. This form will be passed on to the next CE for their consideration and preparation for the students arriving (which is likely to be the following week). Please encourage the student to discuss the recommendations early with their new CE.

If you are unsure if a further guidance process is appropriate for the students you are supervising, Please contact the [CELMs](#) to discuss.

Receiving a further guidance form pertaining to a commencing student

CE's may receive a further guidance form for a particular student at the start of an immersion if it has been recommended by a previous CE. It is hoped that students are proactive in discussing this with CEs at the start of the immersion.

Please make time to discuss the issues identified on the further guidance form with the student during the first week of the placement.

Some of the strategies recommended may not suit the new clinical environment. Please support the student to develop goals and strategies that will target the issues for the new context. It is important to "check in" with the student regarding their progress related to these issues each week of the immersion (or until the issues have been resolved) and to update the CELMs regarding progress. If no improvement is evident it is essential to signal this with the student and also advise the CELMs.