

## **Practice placement supervisor – guidance for completing final appraisal**

This is the official record of your appraisal, but we would encourage you to discuss with the trainee any areas of difficulty or recommendations for improvement prior to recording them in this document. Nothing written here should be an unpleasant *surprise* for the trainee. Where there are more serious concerns, it is expected that these would be shared with the module leader, Luke Annesley and/or the programme leader, Cathy Warner, prior to final appraisal. In the event that a trainee has not passed the placement, this should be reflected in the appraisal, in which 'unsatisfactory' or 'poor' would indicate performance below the required level in any area.

Thank-you for your important work – this final appraisal is a crucial aspect of learning for trainees and the time taken to fill it out is much appreciated!

Please consider the following areas of development, each of which has a separate section on the final appraisal form. The subheadings are a guide to key areas to be addressed, but you may wish to address other areas as well.

### *Therapeutic skills*

- The development of the trainee's musical, observational and verbal skills related to music therapy practice on this placement.
- The trainee's development of communication and listening skills.
- The trainee's developing awareness of clients' needs.
- The trainee's ability to form therapeutic relationships.
- How the trainee has developed assessment and evaluation protocols in their practice.
- How the trainee has maintained safe practice.

### *Personal development/reflective capacity*

- The development of the trainee's awareness of their own feelings.
- How the trainee has managed difficulties.
- How the trainee has made themselves available for learning.
- Your relationship with the trainee.
- The trainee's response to feedback
- The trainee's capacity to reflect thoughtfully on therapeutic processes.

### *Professional Skills*

- The trainee's relationship with placement staff and the placement institution.
- How the trainee took on responsibility on your placement.
- The trainee's development of written skills and verbal feedback.
- The trainee's maintenance of punctuality and keeping to a timetable.
- The trainee's awareness of legal and policy issues and their importance.
- The trainee's use and maintenance of resources on placement.
- Management of conflict/challenge
- How the trainee has used their initiative.