


Link Tutors' Checklist for the Input of Data on InPlace

Link tutors edit the professional practice data onto our placement management system InPlace. Please check that actions below are completed after the initial, interim progress and end of placement meetings within 48 hours.

<p>Actions to carry out on InPlace after the initial meeting: <i>(All must be completed. Please discuss with the placement leader if you have any questions.)</i></p>	
<p>Confirm that trainee can evidence completion of items on the trainee' PP preparation checklist. <i>(Please go through all items. Please ensure to see the safeguarding training certificate.)</i></p>	
<p>Confirm that trainee is placed at the correct KS.</p>	
<p>Check/Edit mentor's name, email address, PP start date and the initial meeting date.</p>	
<p>Confirm that all initial meeting checklist items have been completed. <i>(If not, please note any issues for follow-up.)</i></p>	
<p>Confirm mentor has engaged with Core Mentor Development materials/sessions.</p>	
<p>Confirm mentor has engaged with Departmental /Professional Practice Curriculum Training <i>(as appropriate)</i>.</p>	
<p>Confirm mentor has been signposted the Advanced Mentor Development offer <i>(as appropriate)</i>.</p>	
<p>Check WDS forms are being uploaded by trainee and are available for you to review for quality assurance purposes. <i>(Confirm mentor sets high-quality and effective targets in collaboration with the trainee.)</i></p>	
<p>Actions to carry out on InPlace after Progress Meetings:</p>	
<p>Edit Progress Report completion date and recommendation to proceed. <i>This includes recording if the trainee needs additional support to make progress for the five areas.</i></p>	
<p>Confirm mentor set high-quality and effective targets in collaboration with the trainee.</p>	
<p>Confirm all WDS forms have been uploaded by the trainee and quality assurance checks have taken place (by you as LT).</p>	
<p>Confirm Interim and End of Placement Progress Reports are uploaded by the trainee.</p>	
<p>Check attendance sheets have been uploaded by the trainee.</p>	