# HIS Foundation Certificate in IPC Review Form

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| **Name of applicant:** |  |
| **Applicant affiliation:** |  |
| **Application date:** |  |
| **Name of reviewer:** | *For office use only* |

**Course attendance criteria** (*to be completed by applicant*):

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| Confirmed attendance at a minimum of **7 distinct** Trainee Days:  *Applicant to list trainee days in table below as per the order in the reflection document and each Trainee Day must be on a different topic.* | **Yes/no** |
| Confirmed attendance at the Foundation Course: | **Yes/no** |

**Reflections review criteria** (*to be completed by applicant*):

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| Are a minimum of **8 reflections** present and combined in one document (including a minimum of **7 distinct Trainee Days reflections** **and a reflection for the foundation course**)? | **Yes/no** |
| Are all attendance certificate attached with this submission? | **Yes/no** |

A score out of 10 will be given for each of the 8 reflections submitted in the table below based on the following criterion points; the score in brackets denotes the weighting of each point and the scoring criteria:

1. Does the applicant clearly describe in detail what they have learnt from the session and how this will improve their education/career in IPC? *(****0-4 marks****: 4 = excellent, 3 = good, 2 = satisfactory, 1= sub-optimal, 0 = blank/not appropriate).*
2. Does the applicant clearly show how they plan to apply what they have learnt to their clinical practice? *(****0-4 marks****: 4 = excellent, 3 = good, 2 = satisfactory, 1= sub-optimal, 0 = blank/not appropriate).*
3. Does the applicant indicate how they will continue their learning in this area following the session? ***(0-1 mark****: 1 = yes, 0 = no)*
4. Is the reflection correctly formatted (accurate spelling and grammar) and within the 500-word limit? (***0-1 mark****: 1 = yes, 0 = no)*

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| **Applicant to complete** | | **For office use only** | |
| **Event** *– list* *as per the order in the reflection document \*required +optional* | **Date of event** | **Reflection Score** | **Comments on reflection** |
| Trainee Day 1\*: |  |  |  |
| Trainee Day 2\*: |  |  |  |
| Trainee Day 3\*: |  |  |  |
| Trainee Day 4\*: |  |  |  |
| Trainee Day 5\*: |  |  |  |
| Trainee Day 6\*: |  |  |  |
| Trainee Day 7\*: |  |  |  |
| Trainee Day 8+: |  |  |  |
| Trainee Day 7+: |  |  |  |
| Foundation Course in IPC |  |  |  |

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| **For office use only** | |
| A satisfactory standard for achieving the HIS Foundation Certificate in IPC is a score of ≥ 6 for each reflection: | **Achieved/Not achieved** |
| Additional reviewer comments: | |

**Reviewer signature:** **Date:**