# HIS Foundation Certificate in IPC Review Form

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

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

|  |  |
| --- | --- |
| 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*):

|  |  |
| --- | --- |
| 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)*

|  |  |
| --- | --- |
| **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  |  |  |  |

|  |
| --- |
| **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:**