

UNIT STANDARD 4098
PRECEPTOR ASSESSMENT DECLARATION
ASSIGNMENT 2 or 4

Please attach this completed form to Assignment 2 or 4 before returning

Name of Intern: _____

Name of Preceptor: _____

Date and time of assessment _____

How much notice did you give your intern of when, where and how the assessment would take place, before conducting it?

Did they agree on the date, time & location - or did you have to change any of these? YES / NO

If Yes, what did you change and why?

What did you explain to the intern about how the assessment would be carried out?

Location of assessment _____

List any specific requirements of the Intern (e.g. special assistance, environmental conditions, etc). Indicate if none.

List any conditions that might have disadvantaged the Intern in any way (eg interruptions, noise, illness etc). Indicate if none.

Were any people other than the preceptor and intern involved in this assessment? YES / NO

If yes, WHO? (describe their role in the assessment)

	YES	NO
Did you consider you conducted assessment fairly? How did you ensure this?:		
Conditions for this assignment are open book and on-the-job. What resources did you provide . or allow your intern to use during the assessment?		
Did your assessment reflect the skills required in the competence standards . nothing more, nothing less? (i.e. was it valid?)		
Do you have enough evidence to make a valid assessment of the intern's capabilities?		
Did you make your decisions based on the answers the intern gave you at this assessment, rather than what you had seen or heard in the past? (i.e. can they do it now ? Is your assessment current?)		
Can you verify that the evidence presented is the work of the Intern named above? (i.e. is it authentic)?		
If you have assessed your intern as competent (level 3), are you sure that the performance of these tasks can be repeated consistently to the standard required by the Pharmacist Competence Standards by the Intern?		
Was the evidence collected from actual performance? (i.e. was it direct?). Actual performance in this instance means observing normal work practices, role plays, or direct questioning by the preceptor.		
Did you give relevant feedback to your Intern within a reasonable timeframe (ie well before the next assessment so they could address any issues that may have arisen.)		
Did you confine your feedback to the strengths and weaknesses of performance?		
Did you carry out this assessment yourself?		

Signature of Preceptor

**UNIT STANDARD 4098
PRECEPTOR ASSESSMENT DECLARATION
APPRAISAL 1, 2 or 3**

Please attach this completed form to Appraisal 1, 2 or 3 before returning

Name of Intern: _____

Name of Preceptor: _____

Date and time of assessment _____

How much notice did you give your intern of when, where and how the assessment would take place, before conducting it?

Did they agree on the date, time & location - or did you have to change any of these? YES / NO

If Yes, what did you change and why?

What did you explain to the intern about how the assessment would be carried out?

Location of assessment _____

List any specific requirements of the Intern (e.g. special assistance, environmental conditions, etc). Indicate if none.

List any conditions that might have disadvantaged the Intern in any way (eg interruptions, noise, illness etc). Indicate if none.

Were any people other than the preceptor and intern involved in this assessment? YES / NO

If yes, WHO? (describe their role in the assessment)

	YES	NO
Did you consider you conducted assessment fairly? How did you ensure this?:		
Did your assessment reflect the skills required in the competence standards . nothing more, nothing less? (i.e. was it valid?)		
Do you have enough evidence to make a valid assessment of the intern's capabilities?		
Does your assessment reflect what your intern does NOW , rather than what you have seen or heard in the past? (i.e. is it current?)		
Can you verify that the evidence presented is the work of the Intern named above? (i.e. is it authentic)?		
If you have assessed your intern as competent (level 3), are you sure that the performance of these tasks can be repeated consistently to the standard required by the Pharmacist Competence Standards by the Intern?		
Was the evidence collected from actual performance? (i.e. was it direct?). Actual performance in this instance means observing normal work practices, role plays, or direct questioning by the preceptor.		
Did you give relevant feedback to your Intern within a reasonable timeframe (ie well before the next assessment so they could address any issues that may have arisen.)		
Did you confine your feedback to the strengths and weaknesses of performance?		
Did you carry out this assessment yourself?		

Signature of Preceptor

Date