



Process Checklist for Implementing a Learning Contract

| Step | ✓ | Instruction |
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| 1. | | Create a draft Learning Contract (LC). |
| 2. | | Include clear, specific, objective exemplars in the contract (i.e. At 1230 on December 15 th , Instructor entered the room to witness student changing the pt.'s benefit. She placed full urinal on bedside table beside his lunch tray. I explained this was inappropriate as the urinal was next to his food). |
| 3. | | Construct strategies using SMART goals (<u>S</u> pecific, <u>M</u> easurable, <u>A</u> chievable, <u>R</u> esults-focused, and <u>T</u> ime-bound). |
| 4. | | Schedule meetings, ensuring dates, locations, and times are indicated on the LC. If additional meetings are deemed warranted, they need to be scheduled in timely manner (as close to the practice event as possible). |
| 5. | | Send draft LC to the Team Leader and/or Clinical Assistant Mentor for feedback and approval. |
| 6. | | Incorporate feedback given by the Team Leader and/or Clinical Assistant Mentor. |
| 7. | | Resubmit revised LC for approval by the Team Leader and/or Clinical Assistant Mentor. |
| 8. | | The LC is to be shared and discussed with the student in person. If the situation warrants, the Team Leader and/or Clinical Assistant Mentor may also be present. LCs are never to be sent via email. |
| 9. | | Continue to gather objective, specific data pertaining to the objectives of the LC. |
| 10. | | Provide on-going feedback on student progress and seek the student's reflection on their practice performance after contract is in place. |
| 11. | | Revisit the strategies with the student as outlined on the LC and determine if more strategies are required. |
| 12. | | Construct a second LC if new issues arise in a domain(s) other than the one(s) identified in the original LC. The process outlined above will be followed when creating a second contract. Both contracts remain in place for the duration of the rotation. |
| 13. | | Send an email to the student after each meeting summarizing the discussion/decisions and Cc the Team Leader. The Team Leader may forward the emails to the Associate Director and/or Designate. |
| 14. | | Inform Team Leader if it appears that the student will not be successful in meeting the objectives of the LC. The Team Leader will inform the Associate Director and/or Designate. |
| 15. | | Complete Final PAF indicating rating (Satisfactory/Unsatisfactory) in each domain, regardless of the outcome of the LC (even if the student is removed from practice prior to the end of term). If there are insufficient practice examples to demonstrate success in a domain then a "U" is given in that domain. |