

# TOOLKIT Completion Form

Name:

Date:

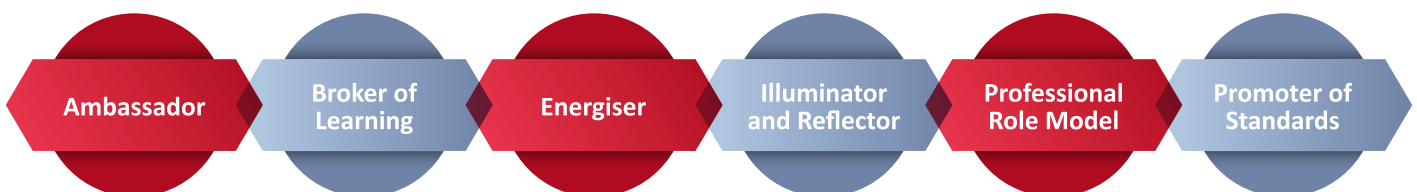
Now that you have had time to read through and consider the resources within the toolkit, you will need to complete this form.

Each of the six values should be considered in turn and examples from your clinical practice should be identified showing how you demonstrate these values.

Testimonials from patients, peers and learners can be provided as evidence of demonstrating these values in practice, although this is not a requirement.

A 1:1 meeting should then be arranged with your manager. This will be an opportunity for you to discuss the importance and value of the mentor role with regard to gatekeeping the profession and promoting the ongoing safety and quality of care for service users.

The **Evidence of Completion form** should then be completed by yourself and your manager to document the outcome of using the toolkit.



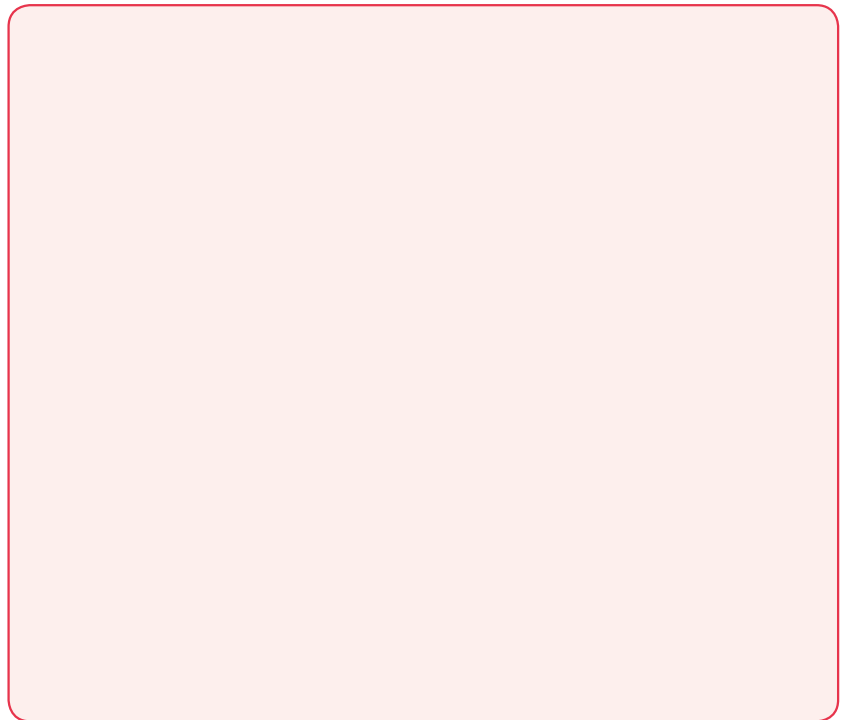
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## Ambassador

- Encourages others to see the bigger picture
- Seeks improvements in care and embraces change
- Is an advocate and treats everyone with dignity and respect
- Celebrates and shares good practice
- Promotes professional identity with pride

Personal examples given

Discussed

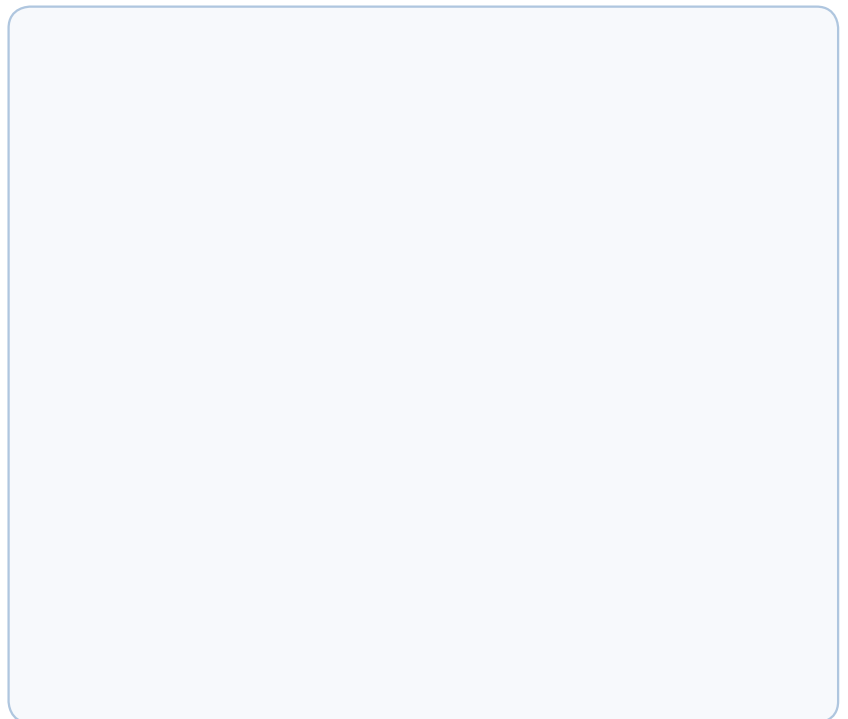


## Broker of Learning

- Encourages personal and professional development and actively shares knowledge
- Facilitates a range of learning opportunities and resources including non-clinical e.g. research, finance, audit
- Delegates an appropriate level of responsibility to others
- Enables others to develop problem solving skills

Personal examples given

Discussed



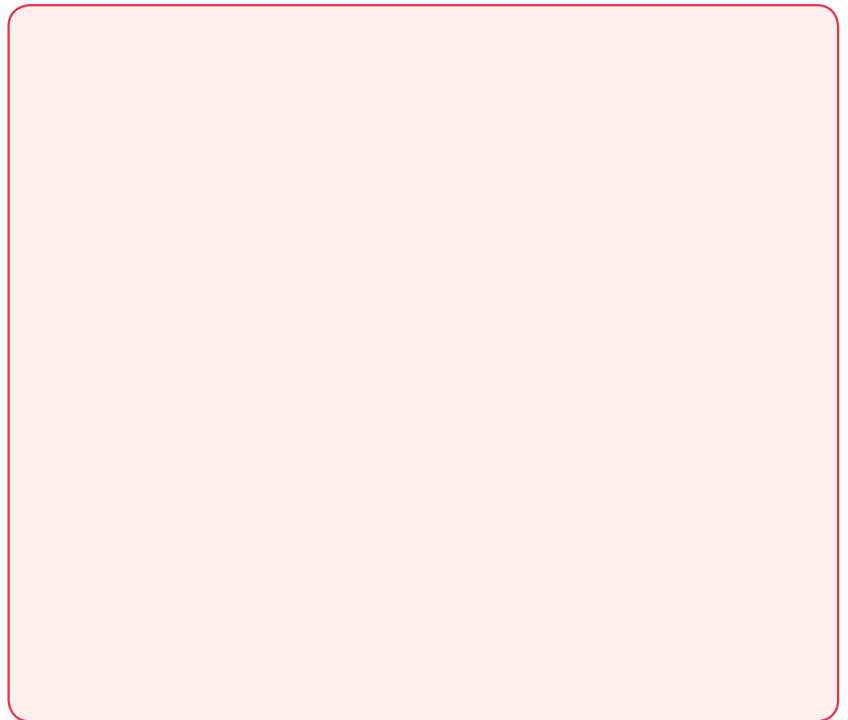
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## Energiser

- Motivates, inspires and enthuses others
- Seeks to make the most of every learning opportunity
- Gives freely of their time, knowledge and experience
- Demonstrates and fosters resilience

Personal examples given

Discussed

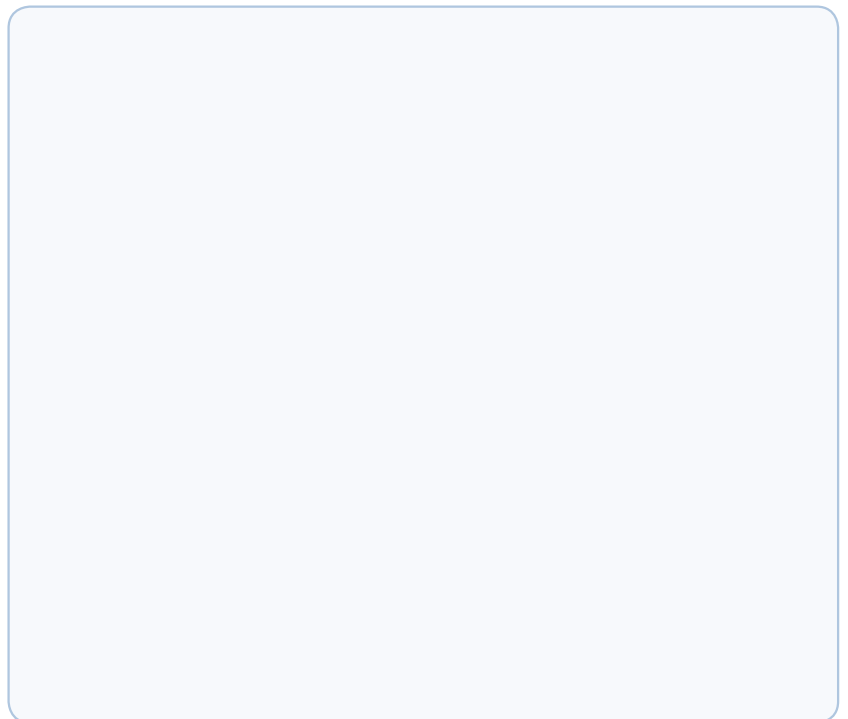


## Illuminator and Reflector

- Makes themselves available and actively listens
- Challenges others and provides constructive feedback
- Enables others to reflect and generate new ideas, open to discussion

Personal examples given

Discussed



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## Professional Role Model

- Is committed to the patient experience, getting the fundamentals of care-safety, effectiveness and patient experience right every time
- Is well respected by members of the multi-disciplinary team
- Conducts themselves in a way others can hold in high regard, value and adopt their behaviours

Personal examples given

Discussed

## Promoter of Standards

- Maintains the highest standards of care and service, treating every individual with compassion, dignity and respect
- Courage to question and seeks to improve standards
- Demonstrates evidence based practice and up to date knowledge
- Supports others to think critically and challenge views and prevailing norms

Personal examples given

Discussed

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# Evidence of Completion

## Practitioner:

### I have...

Read and understood the toolkit

Discussed the six values with my manager

Provided examples of how I demonstrate these in my clinical practice

Understood the importance and value of the mentor role and my accountability to my profession and service users

## Manager:

### I have...

Discussed the 6 values with the practitioner

The practitioner was able to provide sufficient personal examples of how they demonstrate the six values in clinical practice

The practitioner is eligible to apply for the next available place on a mentorship/supporting learning in practice course

### OR

The practitioner was unable to provide sufficient personal examples of how they demonstrate the values in their clinical practice. An action plan will be drawn up to address the areas of development required and the toolkit will be revisited

An action plan can be found via the mentor toolkit tab. Areas of development can be identified within this action plan or be incorporated into organisational appraisal/personal development plans.

Date for next review

- Please follow your organisation's agreed processes for the storage of this document. A copy should be kept by the practitioner as evidence of continuing professional development.
- We suggest that this record is presented by the practitioner as evidence of completion when applying for a place on a mentorship/supporting learning in practice course.

## Please sign (by typing your name) and date the document

Practitioner:

Date:

Manager:

Date:

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[SAVE FORM](#)