ITA intern reflective statement template

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| **Intern name** | Click or tap here to enter text. | **Ahpra registration** | Click or tap here to enter text. |
| **Intern training program** | Click or tap here to enter text. | **Stage of internship** | 0-3 months  3-6 months  6-9 months  9-12 months |
| **Date and location of activity/event/incident** | Click or tap here to enter text. | | |

About this form

This form is to be used to structure the reflective process for the intern following a specific activity, event or incident.

Instructions for interns

Use this template (or equivalent) to write a reflective statement. If you are familiar with other structures, then use the model/approach you are most familiar with. You may also adapt this template as needed. Complete sections 1 to 5 of this template (or the equivalent if using a different template) as soon as possible after an event or incident which is the target of your reflection. Schedule a discussion with your supervisor, where your supervisor can provide feedback and create a Development Plan with you to improve your skills. Complete sections 6 to 8 (or equivalent) after this discussion with your supervisor. Keep the records of this reflection in a place where you can easily retrieve them, and complete Sections 9 and 10 if there are opportunities to use the learning from this refection in the future.

Instructions for supervisors

Ask interns to use this template if they are not familiar with developing a reflective statement using an alternative approach. After the intern has completed sections 1-5, arrange a time to discuss the reflective statement, and provide feedback to the intern using the Assessment and Feedback form.

**Initial reflection by intern (sections 1 to 5). Complete these sections soon after the event/incident.**

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| **Section 1: DESCRIBE WHAT: What happened (Brief description of the details of the activity/event/incident and the outcome)?** |
| Click or tap here to enter text. |

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| **Section 2: DESCRIBE HOW: How did you respond (your thoughts, feelings, and emotions)?** |
| Click or tap here to enter text. |

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| **Section 3: UNDERSTAND and LEARN: Why did this happen (what led to the activity/event/incident) and what did**  **you learn?** |
| Click or tap here to enter text. |

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| **Section 4: GOAL: What will you do OR what should be done differently next time?** |
| Click or tap here to enter text. |

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| **Section 5: DEVELOPMENT (SMART) PLAN: What do you need to do or learn so you can respond differently next**  **time? It is important to include a timeframe for carrying out the plans as well as what will actually be done.** |
| Click or tap here to enter text. |

**Discussion with supervisor (sections 6 to 8).**

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| **Section 6: With whom and when did you discuss this reflection?** |
| Click or tap here to enter text. |

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| **Section 7: What were the key points that arose?** |
| Click or tap here to enter text. |

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| **Section 8: Did the discussion change any of your responses above, and if so, how?** |
| Click or tap here to enter text. |

**Future follow-up, if possible (sections 9 to 10). It may not be possible to use the learning from this reflection in a future episode; however, interns should be alert for any such possibility.**

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| **Section 9: Did you have a chance to use what you learned in a later incident, and if so, how?** |
| Click or tap here to enter text. |

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| **Section 10: Any other notes or comments relating to this activity/event/incident/reflection (e.g., performance**  **outcomes addressed)** |
| Click or tap here to enter text. |