



ITA intern reflective statement template

Intern name	Ahpra registration				
Intern training program	Stage of internship	0-3 Months	3-6 Months	6-9 Months	9-12 Months
Date and location of activity/event/incident					

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 reflection 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.

Section 1: DESCRIBE WHAT: What happened (Brief description of the details of the activity/event/incident and the outcome)?

Section 2: DESCRIBE HOW: How did you respond (your thoughts, feelings, and emotions)?

Section 3: UNDERSTAND and LEARN: Why did this happen (what led to the activity/event/incident) and what did you learn?

Section 4: GOAL: What will you do OR what should be done differently next time?

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.

Discussion with supervisor (sections 6 to 8).

Section 6: With whom and when did you discuss this reflection?

Section 7: What were the key points that arose?

Section 8: Did the discussion change any of your responses above, and if so, how?

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.

Section 9: Did you have a chance to use what you learned in a later incident, and if so, how?

Section 10: Any other notes or comments relating to this activity/event/incident/reflection (e.g., performance outcomes addressed)