# **Collaborative Success Plan**

A **Collaborative Success Plan** for Personal Support Worker (PSW) students can be initiated for PSW students while completing their Clinical Professional Practice placement. A CSP is a supportive and proactive tool designed to help students overcome challenges and achieve success in their clinical placement. It is not punitive in nature; rather, it is a structured approach to identify concerns early, engage the student in self-reflection, and collaboratively develop strategies to meet all required practice competencies.

**Purpose of the Collaborative Success Plan**

* *Support Student Success*: To develop, in partnership, a plan that includes clear, supportive strategies that helps students succeed in their placement by identifying areas of concern.
* *Encourage Self-Reflection*: To involve the student in recognizing and understanding their own challenges or behaviours that may be impacting their performance.
* *Promote Accountability and Growth:* To foster a sense of responsibility while offering guidance and mentorship.
* *Ensure Competency Achievement:* To ensure that all required PSW practice competencies are met by the end of the placement.

## **Components of the Plan**

1. Student Information
	* Last Name, First Name, Initial
	* Student Number
	* PSW Course and Program
	* Date
2. Description of Current Situation Which Puts Success at Risk
	* A factual, objective summary of the concerns (e.g., missed shifts, communication issues, skill gaps), including dates and specific examples.
3. Student’s Perception of At-Risk Behaviour(s)
	* The student’s own understanding and reflection on the situation. This promotes ownership and insight into their learning process.
4. Strategies and Action Plan for Success
	* A collaborative section where the student and instructor outline specific, measurable, and realistic strategies to address the concerns. Examples:
		+ Attending additional skills labs
		+ Weekly check-ins with the instructor
		+ Time management workshops
		+ Practicing specific clinical skills under supervision
5. Date to Review Progress
	* A scheduled follow-up to assess the student’s progress and adjust the plan if needed.
6. Other Comments
	* Any additional notes, supports, or considerations (e.g., accommodations, personal circumstances).
7. Signatures
	* Student and Instructor sign and date the plan to confirm mutual understanding and commitment.