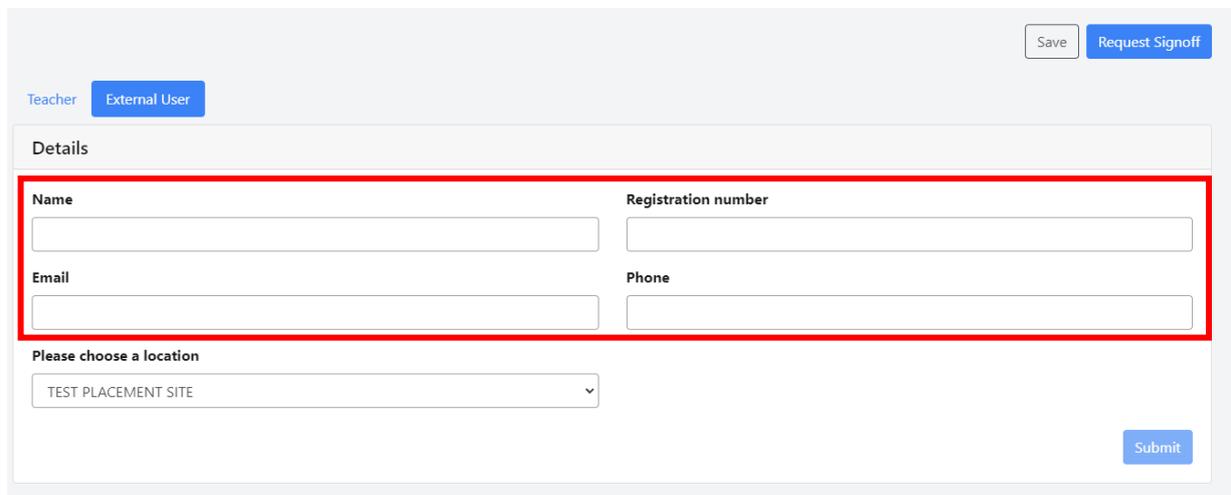


# CAFS Placement Management System – PFF Submission

This guide provides information on completing and submitting a student PFF following completion of a placement at your setting using the CAFS placement management system.

At the end of a placement block a student will submit a Personal Feedback Form (PFF) for your completion. In order for you to receive the form the student will need to input some of your information into the PFF within CAFS. Below is the screen that the students complete when submitting the form.

The information in the red box below will need to be provided to the student by yourself. The student will either require an email address or a phone number for yourself but not both. The link to the form for completion will be sent to either the email address or mobile (via message) you provide. The contact information will not be detained by the student or used for any other purposes.



The screenshot shows a web form for PFF submission. At the top right, there are 'Save' and 'Request Signoff' buttons. Below these are tabs for 'Teacher' and 'External User'. The main form area is titled 'Details' and contains four input fields: 'Name', 'Registration number', 'Email', and 'Phone'. These four fields are enclosed in a red rectangular border. Below the input fields is a dropdown menu labeled 'Please choose a location' with the selected option 'TEST PLACEMENT SITE'. A 'Submit' button is located at the bottom right of the form.

Once the student has completed their section of the PFF and has submitted it for your completion you will receive a link which will be similar to the below:



## Signoff user activity at CAFS

Some activity recorded in CAFS needs your signoff.

Please follow the link below to do this.

<https://app.bham-pharm.cafsapp.com/externalsignoff/0b45ecc0ff7d8ced8703c9aa4ac1c7f>

This link will expire in 47 hours.

--

The CAFS Team  
<https://www.cafsapp.com>  
[support@cafsapp.com](mailto:support@cafsapp.com)  
Tel: +44 1904 636677  
Tower Business Centre  
Fishergate  
York  
YO10 4UA  
United Kingdom

The link within the email/message will take you to the student's PFF. The first section (shown below) is the part the student completes including a reflection on their placement.

### Placement Feedback Form - Year 4

User: Vincent Abbott Published: Sep 26, 2023, 15:23 Sign Off

---

**Timetable event**

TEST PLACEMENT - TEST PLACEMENT SITE  
26/09/2023 10:00 - 16:00

---

#### Student Self Assessment

Clinical communication skills	Room for improvement
Application of knowledge	Satisfactory
Problem-solving	Above expectations
Decision making	Unsatisfactory
Recognising limitations	Satisfactory

Student reflection

The second section which is at the bottom of the page (shown below) is for you as the provider to complete. There are a number of drop down boxes on the right hand side of the page which need to be completed in relation to the student's performance. There is a section at the bottom for any comments that you may have. Once you have completed this section select the green sign off button at the bottom of the page. A message will appear thanking you for submitting the form. (pictured below)

#### Supervisor Assessment

Professionalism	<input type="text"/>
Approach to learning	<input type="text"/>
Clinical communication skills	<input type="text"/>
Application of knowledge	<input type="text"/>
Problem-solving	<input type="text"/>
Decision making	<input type="text"/>
Recognising limitations	<input type="text"/>

Supervisor comments

Sign Off

