**Discipline of Occupational Therapy**

Orientation of Student to the Setting

Research has indicated that one of the most important factors in a quality placement is a welcoming environment that is organised and orientates the student to the placement. This checklist is a suggested reference for both Practice Educator and student as to what could be covered in the students’ orientation to the placement.

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| Task |  ✓ |
| **Initial Orientation Need: Day One** |  |
| Desk space OR area student can work/desk sharing / Blank timetable.  |  |
| Storage of personal belongings/ Toilets/Tea/coffee/lunch facilities  |  |
| Policy on mobile phones/ computer use/internet. |  |
| Orientation to building/Safety procedures, locking up, personal safety procedures. |  |
| Timetable/ Working hours/Diary if being supplied. |  |
| Fire safety (evacuation plan, location of extinguishers etc.). |  |
| Procedures on answering the phone/Mobile phone/devices policy. |  |
| Management of absence |  |
| Health and safety issues |  |
| Normal office procedures (e.g. sign in /out book etc.) |  |
| Management of records, keys, storage, etc. |  |
| **Introduction to Staff / Staff Roles** |  |
| Key personnel /Provide staff list and contact phone numbers. |  |
| **Orientation: Week One** |  |
| OH &S /Building security/Infection prevention and control. |  |
| Resources – location/management of case records. Procedures for using internet. |  |
| **Getting to Know the Student** |  |
| Past placement experiences – positive and negative learning experiences. |  |
| Identify skills/strengths from past placements and areas for development based on feedback from previous educators. |  |
| Personal objectives/learning contract / Preferred learning style. |  |
| Disability? Are accommodations needed? Agree these |  |
| **Suggested Content of Service Resource File** |  |
| Service information/ outline of the management structure. |  |
| List of members of the multi-disciplinary team with contact details. |  |
| Samples of standard documentation e.g. referral forms etc. / referral procedure. |  |
| Department policies and procedures/ Health and Safety regulations. |  |
| List of medical conditions usually encountered in the department. |  |
| Map of hospital/ unit etc. / Area map. |  |
| List of assessments used in the department. |  |
| Library facilities/ List of recommended reading. |  |
| Commonly used abbreviations/Telephone procedures and dialling codes. |  |
| Emergency numbers in service, e.g. cardiac team. |  |
| Car parking facilities or information on public transport. |  |
| Articles or research/ Good practice guidelines related to practice context. |  |

Add you own policies that you would like the student to review in week one

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| Policy or procedure | ✓ |
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