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|  | **Discipline of Occupational Therapy, NUI Galway** |

**Agreement for 2nd Year, 3rd Year and 4th Year Placement Form**

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| **Name:** | **Work Address:** |
| **Work Email:** | **CORU Membership Number:** |

**In agreeing to take a student/s on placement, I confirm that the following requirements are met:**

* I have more than 2 years’ work experience as an occupational therapist (CORU requirement)
* If this placement is shared with another educator, agreements are in place regarding how the split of work tasks will be shared and these will be communicated to the student during orientation
* If you are taking annual leave, supervision cover for the student has been organised for your absence

**Agreement to fulfil the role of practice educator for a 2nd/ 3rd / 4th year placement**

1. Provide a site profile to the student with suitable pre-reading and preparation information that details the service and amended service requirements due to management of infection control of COVID-19
2. Ensure that unsupervised presence of students in clinical areas (for example unaccompanied students seeing patients to practice hands on examination skills) is avoided or is very carefully controlled.
3. Ensure that student(s) and teacher(s)/educator(s) presence in clinical areas is limited to events/time that have a specific focus on student education so that students are not present in clinical areas without a specific purpose.
4. Ensure that no more than four people present for bedside teaching and similar situations, there should be no more than four people present at one time (including students, teachers/educators). In procedure/operation rooms there should be no more than one student at a time.
5. Ensure that students and teachers/educators will be “bare below the elbows/bare above the wrist” when in clinical areas.
6. Read the CORU standards of proficiency prior to the placement
7. Discuss, agree and provide any accommodations for student disabilities as detailed in the reasonable adjustment plan provided by the university
8. Read the Booklet on the requirements of the placement
9. Provide orientation for the student to the department, team and service
10. Provide an induction on all work practices and expectations with regard to of COVID-19
11. Provide a safe working environment to the student and provide them with the appropriate policies and procedures relevant to your working environment.
12. Negotiate and review a learning contract with the student that is operational throughout the placement
13. Provide regular feedback to the student on their progression towards the attainment of competencies and the CORU standards of proficiency
14. Provide weekly supervision that is documented and signed by both student and educator
15. Facilitate the student in the provision of 3 hours study leave per week
16. Educate the student in the practice context, maintaining standards as set by AOTI, CORU and your employer
17. Ensure that client/patient consent is obtained for student participation in their intervention/treatment
18. Countersign any contributions the student makes to the service user’s health care record, completion of reports, referrals or session plans.
19. Enable the student to participate in interprofessional or multi-disciplinary communications or working
20. Provide access to resources appropriate to student learning in this practice context
21. Provide opportunities for student to practice within their abilities in the practice context
22. Encourage the student to self-evaluate and identify their strengths and issues to be worked on
23. Complete and sign a half-way report
24. Contact the University Practice Education Coordinator in a timely manner if concerns are identified about any aspect of the student performance
25. Complete a half way and final report with the student, sign it and return the documentation to the University and sign off on students hours on placement(includes three hours study, excludes bank holidays, lunch breaks or student remaining at work completing non-essential work tasks)
26. Complete and return a feedback form to the University

**Educator profile: Please tick the most suitable**

I have attended an NUI Galway or Trinity College Dublin practice educator course

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| Yes  | No | **Comment** |

I have completed the HSEland online practice educator course (This is an optional course)

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| Yes  | No | **Comment** |

 Would you like to avail of a pre placement phone call or visit?

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| Yes  | No | **Comment** |

Do you require additional supports from the university?

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| Yes  | No | **Comment** |

**For fourth year placement:**

When marking the final year student as competent in their final assessment form you are confirming that the student has met the CORU Standards of Proficiency and therefore is competent to practice as an entry-level occupational therapist.

**General Data Protection Regulation: If you wish to be placed on the NUIG practice education contact list and receive** a) calls for upcoming placements b) upcoming training events; publications of interest; c) research projects and d) the NUIG Occupational Therapy Newsletter.

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| Yes  | No |

**Signed: Autosign or write/type name and details**

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| **Name** | **Date** |
| **Title** |  |

**Please return by email to** caroline.hills@nuigalway.ie **or rosaleen.keily@hse.ie if in Sligo, Leitrim or Donegal HSE.**