**Occupational Therapy Students**

**Placement Checklist**

It is good practice for the following to be covered within the first day of placement, please ensure time is allowed within the student’s timetable to achieve this. Please tick once these have been completed and both sign at the bottom. Provide [Induction Pack](file:///I%3A%5COccupational%20Therapy%5CAdult%20%26%20Older%20People%5CPractice%20Education%20Coordinators%5CInduction%20pack.docx) to student. Complete student specific section during placement.

First Day:

|  |  |
| --- | --- |
|  | Introduction to staff/colleagues in MDT and admin support. |
|  | Tour of the building and the Occupational Therapy department, door security, codes of entry etc.  |
|  | Identify safe and secure place to leave valuables and coat. Identify changing facilities if appropriate.  |
|  | Discuss break times and facilities for lunch, area to eat lunch. |
|  | Highlight any sign in/sign out or safety procedures.  |
|  | Ensure uniform and dress code are being complied with, highlight any aspect of student dress which is non-compliant and rectify. |
|  | Arrange swipe card if required (via BGH Admin).  |
|  | Complete [OT Student Contact Information](file:///%5C%5Cnhsb.borders.scot.nhs.uk%5Csites%5Cbgh%5Cusers%5Caclark%5CMy%20Documents%5COT%20Student%20Contact%20Information.docx) form and retain copy within the department. |
|  | Discuss and agree process for reporting absence on placement and contact numbers to be used. |
|  | Orientation to desk space, computer access. Call IM&T to set up IT access, quoting ticket number provided.  |
|  | Complete [Confidentiality Statement](file:///%5C%5Cnhsb.borders.scot.nhs.uk%5Csites%5Cbgh%5Cusers%5Caclark%5CMy%20Documents%5CConfidentiality%20Statement%20NHS%20Borders.pdf).  |
|  | Orientation to printer, photocopier, and scanner, within the department. |
|  | Plan weekly supervision into both timetables. |
|  | Highlight resources within the department e.g. books, manuals, articles etc. |

Within the first couple of weeks of starting placement please ensure that the following list is completed and signed off by both student and practice educator.

|  |  |
| --- | --- |
|  | Orientation to printer, photocopier, and scanner, within the department. |
|  | Plan weekly supervision into both timetables. |
|  | Highlight resources within the department e.g. books, manuals, articles etc. |
|  | Highlight any learning opportunities and visits appropriate to placement.  |
|  | Schedule time in diaries for half way and final reports.  |
|  | Complete learning agreement.  |

Practice Educator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_