

## Occupational Therapy Students

### Pre Placement Checklist

If possible a pre-placement visit is helpful to orientate the student to the practice setting. It is helpful to provide the following information for the student prior to commencing the practice placement, whether this is face to face at the visit or sending out the information, if a visit is not possible:

<b>Your supervising clinician will be</b>	
<b>Contact number for supervisor and admin support at base</b>	
<b>Your hospital or clinic will be</b>	
<b>Your main clinical area will be</b>	
<b>Your hours of placement will be</b>	
<b>If you are sick and unable to attend placement you should</b>	
<b>Travel arrangements to your base by car, bus and train</b>	
<b>Uniform and dress – provide copy of the policy</b>	
<b>Options for lunch – packed lunch, microwave, local shops</b>	
<b>Name Badge (covered in Uniform and Dress Policy)</b>	
<b>Disclosure check complete</b>	
<b>Pre-reading suggestions</b>	
<b>Apply for EMIS log in via <a href="#">My Account</a> *Do not give passwords until student has signed form on confidentiality*</b>	