

## Occupational Therapy Students Day One of 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.

	Introduction to staff/colleagues in MDT and admin support.
	Tour of the building and the Occupational Therapy department, door security, codes of entry.
	Identify safe and secure place to leave valuables and coat.
	Discuss break times and facilities for lunch, area to eat lunch.
	Explain sign in and out procedures and highlight importance.
	Highlight fire procedure, fire exits, fire assembly point, raising the alarm and regular fire alarm testing.
	Read <a href="#">Fire Safety policy</a> on HR Connect (under Health and Safety section – policies).
	Ensure uniform and dress code are being complied with, highlight any aspect of student dress which is non-compliant and rectify.
	If student has not already done so ensure they read Dress and Uniform policy.
	Complete emergency contact information form and retain copy within the department.
	Discuss and agree process for reporting absence on placement and contact numbers to be used. NB a phone call is expected texting is not acceptable.
	Mobile phone use while on placement. Mobile phones are to be kept out of clinical areas and can be checked at break times only.
	Orientation to desk space, computer access.
	Highlight resources within the department e.g. books, manuals, articles etc.
	Confirm Pre-placement learning agreement.

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

Date \_\_\_\_\_