

Occupational Therapy Students

End of First Week Checklist

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

	Health and Safety policy.
	Infection Control policy/ Hand Hygiene .
	Moving and Handling policy.
	Smoke Free policy.
	Management of Violence and Aggression policy.
	Code of Conduct for Staff policy.
	Policy on Corporate Social Media .
	Confidentiality and Data Protection policy.
	Freedom of Information policy
	EMIS Web competency checklist .
	Arrange access to email, intranet, EMIS Web, Track, Portal (delete as appropriate).
	Orientation to printer, photocopier, and scanner, within the department.
	Plan weekly supervision into both timetables.
	Share student tutorial list and timetable attendance.
	Attend tutorial with Occupational Therapy Professional Lead - which covers SCS Occupational Therapy structure, remit of OT across GG&C, national drivers relating to service delivery.

Practice Educator _____ Student _____

Date _____