

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:

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

