

# WELCOME EMAIL TO STUDENTS

## FROM STUDENT COORDINATORS

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### What should a Welcome Email contain?

About 1-2 weeks before placement, email the students to clarify:

- Start date of placement
- First day arrangements, i.e. where to go, at what time, who to ask for
- What to bring on-site, e.g. Trinity ID card, signed policies and protocols
- Uniform considerations, e.g. standard tunic or professional dress
- Any other site-specific considerations, e.g. parking, lockers
- Recommended reading for the first week

### Sample

Dear \_\_\_\_\_,

We look forward to welcoming you to Imaginary Hospital/CNDS on **01 Jan** for your upcoming placement.

#### Getting here

There are no parking spots reserved for students. As such, please use public transport where possible. Limited paid parking is available in the streets surrounding the hospital/building at your own expense.

I attach a map of the hospital/building to assist you.

#### First day arrangements

Please go to main reception at 0900. Ask the person at reception to ring extension 1234 to let me know that you have arrived. I will come down to meet you.

We will arrange an ID card for you once you arrive. To facilitate this, please bring a form of ID with you, ideally your student card.

#### Uniform

You should wear your College tunic for placement. For infection control reasons, do not wear your tunic on your journey in or out of the hospital/building. Please change into your tunic when you arrive on-site.

#### Reading in advance of placement

I attach some short resources/policies that would be helpful for you to review in advance of your arrival.

If you have any difficulties on the morning of your arrival, please call the department on 01 234 5678. Please email me if you have questions in the meantime, and I look forward to meeting you.

Kind regards,  
*Student Coordinator*

