

Appendix 38: Induction Handbook for Students on Practice Education Placements (Template format to be amended by Practice Sites)

The following is a template to support Practice Education sites to devise a Student Induction Handbook. It is recommended that each practice placement site amend this template in line with their services.

Student Occupational Therapist Induction Handbook
(Name of Service)

Introduction and Welcome

- Welcome to the service
- What is this handbook's intended purpose

The Service

- Brief overview of the service
- Nature of service (physical/acute/paediatrics etc.)
- Who it serves
- Brief history of service
- Structure of service
- Mission statement and values
- How to get here

The Occupational Therapy Department

- Mission Statement and values of OT department
- How many staff members and who are they e.g Staff grades, seniors, OT assistants or any adjunct therapies in the department such as driving instructor.
- Clinical areas covered
- Core areas of expertise/brief introduction of role e.g school visits, discharge planning etc.
- Useful telephone numbers for OT department

Preparing for placement

- Site Visit
- Pre-placement reading
- Information to be submitted to tutor prior to placement e.g Garda vetting, hand hygiene certificate

Expectations of a professional student Occupational Therapist (If not included in handbook indicate how the student can access them?)

- Uniform Policy
- Absence protocol

- **Service policies and procedure: (examples- include relevant to your service)**
 - Infection control
 - Confidentiality
 - Social media policy
 - Home visit policy
 - Records Management
 - Child protection and vulnerable adults
 - Fire and evacuation procedures

During placement:

- Role of Practice Tutor/Practice Educator
 - Access to phones/computers/email
 - Access to resources
 - Use of Diary
 - Documentation/record keeping
 - Placement wrap up- checklist
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