

## Appendix 15: Student Pre-Placement Administrative Checklist



**Trinity College Dublin**  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin

### Student Pre Placement Administrative Checklist

Task	Completed	Comment
Send CV and introductory email (include Garda Vetting) to assigned Practice Educator <b>within 1 week of receiving allocation.</b>		
Complete pre-readings for the placement.		
Review the CORU & AOTI Codes of Professional Conduct and Ethics.		
Ensure mandatory training is complete and up to date.		
Review the Practice Education Handbook.		
Review previous assessment form and upcoming assessment form.		
Develop a draft learning contract/personal development plan.		
Complete pre-placement site visit.		
Complete and sign off on placement induction checklist in collaboration with PE (at site visit or during induction period).		