

Appendix 16: Practice Educator Pre-Placement Administrative Checklist



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Practice Educator Pre-Placement Administrative Checklist

Task	Completed Yes or No	Comments
Student details and relevant Practice Education information/resources received from PEC/RPF		
Student CV received and reviewed		
Insurance documentation received from PEC and Garda Vetting documentation received from student		
Pre-reading provided to student		
Week 1-2 timetable commenced		
Student booked on to any site specific mandatory training		
Student orientation/induction folder updated if necessary		
Practice Education Handbook reviewed and time spent familiarising self with Practice Education resources		
Placement induction checklist reviewed and printed for completion with student (during site visit or induction period)		
Student caseload and objectives brainstormed/planned.		
Where possible, site visit arranged and completed		
First day protocol agreed		