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/paeds>ID 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)
  o Infection control
  o Confidentiality
  o Social media policy
  o Home visit policy
  o Records Management
  o Child protection and vulnerable adults
  o 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