

Guidelines for Orientation of the Student to the Practice Education Placement Setting



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Research has indicated that one of the most important factors in a quality placement is a welcoming environment that is organised and orientates the student to the placement. This checklist is a suggested reference for both the Practice Educator and the student as to what could be covered in the students' orientation to the placement site (Please see appendix 38 for Induction Handbook Template).

Initial Orientation Need: Day One

- ✓ Desk space OR area student can work/desk sharing.
- ✓ Storage of personal belongings/ Directions to the Toilet facilities, Tea/coffee/lunch facilities
- ✓ Policy on mobile phones/ computer use/internet.
- ✓ Orientation to building/
- ✓ Orientation to Safety procedures, locking up, personal safety procedures.
- ✓ Timetable/ Working hours/Diary if being supplied
- ✓ Fire safety (evacuation plan, location of extinguishers etc.)
- ✓ Procedures on answering the phone/Mobile phone/devices policy.

Introduction to Staff / Staff Roles

- ✓ Introduction to key personnel
- ✓ Provide staff list and contact phone numbers.

Orientation: Week One

- ✓ Introduction to building security
- ✓ Introduction to Infection prevention and control
- ✓ Introduction to the resources on site.

Getting to Know the Student

- ✓ Discuss past placement experiences – positive and negative learning experiences
- ✓ Identify skills/strengths from past placements and areas for development based on feedback from previous educators

- ✓ Explore personal objectives and preferred learning style.
- ✓ Discuss any disability related issues and if reasonable accommodations