

SUGGESTION SHEET – The Orientation Folder for Private Practice

An orientation folder will be a very helpful reference tool for the student and for you when orientating the student. It sets the clinical scene for the student, and serves as a prompt for you to ensure that you cover all the important orientation information.

You may like to include in the orientation folder some or all of the following :

- General introduction to the practice : *mission statement, philosophy, services offered, inter-disciplinary staff, standards of practice, lines of communication/reporting, service fees, hours of practice, costs to client etc.*
- Dress standards
- Local facilities : *food outlets, banks, post office, public phones, amenities etc*
- Map of the township if student is not local or locality is rural or remote.
- Public Transport depots/timetables
- Staff lists with role/discipline : can include a checklist of staff that you would like to schedule time for the student meet with.
- Meal times/breaks: *typical staff meal times/socialisation opportunities, any cultural norms eg. bring a cake on your birthday*
- Information on routine procedures : booking cars, in/out communication board, phone messages, use of email/internet/computers etc
- Student Expenses : travel to office/site/home visit; petrol and parking for work-related travel.
- WH & S and Emergency procedures
- Job descriptions, particularly that of the OT
- Assessment and treatment procedures used by the practice
- Reference to Policy and Procedures Manual
- Report writing protocols and standards.
- Confidentiality policies and other ethical issues
- Guidelines for recording statistics
- Relevant Acts e.g. Mental Health Act; OHS Act and Regulation
- Information or guidelines relating to providing sensitive and culturally appropriate communication and interventions for specific client groups
- Protocols or Codes relating to professional conduct, confidentiality, client rights
- Checklists, proformas or protocols re. expectations of and processes for e.g observations, interviewing, assessment or treatment procedures, for arranging visits, phone consultations etc.

- Home/site – visit or client outing Risk Checklist/s. Refer to the following web-links for useful examples:
http://www.ncoss.org.au/projects/ohs/downloads/resources/checklists/homevisit_checklist_OHS.pdf
and http://www.ncoss.org.au/projects/ohs/downloads/resources/checklists/excursion_checklist_OHS.pdf.
- Clear guidelines about access to information, resources or handouts and photocopying of resources.
- Timetable of regular meetings or appointments
- Caseload specific information
- List of visits or orientation tasks that the student could arrange to other relevant agencies, workplaces or facilities.
- Any pre-reading materials that may reinforce their theoretical knowledge relevant to the work e.g anatomy, ergonomics, WH& S, manual handling
- Special requirements eg. *Travel requirements, accommodation etc*

References:

Clinical Placement Advisory Committee [CPAC] (1997) *Clinical supervisor's survival kit. A resource handbook for Occupational Therapists supervising students on placement.* University of Queensland, Division of Occupational Therapy. Australia.

Rorke, L (2005) *Clinical Education in Private Practice. Creating "Win-win-win" for students, universities and private practitioners.*[Discussion paper]. Queensland Occupational Therapy Fieldwork Collaborative. Australia.

For more information about student orientation and private practice placements, in addition to a wide range of OT practice education resources, visit our website at:
otpecq.group.uq.edu.au