

TEMPLATE

ORIENTATION FOLDER CHECKLIST

- ☐ General introduction to the service/facility/organisation : mission statement, philosophy, services offered, inter-disciplinary departments, standards of practice, lines of communication/reporting, funding source, hours of practice, costs to client etc
- ☐ Uniform standards
- ☐ Map of the centre
- ☐ Facilities : canteens, 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
- ☐ Emergency procedures
- ☐ Job descriptions, particularly that of the OT at the centre
- ☐ Assessment and treatment procedures used at your centre
- ☐ 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

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- ☐ Information or guidelines relating to providing sensitive and culturally appropriate communication and care for specific client groups
- ☐ Expectations of professional behaviour
- ☐ Timetable of regular departmental meetings and in-services
- ☐ Caseload specific information
- ☐ List of tutorial topics
- ☐ List of visits or orientation tasks that the student could arrange to other relevant departments or facilities.
- ☐ Any pre-reading materials that may reinforce their theoretical knowledge relevant to the work
- ☐ Special requirements eg. Travel requirements, accommodation etc

Reference:

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

For more information about student orientation, in addition to a wide range of OT practice education resources, visit our website at:

otpecq.group.uq.edu.au