General introduction to the practice: *mission statement, philosophy, services offered, clientele, inter-disciplinary staff, standards of practice, lines or communication/reporting, funding/fees for service, third party payers, hours of practice, marketing strategies etc*

- Uniform/dress standards
- Local facilities: canteens, food outlets, banks, post office, public phones, amenities
- 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 practice
- Interviewing, assessment and treatment processes and procedures used at your centre. Include any related proformas, protocols or checklists.
- Reference to Policy and Procedures Manual
- Report writing protocols and standards.
- Confidentiality policies and other ethical issues
- Guidelines for recording statistics
- Legal issues e.g. intellectual property rights; professional indemnity, public liability, third-party payer policies re. students etc.
- Relevant Acts e.g. Mental Health Act
ORIENTATION FOLDER CHECKLIST FOR PRIVATE PRACTICE

☐ Information or guidelines relating to providing sensitive and culturally appropriate communication and care for specific client groups

☐ Expectations of professional behaviour and placement objectives.

☐ Timetable of regular appointments, 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 agencies, sites or facilities.

☐ Any pre-reading materials that may reinforce student theoretical knowledge relevant to the work

☐ Special requirements eg. Travel requirements, accommodation, work space etc

References:


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