

TEMPLATE

ORIENTATION FOLDER CHECKLIST FOR PRIVATE PRACTICE

- ☐ General introduction to the practice: *mission statement, philosophy, services offered, clientele, inter-disciplinary staff, standards of practice, lines of 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

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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 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:

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, in addition to a wide range of OT practice education resources, visit our website at:

otpecq.group.uq.edu.au