

WORKSHEET

GETTING READY FOR A STUDENT PLACEMENT

...BEING PREPARED AND GETTING STARTED

Preparation is everything!! So, what needs to happen?

Consider the following checklist of orientation and organisational requirements that if in place, will certainly assist you in setting up a positive student learning environment and, lead to a smooth and enjoyable teaching and learning experience for both you and the student.

- ☐ Discuss with, and gain support from, your line manager and work facility for the provision of a student placement e.g. outline benefits, set a development goal for yourself.
- ☐ Attend or access clinical educator training and education
- ☐ Write down a list of learning opportunities offered by your facility (e.g. administration of a particular assessment, liaison with other health professionals, specialty areas)
- ☐ Generate an up-to-date student orientation folder containing:
 - Basic organisational information
 - Relevant clinical information
 - Reporting systems
 - Mandatory safety and risk requirements (*to be covered in detail in Part 2*)
- ☐ Check availability of, or potential for, student working space (desk space and stationery for student use)
- ☐ Set-up learning resources relevant to areas of practice and service provision at your facility (e.g. articles, videos, protocols, fact-sheets or handouts).
- ☐ Prepare a student orientation and placement timetable
 - Orientation to environment/locality
 - Department (roles, routines, equipment, protocols),
 - Staff & roles,
 - Reporting/filing systems,
 - Health & Safety procedures,
 - Suggested visits, caseload,
 - Expectations and learning goals. (*to be covered in detail in part 2*)

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- ☐ Familiarise yourself with information provided by the Universities on expectations of student performance

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

otpecq.group.uq.edu.au

