

WORKSHEET

STUDENT PLACEMENT PREPARATION CHECKLIST

...BEING PREPARED AND GETTING STARTED

Take a minute to check that you have addressed all the steps necessary to prepare for your upcoming student:

- ☐ I have accessed relevant clinical education training and resources
- ☐ I have established what are the student learning opportunities offered at my place of work
- ☐ I have informed staff and management of the student's arrival and expectations of the placement, timetable etc
- ☐ Orientation folder prepared
- ☐ Student working space organised
- ☐ Name badges, keys, locker etc organised
- ☐ Student orientation timetable ready
- ☐ Student clinical timetable/learning program established
- ☐ I have reviewed University expectations of student performance
- ☐ I am familiar with the Student Placement Evaluation Forms (SPEF)
- ☐ Placement expectations for this service are prepared and congruent with University expectations.
- ☐ Student feedback notebook
- ☐ Other

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

otpecq.group.uq.edu.au