

## Occupational Therapy Clinical Education Program (OTCEP) Overview of Student Activity Plans

Student activity plans (SAPs) have been developed within the Occupational Therapy Clinical Education Program (OTCEP) as a method to communicate planned learning activities and training which are tailored to the needs of the student, the demands of the placement setting and the requirements of the Hospital and Health Service (HHS). A SAP is an interactive word document which lists planned learning activities and may include embedded documents for easy reference to learning tools such as reflective worksheets. A SAP can be developed either by the Clinical Educator (CE), the Clinical Education Support Officer (CESO) or both parties in collaboration usually prior to the placement so that it can be made available to the student at the beginning of a placement. It can then be developed further during the placement and added to by the CESO, CE and/or student as new learning needs and opportunities arise. Within placement settings SAP templates may be developed that can be modified in preparation for each placement.

### The aims of the student activity plans are to:

- Inform the student of planned learning activities during placement
- Inform the student of training necessary to support the delivery of quality, safe services to health consumers
- Prompt the student to reflect on learning activities by providing embedded reflection tools
- Provide a method to timetable and schedule learning activities
- Increase efficiencies in planning learning activities and assisting the CE workload

### Student activity plans can be used in a range of ways:

- As a component of pre placement planning between CESOs and CEs
- Communication with CE about times and dates for learning activities arranged by the CESO
- As an alternative to student timetables (orientation, tutorials and training activities can be included)
- A method of reviewing learning activities undertaken at the end of placement to form the basis of a portfolio

### Contents of the student activity plan may include:

- Mandatory or required training
- Orientation
- Tutorials delivered by CESO's or other members within departments
- Recommended pre-reading and/ or links to online resources
- Self directed learning modules
- Work shadow opportunities
- Student reflection tools
- Relevant contacts and addresses
- Student feedback forms
- SPEF-R assessment to prompt midway and final reflections

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