

## Occupational Therapy Clinical Education Program Student Activity Plan Template

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). This document provides an example of a student activity plan which could be modified for any area. It includes learning activities and requirements which are relevant for any placement. It takes the form of a template to which further identified learning activities can be added [Text to be deleted from template indicated in green].

**STUDENTS** Apart from those marked as **mandatory**, the following list of activities has been developed by your Clinical Educator to support your learning and development.

**IMPORTANT** Allied health students are requested to:

- Complete all off-site training, including annual refreshers indicated on [Allied Health student training: A guide for students](#) (PDF 86KB) document, **prior to attending** any Queensland Government Hospital and Health Service placement.
- Maintain the [Evidence record for allied health student training](#) with signature and date against completed training modules.
- Provide a copy of the [Evidence record for allied health student training](#) to Queensland Government Hospital and Health Service clinical educators at **the commencement of each placement**.

**LEARNING** Many of the activities listed below have an **Activity Sheet** embedded. Double-click on the icon, and it will open the Activity Sheet on a new screen. You will see there if the activity has any "preparation", and what the learning objectives are. There is also room for you to write/type your reflections about the activity ahead of your next Supervision meeting with your Clinical Educator.

Timing	Duration	Activity	Key Contact Person/Instructions	Activity Detail/Preparation
Within 2 days of placement starting	10 mins	General Evacuation instructions ( <b>mandatory</b> )	Meet with the fire warden for your facility / centre. Please complete the Instruction record here: <a href="http://qhps.health.qld.gov.au/safety/fire/documents/gen_evac_inst.doc">http://qhps.health.qld.gov.au/safety/fire/documents/gen_evac_inst.doc</a> and forward to the relevant OH&S training records coordinator in your facility.	
Week 1		Orientation		
Week				
Week				

Prior to halfway review		Completing self-review of SPEF-R	Student to schedule a 90-minute appointment with themselves to carry out a self-appraisal of their performance.	
Week				
Week				
Week				
Week				
Final week	10 mins	Student to complete evaluation of the placement		

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For more information contact: Program Manager, OT Clinical Education Program, email [OTCEP@health.qld.gov.au](mailto:OTCEP@health.qld.gov.au).

An electronic version of this document is available at

<https://qheps.health.qld.gov.au/occupational-therapy/education/otcep/index>