

Appendix 11. Sample Practice Placement Orientation Checklist¹

The following checklist has been designed for use with new students on practice placement at [insert organisation name].

It is the responsibility of the placement coordinator to ensure the induction can take place, including arranging the necessary resources and organising meetings.

It is the responsibility of the new student to complete the checklist and return it to the placement coordinator one month after the start of placement. The placement coordinator will be available to support the student to complete the checklist and answer any questions.

Student's name: _____ Start date: _____

Prior to start date - to be completed by [insert position, e.g. Placement Coordinator]

- Student is advised of location of premises, date and time of commencement
- Desk/phone arranged (with number allocated if available) *if needed*
- Computer arranged (including access to relevant drives) *if needed*
- Login details set up *if needed*
- Ergonomic workstation established
- Basic stationery supplies arranged
- Student Induction Pack* prepared (see below for more details)
- Name added to contact list and name board at entrance
- Meetings arranged with relevant staff for first week
- Arrange access card or codes arranged at the premises if required

First day - to be completed with student

- Greeted by placement coordinator and/or placement educator
- Tour of premises
- Instruction on entry and exit procedures (alarm details not provided)
- Student given any access cards or codes required for sufficient access to the premises in the expected normal placement hours
- Use of equipment (photocopier/scanner, etc.) demonstrated
- Use of communications (phone, email, fax, e-calendar, computer file system)
- Location of policies and procedures and explanation of organisational structure
- Emergency contact numbers supplied
- Work Health and Safety (WHS) orientation (including location of first aid box)
- Student receives a *Student Induction Pack* that includes:
 - Code of Conduct *for signing on first day*
 - Confidentiality Agreement *for signing on first day*
 - Student Agreement *for signing on first day*
 - How to access latest Annual Report, Strategic Plan and Constitution
 - Statement of Consumer and Carer Rights and Responsibilities

¹ Mental Health Coordinating Council 2013, Practice Placement Guide: Mental Health Workforce Professional Entry Practice Placements in the NSW Community Managed Mental Health Sector, MHCC, Sydney.

- Information about Recovery-Oriented Supports
- How to access relevant policies and procedures

First few days:

- Learning outcomes and activities established by:
 - educational institution or
 - [insert organisation]**
- Legal obligations discussed (WHS, discrimination, sexual harassment, privacy, code of conduct)
- Meeting with senior manager and/or CEO (vision, governance, structures)
- Meeting with staff to discuss student projects/programs
- Clarify position role and responsibilities
- Learning plan developed in collaboration with placement educator
- Regular meetings with placement educator established
- Procedure for booking car pool vehicle, meeting rooms and shared equipment explained

Orientation Feedback

- Orientation Feedback Form completed

Student comments:

This is to certify that the above items have taken place or been discussed with the placement coordinator and/or placement educator.

Student's name: _____

Signature: _____ Date: _____

Placement educator/ coordinator name: _____

Signature: _____ Date: _____