

Student Placement Induction Checklist

**To be completed on first working day of placement experience**

|  |  |
| --- | --- |
| Name |  |
| Higher Education Institute |  |
| Placement Host / Clinical Area |  |
| Date |  |

| Therapy Services Department | Yes | N/A | Comments |
| --- | --- | --- | --- |
| COVID RISK ASSESSMENT required? |  |  | If yes, please complete COVID Risk Assessment. If N/A, please confirm by signing COVID risk assessment form. |
| Is FIT testing required? |  |  | If yes, please arrange and attach confirmation document |
| Role and responsibilities whilst on placement |  |  | Expectations – see document  Relate to care pathways and patient journeys |
| Security procedures & ID Badge |  |  |  |
| Orientation to ward/department |  |  |  |
| Introduction to team |  |  |  |
| Changing Rooms/locker |  |  |  |
| Staff Room |  |  |  |
| Car parking |  |  |  |
| Awareness of sickness & absence reporting |  |  |  |
| Contact Numbers of key staff and areas |  |  |  |
| Catering facilities |  |  |  |
| Responsibilities in event of cardiac arrest procedure and equipment 2222 (9-999 for MCH) |  |  |  |
| Responsibilities in event of fire (exits and evacuations) |  |  |  |
| Hours of work |  |  |  |
| First aid facilities |  |  |  |
| Alarms in work areas |  |  |  |
| Awareness of moving and handling equipment |  |  | Student can assist with equipment, but not lead on it without competencies |
| Read summary of Policies in student file:   * Uniform * Consent * Mental Capacity Act * Infection prevention and Control * Moving and handling * Safeguarding adults/children * Whistleblowing * Confidentiality * Information governance * Equality and Diversity * Patient complaints * Health and Safety * Sharps and needlestick * Risk assessment * Fire * Work related violence * Harassment and bullying |  |  | Ensure your student knows how to raise a concern e.g. whistleblowing policy and complaints policy |
| Awareness of bare below elbows  5 moments hand hygiene, uniform |  |  |  |
| Responsibilities with regard to Health and Safety  Reporting of broken equipment – Help desk ext. 3005 |  |  |  |
| Incident reporting/datix |  |  |  |
| Awareness of complaints procedure (patients) |  |  |  |
| Awareness of sharps policy |  |  |  |
| Use of hand gel and hand care |  |  |  |
| Available resources e.g. library, internet access, resource file |  |  |  |

| Ward | Yes | N/A | Comments |
| --- | --- | --- | --- |
| Cubicles and Bays |  |  |  |
| Ward Patient Board |  |  |  |
| Communication Board |  |  |  |
| Vocera system - 6035 |  |  |  |
| Emergency Equipment |  |  |  |
| Nursing Station |  |  |  |
| Moving and Handling equipment |  |  |  |
| Nursing Kardex |  |  |  |
| Medical Notes |  |  |  |
| Therapy Documentation in medical notes |  |  |  |
| National Early Warning System (NEWS) |  |  |  |
| PUP charts |  |  |  |
| Nerve Centre |  |  |  |
| Red Tray/jug system & protected mealtimes |  |  |  |
| Learning boards |  |  |  |

| Additional Information | Yes | N/A | Comments |
| --- | --- | --- | --- |
| Placement objectives |  |  |  |
| Additional needs of student e.g. learning contract |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

All of the above information has been discussed with and understood by me.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student member name (please print)** | | |  | | | |
|  | | | |  | | |
| **Student member signature** | |  | | | **Date** |  |
|  | | | |  | | |
| **Induction completed by (please print name)** | | | |  | | |
|  | | | |  | | |
| **Signature** |  | | | | **Date** |  |

**Once completed please return to** [**alliance.hub1@nhs.net**](mailto:alliance.hub1@nhs.net) **, Nottinghamshire Alliance Training Hub**