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 documentRelate 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 elbows5 moments hand hygiene, uniform |[ ] [ ]   |
| Responsibilities with regard to Health and SafetyReporting 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** **, Nottinghamshire Alliance Training Hub**