**Placement Orientation Worksheet: Year 2 BN603002 Clinical Placement**

**Student Name & Student ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Dates**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Orientation (complete week one)**

1. **The Facility – Know where to find:**

* Parking – staff and visitors
* Overview of the telephone system (making internal and outside calls)
* Overview of the computer system and access - guidelines/quick keys to help you orientate system / Logins
* Privacy Procedures for residents and clinical notes
* Members of the wider healthcare team E.g diversions therapist, physiotherapy, hairdresser etc.
* Fire exits and fire assembly point / procedures
* Fire extinguishers
* Sharps containers / disposal
* Stock areas (wound dressings etc.)
* Sterilisation area
* Hazardous substances bins
* Clean and dirty linen systems / storage
* Equipment such as hoists, obs machine
* Medication refrigerators / storage etc.
* Controlled drug storage and sign out / checking processes (review policy and procedures)

1. **Clinical placement information**

* Dress code
* Confirm roster (and share with Clinical Lecturer)
* Facility and resident routines i.e. handover, allocation, essential cares etc.
* Discuss your hopes and goals for this placement
* Discuss your scope of practice as a year two student, particularly around medication administration
* Provide attendance log and preceptor clinical competence assessment
* Sign confidentiality agreement form, if requested
* Guidelines and Policies (keep a list of those that you review)
* Review PPE requirements for this facility (including covid requirements)

1. **Know the staff (roles and full names)**

* Clinical Manager
* Your preceptor(s)
* Other members of the team
* Who to contact if you are unwell
* Members of the wider healthcare team E.g GP, Physio ?

1. **Be prepared, safe and knowledgeable – Write detailed responses**

* What emergency equipment is available
* What is expected of you in an emergency?
* What standing orders are in place?
* What other hazards have you identified in the environment?
* What is required in case of a Needle Stick Injury?
* What to do if you have an injury or accident
* What to do in cases of a suspected adverse medication reaction?
* What is the process if a resident has a fall (witnessed / unwitnessed)?