** Clinical Placement Orientation Worksheet**

**Ākonga Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Placement**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Dates of Placement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **To be completed within the first week and signed by RN | EN preceptor** |
| **EMERGENCY PROCEDURES POLICIES** |
| Location of Emergency Procedures/Policies Folder |  |
| Location of fire extinguishers in your Unit |  |
| Location of fire exits in your Unit |  |
| Location of fire blanket(s) in your Unit |  |
| Location of Evacuation Assembly Area for your Unit |  |
| Identified Emergency Telephone numbers for facility |  |
| Identified Evacuation Procedure for your Unit |  |
| **HEALTH & SAFETY POLICIES** |
| Location of Health and Safety Policies - Folders | Information |  |
| Identify Lifting & Transferring procedures - Hoists |electric beds/wheelchairs/tilt tables etc. |  |
| **INFECTION CONTROL POLICIES** |
| COVID Testing & Reporting  |  |
| Location of Infection Control Policy /Folder |  |
| Identify location of handwashing/sanitisers/gloves |  |
| Identify Clean /Dirty utility areas |  |
| Identify policy for management of clean /soiled linen |  |