

Appendix 9 – Student Placement Induction Checklist

This checklist provides an example of topics to be considered during a student induction that normally takes place within the first week. The list is not exhaustive and other key topics may be added as appropriate.

Name of student Start date

Practice Placement Location

Orientation

- Introduction to key staff members and their roles explained
- Location of toilet facilities
- Location of rest room, canteen (if relevant) etc.
- Lunch, tea and coffee arrangements
- Dress code
- Work space
- How to answer the telephone, transfer calls, and make internal/external calls
- Post arrangements
- Car parking
- Photocopiers and computer facilities

Placement Health and Safety Policies

- Emergency procedures
- First Aid arrangements (including names of first aiders)
- Fire procedures and location of fire extinguishers
- Accident/incident reporting and location of accident forms/book
- COSHH regulations and requirements
- Risk Assessment procedures
- Manual handling procedures
- Protective clothing arrangements
- Infection control
- Lone working (See CSP 2006 Guidance for developing student placement in community and other non traditional settings)
- Home visit policies
- Other issues:

Signed (Student) Date

Signed (Practice Educator) Date

Please retain a copy of this checklist for your records