Physiotherapy Student Induction

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| **To be completed and signed-off on the FIRST DAY of the student starting placement** |
| **Mark with N/A where necessary** | **Supervisor initials** | **Date** | **Student Initials** | **Date** |
| **Workplace Orientation** |  |  |  |  |
| Introduction to placement assessor |  |  |  |  |
| Orientation to the working environment |  |  |  |  |
| Car parking and staff facilities outlined |  |  |  |  |
| Introduction to the staffing structure  |  |  |  |  |
| Brief overview of the organisational values |  |  |  |  |
| Information on service users given, including their rights and any specific needs |  |  |  |  |
| Communication/Documentation process explained |  |  |  |  |
| Access to Library/Research material  |  |  |  |  |
| IT systems and access |  |  |  |  |
| Key equipment used is explained, any relevant training required is organised |  |  |  |  |
| Patient alarms explained |  |  |  |  |
| Introduction to food hygiene |  |  |  |  |
| **Policies** |  |  |  |  |
| Location of Policies, procedures and relevant practice documents explained |  |  |  |  |
| Confirm student has completed Information Governance training |  |  |  |  |
| Uniform policy explained |  |  |  |  |
| Sickness policy and procedure for reporting sickness explained |  |  |  |  |
| No smoking policy explained |  |  |  |  |
| Mobile phone/Technology policy explained |  |  |  |  |
| Fire safety policy, procedures and assembly points explained |  |  |  |  |
| Evacuation procedures/policies discussed |  |  |  |  |
| Infection control procedures/policies discussed |  |  |  |  |
| Waste management arrangements discussed |  |  |  |  |
| The Falling Patient policy discussed |  |  |  |  |

Induction Continued

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| Safer Sharps legislation discussed, and products identified |  |  |  |  |
| Incidents, errors and near misses reporting processes explained |  |  |  |  |
| Policy for raising concerns explained |  |  |  |  |
| Action to be taken in a medical emergency explained |  |  |  |  |
| Security arrangements discussed, including missing persons |  |  |  |  |
| **Student** |  |  |  |  |
| Discuss the student learning style as identified in the welcome booklet |  |  |  |  |
| Hours of work/working patterns discussed (students: 37.5 hr p/w excluding breaks) |  |  |  |  |
| Reasonable adjustments discussed if necessary |  |  |  |  |
| Page 8 CPAF document, Factors that may impact on learning discussed |  |  |  |  |
| Student requested to share their emergency contact details in case this is required |  |  |  |  |
| Agreement of the student learning plan for the placement and model of supervision described |  |  |  |  |
| Specific duties and responsibilities of the Student confirmed |  |  |  |  |
| Additional information specific to individual student |  |  |  |  |
| Introduction to buddy |  |  |  |  |
| **Health & Wellbeing** |  |  |  |  |
| Discuss measures within the workplace to support health and wellbeing on placement |  |  |  |  |
| Discuss measures within the university to support health and wellbeing on placement |  |  |  |  |

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| Student Name | Signature | Date |
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| Educator Name | Signature | Date |