

Placement Orientation Form

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| Name of Placement Area |
| Name of Staff Member |
| This should be undertaken by a member of staff in the Placement Area |
| The following criteria need to be met within the first day in placement |
| A general orientation to the health and social care placement setting has been undertaken |
| The local fire procedures have been explained Tel: |
| The student has been shown the: <ul style="list-style-type: none"> • fire alarms • fire exits • fire extinguishers |
| Resuscitation policy and procedures have been explained Tel: |
| Resuscitation equipment has been shown and explained |
| The student knows how to summon help in the event of an emergency |
| The student is aware of where to find local policies <ul style="list-style-type: none"> • health and safety • incident reporting procedures • infection control • handling of messages and enquiries • other policies |
| The student has been made aware of information governance requirements |
| The shift times, meal times and reporting sick policies have been explained. |
| The student is aware of his/her professional role in practice. |
| Policy regarding safeguarding has been explained |
| The student is aware of the policy and process of raising concerns |
| Lone working policy has been explained (if applicable) |
| The following criteria need to be met prior to use |
| The student has been shown and given a demonstration of the moving and handling equipment used in the placement area |
| The student has been shown and given a demonstration of the medical devices used in the placement area |

Please note that a discussion around risk assessments and meeting learning needs occurs during the initial interview