

**Educator Guide and Checklist to Placement**

**Pre-Placement- Before the Practice Learning Begins**

**Task Date Completed**

|  |  |
| --- | --- |
| Complete all relevant practice learning offer documentation, as per University of Brighton Guidelines. ​ |  |
| Read the Practice Education Handbook & review placement documentation materials that should have been emailed to you. ​ |  |
| Prepare a student orientation file. ​ |  |
| Update student induction folder (if necessary). ​ |  |
| Familiarize self with the assessment form & other relevant student related resources. ​ |  |
| Plan student caseload & objectives. ​ |  |
| Consider quality influencers on placement (culture, environment, relationship, opportunity). ​ |  |

|  |  |
| --- | --- |
| Orient the student to the setting. ​ |  |
| Negotiate & agree a learning contract with the student on placement. |  |
| Establish regular (weekly) supervision. |  |
| Complete Induction Checklist​ |  |
| Support the student to engage in induction processes​ and to identify learning opportunities they feel will facilitate their development |  |



**Guide for Week One of Practice Learning**

**Task**  **Date Completed**



**Half-way​ Tasks: Date Completed:**

|  |  |
| --- | --- |
| Complete the halfway assessment/report. ​ |  |
| Contact the Placement Tutor if there are concerns regarding student’s performance/competence. ​ |  |
| Review & amend if necessary the learning contract/personal development plan.​ |  |
| Provide regular formal & informal feedback (this should be provided on an on-going basis). ​ |  |
| Continue weekly supervision. ​ |  |

**Review: End of Placement**​

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| --- | --- |
| Complete final assessment/report. ​ |  |
| Meet with student to discuss assessment/report. ​ |  |
| If keeping a copy of the assessment form, obtain consent from student. ​ |  |

**Induction Handbook for Students on Practice Education Placements (Template format that can be amended by Practice Educators)** ​

(Name of Service) ​

**Introduction and Welcome ​**

 Welcome to the service ​

**The Service** ​

Brief overview and history of the service ​

Nature of service (physical/acute/paeds/ID etc.) ​

Who it serves ​

**Structure of service**​

 Mission statement and values ​

 How to get here​

 **The Professional Department**

 Mission Statement and values of department

 How many staff members and who are they e.g Staff grades, seniors, support staff and any adjunct therapies in the department.​

**Clinical areas covered**​

 Core areas of expertise/brief introduction of role e.g school visits, discharge planning etc.

**Useful telephone numbers for department**​

**Helping the student to Prepare for placement ​**

**Site Visit:** to meet and greet the student if possible, this may help the student to reduce anxiety.

 ​

**Pre-placement reading**

1. ​

**Information to be submitted to tutor prior to placement e.g  hand hygiene certificate, placement passport** ​

**Expectations of a professional student ​**

**Uniform Policy ​**

**Absence protocol ​**

**Service policies and procedure: (examples- include relevant to your service) ​**

**During placement: ​**

**Role of Practice Tutor/Practice Educator ​**

**Access to phones/computers/email  ​**

**Access to resources ​**

**Use of Diary ​**

**Documentation/record keeping ​**

**Checklist​**