**Placement Orientation Worksheet: Year 2 Acute Clinical Placement**

**Student Name & Student ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clinical Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete within 1st week – the earlier you do it, the safer and more prepared you will be.

Tick off [ 🗹 ] boxes in parts A & B as completed. Write ‘N/A’ if not applicable.

1. **The Facility – Know where to find:**
* Parking – staff and clients
* Overview of the telephone system (internal/ external calls, ambulance/ emergency #)
* Overview of the computer system and access (logins; documentation software)
* Overview of patient flow (admission to discharge)
* Facility policies relevant to you as a student (e.g., privacy, social media, uniform, breaks, etc.)
* Allied health facilities/ personnels within building/ unit
* Health & safety: Fire exits/ assembly points/ extinguishers; spill kits
* Emergency equipment (Crash trolley; anaphylaxis kit, etc.)
* Rubbish disposal: Sharps containers; Hazardous substances bins
* Storage and supplies: medications & clinical consumables
* Patients/ whanau food preparation area; waiting room area
* Linen disposal: linen handling guideline; linen chutes; dirty/ clean/ wet/ infectious linen disposal
* Equipment such as ECG, spirometry, diathermy, otoscopes etc.
* Controlled drugs: storage/sign out and checking processes, policy, procedures
1. **Clinical placement information**
* Dress code
* Shift hours and breaks
* Facility day-to-day processes/ routines (e.g., handover, allocation, planning etc.)
* Share placement calendar with lecturer, and lecturer supervision timetable with preceptor
* Discuss possible formative learning objectives for placement with your preceptor
* Discuss what you can / cannot do as a student in the practice/facility
* Discuss/ provide preceptor feedback forms & required dates with your preceptor
* Arrange process for ongoing reflective feedback with preceptor to build your practice
* Sign confidentiality agreement form as required
* Guidelines and Policies (list the ones you reviewed and discussed below):
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Please write detailed responses for parts C & D.

1. **Know the staff (roles and FULL names)**
* Your preceptor(s):
* Who is in charge?
* Which other nurses and team members are in the team?
* Who to contact if unwell?
* Members of the inter-disciplinary team?
1. **Be prepared, safe and knowledgeable**
* What emergency equipment is available?
* What is your role during a medical emergency?
* What standing orders are in place?
* What do you do in case of a hazardous spill?
* What are the other hazards within the environment?
* What do you do with walk-in emergencies?
* What do you do in case of needle stick injury?
* What do you do if you have an injury or accident?
* What do you do in case of anaphylaxis?
* What does a faint look like and how would nurses manage it?
* How do you recognise a drug seeking behaviour?