**Placement Orientation Worksheet: BN604002**

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

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

**Facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Placement Orientation (complete week one)**

1. **The Facility – Know where to find:**

* Parking – staff and visitors
* Overview of the telephone system (making internal and outside calls)
* Overview of the computer system and access - guidelines/quick keys to help you orientate system / Logins
* Privacy Procedures for consumers/patients/residents and clinical notes
* Members of the wider healthcare team E.g. Occupational Therapist, Clinical Psychologist, Charge Nurse, Clinical Nurse Specialist, Consultant Psychiatrist, Health Care Assistants and Team Leaders etc.
* Fire exits and fire assembly point / procedures
* Fire extinguishers
* Sharps containers / disposal
* Stock areas (wound dressings etc.)
* Sterilisation area
* Hazardous substances bins
* Clean and dirty linen systems / storage
* Equipment such as hoists, vital signs/observation machine
* Medication refrigerators / storage etc.
* Controlled drug storage and sign out / checking processes (review policy and procedures)

1. **Clinical placement information**

* Dress code: Uniform
* No uniform: NO ventilation jeans, active sportswear, No inappropriate t shirt logos. No high heels and consider dresses and skirts if involved in all care. If going to Family Court hearing for individuals under Mental Health Act (1992), then semi formal dress code.
* Confirm roster (and share with Clinical Lecturer)
* Facility and individuals’ routines i.e. handover, huddles, MDT, reviews, allocation, risk, can student nurses care for, etc.
* Discuss your hopes and goals for this placement
* Discuss your scope of practice as a year two student, particularly around medication administration
* Provide attendance log and preceptor clinical competence assessment
* Sign confidentiality agreement form, if requested
* Guidelines and Policies (keep a list of those that you review) on MIDAS or another database.
* Review PPE requirements for this facility (including COVID requirements)

1. **Know the staff (roles and full names)**

* Clinical Manager
* Your preceptor(s)
* Other members of the team
* Who to contact if you are unwell
* Members of the wider healthcare team

1. **Be prepared, safe and knowledgeable – Write detailed responses**

* What emergency equipment is available
* How do you keep yourself safe in the event of an escalating individual, other individuals becoming agitated.
* What is expected of you in an emergency, both physical and mental health procedures?

1. *In a mental health emergency*
2. *In a physical health emergency*

* What standing orders are in place?
* What other hazards have you identified in the environment?
* What is required in case of a Needle Stick Injury?
* What to do if you have an injury or accident, (OP and facilities procedures and incident reporting).
* What to do in cases of a suspected adverse medication reaction?