**Placement Orientation Worksheet: Year 2 BN601002 Clinical Placement**

**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
* Fire exits and fire assembly point / procedures
* Fire extinguishers
* Clinic areas and sharps containers
* Stock areas (wound dressings etc.)
* Medication fridge and cold chain log
* Equipment such as ECG, Spirometry, health robot, telehealth equipment etc.
* Standing order procedures
1. **Clinical placement information**
* Dress code
* Confirm hours/roster (and share with Clinical Lecturer)
* Discuss your hopes and goals for this placement with preceptor
* Discuss your scope of practice as a year two student, particularly around immunisation, venipuncture and 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)
* Review PPE requirements for this organisation (including covid requirements)
1. **Know the staff (roles and full names) Write detailed response.**
* Clinical Manager/ Practice Manager
* Your preceptor(s)
* Provide preceptor email (and phone if happy to supply)
* Other members of the team
* Who to contact if you are unwell
1. **Be prepared, safe and knowledgeable – Write detailed responses**

What emergency equipment is available? In clinic, in Prime bag, when home visiting.

What is expected of you in an emergency?

What standing orders are in place?

What are the signs and treatment for anaphylaxis and for fainting?

What is required in case of a needle stick Injury?

What are privacy procedures when home visiting and/or in clinic?

What are possible hazards and safety procedures when home visiting and/or in clinic?