**Otago Polytechnic School of Nursing**

**Placement Orientation Worksheet: Year 3 clinical placement**

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

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

**Clinical Course: BN702002**

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

**Placement Orientation**

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

Every placement is unique, complete the list below, and mark n/a if not applicable. Part a and b may be ticked off as completed, parts c and d require written detail.

1. **The Facility – Know where to find:**
* Parking – staff and clients
* Overview of the telephone system. How to do internal/external calls, Internal ambulance number
* Overview of the computer system and access - guidelines/quick keys to help you orientate system / Logins
* Privacy Procedures for patients and for patient records.
* Allied health facilities within building.
* Fire exits
* Assembly point in case of fire
* Adrenaline kits /emergency equipment
* Fire extinguishers
* Sharps containers/disposal
* Stock areas (wound dressings etc)
* Sterilisation area
* Hazardous substances bins
* Dirty linen container
* Clean linen
* Equipment such as ECG, spirometry, diathermy, otoscopes etc
* Vaccine refrigerators / immunization handbook & current schedule/ cold chain documentation
* Controlled drug storage/sign out and checking processes, policy, procedures
1. **Clinical placement information**
* Dress code
* Confirm daily placements/shifts with preceptor
* Facility day to day processes/routines ie 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 (keep a list of ones you look up/discuss)
* Covid regulations/practices for different levels or traffic lights
* PPE use (swabbing/respiratory clinics/infectious clients)
* Home visiting/staff safety
* Controlled drugs
* Documentation signatures
* Vaccination certification
* Oxygen cylinder
* Child/Family protection
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 – Write detailed responses**
* What emergency equipment is available
* Emergency procedures (what is your role)
* What standing orders are in place
* What to do in case of a hazardous spill
* What are the other hazards within the environment
* What to do with walk in emergencies
* What to do in case of a needle stick injury
* What to do if you have an injury or accident
* What to do in cases of anaphylaxis
* What does a faint look like and how would nurses manage it
* How to recognize drug seeking behaviour