Occupational Therapy Students

Pre - Placement Checklist for Practice Educators (PEs)

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|  | Introduction email received and contact made with student, providing any necessary information. Things to consider – * Contact details for both PE and student
* Main base for placement
* Days/Hours of placement
* Uniform
* Travel arrangements during placement (if using a car during placement check if student’s car insurance has business cover. (This can be added at no extra cost to policies.)
* Lunch options
* First day plans
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|  | Pre - placement visit or Teams call if required.  |
|  | Consider making diary plans for students first 2 weeks of placement.  |
|  | IT set up ticket number received.  |
|  | Identify any learning opportunities or visit relevant to your area.  |

Practice Educator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_