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 |
|  | 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 \_\_\_\_\_\_\_\_\_\_