

PLANNING A PLACEMENT TIP SHEET



WHERE DO I START?

BEFORE DECIDING TO HAVE A STUDENT

- Discuss with, and gain support from, your work team and line manager for hosting a student placement
- Set a development goal for yourself.
- Write down a list of learning opportunities offered by your organisation

BEFORE STUDENT ARRIVES

- Familiarise yourself with information provided by the university on placement and assessment expectations.
- Consider the caseload for the student and how this will change over the duration of the placement (e.g., how many clients by mid-placement, by end-placement?). Aim for the student being able to manage 70% of a new graduate caseload by the end of the placement.
- Gather an up-to-date student orientation folder containing:
 - Workplace information (mission statement, philosophy, structure, services, referral criteria etc.)
 - Structure of the multi-disciplinary team, who the student will work with, how the student is expected to work in the team
 - Staff lists with role/discipline: can include a checklist of staff that you would like the student to schedule time to meet
 - First day information (map, where to go, hours of work, contact details)
 - Facilities: canteens, food outlets, toilets, lockers, parking etc.
 - Public Transport depots/timetables if appropriate
 - Mealtimes/breaks: typical staff meal times, any cultural norms e.g. bring a cake on your birthday
 - Information on routine procedures: booking cars, in/out communication board, phone messages, use of phones/email/internet/computers etc.
 - Mandatory safety and risk requirements
 - Important policies and procedures, practice standards
 - Professionalism requirements such as uniform, shoes, standards of behaviour
 - Confidentiality policies and other ethical issues
 - Guidelines for recording statistics, patient notes, using the shared calendar etc.
 - Guidelines for discharge options
 - Information or guidelines relating to providing sensitive and culturally appropriate communication and care for specific client groups
 - Relevant clinical information such as type and age of caseload, typical assessments, treatment techniques and materials used, resources available
 - Report writing protocols and standards/assessment forms/letter templates.
 - Any pre-reading materials that may reinforce their theoretical knowledge relevant to the workload
- Check availability of, or potential for, student working space (desk space and stationery for student use)
- Set-up learning resources relevant to areas of practice and service provision at your facility (e.g., articles, videos, protocols, factsheets or handouts). You could share with the university's Placement Coordinator to distribute to students prior to placement.
- Set up a folder of templates and examples of written documentation requirements (from all supervisors) so student is clear about the expectations for written documentation.
- Set up an orientation timetable for the student, ensure there are opportunities to observe you and other clinicians
- Develop timetable of expected workload of this placement as well as regular departmental meetings and in-services
- Decide when and how reflection and feedback will occur
- List the visits that the student could arrange to other relevant departments or facilities as part of their orientation.

WEEK ONE

- Establish clear expectations across caseload management, documentation requirements, supervision requirements and deadlines for documentation
- Ensure student knows how to use all relevant systems (e.g., outlook, bookings, client notes systems)

- Ensure student has opportunities to observe you and other staff with clients
- Ensure student is familiar with orientation folder and go through mandatory policies etc.
- Ensure student is familiar with layout of office, where physical resources and shared electronic resources are stored.

WEEK TWO ONWARDS

- Timetable regular reflection and feedback sessions
- Revisit expectations as required, or they change
- Check range of experiences, assessment, treatment, range of practice
- Continue to organise observation experiences

AFTER PLACEMENT

- Get feedback from student and staff re placement
- Consider any challenges and how to avoid them in the future
- Update any orientation material

REFERENCES

Adapted from the OT@ECU Supervisor's Fieldwork Manual, the Queensland Occupational Therapy Fieldwork Collaborative - The Clinical Educator's Resource Kit and ECU's Speech Pathology Supervision Manual.

ADDITIONAL RESOURCES

- See separate handout on the Rural Mnemonic: Readiness, Understanding, Relationships, Accessibility, Learning.
- [Fact Sheets](#) Creating supportive rural placements and Supporting the needs of students on rural placements
- Charles Stuart's [Three Rivers Department of Rural Health](#) has several short online courses designed for rural supervisors including the topics of Supervision practices, Enhancing the rural experience, Creating a best practice clinical learning environment, Developing cultural awareness and sensitivity, Challenging conversations and Self-care for clinicians.
- [Going Rural Health](#) by The University of Melbourne Department of Rural Health has resources for rural supervisors
- [ClinEdAus: Enabling Clinical Education Skills](#) is an Australian website with free learning resources for supervisors in the areas of preparing and managing placements, different practice contexts (including rural and remote) and core supervision skills (managing difficult situations, giving feedback etc.).
- [Teaching on the Run \(TOTR\)](#) has a range of workshops for supervisors delivered face to face or online. There are ten topics: Effective Learner Supervision, Planning Learning, Clinical Teaching, Assessment Fundamentals, Advanced Communication, Skills Teaching, Supporting Learners, Effective Group Teaching, Communication Fundamentals, and Interprofessional Collaboration. Some UDRHs offer this training or their own workshops, contact and find out!
- Links to the four UDRHs of WA who co-produce this podcast:
 - Website of [Goldfields UDRH](#)
 - Website of [Majorlin](#)
 - Website of [UDRH SW](#)
 - Website of [WACRH](#)