AHP STUDENT INDUCTION CHECKLIST

This checklist is intended to be used alongside existing local uni-profession induction processes

Induction Topic		Notes/Actions
1. Mandatory/Statutory training In advance of coming on placement to Ayrshire & Arran, in line with the Practice Based Learning Agreements (PrBl), students should have received training at the appropriate level in the areas outlined.	**Basic Life Support**	
	Violence & Aggression Management	
	Manual Handling	
	Infection control	
	Hand Hygiene	
	Child protection	
	Adult Support & Protection	
	Food Hygiene (Dietetics & Occupational Therapy only)	
2. NHS A&A Policies Students should be made aware of the following core policies and understand how these relate to the work and practice of their placement. Students should also be advised where to access these policies as either a hard copy or electronically via e.g. AthenA. *NB- General information relating to these should have been covered by the university in advance of the placement.*	**Uniform** • Re-emphasise uniform expectations specific to the placement area	
	Health & Safety • Any local information related to placement area. E.g. Social distancing, PPE & lone working(if on a community placement)	
	Sickness/absence • Explain local protocol if student is off sick/late/requires unplanned leave	
	Confidentiality/Caldecott/Data Protection • GDPR (including how students details will be used & what happens when they leave placement) • NHS Code of Practice on Protecting Patient Confidentiality • NHS Information Security Policy • Appropriate use of IT facilities and social media policy Incorporating discussions on: Telephone Procedures, Messages use of facebook/ Twitter, personal mobile, texting etc.	

Induction Topic		Notes/Actions
3. Fire Procedures Students should be informed of the key points highlighted *NB- General information relating to fire procedures should have been covered in advance by the university.*	**Specific information relating to working area/s:** • Location of extinguisher • Fire drill & alarm • Location of exits • Fire points • Fire warden	
4. Security This list is not exhaustive but rather examples of what may require to be covered	**Local access codes (e.g. Library /offices etc.)**	
	Identification Badge must be worn at all times throughout placement	
	Provide detail of local security arrangements relating to placement location **Lone working (if applicable to placement)**	
5. Quality Standards for Practice Learning (QSPL)	**Highlight the standards and provide access to a hard copy / provision of link**	
6. Professionalism Incorporating the revised standards of conduct, performance and ethics will come into effect from 1 September 2024 and "Promoting public health and preventing ill health"	**HCPC & relevant professional body standards** **https://www.hcpc-uk.org/standards/**	
7. Evaluation Forms (AHP) In addition to any other evaluations ALL students are required to complete the A&A AHP evaluation at the end of their placement	https://www.smartsurvey.co.uk/s/PW3S3Y/	
8. IT Arrangements Process for ensuring NHS A&A log on will have been activated in advance of the placement. This will ensure that students have access to systems applicable to student's placement- e.g. EMIS/ Microsoft Teams etc.)	**Provision of NHS A&A "log-on"**	
	Logging On/Off Procedure	
	IT security details	

Induction Topic		Notes/Actions
9. Outline of Placement Discussion regarding: ✓ daily routine ✓ supervision arrangements ✓ expected level of written work, presentations, etc required to evidence learning outcomes on placement The list to the right provides examples but is not exhaustive	**Hours Of Work (including any reporting for work arrangements e.g. signing in)**	
	Lunch/tea break	
	Duties and responsibilities	
	Supervision arrangements/ Mentor	
	Visiting lecturer arrangements	
	Discussion regarding any written work/assignments expected by university during placement.	
	Learning styles/needs	
	Objectives transferable from previous placements	
	Learning Outcomes	
	Student support available	
	Attendance at seminars etc	
	Visits to other areas	
	Record keeping	
10. Additional Orientation to Workplace Requirements	**Tour of work area to include:** • Toilets • Changing facilities • Drinking water • Staff room • Dining room • Library	
	Emergency contact details	
	Mail arrangements	
	First aid information	
	Administration procedures (Relevant to area)	
	Line Management Structure(Relevant to area)	

Student signature once induction completed …………………………………………… Date …………

Practice Educators signature once induction completed …………………………………Date ………….

<div style="border: 2px solid red;">

ADDITIONAL COMMENTS

</div>