

STUDENT ORIENTATION CHECKLIST

Please keep this list with you and mark completion as you go.

Your full Name/s	
Placement dates	
	Complete
Pre-Placement – 8 weeks before placement	
Get or update Police records check (Uni/TAFE)	
Get Working With Children Check (Uni/TAFE)	
Get Immunisation Record (Uni/TAFE)	
Keep originals of all documents safe and get 'certified as true' copies	
Pre-Placement – 6 weeks before placement	
Read the Student Orientation Handbook	
Organise accommodation	
Complete Hand Hygiene training https://hha.southrock.com print certificate	
Read key South West Healthcare Policies and sign Confidentiality Policy Agreement	
Clarified learning objectives and assessment framework	
BRING WITH YOU on Day One of Placement:	
Certified copies (or originals if in aged care placement) of Police check, Working With Children check	
Certificate of completion – Hand Hygiene Australia training program	
Signed Confidentiality Policy Agreement	
Signed key South West Healthcare Policies	
SWH Welcome Letter with contacts (if applicable)	
Student orientation information (Handbook, this checklist, etc.)	
Photo based Student ID/Name badge and ID (eg Driver's Licence)	
Emergency contact details (names and phone numbers of two people who can be contacted in an emergency)	
Pen and paper, EFTPOS card for \$25 swipe card deposit (EFTPOS only)	
Originals of your Police Check and Immunisation Record (Aged Care only)	
Day One of Placement – Orientation	
Welcome to SWH and the department	
SWH Vision and Values	
Accessing SWH Policies & Procedures – PROMPT	
Overview of SWH organisational structure, sites and services	
Key staff & introductions: roles and responsibilities. Supervision & support.	

Clinical educator(s), Student coordinator	
Storage for personal belongings, work desk/study areas, toilets, food (tour)	
Clinical Unit education unit/areas	
Informed consent of patients for student involvement	
Overview of Library & learning resources	
What will happen if underperforming or have issues	
Discipline specific information – Roster, missed hours, make up arrangements	
Orientation continued – Access	
Swipe cards/IT access/SWARH Helpdesk/TRAK access	
Telephone system, paging system	
Email and Internet protocol, mobile phone protocol	
Intranet, passwords, car bookings	
Occupational Health and Safety (OH&S)	
Overview of OH&S policies	
Internal emergency response and procedures, booklet	
Infection control, immunization record	
Mandatory Training requirements	
Clinically specific equipment & programs	
Human Resources (HR)	
Code of conduct	
Hours of work, breaks	
Identification badge/security	
Reporting of illness	
Grievance and dispute procedures	
Managing diversity information	
Incident reporting procedures, RISKMAN	
Documentation and patient records, clinical forms	
Last Day of Placement	
Return access swipe card get deposit back (usually at 2.30 Friday debrief).	
Return keys/anything borrowed	
Make sure assessment, learning objectives etc. have been signed off	
Take all my belongings with me, return SWH property	
Complete Student Survey www.surveymonkey.com/r/SDJS9DK	

