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| **Alternative or Spoke Placement : Orientation** |

The orientation page ensures you have knowledge about any health and safety considerations for the area you are working in. This protects you and the patients/clients you are working with.  The orientation page should be completed on the first day of working in an area. This word document can be downloaded an used for additional areas or when healthcare practitioners undertaking the orientation do not have access to your MYEPAD

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|  | **Placement Area 1** | | | |
| **Name of Placement Area :** |  | | | |
| **Name of Staff Member :** |  | | | |
| **This should be undertaken by a member of staff in the Placement Area** | **Date** | **Student signature** | **Date** | **Staff signature** |
| A general orientation to the health and social care placement setting has been undertaken |  |  |  |  |
| The local fire procedures have been explained and  Telephone number provided. Tel: ……………………… |  |  |  |  |
| The student has been shown the:   * fire alarms * fire exits * fire extinguishers |  |  |  |  |
| Resuscitation policy and procedures have been explained and telephone number provided  Tel.: ……………………………….. |  |  |  |  |
| Resuscitation equipment has been shown and explained |  |  |  |  |
| The student knows how to summon help in the event of an emergency |  |  |  |  |
| The student is aware of where to find local policies:   * health and safety * incident reporting procedures * infection prevention and control * handling of messages and enquiries * other policies |  |  |  |  |
| The student has been made aware of information governance requirements |  |  |  |  |
| The shift times, meal times and reporting sickness and absence policies have been explained |  |  |  |  |
| The student is aware of their professional role in practice |  |  |  |  |
| Policy regarding safeguarding has been explained |  |  |  |  |
| The student is aware of the policy and process of raising concerns |  |  |  |  |
| Lone working policy has been explained *(if applicable)* |  |  |  |  |
| Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed) |  |  |  |  |
| The student has been shown and given a demonstration of the moving and handling equipment used in the placement area |  |  |  |  |
| The student has been shown and given a demonstration of the medical devices used in the placement area |  |  |  |  |