



**FIELDWORK ORIENTATION STUDENT CHECKLIST**

<b>AGENCY OVERVIEW</b>	
Agency history, mission, and goals	
Introduction to staff	
Site tour, including available resources (e.g. photocopier, paper, pens etc.)	
Organizational structure and historical role of OT students if applicable	
Population/communities served	
Parking, hours of work, student space for valuables/work/documentation	
Training or educational opportunities	
Other:	

<b>AGENCY POLICIES AND PROTOCOLS</b>	
Health and safety orientation: e.g. WSIB, safe materials handling, sharps, etc	
Workplace policies and procedures on, but not limited to: <ul style="list-style-type: none"> <li>▪ Workplace Harassment</li> <li>▪ Violence Prevention</li> <li>▪ Working in isolation</li> <li>▪ Smoking/Drinking/Substance abuse</li> </ul>	
Food and drink: When and where can be consumed	
Fire: Evacuation Procedures, Alarm Pull Stations, and Portable Fire Extinguishers: Show where fire alarm stations/extinguishers are located and instruct in their use	
Incident Reporting: Process to access staff and report incidents or hazards	
Location of the first aid supplies, equipment, and facilities: <ul style="list-style-type: none"> <li>▪ Names of staff responsible for first aid</li> <li>▪ How to record first-aid treatment</li> </ul>	
Personal Protective Equipment (PPE): process and procedures related to donning and doffing on-site	
Dress and footwear Policy: Specify types of footwear to be used on site	
Working Alone: discuss under what circumstances this is allowed and who is the contact, security available (as applicable)	
Physical Requirements: review expectations e.g. prolonged standing, sitting, lifting	
Confidentiality policies	
Documentation policies and expectations including forms, care plans	
Technology use including any equipment e.g. power wheelchair, transportation as applicable, cell phone,	
Reporting and managing sick days	



Workload Measurement and reporting	
Other:	

PRECEPTOR, SITE SUPERVISOR AND STUDENT RESPONSIBILITIES	
Expectations, availability, style, and schedule for supervision	
Giving and receiving feedback	
Student expectations, roles, responsibilities	
Plan for monitoring student hours	
Plan for midterm and final evaluation	
Students' personal safety issues and concerns and strategies to deal with them	
Other:	