

When to use:


As soon as possible at the start of a placement, preferably on the first day. A new placement starts when you return to a new location within the Trust after a theory block, a holiday or working in a different location.

Location:

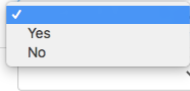
Go to the *Year* tab, drop down to *Placement Record*, drop down to *Orientation*.

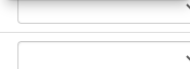
What to do:


Student

- Click on the word 'Orientation' to open the section.
- Click on 
- Click on the drop down box for each section:

First day criteria

A general orientation to the placement setting has occurred for location of equipment/facilities 

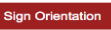
The local fire procedures have been explained 

Location and use of: 

- fire alarms
- fire exits

- As the student you need to sign to say orientation is complete

Sign Off



- When you start your second and subsequent placements you will need to end the one you had before. Use the Close Placement button.

Placement Record

Orientation	Signed on 10/11/2021	Signed by sue supervisor on 10/11/2021	⊗
Feedback from women and families (Upload)			
Feedback from women and families (Form)			
Practice Supervisor (PS) feedback on student's performance	⊗	1/1 Signed	⊗


Close Placement

Please make sure you have completed your Practice Supervisor (PS) feedback on student's performance



- When you start your very final placement of the year use the 'Final Placement' option. This will mean that when you get to the end of the placement you will be offered a button that says 'Close Year'. Do not use this until AFTER you have had your Assessment Board letter and you know you are progressing.

Practice Supervisor

- When the student has completed their actions.
- Click on the word 'Orientation' to open the section.
- Click on  Edit
- Add your name to the two Practice Supervisor boxes
- As Practice Supervisor then sign to say orientation is complete



Important note: Because this is a key health and Safety area we will audit this routinely