

ANNEX A: PRE CLINICAL EXPERIENCE INDUCTION CHECKLIST INC. HEALTH & SAFETY

The student and clinical experience provider have completed a pre-clinical experience induction covering the following points:

Clinical Supervisors should also familiarise themselves with the responsibilities of the clinical experience provider as listed in the Clinical Experience Agreement (CEA).

1	<p>A meeting has taken place between the student and Clinical Supervisor to induct them into the organisation. This should include a brief overview of the organisation:</p> <ul style="list-style-type: none"> • Lines of communication and management; • Vision and Mission; • Rules and Ethos and • Who the key clients/partners are which the organisation works with. 	✓
2	<p>In addition the meeting should be an opportunity to discuss:</p> <ul style="list-style-type: none"> • Opportunities available to the student; • Aim and objectives which the student wishes to achieve and • An agreed timetable for the placement has been agreed. 	✓
3	<p>The Clinical Supervisor has made the student aware of the organisation's health and safety policy and any other policies that the student is expected to uphold whilst at the organisation e.g. child protection, safeguarding, equality, harassment etc. These should be made available to the student and any important matters which relate to the student's role whilst on placement should be explicitly explained.</p> <p>The Placement Supervisor has confirmed whether the student holds Case Study Insurance.</p> <p>If additional policies/issues have been discussed, please list them here:</p>	✓
4	<p>The Clinical Supervisor has made the student aware of relevant risk assessments pertaining to the student's placement.</p>	✓
5	<p>The student has provided the name and contact details of their next of kin to the clinical setting.</p>	✓
6	<p>The student has been briefed on the Emergency Procedures (E.g. First Aid, Fire, Accident and Incident Reporting, Major Incidents and Lines of Communication).</p>	✓
7	<p>The student has been provided with information and/or training for specific Health and Safety issues that may be relevant to their placement (E.g. Manual Handling, VDU work, Protective Clothing, Specialist Equipment, Inoculations, Electrical Hazards, Plant Equipment).</p>	✓
8	<p>The placement provider has confirmed that the student is covered under the placement organisation's Employer's and Public Liability insurance.</p>	✓
8	<p>For placements outside of the UK. Details of the organisations' insurance cover, including Employers' Liability (or equivalent) has been supplied to Philippa Elford.</p>	—
10	<p>Please add any additional notes/observations/comments here (continue over if required):</p>	