

Occupational Therapy Practice Education

Protocol – Establishing a Partnership with a New Placement Site

Initial Contact

- Practice Education Coordinator (PEC) or Practice Tutor (PT) to identify potential placement sites that meet the learning objectives of the practice education module
- Where an opportunity for practice education is identified by a student or member of academic staff, this is shared with the practice education team to explore
- PEC/PT to liaise with OT manager/senior OT in the organisation to discuss the potential opportunities to take occupational therapy students
- Discussion to include but not be limited to organisation's history, clinical areas of practice, past experiences with practice education, opportunities for student learning

Establishing a Quality Placement Site:

Placement site to complete the following:

- Placement agreement form
- Placement checklist
- Site profile

Practice Education team to complete the following:

- Review submitted documentation
- Review documentation and cross reference to practice educator policy:
 - Check practice educator (PE) is CORU registered
 - Practice education training completed
 - At least one year experience as a qualified Occupational Therapist
- Option for member of the practice education team to complete site visit if indicated and feasible
- Provide placement site with the following:



- Materials on practice education to include but not limited to module handbook, competency expectation levels, underperforming student pathway, assessment form, hours logbook, activity analysis form
- Detail the student's preplacement requirements to include face to face sessions at the University, online mandatory training, first aid training, manual handling etc.
- Explanation of the roles of PEC and PT and the anticipated support that will be provided to the student while on placement
- Opportunities for additional training/preplacement online briefings
- Review of the allocation process

Evaluation and Feedback

- Feedback will be requested from the student and practice educator post placement
- Feedback will be collated and discussed at practice education team meetings, departmental meetings and with the placement site's manager
- Responses from feedback and associated actions will be taken and evidenced within the minutes of relevant meetings
- PEC will review the partnership with placement sites on an annual basis