**CEDP PHASE 2 – Learning Café**

**Co-op and Clinical Placements 101 – Things to Consider**

**Student Orientation**

* An orientation day is well worth the time and effort
* Collect names and contact information day 1
* What will students do for lunch /dinner
* Parking
* Optimal Entry and exit points
* Discuss what shifts students will be working ahead of time so they can arrange childcare (some daycares do not open early enough or remain open late enough for drop off and pick up)
* Reporting illness/absence

**Instructor Orientation**

* Passport to placement
	+ - Start process prior to 1st day
		- Review process in orientation days/first day/first week…
* Have a contact person at your organization delegated to relay information to instructors and students re school closures/ snow days
* Have a copy of all forms with you (WSIB, accident/injury…)
* Prepare a clinical workbook
* Discuss emergency procedures early and clearly
	+ - Students and other staff need to know what the student role is
* How will illness/absence be reported
* Communicate clearly with staff/students what they can and cannot do and what they are doing that day

**Assessment**

* Encourage students to have a Plan B –
	+ - Childcare/ winter driving/ children sick
* Pre grad: start planning and discussing early
* Uniforms – clear expectations
	+ - Temperature variations/ organization variations
* Student to instructor ratio (typically 10:1)
	+ - Some units limit the number of students to less than that per shift
		- SIM days / OBS days

**Reflection**

* Pre or post conference is crucial for students to reflect and debrief
* Anecdotal sheets are a great way to give timely and consistent feedback

**Attachments**

[appendix 1 - Clinical Assignment Sheet.pdf](appendix%201%20-%20Clinical%20Assignment%20Sheet.pdf)

[appendix 2 Clinical Worksheet.pdf](appendix%202%20Clinical%20Worksheet.pdf)

[appendix 3 - Clinical Anecdotal Notes.pdf](appendix%203%20-%20Clinical%20Anecdotal%20Notes.pdf)