

## Induction Sign off for Podiatry Students

	<b>Topics to be covered (Practice Educator &amp; Student signatures and date when completed)</b>	<b>Practice Educator &amp; Student signatures</b>	<b>Date</b>
<b>Personal issues</b>	Discuss any adjustments re health or learning needs e.g. latex free gloves, dyslexia, disability		
<b>Introduction to key staff</b>	Include all staff working within the practice area and staff responsible for H&S activities		
<b>Orientation to practice area</b>	Include: <ul style="list-style-type: none"> <li>• Staff toilets</li> <li>• Staff rest room/canteen</li> <li>• Where to keep personal belongings</li> <li>• Meal breaks</li> <li>• Relevant link areas and who to contact for visits</li> <li>• Inform of university link – name and contact details</li> </ul>		
<b>Professional Conduct and Appearance</b>	Discuss: <ul style="list-style-type: none"> <li>• Dress code</li> <li>• Professional conduct specific to the practice e.g. working guidelines, etiquette in patients' homes, use of mobile phones, e-mail, internet use</li> </ul>		
<b>ID Badge</b>	Explain policy for ID badges		
<b>Confidentiality</b>	Discuss importance of maintaining confidentiality and data protection		
<b>Fire Policy/Procedure</b>	Discuss: <ul style="list-style-type: none"> <li>• Local policy &amp; emergency numbers</li> <li>• Location of fire points, exits, fire extinguishers, fire blankets &amp; Fire Policy</li> <li>• Explain procedure for evacuation &amp; alarm tones</li> <li>• Awareness of risks associated with practice areas</li> </ul>		
<b>Moving &amp; Handling</b>	Discuss: <ul style="list-style-type: none"> <li>• Local policy and relation to practice area</li> <li>• Location of local moving &amp; handling equipment</li> </ul>		
<b>Organisational Policy Folders</b>	Student should be aware of the following policies/procedures: <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Infection Control</li> <li>• Professional Behaviour</li> <li>• Human Resources e.g. Harassment, Equal Opportunities, Complaints etc.</li> <li>• Occupational Health</li> <li>• Other policies specific to practice area e.g. lone working</li> <li>• Smoking</li> </ul>		
<b>Accident &amp; Clinical Incidents</b>	Explain: <ul style="list-style-type: none"> <li>• Procedure for reporting accidents/near misses</li> <li>• Procedure for reporting adverse incidents/near misses</li> <li>• Policy for not being able to gain access to a patients' home (Community)</li> </ul>		
<b>Resuscitation</b>	Explain: <ul style="list-style-type: none"> <li>• Procedure in event of an emergency e.g. cardiac arrest</li> <li>• Emergency contact numbers</li> </ul>		
<b>Working patterns</b>	Discuss: <ul style="list-style-type: none"> <li>• Location, distance and if/when lone working, any travel issues</li> <li>• Supervision when educator unavailable</li> <li>• Finishing at the end of the day</li> <li>• procedures / expectations for Nights/weekends/evenings (unsocial hours) work patterns</li> </ul> <p>Following current guidance from the University of Southampton Faculty of Health Sciences</p>		
<b>Sickness &amp; Absence</b>	Explain policy for reporting in the event of sickness or absence including notification to Allocations department (University of Southampton Faculty of Health Sciences)		

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<b>Transport Issues</b>	Discuss issues related to car parking, hospital transport across sites, public transport		
<b>Telephone</b>	Discuss: <ul style="list-style-type: none"> <li>• Contact details for key supervisor (Educator), team members' mobiles</li> <li>• Student contact details</li> <li>• Bleep/pager system/ Emergency system</li> </ul>		
<b>Equipment</b>	Explain: <ul style="list-style-type: none"> <li>• Basic function of appropriate equipment and where and how to access</li> </ul>		
<b>Infection Control</b>	The student should be made aware of policies with specific reference to: <ul style="list-style-type: none"> <li>• Needle stick injury</li> <li>• MRSA</li> <li>• Hand washing</li> </ul>		