

STUDENT PLACEMENT CHECKLIST

✓	PLACEMENT TASK	RESPONSIBILITY	DUE DATE
	REVIEW SUBMITTED APPLICATION TO BE SURE IT IS COMPLETE - <i>NOTIFY STUDENT OF APPLICATION STATUS.</i>	PLACEMENT COORDINATOR	SOMETIME DURING THE WEEK THE APPLICATION IS RECEIVED
	SCHEDULE <i>PLACEMENT ORIENTATION INTERVIEW</i> WITH STUDENT - MAY INCLUDE POTENTIAL CL. SUPERVISORS	PLACEMENT COORDINATOR	ATLEAST 1 WEEK PRIOR TO START DATE IF NOT BEFORE
	NOTIFY STUDENT OF <i>PLACEMENT DECISION: ACCEPTED / NOT ACCEPTED; IF ACCEPTED, ESTABLISH MUTUALLY AGREEABLE START DATE; NOTIFY PROF. DEVELOPMENT COORDINATOR OF PLACEMENT STATUS.</i>	CLINICAL SUPERVISOR AND PLACEMENT COORDINATOR	AS SOON AS POSSIBLE EITHER DURING THE ORIENTATION INTERVIEW OR SOON AFTER
	CALL KATRINA FREEMAN TO ARRANGE FOR STUDENT TO OBTAIN <i>ID BADGE</i> ; NOTE: IF STUDENT WILL BE WORKING IN UNICARE, HAVE THEM CONTACT GIN MOORE FIRST TO OBTAIN <i>UNICARE ID</i>	CLINICAL SUPERVISOR	ON FIRST DAY OF PLACEMENT
	ARRANGE FOR <i>BUILDING ACCESS CARD</i> WITH MIKE VENTRUELLA IF ACCESS IS NEEDED AFTER HOURS.	CLINICAL SUPERVISOR	FIRST WEEK OF PLACEMENT
	<i>ORIENTATION TO THE DEPARTMENT: TOUR, INTRODUCTIONS TO KEY STAFF, CLIENTS, STAFF LOUNGE, MEDICAL RECORDS, etc.</i>	CLINICAL SUPERVISOR	FIRST WEEK OF PLACEMENT
	DEVELOP A <i>PLACEMENT SCHEDULE - TIMES STUDENT WILL BE WORKING</i>	CLINICAL SUPERVISOR AND STUDENT	FIRST DAY OF PLACEMENT
	COMPLETE <i>HIPAA, CONFIDENTIALITY & CLIENT RIGHTS</i> ONLINE TRAINING	CLINICAL SUPERVISOR WILL CONTACT LAURA HAPNER FOR LINK TO COURSE ONCE STUDENT HAS AN ID FROM HR	FIRST DAY OF PLACEMENT
	COMPLETE / SIGN FORMS IN INTERNSHIP PKT: <i>HEALTH CERTIFICATE, CONFIDENTIALITY STATEMENT, SECOND LANGUAGE FORM PARK CENTER'S CODE OF ETHICS CORPORATE COMPLIANCE STATEMENT</i>	CLINICAL SUPERVISOR WILL REVIEW WITH STUDENT AND OBTAIN SIGNATURES	ON FIRST DAY OF PLACEMENT
	IF STUDENT'S PLACEMENT IS LONGER THAN 3 WEEKS, HAVE STUDENT COMPLETE APPROPRIATE TRAINING - <i>NEW EMPLOYEE ON-LINE TRAINING AS WELL AS ANY OTHER CENTERWIDE OR DEPARTMENT TRAINING NECESSARY TO PERFORM PLACEMENT FUNCTIONS OR TO PROMOTE STUDENT DEVELOPMENT</i>	CLINICAL SUPERVISOR WILL CONTACT LAURA HAPNER FOR LINK TO NEW STAFF ONLINE TRAINING & ASSIST STUDENT TO REGISTER / ATTEND OTHER ASSIGNED TRAINING	ONLINE TRAINING - WITHIN FIRST 2-3 WEEKS, OTHER TRAINING AS IT BECOMES AVAILABLE <i>NOTE: STUDENTS CAN ATTEND PTS FOR FREE DURING PLACEMENT</i>
	DEVELOP <i>PLACEMENT TRAINING PLAN WHICH IDENTIFIES PLACEMENT GOALS</i>	CLINICAL SUPERVISOR AND STUDENT	FIRST WEEK OF PLACEMENT
	SIGN AND RETAIN COPY OF <i>EDUCATIONAL / PLACEMENT AGREEMENT</i>	PLACEMENT COORDINATOR, STUDENT & FACULTY ADVISOR	FIRST DAY OF PLACEMENT
	REVIEW CENTERWIDE AND DEPARTMENT LEVEL <i>POLICIES & PROCEDURES</i>	CLINICAL SUPERVISOR WILL PROVIDE STUDENT ACCESS TO P&PS	FIRST WEEK OR TWO OF PLACEMENT
✓	PLACEMENT TASK	RESPONSIBILITY	DUE DATE

STUDENT PLACEMENT CHECKLIST

	<p>PROVIDE AT LEAST 1 HOUR OF WEEKLY SUPERVISION IN ADDITION TO OTHER SUPERVISION OPPORTUNITIES (CLINICAL STAFFINGS)</p>	<p>CLINICAL SUPERVISOR WITH STUDENT</p>	<p>THROUGHOUT PLACEMENT</p>
	<p>IF PLACEMENT IS 6 WEEKS OR LESS, PROVIDE A FINAL EVALUATION; IF PLACEMENT IS MORE THAN 6 WEEKS PROVIDE A MID AND FINAL EVALUATION OF PLACEMENT</p>	<p>CLINICAL SUPERVISOR</p>	<p>MID EVALUATION - DUE HALF WAY THROUGH THE PLACEMENT. FINAL EVALUATION - DUE AT THE END OF PLACEMENT.</p>
	<p>SEND A COPY OF THE STUDENT PLACEMENT APPLICATION INFORMATION TO THE PROFESSIONAL DEVELOPMENT COORDINATOR;</p> <p>PLACEMENT COORDINATORS SHALL MAINTAIN FILES, AS WILL CLINICAL SUPERVISORS.</p>	<p>CLINICAL SUPERVISOR AND PLACEMENT COORDINATOR</p>	<p>PLACEMENT APPLICATION FILES SHOULD BE SENT TO PROF. DEV. COORDINATOR WITHIN FIRST WEEK; OTHER FORMS ARE TO BE SENT AS THEY ARE COMPLETED; e.g., MID / FINAL EVALUATION</p>
	<p>COMPLETE SUPERVISOR EVALUATION FORM</p>	<p>CLINICAL SUPERVISOR HAS STUDENT COMPLETE AFTER PLACEMENT AND RETURN IN POSTAGE-PAID ENVELOPE TO PROF. DEVELOPMENT COORDINATOR</p>	<p>WITHIN 2 WEEKS AFTER PLACEMENT</p>