

## UCLMS Undergraduate Placement Induction Guidelines.

1. Confirm identity of placement lead/educational supervisor and contact details.
2. Confirm the teaching timetable and how it is accessed.
3. Confirm objectives of the placement as per MBBS Curriculum map - <https://uclms-asr.app/>
4. Confirm process and contacts for local resolution of any problems in the first instance, on the understanding that if problems cannot be resolved locally students may wish to escalate to Unitu or the raising concerns process.
5. Explain feedback will be sought and importance of meaningful, productive suggestions.
6. Explain details of specific placement requirements e.g. process to confirm consent for intimate examination of patients.
7. Confirm the location of the teaching areas – wards, theatres, outpatients and conduct a tour if required (mostly appropriate when teaching is not at a main site)
8. Confirm the location of lockers, non-clinical work areas, library, rest areas, canteens etc.
9. Confirm, where necessary, where scrubs/theatre shoes must be worn.
10. Confirm details of EPR systems and other local notes arrangements.
11. Confirm absence policy and contacts.
12. Who to contact if there are other problems including reminder about general raising concerns process.

Please ensure that the contents of the induction are known to the clinical team and nursing team working where students will be present.

John Hines

June 2022