

APPEL 2nd-Year Placement: INDUCTION PLAN

STUDENT NAME:

SUPERVISOR NAME:

HOUSEKEEPING CHECKLIST

- Placement hours/days are: _____
- Daily lunch time (Two-week Placements Only):

- Introduce student to members of staff
- Assign a 'buddy' to the student (if required)
- Name of 'buddy' _____

DATE PLANNING

Schedule for Student-Supervisor meeting(s): **Minimum one meeting required.**

Student placement dates:

Supervisors Report to be completed by (date):

Planned Supervisor annual leave:

Who will Supervise student in Supervisor's absence:

PLACEMENT EXPECTATIONS

Student: What is important for me for a successful placement?

- _____
- _____
- _____
- _____

Supervisor: What is important for me for a successful placement?

- _____
- _____
- _____
- _____

Student's personal learning objectives while on placement:

- _____
- _____
- _____
- _____

Student's previous pharmacy or other relevant experience:

Planning for teaching and support:

How does the Supervisor prefer to teach and support the student?

Plan for student questions: set time each day for questions or ask questions as they arise?

FEEDBACK

How does the student like to receive feedback?

How will feedback be provided?

When and how often will feedback be provided?

PAPERWORK

- SOPs
- Health and Safety
- Training Manuals
- Any other placement related paperwork

TRAINING PLAN

Supervisors and their students should agree a training plan relevant to the placement setting. For 2nd Year placements the student workbook can be used as a training plan. The student's workbook, containing the learning activities can be found on www.appel.ie/resources. It may be useful to assign anticipated dates to each activity, to support student and supervisor planning.

THE STUDENT MUST BE APPROPRIATELY SUPERVISED AT ALL TIMES.

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