

ORIENTATION CHECKLIST

- Orient the student to the following information: parking; layout of building complex; lunch and break times; dress requirements; policy regarding expense reimbursement; holidays; requirements for signing in and out; instructions regarding telephone use; security precautions; etc.
- Insurance coverage requirements and risk management procedures.
- Describe what the agency/department does and does not do. Provide a brief history and describe funding sources. Explain the types of people served and their primary needs. Review staffing pattern and explain their respective roles. Talk about the kinds of activities carried out by social workers and describe what a staff member might do during an average day.
- Provide an organizational chart of the agency and unit where the student is placed.
- Review the code of ethics & have student sign confidentiality form (when available). Explain rules of confidentiality
- Have supervisory and administrative personnel meet student and introduce him or her to clerical and receptionist staff so they know them by name and face.
- Review the role, responsibilities of a Field Instructor.
- Acquaint student with agency's record-keeping system. Show where records are kept and explain filing system. Explain necessary clerical procedures: how to get a letter typed; copying and transcribing information; mail and message system.
- Discuss each other's expectations regarding supervision. Review supervision documentation requirements.
- Explain procedures for compiling agency-required statistical reports.
- Explain specific recording requirements of the agency. Provide copies of outlines for intakes, transfers, closings, social histories, and all other required reports. Share examples of recordings in actual case records.
- Explain how the student is to identify him/herself (e.g., Social Work Intern) (in agency records, written reports, and correspondence, oral contracts with clients). This is required. Review the importance and ethical obligation of disclosing studentship status.
- When appropriate arrange for a key.
- Orient student to the agency's library resources and any audio visual aids.
- Review agency safety practices re: home visits, out of control clients, etc.
- Explain specific confidentiality requirements of agency (consent to release of information forms, guidelines for presenting client information in the classroom). Be sure the student understands mandatory reporting requirements (e.g., child abuse).
- Ensure that the student has access to relevant reference materials near their work area (e.g., Intra-agency and community phone directories; agency procedures manual; information on community resources).
- Explain where the student can locate a private interviewing area when needed.
- Collect Proof of Coverage for malpractice and the Waiver of Liability Form
- Explain any policies and supervision requirements pertaining to the handling of crisis or other emergencies.
- Discuss professional boundaries and scope of practice in the students' relationships with agency staff, clients, and collateral clients. Discuss what it means to set and maintain appropriate boundaries.