**Field Placement Orientation Checklist**

**Site Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Educator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Policies and Procedures**

* Agency dress code
* Parking
* Hours of work, overtime expectations, and flexibility of hours
* Times and dates of staff meetings
* Policies regarding transportation of clients
* Reimbursement procedures for expenses
* Emergency contact information
* Policies and procedures related to social work activities

**Agency Overview**

* Clientele the agency serves
* Eligibility requirements
* Types of services provided
* Services that are not provided
* The role of the social worker in the agency
* Organizational structure of the agency
* Sources of funding and revenue for the agency
* Accreditation standards or other regulatory requirements

**Identification**

* How students will identify themselves to clients and on written documents.
* Develop a title with your student that accurately reflects the student’s role.

**Confidentiality**

* Provide specific information for your student about confidentiality and potential disclosures of confidential information. If in a clinical setting, HIPPA regulations should be described.

**Safety**

* Talk to your student about any safety precautions applicable to your agency or the surrounding area.
* Home visit safety protocol (if applicable)
* If your agency has a security officer, arrange for the student to meet with him or her to learn about agency protocol, warning signs, prevention, and other questions.

**Agency Terminology**

* Provide your student with a glossary of agency abbreviations or terminology, particularly as they start to read agency files and reports.
* Clarify exact definitions and use of critical terms like ‘stat’ and ‘Code Red’, as well as how to respond to priority communications.