**Field Instructor**

**Agency Orientation ToPics**

**Instructions for Students:** Share this handout with your Field Instructor and discuss in supervision.

**Instructions for Field Instructors:** Review the areas below and include as part of your agency orientation.

|  |  |  |
| --- | --- | --- |
| 1. Emergency contact information
 | **[ ]  Yes** | **[ ]  No** |
| 1. The agency dress code
 | **[ ]  Yes** | **[ ]  No** |
| 1. Reimbursement procedures
 | **[ ]  Yes** | **[ ]  No** |
| 1. The clientele the agency serves
 | **[ ]  Yes** | **[ ]  No** |
| 1. Types of services provided
 | **[ ]  Yes** | **[ ]  No** |
| 1. What social workers do in the agency
 | **[ ]  Yes** | **[ ]  No** |
| 1. How the student should identify him or herself
 | **[ ]  Yes** | **[ ]  No** |
| 1. Confidentiality issues
 | **[ ]  Yes** | **[ ]  No** |
| 1. Safety precautions
 | **[ ]  Yes** | **[ ]  No** |
| 1. Jargon used by the agency
 | **[ ]  Yes** | **[ ]  No** |
| 1. Where to find information for making referrals
 | **[ ]  Yes** | **[ ]  No** |
| 1. My expectations of the student
 | **[ ]  Yes** | **[ ]  No** |
| 1. Times I am available to meet with the student
 | **[ ]  Yes** | **[ ]  No** |
| 1. Guidelines regarding assignments and deadlines
 | **[ ]  Yes** | **[ ]  No** |
| 1. My vision of the placement experience
 | **[ ]  Yes** | **[ ]  No** |

**Safety Checklist**

*The Safety Checklist includes agency procedures, guidelines, and policies related to safety and precautionary measures. Students should present this copy to their field instructor to ensure that all important material has been discussed.*

1. **Environmental Safety DISCUSSED**

Fire Procedures

Disaster Procedures

Severe Weather Procedures

Universal Precautions

1. **Agency and Surrounding Area**

Parking

After-hour Security

* + - Office Set-Up/Exits
		- Panic Buttons
		- Personal Belongings
		- Sign-in & Sign-out Logs

First Aid Procedures

Neighborhood Issues

* Isolated/Vulnerable Areas

Equipment Issued

* Cell Phone/Pager
* Computer

Trainings Required

Vaccinations Required

1. **Agency Client Population and Services Provided**

Common Client Issues

Common Psychiatric & Substance Abuse Issues

Boundary Issues

Client Incident Procedures

* Physical Restraint

Staff Incident Procedures

1. **Transportation**

Vehicle Procedures

* Personal Vehicle
* Agency Vehicle

Vehicle Safety Protocols

Unscheduled Stops

1. **Emergency Protocol**

Definition of an Agency Emergency

Chain-of-Command Procedures

Documentation Required