



## AGENCY ORIENTATION TOPICS & SAFETY CHECKLIST

**Instructions for students:** Share this handout with your practicum instructor and discuss during supervision.

**Instructions for practicum instructors:** Please review the areas below and include as part of your agency orientation.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Emergency contact information                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. The agency dress code                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Reimbursement procedures                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. The clientele the agency serves                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Types of services provided                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. What social workers do in the agency            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. How the student should identify him or herself  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Confidentiality issues                          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Safety precautions (see Safety Checklist)       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Jargon used by the agency                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Where to find information for making referrals | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Expectations of the student                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Times for meeting with the student             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14. Guidelines regarding assignments and deadlines | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Your vision of the placement experience        | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 practicum instructor to ensure that all important material has been discussed.*

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|--|------------------|
| <b>I. Environmental Safety</b>                             | <b>DISCUSSED</b> |
| Fire Procedures  | _____            |
| Disaster Procedures  | _____            |
| Severe Weather Procedures                                  | _____            |
| Universal Precautions                                      | _____            |
|  |                  |
| <b>II. Agency and Surrounding Area</b>                     |                  |
| 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                                      | _____            |
|  |                  |
| <b>III. Agency Client Population and Services Provided</b> |                  |
| Common Client Issues                                       | _____            |
| Common Psychiatric & Substance Abuse Issues                | _____            |
| Boundary Issues  | _____            |
| Client Incident Procedures                                 | _____            |
| ○ Physical Restraint                                       |                  |
| Staff Incident Procedures                                  | _____            |
|  |                  |
| <b>IV. Transportation</b>                                  |                  |
| Vehicle Procedures   | _____            |
| ○ Personal Vehicle   |                  |
| ○ Agency Vehicle   |                  |
| Vehicle Safety Protocols                                   | _____            |
| Unscheduled Stops  | _____            |
|  |                  |
| <b>V. Emergency Protocol</b>                               |                  |
| Definition of an Agency Emergency                          | _____            |
| Chain-of-Command Procedures                                | _____            |
| Documentation Required                                     | _____            |

