

## Logistic Questions to Ask at the Beginning of a Placement/Practicum

### **On-boarding**

- Is there anything that I need to do over the summer to prepare (ID, trainings, vaccinations, etc).
- Who do I need to coordinate this with at your agency?

### **Duration of placement/hours**

- What is the start date and end date of the placement?
- How many hours should I be working each week?
- How long do I have for lunch?
- Can I take lunch off site or do I need to stay on site?
- If I have a break in patients should I still be on site or can I leave?
- Are there certain hours when I am expected to be on site regardless of whether I have clients?

### **Documentation**

- What types of notes are used? Electronic? Paper?
- Structure of notes. What types of information should be included? Any model notes?
- How do I get notes to my supervisor?
- What do I do if a supervisor is on vacation? Is there another supervisor who signs off on notes?
- Timing of notes, intake reports, termination reports. Any variations in that timing? For example some hospitals do billing on the last day of the month so you would need to have all records updated by that date, even if you did the intake the day before.
- How does billing work (billing units)?

### **Patient Scheduling**

- Who does it? Do I give this person slots?
- Do I dictate my own schedule or does someone else control it?
- Who puts appointments in my schedule? Me or someone else?
- How long is an intake?

- How long is a session? 50 minutes? 55 minutes? 60 minutes?

### **Client Contact**

- What phone number do I give a client? How does this work when I am not at my placement? Does someone contact me to tell me that a client called if I am off site? Would a client contact someone else if I am off site?
- When can clients contact me between sessions? Only in emergencies? In other situations?

### **Supervision**

- How often? Where is supervision? Your office? If you are busy when I arrive for supervision, do I interrupt you or wait until you are finished with something else?
- Is it a set time each week or whenever we happen to see one another? For example, if we see each other between clients, is that our supervision time or are we also scheduling an additional supervision time?
- Do you want me to meet with you even if I haven't seen cases?
- What if my supervisor is not on site? Is there a back-up supervisor? Would I page my supervisor or call my supervisor while the supervisor is off site?
- During times when the supervisor is on vacation, away for a week, etc, is there a back-up supervisor? Do I schedule a meeting with the back-up supervisor or is it just in case of emergencies?

### **Office**

- What room or rooms do I use?
- How do I find out if the rooms are available?
- Are there separate testing and therapy rooms?

### **Office Supplies**

- Where do I get office supplies (pens, paper clips, tissues, etc)?
- Where do I get assessment instruments and forms?
- What computers may I use?
- If we run out of forms, who orders them?

## **Testing**

- What measures are given when?
- If we think that more testing is necessary, how do I go about doing that? Must I make a referral or do I just do the testing?

## **Confidentiality/Privacy**

- Where do I keep client files?
- Is there a shredder bin? Where?
- If I leave an electronic record open on a computer, does the computer lock within a certain frame of time?
- Do I need to lock the door to the office if leaving an electronic record open?
- Do I need to close electronic records every time I use them if I will be leaving the office for any reason? For example, what if I need to find a questionnaire score for a report and will return to the office in a few seconds. Must I close the electronic record?

## **Consent**

- Which ones do I have clients complete vs which ones did someone else already have clients complete?
- What is the policy on video or audiotaping?

## **Interpreters**

- What interpreter options are available (interpreter phone, an interpreter in person)?
- How do I request interpreters? Do I schedule this or does someone else?

## **Multidisciplinary Teams**

- Who are the multidisciplinary individuals who we tend to work with?
- How do we coordinate care and what is each person's role in doing so?
- Do we CC PCPs on client notes?

- Do we need releases for contact within our own agency?

### **Dress Code**

- What clothing is required (ties, jacket, etc)
- Closed toed shoes or doesn't matter?
- Any policies on tattoos or piercings

### **Parking**

- Where do I park?
- Do I get a permit and if so, how?
- Do I pay for parking?

### **Internet/Electronics**

- Are there prohibitions for using my phone or other electronic device while on site?
- Are there certain websites that are blocked on computers?
- Do I have a pager? When are people paged (for consults, for any communication, etc)
- How often do I check internal email and is there a way to access that from off site?
- Do I have access to scheduling off site?
- Do I have access to notes/electronic files off site?

### **Crisis situations**

- What counts as a crisis?
- When do I interrupt or call you?
- If you are with a patient, do I interrupt you if I have a crisis or find someone else?

### **Waiting Room**

- If there are siblings, does the receptionist watch them or is there a space where they can wait without another caregiver present?

- If I would like to meet with only the parent for part of the session, where can the child/adolescent wait?

### **Miscellaneous**

- If I'm sick, who do I tell? Who cancels my clients? How much notice do I need to give?
- How much vacation time can I take and when?
- Do I need a flu shot?
- If I miss time at placement, do I make up the time later that week?
- Can I take off on religious holidays?
- What holidays is the site closed on?
- How do I lock up at the end of the day?
- How do referrals work? How do I make referrals to other providers? Is there a list of commonly used referrals?
- How do I refer to myself? Last name? First name?
- Any policies for seeing clients of a different gender (keep door cracked if I'm working in an inpatient facility?)