

Checklist I: Practicum Safety & Learning

Learning is the purpose of the practicum. Safety is a priority when an MSW student from the University of Toronto is in a practicum. The checklist has been developed to assist the student and field instructor with key components to be covered as the practicum commences. Please initial all items that apply and return to the Practicum Office at practicum.fsw@utoronto.ca by the 2nd day of your practicum.

Checklist II will be circulated prior to the mid-term evaluation.

Student _____

Field Instructor _____

Agency _____

Dept/Unit _____

Item	Field Instructor	Student	Comments
1. Field instructor provides information about risks associated with the community and population served.			
2. Field instructor provides information about the agency's safety policies, protocols and training.			
3. Field instructor and student agree to exchange information regarding any known risks throughout the placement.			
4. Student has access to agency personnel for learning and security support at all times.			
5. Field instructor and student share the responsibility of discussing reassignment of learning activities if significant safety concerns arise within the placement.			
6. For Year 1 Practicums: The student has shared the Lab Summary with the Field Instructor.			
7. For Year 2 Practicums: The student has shared Year 1 evaluation or recent employment evaluation with Field Instructor.			
8. The field instructor provides a thorough orientation that includes:			
<ul style="list-style-type: none"> • safety (as above) & self-care; 			
<ul style="list-style-type: none"> • an introduction to other members of the team/colleagues, towards developing an understanding of professional relationships; 			
<ul style="list-style-type: none"> • an overview of the organization (including relevant programs and services); 			
<ul style="list-style-type: none"> • social work, professional and organizational expectations & standards (e.g., schedule, writing/record-keeping, confidentiality, privacy, ethical behaviour); 			
<ul style="list-style-type: none"> • revisiting the description on the Practicum Administration System (PAS) to determine its relevancy. 			

The following are specific to placements where students will be attending home/community sessions:

Item	Field Instructor	Student	Comments
1. Student and/or field instructor contacts agency at commencement and completion of each home/community session.			
2. If student does not have their own, agency provides cell phone for student when in the community.			
3. Learning objectives are established prior to each home/community session.			
4. Debriefing is provided after each home/community session.			

Before requiring a student to do a home/community session **independently**, the field instructor will:

- Assess client's history of violence as part of intake, and communicate any known risks on an ongoing basis
- Provide shadowing opportunities for the student
- Provide information on and supervision of work with potentially violent clients
- Develop a plan of action at the first signs of agitation, including enlisting assistance
- Define how to immediately exit a potentially dangerous situation/environment
- Plan for how and when to call security and/or police and when to evacuate facility

Please note, the FIFSW offers Talks & Workshops and Professional Development Workshops throughout the year. Refer to the FIFSW Events Calendar and/or Practicum Schedules for more information and registration links.