# Appendix 5a. SCP Summary Timetable for Students

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| **Session** |  | **Summary** | **Resources & Instructions** |
| **Monday** | am | Session 1 Orientation & Welcome | Welcome to placement. Introduction to organisation, staff & week. Expectations, broad instructions, assessment requirements.  | * Complete & hand in pre-placement questionnaire.
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|  |  | Session 2Group Orientation | Split into Groups and subgroups. Introduction to Clinical Supervisor & each other. Discussion about planned activities & processes.  |  |
|  |  | Session 3 Example interview | Watch a pre-recorded interview conducted by an OT with a simulated client. Followed by a discussion of good interview practice & information collection & recording. | * Access notes for interviewing technique.
* Access notes for documentation process.
* Participate in discussion & reflection.
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|  | pm | Session 4 Interview Preparation  | In consultation with group, sub-group prepares questions for the *primary client* interview on Tuesday. Session is student-led but Simulation Facilitator pops in from time to time to answer questions. Note: the 3 sub-group interviews are sequential and must complement each other, ie together they make up a whole interview when the 3 components are assembled.Students need to plan telephone interviews with people associated with the primary clients. These are conducted on Tuesday. | * Complete work log for day 1, which should include planned interview questions, appointments made, other notes as necessary.
* Complete relevant self-reflective SPEF-R components.
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| **Tuesday** |  | Session 5 Interviews & observations of clientPreparation for Site Visit | Day 2 is dedicated to collecting information from your *primary client*. As well as a 20 minute segment of an interview you may have the opportunity to observe the client performing certain tasks. Do not be late for the appointment. Your 20 minute segment of an interview must fit with those of the other 2 sub-groups. There will be a 10 minute handover session between interview segments during which one sub-group briefs the next sub-group. Each sub-group must video record themselves conducting their 20 minute interview segment. Any client activity observations will take place after all interviews are complete.There may be additional phone-based interviews for you to conduct with other relevant stakeholders. Such interviews should be audio-recorded. Prepare for the site visits tomorrow. This may include logistics (knowing when and how to get to the site) as well as what information you will collect and how you will collect and document it. Other documentation and processes (eg waivers, orientation, etc.) may also be required. | * Complete work log for day 2, which should include notes from interaction with primary client, preparations for Site Visit, any other notes as necessary.
* Submit client interview video.
* Check in with Clinical Supervisor
* Complete relevant self-reflective SPEF-R components.
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| **Wednesday** | am | Session 6 (a) External site visit | Your sub-group will visit an off-campus location of relevance to your primary client. Be prepared to document your visit (notes, photos, etc.). |  |
| pm | Session 6 (b) Secondary Client Tasks  | Each student will be provided with a paper based simulated secondary client case to work through on an individual basis (ie not within sub-group). Your task is to assess this *secondary client* and prepare to present about them at a case conference tomorrow. | * Access notes for case conference.
* Complete work log for day 3.
* Check in with Clinical Supervisor.
* Complete relevant SPEF-R components.
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| **Thursday** | am | Session 7Check in with Clinical Supervisor |  |  |
|  | Session 8Case Conference | You will have five minutes to present on the *secondary client* you were assigned yesterday. | * Present your secondary client
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| pm | Session 9Preparation for Primary Client Presentation | As a sub-group you will prepare your *primary client* for presentation as a case at a case conference tomorrow. | * Complete work statistics log for day 4.
* Complete relevant self-reflective SPEF-R components.
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| **Session** |  | **Summary** | **Resources & Instructions** |
| **Friday** | am | Session 10 Primary Client Presentation to Clinical Supervisor | As a sub-group, present your *primary client* intervention plan to your Group. One sub group will be selected to present to all students on placement in the afternoon. | * Complete relevant self-reflective SPEF-R components.
* Present your primary client.
* Participate in presentations of others by asking questions.
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|  | Session 11SPEF-R Assessment with Clinical Supervisor | You will also meet with your Clinical Supervisor individually. Bring your self-completed reflective SPEF-R document with you. You will be provided with your assessment SPEF-R. You are to submit this document to your lecturer in charge within the timeframe specified for your site (approx. 7-10 days). |  |
| pm | Session 12Primary Client Final Presentations | One sub group from each Group presents about their primary client to the whole Group. | * Complete work log for day 5.
* Complete & submit post-placement questionnaire.
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|  | Feedback & Finish |  | * Complete & submit:
	+ Self-reflective SPEF-R
	+ Student review of placement
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