

Social Work Intern Orientation Checklist

Within the first month of field placement, each social work student shall receive a comprehensive orientation to the agency. The Agency is responsible for covering the following items as you orient the social work student intern to your agency. The orientation checklist includes, but is not limited to:

Agency Overview

- Review agency mission/purpose statement/philosophy/goals.
- Review organizational structure.
- Review the funding auspices and staffing patterns of the agency.
- Review the role of the agency in relation to the community and its resources.
- Review the identified program or service area where the student is assigned to complete practicum requirements.

Agency Policies and Protocols

- Review agency policies and procedures manual
- Review telephone and communication policies/computer utilization.
- Review internal communication policies.
- Review office procedures, supplies, and provisions.
- Review parking details and mileage policy.
- Review work schedule, including late arrivals, absenteeism, lunch-time, and breaks.
- Review agency, department, and/or program meeting schedule.
- Review intake, admissions, eligibility, registration, and informed consent policies and procedures.
- Review information and referral policies.
- Review client fees and payment schedule.
- Review forms for documentation/accountability/utilization review
- Review client records and charting policies and procedures.
- Review all laws, ethical codes, and social work values regulating social work practice.
- Review confidentiality, privileged communication, and release of information, and legal exceptions to confidential information.
- Review reporting laws and protocol, including child abuse/neglect, elder/dependent adult abuse/neglect, and abusive or assaultive behavior.
- Review high risk/dangerous client laws, including suicide, Tarasoff statute.
- Review client emergency protocol.
- Review agency policy regarding safety and security procedures and protocol, e.g. personal safety; agency safety; community safety, etc.
- Review agency policy regarding harassment and discrimination.
- Review agency policy regarding Americans with Disabilities Act.
- Review agency policy regarding HIPAA regulations and legislation.
- Review agency policy regarding OSHA.

FIELD INSTRUCTOR/STUDENT RESPONSIBILITIES

- Review role, responsibilities, and expectations of student interns in the agency operation.
- Review role and responsibilities of field instructors and task supervisors (if applicable).
- Review supervision orientation, preparation and expectations for supervision. Review supervision schedule.
- Review emergency consultation with field instructor protocol.
- Review educationally based recordings, process recordings and schedule. Review agency orientation, training, and staff development opportunities (if applicable).
- Review plan for diversity/multi-cultural experiences.
- Review how student will represent professional self and identifying self as a social work intern with clients, staff and professionals.
- Review scope of practice within the agency and as a social work student. Review professional boundaries in the students' relationships with clients, collateral clients, and agency staff.