

Seek & Find Checklist for PSW Students

Welcome to your long-term care placement!

Use this checklist to familiarize yourself with key areas, equipment, and team members in your agency. Check off each item as you locate or learn about it.

This will help you feel more confident and prepared for your Clinical Professional Practice Experience.

Checklist

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| ☐ Care Hub | ☐ Event Calendar | ☐ Mechanical Lifts/Slings |
| ☐ Dining Room | ☐ Policy and Procedure Manual | ☐ Resident morning care supplies: soap, lotion, denture cups, clothes |
| ☐ Conference Room | ☐ Fire Exits & Emergency Evacuation Plan | ☐ Bedpans/Urinals |
| ☐ Student Break Room | ☐ Fire Pull Stations | ☐ Resident Rooms (assigned resident for the following day) |
| ☐ Staff Break Room | ☐ Fire Extinguishers | ☐ PPE supplies (gloves, gowns, masks, hand sanitizer) |
| ☐ Locker Area to keep coat and items | ☐ Door Alarm Code(s) | ☐ Activity Room/Recreation Area |
| ☐ Staff Washroom | ☐ Elevator Key/Code | ☐ Meet the staff on your assigned unit |
| ☐ Chapel | ☐ Clean Linen Storage | ☐ Meet the dietary & housekeeping staff |
| ☐ Smoking areas (staff/resident) | ☐ Shower/Tub Room | ☐ Other: |
| ☐ Call Bell System | ☐ Laundry Hampers | ☐ Other: |
| ☐ Resident Care Plans | ☐ Clean Utility Room; Supply Room/Linen Closet | ☐ Other: |
| ☐ Resident Chart | ☐ Dirty Utility Room; Soiled Linen Area | |
| ☐ Resident Flow Sheets | ☐ Commodes | |
| ☐ Staff Assignment Sheet | ☐ Weight Scales | |
| ☐ Student Assignment Sheet | | |

Notes: