**Introduction pre placement**

Try to send 6-8 weeks in advance of placement starting

Include the following as in the example below

* IT access any forms that are needed
* Any trust placement information
* Placement leads and mentors information
* Uniform needs
* Check preplacement information received
* Location to go on first day
* Timetable if ready, if not date when can share

Hi

I just wanted to make contact before you start your placement with us and let you know that we are looking forward to you joining the team.

Our AHP student team hopefully have been in contact as well with regards to starting the process to get your smart card as well as access to the clinical systems that you will need whilst with us. Please return all requested information as soon as possible so that there are not any unnecessary delays and this will help your placement with us to run smoothly.

You will be loaned a trust laptop during your time with us as this is needed to access patient notes along with your smart card (please note that the smart card will remain your property so should be kept safely and at your next trust they can activate you in their systems using the same card).

To understand a little more about our trust and what you might expect to be part of on your placement with us; you may find the information here useful:

\*\*\*\*Enter link to trusts webpage \*\*\*\*

You may also find it useful to look at our website to get a feel for the department and who we see.

\*\*\* Enter link to departments webpage if applicable \*\*\*

We will send out provisional timetables the week before you start with us and let you know who your supervisor and mentors are. We will endeavour to minimise your travel if we can between sites however it may help you to be familiar with key locations before you start.

\*\*\* list any key info \*\*\*\*

When you are in patient environments you will be expected to wear uniform, but can wear smart office wear for the office, you will be given more information nearer the time.

We have received your pre placement information, but if there is anything else you think we need to know please let me know.