

## **Student Orientation Checklist → Basic Orientation Workshop for CI's**

Feel free to use this checklist to orient your student. Adapt to your facility as needed:

- Student ID badge displayed
- "Starting the placement" form completed and discussed
- Learning contract discussed
- Location of department Policy and Procedure Manual – resource for e.g. charting standards and abbreviations
- Hospital/District/Region Confidentiality statement
- Parking
- Hours of work
- Dress code – if different than school
- Sick leave – who to call
- Hospital/Department tour
- Staff introduction in department, on ward, including para-professionals
- Support staff roles, introductions, student expectations in terms of relationships/collaborative workload
- Quality Assurance Programming
- Workload measurement
- Forms, care plans
- Equipment/supplies in department
- Specific assessments or resource materials
- Educational opportunities (e.g. In-service, job shadow, watch surgery)
- Telephone/photocopier/fax, computer use
- Isolation room guidelines
- Emergency Codes / Emergency Procedures Manual/ Location of Emergency Equipment / Emergency Exits
- WHMIS Manual
- Smoking Policy
- Student Presentation
- Student space for valuables, charting, reading
- Pre-requisites: Fit mask measurement, immunizations, CPR
- Confidentiality principles and policies in the facility