



Clinical Placement Orientation Checklist

Thank you for serving as a clinical instructor to our students! The purpose of this checklist is to assist you in preparing to welcome a student(s) to your facility. Please feel free to adapt as needed.

- Student ID badge displayed
- "Clinical Placement Preparation and Orientation" form completed and discussed
- Location of department Policy and Procedure Manual (resource for e.g. charting standards and abbreviations)
- Parking
- Hours of work
- Dress code
- Sick leave (who to call, how to contact, remind student to notify School)
- Hospital/Department tour
- Staff introduction in department, on ward, including para-professionals
- Support staff roles, introductions, student expectations (relationships/collaborative workload)
- Workload measurement
- Forms, care plans
- Equipment/supplies in department
- Specific assessments or resource materials
- Educational opportunities (e.g. In-service, job shadow, observe surgery)
- Telephone/photocopier/fax, computer use
- Isolation room guidelines
- Emergency Codes/Emergency Procedures Manual/Location of Emergency Equipment/Emergency Exits
- WHMIS manual location
- Site-specific privacy and confidentiality
- Smoking policy
- Student presentation
- Student space for valuables, charting, reading
- Confirm size of N95 (if applicable)