

STUDENT ONBOARDING AND EXIT TOOLKIT

The following checklist has been created as a resource to help both preceptors and students maximize the quality of their educational experience. Use this checklist in which ever manner suits your practice. Please complete within the first week of placement.

As part of registration, students must complete on-line orientation in advance of their placement which includes: Privacy, WHMIS, Hand Hygiene, Fire/Code Safety, AODO, Work Place Violence/Harassment Prevention. The online orientation can be found here:

<https://tahsn.pathlore.net/tahsn/courseware/SMH/student/player.html>

Should you need support or have questions feel free to contact the following people:

- Collaborative Practice & Education Managers; Education Leader or designate
- Office of Academic Affairs (ext. 77536 or 77537)
- Student Centre (ext. 5700)

KEY AREAS & RESPONSIBILITY	CONTENT	Initial	Date d/m/y
A. General Orientation & Workspace Logistics CPM or Education Leader or Preceptor (or designate)	<ul style="list-style-type: none"> • Hospital ID badges: confirm correct name, title, expiry date 		
	<ul style="list-style-type: none"> • Introduction to St. Michael's Hospital, patient population, mission and values, clinician & student role, scope of practice 		
	<ul style="list-style-type: none"> • Discipline/area specific safety training & personal protective equipment use • Area specific infection control practices 		
	<ul style="list-style-type: none"> • Review of SMH Policies & Procedures as required (CPPS): <ul style="list-style-type: none"> ➢ Unit or discipline specific ➢ Social media ➢ Food & beverage policy ➢ Consent policy ➢ Dress code policy 		
	<ul style="list-style-type: none"> • Tour of spaces (as applicable): hydration/nutrition stations; library, lounges, resource centre, labs, classrooms 		
	<ul style="list-style-type: none"> • Workspace (as applicable) • Lockers (as applicable) • Security badge access (as applicable) • Scrubs 		
B. Discipline/Unit Specific Orientation CPM or Education Leader or Preceptor (or designate)	<ul style="list-style-type: none"> • Overview of clinical care area & where to access clinical information 		
	<ul style="list-style-type: none"> • Soarian (or other) access & training 		

STUDENT ONBOARDING AND EXIT TOOLKIT

KEY AREAS & RESPONSIBILITY	CONTENT	Initial	Date d/m/y
B. Discipline/Unit Specific Orientation CPM or Education Leader or Preceptor (or designate)	<ul style="list-style-type: none"> Confirm correct electronic student designation 		
	<ul style="list-style-type: none"> Review documentation & co-signature 		
	<ul style="list-style-type: none"> Rounds/meetings/in-service schedules 		
	<ul style="list-style-type: none"> Introduction to team members 		
C. Expectations, Learning Contracts & Evaluations Preceptor	<ul style="list-style-type: none"> Student placement hours/days established 		
	<ul style="list-style-type: none"> Reporting student absences Supervision plan for preceptor absences Workplace & illness reporting 		
	<ul style="list-style-type: none"> Student expectations Prior student experiences Setting of objectives/learning contract Formal student presentation/seminar (as required) 		
	<ul style="list-style-type: none"> Preceptor teaching and student learning styles 		
	<ul style="list-style-type: none"> Preferred feedback method (how, where, when, how often) 		
	<ul style="list-style-type: none"> Mid-term evaluation process (student, preceptor & objective third party) 		
	<ul style="list-style-type: none"> Review of educational opportunities (IPE Series, Student Café, IPPF) 		
D. Exit Process Preceptor	<ul style="list-style-type: none"> Complete final evaluation Collect ID badge, access card, keys etc. Encourage completion of anonymous Student Engagement Survey 		

Resources:

- My Learning Page: <http://portal/wps/portal/smhintranet/SMHIntranet/careerlife/mylearning>
- Infection Control Module: SMH Intranet → SMH A-Z → Infection Prevention and Control