

## NURSING STUDENT ORIENTATION CHECKLIST

Student orientation is a critical component to supporting student success and should be completed within the first week of a student's placement. This checklist can be used to guide the orientation period for nursing students with a preceptor

Student Name: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

General Orientation (completed with Student Centre)		Done	
<b>Mandatory Onboarding Requirements</b>	<ul style="list-style-type: none"> <li>All students must complete an on-line placement registration, and mandatory modules and trainings coordinated through the Student Centre in advance of their placement. <i>This includes: Privacy, WHMIS, Hand Hygiene, Fire/Code Safety, AODA, Workplace, and Violence/Harassment Prevention.</i></li> </ul>		
	<ul style="list-style-type: none"> <li>IPAC Training (In person and e-learning modules)</li> </ul>		
	<ul style="list-style-type: none"> <li>Hospital Access (<i>ID Badge, Computer login, Remote access, Security &amp; Unity Health email</i>)</li> </ul>		
<b>General Student Orientation Session</b>	<ul style="list-style-type: none"> <li>Nursing Orientation (via Zoom)</li> </ul>		
CONTENT		Initial	Date
<b>Expectations, Learning Objectives and Evaluations</b>	<ul style="list-style-type: none"> <li>Student Placement Schedule established</li> <li>Student, Preceptor, Faculty Advisor contact information exchanged</li> <li>Reporting student absences</li> <li>Supervision plan for preceptor absences</li> <li>Workplace illness/injury reporting</li> </ul>		
	<ul style="list-style-type: none"> <li>Student Expectations and Prior Experience</li> <li>Setting of Objectives/Learning Contract</li> <li>Course Objectives</li> </ul>		
	<ul style="list-style-type: none"> <li>Preceptor Teaching and Student Learning Styles</li> </ul>		
	<ul style="list-style-type: none"> <li>Preferred Feedback Method (how, where, when, how often)</li> </ul>		
	<ul style="list-style-type: none"> <li>Evaluation Process and Forms (Mid-term and Final)</li> </ul>		
	<ul style="list-style-type: none"> <li>Review of Educational Opportunities (Nursing Rounds, IPE Series, Student Café, IPPF)</li> </ul>		
	<ul style="list-style-type: none"> <li>Encourage completion of Learner Engagement Survey at end of placement</li> </ul>		

CONTENT		Initial	Date
<b>General Unit Orientation</b>	<ul style="list-style-type: none"> <li>• Introduction to St. Michael's Hospital and Mission &amp; Values</li> <li>• Patient Population on unit</li> <li>• Clinician &amp; Student Role &amp; Scope of Practice</li> </ul>		
	<ul style="list-style-type: none"> <li>• Review of SMH Policies &amp; Procedures as required (CPPS):               <ul style="list-style-type: none"> <li>○ Information Privacy (includes use of social media)</li> <li>○ Food &amp; Beverage Policy</li> <li>○ Dress Code</li> <li>○ Routine Practices and Additional Precautions</li> <li>○ Intershift Transfer of Accountability</li> <li>○ Student Supervision Policy</li> <li>○ Student Safety Guidelines</li> <li>○ Unit specific: _____</li> </ul> </li> </ul>		
<b>Work Environment and Team</b>	<ul style="list-style-type: none"> <li>• Tour of spaces (as applicable):               <ul style="list-style-type: none"> <li>○ Nursing Station</li> <li>○ Medication room</li> <li>○ WOW's</li> <li>○ Clean and dirty utility rooms</li> <li>○ Equipment Storage</li> <li>○ Staff lounge (codes)</li> <li>○ Safety and Security (i.e. callbells, Code Blue buttons, cameras, etc)</li> <li>○ Assignment boards</li> <li>○ Pneumatic tube</li> <li>○ Patient rooms (including any negative pressure rooms)</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>• Lockers (if any available on unit) or assigned by Student Centre</li> </ul>		
	<ul style="list-style-type: none"> <li>• Overall general schedule/routine for day and/or night shift</li> </ul>		
	<ul style="list-style-type: none"> <li>• Soarian (or other) Access &amp; Training</li> </ul>		
	<ul style="list-style-type: none"> <li>• Rounds/Meetings/In-service schedules</li> </ul>		
	<ul style="list-style-type: none"> <li>• Introduction to care delivery model and team members</li> </ul>		

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

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| <ul style="list-style-type: none"> <li>• Your Faculty Advisor</li> <li>• Unit Clinical Nurse Educator or Resource Nurse</li> <li>• Unit Clinical Leader Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Corporate Nursing Education Manager (ext. 77538)</li> <li>• Student Centre (ext. 5700)</li> <li>• Education Coordinator - Nursing (ext. 5440)</li> </ul> |
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