ST. MICHAEL'S
UNITY HEALTH TORONTO

Caring hearts. Leading minds.

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
Mandatory Onboarding Requirements	• All students must complete an on-line placement registration, and mandatory modules and trainings coordinated through the Student Centre in advance of their placement. *This includes: Privacy, WHMIS, Hand Hygiene, Fire/Code Safety, AODA, Workplace, and Violence/Harassment Prevention.*	
	• IPAC Training (In person and e-learning modules)	
	• Hospital Access *(ID Badge, Computer login, Remote access, Security & Unity Health email)*	
General Student Orientation Session	• Nursing Orientation (via Zoom)	

CONTENT		Initial	Date
Expectations, Learning Objectives and Evaluations	• Student Placement Schedule established • Student, Preceptor, Faculty Advisor contact information exchanged • Reporting student absences • Supervision plan for preceptor absences • Workplace illness/injury reporting		
	• Student Expectations and Prior Experience • Setting of Objectives/Learning Contract • Course Objectives		
	• Preceptor Teaching and Student Learning Styles		
	• Preferred Feedback Method (how, where, when, how often)		
	• Evaluation Process and Forms (Mid-term and Final)		
	• Review of Educational Opportunities (Nursing Rounds, IPE Series, IPPF)		
	• Encourage completion of Learner Engagement Survey at end of placement		

CONTENT		Initial	Date
General Unit Orientation	• Introduction to St. Michael's Hospital and Mission & Values • Patient Population on unit • Clinician & Student Role & Scope of Practice		

	• Review of SMH Policies & Procedures as required e.g.:
	    o Information Privacy (includes use of social media)
	    o Food & Beverage Policy
	    o Dress Code
	    o Routine Practices and Additional Precautions
	    o Transfer of Accountability
	    o Unit specific:		

Work Environment and Team	• Tour of spaces (as applicable):
	    o Nursing Station
	    o Medication room
	    o WOW's
	    o Clean and dirty utility rooms
	    o Equipment Storage
	    o Staff lounge (codes)
	    o Safety and Security (i.e. callbells, Code Blue buttons, cameras, etc)
	    o Assignment boards
	    o Pneumatic tube
	    o Patient rooms (including any negative pressure rooms)		

	• Lockers (if any available on unit) or assigned by Student Centre		
	• Overall general schedule/routine for day and/or night shift		
	• Epic (or other) Systems Access & Training		
	• Rounds/Meetings/In-service schedules		
	• Introduction to care delivery model and team members		

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

- Your Faculty Advisor
- Unit Clinical Educator or Resource Nurse
- Unit Clinical Leader Manager

- Corporate Nursing Education Manager
- Student Centre (ext. 5700)
- Education Coordinator - Nursing (ext. 5440)