

NURSING STUDENT ORIENTATION CHECKLIST

Student orientation is a critical component to supporting a student's successful placement. This orientation checklist will assist you with your onboarding process at St. Joseph's. It is to be completed within the first week of placement by student with their preceptor.

Student Name: _____

Preceptor Name: _____

Start Date: _____ End Date: _____

Corporate Orientation (completed with Student Centre)		Done	
Mandatory Onboarding Requirements	<ul style="list-style-type: none"> Requirements for Student Registration System (Registration, EPIC, elearning modules) IPAC Training (In person and elearning modules) Hospital Access (Badge, logins & Unity Health email) 		
Corporate Orientation	<ul style="list-style-type: none"> Nursing Orientation (via Zoom) 		
Program/ Unit Orientation (completed with Preceptor)		Initial	Date
Expectations, Learning Objectives and Evaluations	<ul style="list-style-type: none"> Establish Student Placement Schedule <ul style="list-style-type: none"> How to report student absence Supervision plan for preceptor absence Exchange student, preceptor, faculty advisor contact information Review workplace illness/injury reporting 		
	<ul style="list-style-type: none"> Review student and preceptor learning expectations and prior experience Establish learning objectives as per course syllabus Establish Learning Plan as required 		
	<ul style="list-style-type: none"> Discuss and acknowledge Preceptor teaching and student learning styles 		
	<ul style="list-style-type: none"> Exchange referred ways of offering & providing feedback (how, where, when, how often) 		
	<ul style="list-style-type: none"> Review evaluation process and forms (Mid-term and Final) 		
	<ul style="list-style-type: none"> Review of educational opportunities (Nursing Rounds, IPE Series, Collaborative Learning etc) 		
	<ul style="list-style-type: none"> Set time for completion of Learner Experience Survey at end of placement 		

CONTENT		Initial	Date
General Unit Orientation	<ul style="list-style-type: none"> • Introduction to Unit Operation (eg. patient population served, number of bed & etc) 		
	<ul style="list-style-type: none"> • Review Student Centre website <ul style="list-style-type: none"> ○ Placement Expectation for Preceptor and Preceptee ○ Nursing Practice Guidelines and additional Training 		
	<ul style="list-style-type: none"> • Review of SJHC Policies & Procedures as required: <ul style="list-style-type: none"> ○ Clinical Scope of Practice for Nursing Students ○ Dress Code ○ Foot Wear ○ Information Security Policy ○ Minimal Lift, Transfer and Repositioning of Patients ○ Positive Patient Identification ○ Social Media Use at SJHC ○ Scent Free Environment 		
Work Environment and Team	<ul style="list-style-type: none"> • Tour of spaces (as applicable): <ul style="list-style-type: none"> ○ Nursing Station ○ Medication Room ○ WOW ○ Clean and Dirty Utility Room ○ Equipment Storage ○ Staff Lounge (optional, student lounge at 4G-124a) ○ Locker (student locker located on 4G) ○ Safety and Security (i.e. call bells, Code Blue buttons, cameras, etc) ○ Assignment boards ○ Pneumatic tube ○ Patient rooms (including any negative pressure rooms) 		
	<ul style="list-style-type: none"> • Overall general schedule/routine for day and/or night shift 		
	<ul style="list-style-type: none"> • Review medication administration, handling of Narcotics and controlled substances by nursing student 		
	<ul style="list-style-type: none"> • Review EPIC 		
	<ul style="list-style-type: none"> • Review Point of Care Testing (POCT). Modules available on student centre website 		
	<ul style="list-style-type: none"> • Inform student of rounds, meeting, & in-service schedule and mentor student to actively participate 		
	<ul style="list-style-type: none"> • Introduction to care delivery model and team members 		

Need support or have questions?

Unit related matters, contact

- Clinical Educator
- Patient Care Manager/ Team on unit

Practice Support, contact:

- Preceptor
- Clinical Educator

Student Assistance, Placement Issues:

- Education Coordinator (ext.4688)
- Faculty Advisor