



A Checklist for Student Orientation

What is the purpose of this tool?

Providing an organized, welcoming orientation experience to a student is an essential part of a clinical placement program and is often part of the preceptor's role. This checklist can help leaders in the home, a preceptor, and a student prepare for a student clinical placement. This tool:

1. suggests activities that need to take place before and during orientation, and
2. provides a place to record and keep track of what activities have been done.

How do I use this tool?

In each section, there are options which can be tailored to meet the needs of a LTC home. A home administrator may use this tool to prepare for a student's arrival and ensure the home complies with the regulations. A preceptor may use this tool during the orientation period to facilitate discussions with a student, come to a common understanding on activities and record what has been accomplished.

Acknowledgements

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We wish to thank the following people for contributing to and reviewing this resource:

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If you have any questions on this resource and the PREP LTC program, please contact prepltc@the-ria.ca.

Clinical student placement orientation checklist

Name of the preceptor:

Name of the student:

Name of the school:

Start date:

End date:

Preparing for the placement

- School provides proof of vaccination(s)
- School provides mask fit test results
- School provides Vulnerable Sector Screen and/or police clearance
- Administration provides the student with login information to the operating system and/or electronic health record system
- Administration provides the student with dress code details
- Administration provides the student with instructions on where to park and how to find the assigned preceptor

Getting to know each other (preceptor-student partnership)

- Clarify the role and scope of a preceptor
- Clarify the role and scope of a student
- Set expectations for the student
- Set expectations for the preceptor
- Discuss schedule and timelines including milestones
- Create learning objectives for the placement together
- Introduce the student to key members of the inter-professional team

Getting to know the setting

- Preceptor shares the mission, vision and values of the home
- Preceptor provides a tour of the setting including but not limited to: where to store personal items, where to take a break, where the washrooms are located, where health and safety equipment can be found
- Preceptor shares infection and prevention control protocols
- Preceptor discusses emergency protocols including Fire Prevention and Safety
- Student reviews requirements for the documentation of resident care
- Preceptor provides, and allows the student time to review, the:
 - Residents' Bill of Rights
 - Zero Tolerance for Abuse and Neglect
 - Duty to Report
 - Whistleblower Protections
 - Health and Safety requirements
 - Confidentiality and Personal Health Information Protection Act
- Preceptor provides the next steps for the review of the clinical programs

Student signature: _____ **Date:** _____

Preceptor signature: _____ **Date:** _____

DOC/ ED signature: _____ **Date:** _____