

SAMPLE STUDENT ORIENTATION CHECKLIST

Staff:

- Hours & days patient care provided, time & location student to arrive
- Parking
- Absence policy, include contact information for notification if student to be late or absent
- Dress code, lab coat, name tag
- Tour of office, location of bathrooms, lunch room, place for personal belongings
- Introduce student to staff, including their responsibilities within the office
- Description of office flow- from check in to end of visit
- Phone system, computer system, charting system or electronic medical record
- Lunch- specify if expected to eat in or out, nearby restaurants
- Community resources (laundry, groceries, entertainment)- if from out of town

Physician:

- Student experience to date (see sample student background)
- Student's goals/expectations
- Specific knowledge, skills, attitude student is expected to develop during the rotation
- Expected duty hours- nights/weekends, hospital rounds
- Patient selection process
- Amount of time student to spend with patient
- Format and timing of presentations
- Charting- what and where student should chart (see Medicare guidelines for student charting)
- Appropriate timing for questions
- Scheduled timing of evaluations (mid-point and end of rotation- specify dates, times)
- Criteria used to evaluate student (review evaluation form and preceptor expectations for what constitutes exceptional performance)