

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 (i.e. consolidating undergraduate nursing students and nursing students undertaking a graduate clinical placement).

All students must complete on-line Student Orientation, coordinated through the Student Centre, in advance of their placement this includes: Privacy, WHMIS, Hand Hygiene, Fire/Code Safety, AODA, Workplace Violence/Harassment Prevention.

<https://tahsn.pathlore.net/tahsn/courseware/SMH/student/player.html>

Should you need support or have questions, please feel free to contact the following people:

- Faculty Advisor
- Clinical Nurse Educator or Resource Nurse
- Clinical Leader Manager
- Corporate Nursing Education Manager (ext. 77538)
- Student Centre (ext. 5700)
- Education Coordinator, Nursing (5440)

Student Name: _____

Start Date: _____

Preceptor Name: _____

CONTENT		Initial	Date
Expectations, Learning Objectives and Evaluations	<ul style="list-style-type: none"> • Student Placement Schedule established • Student, Preceptor, Faculty Advisor contact information exchanged • Reporting student absences • Supervision plan for preceptor absences • Workplace illness/injury reporting 		
	<ul style="list-style-type: none"> • 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, Student Café, IPPF)		
	• Encourage completion of Learner Engagement Survey at end of placement		

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