

Student Orientation Checklist

Now that you have agreed to be a preceptor, there are a number of responsibilities connected with this role.

This student orientation checklist has been developed to assist you and the student in making the placement positive and productive. If you are able to connect with the student prior to their first day, some of these items can be addressed before their arrival on the unit.

The goal of a preceptor is to provide the information necessary to meet the educational and health care facility regulations governing student placements, and to make the clinical placement experience as valuable and satisfying as possible for themselves and the student.

As a preceptor, you may wish to do some reflective preparation. This entails thinking about clinical supervisors you have had in the past, your supervision style, clinical teaching methods, and feedback preferences to prepare for your student in advance.

Prior to the placement

After you have been provided with a student's name and contact information, the student needs to be notified by phone, letter, or email and provided with the following information prior to the placement:

- Name of preceptor
- Time and location to meet on the first day
- Hours of work
- What is appropriate to wear
- Where to park, what entrance to use, and which elevator to take
- The location of the on-site cafeteria or if they will need to bring their own food for their break(s)

On the first day of placement

- Provide a warm welcome
- Introduce the student to other people in the unit
- Provide an orientation to the floor

A specific time should be set aside on the student's first day to complete the orientation, preferably when the student first arrives at the site. This can be completed by either the preceptor or the site coordinator, and should include:

- Student contact information
- Learning objectives
- Review of supervision, learning and teaching styles, and time management issues
- Discussion of feedback methods and timing
- Review of academic expectations
 - ◆ Formal student evaluation
 - ◆ Preceptor evaluation

- ◆ Clinical site evaluation
- ◆ Assignments and projects
- ◆ Student presentation (If applicable, reserve a room and the necessary presentation equipment)

Discuss client and patient/client assignment.

Discuss key clinical requirements of placement.

- This includes professional attitude and appearance, assessment, treatment planning, implementation and evaluation, equipment, education of client/others, daily record keeping and documentation, communication with other members of the client's team, written reports, discharge planning, and short and long term goal setting.

Discuss community resources available to assist in student learning and client support.