

SAMPLE STUDENT ORIENTATION CHECKLIST

General

- _____ Parking
- _____ Name badges
- _____ Lab coats proper attire
- _____ Entry codes for doors
- _____ Hours of operation
- _____ Patient confidentiality

Tour of Pharmacy

- _____ Location of drugs/samples/prescription/forms
- _____ Introduction to staff
- _____ Where to put personal belongings
- _____ Food rules/breaks
- _____ Proper hygiene in pharmacy
- _____ Computer system

Tour of Facility

- _____ Bathrooms
- _____ Crisis center
- _____ Vending machines in break room
- _____ Medication room
- _____ Chart locations
- _____ Break room on unit
- _____ Fax machine
- _____ Daily patient list
- _____ Meeting room
- _____ Restraint/seclusion rooms
- _____ Introduction to staff workers and other healthcare professionals
- _____ Doctor's offices
- _____ Conference rooms
- _____ Chart rules

Meeting with Preceptor

- _____ Review student portfolio
- _____ Schedule, assignments and deadlines
- _____ Importance of patient confidentiality
- _____ How to use SOAP forms
- _____ Journal clubs
- _____ Disease state presentations
- _____ SOAP presentations
- _____ Student case presentations
- _____ Other projects
- _____ Exit exam
- _____ Penalties for late assignments
- _____ Grading
- _____ Review student at end of rotation. Date completed _____
- _____ Know what to bring for rounds
- _____ Drug reference located at site
- _____ Patient lists
- _____ Progress reports - midpoint evaluation
- _____ Final evaluation

