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