

## **ORIENTATION CHECKLIST**

### **Orientation to the practice**

- Learner work space
- Location of reference materials
- Dress code? Name tags? Lab coat?
- Hours/days patient care is provided?
- Parking
- Phone system
- E-mail
- Introduce staff, including each person's responsibilities
- Unique learning opportunities

### **Orientation to the community**

- Community characteristics
- Community resources, arranging visits with them
- Where to buy groceries, do laundry

### **Overview of rotation**

- Relate rotation to the learner's career plans
- Clerkship objectives
- Criteria included in evaluation form

### **Issues related to the learner**

#### **Introduction to learner**

- Rotations completed
- Experience and skills mastered
- Areas needing work

#### **Learner objectives**

- Specific knowledge, skills, and attitudes to develop

### **Preceptor expectations**

#### **Daily routine**

- Hours/days learner is in the office
- Learner's level of responsibility and autonomy in providing patient care
- Hospital rounds, night/week-end call
- Times preceptor is off; what to do
- Amount of reading expected

#### **Office policies**

- Directions for writing chart notes, dictating, writing Rx's, referrals
- How patients are selected for the student
- Length of time to spend with each patient
- Hospital policies

#### **Values**

- Show respect to patients and staff; how?
- Get to know patients?

#### **Preceptor/learner interaction**

- Format for case presentations
- Regular time and process for feedback
- Integrate teaching and learning styles
- Learner needs to explain needs
- Criteria to evaluate learner
- Learner self-evaluation before discussing preceptor's evaluation

#### **If a problem arises**

- Absentee policy, how to notify the office
- A contact for questions or problems
- How to reach the preceptor in case of an emergency