



## Instructor Orientation Checklist

Name: \_\_\_\_\_ Training Session Date: \_\_\_\_\_

The following content must be covered prior to the start of the student rotation. Please date and initial each item as it is completed. The initials indicate that the material was covered and/or demonstrated according to hospital policy.

- Section I content is covered Computer Based Orientation via iLearning System
- Section II content is covered during iCare training
- Section III content is covered during Unit Orientation / Department Tour
- Section IV content is covered in meeting with your Unit Manager.

**Return via interoffice or fax completed document to:**  
**Monica Erdmann**  
**WMH - Center for Learning and Innovation**  
**Phone: 262-928-2909 Fax: 262-928-2092**

	DATE	PHC STAFF INITIALS	INSTRUCTOR INITIALS
<b>I. Complete the Computer Based Learning (CBL)</b> Modules listed below via iLearning go to: <a href="http://si.netlearning.us/ProHealth/">http://si.netlearning.us/ProHealth/</a> , enter "u" at login.		CBL completion date.	
<b>1. Confidentiality Agreement</b>			
<b>2. OUR SPARK</b>			
<b>3. PHC Standards of Conduct</b>			
<b>4. Protecting Confidential Information</b>			
<b>5. Information System Security</b>			
<b>6. Medical Identity Theft</b>			
<b>7. Safety Issue Reporting</b>			
<b>8. Keeping People and the Environment Safe</b>			
<b>9. Emergency Preparedness</b>			
<b>10. Safe Work Practices</b>			
<b>11. Bloodborne Pathogens</b>			
<b>12. IF Transmission Precautions and TB</b>			
<b>13. Teamwork and Communication Training</b>			
<b>14. National Patient Safety Goals</b>			
<b>Collect and Record Student Assessments</b> from Student Orientation Module, include on Student Roster – return to Monica Erdmann, Center for Learning & Innovation			
<b>II. Orientation to Computer Applications – iCare Session</b>	DATE	PHC STAFF INITIALS	INSTRUCTOR INITIALS
Date of iCare session:			
Log in, change password and EUCA			

Demonstrates accessing the following applications on the PHC iNet:	DATE	PHC STAFF INITIALS	INSTRUCTOR INITIALS
• Policies and Procedures			
• Micromedex			
• Safety Issue Reporting: Indications for completing a Safety Issue Report			
• Locates MSDS Sheets			
• Locates Learning Center Reference guides			
Demonstrates access to iCare			
Demonstrates Creating a Patient Hotlist (Patient Look Up box and Unit Census list)			
Accesses key data in iCare:			
• Results			
• Medications			
• Assessments			
• Summary Notes			
• Orders			
• Kardex			
Documents data within Flowsheets			
Documents medication charting			
• Verbalizes key processes related to Medication Admin.			
Status a urine specimen			
Demonstrates deletion of patient names on Hotlist			
Demonstrates adding a Summary Note at the end of each clinical shift on each patient's chart indicating that they have reviewed the student's medication, flowsheet charting and summary notes.			
<b>III. Unit Orientation / Department Tour:</b> Schedule approximately 2 weeks prior to the start of your rotation.	<b>DATE</b>	<b>PHC STAFF INITIALS</b>	<b>INSTRUCTOR INITIALS</b>
Locates emergency exits			
Locates fire extinguishers			
Locates fire alarms			
Location of smoke zones			
Demonstrates use of phone			
Demonstrates use of pneumatic tube system (if applicable)			
Locates Department / Unit specific policies and procedures			
Locates Code Blue Emergency Cart			
Hazardous Materials:			
Procedure for handling hazardous spills			
Procedures for labeling hazardous materials			
Adverse Drug Reaction Reporting:			
Indications for reporting actual/potential reaction			
Hand washing:			
Correct technique			
Appropriate use of waterless products			

	DATE	PHC STAFF INITIALS	INSTRUCTOR INITIALS
Isolation:			
Appropriate use of personal protective equipment			
Process for entering/ leaving isolation room			
Equipment/ Processes:			
Demonstrates use of Pyxis: Complete tutorial			
Unit Specific Equipment:			
<b>IV. Meeting with Unit/Department Manager.</b> Schedule approximately two weeks prior to clinical start date.	DATE	PHC STAFF INITIALS	INSTRUCTOR INITIALS
Discuss the following topics:			
<b>1. Student Learning Objectives of Clinical Rotation</b> Instructor provides clinical objectives to unit manager.			
<b>2. Role / Accountabilities of:</b>			
Student is responsible for establishing contact w/staff RN caring for patient. Student completes Summary Note documenting end of shift Patient Hand-Off.			
Instructor will supervise all student medication administration as appropriate to student skill level. Instructor may have to rotate the student med admin. opportunities to manage medication supervision.			
Instructor adds a Summary Note at the end of each clinical shift on each patient's chart indicating that they have reviewed the student's documentation for completeness.			
Chain of Command-RN, Charge Nurse, Mgr. Director, (Supervisor-off shifts)			
Clinical Prep Time – discuss unit preferences			
Staffing Ratios			
Use of Nursing Skills Matrix to communicate with staff regarding skill sets.			
Hand off to RN at end of student clinical day.			
Set date for Manager to meet/greet Students			
Process for communication and/or issue resolution.			
<b>3. Educational opportunities:</b>			
Educational Opportunities, e.g. shadowing			
Unit Process Improvement Initiatives			
<b>4. Plan final meeting with Unit/Dept. Manager to discuss</b>			
Feedback regarding student rotation			
Feedback regarding unit staff			
Evaluations (students, instructors, RNs)			
Opportunities for improvement			

**Instructors sign below:**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand the content above and am responsible for orienting my students to this information.*

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