



Site Orientation Checklist

Items listed below must be reviewed at the beginning of each learner's first day and/or at each new rotation site, before the learner engagement in patient care.

The purpose of this document is to ensure learners' knowledge of and familiarity with safety devices and protocols wherever they rotate. As part of their onboarding process, preceptors agree to cover the contents of this document with each learner at each new site. Learners, too, agree to ensure this information is covered.

CHECKLIST

Please check off each item once it is complete.

- ☐ Review hand washing procedures on site
 - Identify hand washing stations and review any protocols specific to the site
 - Locate gloves to use when touching a patient
 - Locate antibacterial soaps and sanitizing gels in all areas
- ☐ Review use of self-protective equipment and dress code
 - Locate and use protective equipment (such as gloves, masks, gowns, and Standard Precautions) in all circumstances where exposure to bodily fluids may occur
 - Review dress code: name badge, no jeans, closed-toe shoes, cover tattoos, remove visible body piercings besides earrings
- ☐ Fire and Emergency Safety
 - Review RACE and PASS
 - Locate at least fire extinguisher in area
 - Review fire evacuation map of area
 - In an emergency, learner follows preceptor's directions

If a preceptor, clinic, or department wishes to use a different Site Orientation Checklist, alternate lists can be submitted to the PHS Medical Education department for approval.