



## First Day Scholastic Clinical Student Required Orientation Checklist

**EVERY PATIENT, EVERY MEMBER, EVERY TIME**

The Presbyterian Healthcare Services (PHS) First Day Scholastic Clinical Student and Faculty Required Orientation Checklist includes critical patient and facility safety procedures and protocols and is a requirement of The Joint Commission.

Orientation is a key element in safety. To maintain policy compliance and confirm competency, all Scholastic Faculty and Students must complete a mandatory Unit Orientation prior to the patient contact, observation, and/or the first day of student clinical rotation.

On the first day of a clinical rotation or preceptorship, Scholastic Faculty and Students must complete the Scholastic Clinical Orientation Checklist with their instructor or their PHS preceptor.

All completed Orientation Checklist Spreadsheets MUST to be returned via email ONE week post clinical start date. For Nursing send to [nsgstudentcoordinator@phs.org](mailto:nsgstudentcoordinator@phs.org) OR for Allied Health send to [clinicalcoordinator@phs.org](mailto:clinicalcoordinator@phs.org)

**PLEASE NOTE:** If the 1<sup>st</sup> Day Orientation Form is not received within the ONE week Post Clinical Start Date, the students will be pulled from their respective units until we have their signatures.



# Scholastic Student Orientation Checklist

Name: \_\_\_\_\_  
 Program: \_\_\_\_\_  
 Facility: \_\_\_\_\_  
 Department: \_\_\_\_\_

## EVERY PATIENT, EVERY MEMBER, EVERY TIME

**Complete this set of competencies on the first day you are on the unit prior to patient contact or observation of patients. Return this form to your school coordinator**

### INSTRUCTIONS AND DEFINITIONS

Competency Validation: Orientee demonstrates proficiency in performing critical elements specified both from knowledge and clinical application	<ul style="list-style-type: none"> <li>Information may be acquired through scholastic institution instructional methodology</li> <li>Content and relevance to Presbyterian will be reviewed and validated by clinical instructor onsite at Presbyterian</li> <li>Orientee demonstrates competency using one or more of these methods</li> </ul> <p><b>Assessment Method:</b></p> <p><b>PD</b>= Personally Demonstrated to Validator  <b>D</b> = Discussion: Validator shared information about this concept  <b>O</b> = Observation: Validator has observed skill in clinical setting</p>
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Competency/Information	Validators Initials	DATE	Assessment Method	Comments
<b>PRE- FIRST DAY CLINICAL----- ORIENTATION CHECKLIST</b>				
Code of Conduct /Chain of Command <ul style="list-style-type: none"> <li>Unit Manager/Charge Nurse/Departmental Manager</li> <li>Presbyterian Clinical Coordinator</li> <li>Scholastic Coordinator/Dean</li> </ul>			D	
Customer Loyalty Focus /Patient Rights <ul style="list-style-type: none"> <li>Patient/client charts may not be removed. Copies may not be made.</li> <li>Printed copies of the EMR may not be removed from facility.</li> <li>Chart access is limited to assigned patient(s)</li> <li>Patient Information privacy/HIPAA</li> <li>Place documents containing patient information in blue bins</li> </ul>			D	
Infection Control <ul style="list-style-type: none"> <li>COVID-19               <ul style="list-style-type: none"> <li>Donning (<b>MUST</b> be demonstrated by student)</li> <li>Doffing (<b>MUST</b> be demonstrated by student)</li> </ul> </li> <li>Infection Prevention Program   Exposure Control</li> <li>Artificial fingernail policy</li> <li>Red Rules:</li> </ul>			PD	



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Competency/Information	Validators Initials	DATE	Assessment Method	Comments
<b>Patient Safety</b> <ul style="list-style-type: none"> <li>• Medical Error Prevention   Standardization</li> <li>• Communication Strategies</li> <li>• Fall Prevention</li> <li>• Midas: Error Reporting   Near Misses</li> <li>• Patient Abuse   Neglect Reporting</li> </ul>			O	
<b>Safety, Emergency Preparedness</b> <ul style="list-style-type: none"> <li>• Safety               <ul style="list-style-type: none"> <li>○ Fire exits, Fire extinguishers, Pull stations</li> <li>○ Unit/department/organization evacuation plan</li> </ul> </li> <li>• Security               <ul style="list-style-type: none"> <li>○ Contacting security</li> <li>○ Access to   location of all entrances to building</li> </ul> </li> <li>• Emergency Preparedness               <ul style="list-style-type: none"> <li>○ Codes</li> <li>○ Student actions and role in drills, real emergency situation</li> </ul> </li> <li>• Haz/Mat Waste               <ul style="list-style-type: none"> <li>○ Location of MSDS</li> <li>○ Sharps disposal/Biohazard disposal</li> <li>○ Waste separation/dirty utility in each department</li> <li>○ Disposal of toxic medications in black bins</li> <li>○ Liquid/non-hazardous waste disposal</li> </ul> </li> </ul>			D	
<b>Map and Tour of the Department</b> <ul style="list-style-type: none"> <li>• Facility Hours/Facility Parking</li> <li>• Personal/Professional space: Bathrooms, Break Room</li> <li>• Phones, copy machines</li> <li>• Location of charts</li> </ul>			O	
<b>Unit Equipment</b> <ul style="list-style-type: none"> <li>• Blood Pressure cuffs/vitals machines</li> <li>• Location of Crash Cart</li> <li>• Baxter IV pumps</li> <li>• Dumbwaiter</li> <li>• Pneumatic Tube System</li> <li>• Supply Scan</li> </ul>			O	
<b>Translation Services</b> <ul style="list-style-type: none"> <li>• Identify patients in need of interpretive services D Location of interpretation equipment and services D Charting of interpretive services</li> </ul>			D	
<b>Electronic Orientation</b> <ul style="list-style-type: none"> <li>• Appropriate use of phones, cell phones, computers and social media</li> <li>• Dress code and dress code policy</li> <li>• Student ID Badge</li> </ul>			D	

