**Student Orientation Checklist**

**System Orientation:**

\_\_\_\_\_\_ Health System Orientation \_\_\_\_\_\_ Dress Code

\_\_\_\_\_\_ Mission Statement \_\_\_\_\_\_ Name Badge

\_\_\_\_\_\_ Policies and Procedures (JCAHO criteria, etc.) \_\_\_\_\_\_ Parking Information

\_\_\_\_\_\_ Attendance Policy \_\_\_\_\_\_ HIPAA Training

\_\_\_\_\_\_ Emergency Codes/Procedures \_\_\_\_\_\_ IT Training (EMR, etc.)

\_\_\_\_\_\_ Health and Safety Precautions \_\_\_\_\_\_ Tour of facility

**Department Orientation:**

\_\_\_\_\_\_ Tour of Department/Clinic

\_\_\_\_\_\_ Physical facilities (bathrooms, desk, break room, locker, copier, computers, shredder, etc.)

\_\_\_\_\_\_ Introduction to clerical and rehab staff, other care providers (eg, CNA, nursing, MD, care coordinators, other students, and volunteers)

\_\_\_\_\_\_ Set a meeting time with CCCE

\_\_\_\_\_\_ Location of pertinent supplies/materials/exercise programs/DME/Adaptive Equipment, etc.

\_\_\_\_\_\_ MSDS location/safety manual location & online manuals for reference

\_\_\_\_\_\_ Review Patient Population (diagnosis categories, ages, etc.)

\_\_\_\_\_\_ Protocols and exercise prescription programs

\_\_\_\_\_\_ Description of Services Provided

\_\_\_\_\_\_ Review scheduling and billing systems, how to document/enter charges

\_\_\_\_\_\_ Personal technology (eg, cell phone/internet usage) policies reviewed

\_\_\_\_\_\_ Review procedures for hospital Codes and OP clinic policies

\_\_\_\_\_\_ Use of telephone system/pager provided (optional per site)

\_\_\_\_\_\_ Documentation protocols, EMR system, process for evaluations and daily notes  
\_\_\_\_\_\_ Review site specific objectives and student goals for clinical experience

\_\_\_\_\_\_ Discussion on expectations of professional behavior and ethical conduct

\_\_\_\_\_\_ Review student paper work

|  |  |
| --- | --- |
| * Learn Style preferences | * Courses completed in curriculum |
| * Weekly Planning Forms * Assignments to be completed for school during experience | * Student Contribution Project Ideas (in-service, et al.) * CI Community resource website |
|  |  |

**Work Schedule**:

\_\_\_\_\_\_ Days and Start Time \_\_\_\_\_\_ Midterm and Final CPI Evaluation Dates

\_\_\_\_\_\_ Location and time for daily informal meetings \_\_\_\_\_\_ Schedule Weekly Feedback Discussions

\_\_\_\_\_\_ In-service scheduled (if applicable)

**Orient to Floors/Charting:**

\_\_\_\_\_\_ Location of patient charts/information \_\_\_\_\_\_ Location of forms, linen, gloves, supplies

\_\_\_\_\_\_ Additional contact student may encounter (schedulers, charge nurse, social work, etc.)

**Discuss Additional Learning Opportunities (outside of direct patient care):**

\_\_\_\_\_\_ Surgeries \_\_\_\_\_\_ Specialty Clinics (seating, wound care, etc.)

\_\_\_\_\_\_ Other therapy areas of interest/specialization

\_\_\_\_\_\_ Other disciplines (OT, SLP, MD, cardiac rehab or catheter lab, radiology, etc.)

**At Completion of Clinical Experience:**

\_\_\_\_\_\_Student to complete APTA Site and CI Evaluations, review with CCCE and/or CI, and obtain signatures

**Resource Website for Clinical Instructors:** <http://www.cuphysicaltherapy.org/clined>

Once at the site, click "Enter" and type "clined" as the password. Bookmark this page for faster access.

cid:504360C4-91BE-41D5-AFDA-77E7A713AE5E

**Adapted with permission from Elks Rehab/St. Luke’s Hospital System, 2014.** 01/16