



Instructor Unit/Department Orientation Checklist

All instructors must complete an Instructor Unit/Department Orientation Checklist for each unit/department assignment. Form must be signed by the instructor and co-signed by Nurse Manager/Educator/PDC. Checklist must be completed prior to start of clinicals.

TOPIC	Preceptor Initials
Receives tour of department/unit/work area; includes the following (as applicable): work stations, patient/exam rooms, staff restrooms, locker room, nurse servers/room based supplies, nurse's station, clean and dirty utility rooms, kitchen/break room, location of Code Cart, AED and medical emergency kit, eye wash station, lift devices, supplies and any other equipment.	
Reviews unit-specific duties/expectations workflows.	
Reviews ICOE (In Case of Emergency) booklet and Emergency Preparedness procedures (i.e., emergency phone number for site, Fire safety, fire extinguishers, locates fire pulls and exits, oxygen shut off valve locations, evacuation routes from unit/department and relocation point, etc.).	
Identifies hazards in department and reviews MSDS online location, Safety Data Sheets, equipment safety and lock out/tag out.	
Reviews patient isolation procedures and location of PPE.	
Reviews department/unit specific communication systems as applicable to role (call light, Vocera, Rauland, SPOK paging, etc.).	
Reviews locations of available resources (Scout, Elsevier Clinical Skills, policies, protocols, handbooks, Nutrition Services Manual, flash drive in Dietitian office, Language resources and video interpreting, etc.).	
Explains events or situations that may impact staff, patient, or visitor safety. Explains process for reporting safety event.	
Reviews Handoff and Purposeful Rounding procedures on unit, as applicable to role.	
Reviews armband clips.	
Identifies department dress code, uniform policies/guidelines, and personal appearance expectations.	
Reviews policy related to use of personal cell phones and other personal electronic devices.	
Reviews department's guidelines for breaks/meals.	
Demonstrates use of AIDET communication framework. Explains strategies that positively impact patient experience.	
Wears ID badge and demonstrates appropriate access to locked rooms in department (as applicable).	
Confirms login credentials as applicable to role (IT, Epic, Pyxis, etc.).	
Receives assigned work equipment (door codes, etc.) as applicable.	
Discuss call-in procedures (sick, late, etc.) and how to contact department/leader/preceptor.	
Performs annual quality control test on glucometer as needed (Jan-March).	
Site specific items (please list):	
By my signature below, I acknowledge I have successfully reviewed all components outlined in this checklist at the specific location listed at the top of this checklist. I understand this checklist may not include every unit-specific item, but is a foundation of building-specific communication and safety processes/procedures needed for clinical(s) at the specific location in which I am assigned. I understand that it is my responsibility to seek resources and assistance as needed when I encounter circumstances, equipment, or workflows that I am unfamiliar with. I am aware of available resources. This responsibility continues throughout my clinical experiences at Froedtert Health. Print Instructor Name (legibly): _____ Instructor Signature: _____ Date: _____ School Name: _____ Hospital/Clinic: _____ Department/Unit: _____ Print Manager/Educator/PDC Name (legibly): _____ Manager/Educator/PDC Signature: _____ Date: _____	

Scan and email completed checklist to: StudentDeptChecklists@froedtert.com
 Direct questions to StudentDeptChecklists@froedtert.com or Organizational Learning at 414-805-5393.