



Instructor's Orientation Checklist For Student Clinical Groups

Instructor Name: _____ School: _____

Clinical Start Date: _____ Clinical End Date: _____

Student Type: ☐ RN ☐ LPN

Semester: ☐ FALL ☐ SPRING ☐ SUMMER

☐ Multiple groups within semester- number of groups: ____

Clinical Focus: ☐ Adult Health (M/S) ☐ OB ☐ Peds ☐ BEHAVIORAL HEALTH
Other _____

FACILITY: _____

UNIT: _____

Topics	Initial & Date Each Item When Completed
INSTRUCTOR:	
Tour of facility / assigned unit	
Check in with Nurse Director and/or Educator for unit (Schedule time)	
Check in with key leaders on unit (OC/CC/Charge Nurses)	
Pyxis form completed and signed by facility representative (Director)	
Check on designated space for pre/post conference	
Obtain essential information/expectations/skills student must know before caring for patient population on unit	
Discuss process for communicating student assignments (Handout, if avail)	
Discuss clinical routines / unit policies / patient care protocols	
Review/observe equipment or procedures to be used by students	
Equipment Use Demo List (Bed, Fall Monitor, EKG, Pain, Smart Pump, Pyxis, Bladder Scanner, etc.)	
STUDENT & INSTRUCTOR:	
Complete student orientation, student tour of unit, scavenger hunt	
InPlace: All compliance items complete for each student & faculty	
OLN Modules completed for EPIC access (faculty & students)	
Review parking instructions with students & dashboard placard	

I acknowledge that the items checked & listed above were covered during the orientation of my students to this facility.

Instructor Signature: _____