

# Student Placement Preceptor Orientation Tool

## Student Placement Orientation Check List

### Placement Information

Student \_\_\_\_\_ Preceptor \_\_\_\_\_

Academic Instructor \_\_\_\_\_

Site \_\_\_\_\_ Unit/Dept \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Prior to beginning of a confirmed placement	
<ul style="list-style-type: none"> <li>Ensure student has access cards for medication management and/or site access (if applicable).</li> <li>Confirm with the student that they have the preceptor/supervisor shift schedule.</li> <li>Confirm with the student that they have IT for the AHS/COV network &amp;/or clinical application(s) prior to the beginning of the placement.</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
Review the following with your student	
AHS Information Privacy & IT Security Awareness: <a href="#">Education &amp; Training   Alberta Health Services.</a>	<input type="checkbox"/>
Charting & documentation guidelines	<input type="checkbox"/>
Policies and procedures (i.e. Consent, RLS, Workplace Abuse/Harassment, etc.)	<input type="checkbox"/>
Emergency Response Codes; Goals of Care Designations	<input type="checkbox"/>
Health & Safety <ul style="list-style-type: none"> <li>Workplace Health &amp; Safety policies &amp; procedures/ WHMIS information / Incident Reporting</li> </ul>	<input type="checkbox"/>

<p>Infection Prevention &amp; Control/ Personal Protective Equipment</p> <ul style="list-style-type: none"> <li>• Current mask fit test</li> </ul>	<input type="checkbox"/>
<p>Review expectation including:</p> <ul style="list-style-type: none"> <li>• Confirm practicum schedule</li> <li>• General departmental communication/Unit contact information</li> <li>• Goals/objectives of the placement</li> <li>• Process for feedback &amp; evaluation</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Unit Specific Orientation:</p> <ul style="list-style-type: none"> <li>• Unit specific guidelines</li> </ul>	<input type="checkbox"/>
<p>Does the student need an access?</p> <ul style="list-style-type: none"> <li>• Accompany student to Parking Services/Facility Management to acquire building access and/or medication administration access card(s). <b>Note:</b> Student must have educational ID badge and Driver's License.</li> </ul>	<input type="checkbox"/>

**\*\* Please note:** Immunizations, Criminal Record Check w/Vulnerable Sector Search & Confidentiality forms are collected and verified by the Educational Institution prior to the placement.

**\*\*Please review other corporate and clinical policies that apply to students while on placement.**