

Student Orientation Checklist

This checklist should be used to inform the student of basic information necessary to function in the clinical setting. It is recommended that an orientation is completed within the first few days of student placement.

This checklist may be partially completed by different personnel i.e. a Clinical Center Leader, and a Preceptor, relevant to each topic.

Topic	Complete
Introduction to the department <ul style="list-style-type: none"> - Designated positions (e.g. Charge AT), Staffing, specialties, history. 	
Confidentiality <ul style="list-style-type: none"> - Mechanisms used in your department 	
Basic safety and prevention of accidents to self and patients <ul style="list-style-type: none"> - Health & Safety policy - Maintaining professional boundaries with patients - Other online learning? 	
Security <ul style="list-style-type: none"> - Access (Swipe card if necessary, codes) - Responsibilities (maintaining secure access into the OR) - Fire evacuation procedures 	
Housekeeping <ul style="list-style-type: none"> - Toilets, break areas, break length, lockers, changing rooms, computers. 	
Sickness <ul style="list-style-type: none"> - Advise students who to contact if unable to attend placement, including timeframe. 	
Facilities available (if appropriate) <ul style="list-style-type: none"> - Library, cafeteria, simulation suites, gym. - Parking and public transport 	
Personal profile <ul style="list-style-type: none"> - Personal objectives for the placement - Do they have an evening job, family commitments, a long commute? Any barriers to placement. 	
CCL/Preceptor profile <ul style="list-style-type: none"> - Work experience, experience with AT education/supervision. - Other relevant information (e.g. other professional responsibilities/roles) - Practice and/ or research interests. 	
Visits <ul style="list-style-type: none"> - Students may be involved in visits to other areas (e.g. sterile services, surgical ward, pre-admissions etc.) 	
Debriefing <ul style="list-style-type: none"> - Prepare students for any situations/clinical experiences which may be unpleasant/disturbing/unexpected (e.g. internal politics or conflicts; inappropriate, abusive, or aggressive patients; unpleasant smells or sights etc.). Remember this may be the first time a student observes a particular practice. 	
Documentation <ul style="list-style-type: none"> - Explain patient documentation used within your hospital (e.g. Written- patient check-in procedures, consent forms; and Electronic, if used. 	
Course requiring a Preceptor (Year Two- ANAE603, Year Three- ANAE702-703 only)	
Access the AUT Perioperative Practice Clinical App <ul style="list-style-type: none"> - Ensure you have access and are familiar with requirements. 	
Meetings with Preceptor <ul style="list-style-type: none"> - Plan a review (catch-up) meeting each week (as appropriate) to discuss performance and provide regular feedback. This may be informal. Use the students Patient Log and Weekly Reflective Log for discussion. 	
Initial meeting <ul style="list-style-type: none"> - Arrange an agreed time to conduct Meeting One (Initial Learning Contract) 	