



# ORIENTATION CHECKLIST

Parts of orientation can be completed by staff. Learning objectives should be shared with all who will be working with the learner.

## General Information

- Welcome and introductions
- Learner background — what rotations have they completed? Long term goals career goals? Clinical interests?
- Share important contact numbers (both learner and physician)
- What to do if a learner cannot come in?
- What to do if a physician cannot come in?

## Community

- Overview of community (recreation, events)
- Community resources

## Rotation

- Review objectives
- Graded responsibilities/independence
- What are the learner's expectations?
- How do they learn best?
- Daily/weekly schedule (clinic hours, hospital rounds, home visits, call expectations, etc.)
- Review how learner should present patients
- Resources for independent study, computer access
- Med 3 only** — How/where to access online webinar sessions

## Clinical Settings (Office, Hospital, Etc.)

- Introduce staff, explain their roles
- How to use phone/paging system
- Review chart system/electronic medical record
- Parking
- What to do in an office emergency

## Evaluations

- Daily observation and feedback — at end of day? After each visit? In front of patient?
- Review when assessments/evaluations will take place, schedule an appointment
- Patient and procedure logging (does not apply for Med I and II electives)

