



# 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)

