STUDENT ORIENTATION

- Introduce self and students to department staff
- Contact details – facilitator pager, hospital and emergency contact person for student
- Brief overview of institution & policies – 58 Drugs, no lift, documentation etc
- Staff roles, functions, processes for communication with other health professionals – ward clerk, orderly’s, interns, specialists
- Shift outline – handover, times, expectations
- Facilities - Ward layout, toilets, staff rooms, cafeteria, car parking, public transport & security
- Regular meetings - times / place for debrief and assessment discussions
- Assessment items – expectations, due dates, no resubmissions
- Pre-Clinical Requirements listed on student Passport to Placement checklist eg National Criminal History Record Check, First Aid & CPR update, SA Health Checklist, Immunization, Medication test (show Uni result)
- Emergency - phone number, CPR, fire exits
- Manual Handling – review resources & procedures in this venue
- WHS (work health and safety) – injury reporting
- Medications administration policies
- Incident reporting – University and Venue processes
- Mandatory reporting
- Confidentiality and privacy expectations
- Code of conduct & behaviour expectations
- Present appropriately – in uniform, name badge
- Arrive on time for shifts - as scheduled
- Weekly meetings with clinical facilitator
- Contact ward and facilitator if off sick, late etc
- Contact Academic Liaison or CC if a problem they can’t resolve via Facilitator
- Learn and develop into a beginning RN
- Enjoy placement!!