

Orientation Checklist

When orientating students at the commencement of a clinical placement please consider discussing the following to assist in maximising learning:

- ☐ Expectations –Clinical Educator (CE) and student perspective, align with placement objectives and timeframe for learning.
- ☐ Contact hours and work pattern
- ☐ Learning preferences/styles – CE and students’
- ☐ Provision of feedback – format, timing, informal/formal
- ☐ Dos and Don’ts (ground rules)
- ☐ Preferred communication methods and standards
- ☐ Reporting and operational processes (eg student unable to attend,)
- ☐ Structure of the workplace/organisation
- ☐ Who’s who in the workplace (staffing relationships)
- ☐ Physical Environment of work areas ie exits, toilets, lunch area
- ☐ Workplace Health and Safety requirements
- ☐ Placement timetable, structure and planning ie what happens at start, middle and end.
- ☐ Professional culture of the workplace
- ☐ Case/client mix and workload expectations including timeframes
- ☐ Learning goals/objectives
- ☐ Learning opportunities
- ☐ Where to access additional resources

A successful orientation

- ✓ Sets ground rules
- ✓ Identifies expectations
- ✓ Informs of critical info
- ✓ Enhances optimal learning
- ✓ Establishes a relationship of trust and inclusiveness

“I never teach my pupils; I only attempt to provide the conditions in which they can learn”
Albert Einstein

Please consider the above as a starting point for orientation of your student/s rather than an exhaustive list.