

## WMGH Orientation Checklist For Hospital Site

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### **Orientation checklist for Learners at Wilson Memorial General Hospital**

**Purpose:** As a facility we want to provide a welcoming environment for learners and one in which they understand their role and the roles of the staff with whom they will work.

This checklist is to be used to assist with ensuring that key components of orientation take place for every learner within the facility working with the medical staff.

- \_\_\_ Confidentiality reviewed with emphasis on the nature of small communities, and small hospitals.
- \_\_\_ The financial impact of lab and diagnostic imaging call-ins reviewed with suggestions for strategies to minimize the number of call-ins one might make.
- \_\_\_ The formulary reviewed in brief with strategies for managing patients if a necessary medication is not on the formulary.
- \_\_\_ Medical policy binders: orientation in brief to location and contents of binders.
- \_\_\_ Staff functions and hours of department operation reviewed (lab and diagnostic imaging).
- \_\_\_ Role of nursing support worker reviewed.
- \_\_\_ Introduction to management staff.
- \_\_\_ Introduction to Health Records staff with review of function of that department and importance of timely sign-off.
- \_\_\_ Feedback: expectations of staff in terms of feedback to learners as well as expectations of learners feedback to staff. (Feedback should go through the primary preceptor.)
- \_\_\_ Pager provided.
- \_\_\_ Keys provided.
- \_\_\_ e-file of hospital telephone extensions provided.
- \_\_\_ Up to date physician referral list provided.

### **Orientation completed:**

Learner: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Date: \_\_\_\_\_

Return to Chief of Staff.