

Orientation Check List

	ORIENTATION ITEM	Date Completed	Intern=s Initials	Instructor=s Initials
1	Contract signed by both intern and clinical instructor			
2	How to use the <i>Blueprints</i> text or other required text(s)			
3	Working hours on campus			
4	Working hours off campus			
5	Dress code for on campus and off campus sites			
6	Picture ID			
7	Acceptable illness			
8	Calling in sick when scheduled on campus			
9	Calling in sick when scheduled off campus			
10	Physical layout of campus and parking facilities			
11	Introduction of other personnel and their job descriptions			
12	Location of resources			
13	OSHA/HIPPA regulations, fire, safety, emergency procedures			
14	Lunch and breaks, on campus and off campus			
15	Locker or drawer, Intern's personal space			
16	Smoking breaks			
17	Daily routine involving mother/infant dyads			
18	Expectations of Intern during consults			
19	<i>Code</i> words or phrases			
20	How to address patients			
21	Beeper			
22	Cell phone			
23	When written work is expected			
24	Required format for written work			

	ORIENTATION ITEM	Date Completed	Intern=s Initials	Instructor=s Initials
25	When written work is to be returned			
26	Method of evaluation of written work			
27	Briefing conferences, timing and duration			
28	Intern's responsibilities for briefing conferences			
29	Debriefing conferences timing and duration			
30	Intern's responsibilities for debriefing conferences			
31	List and dates of scheduled education conferences			
32	Daily paperwork and charting			
33	Evaluation process			
34	Evaluation forms			
35	Probation procedure			
36	Procedure for termination from the program			
37	Voluntary leave or withdrawal from the program			

Date Orientation Completed: _____

Clinical Instructor's Signature

Intern's Signature

Original to Clinical Instructor

Copy to Clinical Director

Copy to Intern