

## Student Unit Orientation Checklist

School:  
Clinical Dates:  
Dept/Unit:

Instructor:  
Hospital:

### List of Subjects to be Covered with Nursing Students by Clinical Instructor or Capstone Preceptor

The content below is not meant to be all inclusive but is a minimal, starting point in the initial orientation to the unit/department for nursing students doing clinicals on/in that unit/department. Unit orientation must be completed prior to patient care contact. The instructor/capstone preceptor will provide the orientation, sign, obtain student signatures and file this document. The school of nursing must be able to produce the document upon request.

TOPIC/CONTENT	Done	Comments
Tour of unit/dept		
Safe/secure locations for personal items		
Pre/post conference location		
Student assignment process		
Communication expectations with team lead or primary RN		
Introduction of key personnel (titles/roles)		
Unit/dept visitation policy/restrictions		
Emergency phone numbers		
Red Rule: 2 patient identifiers		
Location of code cart and/or AED		
Identification of patient code status		
Location of fire pull stations, fire extinguishers, emergency exits, gas shutoffs		
Emergency code system (hospital designation and student expectation): <ul style="list-style-type: none"> <li>▪ Rapid Response Team</li> <li>▪ Sudden death</li> <li>▪ Bomb threat</li> <li>▪ Terrorist</li> <li>▪ Weather</li> <li>▪ Fire</li> <li>▪ Disaster</li> <li>▪ Missing Person (adult and/or infant/child)</li> <li>▪ Aggressive Management</li> </ul>		

<b>TOPIC/CONTENT</b>	<b>Done</b>	<b>Comments</b>
Infection Control: <ul style="list-style-type: none"> <li>▪ Location of and use of personal protective equipment</li> <li>▪ Standard precautions</li> <li>▪ Isolation categories and signage</li> <li>▪ Hand hygiene</li> <li>▪ Exposure to blood borne pathogens</li> </ul>		
Location of eye wash station		
Waste and linen handling (infectious, medication, etc.)		
What to do in case of student injury		
Reporting unexpected events, incidents, medical errors		
Patient room orientation: <ul style="list-style-type: none"> <li>▪ Call light</li> <li>▪ Urgent/emergency lights</li> <li>▪ Use of patient bed</li> <li>▪ Emergency equipment (manual resuscitator, mouth-mask device)</li> <li>▪ Assistive devices (e.g., gait belt, lifts, etc.)</li> <li>▪ Sharps containers</li> </ul>		
Procedure for passing trays and recording intake		
Securing equipment and supplies		
Medication administration procedure		
Use of IV pump		
<ul style="list-style-type: none"> <li>▪ Documentation process and expectations</li> <li>▪ Use of hospital approved abbreviations</li> <li>▪ Patient plan of care</li> <li>▪ Patient information restrictions</li> </ul>		
High risk patients (e.g., fall, suicide, etc.)		
Accessing hospital policies, resources and references		
Other:		

Signature of Instructor \_\_\_\_\_ Date: \_\_\_\_\_

**Students in Attendance:**

Printed Name	Signature
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