

# Clinical Orientation Checklist

Students beginning a new rotation are responsible for becoming oriented to the department and its procedures with the help of the Clinical Instructors (CI). Please check off these general items as they are covered in the first week of your rotation.

✓	Clinical Site:		Instructor
	<b>Department Orientation</b>	<b>Comments</b>	
	Department Tour		
	Equipment overview		
	Supplies and linens		
	<b>Department Procedures</b>		
	Exam Protocols		
	Outpatient arrival		
	Portable scan procedures		
	ER patients		
	Patient Prep		
	Lab procedures and paperwork		
	<b>Emergency procedures</b>		
	Code procedure		
	Contact #		
	Personal Protective Equipment (PPE)		
	Crash Cart or emergency box		
	Fire extinguishers/alarms		
	Emergency exits		
	Department Nurse Contact		
	<b>Student/Clinical Instructor Interaction</b>		
	CI expectations of student		
	Indicate to your CI areas you seek to improve		

	Discuss your goals and expectations		
	Discuss scanning opportunities and CI preferences		
	CI expectations for student/patient interaction before, during and after scans		
	Routinely ask for feedback after exams		
	<b>IT System Orientation</b>		
	Phone system overview and procedures		
	Computer system log-in		
	PACS system overview		
	<b>Additional items/topics</b>		

Any items that do not apply to your current clinical site should be marked N/A. Turn in this completed form with your first time sheet of the rotation.

Student Signature: \_\_\_\_\_

Date Orientation completed: \_\_\_\_\_