

STUDENT ORIENTATION CHECKLIST

This checklist is designed to help incoming learners complete the necessary steps to prepare for their rotation with North Country HealthCare, as well as the offboarding process at the completion of their rotation. Please make sure to print this and bring to your first day onsite.

Introduction

- Introduce yourself to the front desk
- Request to speak with the clinic manager
- Receive a badge buddy to affix behind your school ID
- Receive a thank you note card to complete at end of rotation for your preceptor(s)

Facility Tour

- Building tour. Meet MAs, supervisors, other providers.
- Restrooms and break room
- Parking
- Clinic building access
- Workstation
- Supplies and equipment

Communication

- Log into a clinic computer to set your password
- Log into remote desktop via the NCHC public website on your own computer
- Practice accessing the EHR
- Complete EHR training videos
- Know office phone and cell phone numbers of preceptors

Complete with Preceptor

- Review rotation schedule
- Find preceptor's schedule in EHR
- Communication style preferred by preceptor (text, email, call)
- Breaks/lunch
- Dress code
- Goals and objectives of rotation. Whether formal documentation from school or an informal conversation.
- Understand weather, illness, and other policies that will pertain to your clinical experience
- Review what you will be evaluated on at the end of the rotation

End of Rotation

- Return badge buddy and badge access card (if applicable) to clinic manager (or clinical training coordinator if in Flagstaff).
- Complete and give (or mail) thank you card to the clinical training coordinator
 - If you are not at a Flagstaff location, addressed and stamped envelopes will be available to return your card.
- Complete school evaluation with preceptor or remind preceptor of the due date and where to access the evaluation.