Lethbridge College/University of Lethbridge Practice Instructor-Manager Unit Orientation Checklist – Health Sciences/Allied Health Programs

This checklist will: 1) assist both parties in identifying and sharing information and processes necessary to instruct on a unit; and 2) establish clear expectations for both practice and education partners. It is to be completed by practice faculty and site/unit managers or designate <u>PRIOR</u> to the start of a practice rotation regardless of whether having instructed on that unit/site in the past. Both parties will sign and keep a copy of the form for their records. College and University instructors will return their copy of the form to their Practice Coordinator upon completion of the practice term.

Instructor Name:	Date:			
Manager's Name:	Site/Unit:			
Program:	School:			
Orientation to unit/site including changes since last on unit: Staffing model Unit routines (e.g. report) Equipment Shift start/end times Medications (Carts, Med Reconciliation process) Policy updates (e.g. new policies on site/unit) Parking/Lockers/Storage Space if applicable	Student: Pre-brief and debrief times (location) Post-report - debrief or on unit immediately Practice preparation times/protocols Charting space for students Computer access Student/staff communication process (e.g. unit form, verbal, etc.)			
Door codes	Instruction			
 Review OH&S protocols: Fire WHMIS Hazard Assessments (manager provides specific document to instructor) Back Care (e.g. equipment, model, etc.) Outbreak management 	Instructor: Teaching approach/strategies (e.g. patient selection) Contact info (home phone and email) Review of instructor knowledge background Use of mobile technology (with or without Wi-Fi) Unit-specific certifications required and arrangements made to obtain if necessary Non-AHS site Any confidentiality/security forms or processes			
Communication: Manager/Instructor (e.g. frequency, issues, etc.) Staff/Instructor Incident reporting process Educator contact Conflict resolution process	 Program/Course: Course outline provided Level of student and care provided (e.g. medication administration, IV's, procedures, etc.) Guideline: Practice Instructor Role Policy: Gifting 			
Additional Information:				

By signing below, both manager and instructor acknowledge that all of the above areas have been discussed to the satisfaction of both parties.

Instructor	Date	Manager	Date
End of term review:			
Instructor	Date	Manager	Date