

Orientation Checklist

Staff Responsibilities for Orientation

- Introduce students to the office personnel.
- Provide contact information (telephone numbers, beeper numbers, and E-mail addresses).
- Give a tour of the facilities (include examination rooms, laboratory and radiology).
- Review office computers.
- Review charting protocol.
- Inform patients of student's presence.
- Have student pass through clinic as a patient.

Physician Responsibilities for Orientation

- Review course syllabus.
- Introduce yourself to student.
- Have student complete the assessment inventory.
- Use assessment inventory to determine course content.
- Outline your expectations for the student.
- Discuss dress code, office hours, feedback schedule, absenteeism, patient confidentiality, and allow student to ask questions.