

Unit Orientation Checklist for School of Nursing (SON) Instructors

(Complete and submit one form for every unit your students are assigned prior to student rotation start date)

SON Instructor Name:		
School and Course Number:		
UCDH Unit Visited (Ex: Tower 4 ENT)		
Instructions:	<p>The following tasks are intended to obtain Unit specific expectations, so you can disseminate this information to your students.</p> <ul style="list-style-type: none"> • Complete one form per assigned Nursing Unit for every clinical group 	
DATE COMPLETED	TASK	INITIALS
	Check-in with Nurse Manager and/or Unit Leadership of assigned Nursing Units	
	<ul style="list-style-type: none"> • Offer rotation schedule dates and inform them of student experience level (1st, 2nd, 3rd, or 4th semester) 	
	<ul style="list-style-type: none"> • Discuss process of picking patients and communicating student assignments to Unit Charge Nurse 	
	<ul style="list-style-type: none"> • List skills checkoff items, if applicable, this rotation 	
	Check-in with key staff/Charge Nurse on the shift you will be teaching	
	<ul style="list-style-type: none"> • Discuss clinical routines, unit policies, patient care protocols, etc. 	
	<ul style="list-style-type: none"> • Obtain essential information/expectations/skills students should know before caring for this patient population/unit 	
	Review EPIC Training/Updates if unfamiliar with UCD EMR	
	Review/observe equipment or procedures to be used by students. For any equipment use to be supervised by instructor, give competency demonstration to Unit staff (e.g., infusion pumps, unit specific equipment, procedures).	
DATE COMPLETED	Equipment Review – General and Unit Specific	INITIALS
	Equipment Use Demo Smart Pumps (LIST if applicable)	
	Equipment Use Demo Monitors (LIST if applicable)	
	Equipment Use Demo (LIST if applicable)	
	Procedure Demo (LIST if applicable)	
Unit Staff RN's Name (PRINT):		Unit Staff RN's Signature:
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