

# Orientation



Students want an orientation that explains the expectations, curriculum and requirements of the clerkship and acquaints them with the clinical technologies and clinic and hospital personnel with whom they will work. Each site's orientation needs to be specific to the culture of that site, although there are some general requirements:

- A written schedule for the student's clerkship, including call
- IT password, so the student can log onto the computer system by the first day
- Basic computer instruction for your medical system
- Clear reminder of duty hours
- Information on pathogen exposure (e.g., needle stick protocol)

A casual, follow up to this more formal session is recommended for later in the week, as the first day can be overwhelming. The following are examples of sites whose orientations consistently receive high ratings from students.

## **Small Community Practice – Part 1**

- The day before the rotation begins, one of the docs usually picks the student up at the local airport and orients him or her to the housing, the community, etc.
- During the beginning of the first clinic day, orientation at the site happens as follows:
  - The coordinator spends about 1 hour going down the checklist of clerkship orientation materials (review/grading issues, clerkship website, hospital/clinic logistics, call, etc.), see attached.
  - The clinic manager makes introductions around the hospital.
  - Students begun seeing patients in the clinic, usually at a slow pace while they learn patient flow, charting system, bathroom locations, etc.
- A one-hour lab/x-ray orientation takes place sometime within the first two days with the assistance of one of our lab technicians.
- For students without experience in dictation, we will introduce them to basic dictation skills, sometimes involving our transcriptionist if necessary.
- Additional orientation for community health-related organizations occurs within the first two weeks (e.g. mental health, home health, public health, assisted living).

## **Residency Site**

- The coordinator makes sure that he has most of the entire morning (at least 2-3 hours) free.
- First thing on the first day, the student goes to resident morning report, where he/she introduces him/herself to the residents and meets the coordinator.
- The site coordinator spends 30-60 minutes with the student reviewing the curriculum from the UW website, reviewing their 'typical day' in the clinic, and who he/she'll be working with, etc.
- The site coordinator prepares a folder ready for students, including face page

- (photos of the residents, don't have one with the faculty), clinic/call/morning report schedules, grading half-sheets they give to each preceptor, duty hour restrictions (same 80hr week as residents), PCC observed visit sheets, and intro page to the hospital with list of local activities and attraction.
- After the one-on-one time with the coordinator, the coordinator gives the student a tour of the clinic and hospital, meet some of the available residents/faculty and support staff.
  - Students follow their 'scavenger hunt' check-in sheet around the hospital (computer department to get wireless access to the web, Professional Affairs, security for badge, etc).
  - Students then have from around 10:30AM until clinic begins at 1PM to get on a computer to review the UW site again. Their first official responsibility is clinic that afternoon.

### **Small Community Practice – Part 2**

- 8AM Student arrives and meets with the office manager or one of the clinical staff.
  - Quick tour of the clinic (bathroom, coffee, where to put their stuff, and where to park).
  - The student is given keys to building, hospital, and name badge. If they have not picked up the keys to the apartment, they get those as well.
- 8:30–9:30AM Meet with site coordinator to review site specific and rotation specific expectations.
- 9:30-10:30AM Tour of the hospital with introductions, and pointing out where the different departments are (OB, Med, Surgery, ER, Cafeteria). This includes a breakfast stop if needed.
- 10:00- 12:00PM Hospital computer specific training to learn how to access medical information conducted by hospital IS. This is usually completed on the first day, but sometimes the second.
- 12:00-1:00PM Lunch
- 1:00PM Introduction to preceptor and clinic if it hasn't already been done and begin clinic.