Intern Orientation Checklist

Prior to rotation:

☐ Review with intern – dress code, time to meet, directions to facility and meeting location, parking, pre-rotation assignments or readings, confirm dates and number of hours to be completed at the facility, resources to bring (ex. laptop, books, lab coat, etc.), required medical forms and clearances

☐ Intern may share with the preceptor any Iowa State learning activities/tasks and projects expected to be completed during the rotation. If you (preceptor) already have projects in mind, you and the intern may begin discussing them. ISU’s project guidelines are adaptable to each site.

On first day of the rotation (If there are multiple preceptors working with the intern during this rotation, choose a preceptor who has the most interest in orienting the intern)

☐ Preceptor to review with intern

- Discuss with intern expectations regarding professionalism, punctuality, illness, inclement weather, and any personal issues such as religious observances, personal obligations, and pre-planned personal events
  - Dress code
  - Meals and breaks
  - Communication preference, frequency, and method/tools (email, phone, etc.)
- Location of the policy and procedure manual & when to refer to it.
- Print or highlight pertinent policies for use during rotation (ex. assessment policy for clinical nutrition, foodservice delivery & nourishment, attendance and tardiness)
  - Intern is required to contact both preceptor and ISU instructor for any planned or unplanned absences prior to the start of their shift/assigned start time.
- Clarify the intern's goals for the rotation and any potential challenges.
- Review the expectations of the intern from the preceptor, department and facility perspective
- Outline scheduled preceptor-student interaction for observation and feedback (ex. Weekly meetings on Friday to review progress)
- Review a typical “day” at the rotation
- Review the intern’s schedule for the entire rotation including each preceptor that intern will be with
- Site specific trainings or learning modules to be completed (if required by site)
Intern to review with preceptor
- Review the programs competencies, learning activities/tasks and projects expected to be completed during the rotation by the intern
  o ACEND competencies (outlined on rotation guide)
  o Project/presentation outlines and due dates
  o Procedure and frequency for evaluation
  o Tracking rotation hours
- Previous experience and rotations already completed
- Specific trainings or learning experiences to be completed/observed (observation of medical procedures, participation in a specialty experiences, etc.)

Tour
- Provide tour of facility
- Introduce intern by name to key employees, administrators and/or support staff
- Resources: Electronic Health Record (EHR), Software (CBORD), communication tools (i.e. email platform, Intranet)
- Tools: ex. Clinical documentation forms like MDS, malnutrition-screening tool, intake forms, etc.
- Procedures such has Personal Protective Equipment (PPE), HIPAA, safety, HACCP, emergency & disaster plans