

Orientation Checklist for NOSM Elective Learners

Orientation is an integral part of an effective learning experience at NOSM. Please use this orientation check list as a guiding document for incoming elective learners.

Prior to elective:

2-4 weeks prior to elective:

- Connect with learner prior to elective date
- Ensure learner has proper instruction on where and when to arrive on first day of rotation
- Request that learner set goals and objectives for the elective rotation

***If the elective includes in clinic time, make sure staff are aware of learner's arrival, ensure that they are added to schedule (if appropriate) and have an appropriate space from which to work.**

- Share best available form of contact for preceptor and learner (ie. pager, cell number):
- In case of illness, the learner should contact:
- Ensure as the preceptor you have set aside time on the learner's first day to review objectives and orientate learner to the setting.

First day of rotation:

- Review procedure for incident reports
- Connect learner with occupational health and safety resources
- Orientate learner to workplace environment with regards to location of medical equipment, resources, and staff
- Ensure learner is made aware of location of things like coffee maker, staff fridge, washroom and PPE
- Orientate learner to any form of electronic medical record that may be used
- Ensure learner is aware of wellness resources and crisis support resources:
<https://www.nosm.ca/residency-programs/resident-wellness/>
- Develop an assessment plan with learner including specific meeting times for mid and end of rotation feedback and completion of in-training assessment form, as well as how periodic feedback will be given
- Set clear expectations for learner during elective rotation.
- Identify any specific learning opportunities (simulations, rounds, clinical staff meetings) learner might participate in
- Daily and weekly schedule including start times for clinical duties (e.g. timing for hospital rounds, arrival time in clinic to review patient charts, lunch breaks when possible)
- On call schedule including how to reach on-call supervisor and what to do if they are not reachable
- Connect and familiarize learner with any infection control/COVID specific protocols for the learning site
- Ensure appropriate PPE compliance is in accordance with teaching site protocols and that PPE is available to learner