

## FACULTY UNIT ORIENTATION CHECKLIST

Faculty Name: \_\_\_\_\_ BMC or JMC: \_\_\_\_\_  
 School & Program: \_\_\_\_\_ Dept/Unit: \_\_\_\_\_

**\*METHOD OF VALIDATION (MOV) KEY:** O = Observation V = Verbalization D = Demonstration

<b>Faculty Orientation Items</b>	<b>Faculty Initials</b>	<b>Validator Initials</b>	<b>*MOV</b>	<b>Comments</b>
1. Unit-specific standards (report times, shift routines, rounding procedures, computer use)				
2. Role of Team Members (interdisciplinary), chain of command for patient safety concerns, and communication/delegation practices				
3. Review of population served on the unit, including age specific policies/procedures				
4. Review of isolation precautions relevant to the unit				
5. Actions to eliminate, minimize, or report risks. Procedures to follow in the event of an incident and/or adverse event including the need to report the event or incident. Reporting processes for common problems, failures, and user errors while in clinical experience.				
6. Student supervision – <b><i>instructor must remain on unit while students in clinical area; ensure patient safety in delegating tasks; and supervise all clinical skills/procedures. Students may not act as witness to treatment or procedure consent.</i></b>				
7. Location of resources (patient education, drug information, hospital and unit policies/procedures)				
8. Documentation of patient care (unit-specific items as applicable)				
9. Physician communication practices – <b><i>students/instructors must NOT receive physician orders</i></b>				
10. Unit medication administration process (patient identifiers, process for obtaining medications, applicable policies) – <b><i>instructor MUST be present with student and scan medications under instructor login</i></b>				
11. Review of safety information and emergency procedures pertinent to area (code/rapid response, fire)				
12. UNIT TOUR: Emergency Equipment (crash cart, fire extinguisher, alarm, O2 storage, O2 shutoff valves), Nurses Station, Break Room, Bathroom, Clean & Dirty Utility Rooms, Equipment (e.g. pumps, beds, scales, POCT testing). <b><i>NO lift equipment (ARJO) equipment to be used!</i></b>				
13. Proper use of patient call systems				
14. Faculty Experience (“walk in my shoes” experience on the unit with the staff nurses doing their patient care assignment – can be brief or extended according to unit needs/availability)				

The above indicated faculty person has been oriented as indicated to the items listed above.

\_\_\_\_\_  
 Unit Designee/Validator Name

\_\_\_\_\_  
 Unit Designee/Validator Title

\_\_\_\_\_  
 Unit Designee/Validator Signature

\_\_\_\_\_  
 Date

I have been oriented to the above unit specific items as indicated above and received a general orientation from my clinical site placement coordinator or designee. I am aware that I am responsible to ask a unit staff nurse or manager if I have any future questions or concerns about these items or any other unit specific policies and /or procedures throughout my clinical placement period at WVU Medicine East. I also acknowledge that I am responsible for ensuring my students are oriented to the above items on the first clinical day—prior to providing any patient care.

\_\_\_\_\_  
 Faculty Signature

\_\_\_\_\_  
 Date