CFA SITE ORIENTATION CHECKLIST

Orientation to Practice Site

- Learner work space, reference materials
- Parking, phone system, email, PharmaNet access
- Dress code: name tag, lab coat, attire, etc.
- Clinic and hospital ID badge(s)
- Hours/days patient care provided
- Keys, password(s), security alarm
- Introduce staff + each one’s responsibilities
- Signs in waiting room, patient letters (PRA-BC)
- Unique learning opportunities (clinical activities, patient population, provider interests, etc.)

Orientation to Community

- Community characteristics
- Community resources
- Where to buy groceries, essentials, etc.
- Pertinent safety information

Discussion of Candidate Expectations

- Experience and skills
- Feedback and learning-style preferences
- Specific areas of focus for candidate (areas with little or no recent practice)

Notes and Comments:
### Discussion of Assessor Expectations

- Hours/day candidate will be in the office
- Candidate's level of responsibility (review of PRA-BC Candidate Scope of Practice)
- Participation in hospital rounds, nights/weekend call
- Times assessor is off/away (what to do and to whom to report)
- Directions for writing chart notes, dictating, writing Rxs, referrals
- Follow-up for lab results, contact for critical labs
- How patients will be selected for candidate to see
- Length of time to spend with each patient (average)
- Hospital/clinic policies
- Showing respect to patients and staff (multidisciplinary)
- Getting to know patients
- Collegial environment (able to ask questions/advice without fear of being perceived as incompetent)
- Format for case presentations
- Regular time & process for feedback
- Candidates must proactively identify needs
- Review of assessment tools, frequency of use/reporting
- Absentee policy and how to notify office
- A contact for questions or problems
- How to reach assessor in emergency

### Notes and Comments:

Adapted from: [http://medicaleducation.wikifoundry.com/page/Orientation+to+Clinical+Experience](http://medicaleducation.wikifoundry.com/page/Orientation+to+Clinical+Experience)