

Intermountain Department Orientation Student Checklist

Students must complete an orientation for each unit/department they are assigned on or before the first day of their rotation. Orientation is under the direction of an Intermountain caregiver/staff member.

- Intermountain Facility: _____
- Intermountain Department: _____
- Date of Orientation: _____
- Student Information: *(for student identification / records)*
 - Student Name (print): _____
 - Date of Birth: ____/____/____
 - Gender: ☐ Male ☐ Female ☐ Not Disclosed
 - Last Four Digits of Social Security Number: _____
 - School: _____

Orientation. Check applicable box:

- ☐ Department layout, including nursing desk, lavatory facilities and caregiver amenities (lounge or break room).
- ☐ Department specific aspects of care, treatment and services.
- ☐ Patient Rights posting.
- ☐ Fire escapes, pull boxes and extinguishers; disaster box, evacuation plan and map; EXIT signs.
- ☐ Clean linen and/or utility room/area.
- ☐ Dirty utility room.
- ☐ Personal protective equipment and infection control as appropriate with patient care and dirty utility.
- ☐ Equipment/supply room/area.
- ☐ Secured areas, such as medication and/or treatment rooms.
- ☐ Hazardous waste and disposal containers.
- ☐ Department specific patient abduction procedure.
- ☐ If department is a secured area, instructions for access.
(Refer to Intermountain *Student Orientation Booklet* and *ID Badge procedure*)

Student Signature: _____

Intermountain Signature: _____

Student: Please return this completed checklist, and all others that may apply to your rotation, as instructed by your Intermountain Healthcare facility Student Placement Coordinator.