

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 employee/staff member.

- Intermountain Facility: _____
- Intermountain Department: _____
- Date of Orientation: _____
- Student Information: *(for student identification / records)*
 - Student Name (print): _____
 - Date of Birth: ____/____/____ Gender: Male Female
 - Last Four Digits of Social Security Number: _____
 - School: _____

Orientation. Check applicable box:

- Department layout, including nursing desk, lavatory facilities and employee 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 policy*)

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 region/facility Student Placement Coordinator.