



## Clinical Instructor Orientation

Instructor name: \_\_\_\_\_ . Unit Coordinator/Preceptor: \_\_\_\_\_

Location/Unit: \_\_\_\_\_ Date of Shadow Experience: \_\_\_\_\_

New Nursing Instructors are required to spend a minimum of 4 hours on their assigned unit prior to the start of a clinical rotation. During this shadow experience, the Instructor is expected to review and demonstrate the following with a Preceptor or Unit Coordinator. At the conclusion of the shadow experience, the Instructor and Preceptor will mutually determine what additional learning may be needed.

### REVIEW

Topic:	Preceptor Signature
1. Making assignments - best time, contact person, limitations with orientees, where to post written assignments for day including who is giving medications	
2. Report – when and how report given on this unit. Preferred way for instructor to gather information	
3. Phone number of the unit for student call-ins	
4. Common diagnoses on unit	
5. Documentation – items students are expected to complete, co-signing meds (instructor only)	
6. Locations for student belongings and post conference	

### DEMONSTRATE

Topic:	Preceptor Signature
1. Supply and Medication Dispense Machine – sign on and procedures	
2. Cardiac/Resp Monitor – policy and answering alarms	
3. Feeding Pump	
4. Medication Administration – Alaris, large volume and intermittent meds	
5. Stryker bed	
6. Location of Medication Formulary and Drug Guide	
7. Other Unit Specific Procedures Frequently Encountered:	