

Clinical Affiliate Student Orientation Checklist

For a printable copy visit: <https://www.lmunet.edu/academics/schools/college-of-veterinary-medicine/clinical-year/reference-materials-for-the-lmu-cvm-clinical-year>

STUDENT

Student Name: _____

Email Address: _____ Cellular: _____

CLINIC

Clinic: _____

Phone: _____ Supervisor Name: _____

Email Address: _____ Cellular: _____

ROTATION DATES: _____

Orientation checklist	Preceptor initials	Student initials
Introduction to Supervisor and Clinic Staff		
Explanation of staff roles and hierarchy		
Review of office etiquette (answering phone, taking messages, making appointments)		
Review of general safety rules – radiation safety, isolation, first aid, ID Radiation Safety Officer		
Expectations regarding start times - Discussion and agreement on hours to be worked		
Discussion of appropriate dress standards		
Formalize when and where feedback is to be obtained/discussed		
Discussion on internet access during and after business hours		
Discussion regarding students role in client interactions		
Discussion and agreement of Duty Roster		
Exchange of contact information		
Tour of facility including safety items (eyewash, fire extinguishers, etc.)		
Review of written material/expectations, where provided.		
Learning Contract - signed		
Discuss last day of rotation – ½ day and reviewing formal evaluation		

(Signature of Immediate Supervisor)

(Date)

I, _____ (*print name*) have reviewed and completed the above orientation process and understand my role and as a fourth-year student of the LMU-CVM

(Signature of Student)

(Date)

Students are responsible to **upload this document ASAP to their E*Value™ student portfolio - sending a jpeg photo is acceptable.**