Checklist for Student Orientation

What is the purpose of this tool?

Providing an organized, welcoming orientation experience to a student is an essential part of a Living Classroom (LC) program. This checklist can help education and long-term care partners prepare students for the LC program.

How do I use this tool?

In each section, there are options that can be tailored to meet the needs of LC partners. LC partners may use this tool to prepare for a student's arrival. Use the document to guide conversations about ensuring that team members and students have the information required to engage safely in both learning and practical environments.

Acknowledgements

The Living Classroom program is funded by the Government of Ontario and led by the Schlegel-UW Research Institute for Aging (RIA), in partnership with the Ontario Association of Adult and Continuing Education School Board Administrators (CESBA). The views expressed herein do not necessarily reflect those of the Province.

If you have any questions on this resource and the Living Classroom program, please contact livingclassroom@the-ria.ca.

Thanks to the PREP LTC program for allowing us to adapt this checklist from A Checklist for Student Orientation.

Living Classroom (LC) Student Orientation Checklist

[Your Welcome Message]

Preparing for a Living Classroom Program

Ensure the completion and submission of the following forms by [date]. All forms are to be submitted to [Education partner, details for submission]. If you have issues, please contact [name, e-mail].

- ☐ Completed Vulnerable Sector Check,
- ☐ Proof of Vaccinations,
- ☐ [Add name of any medical forms]
- ☐ (If applicable) Pre-enrolment courses

General Program Information

Here is some important program information:

- ☐ Long-Term Care Orientation
  - [Add date, time, location, and other relevant information]
- ☐ Living Classroom Program Orientation
  - [Add date, time, location, and other relevant information]
- ☐ Living Classroom Orientation Package
  - [Share with this document, or share details on where to access or get a print copy)

Preparing for LTC Learning

Students should ensure they have submitted the following documentation to [Education Partner], who will then share it with the LCT Home:

- ☐ Proof of vaccination(s)
- ☐ Mask fit test results
- ☐ Vulnerable sector screening and/or police clearance

Before starting or when beginning to work at the home, students may be given access to the following:

- ☐ Login information for the operating system or electronic health record system (if required).
- ☐ Dress code, which students will adhere to.
- ☐ Reminder of where to park and how to find the assigned preceptor.

LIVING CLASSROOM

RIA Schlegel-UW Research Institute for Aging Enhancing Life

cesba

Getting to Know the Team

- ☐ Introduce students and key members of the interprofessional team.
- ☐ Clarify the roles and scope of the interprofessional team.
- ☐ Clarify the role and scope of a student.
- ☐ Set expectations for the student.
- ☐ Set expectations for the interprofessional team.
- ☐ Discuss schedule and timelines.

Getting to Know the Setting

- ☐ Learn the LTC's mission, vision, and values of the home.
- ☐ Identify the locations of the following (not an exhaustive list):
  - ☐ where to store personal items,
  - ☐ where to take a break,
  - ☐ where the washrooms are located,
  - ☐ where health and safety equipment can be found
- ☐ Learn about infection and prevention control protocols.
- ☐ Ensure awareness of the emergency protocols, including:
  - ☐ Fire Prevention and Safety
- ☐ Review requirements for the documentation of resident care.
- ☐ Provide access to, and the ability to review, any required training for the home:
  - ☐ Residents' Bill of Rights
  - ☐ Zero Tolerance for Abuse and Neglect
  - ☐ Duty to Report
  - ☐ Whistleblower Protections
  - ☐ Health and Safety Requirements
  - ☐ Confidentiality and Personal Health Information Protection Act