Checklists for Orientation Planning

Education Partners

What is the purpose of this tool?

When planning a Living Classroom (LC), it is important to ensure clear communication between all partners. You will need to explain how people will move around shared space. You will also need to talk to the long-term care (LTC) team members, residents, students, and the teaching team. This document provides high-level guidance on topics to discuss for a successful student orientation to a LC.

How do I use this tool?

Each section has options that can be tailored to meet the needs of LC partners. Use documents to guide conversation and discussion to ensure team members and students have the information to engage in learning and practical environments safely.

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If you have questions about this resource or the Living Classroom program, please contact livingclassroom@the-ria.ca.

Orientation checklist for education partners

Student entry requirements

- Inform students of the entry requirements for the LC program and the LTC Home.
    - Include the date by which requirements must be met.
- Create a list of student entry requirements for the LC program.
    - Completed Vulnerable Sector Check
    - Required medical forms (Add medical forms below)
        - _____
        - _____
        - _____
        - _____
        - _____
    - Proof of vaccinations
    - Completed WEA/WSIB forms
    - Required trainings (Add name of trainings)
        - _____
        - _____
        - _____
        - _____
        - _____
    - Pre-enrolment in courses (if applicable)
- Send students reminders of the entry requirement due date(s).

Student orientation package

- Develop a student orientation package that includes the following:
    - LC program information
        - List of classes
            - How to sign up for classes, if needed.
        - Program timelines
        - Program requirements
            - Attendance
            - Academic expectations
            - Protocols for assignments and exams
            - Plagiarism and academic dishonesty
            - Confidentiality in classroom and lab

Student orientation planning for the education partners

- Clear communication regarding student orientation planning for the LC program.
    - LC program student orientation in relation to education components
    - Date and time of the student orientation to the LC program
    - Duration of the student orientation to the LC program
    - The completion date for the LC program's student requirements
        - _____
        - _____
        - _____
        - _____
        - _____
    - Develop a list of key education staff the students will meet during orientation.
        - Communicate with the key LTC team members to discuss:
            - Student orientation
            - Expectations of LTC members
            - The time and date of the orientation.
- Collaborate on the following for the student orientation to the LC program.
    - Identify the LTC team members and their roles in the student orientation

      Name: _____
      Role: _____
      Name: _____
      Role: _____
      Name: _____
      Role: _____
      Name: _____
      Role: _____

    - Identify the education partners and their roles in the student orientation

      Name: _____
      Role: _____
      Name: _____
      Role: _____
      Name: _____
      Role: _____
      Name: _____
      Role: _____

Student orientation planning for education partners continued

- Create a list of topics, with estimated durations, for the student orientation. This includes:
    - Classroom and laboratory tour
    - Program outline and timelines
    - Evaluation and assessment for theory
    - Evaluation and assessment for skill sets(the lab and the LTC home)
    - Inclement weather protocols
    - Policies on absenteeism, lateness, missed assignments or exams
    - Communication about concerns/challenges/issues
    - Accessing accommodation procedures
    - Program policies: protocol for removal or withdrawal from the program
    - [If applicable] Program policies: protocol for re-entry to the program (if applicable)
    - Introduction to equipment
        - [Include training on the use of equipment if appropriate]

- Introduce the Ministry of Colleges, Universities, Research Excellence and Security's Program Standard for Personal Support Workers
- Create a clear list of other topics to cover in the student orientation to the education program, such as:
    - Employability and soft skills
    - Tour of the classroom and lab space
    - Classroom and lab protocols
        - Classroom conduct
        - Phone usage
        - Equipment usage