Checklists for Orientation Planning

Long-Term Care 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 long-term care partners

Student entry requirements

- ☐ Communicate to the Education Partner the requirements for students to enter and participate in integrated learning components at the neighborhood in the LTC Home.
  - ☐ Include the date by which the requirements must be met.
  - ☐ Create a list of entry requirements for students.
    - Completed Vulnerable Sector Check
    - Required medical forms (Add name of any medical forms)
      - _____
      - _____
      - _____
      - _____
      - _____
    - Proof of vaccinations
    - Required trainings (Add name of trainings)
      - _____
      - _____
      - _____
      - _____
      - _____
    - Pre-enrolment in courses (if applicable)

Student orientation planning

- ☐ Clear communication regarding student orientation planning.
  - ☐ When the student orientation happens for the integrated learning components of the LC program.
  - ☐ Date and time of student orientation to the LTC home.
  - ☐ Duration of student orientation to the LTC home.
  - ☐ The date to meet the student orientation requirements at the LTC home.
    - _____
  - ☐ Develop a list of key LC team members the students will meet during the LTC home orientation.
    - ☐ Communicate with key LTC team members to discuss:
      - student orientation
      - expectations of LTC members
      - time and date of orientation

Orientation checklist for LTC partners continued

- ☐ Create a list of topics for the student orientation to the LTC home. Include the following:
    - **Physical Space Tours**: Tour of LTC home program areas [as appropriate].
        - LTC home
        - Student areas
        - Lockers
        - Note areas that are off limits to students
    - **Introductions to Key People**: Introduce key LTC team members.
    - **Workplace Culture**: Share details on the culture of the LTC home with students.
        - Code of Conduct for the LTC home and the neighbourhoods.
    - **General Information**: Details anyone visiting or working in the LTC home should know.
        - Parking information
        - Student entrances to the LTC home
        - Identification requirements for students at the LTC home
            - How to access the required cards or codes
    - **Health and Safety**: Ensure students have important information about health and safety in the LTC home.
        - Protocol for outbreaks
            - Outbreak procedure for students
        - Fire safety & drills
        - Introduction to equipment
            - Include training on equipment if appropriate
        - Applicable learning modules
    - **Policy and Procedures**: Share relevant policy and procedures such as:
        - Cell Phone Policy
        - Confidentiality and Personal Health Information Protection Act
        - Residents' Bill of Rights
        - Zero Tolerance for Abuse and Neglect
        - Duty to Report
        - Whistleblower Protections