



IPPE/APPE Student Orientation Checklist

STUDENT INFORMATION

Name: _____ Start date: _____
Rotation: _____ Manager: _____

FIRST DAY INTRODUCTIONS AND TOURS

- Provide/review with student any rotation site required paperwork (forms, pretest, training documents).
- Give introductions to department staff and key personnel during tour (assign "buddy" if required).
- Tour of facility, including:
 - Restrooms
 - Mail rooms
 - Copier/forms
 - Fax machines
 - Personal belongings
 - Bulletin board
 - Parking/passes
 - Printers/codes
 - Office supplies
 - Storage area
 - Kitchen/break rooms
 - Coffee/vending machines
 - Cafeteria/area restaurants
 - Emergency exits and supplies
 - Workspace/meeting rooms
- Lunch/food rules/breaks –applicable discounts, storage, time allotment/staggering
- Any special security requirements such as access codes or passwords, drug storage, loss prevention.
- Ask for student goals/objectives and reconcile with preceptor goals (anything special to schedule/assign?).

POLICIES AND CONTACT INFO

- Review key policies.
 - Anti-harassment
 - Attendance policies
 - Sick days/ Inclement Weather (Contact)
 - Patient Confidentiality (importance)
 - Holidays
 - Rotation evaluation (midpoint & final)
 - Dress code (lab coat/name badge)
 - Proper hygiene in pharmacy
 - Email/phone/or cell phone if applicable
 - Coverage in event preceptor is gone
 - Personal conduct standards
 - Progressive disciplinary actions
 - Security
 - Safety
 - Emergency procedures
 - Visitors
 - E-mail and Internet use
 - How to reserve a meeting room / space
 - Expectations about contacting preceptor
- Preceptor/key personnel contact information

ADMINISTRATIVE PROCEDURES

- Review general administrative procedures.
 - Office/desk/work station
 - Mail (incoming and outgoing)
 - Shipping (FedEx, DHL, and UPS)
 - Purchase requests/ office supplies
 - Fax machines & numbers
 - Telephones
 - Building access cards/ Keys
 - Conference rooms
 - Picture ID badges
 - Expense reports

POSITION INFORMATION

- Review initial job assignments, daily job assignments, required meetings and locations, and training plans.
- Rules for pharmacy students / interns (e.g. what to do or not to do in meetings, documentation, charts, units, etc.)
- Review job description and performance expectations, standards, grading, and any exit exams required.
- Review job schedule and hours.
- Review key assignments, journal club, & presentations for the rotations and applicable deadlines/expectations (penalties)

COMPUTERS

- Hardware and software reviews, including:
 - Email
 - Intranet/Internet
 - Microsoft Office
 - Data on shared drives
 - Databases
 - Required training

QUESTIONS / FOLLOW-UP REQUIRED