

Orienting Learners to Practice Setting

Below, we have listed basic information that learners appreciate knowing during their first day in a practice. The preceptor or other member of the practice team can meet with the learner on the first day and provide a brief orientation prior to the start of their clinical work.

Basic Practice Orientation for Student

- Show student where to hang coat, put personal things, refrigerator for lunch (if you have one), and where to park;
- Show student where they can read and find medical reference materials;
- Describe student dress code for the practice: name tag, lab coat?
- Review hours/days patient care provided;
- Review practice phone system and mail;
- Briefly describe patient flow and office system (e.g. records, triage, patient registration);
- Introduce student to other staff, describe each person's role and responsibilities as they relate to patient care;
- Review student absentee policy and inform them about how to notify office;
- Provide student with a contact person for questions or problems;

Introduction to community

- Briefly describe the history of the community you serve. If literature or a video is available, please inform student about it;
- Provide tips on where to buy groceries, do laundry, buy a sandwich, etc.