NP Student Orientation to a New Office/Agency

* Learn about each other
* Provide CV with contact
* Previous experiences
* Review University paperwork, syllabus and objectives
* Preceptor agreement form signed
* How to reach clinical faculty
* Expectations
* Responsibilities
* Office policies
* Dress code
* Introduction of staff-job descriptions
* Office flow
* Hours, lunch
* Workspace, space for belongings
* Parking
* Contents of exam room
* How will patients be informed about the students?
* How should student introduce themselves?
* Documentation
* Use of EMR
* Writing prescriptions
* Chart organization
* Provide samples of commonly used forms
* Billing and coding procedures
* Patient teaching information, drug samples
* Recommended readings
* Office resources available, labs, diagnostics
* Evaluation and feedback
* How you want them to present
* How you want them to contact you during the day
* Scheduling of patients
* Selection of patients-match with learner level if possible
* How long will you be shadowing
* What are the student’s goals?
* Ancillary experiences
* Site visits by clinical faculty