

Intern/Student Orientation Check List

Intern _____ Student _____

Please take a few minutes to look this over, let me know if you have any suggestions. Remember, there will also be regular meetings to discuss educational issues.

This should be a check list of things to go over when you orient your student. Sharing expectations is the key to a good experience.

- ☐ 1) Find out who they are and tell them who you are (introduce yourself).
- ☐ 2) Buddy up with one student. You will be their mentor even if they are following some patients with other interns.
- ☐ 3) Sit down with your students on the first day to discuss your expectations of them.
- ☐ 4) Your expectations should include that they:
 - a) Take full responsibility for doing all patient care activities on their patients with you supervising them.
 - b) Let you know when they will be off the floor.
 - c) Present all their cases and write notes on all of their patients' notes which should include thought process).
 - d) Take the initiative to look things up on their own and bring pertinent information.
 - e) List other expectations you have.
- ☐ 5) Think out loud. Talk to them and include them in all of your activities and explain what you are doing.
- ☐ 6) Observe their work. Make them demonstrate some skills to you (physical exam, history, etc.) This means letting them try things before you do.
- ☐ 7) Be open to saying "I don't know." This is important for role modeling. At the same time, make them corroborate their answers and not just guess at things.
- ☐ 8) Teach them presentation and note writing skills. Read their notes and give them specific feedback on their notes and presentations.
- ☐ 9) Try to give a five-minute talk to your students 1-2 times per week on a very basic topic such as a) fluids b) placing a) IV in a child c) otitis media.
- ☐ 10) Have them give you a five minute talk on something on something once a week; again on a very basic management question such as a) how to interpret a CBC or blood gas, etc.
- ☐ 11) Once a week, sit down with them for 5 minutes and give them general feedback.
- ☐ 12) After each encounter you have with them, give them specific constructive feedback. Remember, be specific in your feedback; that is talk about what they did, not personality traits they have.
- ☐ 13) Elicit their ideas before you give them your ideas.
- ☐ 14) Please list any comments you have about your role as a teacher.

Show this check list to your student. Find out what their expectations are and write them down. Use the remaining space for comments. Return this to me or Jakki (BH) after you have gone over it with the student. Have the student initial next to his name above.

Thanks in advance for your help. Please keep in touch with me on these issues.