

ROTATION ORIENTATION CHECKLIST

This document is a guide and does not require submission to the School of Pharmacy.

COMPLETE BEFORE STUDENT ARRIVES	✓
Send student any pre-readings to help them learn about your site/specialty area	
Submit request for students to have access to important software programs and Ontario Drug Benefit (ODB) Drug Profile Viewer (DPV), if applicable at your site	
Notify colleagues about the student's arrival	
Arrange day 1 logistics – let the student know where, when and who they are meeting to start	
COMPLETE DURING ORIENTATION	✓
Preceptor Details	
Name and contact information of primary preceptor (exchange phone numbers, e-mail address, pager numbers)	
Discuss preceptor's preferred method of contact during rotation	
Communication process for sick/absences, inclement weather or unanticipated situations (please note that University of Waterloo policies also apply for sick/absences)	
Discuss structure/expectations of rotations and mark assessment deadlines in calendar	
Site Details	
Tour/map of site	
Introduction to staff/team members and roles	
Review site policies: <ul style="list-style-type: none"> • Dress code/ID badges • Hours of operation • Confidentiality Agreement • Documentation Processes 	
Where to leave personal belongings	
Parking, phone systems, computer access	
Online technology/programs/software	
Medical Resources – online/library (e.g., Clinical Pharmacology, Up-To-Date, etc.)	
Emergency/Safety procedures (see WSIB Safety Orientation Checklist – to be completed in week 1)	