



## UNIT SAFETY ORIENTATION CHECKLIST FOR STUDENTS AND ON-SITE FACULTY

S#: \_\_\_\_\_

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

ACADEMIC PROGRAM: \_\_\_\_\_

UNIT: \_\_\_\_\_

**Please return this  
completed document to:**

**Professional Practice, Development  
and Education Department**

**I have reviewed the following required North Memorial Student Orientation materials:**  
 North Memorial Orientation: Student Faculty Clinical Experiences Power Point

Student     On-Site Faculty    Sign and Date: \_\_\_\_\_

The below checklist was designed to assist students and their department managers (or designees) or a practicing faculty member on site in reviewing important department information, safety expectations, and unit specific routines.

<b>WORK IN TEAMS FOR SAFETY AND REMARKABLE PATIENT CARE</b>
1. Socialization to the Unit/Department <ul style="list-style-type: none"> <li>• Introductions and work assignments</li> <li>• Breaks</li> <li>• Personal Appearance</li> </ul>
2. Expectations for collaboration and team work
3. Work assignment process
<b>COMMUNICATE EFFECTIVELY FOR SAFETY AND REMARKABLE PATIENT CARE</b>
1. Handoff process
<b>MANAGE SAFETY RISKS FOR REMARKABLE PATIENT CARE</b>
1. Emergency Management <ul style="list-style-type: none"> <li>• Location of emergency equipment (e.g. crash cart)</li> </ul>
2. Life Safety <ul style="list-style-type: none"> <li>• Location of fire extinguishers</li> <li>• Location of pull stations</li> <li>• Annunciator panel (Indicates which room's smoke detector has been activated. Annunciator panels are located on some <i>main hospital</i> nursing units, not on Atrium units)</li> <li>• Equipment for evacuation</li> </ul>
3. Infection Control Issues <ul style="list-style-type: none"> <li>• Importance of hand washing</li> <li>• Cleaning of equipment</li> <li>• Contact precautions</li> </ul>
4. Ergonomic issues <ul style="list-style-type: none"> <li>• Special equipment (e.g. lift equipment)</li> </ul>
5. Hazardous Substances/Waste specific to the department
6. Role in reducing security risks <ul style="list-style-type: none"> <li>• Management of patient valuables</li> <li>• Storage of personal valuables in the department/unit (e.g. purse)</li> </ul>
7. Patient/Customer Identification Process 2 IDs (name and date of birth)
8. Preventing Patient/Customer Harm (e.g. fall prevention, etc.)
<b>All of the above items have been reviewed:</b>
Manager/Supervisor or Designee Signature: _____
<input type="checkbox"/> Student <input type="checkbox"/> On-Site Faculty    Sign and Date: _____