

**St. Vincent's Birmingham**  
**Departmental Orientation Checklist for School of Nursing Instructor**

Instructor:	
School of Nursing:	
Program:	RN                                      LPN                                      Other (specify)
Clinical Rotation:	
Facility:	

Topic	Date reviewed	Initials of Reviewer
Introduction to staff <ul style="list-style-type: none"> <li>❖ Organizational roles/chart</li> <li>❖ Chain of command specific to shift</li> </ul>		
Standards of Behavior		
Department Tour <ul style="list-style-type: none"> <li>❖ Crash cart</li> <li>❖ Restrooms</li> <li>❖ Locker Room</li> <li>❖ Kitchen</li> <li>❖ Supply pyxis</li> <li>❖ Clean/soiled utility</li> <li>❖ Hand gel</li> <li>❖ Computers</li> <li>❖ Contingency Manual</li> <li>❖ Online policies</li> <li>❖ Phone directories</li> <li>❖ Fire alarm</li> <li>❖ Fire Extinguisher</li> <li>❖ Exits</li> </ul>		
ID Badge		
Dress Code		
Cafeteria (location/hours)		
Isolation Precautions		
Incident Reporting		