

Preceptor eLearning Course – Module 1.3

An Effective Orientation: What your students need to know

Here are some important items that your students need to know at the beginning of a preceptorship:

- The physical layout of the placement
 - Where you work and how to find you
 - Who to go to if you aren't available
 - Their workspace, including computer and telephone access
 - The location of any equipment they will be using
 - The names and positions of staff they will be working with
 - Dress code
 - Where and when to eat and take breaks
 - Location of bathrooms
 - Where to store their things
 - The chain of command at the unit/agency
 - Daily schedule, including when they are expected to arrive and leave for the day
 - The general culture of the agency (i.e. how formal an environment is your unit; political mandate, if appropriate; your colleagues' roles; previous students' roles)
- [1]

Source: [1] McCarty, M., & Higgins, A. (2003). Moving to an all graduate profession: preparing preceptors for their role. Nurse Education Today, 23, 89-95.