CFA SITE ORIENTATION CHECKLIST

Orientation to Practice Site

- ☐ Learner work space, reference materials
- ☐ Dress code: name tag, lab coat, attire, etc.
- ☐ Hours/days patient care provided
- ☐ Introduce staff + each one's responsibilities
- ☐ Unique learning opportunities (clinical activities, patient population, provider interests, etc.)

- ☐ Parking, phone system, email, PharmaNet access
- ☐ Clinic and hospital ID badge(s)
- ☐ Keys, password(s), security alarm
- ☐ Signs in waiting room, patient letters (PRA-BC)

Orientation to Community

- ☐ Community characteristics
- ☐ Where to buy groceries, essentials, etc.

- ☐ Community resources
- ☐ Pertinent safety information

Discussion of Candidate Expectations

- ☐ Experience and skills
- ☐ Specific areas of focus for candidate (areas with little or no recent practice)

- ☐ Feedback and learning-style preferences

Notes and Comments:

Complete Reverse Side >

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Discussion of Assessor Expectations

☐ Hours/day candidate will be in the office

☐ Candidate's level of responsibility (review of PRA-BC Candidate Scope of Practice)

☐ Participation in hospital rounds, nights/weekend call

☐ Times assessor is off/away (what to do and to whom to report)

☐ Directions for writing chart notes, dictating, writing Rxs, referrals

☐ Follow-up for lab results, contact for critical labs

☐ How patients will be selected for candidate to see

☐ Length of time to spend with each patient (average)

☐ Hospital/clinic policies

☐ Showing respect to patients and staff (multidisciplinary)

☐ Getting to know patients

☐ Collegial environment (able to ask questions/advice without fear of being perceived as incompetent)

☐ Format for case presentations

☐ Regular time & process for feedback

☐ Candidates must proactively identify needs

☐ Review of assessment tools, frequency of use/reporting

☐ Absentee policy and how to notify office

☐ A contact for questions or problems

☐ How to reach assessor in emergency

Notes and Comments: