

HEALTH INFORMATION TECHNOLOGY PROGRAM

STUDENT ORIENTATION

NAME:
FACILITY:

INSTITUTION

COMPLETED		COMMENTS
	View Organizational Chart	
	Tour	
	Review Cafeteria Hours and Location	
	Review Student Parking	
	Review Restroom Location	
	Review Coat/Purse Placement	
	Review Fire, Safety, Disaster Plan	
	Review Special Announcements (i.e., Code Blue)	

DEPARTMENT

COMPLETED		COMMENTS
	View Organizational Chart	
	Personnel Introduction	
	Review Policy and Procedure Manual/Work Flow	
	Review Phone Protocol	
	Review Lunch/Break Time	
	Review Fire, Safety, Disaster Plan	
	Review Special Announcements (i.e., Code Blue)	
	Name Tag Required – Student or Facility One	
	Review department dress code policy	
	Review cell phone usage	

Student Signature

Clinical Supervisor