Rotation Orientation Checklist

☐ Review Student introduction form

☐ Discuss general rules, policies and student goals (work hours, student interests, preceptor availability, dress code)

☐ Discuss communication methods

☐ Review syllabus, structure of rotation and expectations of students and preceptor

☐ Establish schedule for rotation with assignment deadlines

☐ Tour (or map) of pharmacy/store/clinic area/hospital
  • Where to leave personal belongings
  • Spaces for eating
  • Emergency procedures

☐ Introductions to pharmacy staff

☐ HIPAA

☐ Computer access

☐ Recommended drug information references

☐ ID Badge

☐ Assess baseline experience either through discussion or a pre-rotation quiz