


## Orientation Checklist

 General	Detail	Comments
	<i>People</i> Midwives, Staff, student Contact information: pager, mobile, home, fax,	<i>How they wish to be reached, confirm how they will reach you</i>
	<i>Place</i> Demographics: Address, parking, hours, access, space	<i>When are you expected to be there? Where can you park? Keys/ Access codes/ cards Client spaces, washrooms, admin space, student spaces</i>
	<i>Model of Care</i> Clinic / Call schedule Homebirth Routine	<i>How the midwives work together, Their schedule, back ups, hours, “culture”, communication/ handover, etc</i>
	<i>Work Schedule</i> Call, off call, clinic, tutorials, exams,	<i>Confirm your schedule – provide availability and work with team to schedule call / clinic expectations should be clear and documented</i>
	<i>Emergency Services</i> 911 or other Emergency Transport Protocol	
	<i>Administration</i> Practice meetings Dept meetings / Processes ie booking clients, filing labs, prepping charts, etc Communication plan	
	<i>Equipment</i> Supplies, storage, maintenance,	<i>Ensure what you are expected to do and what is out of bounds – learn how to use fax, computer, photocopier, autoclave,</i>
	<i>Documentation</i> Medical Record, requisitions, consults, discharge, pages	
	<i>Resources Practice</i> Client information, practice protocols, website, equipment	
	<i>Resources Community</i> Referral agencies, Community health, Breastfeeding, Food Bank, Perinatal Nutrition Program, Consultant services, etc	
	<i>Hospital</i> As above plus From admission to discharge Charting Standards/ policy Parking/ Change rooms/ call rooms/lockers/ID/ Access	