



TEACHER INTERN ORIENTATION/TRAINING CHECKLIST

Teacher Intern Name: _____

Semester: _____

Instructions:

1. The School Program Coordinator (SPC) will orient all new teacher interns to the areas listed below.
2. Teacher Intern will initial as each item is completed.
3. Both SPC and Teacher Intern will sign and date to confirm checklist completion.

	Orientation Item/Area	Notes	Teacher Intern Initials
ARRIVAL/PREP	Arrival Procedures <ul style="list-style-type: none"> • Ground floor – 8:45am • Storing personal belongings • Student badges & masking 		
	Patient Assignments/Morning Huddle <ul style="list-style-type: none"> • Discuss pt. history & ed. needs • Review pt. encounter logs • Teacher floor assignments 		
	Daily Schedule <ul style="list-style-type: none"> • Planning/Prep • Bedside/Classroom Instruction • Professional Learning 		
HOSPITAL TOUR	Floor 1 (Lobby & Main Floor) <ul style="list-style-type: none"> • Café & Gift Shop • Cafeteria • Family Resource Center (FRC) 		
	Floor 3 (Intensive Care) <ul style="list-style-type: none"> • PICU • Overflow Unit • NICU 		
	Floor 4 <ul style="list-style-type: none"> • Infusion Center • 4A & 4B (Acute Care) • 4C (Hem/Onc) 		
	Floor 5 <ul style="list-style-type: none"> • 5A & 5B (Acute Care) • 5C (Inpatient Rehab) • Staff Lounge 		
	Floor 6 (Intensive Care) <ul style="list-style-type: none"> • CICU 		

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PATIENT & FAMILY INTERACTIONS	Gel in/Gel out Procedures <ul style="list-style-type: none"> • Always gel in/gel out! • Gel in before putting on PPE 		
	Introducing Self & Services <ul style="list-style-type: none"> • State name • Convey job function • Explain purpose of visit 		
	Personal Protective Equipment <ul style="list-style-type: none"> • Always check signage! • Remove all PPE (except for mask) before leaving room 		
	Transporting Patients <ul style="list-style-type: none"> • Ask nurse first! • Ask nurse/tech/parent to transfer to wheelchair, if needed. • Pts on isolation precautions are unable to leave room. 		
	Educational Needs Assessment <ul style="list-style-type: none"> • Obtain school info, ed. needs & determine academic goals • Administer interest inventory 		
	Patient Room Equipment <ul style="list-style-type: none"> • Nurse call button • TV/lights • PPE & cleaning wipes storage 		
CLASSROOM RESOURCES/GUIDELINES	Cleaning & Sanitation <ul style="list-style-type: none"> • Consumable vs. reusable • Dishwasher use for small items • Wipe tables & chairs after pt. use 		
	Food/Water/Restroom Guidelines <ul style="list-style-type: none"> • Store all food & beverages in refrigerator • No eating in the classroom! 		
	Photo Release Forms <ul style="list-style-type: none"> • Obtain a new form for each pt. admission/clinic visit • Send photos to SPC via GroupMe 		

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CLASSROOM RESOURCES/GUIDELINES (continued)	Classroom Schedule <ul style="list-style-type: none"> Used to keep track of when patients will be brought to the classroom 		
	Patient Folders <ul style="list-style-type: none"> For long-term patients Organized by floor Can be brought in/out of pt. rooms 		
	Teaching Activity Bin <ul style="list-style-type: none"> Organized by target skill Laminated activities for grab-and-go use 		
	Technology Use <ul style="list-style-type: none"> Ipads Check-in & Check-out Dash, Ozobot, & AR/VR 		
	Patient Encounter Logs/Documentation <ul style="list-style-type: none"> Complete one log for each pt. encounter Submit to SPC before leaving for the day 		
	OBSERVATIONS/ EVALUATIONS	Formal Observations <ul style="list-style-type: none"> See calendar for dates Submit formal lesson plan 24 hours in advance 	
Final Evaluation Meeting <ul style="list-style-type: none"> Complete Intern Self-Evaluation in preparation for meeting 			
Complete Placement Checklist <ul style="list-style-type: none"> To be signed by SPC/ST during the final week of internship 			

Teacher Intern Signature: _____
(signature)

Date Completed: _____

School Program Coordinator: Rebeca Grysko
(signature)