



# Preceptorship Checklist for Fox Valley



Welcome to Children’s Hospital of Wisconsin. All of the information and orientation materials outlined below can be found on our student placement website: <https://childrenswi.org/medical-professionals/careers/students/nursing-education/nursing-students>.

- When you receive the name/contact information of your preceptor or orientation coordinator, call or e-mail them to set up your hours.
- As part of their orientation each student must log on to [Nursing Student Webpage](#) to review the following
  - Policy and Procedures
    - Nursing Student policy
    - Personal Appearance policy
    - Privacy/Confidentiality
    - Parking at CHW-FV
    - Professional Boundaries policy
    - Social Media policy
  - Unit Information
    - CHW unit profile that you will be working on
    - Tour and receive orientation to unit
  - Education Materials.
    - Student orientation Prezi Presentation (A Treasure Awaits You...)
    - Assessing and Managing Pain
- Review the maps on the [maps link](#) so you know where you are going (allow yourself an extra 10 – 15 minutes to walk from the parking lot to the hospital or clinics building).
- Security IDs will be available on the first day of your preceptorship. In order for this process to happen, you will need to send a head shot of yourself (with a solid light color background) to the email listed below two weeks prior to beginning your preceptorship. **You must have your ID easily visible above your waist at ALL times when in any CHHS entity.**
- Your Electronic Health Record/EPIC training session will occur on the first day of clinical.
- You must wear your school nursing student uniform when here at CHW and follow our Personal Appearance policy.
- Please remember that you are expected to work around your preceptor’s schedule.** The best way to resolve any problems with scheduling is communication and flexibility.
- Remember to bring with you on your first day your clinical goals and objectives, as well as other pertinent information your nursing program has given to you.
- All students are required to park in the designated lots according to the Parking at CHW- Fox Valley Policy and Procedure.

If you have any questions, please contact the Schools of Nursing, 1-414-337-CALL (2255).

I \_\_\_\_\_ (print name), from \_\_\_\_\_ (name of school) have completed the required orientation outlined above.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

Please return this form and privacy/confidentiality form to:

**Mail paperwork to:**  
CHW Schools of Nursing  
8915 W Connell Ct, MS Center 6  
Milwaukee, WI 53226

**Fax paperwork to:**  
Schools of Nursing  
414-266-5731

**Email to:**  
CHW Schools of Nursing  
[CHWSNPlacement@chw.org](mailto:CHWSNPlacement@chw.org)  
Questions? Call 1-414-337-CALL (2255)