



Preceptorship Checklist



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
 - 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 structure to the hospital or clinics building). There is a lot of construction in the area of the hospital, so please plan ahead.
- 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.**
- You must schedule your Electronic Health Record/EPIC training session. (you do not need to retake if completed for a clinical group rotation at Children’s). Call or email Schools of Nursing (listed below) and remember **space is limited** so schedule early. **Don’t forget to bring your ear buds with 3.5 mm jack to class.**
- 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 to park behind Children’s Corporate Center on 92nd street. Our visitor’s parking (off of Watertown Plank Road) is reserved for patients, families and their guests. Once you obtain your ID you will be able to access the parking structure behind the corporate center by swiping it at the entrance.

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
9000 W. Wisconsin Avenue, MS B265B
Milwaukee, WI 53226

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

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