



# Practicum Orientation Worksheet

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**Please submit your completed worksheet to D2L after the first week at your new site**

**Your Site & Department:** \_\_\_\_\_

**1. Important Phone Numbers:**

- a) Reception:
- b) Supervisor:
- c) Tech station:
- d) Stat code red:
- e) Code blue:
- f) Where is the list of important phone numbers found?
- g) Who do you call/what is the process if you are sick and unable to attend one of your scheduled clinical days?

**2. Site Tour – locate the following areas (if applicable):**

- Staff parking lots
- Lockers/safe storage areas for student belongings
- Cafeteria and other eating areas
- Staff washrooms
- Staff lounges
- Change rooms
- Inpatient wards
- Emergency Department

**3. Department Tour – locate the following areas (if applicable):**

- Reception
- Supervisor's office
- Radiologists/cardiologists offices
- Reprocessing room
- Linen carts
- PPE supplies
- Supply storage
- Blanket warmer
- Patient waiting area(s)
- Patient change areas/washroom
- Portable ultrasound machine
- Emergency exits
- Fire extinguishers
- Emergency pull stations
- Crash cart

**4. Emergency Preparedness and Injury/Incident Reporting:**

- a) In what situations would a code blue be initiated (besides cardiac arrest)?
- b) What is your role during a code blue?
- c) Where is the nearest crash cart?
- d) Who do you notify if a patient is injured?
- e) Who do you notify if you are injured?

**5. Protocols and Workflow:**

- a) Where can you access the ultrasound procedures manual?
- b) How do you know a patient has arrived and is waiting for their ultrasound exam? (outpatient and inpatient)
- c) Where are requisitions placed after exam completion?
- d) What happens to the case after it is completed by the technologist?