

December 1, 2005

To: Universities, Colleges  
Directors, Managers, Coordinators/Nursing Student Placements:

Re: **General Orientation for the Student Nurse**

Dear Sir/Madam:

This communication informs you about the recent development towards the nursing students and its process. Effective for the Winter Term 2006 a **General Orientation** for the student nurse will be introduced to both the hospital and the upcoming nursing students and clinical instructors. The opportunity has now risen to include this course into our schedule and we are planning to effectively move this forward.

As you may be aware; over the past years the nursing students has had the disadvantage of not participating in a general orientation process since this was never established for the students at St. Michael's Hospital. We analyzed the proposal and evaluated our options; we are finding that the need in upgrading the students with this process would be of beneficial to both the students and the clinical instructors. This process will assist us in achieving all that is required for the student under one covering of each dates listed in section four of this page.

In addition to the above the students will continue to receive a unit based orientation as well as the introductory package (student information package) they receive to familiarize their stay in the hospital. The registration process, as well as; the information regarding the Identification Badge for all students will continue to take place in my office at 38 Shuter (annex), Rm 6-016. Correct spelling of student/clinical instructors names are essential at this time and must be sent to my attention via e-mail: [mcecchi@smh.toronto.on.ca](mailto:mcecchi@smh.toronto.on.ca) at least two weeks prior the start date. Kindly provide in the order of last name first followed by first name.

I am requesting that the information you are receiving regarding the above be related to all your students and clinical instructors to partake in this process. Attendance will be collected to ensure the presence of each student. The orientation(s) will be offered on three separate occasions; January 11<sup>th</sup>, 17<sup>th</sup>, and 19<sup>th</sup>, 2006 this will allow us to capture all students that will be starting on a different date during the month of January. **Please note:** The students must attend one of the session within the **first week** of their placement. Commencement of each session will run from 8:00am – 12:00 noon. From the above dates kindly indicate the date that your students will be attending the orientation session since I do not have the exact clinical start dates for your students.

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The following will provide you with the locations and directions to both the Theatre and the Auditorium to where the orientation session will be conducted at St. Michael's Hospital (SMH).

Wednesday January 11<sup>th</sup> - **Paul Marshall Theatre** - upon the Queen entrance of the hospital on your right hand side between second cup and the information desk you will find the Paul Marshall Theatre.

Tuesday, January 17<sup>th</sup> - **Large Shuter Auditorium** - 38 Shuter (Annex building) Basement.

Thursday, January 19<sup>th</sup> - **Large Shuter Auditorium** - 38 Shuter (Annex building). Basement

To help us prepare for this course of action the attached are forms (Registering as a Student Nurse and Locker forms) for your students/clinical instructors to complete. It is important that the students/clinical instructors complete and submit the **locker form**. Once the locker form is complete kindly fax it to **416-864-5870** at least a week prior to the start date to avoid the waiting period in obtaining a locker. The registration form will be collected during the registration process (my office) so please inform your students to bring the completed form along with the WSIB form for signature. A deposit fee of \$10.00 for the SMH Identification Badge is still required and will be collected during the registration process (my office). This fee will be reimbursed to the student once he/she returns the ID Badge to my office at 38 Shuter St., (Annex), Rm 6-016

Should you have any questions or concerns regarding the above please feel free in contacting me at anytime.

Sincerely

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