



THE UNIVERSITY OF TOLEDO  
**MEDICAL CENTER**

3000 Arlington Avenue, Toledo, Ohio, 43614



## **WELCOME PACKET FOR RN'S**

**ORIENTATION PROCESS**

## COLLABORATING WITH YOUR PRECEPTOR

- Establish a rapport
- Consider yourself an extension of the preceptor
- Ask questions!!! Clarify any questions or problems you are unsure about; share thoughts, provide suggestions
- Work as a team
- Inform your preceptor of your needs. Be open and honest, it will foster the learning process
- Ask your preceptor to slow down if the pace is too fast
- Ask your preceptor for feedback on your strengths and weaknesses
- Be open to constructive criticism
- Take your breaks and lunch with your preceptor
- Review the '**orientation competency checklist**' together on a frequent basis, have your preceptor sign it off
- Laugh at your mistakes!!

**\*\* A HUMAN RESOURCES REPRESENTATIVE WILL BE CALLING YOU TO CONFIRM YOUR DRUG SCREENING AND BACKGROUND CHECK RESULTS. THEY WILL ALSO GIVE YOU YOUR ORIENTATION START DATE.**

**Uniforms:** There is an online ordering process for uniforms. Please refer to the Staff Development website: and click on the "Uniforms" link on the left-hand column, this will take you directly to the uniform request form. It is best to order Uniforms as soon as possible. You may opt to try on Uniforms before ordering. You may try on uniforms in Central Supply in the basement of Dowling Hall. Uniforms are available to try on 24/7, park in lot 44. We will attempt to have your Uniforms ready for you at Health Science Campus Orientation. If your Uniforms are not ready at Hospital Orientation, you will be notified by email when your order is ready for pick up from Central Supply. The Uniforms are unisex and tend to run big. Uniforms cannot be exchanged once worn. **To ensure your uniforms are ready for pick up at Hospital Orientation please fill this request form out ASAP!**

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### **RN's:**

- If you have EKG experience, you may "test out" of our EKG classes. Please communicate this to the Staff Development Specialist on Day 1.

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### **ALL New Hires:**

- **Please make sure that you are available to attend all classes as indicated.**
- **This schedule is subject to change. If there are any last minute changes, they will be communicated on Health Science Campus Orientation by the Staff Development Department.**
- **PLEASE REPORT ON TIME! Business Casual Attire**
- **You will need to bring the Certificate of Completion New Hire Orientation (from HR orientation).**
- Bring something to write with, Pen, Clip art
- You will get a lunch break, which is on your own.
- Park in lot #43

