



VA Long Beach Healthcare System BSN & ADN Communication Checklist



The instructor will complete this checklist and submit along with the student processing paperwork to

Jason Lytle, OA in the Office of Education at jason.lytle@va.gov

Name of School:	Instructor:
Date of Rotation:	Tour:
Unit assigned:	Day:
Name of Student	
Name of Preceptor	

Responsibilities of Clinical Instructor	No	Yes
1. Meet with the Nurse Manager/Supervisor of the unit		
2. Review and discuss student objectives		
3. Discuss student schedule		
4. Discuss student assignment(s)		
5. Ensure all student(s) are completely processed		
6. Provide contact number in case of emergency		
Responsibilities of Nurse Manager/Supervisor	No	Yes
1. Meet with Clinical Instructor		
2. Review the student objectives		
3. Provide unit orientation to include emergency exits		
7. Discuss location of student objectives		
8. Discuss location of student assignments with identified nurse		

The signatures below indicate that the **Clinical Instructor** and **Nurse Manager/ Supervisor** met and discussed the specific information above prior to the student clinical start date.

Clinical Instructor _____ Date _____

Nurse Manager _____ Date _____

If this is a precepted clinical, the signature of the preceptor indicates they have been informed of the clinical objectives and agrees to precept the assigned student.

Preceptor (if applicable) _____ Date _____

Stephanie S. Ogata, MSN, RN
Supervisor, Patient and Clinical Education