

Questions for orientation

Ask your preceptor or supervisor. Write general process notes only, without patient information or access credentials.

Where are the approved instructions for my work?

Who should I ask when I am unsure or need help?

What are the rules for personal notes and their disposal?

Where does official recording happen?

What should I clarify before working independently?

See the difference.

Fictional personal-organization example. These entries are not patient tasks, clinical instructions or a required shift routine.

Task or reminder	Due	Done	Follow-up
Confirm orientation arrival point	Before day 1	Yes	Save general directions
Ask where approved instructions are	Orientation	Yes	Review the guide
Ask about personal-note rules	Orientation	Not yet	Ask preceptor
Prepare permitted supplies	Before shift	Not yet	Confirm the list

Read the columns separately

A due date says when you plan to do something. It does not mean you have done it. Use Done only after completion. Follow-up keeps the next step visible even after the original question has been asked.

Try one row first

Choose a personal preparation task on page 4. Add a time only if it helps. After you do it, update Done and decide whether a follow-up remains. Keep entries short enough to read at a glance.