Checklist

Before your first day

Work through this in the week before you start. Your employer's instructions come first.

Firstshift Nursing

Paperwork and access

- [ ] Keep your license or permit number where you can find it
- [ ] Check your BLS card is current, from the course your employer accepts
- [ ] Finish the employee health visit and records
- [ ] Save the orientation schedule: dates, times, rooms

Write down before day one

Where to report _____

Start time _____

Contact or preceptor _____

Unit phone _____

Dress code or scrub color _____

What day one covers _____

Getting there

- [ ] Travel the route once at your shift time
- [ ] Find staff parking and the entrance open at that hour
- [ ] Check the time and place again the day before

In your bag

- [ ] Photo ID and anything HR asked you to bring
- [ ] Two pens and a pocket notebook
- [ ] Stethoscope and a watch or timer that shows seconds, if your unit allows it

Questions for your preceptor

What does a usual shift look like here, hour by hour?

Which sheet do you use for report?

Who gets called first when a patient changes?

What would you like to see by the end of week one?

When something is new to you

I haven't done that yet. Can you show me once?

Can I write that down before the next step?

Let me check that before I answer.

Can you watch me do it this time?

After day one, write down

Names I learned _____

Where things are _____

Ask again tomorrow _____

If something isn't ready

- You don't know where or when to report. Call the unit or your recruiter.
- A required item isn't done yet, such as the health visit, BLS or paperwork. Tell HR or your manager before day one.

For education only. It does not replace your facility's policies, your preceptor's direction or a provider's orders. Draft, not yet clinically reviewed.