Filling out a Student Orientation Record (SOR) Form

- Student Orientation Record (SOR) forms are to be filled out as a requirement of all Approved requests within the San Diego Nursing Service-Education Consortium.
- Refer to the information outlined below to assist you in filling out the SOR form. Contact StudentPlacements@palomarhealth.org for questions or concerns.

Key Points

- All yellow boxes are required. Press the TAB key to easily move between fields.
- Do not CUT & PASTE information from one cell to another as it will create data errors within the SORs. If you need to copy information, please use COPY & PASTE as an alternative method.

Rotation Information

- **Consortium #:** Enter the Request # that is generated from the consortium website
- **Orientation Date:** Enter the orientation date (date students will be in the hospital)
- **Rotation Start Date:** Enter the first date students will be performing their rotation (date must be greater than or equal to the current date)
- **Rotation End Date:** Enter the last date students will be onsite (must be greater than the Rotation Start Date)

School Information

- **School:** Click on the arrow and select the school from the drop down list.
- **Program Type:** Click on the arrow and select the program type from the drop down list (i.e. Undergraduate, Graduate, Doctorate, Post Doctorate, Certificate).
- **Course #:** This is a free textbox. Enter the course number here.
- **Course Name:** This is a free textbox. Enter the course name here.
- **Semester:** Click on the arrow and select the corresponding semester.
- **Level of Student**: This is a free textbox. Enter the student level here.
- **Rotation Type**: Click on the arrow and select the rotation type (i.e. Primary or Preceptorship).

  **NOTE**: Selecting Preceptorship will display the *Clinical Hours Required* cell. Enter the value of the clinical hours student(s) are required to fulfill.

**Primary Instructor Information**

- For undergraduate clinical rotations, fill out required fields for the instructor.
  a. Selecting **Undergraduate** will display additional fields that are required for within the *Primary Instructor Information* section.

  b. Additionally, selecting all other Program Type options will only require the Last Name and Email of the primary instructor.

**Secondary Instructor Information**

Check the **Secondary Instructor Information** check to enter information for a second instructor, if applicable to the request.

**Primary Assignment**
• **Facility**: Click on the arrow for the Facility drop down list and select the appropriate facility.
  NOTE: The facility that is selected will display the associated units/department within the **Unit** dropdown list.
• **Unit**: Select the corresponding unit from the drop down list.
• **Days of the Week** – Check the boxes that apply to which days students will be on the unit.
• **Start and End Times**: Enter the start/end times here.

**Second Assignment**
Check the **Secondary Department Information** checkbox to enter information for a Second Assignment, if applicable to the request.

- **Facility**: The facility defaults based on the facility that is selected on the Primary Assignment.
- **Site**: Select the corresponding unit from the drop down list.

**Float Assignments**
This section is to be filled out if students are required to float to different unit(s) during the duration of the rotation.

- **Facility**: Select the appropriate facility from the drop down list.
- **Unit**: Select the corresponding unit.

If there are multiple float assignments for the rotation, a subsequent row will automatically be once all cells for the first float assignment are completely filled out.

**Student Information**

<table>
<thead>
<tr>
<th>Student Information (All Fields Required for Each Student)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>Brown</td>
</tr>
<tr>
<td>Green</td>
</tr>
</tbody>
</table>

Enter all information for students that are a part of the request. Please verify the students’ personal information prior to submission (i.e. Last Name, First Name, SS#, Gender, DOB, Phone #).

- **Last at PH (MM/YY)**: The value within this cell will need to reflect one of the following options:
1. If this is the first rotation at Palomar Health for any of the listed students, leave cell as “First Time.
2. If any of the students have been a part of a clinical rotation in the past, enter the Month/Year of the students’ last recent visit.

**NOTE:** The *Last at PH* column will help determine if any of the students are required to complete or renew Palomar Health requirements for nursing students. Refer to the *Nursing Student Clinical Rotation Guidelines* document for additional details regarding pre-clinical requirements.

- **Palomar Health Employee:** Indicate whether or not the student is a Palomar Health employee.