

PLACEMENT ORIENTATION

CHECKLIST FOR STUDENT COORDINATORS

Department

Meet. Manager | Tutor | Mentor or Buddy (e.g. dietitian who will not be training students)

Tour. Layout of the department

Space. Desk and/or storage space for students

Policies. Occupational health | Safety | Mobile phone use

Breaks. Etiquette, e.g. have morning break with dietitians, but do own thing at lunch

Hospital or CHO

Map. Hospital or CHO area

Logistics

Timetable. Start and finish time | Rotations | White time | Presentations | Projects

Access. ID badge | IT system | Phone system | Bleep system | Shared drive

Contact. Department number | Student Coordinator number | Bleep list

Dietetic supports

Catering. Menu system | Menus | Snack lists | Ward level catering | Contact person

Diet sheets. How to access | Range available

Local policies. Department-specific dietetic policies, e.g. on refeeding syndrome

Record-keeping

Standards. Dietetic notes | Medical notes

Access. Filing | Storage | Ordering charts from storage