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