



Preceptor Orientation Checklist

Thank you for dedicating your time to training dietetics students! This checklist outlines key steps and resources to assist you to orient to being a preceptor.

Prior to hosting a Year 5 student for a placement

- If you are not already familiar with the structure of the UBC Dietetics Program, including the practice education and the ICDEP competencies, review the [UBC Program Overview documents](#)
- Familiarize yourself with the UBC Dietetics [vision, mission and program goals](#)
- Identify local resource people to consult with
 - Your local core site coordinator
 - Other preceptors (dietitians and interprofessional colleagues)
 - UBC Dietetics team
- Attend any applicable orientation sessions, typically offered by the UBC Dietetics Program in late August or early September
- Review [UBC Dietetics Practice Education modules and forms](#) for the module(s) applicable to your placement
- Plan ahead in your schedule – try to minimize non-essential meetings and activities to allow time to discuss and debrief with your Year 5 student

Once your student(s) arrive

- Review module form(s) together
- Have an opening conversation about goals, expectations and preferences
 - Watch the video: [Setting the Stage for Success](#) for opening conversation strategies
 - Discuss approach to supervision – if preceptor is off-site during any part of a placement, have a conversation with your Year 5 student(s) about an alternate supervisor (if necessary) and appropriate activities to engage in
- Orient your student (s) to your work area and routines
 - The Placement Planning and Learning Activities Checklist “Within First 3 days of Starting Placement” section relate to Year 5 student orientation to the placement setting – this can be used as a guide

Looking for additional resources/support?

- Attend the annual fall [Preceptor Education Event](#) (October) and [FEED](#) (Forum for Education and Enhanced Discussion) teleconferences held throughout the year
- Identify interprofessional preceptor workshops and resources offered in your organization
- Browse the excellent preceptor education modules from the [University of Western Ontario](#) (requires creation of a user ID and password) and [UBC E-tips](#) (login not required)
- Watch the videos posted on the UBC Dietetics website for additional teaching and learning tips:
 - [Using questioning as a teaching strategy](#)
 - [Practice perspectives: What makes a successful preceptor?](#)
 - [Preceptor tips from BC dietitians](#)