



Core Site Coordinator Orientation Checklist

Welcome to your new role as a Core Site Coordinator (CSC) with the UBC Dietetics Major. This checklist outlines key steps and resources to assist in orienting to your new role.

Initial Self-Orientation Activities

The following activities can be helpful prior to meeting with local resource people and the UBC Dietetics team:

- Access our key resources:
 - UBC Dietetics Major: [Year 5 tab](#), [Preceptor tab](#)
 - [Practice Education documents](#)
- Familiarize yourself with the [UBC Dietetics Program structure, role delineation and ICDEP competencies](#).
- Familiarize yourself with the UBC Dietetics Program [vision, mission and program goals](#).
- Browse the list of [Policies and Procedures](#): Useful policies for early practice education: 1.04 Practice Education Student Responsibilities and Requirements, 1.06 Practice Education Student Evaluation, 1.08 Student Performance Issues, 1.15 Professional Behaviour.
- Note the [Core Site Coordinator Calendar of Key Dates/Activities](#) and the [Year 5 Practice Education Calendar of Key Dates/Activities](#).

Site Specific Orientation

- Identify local resource people to consult with and arrange orientation activities as appropriate e.g. outgoing core site coordinator, nutrition practice leaders, preceptors, research module preceptors, professional practice office.
- Identify site-specific orientation priorities to review with local resource people. Topics may include, but are not limited to:
 - Orientation week
 - Graduation activities
 - Pre-practice education health authority requirements (e.g. local orientation, HSPnet, obtaining email addresses, computer access, ID badges)
 - Weekly designated non-placement half-days
 - Year 5 student schedules
 - Year 5 student supervision considerations. **Note:** If preceptor is off-site during any part of a placement, a conversation with the Year 5 student about an alternate supervisor (if necessary) and appropriate activities to engage in should occur



UBC Program Orientation

[Contact the UBC Dietetics team](#) to arrange orientation activities, including an orientation meeting.

Identify orientation priorities to review with a UBC Dietetics team member. Topics may include, but are not limited to:

- Core Council and subcommittees
- CSC role in student evaluation
- Evaluating competency
- ICDEP competencies
- Practice education module overview
- Modules and forms
- Preceptor orientation
- Program structure overview
- Role delineation
- Scheduling considerations
- Supporting the struggling Year 5 student(s)

Ensure UBC Dietetics team adds your email address to the Core Site Coordinator email listserv (and the Research Preceptor email listserv if appropriate).

Review past Core Council meeting minutes. These can be obtained from a UBC Dietetics team member, or outgoing core site coordinator.

Attend relevant upcoming preceptor education sessions.