

Meredith College Dietetic Internship Site Preceptor Program & ISPP



Guide to Selecting Preceptors & Sites

DI Coordinator: Amy Bowen, RDN, LDN, CNSC
919-760-8717 (office)
aebowen@meredith.edu

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Be advised that you should not change any of the language on these forms including the Affiliation Agreement unless prior approval is granted.

Change is inevitable. Therefore, this is a working document. We will keep you updated on any changes.

Finding Preceptors and Sites:

1. **Gather prospective preceptor information.** Here is a blog our current interns had published by All Access Internships on Tips and Tricks for securing your preceptors <https://4dieteticinterns.home.blog/>.
2. **Call and/or email site and discuss a possible rotation with them.** Keep in mind many preceptors are working remotely and email may be the best initial communication method at this time.

3. **Verify preceptors and meet internship requirements.** After receiving a copy of the rotation module requirements, verify the preceptor and rotation can meet all the internship and module requirements

4. **Submit to the Program Coordinator PRIOR TO BEGINNING ROTATION:**

a. Once you've received tentative or confirmed placement, you must complete the ISPP/SPP Rotation Schedule for EACH rotation: <https://forms.gle/iih5pZBqC3WRT4Xn7>. All information for each rotation site must be provided for a contract to be initiated

b. Prospective Site Information Electronic Form: <https://goo.gl/forms/Dlez8nyvksplK93E2>. All new preceptors must fill out this form. If they have worked with Meredith College Dietetic Interns previously, check with Mrs. Bowen to see if form/agreement needs to be updated. The primary preceptor can upload their Resume or Professional Development Portfolio Log directly to the google form, or sent directly to DI Coordinator, Amy Bowen at aebowen@meredith.edu

c. Signed Affiliation Agreement from the Site (if the site prefers to use their own contract, all four of the signatures/titles from Meredith College must be written into their contract). The entire Affiliation Agreement must be included in the document, and the Affiliation Agreement must look professional and start at the top of the page. Please avoid US mailing and/or faxing the document as this takes extra time. Since this is a legal document, we will not accept .jpegs, .pngs of the agreement.

5. **Program Coordinator and/or Director will review the information and:**

- a. Contact the Primary Preceptor to verify the submitted information
- b. Send the signed Affiliation Agreement to the Meredith College Management for Signature and Approval
- c. Send the Executed Agreement to the Intern to provide to the site unless site requested otherwise

6. After all the paperwork is in place, the Intern may begin the rotation. **ALL REQUIREMENTS MUST BE SUBMITTED PRIOR TO STARTING YOUR ROTATION. You will be subject to disciplinary action if ALL requirements are not submitted prior to your rotation.**

7. Expect the entire process may take **20-25 business days or longer**

8. When emailing Mrs. Bowen or Mrs. Ostrowski regarding a site or preceptor, please include the **name of the site, name of preceptor** and a brief description on the email in the subject line. This will help expedite returning of emails and contacting sites.

9. If you are a local DI and you'd like to request local site placements (within 150 miles of Meredith College), here is the procedure:

- A. Please do not contact any local preceptors within 150 miles of Meredith College without asking Mrs. Ostrowski first. Our Preceptors cannot be receiving multiple requests from different sources.
- B. If you are interested in a local preceptor please complete this form: <https://forms.gle/D8RzY8AHWag24ENr6>
- C. If we do not currently utilize that preceptor, then I will contact them or I will grant you permission to contact them.
- D. I will assess the needs and email you back sometime in July.

Supervised Practice Rotation Components must include:

Clinical/MNT Rotation/LTC must include inpatient (SPP interns do not need to set this up)

- o Joint Commission Accredited Hospital and/or Long Term Care or similar setting for a total of 12 weeks, 40 hours a week. (Total 480 hours).
- o If using a Long Term Care facility or approved alternative practice experiences as part of your clinical experience, this must not extend longer than 4 weeks (160 hrs.) You must have an acute, inpatient hospital experience for at least 8 weeks.

Required clinical modules include: general medicine/obesity, cardiology, malnutrition, endocrinology, renal, GI/surgery, oncology + 1 additional module of your choice.

- o Primary preceptor must be an RDN with at least one year of experience.
- o Must be able to complete module requirements
- o Must complete case study with literature review at the rotation

Long Term Care (LTC) Online Rotation

- o LTC Online (20 hrs) ---Online module will be provided to you on BrightSpace

Food Service Rotations

- o **SPP interns:** FS Healthcare provided (Need 200 hours plus the 40 hours of authentic practical experience (Need 240 hrs total). Three weeks (40 hours a week) non-healthcare based is ideal, although not required. Examples of FS rotations: LTC, schools, private company, private food service establishment, College or University, food distribution company, etc.
- o **ISPP interns:** one rotation in a hospital/LTC/healthcare organization, **AND/OR** one in a school, private company, private food service establishment, College or University, food distribution company, etc
- o 5 weeks, 40 hours a week on-site broken into 1-2 sites (200 hours) + 1 week (40 hrs) online (240 hrs total)
- o Preceptor must be an RDN, CDM, or have a terminal degree in their field
- o Must be able to complete module requirements

One Wellness rotation

- o 4 weeks, 40 hours a week for a total of 160 hours
- o Rotation may be done in an outpatient setting, cardiac rehab, private practice, nutrition clinic, etc.
- o Conduct nutrition screenings, conduct assessments, give educations and presentations, present in-services
- o Preceptor must an RDN
- o Specialized outpatient facilities (ie, eating disorders) do not work well for meeting wellness requirements
- o Must be able to complete module requirements, including counseling, assessment and education modules

One WIC rotation

- o 3 weeks, 40 hours a week for a total of 120 hours
- o Must be able to work with pregnant women, lactating women, infants and children <5 years old. If you cannot find a WIC rotation, then a Public Health department, Cooperative Extension, Headstart, etc could be substituted, but is not ideal.
- o Nutrition screenings, nutrition assessments, provide educations, give presentations, give in-services
- o Primary preceptor must an RDN
- o Must be able to complete module requirements

One Enrichment rotation

- o Minimum of 40 hrs or as needed to fulfill the needs assessment requirements

- o Primary Preceptor must be an RDN
- o With this rotation, you get to pick a concentration area of nutrition or food service management
- o You must submit a contract and develop your own modules, goals and objectives 6 weeks prior to your enrichment.

Rotations can be done in any order, except Enrichment. It is recommended to complete the Enrichment Rotation in the spring or last since this is your culminating leadership experience/competency.

Supervised Practice Hours for Admission Class 2020:

- Food Service: 200 hours
- WIC/Public Health: 120 hours
- Wellness: 160 hours
- Clinical: 480 hrs (with a maximum of 160 hours in approved alternative practice experience and/or LTC)

Authentic Practice Experiences for Admission Class 2020:

- Food Service: 40 hours
- WIC/Public Health: 0
- Wellness: 0
- Clinical: 0-160 hours--see above
- LTC (online): 20 hours (approved authentic practice experience)
- Orientation/State Meetings/Legislation/Journal Clubs/malnutrition training/leadership/online trainings, etc: 20 hours (approved authentic practice experience)
- NEW enrichment: a minimum requirement of 40 hours to complete leadership competencies C1 & C3. Be aware you may need more based on your situation
- Please note: ACEND has provided programs with a maximum number of hours in approved authentic practice experiences. In order to complete the DI Program, we must follow these requirements.
- Any more than 278 hours in approved authentic practice experiences will be closely decided upon, subject to strict audit requirements, and will be considered on a case by case basis.

Total: 1078 hours.....*Hours subject to change*

Sample Internship Rotation Schedule

Week	Rotation	Hours	Facility name and Type (Community, MNT, FSM, etc)
Orientation	Orientation	Varies	Meredith College
Wk 1	Food Service Site Online	40 hrs	Meredith College - Online
Wk 2-4	Food Service site #1	120 hrs	Healthcare, hospital, or Long-term care
Wk 5-16	Clinical Nutrition	480 hours	Inpatient, acute care facility preferred for all 12 weeks. Accept 160 hours <u>maximum</u> in LTC
WK 17-19	Community Nutrition WIC or Public Health	120 hours	Find a WIC agency—work in the clinics with the RDN Health or State Department, government agencies (USDA)
WK 20-24	Community Nutrition Wellness	160 hours	Corporate, private practice, bariatric, outpatient facilities, cardiac or pulmonary rehab
WK 25-26	Food Service #2	80 hours	University, corporate facility, public school, etc.
Week 27	LTC	20 hours	Online
WK 28	Enrichment	40+ Hours	Intern identifies location, type of facility, address, and timeframe

