



## PRECEPTOR MANUAL

“A preceptor is an expert or specialist, such as a Registered Dietitian, who provides practical experience and training to a dietetic intern.”

As a preceptor you are invaluable to an intern's learning experience. You will be asked to:

- Participate in preceptor training (read preceptor manual, contact DI Director (Nicole.Withrow@unco.edu) or Program Coordination Specialist (brianna.williams@unco.edu) with questions, attend webinars and/or participate in a preceptor online training). There is an online dietetics preceptor training program through [eatrightpro.org](http://eatrightpro.org), which provides 8 free CPEs.
- Permit interns to shadow and learn from you
- Facilitate a positive professional learning environment
- Provide opportunities for the intern to practice what they have learned
- Supervise the intern while he/she completes their rotation and core competencies
- Evaluate the intern's progress through verbal and written evaluations
- Discuss and grade assignments
- Sign off on hours completed with you
- Communicate your needs with DI Director and Program Coordinator Specialist
- Be a positive role model

### **Highlights of Expectations for Interns**

**Starting the Program:** The dietetic internship program begins during the University of Northern Colorado summer session. The first two weeks of the internship consist of two online graduate courses. The classes are Medical Nutrition Therapy (FND 510) and Foodservice management (FND 512). If these two classes are not successfully completed, interns will not be permitted to start the practice experience. These courses are not required for interns participating in the coordinated MSDI program.

**Orientation:** A 3-day online orientation is mandatory for all interns. Before starting the practice experience, interns must provide: proof of medical and professional liability insurance and an official Verification Statement of DPD completion (if only an “Intent to Complete” form was included in the application packet).

**Required Hours:** Students are required to complete a minimum of 1000 hours of supervised experience. Hours may be completed on a full-time or part-time basis. All students must submit a written plan at the start of the program with a proposed time schedule and anticipated completion date. This includes when and where specific learning experiences will occur. These plans must be approved by the Program Director before a student may start the practice of their program.

**Holiday Hours:** Weeks that fall on holidays may contain fewer hours in proportion to the hours missed for the holiday. Observed holidays are those recognized by the sponsoring facility for their other employees. Holiday hours are **NOT** part of the 1000 required hours and schedules must be adjusted to make up the time.

**Full-time students:** are required to practice a minimum of 32 hours a week and are expected to complete their practice program within 8-10 months. Any interruptions in a student's full-time program (such as a holiday or sick days) should be included in their plan and approved in writing by the DI Director and preceptor prior to initiation of the rotation. It is expected that all scheduling decisions will be made in close consultation with the Preceptor.

**Part-time students:** are required to practice a minimum of 20 hours per week and must complete their practice program within 14 months following the start of their program. Time worked is expected to be arranged into blocks to allow continuity in the student learning experience. This should be reflected in their written plan for completion of the program.

**Sick days:** for full or part-time students are not considered hours worked and *must be made up*; single sick days can be made up by arrangement of the student with the preceptor. The DI Director must be notified of multiple sick days.

**Assignments:** Students are expected to complete several assignments outside of practice hours (for example: reading journal articles or typing up summaries of activities). Homework hours are **NOT** considered part of the required 1000 practice hours. Assignments are located on the “Required CRDN Experience” document and are located in Canvas for the preceptor's and intern's reference. Interns are required to follow directions and complete them as they apply to the rotation. Directions for each assignment is located in Canvas and all assignments can be downloaded and printed. Preceptors will “grade” and discuss the assignments that are required in order to complete the CRDN and in their area of expertise.

**Canvas:** Canvas will be accessed through out the internship program and interns can share information with preceptors if requested. Canvas contains all tests, required documents, assignments, course materials, resources for rotations, useful websites, etc. Interns have access to Canvas throughout their program and are expected to log in frequently.

**Credit for Prior Experience:** No credit is given toward supervised practice hour requirements for prior experience. All students in the UNCO Dietetic Internship Program are required to complete 1000 hours of the supervised practice experience. Students who have extensive experience in one area of dietetics may petition to substitute different learning activities for ones that would not be redundant for them. Students must be able to document experience and skill at learning experiences they wish to substitute but please understand you will be completing the necessary hours in that rotation but in a different “experience”.

**Insurance requirements:** Interns are REQUIRED to have health insurance and professional liability insurance while completing the UNC DI program. Interns provide proof prior and during Orientation. Interns are responsible for all medical expenses incurred during the internship. In addition to health and professional liability insurance, interns are required to have automobile insurance and assume own liability while traveling to and from internship practice experiences.

**Reporting of Hours in Practice Experience:** All interns will complete “hourly tracking forms” which require an electronic signature from the preceptor and intern at the end of a month. Interns are required to track their hours and keep a copy of accumulative hours in each rotation. They are required to complete a minimum of 300 hours in the clinical, community, and food service rotation and a minimum of 100 hours in the concentration area. In order to receive credit toward the completion of the DI, all hourly tracking forms must have signatures and completed correctly.

**Protection of Privacy Information and Access to personal files:** The University maintains an educational record for each student who is or has been enrolled at the University. In accordance with the Family Educational Rights and Privacy Act of 1974, as amended (hereafter “Act”), the following student rights are covered by the Act and afforded to all eligible students at the University.

1. The right to inspect and review information contained in the student’s educational records.
2. The right to request amendment of the contents of the student’s educational records if believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student’s educational records.
4. The right to secure a copy of the University’s policy.
5. The right to file complaints with the US Department of Education concerning alleged failures by the University to comply with the provisions of the Act.

Each of these rights, with any limitations or exemptions, is explained in the University’s policy statement, a copy that may be obtained in the Registrar’s Office.

**Grievance Procedures:** Students may appeal any academic decision they consider arbitrary, capricious, or contrary to University policy. It is the responsibility of the student to initiate the appeals procedure at all levels.

Step 1: Confer with the preceptor or instructor to discuss the problem.

Step 2: If the problem is not satisfactorily resolved with the preceptor or instructor, schedule a conference with the program director or school director.

Step 3: If the problem is still not resolved, the student should schedule a conference with the academic dean.

Step 4: If all attempts fail to solve the problem to the student's satisfaction, he/she should file a written request for a formal hearing before the UNC Academic Appeals Board. For a more detailed discussion of this process, the student is referred to the online UNC Student Handbook.

In the event that the above process does not satisfy a student's grievance, under certain circumstances a student may also appeal to the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

*ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the programs it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited program to ACEND. However, ACEND will not intervene on behalf of individuals as a court of appeal for individuals in matters of admissions, appointments, promotions, or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies.*

*A copy of the accreditation standards and / or the Council's policy and procedure for submission of complaints may be obtained by contacting the ACEND staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 800/877-1600, ext. 5400.*

#### **Graduation and / or Program Completion requirements:**

Students must successfully complete the summer portion of the internship (FND 510, FND 512, and orientation) before continuing on to the supervised practice part of their program. Students must receive satisfactory reviews from their preceptor and from the program coordinator for all work. Failure to satisfactorily complete any portion of the curriculum will result in non-completion of the program.

In the event that a student does not satisfactorily complete learning experiences or receive a satisfactory evaluation from a preceptor, the DI Director will consult with the student and their preceptors. Depending on the outcome, the DI Director may allow an opportunity for the student to repeat learning experiences.

Upon successful completion of ALL parts of the dietetic internship, including all learning experiences and satisfactory evaluations from preceptors and the DI Director, students will be given an ACEND Verification Statement showing completion of the program and a "Certificate of Completion" from UNC.

## **Evaluations and Progress Reports**

**Intern Evaluations:** Every preceptor will receive Mid-and End of Rotation Progress Reports and Rotation Evaluations.

**Mid-and End of Rotation Progress Reports:** For rotations that last more than 200 hours, a mid progress report is completed along with an end progress report. For rotations that are 80-199 hours an end of rotation progress report will be completed. For rotations of fewer than 80 hours a progress report is NOT necessary. Every progress report that is completed should have a preceptor AND intern signature. Each progress report that is completed will be discussed with preceptor and intern. Interns should make copies of all reports.

**Rotation Evaluations:** When each competency (CRDN) is completed, preceptors will evaluate the intern. The preceptor working with the intern completes the evaluation with the intern and then will mark that it is 100% completed. This is a time where intern and preceptor discuss strengths, areas for improvement, completed assignments that correspond with CRDN, etc. In order to sign off on a CRDN, every bullet point and assignment (if there is an assignment for that particular CRDN) must be completed. These evaluations must have an original signature of every preceptor that works with the intern for that particular rotation or portion of the rotation. Some evaluations will have more than one preceptor signature. Example: in the clinical rotations, the preceptor in charge of supervision for renal, can fill out the evaluation for just the CRDNs that apply to renal rotation. Only one original copy is accepted, therefore there may be multiple preceptor signatures and intern signature. Every CRDN must be completed PRIOR to sending in an evaluation form. Please do NOT send it without every CRDN signed and authorized by a preceptor, it will not be accepted. Prior to sending the rotation evaluations.

**Evaluation of Assignments:** This is done with the Preceptor and/or DI director through Sharepoint, a password protected system. Every intern must score above a 2 for the rotation evaluations, assignments, and end-progress reports to pass each rotation. If an intern does not score above a 2 on the Rotation Evaluation the DI Director will work with the intern and the preceptor to determine the next steps. The CRDN that is scored a 2 will need to be repeated plus additional hours.

**Intern Evaluations:** These are done for preceptors and completed through qualtrics.

**Tests:** All interns will take a pre-assessment and four domain tests. The domain tests are to be completed toward the end of each area of experience relating to the domains. Interns cannot graduate unless they complete and submit the domain tests.