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## Graduate Coordinated Program in Dietetics

# UW Preceptor Handbook



### Contents

Introduction.....	2
Role of a Preceptor .....	2
Benefits of Being a Preceptor.....	3
Continuing Professional Education for RD's .....	4
GCPD Policies and Requirements for the Practice Experience.....	5
Program Information .....	6

## Introduction

Thank you for serving as a preceptor for UW dietetic interns! Preceptors play a critical role in the training of Registered Dietitians (RDs). The Accreditation Council for Education in Nutrition and Dietetics (ACEND) requires programs to provide greater than 1200 hours of supervised practice. Without preceptors, the dietetics profession could not continue. This document was developed to orient our preceptors to UW's program, share the benefits of serving as a preceptor, highlight some continuing education opportunities available for RDs and to provide resources for guiding students through the supervised practice experience.

### **Our Profession Needs You**

There is a national shortage of dietetic internships. Approximately 50% of students completing the classroom component of the training necessary to sit for the RD exam will not find an internship or become an RD (1). Preceptors are a limiting factor in providing enough supervised practice experiences. The dietetic profession needs more practitioners who are willing to serve as preceptors to help train the next generation of dietitians.

## Role of a Preceptor

- ❖ Serve as a supervisor to dietetic intern(s)/student(s)
- ❖ Orient dietetic intern to the site (ie. Tour of facility, dress code, work hours, break schedule, expectation of intern)
- ❖ Allow students to participate in day-to-day activities as appropriate
- ❖ Meet weekly with dietetic intern to discuss what is going well, not well, and areas to focus on for the coming days
- ❖ Dietetic interns are responsible for communicating to their preceptor the assignments for the rotation. Preceptors will help students determine appropriate projects to complete the assignments and guide students during the completion of the activities
- ❖ Communicate immediate concerns to the individual student or Program Director if issues arise
- ❖ At the end of the rotation, initial activities that were successfully completed and complete the student performance evaluation

# Benefits of Being a Preceptor

## **Scholarship Opportunities**

To show our appreciation to our preceptors, the UW GCPD offers the opportunity to apply for one of six scholarships to attend a continuing education conference of your choice. Scholarships may be offered for up to \$250. Please contact [AEL4@uw.edu](mailto:AEL4@uw.edu) for an application.

## **Continuing Professional Education Opportunities**

See the next page for details on the many CPEU opportunities available to preceptors.

## **Lifelong Learning**

Working with interns is a great way to stay up to date in your practice. Interns ask thought-provoking questions, offer new insights, and provide updates on current research and Academy of Nutrition and Dietetics practices (i.e. the Nutrition Care Process, ADIME and writing PES statements).

## **Networking**

Get to know up and coming dietitians to help shape the future of your profession by serving as a preceptor. For further networking opportunities, considering joining the Nutrition and Dietetic Educators and Preceptors (NDEP) group. More information can be found on Eatright.org.

## **Recognition for Outstanding Preceptors**

Each year, a select few preceptors are recognized nationally through NDEP as exemplary educators and mentors. Award recipients are reimbursed to attend FNCE. In addition, the UW GCPD selects outstanding preceptors each year for formal recognition during the graduation ceremony. UW program faculty will gladly recognize your contribution to student learning in letters of support for preceptors who are applying for scholarships, speaker bureaus, admission into educational programs, etc.

## **Assistance with Projects**

Interns can assist with certain tasks and projects, such as developing educational materials, analyzing menus, teaching classes, researching funding opportunities, conducting in-service trainings, incorporating new research into best practice policies or completing quality improvement projects. Every working professional has a list of projects they just do not have time to complete – interns can gain valuable experience under your guidance complete these projects.

## **Employee Recruitment**

Facilities have the advantage of reviewing students' performance and screening them for a match as future employees. Former interns are already familiar with the institution, and require less orientation and training upon hire.

## Continuing Professional Education for RD's

Earn valuable CPEU for your CDR professional development portfolio through a variety of activities related to being a preceptor. Below are opportunities for free CPEU activities. Your Professional Development Learning Plan needs to have a learning need code related to the activity (learning plans can be amended). Please refer to your Professional Development Portfolio Guide for a complete list of activity descriptions and guidelines (2).

**Precepting/Professional Leadership/ (190)** Holding an elected or appointed office in a dietetics or dietetics-related organization OR Learning acquired while serving as a preceptor for dietetics students an an ACEND accredited program. 1-3 CPEU per year; 15 CPEU max per 5 calendar years. Contact GCPD for more information or visit this link <https://tinyurl.com/yb7s6cmv>.

**Preceptor Training Course** Earn 8 credit hours while training to become a preceptor. This free online course is available at <http://www.cdrcampus.com/> (Click on **Dietetics Preceptor Training Program**)

**Case Study Presentation (110)** CPEUs may be awarded for attendance at dietetics-related case presentations. Examples may include grand round and patient case studies. UW students present 6 hours of mini case studies Winter and Spring quarters and 3 hours of final case students at the end of each of these quarters. Preceptors are welcome and encouraged to attend student case study presentations. Retain certificate of completion or documentation describing the case presentation. 1 CPEU = 1 contact hour

**Journal Clubs (160)** The journal club must be preplanned, allow for group participation, include three or more professionals, and include in-depth discussion of a single dietetics-related topic from pre-assigned articles in professional, peer-reviewed journals (materials should not be older than five years). Students are able to lead a journal club for your staff and develop a verification of participation document. 1 CPEU = 1 contact hour

**Lectures/Seminars (170)** Opportunities exist for preceptors to attend lectures and seminars, including Nutrition 500 – Special topics, held Thursdays, fall and winter quarters, and the Annual Nutritional Sciences Symposium (May). 1 CPEU = 1 contact hour

**Professional Reading (200)** Reading peer-reviewed, dietetics-related articles from professional print and online journals and newsletters can be awarded CPE credit. Articles in professional newsletters must be identified as peer-reviewed and must be read within five years of the date the article was published. Retain a copy of the abstract or the first page of the article for your records. 1 article = 0.5 CPEU

**Research (250)** Conducting research as a sole or co-investigator can be awarded CPEUs. Retain a summary technical report or letter verifying acceptance for publication or presentation. The sole investigator receives 20 CPEUs per study and a co-investigator receives 10 CPEUs per study.

**Sponsored Independent Learning (220)** Sponsored independent learning is a dietetics-related, individualized learning activity planned and carried out by the learner. The learner contracts with an individual who is an expert in a particular area using a Sponsored Independent Learning Contract. 1 CPEU = 2 contact hours

**Study Groups (230)** Study groups must be preplanned, allow for group participation, include three or more professionals, and include in-depth study of a specific, dietetics-related topic. Recordings of approved presentations must be viewed within one year of the date of the presentation. 1 CPEU = 1 contact hour

### Sources:

1. Accreditation Council for Education in Nutrition and Dietetics <http://www.eatright.org/preceptors/>
2. Dietetic Educators of Practitioners DPG. DEP-Line Newsletter, Winter 2011.

# GCPD Policies and Requirements for the Practice Experience

## **Illness and Absences**

If a student is ill, they are required to contact both their preceptor and the GCPD. If a student appears ill and fails to take the initiative to leave the site, preceptors have the liberty to send the student home to prevent exposure to clients and staff. Interns are granted 3 days during Practice Experience to use when ill or when presenting their thesis. Hours missed beyond the 3 days will need to be made up (intern to coordinate with GCPD faculty/staff). Interns are not allowed to take personal time off during a rotation except in special circumstances with pre-approval. Given the large amount of vacation planned into the internship (3 weeks off prior to start, 20 days off during the internship (1/2 of finals week, btw qtr breaks and holidays) and a month off after the rotations) the expectation is that vacation is scheduled during the given time off. Bereavement Leave is offered on a case-by-case basis.

## **Dress Code**

Students will wear appropriate attire (business casual) and photo name badges at sites. The concept of 'appropriate attire' may be viewed relative to generational norms and social norms but as a guideline, anything that detracts from the message, or tone of presentation is inappropriate. If a student arrives on site inappropriately dressed, please explain their errors and send them home to change. Please share your facility's dress code with the student and expect it to be followed.

## **Use of Personal Phones**

Students have been asked not to use personal phones on clinical floors or at sites unless they are clearly on a break and in an approved area. Students may not use facility computers for personal use. Please share facility's media policies as appropriate.

## **Rotation Activities**

Students are required to complete a series of activities guided by competencies during each rotation. Competencies are set by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association). If an activity cannot be performed at the assigned site, the preceptor and student should review the correlating competency to determine if an alternative can be completed to meet the competency. Activities were not designed for specific sites; preceptors, within reason, may modify the assignment as they see fit for the site. It is possible that a student may not complete all activities; however, the student must demonstrate attainment of each competency to successfully complete the internship. If it is unclear how an activity should be carried out at your site, please do not hesitate to have the student contact us.

# Program Information

## Mission Statement

The mission of the Graduate Coordinated Program in Dietetics is to develop competent professionals with a strong foundation in the applied science of nutrition and provide training to integrate research into practice, support leadership development and enable graduates to assume careers in dietetics.

## Goals of the GCPD Program

**Goal 1:** The program will prepare competent entry-level registered dietitian nutritionists who are able to apply evidenced based nutrition research to their practice in a variety of settings.

**Goal 2:** GCPD graduates will be prepared to assume leadership roles in nutrition, dietetics and public health.

## Graduate Coordinated Program in Dietetics Contact Information:

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Preceptor Resource Site  
<http://nutr.uw.edu/rd-training/preceptor-resources/>