



GCPD Preceptor Handbook



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Introduction

Thank you for serving as a preceptor for UW dietetic interns. Preceptors play a critical role in the training of Registered Dietitian Nutritionists (RDNs). The Accreditation Council for Education in Nutrition and Dietetics (ACEND) requires programs to provide greater than 1000 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.

Role of a Preceptor

- Supervise dietetic interns in your facility
- Orient them to the site (i.e. facility tour, dress code, work hours, etc.)
- Allow them to participate in day-to-day activities, as appropriate
- Share your expectation (be specific!)
 - How they spend their time
 - When they arrive/leave
 - How to chart, interact with the team, perform tasks
- Provide feedback on their progress toward becoming an entry-level RDN
 - Normalize feedback
 - Meet weekly to discuss what is going well, not well, and areas they should focus on
- Communicate concerns to the intern and/or Program Director early
- Interns are responsible for managing their rotation assignments but will need preceptor guidance in determining appropriate projects and in finding facility-specific information
- At the end of the rotation, review their deliverables and complete the intern evaluation form

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. The application is available online - <https://foodsystems.uw.edu/rdn/preceptors/>.

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 in 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://foodsystems.uw.edu/rdn/preceptors/>.

Journal Clubs (161/162) 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 (172/173) 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 (205) 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

More information is available at <https://www.cdrnet.org/cdr-cpe-activity-type-definitions>.

GCPD Policies and Requirements for the Practice Experience

Illness and Absences

If a student is ill, they are required to contact 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 amount of time off between quarters 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 Sites & Hours

Internship sites are throughout the Greater Seattle region. Students may be assigned to a rotation up to 60 miles from the University of Washington's Seattle campus. All rotations are full time four days a week (32 hours/week) with the daily hours set by the site. Students are off for holidays recognized by UW academic calendar. Students should anticipate being unavailable for outside activities between 6am-6pm during the internship. Being flexible will ensure the richest learning experience.

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. 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 reach out to gcpd@uw.edu.

Program Information

Mission Statement

The mission of the Graduate Coordinated Program in Dietetics is to develop competent entry-level registered dietitian nutritionists with a strong foundation in public health and clinical nutrition, who are prepared to think critically, apply research to practice, navigate ambiguity, and work to reduce inequities and improve nutrition outcomes.

Goals of the GCPD Program

Goal 1: The program will prepare competent entry-level registered dietitian nutritionists who think critically and apply research to nutrition & public health practice.

Goal 2: GCPD graduates will recognize how social inequities undermine health and will consider equity and inclusion in their decision-making process.

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Preceptor Resource Site

<https://foodsystems.uw.edu/rdn/preceptors/>