**Tips for locating a preceptor!**

**Who do you know?**

* Reach out to dietitians you know.
* Your DPD director, MNT or community nutrition professor may be able to share some names with you

**Phone calls.**

* Be independent and willing to cold-call!
* Call facilities near where you live or within commuting distance
* It is better to call than email. Emails get lost, ignored or easy

**National Organization (AND) database**

* AND has a database which allows practitioners to register to potentially become preceptors

<https://www.eatrightpro.org/find-a-preceptor/?state=ShowSearch>

* Must be an AND member to gain access to this feature. Students do receive a significant discount when enrolling for annual membership.
* The database allows a search to be made by zip code with an option to choose which specific practice areas.

**Social Media**

* Connect with Dietitians through Facebook RD groups
  + RD2RD
* Websites to help locate Rd’s

<https://www.healthprofs.com/us/nutritionists-dietitians?tr=Hdr_Brand>

* Linked in
  + Connect with other RD’s

**Locating hospitals and long-term care centers**

* CMS (Centers for Medicare & Medicaid Services) to access lists of hospitals, nursing homes, inpatient rehabilitation facilities and long-term care hospitals.

<https://data.medicare.gov/>

* Skilled Nursing Facilities locator by state or zip code

<https://www.skillednursingfacilities.org/directory/>

**Private Practice Dietitians**

* Look for private practice or consultant dietitians in your area. Keith & Associates, Inc. is a large consultant company servicing long term care centers, assisted living facilities, skilled nursing homes, rehab units, hospitals, DDSD (Developmentally Disable Services Division) clients, and private pay clients.
* Call facilities near where you live or within commuting distance
* It is better to call than email. Emails get lost, ignored or easy

**Additional tips for locating preceptors specific to each rotation:**

**Nutrition Therapy**

* Try to schedule this rotation first. It is the most difficult to arrange and you may have to take whatever dates they have available to take you.
* Schedule six or more continuous weeks at one place.
* Smaller regional hospitals are less likely to be saturated with dietetic interns than are larger metropolitan hospitals.
* An intensive care unit is desirable but not required.
* A skilled nursing or rehab facility works well to meet the requirements for a nutrition therapy rotation

**Foodservice**

* The location needs to serve a minimum of 60 meals per day.
* Consider doing it at the same location as your clinical rotation. And, you are already familiar with that site.
* Public or private schools work well. School districts often have a dietitian or food service manager who supervises the school breakfast and lunch program.
* May also consider college foodservice, Head Start or even food banks where they provide meals-on-wheels.
* Inform the preceptor KADDI has already developed a curriculum that has assignments designed to benefit both the student and facility. These include doing sanitation surveys, conducting in-service training, developing menus and recipes, and conducting a research activity aimed at increasing productivity or some other project of interest.

**Community**

* KADDI usually requires a minimum of two community sites, but because of COVID KADDI has moved this requirement to once community site if that is all you are able to secure for your rotation calendar.
* It is appropriate to use a school for a couple of weeks of nutrition education.
* Other possibilities include public health departments, WIC, senior nutrition sites, SNAP education (often administered by Cooperative Extension), Head Start, grocery stores, YMCAs, cardiac rehab centers or with dietitians in private practice.
* Do NOT use a gym with a personal fitness trainer unless that person is also a dietitian.

**Business & Entrepreneurship**

* Able to use any business of your interest
* Inform the preceptor KADDI has developed curriculum to benefit both the student and the facility. This includes writing a business plan for that business and developing a website & social media to benefit the business.
* RDN in private practice, fitness trainer in private practice, attorney, restaurant owner, or small business owner.

**Tips to prepare yourself when locating a preceptor:**

* Call the clinical nutrition manager or only dietitian (if that is the case) and **ask for an appointment**. Tell the dietitian that you are or soon will be a dietetics graduate and that you are preparing to do your internship, so you are interviewing dietitians.
* Go into the appointment dressed modestly and professionally; be prepared. Take a resume and the KADDI Sites & Preceptors form found below and found on the KADDI website.

https://www.kaddi-internship.com/sites-and-preceptors

* Ask your interviewer how he or she became a dietitian and where they did their supervised practice hours.
* If you have a compelling reason for doing an internship in their area, share it.
* Please share with the RDN or other preceptor about the benefits that you can bring to their business. For example: CEU’s for being a preceptor, inservice training that you will provide to the foodservice staff at the site, theme meal that you will put together to offer to the employees and/ or clients at that site, or website development for a business.
* Please let the dietitian or facility know that you are available to assist with additional tasks to enrich the experience. This may be finishing an educational handout that the RDN’s need to use for CHF patients.
* Convince the dietitian that you are a hard-working, self-starter and that you need to find a facility where you can volunteer to do your supervised practice hours to gain experience and education to become eligible to take the RD exam.
* Explain which parts of your supervised practice you would like to do at the facility.
* Be confident and ask for what you need! *Will they take you as an intern?* It is more difficult to tell you no in person than on the phone or by email.
* If he or she is not the final decision maker, find out if there is someone else you should talk to or make a plan to get back in touch soon to find out the next steps.

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**Summary Sheet & Outline for Rotation Sites**

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| --- | --- | --- |
| **Rotations** | **Requirements** | **Examples of Appropriate Sites** |
| Community | Two to four sites | Public health, WIC, school nutrition, Head Start, wellness, grocery store, senior nutrition, YMCA |
| Foodservice | One to two sites; must serve a minimum of 60 meals per day | Public school, hospital or acute care, long-term care, Head Start, Meals on Wheels |
| Nutrition Therapy (preceptor must be a Registered Dietitian) | One or two sites  Required conditions to cover:   * Overweight / obesity * Endocrine disorders * Cancer * Malnutrition and cardiovascular disease * Gastrointestinal and renal diseases | Hospital, long-term acute care, skilled nursing or rehab, dialysis, diabetes center, cancer center, bariatric center, outpatient counseling |
| Entrepreneurship | Someone who can mentor you in how to 1) write a business plan, 2) develop a webpage, 3) use social media for marketing | RDN in private practice, attorney, accountant, small business owner |

\*Organizations where sites are located should have a website. This aids the program in screening.

**NUTRITION THERAPY ASSIGNMENTS**: 440 hours (400 hours completed on site and up to two sites are allowed)

* Case study simulations using electronic medical record
  + This 40-hour unit must be completed prior to going to the external rotation site
* Nutrition-focused physical examination and patient interview
* Federal, state and facility regulations
* Clinical skills evaluation (1)
* Self-evaluation with SMART Goals
* Clinical skills evaluation (2)
* Clinical case study report
* Oral case study presentation

**FOODSERVICE ROTATION ASSIGNMENTS**: 240 hours –select one or two sites

* Calculations for foodservice management and financial management case studies
  + This 40-hour unit must be completed prior to going to the external rotation site
* Conduct a research project
* Employee training and in-service
* Menu development
* Plate waste study
* Recipe development and testing
* Safety and sanitation survey
* Theme meal and business plan

**COMMUNITY ROTATION ASSIGNMENTS**: 200 hours –select at least two and up to three sites

* Client education material development
* Community needs assessment
* Community outreach
* Group teaching and curriculum development
* Nutrition education and counseling
* Participate in a professional organization
* Participate in a community organization

**BUSINESS AND ENREPRENEURSHIP CONCENTRATION ASSIGNMENTS**: 200 hours

These assignments are done with a preceptor:

* + Develop a personal business plan
  + Develop a business webpage
  + Practice using social media