



Preceptor Handbook

What is a preceptor?

A preceptor is a highly accomplished professional who provides a practical experience and training to a dietetic student or intern.

What makes a good preceptor?

These valuable volunteers play a vital role in a student's progression from intern to competent entry-level dietitian and colleague.

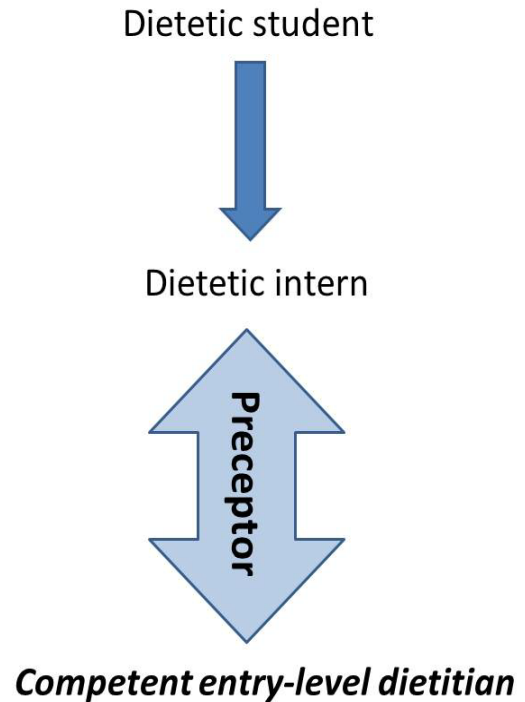
What will I do as a preceptor?

- Participate in preceptor training
 - read this manual and contact the program director with any questions
- Meet regularly with your intern.
- Guide the intern through the daily operation of your facility and permit them to shadow and learn from you.
- Arrange for your intern to visit and observe different professionals as appropriate.
- Demonstrate skills and behaviors for your intern.
- Observe your intern practicing those skills and provide feedback to him or her.
- Direct and supervise the intern while he or she completes the rotation and assignments that meet the competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). These competencies are contained in our curriculum, a copy of which you will receive when your affiliation agreement is completed.
- Approve weekly hours using Typhon
- Complete and sign a brief mid-term and progress report evaluating intern progress and professionalism.
- Discuss and evaluate assignments in Typhon.
 - If a preceptor chooses not to use Typhon to evaluate assignments the student and preceptor will both sign and the student will email a copy to KADDI@cosultingdietitains.com to be entered for the preceptor.
- Support and counsel the intern – provide perspective when it is needed.
- Give the dietetic internship (DI) program director feedback about the internship curriculum.
- Communicate your needs and any concerns with the DI program director.
- Be a role model.

What will I receive by serving as a preceptor?

As a volunteer activity, extra time, effort, and commitment are required. You are likely to gain

- FREE Continuing Professional Education Unit (CEU) credit
 - Up to 15 free CEUs per 5-year cycle from the Commission on Dietetic Registration (CDR) for serving as a preceptor (*this is new for 2017*). A certificate is available to you on our KADDI website at www.kaddi-



internship.com. When completed, please email the program director at kaddi@consultingdietitians.com for signature.

- All RDNs and NDTRs at your facility who worked with the intern are eligible for this credit
- CEUs for nutrition case study presentation
- ACEND preceptor training program offers an 8.0 CPEU preceptor training program free of charge. Link for the training is available on our KADDI website.
- Additional training & resources available on our website at www.kaddi-internship.com
- professional stimulation – you are likely to learn something new from your intern
- new colleagues
- a sense of accomplishment and a feeling of giving back to your profession



We could never pay you enough, but we hope the rewards you get are priceless!

What are the primary responsibilities of a KADDI preceptor?

- 1) **Complete a progress report.** This sheet acknowledges attendance, rotation tasks & professional performance skills. You will sign-off on attendance and provide brief feedback to the intern on their progress. The intern will print it off, provide the preceptor with a copy to complete & sign at the bottom. Please return to the intern who will scan it and send it to KADDI. This is our way of monitoring their progress and intervening early if an intern appears to be struggling. It also allows the intern to receive feedback on their progress to improve their skills!
- 2) **Complete evaluation rubrics** for the program assignments the intern will do and give to you. These evaluation rubrics are on the Typhon system and the attached *Typhon System for Preceptors* has detailed directions of how to do this. If you do not have access to a computer, or wish to complete the rubrics on paper, the intern will print off copies for you. Like the progress reports, fill it out, sign at the bottom, give it to the intern who will scan and return it to KADDI. KADDI will enter it into Typhon for you.
- 3) **Approve the intern's time logs** they enter into Typhon. This is how we keep up with the hours they accrue. The Accreditation Council for Education in Nutrition and Dietetics requires they have a minimum of 1000 supervised practice hours. What they do with you is part of it. An explanation of how to approve hours is in the *Typhon System for Preceptors* attachment.

PRECEPTING 101 – Basics You Need to Know

How do you become a Registered Dietitian Nutritionist?

Not all preceptors are Registered Dietitian Nutritionists, so here is a brief overview of how one becomes a dietitian for those who are less familiar with the process.

1. Earn a degree from an accredited dietetics program: Take specified courses and graduate from an ACEND-accredited program with a bachelors degree or higher. After graduation, must complete 1000 hours of supervised practice (internship).
2. Complete an internship: In addition to earning a degree, students are required to complete at least 1000 hours of supervised practice.
3. Beginning January 1, 2024, a minimum of a master's degree is required to be eligible to take the RDN exam.
4. Pass the national exam for RDNs.
5. Meet the requirements to practice in your state.
6. Stay current in practice through continuing education. The commission on dietetic registration requires a minimum of 75 continuing education credits every 5-year cycle.

What is ACEND and what are its competencies?

ACEND is the recognized authority on education of students who want to train to become Registered Dietitian Nutritionists and is the credentialing agency for the Academy of Nutrition and Dietetics. It is responsible to the United States Department of Education and is also a member of the Association of Specialized and Professional Accreditors. ACEND establishes core knowledge requirements for college didactic programs in dietetics. It also establishes core competencies (things a graduate is expected to be able to do) for supervised practice (coordinated programs, internships and ISPPs).

KADDI Program Summary & Course Outline

PRE-ORIENTATION: 96 hours of case study activities completed virtually & evaluated by clinical instructors.

Assignment/ Activity	Learning Objectives/ CRDNs
Pre-practice Survey	
Required Training (HIPAA, Fire Safety, PPE, COVID, etc)	2.1
Ethics, SOP, CDR PDP	2.1
Nutrition Care Process Case Studies	1.2, 1.5, 3.1, 4.4
Productivity & Sustainability	1.3, 1.5, 2.2, 3.13, 4.5, 4.6, 4.7, 4.8
Nutrition Services Management	1.3, 2.7, 2.8
Coding & Billing	4.9
Public Policy	2.13
Advanced Renal Education & Poster	3.9, 4.4
Enteral Nutrition Practice	1.5, 3.1
Parenteral Nutrition Practice	1.5, 3.1

ORIENTATION: 32 hours. Training completed in Tulsa, Oklahoma.

Assignment/ Activity	Learning Objectives/ CRDNs
HIPAA Training	2.1, 2.10
Diversity & Inclusion Training	2.1, 2.3, 2.11, 2.12
Pharmacotherapy & Nutrition	3.3, 4.1
Diabetes Skills Training	3.3, 3.4
Clinical Skills Training at the OSU Health Sciences Center Simulation Lab & Training Center	3.3, 3.5, 3.6
Communication Tools (AIDET & SBAR)	2.4, 2.10
Nutrition, Health & Swallow Screening	3.2, 3.6
NFPE Training & Exam Room Simulation	3.2, 3.7
Culinary Medicine Training	3.11, 3.12, 3.13
Oklahoma Ranch Tour & Expert Panel Discussion	

Business & Communication Strategies Skills Training	5.4, 5.5, 5.6
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FOODSERVICE ROTATION ASSIGNMENTS: 192 hours

*Assignments completed on-site & evaluated by preceptor

Assignment/ Activity	Learning Objectives/ CRDNs
Employee Training	1.1, 2.2, 2.7, 2.10, 2.11, 3.8, 4.2
Menu Development	2.1, 3.11, 3.13, 3.14,
Recipe Development & Evaluation	1.1, 1.4, 3.14, 4.3, 4.7
Sanitation Inspection & Meal Quality Assessment	4.2, 4.3, 4.10
Theme Meal	1.1, 1.3, 2.3, 2.5, 2.7, 2.10, 3.7, 3.11, 3.13, 4.1, 4.2, 4.3, 4.5, 4.7, 4.8

COMMUNITY ROTATION ASSIGNMENTS: 128 hours

*Assignments completed on-site & evaluated by preceptor

Assignment/ Activity	Learning Objectives/ CRDNs
Client Education Material	3.9
Community Needs Assessment	1.4, 1.5, 2.7, 2.9
Group Teaching and Curriculum Development	2.3, 2.7, 2.11, 3.7, 3.8, 3.10, 3.11, 3.12
Nutrition Education and Counseling	2.8, 2.11, 3.1, 3.10, 3.12

CLINICAL ROTATION ASSIGNMENTS: 392 hours

Assignment/ Activity	Learning Objectives/ CRDNs
CLINICAL I: Assignments completed prior to on-site experience & evaluated by your clinical instructor (40 hours)	
Disease-Specific Summary Sheets	1.5
Clinical Terminology Review and Application	1.2
CLINICAL II: Assignments completed on-site & evaluated by preceptor (352 hours)	
Nutrition Topic Study Report	1.2, 2.2
Nutrition Focused Physical Exam	2.8, 2.10
Clinical Skills 1 & Self -Assessment including learning & leadership style and SMART goals	1.5, 2.1, 2.4, 2.5, 2.6, 2.8, 2.10, 2.11, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.12, 5.1
Clinical Skills 2 & Self-Assessment	1.5, 2.1, 2.4, 2.5, 2.6, 2.7, 2.8, 2.10, 2.11, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.12
Case Study Written Report & Oral Presentation	1.2, 1.4, 1.5, 2.2, 2.11, 3.1, 3.7, 3.8, 4.9, 4.10

BUSINESS AND ENTREPRENEURSHIP (B&E) CONCENTRATION ASSIGNMENTS: 160 hours

*Assignments completed on-site & evaluated by preceptor

Assignment/ Activity	Learning Objectives
Advanced Business Plan	Business Plan 1
Social Media	Business Website 2
Webpage Development	Social Media 3

JOURNAL CLUB:

- Interns will meet four times for journal club.
- At each session, one intern will be assigned the leader and will facilitate the journal club session.

Assignment/ Activity	Learning Objectives/ CRDNs
Journal Club	5.6, 5.7

PRECEPTOR PERSPECTIVE:

- Attend Preceptor Perspective lecture at orientation
- After session, each intern will submit reflection questions on qualities of exceptional preceptors and what interns can do to improve their experience with preceptors.

Assignment/ Activity	Learning Objectives/ CRDNs
Preceptor Perspective	5.8

Do the facility and preceptor benefit from the assignments and competencies?

- The curriculum is designed to meet all the ACEND competencies. During the internship it is vital that the student get a wide variety of experiences. The intern must complete curriculum assignments during the rotation. We ask interns to visit with the preceptors to match the internship projects with data and information from the facility and to help benefit the facility. For example, if an intern is doing a client education material we would like them to develop an education material that will benefit the facility and may be used by the facility after the intern levels.
- In addition to the required curriculum, ***he or she may also take on facility- or preceptor-specific duties so long as the intern is not used to replace employees.*** It is entirely appropriate for an intern to work with an employee at each station in the kitchen in order to learn their jobs. However, if Joe the baker goes on vacation for a week, the foodservice supervisor may not assign the intern to work in Joe's place while he is gone. Another employee should be tasked to do Joe's job. The intern could, however, develop a new

recipe for a baked item the facility wants/needs (the *Recipe development and evaluation of food quality* assignment) in the baking area during Joe's absence.

The intern completes the assignments in the curriculum; then the preceptor reviews the assignments and uses a rubric (grading sheet K&A provides) to evaluate the student's performance. There should be on-going communication between the intern and the preceptor about the assignments. In addition to learning and developing competencies for the intern, it is important that preceptors and facilities also see a benefit from hosting a dietetic student. Interns are ideal for special projects, and often, these activities can even be fitted into the curriculum.

Guidance for preceptors about what to expect from students

- Full-time interns should log 32 or more hours and part-time interns are expected to average 20 or more hours per week spent with or under supervision of the preceptor. The preceptor sets the schedule and interns are expected to report on time for duty and stay for the entire period. This may include early and late shifts lasting more than 8 hours per day.
- Conferences that students go to (e.g., FNCE, district dietetic association meetings, WIC training, or any meeting attended with a preceptor) should be logged as supervised practice time, even if it occurs in the evening or on a weekend.
- Time spent doing internship curriculum assignment reports *at home* is *not* to be counted as supervised practice.
- The preceptor decides whether or not to allow the intern to have time during the supervised practice day to work on assignments (e.g. recipe development in the foodservice rotation, clinical case study report, etc.).
- Preceptors are encouraged to enrich the rotation by assigning additional projects (e.g. reading background materials, writing policies and procedures, developing an educational handout, etc.). If these **extra** projects (those in addition to the KADDI curriculum) are to be done at home, it is at the preceptor's discretion whether or not to count the hours as supervised practice. **Interns are NOT to ask preceptors for work they can do at home to substitute for time they are to be in the facility, nor are they expected to get supervised practice credit for doing homework.** The internship is unpaid and is a part of the education required to become a Registered Dietitian Nutritionist. All dietitians have fulfilled supervised practice and interns should be grateful to their preceptors for providing them the opportunity.
- Our accreditor ACEND prohibits interns from being used to *replace employees*. However, it is appropriate that interns engage in whatever work a dietitian might anticipate doing. There are separate instructions related to foodservice rotation where interns are expected to work *with* employees at every station so they can learn what they do and how it is related to the dietitian's role in the organization.
- There is a mandatory ½ hour lunch break not included in hours at site (e.g., 8:30 – 5:00 shift counts as 8 hours (not 8.5). It is up to the discretion of the preceptor to allow interns to not count this lunch break and allow them to work during lunch or allow them an extended lunch (1 hour).
- If an intern will be late or absent for any reason, he or she must first notify the preceptor and give a reason for the tardiness or absence. The student must also notify the program to let them know they will not be in their rotation.
- Except in special circumstances (illness, death, family emergency) interns must arrange personal days off, including religious holiday observances, in advance and have the preceptor's permission.

You are encouraged to give feedback for any level of performance, however, if an intern is doing poorly and you give them a failing grade (D or F), you are required to write down comments and give feedback about how they are not meeting expectations and what things they need to do in order to improve. The internship staff monitors these performance summaries. If an intern scores at a failing level, the internship director will call you. We want to intervene early to remediate students as needed or take care of any behavioral or professional concerns immediately.

The internship program director is available to you at any time.

Contact information is KADDI@consultingdietitians.com or 918-574-8598.

The progress form you are asked to complete is on the next page.

It is the intern's responsibility to get you to complete this form, sign, and date it. The intern will also sign, scan the form, and send it to the program by email.

Mid -Term & Final Progress Reports

Interns will provide you with this evaluation form halfway and towards the end of their rotation. Please review the time submitted and evaluate their performance and professional skills. Highlighted below on the form are the areas you will need to complete. These should take less than 10 minutes to complete. The students will be responsible for sending back to the program or you can email to KADDI at summaryweekly@gmail.com.

We do appreciate preceptor comments! Those students that receive positive comments get featured in our weekly update newsletter we send out on Friday. If a student scores a C or below, we will reach out to the student to provide intervention or remediation as needed.

Mid-Term and Final Rotation Progress Report



Dates: _____

Student Name: _____

Rotation Site: _____

EVALUATION CRITERIA	EXPECTATIONS								
	Exceeds			Meets			Below		
	Outstanding	Excellent	Very Good	Good	Above Average	Average	Below Average Below Avg	Weak	Very Weak
Professional and ethical behaviors									
1. Observes HIPAA and facility guidelines, is punctual, appropriately dressed, and exhibits good time management	A+	A	A-	B	B-	C	D	D-	F
2. Communicates well, is appropriately assertive, exhibits confidence, and takes initiative	A+	A	A-	B	B-	C	D	D-	F
3. Exhibits integrity	A+	A	A-	B	B-	C	D	D-	F
Carries out requirements of rotation tasks	A+	A	A-	B	B-	C	D	D-	F
If student is below expectations in any area, please provide a comment below.									

	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Week 5 Hours	Week 6 Hours	Week 7 hours	Week 8 hours	Week 9 hours
<input type="checkbox"/> Foodservice									
<input type="checkbox"/> Community									
<input type="checkbox"/> Clinical 1 (KACAD only)									
<input type="checkbox"/> Clinical onsite (KADDI) or Clinical 2 (KACAD)									
<input type="checkbox"/> B&E									
<input type="checkbox"/> Other									

STUDENT	PRECEPTOR COMMENTS
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Assignments and Evaluations completed:	Please comment if you have ANY concern at all or if student is not meeting expectations.
Student Comments:	
Plan/ Goals:	

Preceptor printed name _____

Preceptor signature _____

Date _____

Student signature _____

Date _____

The student is required to scan and submit to summaryweekly@gmail.com by Tuesday of the following week.

DIETETIC INTERN PERFORMANCE SUMMARY

The program has developed assignments for its curriculum. If completed satisfactorily, the student will meet core competencies established by ACEND. The evaluation rubrics are all designed in the same way. On the next page is an example evaluation rubric. To complete it:

- 1) Review the levels of performance
- 2) Read the questions related to the competency and assign a level of performance

There is only one Competency for Registered Dietitian Nutritionists (CRDNs) to be measured in the evaluation rubric for the *Client Education Material* assignment on the following page. It is:

CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.

Most assignments have multiple competencies. If a student scores a failing grade on a significant number (at least two or more) of the competencies associated with an assignment, he or she should repeat it. If a student is having difficulty in doing satisfactory work, please call the internship director at 918-574-8598 or email KADDI@consultingdietitians.com. We want to help each student succeed and we will design activities to remediate a student if necessary. Please notify the program director of any behavior or ethical concerns immediately.

NOTE: All preceptors will be given a login and instructions for completing the web-based evaluation rubric. However, students have access to paper copies of all assignments and evaluation rubrics if Internet access is unavailable or the preceptor prefers to complete the evaluation forms on paper. If you complete a paper form, both preceptor and student should sign and date at the bottom. Then the intern is responsible for scanning the evaluation rubric and emailing it to the program office. The program staff will log into Typhon as the preceptor, enter the grades, make a .PDF copy and send it to you by email.

EVALUATION RUBRIC

Intern:

Rotation:

Community

Foodservice

Clinical

B&E

Assignment:

CLIENT EDUCATION MATERIAL

Instructions:

Preceptor should complete this evaluation when the intern submits the assignment. If there is ever a problem during the rotation, please immediately contact director at 918-574-8598 or KADDI@consultingdietitians.com.

EXPLANATION OF GRADING SCALE		
Points	Letter grade	Descriptor
9	A+	OUTSTANDING – Exceeds expectations. Achieves performance indicators at an advanced level without direction required.
8	A	EXCELLENT – Exceeds expectations. Achieves performance indicators at an advanced level with little or no direction required.
7	A-	VERY GOOD – Exceeds expectations. Achieves performance indicators at an intermediate level with some additional guidance needed.
6	B+	GOOD – Meets expectations. Achieves performance indicators at a basic (entry) level with little or no direction required.
5	B	ABOVE AVERAGE – Meets expectations. Achieves performance indicators at a basic (entry) level with little or no direction required.
4	C	AVERAGE – Meets expectations. Achieves performance indicators at a basic (entry) level with some additional guidance needed and takes direction effectively.
3	D+	BELOW AVERAGE – Below expectations. Struggles to achieve performance indicators consistently. <i>(*comment required)</i>
2	D-	WEAK – Below expectations. Does not demonstrate skill/competency despite additional guidance and requires significant help at all times. <i>(*comment required)</i>
1	F	VERY WEAK – Below expectations. Does not demonstrate skill/competency despite additional guidance provided and does not take direction effectively. <i>(*comment required)</i>

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.	SCORE (points)								
	A+	A	A-	B+	B	C	D+	D-	F
Does the material appear attractive? It should contain text, images, and plenty of white space.									
Is the content accurate and research-based?									
Is it culturally appropriate to the target audience? This includes culturally appropriate images.									
Is the reading level at or below 6 th grade level if for adults or teens or at an appropriate level for younger individuals?									
Comments:									

CLIENT EDUCATION MATERIAL Evaluation Rubric –
Continued

Preceptor comments (required for needs improvement (D) or unsuccessful (F) scores:	Intern Comments:
Preceptor printed name	
Preceptor signature	Date
Intern signature	Date

If completed on paper, both intern and preceptor must sign and date at the bottom. Intern then scans into one .PDF file and emails to KADDI@consultingdietitians.com

We could never pay you enough, but we hope the rewards you get are priceless!

KADDI Dietetic Internship Team

General KADDI Information

KADDI Email: kaddi@consultingdietitians.com

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ISPP Coordinator

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**If you would like a copy of our KADDI handbook policy & procedures, please contact KADDI and we will be more than happy to provide you with a copy.*