MDIG Program Preceptor Rotation Management Checklist

Prior to dietetic intern rotation

☐ Share logistical information and facility expectations with the intern

- Welcome Email Checklist
  - Dress code
  - Time to meet
  - Directions to facility and meeting location
  - Parking
  - Meals if provided or near-by availability
  - Break schedule
  - Pre-rotation assignments or readings
  - Confirm dates and number of hours to be completed at the facility
  - Resources the intern might need to bring (e.g., laptop, books, etc.), and
  - Forms or clearances they need to have completed as part of their onboarding process.

The intern will send you the MDI Intern and Preceptor Rotation Planning Sheet in their introduction email.

- Review the proposed activities and consider the ACEND identified competencies. Plan potential learning activities, tasks or projects that could be completed during the rotation for the intern to meet competency and fulfill program assignments.

On first day of the rotation (If there are multiple preceptors working with the intern during this rotation, choose a preceptor who has the most interest in orienting the intern):

☐ **Meet with intern to review**

- Previous experience and rotations already completed.
- Clarify the intern's goals for the rotation and potential challenges.
- Review the expectations of the intern from the preceptor, department and facility.
- Outline scheduled preceptor-student interaction for observation and feedback (e.g., weekly meetings on Friday to review progress).
- Review a "typical day" at the rotation.
- Review the intern's schedule for the entire rotation including each preceptor assigned to the intern.
- Discuss with the intern expectations regarding professionalism, punctuality, illness, inclement weather, and any personal issues such as religious observances, personal obligations, and pre-planned personal events.
- Specific trainings or learning modules to be completed.

☐ **Your Facility Policy and Procedure Manual review**

- Location of the manual & when to refer to it.

Adapted from 2023 NDEP Preceptor Toolkit
Checklist developed by Becky Wojcik, MA, RDN, LDN & Alessandra Sarcona, EdD, RDN; NDEP Development Committee

- Print or highlight pertinent policies for use during rotation (e.g., assessment policy for clinical nutrition, foodservice delivery & nourishment).

☐ **Tour**

- Provide a tour of the facility (if applicable).
- Introduce the intern by name to key employees, administrators and/or support staff.
- Resources: Electronic Health Record (EHR), Software (i.e., CBORD), communication tools (i.e., Email platform, Intranet).
- Tools such as clinical documentation forms (i.e., MDS, malnutrition screening tool, intake forms).
- Procedures such as Personal Protective Equipment (PPE), HIPPA, Safety, HACCP, Emergency & Disaster Plans.

Planning and Evaluation Form Requirements

☐ Planning: Review the **MDI Supervised Practice Planning & Competency Activities** "rotation planning tool" with the intern to plan activities that meet ACEND competencies during their rotation

☐ First day: Meet with the intern to plan project outlines, activities and presentations and due dates.

☐ At the end: Summative feedback and evaluation

- At the end of the rotation, the intern will complete a "Self-Assessment and Competency Tracker" form in Trajecsys, which will route to you when submitted. The intern tracks activities that met competencies and their self-evaluation of performance on this form. Review it to help you complete the Intern Feedback & Evaluation.
  - Meet with the intern for 20-30 minutes to provide feedback.
  - **Complete one of the following forms in Trajecsys**:
    - Intern Feedback & Evaluation – Clinical
    - Intern Feedback & Evaluation – Community
    - Intern Feedback & Evaluation – Food Service Management or
    - Self-Selected Rotation Intern Feedback & Evaluation
    - If your rotation does not fit neatly into any of those categories, you may use the "Intern Feedback & Evaluation – 50 Competencies, Professionalism & Skills" form.

☐ As applicable: MDI assignment feedback forms

- Clinical Assignments:
  - Clinical Staff Relief Intern Evaluation
  - Clinical Case & Evidence-Based Practice Presentation
- Food Service Management
  - Quality Assurance Preceptor Evaluation
- Other assignments that an intern may complete in community, food service management or another rotation: In-service Assignment Evaluation