

# Meredith College Dietetic Internship Site Preceptor Program & ISPP



## Guide to Selecting Preceptors & Sites

DI Coordinator: Amy Bowen, RD, LDN, CNSC  
919-760-8717 (office) 919-760-8744 (fax)  
[aebowen@meredith.edu](mailto:aebowen@meredith.edu)

# Table of Contents

- Finding Preceptors and sites
- Sample Rotation

**Be advised that you should not change any of the language on these forms unless prior approval is granted.**

**Change is inevitable. Therefore, this is a working document. We will keep you updated on any changes.**

# Finding Preceptors and Sites

1. Gather prospective preceptor information: [Nutritioneducation.com](http://Nutritioneducation.com)
2. Call and/or email site and discuss a possible rotation with them. You may want to peruse: [Nutritioneducation.com](http://Nutritioneducation.com)
3. After receiving a copy of the rotation module requirements, verify the preceptor and rotation can meet all the module requirements
4. **Submit to the Program Coordinator PRIOR TO BEGINNING ROTATION:**
  - a. Prospective Site Information Electronic Form (provided upon acceptance into the program)
  - b. Signed Affiliation Agreement from the Site (if the site prefers to use their own contract, all four of the signatures/titles from Meredith College must be written into their contract). The entire Affiliation Agreement must be included in the document, and the Affiliation Agreement must look professional and start at the top of the page. There must be a wet signature from the preceptor – an electronic signature will NOT be accepted. The original signature from your preceptor can be scanned to me. Please avoid US mailing the document as this takes extra time.
  - c. The Primary Preceptor's Resume or Professional Development Portfolio Log (can be uploaded via the electronic form or sent to DI Coordinator, Amy Bowen at [aebowen@meredith.edu](mailto:aebowen@meredith.edu) or faxed to 919-760-8744
5. **Program Coordinator and/or Director will review the information and:**
  - a. Contact the Primary Preceptor to verify the submitted information
  - b. Send the signed Affiliation Agreement to the Meredith College Management for Signature and Approval
  - c. Send the Executed Agreement to the Intern to provide to the site.
6. After all the paperwork is in place, the Intern may begin the rotation. **ALL REQUIRED PAPERWORK MUST BE SUBMITTED PRIOR TO STARTING YOUR ROTATION. You will be subject to disciplinary action if ALL paperwork is not submitted prior to rotation.**
7. Expect the entire process may take 15-20 business days

# Supervised Practice Rotation Components must include:

## Clinical/MNT Rotation

- Joint Commission Accredited Hospital and/or Long Term Care or similar setting for a total of 12 weeks, 40 hours a week. (Total 480 hours)
- If using a Long Term Care facility for part of your clinical experience, you must have an acute, inpatient hospital experience for at least 8 weeks.

**Required modules include:** general medicine/obesity, cardiology, malnutrition, endocrinology, renal, GI/surgery, oncology + 1 additional module of your choice.

- Primary preceptor must be an RD with at least one year of experience.
- Must be able to complete module requirements
- Must complete case study with literature review at the rotation

## Food Service Rotations

- One for Site Preceptor Pathway interns in LTC, School, private company, private food service establishment, College or University, food distribution company, etc
- Two for ISPP interns with one in a hospital/LTC **AND** one in a School, private company, private food service establishment, College or University, food distribution company, etc
- 4 weeks, 40 hours a week at each rotation (160 hours per rotation to total 320 hours)
- Preceptor must be an RD, CDM, or have a terminal degree in their field
- Must be able to complete module requirements

## One Wellness rotation

- 4 weeks, 40 hours a week for a total of 160 hours
- Rotation may be done in an outpatient setting, cardiac rehab, private practice, etc.
- Conduct nutrition screenings, conduct assessments, give educations and presentations, present in-services
- Preceptor must be an RD
- Must be able to complete module requirements

## One WIC rotation

- 3 weeks, 40 hours a week for a total of 120 hours
- Must be able to work with pregnant women, lactating women, infants and children <5 years old
- Nutrition screenings, nutrition assessments, provide educations, give presentations, give in-services
- Primary preceptor must be an RD
- Must be able to complete module requirements

### **One Enrichment rotation**

- 4 weeks, 40 hours a week for a total of 160 hours
- With this rotation, you get to pick a concentration area of nutrition or food service management
- You must submit a contract and develop your own modules, goals and objectives by February 28th of each year.
- Preceptor must be an RD; **The Enrichment Rotation must be completed last. This is your culmination experience. This is your final Leadership Competency. There are no exceptions to this.**

# Sample Internship Rotation Schedule

Week	Rotation	Hours	Facility name and Type (Community, MNT, FSM, etc)
<b>Orientation</b>	<b>Orientation</b>	Varies	Meredith College
<b>WK 1-4</b>	<b>Food Service Site #1</b>	160 hours	Healthcare or Long-term care
<b>WK 5-16</b>	<b>Clinical Nutrition</b>	480 hours	Inpatient, acute care facility preferred for all 12 weeks. Contact program Director for additional details
<b>WK 17-19</b>	<b>Community Nutrition</b> WIC or Public Health	120 hours	Find a WIC agency—work in the clinics with the RD Health or State Department, government agencies (USDA)
<b>WK 20-24</b>	<b>Community Nutrition</b> Wellness	160 hours	Corporate, private practice, bariatric and eating disorder facilities, etc
<b>WK 25-28</b>	<b>Food Service #2</b>	160 hours	University, corporate facility, public school, etc.
<b>WK 29-32</b>	<b>Enrichment</b>	160 hours	Intern identifies location, type of facility, address, and timeframe

- Rotations can be done in any order except **Enrichment**, which must be done last.