

Meredith College Dietetic Internship Site Preceptor Program & ISPP



Guide to Selecting Preceptors & Sites

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Be advised that you should not change any of the language on these forms including the Affiliation Agreement 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.

Here is a blog our current interns had published by All Access Internships on Tips and Tricks for securing your preceptors

[Tips & Tricks For Securing Your DI Preceptors](#)

[How to Find a Dietetic Preceptor for Distance Programs](#)

[Finding Distance Dietetic Preceptors](#)

[6 Tips on Securing Preceptors for Distance DI](#)

2. Call and/or email site and discuss a possible rotation with them.

Keep in mind many preceptors are working remotely and email may be the best initial communication method at this time. Try these websites to identify preceptors in your area:

[Becoming a registered dietitian is really doable](#)

[Eat Right Pro Sign-in/Find a Preceptor](#)

[LinkedIn Access](#)

Facebook/Instagram

Dietetic Association web and social media pages

Google dietitian jobs in your area to find out where RDs are working and/or being hired. They may be interested in working with DIs, too!

3. Verify preceptors and meet internship requirements.

After receiving a copy of the rotation module requirements, verify the preceptor and rotation can meet all the internship and module requirements

4. Submit to the Program Coordinator PRIOR TO BEGINNING ROTATION:

- a. Once you've received tentative or confirmed placement, you must complete the ISPP/SPP Rotation Schedule for EACH rotation: [ISPP/SPP Rotation Schedule 2021-2022](#) All information for each rotation site must be provided for a contract to be initiated

- b. **Prospective Site Information Electronic Form:** <https://goo.gl/forms/Dlez8nyvkspLK93E2>. All new preceptors must fill out this form. If they have worked with Meredith College Dietetic Interns previously, check with Mrs. Bowen to see if form/agreement needs to be updated. The primary preceptor can upload their Resume or Professional Development Portfolio Log directly to the google form, or sent directly to DI Coordinator, Amy Bowen at aebowen@meredith.edu

- c. **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. Please avoid US mailing and/or faxing the document as this takes extra time. Since this is a legal document, we will not accept .jpegs, .pngs of the agreement.

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 unless site requested otherwise

6. After all the paperwork is in place, the Intern may begin the rotation. **ALL REQUIREMENTS MUST BE SUBMITTED PRIOR TO STARTING YOUR ROTATION. You will be subject to disciplinary action if ALL requirements are not submitted prior to your rotation.**

7. Expect the entire process may take **20-25 business days or longer**

8. When emailing Mrs. Bowen or Mrs. Ostrowski regarding a site or preceptor, please include the **name of the site, name of preceptor** and a brief description on the email in the subject line. This will help expedite returning of emails and contacting sites.

9. If you are a local DI (a Dietetic Intern living locally in the Raleigh/Durham area), and/or you'd like to request local site placements (within 150 miles of Meredith College), here is the procedure:

- A. Please do not contact any local preceptors within 150 miles of Meredith College without asking Mrs. Ostrowski first. Our Preceptors cannot be receiving multiple requests from different sources.
- B. If you are interested in a local preceptor please complete this form: [Request for Local Preceptor 2021-2022](#)
- C. If we do not currently utilize that preceptor, then I will contact them or I will grant you permission to contact them.
- D. I will assess the needs and email you back sometime in July.

Supervised Practice Rotation Components must include:

Clinical/MNT Rotation/LTC must include inpatient (ISPP interns only)

- o 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).
- o If using a Long Term Care facility or LTAC or sub acute rehab facility or SNF or other approved alternative practice experiences as part of your clinical experience, this must not extend longer than 4 weeks (160 hrs.) You must have an acute, inpatient hospital experience for at least 8 weeks.
 - Also, don't forget to look into frequently missed facilities such as psychiatric hospitals, federal prisons medical centers, state prisons medical centers

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

- o Primary preceptor must be an RDN with at least one year of experience.
- o Must be able to complete module requirements

- Must complete case study with literature review at the rotation. Mrs. O or Mrs. B need to be in attendance.

Food Service Rotations

- **SPP interns:** You do NOT have to find any Food Service Preceptors
- **ISPP interns:** one rotation in a hospital/LTC/healthcare organization, school, private company, private food service establishment, College or University, or food distribution company, etc
- 4 weeks, 40 hours a week on-site (160 hours)
- Preceptor must be an RDN, CDM, have a terminal degree in their field, or have at least 8 years of experience in Food Service
- Must be able to complete module requirements

One Wellness rotation (all SPP and ISPP Interns)

- 4 weeks, 40 hours a week for a total of 160 hours
- Rotation may be done in an outpatient setting, cardiac rehab, private practice, nutrition clinic, etc.
- Conduct nutrition screenings, conduct assessments, give educations and presentations, present in-services
- Preceptor must an RDN, remote, on-site, or hybrid experiences are acceptable
- Specialized outpatient facilities (ie, eating disorders) usually do not work well for meeting wellness requirements
- Must be able to complete module requirements, including counseling, assessment and education modules

One WIC rotation (all SPP and ISPP Interns)

- 4 weeks, 40 hours a week for a total of 160 hours
- Must be able to work with pregnant women, lactating women, infants and children <5 years old. If you cannot find a WIC rotation, then a Public Health department, Cooperative Extension, Headstart, etc could be substituted, but is not ideal.
- Nutrition screenings, nutrition assessments, provide educations, give presentations, give in-services
- Primary preceptor must an RDN, or have at least 8 years of experience in public health, remote, on-site, or hybrid experiences are acceptable
- Must be able to complete module requirements

Long Term Care (LTC) Online Experience (all SPP and ISPP Interns)

- LTC Online (20 hrs) ---Online module will be provided to you on BrightSpace; you do NOT have to identify or secure any LTC preceptors for this

One Enrichment rotation (all SPP and ISPP Interns)

- Minimum of 40 hrs or as needed to fulfill the needs assessment requirements
- Primary Preceptor must be an RDN, remote, on-site, or hybrid experiences are acceptable
- 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 6 weeks prior to your enrichment.

Rotations can be done in any order, except Enrichment. It is recommended to complete the Enrichment Rotation in the spring or last since this is your culminating leadership experience/competency.

Supervised Practice Hours for Admission Class 2021:

- Food Service: 160 hours
- WIC/Public Health: 160 hours
- Wellness: 160 hours
- Clinical: 480 hrs (with a maximum of 160 hours in approved alternative practice experience and/or LTC)
- Enrichment: a minimum requirement of 40 hours to complete leadership competencies C1 & C3. Be aware you may need more based on your site/preceptor (some sites prefer longer rotations)

Authentic Practice Experiences for Admission Class 2021:

- Food Service: 40 hours (approved authentic practice experience)
- WIC/Public Health: 0
- Wellness: 0
- Clinical: 0-160 hours--see above
- LTC (online): 20 hours (approved authentic practice experience)
- Orientation/State Meetings/Malnutrition training/leadership/online trainings, etc: 20 hours (approved authentic practice experience)
- Please note: ACEND has provided programs with a maximum number of hours in approved authentic practice experiences. In order to complete the DI Program, we must follow these requirements.
- Any more than 240 hours in approved authentic practice experiences will be closely decided upon, subject to strict audit requirements, and will be considered on a case by case basis.

Total: 1040 hours.....*Hours subject to change*

Sample Internship Rotation Schedule

Week:	Rotation	Hours	Facility name and Type (Community, MNT, FSM, etc)
Orientation	Orientation	Varies	Meredith College
WK 1-4	Food Service site	160 hours	Healthcare, hospital, or Long-term care
WK 5-16	Clinical Nutrition	480 hours	Inpatient, acute care facility preferred for all 12 weeks. Accept 160 hours maximum in LTC
WK 17-20	Community Nutrition WIC or Public Health	160 hours	Find a WIC agency—work in the clinics with the RDN Health or State Department, government agencies (USDA)
WK 21-25	Community Nutrition Wellness	160 hours	Corporate, private practice, bariatric, outpatient facilities, cardiac or pulmonary rehab
Week 26	LTC	20 hours	Online – Provided by Meredith College
Week 27	Food Service Site Online	40 hours	Online – Provided by Meredith College
WK 28	Enrichment	40+ Hours	Intern identifies location, preceptor, type of facility, and timeframe

Letter for Prospective Preceptors (Be sure to personalize this letter)

Dear _____,

My name is _____ and I am currently enrolled in the Meredith College Dietetic Internship. I am writing to inquire _____

INSERT PERSONALIZED INFORMATION

I wanted to tell you a little about Meredith College:

- Rated as one of America's Best Colleges and named a "College of Distinction", Meredith College is committed to professional preparation, educating and inspiring students to live with integrity and provide leadership for the needs, opportunities, and challenges of society.
- The dietetic internship program focuses on developing an intern's leadership skills. In order to enhance my intern skills, please provide me with any leadership opportunities that may be available at your site.

Meredith College Dietetic Internship Program indicators of success include:

- 99% of program interns complete program/degree requirements within 150% of the program length
- 94% of graduates pass the registration exam within one year of the first attempt
- Of graduates who seek employment, 100% were employed in nutrition and dietetics or related fields within 12 months of graduation

Benefits of working with Meredith College:

- As a thank you for partnering with Meredith College, we would like to offer you, as well as other professionals in your office working with our students, access to the Molly Kellogg's Step-by-Step Program which offers up to **4 CPE credits** at no cost to you. You can access the site and make an account for free here [Molly Kellogg Account Sign Up](#)
- You are now able to receive up to 3 CPEs *for precepting* our interns through the Commission on Dietetic Registration. For information on how to obtain the free CPEs, please visit: [CPEU Credit for Preceptors](#)

Meredith College Dietetic Interns come to you with:

- An average of over 1000 hours of food/nutrition and leadership experience
- HIPAA/OSHA training
- DEI training
- Age-Specific competency training
- Leadership coaching and training
- Malnutrition certification
- Virtual Simulation Lab experience in Medical Nutrition Therapy and Nutrition-Focused Physical Assessment

- Bloodborne pathogen training
- Immunization verification
- Background check verification
- Twelve-panel drug screen verification
- Professional liability insurance
- Auto and health insurance
- BLS/CPR Training

To learn more about our dietetic internship program, please visit [DI Program Home Page](#)

Again, thank you for considering a partnership with Meredith College. I look forward to working with you and your team

Again, thank you for considering a partnership with Meredith College. I look forward to working with you and your team. I will follow up with a call or email in _____

Sincerely,

Name, email and phone number