

Preceptor Orientation Checklist

Prior to dietetic intern rotation:

- Review with intern – dress code, time to meet, directions to facility and meeting location, parking, meals, breaks, pre-rotation assignments or readings, confirm dates and number of hours to be completed at the facility, resources to bring (e.g., laptop, books, lab coat, etc.), required medical forms and clearances.
- Review the programs competencies, learning activities/tasks and projects expected to be completed during the rotation by the intern.

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.
- Policy and procedure manual review**
 - Location of the manual & when to refer to it.
 - Print or highlight pertinent policies for use during rotation (e.g., assessment policy for clinical nutrition, foodservice delivery & nourishment).
- Tour**
 - Provide a tour of 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.
- Dietetic Internship Program Requirements**
 - Assignment checklists to meet ACEND competencies.
 - Project outlines and presentations, and due dates.
 - Procedure for evaluations.
 - Journaling and self-reflection activities.
 - Tracking rotation hours.