

Preceptor Qualifications and Responsibilities

In order to apply for the Iowa State University Nationwide Education Dietetic Internship, applicants must have the cooperation of at least two Registered Dietitians who are willing to serve as their primary and secondary contact persons. Additional dietitians and/or other professionals may participate as preceptors.

Primary contacts must assure that the intern can meet all of the required experiences, assist the applicant as needed in scheduling all learning experiences as noted on the rotation schedule, serve as the primary communication link between Iowa State University's DI Director, the facilities and other preceptors, and assist with, primarily through use of the Internet, the overall evaluation of student performance. The Primary contact MUST be a Registered Dietitian and (preferable) maintain active ADA membership. The primary contact may serve as "additional preceptor" as needed in the intern's rotation plans.

Secondary contacts must agree to assume the responsibility of the primary preceptor in the event that the primary preceptor cannot complete his/her responsibilities for the intern. The Secondary contact MUST be a Registered Dietitian and (preferable) maintain active ADA membership. The secondary contact may serve as "additional preceptor" as needed in the intern's rotation plans.

Preceptors assist in guiding the intern's day-to-day learning experiences, communicate regularly with the ISU faculty about the intern's progress, and complete evaluations of the intern as requested.

Brief definitions of "contact person", "preceptor" and "affiliated facility" are found on this webpage:

<http://www.dietetics.iastate.edu/intern/precptprocess.php>

You are encouraged to serve as the **Primary Contact Person** for an intern if you:

- are a Registered Dietitian and will maintain your Registration and active ADA membership throughout the internship.
- are willing to make reasonable effort to continue as a full-time employee at the facility where the intern will complete the majority of his or her supervised practice experiences (if applicable).
- will assist the intern in identifying local facilities that might provide the required experiences in medical nutrition therapy, foodservice systems management, and community nutrition as described on the Rotation Schedule Form.
- will assist the intern in planning and scheduling experiences at selected facilities and with appropriate preceptors at those facilities.
- will assist the intern and other preceptors as needed in order to assure that the student(s) accomplishes all of the required experiences in medical nutrition therapy, foodservice systems management, and community nutrition as described on the Rotation Schedule Form.
- will provide guidance, instruction, and evaluations for supervised practice assignments to assist interns as they develop the expected competencies.
- will assist the intern in problem solving and conflict resolution as needed.
- will formally and informally evaluate the intern's performance throughout the internship as needed.
- will communicate information regarding the intern's performance with the intern, other preceptors, and internship faculty as needed.
- will comply with the internship curriculum policies and procedures and utilize the established assessment forms and formats.
- will furnish the Dietetic Internship Program Director with a working e-mail address.

- will abide by the policies and procedures that govern the Iowa State University Dietetic Internship Program.
- will maintain the confidentiality of student records, treating interns fairly and objectively, and providing regular constructive evaluations.
- will agree to the Internship policy that "Students in supervised practice programs shall not routinely replace employees except for planned professional staff experiences."
- will provide information to the program director that can be utilized to improve the internship program.

You are encouraged to serve as a **Secondary Contact Person** for an intern if you are willing to:

- maintain status as a Registered Dietitian and active ADA membership throughout the term of the internship.
- make reasonable effort to continue as a full-time employee at the facility where the intern will complete the majority of his or her supervised practice experiences (If applicable).
- assume the responsibility of the primary preceptor in the event that the primary preceptor cannot complete his/her responsibilities for the student. (See above.)

All preceptors:

- Shall be employed or serve as a paid consultant at facilities where the intern will participate in supervised practice experiences.
- Must communicate information regarding the intern's performance with the intern and the ISU faculty on a regular basis.
- Must agree to abide by the policies and procedures that govern Iowa State University's Dietetic Internship Program.
- Maintain the confidentiality of student records, treating interns fairly and objectively, and providing regular constructive evaluations.
- Must agree also to the Internship's policy that "Students in supervised practice programs shall not routinely replace employees except for planned professional staff experiences".