

PRECEPTOR ORIENTATION GUIDE



Stony Brook
Medicine



Preceptor Orientation Guide

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THANK YOU!

The Stony Brook University Dietetic Internship Program would like to thank you for partnering with us on the essential task of training the next generation of registered dietitians/nutritionists! We know that precepting is a choice and we value your time. We also strive to give back – providing you with resources and training to facilitate the work you do and your mission!

DESCRIPTION OF DIETETIC INTERNSHIP PROGRAM

Mission Statement – *to prepare entry level registered dietitian nutritionists to have a positive impact on health care delivery, health promotion and the dietetics profession through the provision of high quality medical nutrition therapy, the management of high quality food service systems and/or the implementation of high quality health promotion programs.*

On-site program

The on-site dietetic internship program starts in early September and ends in early June with winter holiday break and includes:

- 61 hours of Orientation and Seminar
- Clinical Rotations:
 - 5 weeks of outpatient rotation at Stony Brook University Hospital
 - 11 weeks of nutrition therapy rotation at Stony Brook University Hospital or an affiliated hospital
 - 4 weeks of long-term care
 - 64 hour longitudinal research rotation
- 5 weeks of public health nutrition rotation including work at Family, Population and Preventive Medicine and WIC.
- 7 weeks of food service rotation including 4 weeks food service management and 3 weeks school food service
- 1 week virtual renal rotation
- 3 week elective rotation
- 1 week RD examination review

Distance Program

The distance Dietetic Internship starts in mid-June and ends in April with winter holiday break and includes:

- 1 week Orientation
- Rotations (Monday-Fridays, 7.5 supervised hours per day)
 - 600-hour nutrition therapy rotation
 - 28-hour longitudinal research rotation via web conference with SBU Faculty
 - 150-hour food service management rotation
 - 30-hour virtual renal rotation
 - 262.5-hour community nutrition rotation
 - 75-hour elective rotation
- Evaluation & Review week

REQUIREMENTS OF ALL STONY BROOK DIETETIC INTERNS

Prior to Dietetic Internship Match

- The intern will complete the DICAS application.
- The intern will pay the Stony Brook University Application Fee

Once the Intern Matches to the SBU Dietetic Internship

- Intern will obtain a physical using a medical form provided by Stony Brook Medicine. The intern will submit this paperwork to CastleBranch for medical clearance for Stony Brook Medicine. The intern are subject to requirements of the sites in which they are rotating. The intern will incur the costs of any additional immunizations and testing that are required.
- The intern will have a Background Check done as per instruction provided by the Program. The results are uploaded onto CastleBranch and reviewed by the Program.
- The intern will purchase liability insurance and provide a Memorandum of Insurance to the program and, upon request, to the preceptor.
- Intern will provide official transcripts conferring baccalaureate degree and a DPD Verification Statement to the Program.

Once on the rotation

- Intern will adhere to the Dress Code in the Policy and Procedures Manual for the Dietetic Internship. If the site has any requirements on top of the Program's requirements, the intern will adhere to them as well.
- The intern will reach out to each preceptor two weeks prior to the start of the rotation to ensure all forms are received and to work out any "first day" issues such as parking and badges.
- Intern will arrive on time and stay for 8 hours, taking a half hour for lunch. The on-site intern should log 30 supervised practice hours per week, unless otherwise assigned by your preceptor. The distance intern should log 37.5 supervised practice hours per week, unless otherwise assigned by your preceptor.
- Interns are required to maintain their time on Google timesheets provided by the Program. Interns will have the preceptor sign the Summary of Hours timesheet for the rotation and will email the signed copy to the Program, with a cc to the preceptor.
- Interns are required to inquire about the cellular phone policy at each rotation site. Cellular phones may be carried to sites but the intern is to follow the policy of that specific site. If interns are able to keep their cellular phones with them, and permitted to use phones for work-related purposes, it is recommended that they inform preceptors when they are doing so
- Be prepared for rotation; review appropriate material from orientation; review module (including associated competencies)
- Assume responsibility for own learning and be self-directed; review competencies to be achieved during the rotation
- Demonstrate professionalism – timeliness, appropriate dress, organization, respect for co-workers, teamwork, flexibility, calmness, patience
- Be respectful of preceptors' time and willingness to volunteer as a preceptor; recognize their need to prioritize patient-care and/or other responsibilities
- Have realistic expectations and recognize that there may be some down-time, bring reading material; recognize that some skills will take additional experience to master
- Be willing to stay late on occasion, as most professional do so
- Be ready to focus and prioritize your rotation experience; get adequate sleep and practice lifestyle behaviors that optimize their health

ADDITIONAL REQUIREMENTS OF DISTANCE DIETETIC INTERN

Each distance dietetic intern is required to secure preceptors for nutrition therapy, food service management, community nutrition and elective rotations.

Prior to Dietetic Internship Match

- The intern will complete the Dietetic Intern Rotation Schedule and submit it as a supplemental form with the DICAS application.
- The intern will provide each preceptor with a Preceptor Qualification form to complete. Once completed, the preceptor will email it back to the intern, along with a copy of his/her current Curriculum Vitae/resume.

Once the Intern Matches to the SBU Dietetic Internship

- Intern will communicate with all preceptors and advise that he/she matched to the internship. The intern will immediately advise the programs of any changes in the proposed schedule.
- Intern will work with Program Assistant to facilitate Clinical Affiliation Agreements for each site.

Once in the Rotation

- Intern will be required to participate in phone calls twice per month with his/her preceptor and the Coordinator of the Distance Dietetic Internship program.

REQUIREMENTS OF THE PRECEPTOR

- Provide an orientation to your site and clear directions for assignments. Review module with intern and review the list of competencies the intern will acquire while completing the rotation. The assignments are designed to assist the intern in obtaining the competencies. If the preceptor would like changes made to an assignment(s), the preceptor is encouraged to reach out to the Program.
- Give intern specific feedback using the “feedback sandwich”, i.e. provide a positive evaluative comment, followed by constructive criticism, following by a second positive evaluative comment.
- Plan for progression of learning, starting with more basic cases with heavy supervision to more complex cases with minimal supervision
- Provide ample opportunities for students to practice skills and demonstrate knowledge
- Aim for a teachable moment most days, in which you relate theory/concepts to cases; assign intern to look up such concepts and report back to you at a given time
- Assign projects that benefit both the student and the department/facility
- Pace students, provide practice opportunities, and promote problem solving skill development
- Give case specific comments—relate theory and basic science to the case

- Offer professional support and encouragement—as students need this from their preceptor. Professional support helps provide conditions for students to learn and develop professionally. The focus is kept on client-centered care rather than on students' inexperience.
- Complete an Evaluation of the Intern and review with the intern at the end of the rotation. The intern will provide the preceptor with the form and will submit this Evaluation to the program.
- The preceptor must sign the Summary of Hours timesheet provided by the intern at the end of the rotation. The intern provides this to the Program and it becomes part of the official record of the intern.
- For more tips take advantage of the FREE CDR Preceptor Training Course; 8 CPEUs (<https://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>)- this will take a few hours, however, you can complete one module at a time.

REQUIREMENTS OF THE PROGRAM

- For on-site dietetic interns, create schedule of rotations, securing site and preceptor prior to the start of the program.
- Provide an orientation to your site and clear directions for assignments. Review module with intern and review the list of competencies the intern will acquire while completing the rotation. The assignments are designed to assist the intern in obtaining the competencies. If the preceptor would like changes made to an assignment(s), the preceptor is encouraged to reach out to the Program.
- Review and grade rotation module.
- Provide summarized feedback from interns.
- Notify preceptors of changes in policy or curriculum
- Be available to preceptors when questions/concerns arise; address concerns in a timely fashion.
- Providing continuing professional education opportunities annually.
- Handle situation regarding warnings/probation and if necessary retract intern not in good standing.
- Facilitate Clinical Affiliation Agreements with all sites.

BENEFITS OF BEING A PRECEPTOR

- Volunteer Faculty Appointment in the Department of Family, Population & Preventive Medicine. Stony Brook University Dietetic Internship Program extends the

opportunity to apply for Voluntary Faculty Status to its preceptors. This status will remain in effect for a year, or longer if you continue to precept Stony Brook Dietetic Interns. With this status, you are able to access our libraries here on campus both on site and online. You would also be able to access Blackboard. Our libraries have many journals, databases and other documents that you would likely find quite supportive. This appointment also allows access to virtual SINC Site which provides a way to access site-licensed, academic software titles directly from your personal computers; programs include (among others): Microsoft Office Suite 2016, SPSS Statistics, SAS, ArcGIS, EndNote. If you are interested in acquiring this status, please email the Program Assistant at sharon.schmidt@stonybrookmedicine.edu.

- Provides opportunity to add ***Voluntary Faculty at Stony Brook Medicine*** to your Curriculum Vitae or resume.
- Invitation to Nutrition Division Journal Clubs (continuing education credits) – virtually. These meetings are held once monthly on Tuesdays from Noon to 1:00 PM EST.
- Annual Preceptor Appreciation Continuing Education Event, on-site or virtual
- The nutrition-focused physical examination: Our interns obtain this skill which can be brought back to your facility
- Services Dietetic Interns can give back, including but not limited to:
 - Quality assurance or performance improvement projects
 - In-services, in-depth literature reviews
 - Case studies (preceptors can earn CPE credits for attending such presentations)
 - Development of patient education materials and/or marketing materials
- Continuing professional education credits (“leadership activity”) for serving as a preceptor- 3 CPEUs/year and maximum 15 CPEUs/5 year recertification cycle

ADVISING

During Orientation, dietetic interns are introduced to his/her advisor (a member of the DI faculty) for the internship year. Interns are required to meet in-person or virtually with their advisor approximately two months into the program to discuss internship progress, goals and any general questions or guidance they may need. Interns are also encouraged to meet with their advisor again in late winter/early spring to again discuss progress and to discuss career goals. Interns can set up additional meetings with their advisor at any point during the internship year or are free to email them at any time.