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**Tips for locating a preceptor**

**Who do you know?**

* Reach out to dietitians you know.
* Your DPD director, MNT or community nutrition professor may be able to share some names with you

**Phone calls.**

* Be independent and willing to cold-call!
* Call facilities near where you live or within commuting distance
* It is better to call than email. Emails get lost, ignored, or easy

**National Organization (AND) database**

* AND has a database which allows practitioners to register to potentially become preceptors

 <https://www.eatrightpro.org/find-a-preceptor/?state=ShowSearch>

* Must be an AND member to gain access to this feature. Students do receive a significant discount when enrolling for annual membership.
* The database allows a search to be made by zip code with an option to choose which specific practice areas.

**Social Media**

* Connect with Dietitians through Facebook RD groups
	+ RD2RD
* Websites to help locate RDNs

 <https://www.healthprofs.com/us/nutritionists-dietitians?tr=Hdr_Brand>

* Linked in
	+ Connect with other RDNs

**Locating hospitals and long-term care centers**

* CMS (Centers for Medicare & Medicaid Services) to access lists of hospitals, nursing homes, inpatient rehabilitation facilities and long-term care hospitals.

 <https://data.medicare.gov/>

* Skilled Nursing Facilities locator by state or zip code

 <https://www.skillednursingfacilities.org/directory/>

**Private Practice Dietitians**

* Look for private practice or consultant dietitians in your area. Keith & Associates, Inc. is a large consultant company servicing long term care centers, assisted living facilities, skilled nursing homes, rehab units, hospitals, DDSD (Developmentally Disable Services Division) clients, and private pay clients.
* Call facilities near where you live or within commuting distance
* It is better to call than email. Emails get lost, ignored, or easily forgotten

**Additional tips for locating preceptors specific to each rotation**

**Clinical 2**

* This rotation requires 320 hours onsite with a preceptor
* You must schedule this rotation AFTER clinical 1
* Schedule four or more continuous weeks at one place. You may go to an outpatient clinic for up to four weeks
* Smaller regional hospitals are less likely to be saturated with dietetic interns than larger metropolitan hospitals
* An intensive care unit is desirable but not required
* A skilled nursing or rehab facility works well to meet the requirements for a clinical rotation

**Foodservice**

* This rotation requires 240 hours onsite with a preceptor
* The location needs to serve a minimum of 60 meals per day
* Consider doing it at the same hospital or skilled nursing facility as your clinical rotation
* Public or private schools work well. School districts often have a dietitian or food service manager who supervises the school breakfast and lunch program
* May also consider college foodservice, Head Start or even food banks where they provide meals-on-wheels
* Inform the preceptor that KACAD has already developed a curriculum that has assignments designed to benefit both the student and facility. These include doing sanitation surveys, conducting in-service training, developing recipes, inventory management, and having a theme meal or event

**Community**

* This rotation requires 128 hours onsite with a preceptor; one place recommended
* Recommended sites include public health departments, WIC, senior nutrition sites, SNAP education (often administered by Cooperative Extension), Head Start, grocery stores, YMCAs, schools, or cardiac rehab centers or with dietitians in private practice
* You may not use a gym with a personal fitness trainer for a preceptor unless that person is also a dietitian

**Business & Entrepreneurship**

* This rotation requires 160 hours onsite with a preceptor
* Use any business of interest to you
* Inform the preceptor KACAD has developed curriculum to benefit both the student and the facility. This includes writing a business plan and developing a website that the preceptor will evaluate, and social media posts that will benefit the business
* RDN in private practice, fitness trainer in private practice, attorney, restaurant owner, or small business owner

**Tips to prepare yourself when locating a preceptor**

* **Call** the clinical nutrition manager or only dietitian (if that is the case) and **ask for an appointment**. Tell the dietitian that you are or soon will be a dietetics graduate and that you are preparing to do your internship, so you are interviewing dietitians.
* Go into the appointment dressed modestly and professionally; be prepared. Take a resume and the KACAD Sites & Preceptors form found below and found on the program website at <https://www.kacad.org/facilities-and-preceptors>
* Ask your interviewer how he or she became a dietitian and where they did their supervised practice hours
* If you have a compelling reason for doing an internship in their area, share it
* Please share with the RDN or other preceptor about the benefits that you can bring to their business. For example: CEU’s for being a preceptor, in-service training that you will provide to the foodservice staff at the site, theme meal that you will put together to offer to the employees and/ or clients at that site, or website development for a business
* Please let the dietitian or facility know that you are available to assist with additional tasks to enrich the experience. For example, you could prepare an educational handout that the RDN’s need to use for CHF patients
* Convince the dietitian that you are a hard-working, self-starter and that you need to find a facility where you can volunteer to do your supervised practice hours to gain experience and education to become eligible to take the RDN exam
* Explain which parts of your supervised practice you would like to do at the facility
* Be confident and ask for what you need! *Will they take you as an intern?* It is more difficult to tell you no in person than on the phone or by email
* If he or she is not the final decision maker, find out if there is someone else you should talk to or make a plan to get back in touch soon to find out the next steps

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| Rotation | Hours | Preceptor | Appropriate Sites | Special Requirements |
| *\*Recruit preceptors and sites for the shaded rotations (community, FS, NT, B&E)* |
| Orientation | 20 | Program staff | Tulsa, Oklahoma | 5 days in Tulsa |
| Community | 128 | RDN, IBCLC, CHES, RN or other appropriate degreed professional. Certified fitness trainers are not appropriate preceptors for this rotation. | Public health, WIC, school nutrition, Head Start, wellness, grocery store, senior nutrition, YMCA | Schedule at any time |
| Foodservice  | 240 | RDN, foodservice director, NDTR, CDM, executive chef, etc. | Public school, hospital or acute care, long-term care, Head Start, Meals on Wheels | Schedule any time |
| Clinical 1 | 116 | KACAD program director – no external preceptor needed | Done at home | Must schedule before Clinical 2 |
| Clinical 2 | 320 | RDN required | Hospital, long-term acute care, skilled nursing or rehab, dialysis, diabetes center, cancer center, bariatric center, outpatient counseling | One or two sites Required conditions to cover (may be split between sites):* Overweight / obesity
* Endocrine disorders
* Cancer
* Malnutrition and cardiovascular disease
* Gastrointestinal and renal diseases
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| B&E  | 160  | RDN, attorney, accountant, business owner, SCORE or other small business mentor <https://www.score.org/> | Nutrition consulting firms, wellness clinic, retail business, others | Done concurrently with NUTR 6314 (40 hours done as class assignment) |