



Coordinated MS in Nutrition and Dietetics
Supervised Practice Preceptor Handbook
2024-2025

Congratulations on your role as a preceptor for the MS Nutrition and Dietetics Program at Pace University! Your contribution is a vital for the education of future Registered Dietitian Nutritionists and essential to sustain the field of dietetics. As you begin this exciting undertaking, you may have questions or seek clarification of your responsibilities as a preceptor. Please utilize this handbook to help guide you and always feel free to reach out to the Clinical Coordinator if you have questions or concerns that are not addressed here. This handbook is reviewed and updated annually. The most recent version is available for preceptors at the start of each rotation.

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PROGRAM MISSION

The mission of the Pace University Coordinated Master of Science in Nutrition and Dietetics Program will also be referred to as the Program in this handbook is to educate and challenge diverse students to become entry-level Registered Dietitian Nutritionists (RDN) who will serve as responsible practitioners, leaders, innovators and lifelong educators and make positive impacts on the nutrition outcomes of the public.

With the field of nutrition at a critical time in history, with many challenges and much opportunity ahead, graduates must be prepared to work in a variety of settings and cultures. They must also understand the role of nutrition in preventing and managing disease and be able to utilize scientific evidence accurately and ethically to help clients to eat healthfully.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Graduates will successfully enter the field of nutrition to help meet the demand for RDs nationally and locally.

ACEND Objectives

- x At least 80% of students complete program requirements within 3 years (150% of planned program length)
- x Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields



PROGRESSION OF LEARNING

The supervised practice experience is designed to build intern skills and level competency upon the existing foundation of didactic knowledge. Throughout each supervised practice rotation, the goal is to gradually increase the student's level of:

- x Responsibility
- x Competence
- x Proficiency
- x Independence

While at first the student may simply observe, he/she should gradually take on increasing portions of the



BENEFITS OF PRECEPTING

Serving as a preceptor can provide a number of benefits to both you and your institution. These benefits may include:

- x Enhanced productivity and project completion. Often certain projects are placed on hold due to lack of resources and time. Such projects, where appropriate, can be delegated to student interns. Through such projects, students learn and develop competency while making real contributions to the supervised practice site.
- x Improved employee morale and performance. Team members who are given a role in teaching students often feel a greater sense of importance and contribution to the team.
- x Alternative perspectives through fresh eyes. Students may bring new perspectives to a facility.
- x Challenge and variety. Student interns can provide variety in the day-day routine and challenge the staff and preceptor through their questions and learning process. Learning can be rewarding at all ages and all levels of experience.
- x Professional development opportunities. Activities that support effective precepting can be used to earn up to 15 CPEU credits per year cycle for precepting students.

PRECEPTOR ORIENTATION CHECKLIST

- ™ Upon notification of student placement, review with the student:
 - x Dates and number of hours to be completed at the facility
 - x Meeting times and location(s)
 - x Dress code
 - x Directions to facility
 - x Parking
 - x Meals and breaks
 - x Pre-rotation assignments or readings
 - x Resources to bring (e.g., laptop, books, lab coat, etc.)
 - x Site-specific trainings or learning modules to be completed prior to start date
- ™ Prior to first rotation day, preceptors should review
 - x Rotation competencies (CRDNs)
 - x Program assigned activities and assignments to be completed by the student during the rotation
 - x Preceptor Bias Training video (slides on Page 7-8)



™ Suggested activities for Onboarding:

- x Provide a tour of facility (if applicable)
- x Introduce student by name to key employees, administrators and/or support staff
- x Set up access to electronic resources: Electronic Health Record (EHR), Software (CBORD), communication tools (e.g., email platform, intranet)
- x Review resources and tools such as
 - o Pertinent guidelines for use during rotation (e.g., screening and assessment policy for clinical nutrition, food service delivery & nourishment)
 - o Clinical documentation forms (e.g., MDS, malnutrition screening tool, intake evaluation forms)
 - o Policy manuals (e.g., Personal Protective Equipment (PPE), HIPPA, Safety, HACCP, Emergency & Disaster Plans)
- x Discuss anticipated rotation schedule including preceptor assigned to the student

™ Suggested discussion topics for successful rotation

- x Previous experience and rotations already completed
- x Student's goals for the rotation, personal strengths, and potential challenges
- x Preceptor's expectations of the student
- x Student's expectations of the preceptor, department, facility
- x Plans for preceptor-student interaction for observation and feedback (e.g., weekly meetings)



[™ DEI Training Webinars for Program Faculty, Students and Preceptors to Meet 2022 Accreditation Standards Requirements](#)

ACEND® offers a series of webinars to address diversity, equity and inclusion in its accredited programs. The webinars are free and provide 1.5 CPEUs each. This series of four webinars is intended for programs to use within their training of faculty students and/or preceptors to meet the 2022 Accreditation Standards. All ACEND stakeholders (faculty, administrators, preceptors, students, interns, etc) are invited. All sessions will be recorded and made available. Recordings of previous webinars are also available.

CPEUs FOR PRECEPTING

As of June 1, 2017, preceptors may record a total of 15 CPEUs per 5-year cycle for precepting and/or leadership on your Activity Log. For more information and to obtain the necessary forms, visit the [Commission on Dietetic Registration](#). Once completed, submit your Preceptor Log Form to the department chair or clinical coordinator for signature.

CLEARANCE REQUIREMENTS

Prior to commencing a supervised practice rotation, students must satisfactorily complete all clearance requirements of the College of Health Professions and of each clinical agency where the student has been assigned a rotation. Clearance requirements for clinical courses include, not limited to, the following:

- x Annual Health Clearance (including immunization/titers, flu shot, PPD placement, COVID Vaccination)
- x Criminal Background Check
- x HIPAA training
- x Signed COVID-19 attestation form
- x Any additional site-specific clearance requirements (e.g., drug screening, fingerprinting, additional background checks, required interview, site orientation) should be communicated to the Clinical Coordinator prior to accepting a student placement.
- x Sites may also require a COVID-19 test prior to starting a rotation and at various intervals throughout the rotation.



LIABILITY INSURANCE

Pace University carries general and professional liability insurance that includes coverage for all students in the M.S. in Nutrition and Dietetics Program. This insurance provides satisfaction of the requirements of his or her academic program, including clinical courses, at the University.

General and professional liability insurance does not cover any claim arising from a student's academic program at the University, including, without limitation, claims arising out of previous or current academic activities at another institution or employment. Also excluded from coverage are any events occurring during transportation to and from program activities, including supervised practice. These insurances apply only to claims brought against the student by third parties; they do not provide coverage for the student if the student is injured or becomes ill from an event. The University's liability insurance covers the student for up to \$1,000,000 per occurrence and \$500,000 per year.



ROTATION ATTENDANCE

Students who must be absent from a session due to illness or an emergency are required to notify their preceptor as soon as possible. Absences caused by illness or an emergency must be made up at the site at which the student has been placed in accordance with the terms and conditions required by the preceptor and Clinical Coordinator. Excessive absenteeism, even if it is the result of illness or emergencies, may result in a failing grade for that supervised practice rotation. Questions about the requirements of attendance at supervised practice sites should be addressed to the Clinical Coordinator. All students are required to be supervised during their clinical hours. Because the University is closed during the Holiday Break between Christmas and New Year, supervision is not available during that period and therefore students may not attend or make up clinical hours during the Holiday Break.

Students are responsible for tracking and logging their hours weekly. XAT Preceptors will be asked to sign off on the student's logged hours throughout their rotation.

POLICIES OF CLINICAL AGENCIES

Students are bound by applicable policies and procedures of the agencies to which they are assigned. It is the student's responsibility to read and understand the policies and procedures of the agencies to which they are assigned.



COMPETENCIES:

Students are evaluated on their achievement



CLINICAL ROTATION (350hrs/15weeks):

CRDN 1.2: Apply knowledge of anatomy and physiology to the clinical setting.

CRDN 1.3: Demonstrate knowledge of nutrition and dietetics in the clinical setting.

CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice of the Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4: Function as a member of inter professional teams.

CRDN 2.5: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.11: Show cultural competence in interactions with colleagues and staff.

CRDN 3.1: Perform nutrition care process using standardized nutrition assessment, diagnosis, intervention, and monitoring and evaluation of individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2: Conduct nutrition focused physical exams.

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Evaluations must be completed at the end of each rotation based on the following: overall performance as well as the content of the various activities and assignments completed. Mid-point evaluations may also be required. Designated preceptors will receive the evaluation electronically about 1 week prior to the end of the rotation. If you receive an evaluation request and you feel you are not the correct person to complete that evaluation, please



ACCREDITATION

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