

Preceptor and Facility Information Form

Oneonta's online MS-Nutrition & Dietetics Program allows students to complete their experiences in their home communities. In order to do this, it is required that students applying to Oneonta identify:

- At least one hospital (minimum census of approximately 50-75, nationally accredited, willing to sign SUNY Affiliation Agreement) and several community facilities (as outlined below) where they can complete rotations AND
- Preceptors (as outlined below) to supervise these experiences.
 - Note: Your primary and secondary preceptors **must be** credentialed registered dietitians (RD/RDNs) employed by the facility where you will do your summer/fall rotations. Any other preceptors may be employed by the hospital and/or the community facilities you will use. Your foodservice, WIC, and CHIP preceptors do not need to have the RDN credential (contact the program director to discuss any other exceptions to this as needed).
 - *The primary preceptor must be willing and able to guide and assess the student's learning throughout the program. All other preceptors must be willing and able to guide and assess the student's learning and coordinate their efforts during their specified rotation.*

A form is provided below that details the experiences that students must obtain. This form must be completed and included *as a part of the application*.

Prior to applying, applicants must have identified:

- One **primary preceptor** - an experienced Registered Dietitian who provides and/or coordinates supervision of the student throughout the program. The primary preceptor submits all preceptor evaluations of the graduate student's work to the Oneonta faculty via on-line submission. The primary preceptor must have daily access to the Internet and the ability to access and submit documents.
- One **secondary preceptor** - an experienced Registered Dietitian who participates in teaching and supervising the graduate student. Secondary preceptors agree to supervise the graduate student and, in the event that the primary preceptor is not able to, submit all preceptor evaluations of the student's work to the Oneonta faculty.
- One **or more additional preceptors** - experienced Registered Dietitians or other professionals who participate in teaching and supervising the graduate student. Additional preceptors agree to provide information about the graduate student's performance to the graduate student, the primary preceptor, and Oneonta faculty as indicated throughout the program. Detailed information on the setting for which each student needs to locate additional preceptors for are outlined on the next pages.

(Please keep scrolling down for more information.)

How to Complete this Form

The schedule below outlines the types of patient experiences and timeline of those experiences by semester. Please use this to help you plan out your experiences and the sites and preceptors you will need to locate for the program. As you locate a site and preceptor, please fill in their contact information in the appropriate box below. One preceptor may serve more than one role in the program (for example your primary preceptor may also be your food service preceptor), with one exception- your primary preceptor may NOT also serve as your CHIP preceptor).

Keep in mind that the scheduling of hours per week is flexible, but the total hours and the rotation types/ settings cannot be altered, and must be completed within the designated semester.

In addition to this scheduling form, each preceptor must sign the appropriate Memorandum of Understanding (MOU) as outlined on the Application Checklist (see program website under "How To Apply" tab). Please be sure to upload this scheduling form along with signed MOU's from each of your preceptors as part of the application.

A Note About Contracts with Facilities

Soon after an applicant is appointed as a graduate student, the College will finalize an affiliation agreement with the contract officer or other administrator of each hospital and community agency listed by the graduate student on the form. Appropriate facility administrators must sign these agreements/contracts with the College at Oneonta by the start of the program/rotation as a condition of the applicant's final acceptance into the program.

Graduate student appointments are not final until all required affiliation agreements have been signed by the appropriate representative of the facility and the College and the graduate student has met all other obligations such as earning an undergraduate degree from a regionally accredited college or university and providing Oneonta with a signed copy of their Verification Statement and/or final official transcript.

An applicant to Oneonta's MS-Nutrition & Dietetics program may request a copy of Oneonta's "SUNY Affiliation Agreement/Contract" for appropriate facility administrators to review prior to applying to the program. While it is not appropriate to finalize these agreements until an applicant has been offered and accepted an appointment, prospective graduate students should discuss this program requirement with facility administrators while preparing to submit the information on this form to Oneonta's MS-Nutrition & Dietetics Program.

Applicant Name: _____

Date: _____

Schedule for Experiential Learning

Planned Experiences It is generally expected that all of these rotations will take place in a single hospital. If more than one facility is to be used, the graduate student may expect more time to be needed to orient to the facility.	Timeline		Name of Facility	Address & Phone Number of Facility/ Preceptor(s)	Names of On-Site Preceptor(s)		
Inpatient/Outpatient (Hospital-Based), Nursing Home, or Private Practice RDN): Patient types should include Diabetes, Obesity, Heart disease, General medical and surgical conditions. Focus will be on use of Nutrition Care Process and initial exposure to nutrition counseling & education	260 hours Summer Semester	Course: Applied Nutrition Assessment & Intervention (8-10 weeks)					
Inpatient (Hospital-Based RDN): Patient types should include Oncology, disorders of the immune system, Complex medical and surgical conditions-such as those affecting the liver, stomach, pancreas etc.; pulmonary conditions, heart failure, etc. (~224hours)	256 hours Fall Semester	Course: Applied Nutrition Therapy (13 weeks)					
Pediatrics (Hospital-Based, Private-Practice, or School-Based RDN): Patient types should be NICU, PICU, or adolescent ambulatory patients. (approximately 32 hours)							
Critical Care (Hospital-Based RDN): Patient types should be those receiving nutrition support, mechanically ventilated, etc.			64 hours				
Renal (Hospital-Based or Dialysis Clinic RDN): Patient types should be those receiving modified renal diets, dialysis, etc.	32 hours						
Staff Relief (Hospital-Based RDN): Student will function mostly independently in role of RDN for this time period.	64 hours						
Food Service Management (Hospital or Long Term Care Setting, Preceptor does not need to be an RDN): Experiences will involve recipe/menu development and modification; Supply and procurement; Food production and service systems; Sanitation and safety; Quality management, Management tools, functions, and skills; resource management; information management and reporting; and training and education. Some staff relief included.	240 hours Spring Semester	Course: Applied Food Service Systems Management (10 weeks)					
OPTIONAL: School Food Service (School District or University, preceptor does not need to be an RDN): Exposure to working in operation (approximately 24 out of the total 240 food service hours)							

Applicant Name: _____

Date: _____

<p>CHIP (Community Health Intervention Project)</p>	<p>1 day a week (4-6 hrs per day x 15 weeks)</p>	<p>Fall Semester (60 hours)</p>	<p><u>Name of Agency:</u></p>	<p><u>Agency/ Preceptor's Address & Phone Number:</u></p>	<p><u>Name of CHIP Preceptor:</u></p>
<p>This is a project focused master's program. During the summer semester, graduate students and their CHIP preceptor will identify a project for a community program. During the summer & fall semester the graduate student will spend time with the program developing a proposal for approval. During the spring semester, the graduate student will implement, evaluate and write a report on the project. More details regarding the project will be provided in the courses. The CHIP preceptor does not have to be an RDN and should not also be serving as your primary preceptor. Reach out to the program for guidance if you have questions about the CHIP.</p>	<p>2 days a week for (16 hours) weeks 1-5 of the semester</p>	<p>Course: Service Learning Project Proposal</p> <p>Spring Semester (60 hours)</p> <p>Course: Service Learning Project</p>			

(Please keep scrolling down for more information)

Applicant Name: _____

Date: _____

Schedule for Community-Based Experiential Learning

Community Agency/Site	Timeline	Name of Community Agency	Address & Phone Number of Facility/ Preceptor(s)	Name of On-Site Preceptor(s)
Spring Semester Course: Nutrition in the Community				
Office of Aging Experiences may include: Observe, participate, and supervise the planning, preparation and service of congregate and home-delivered meals; Plan a one-week menu for the meal program. Conduct an assessment of the nutritional status of a population of older adults. Develop, market, present and evaluate a food/nutrition education program for program participants. Explore the continuum of care available to seniors in the local community. Preceptor should be a credentialed RDN.	Spring Semester (14 weeks) 32 hours Weeks 6-7 of semester			
Long-Term Care (Nursing Home/Rehab Setting) Experiences may include: Observe, participate and supervise the nutrition care of patients; Observe, and participate in menu planning, meal preparation and service. Learn about documentation specific to this setting. Preceptor should be a credentialed RDN.	Spring Semester (14 weeks) 80 hours Weeks 8-12 of semester			
WIC or Public Health Department Experiences may include: Participate in screening, assessment, and documentation; client counseling and/or group instruction; Develop educational materials as needed; Analyze nutrition assessment and intervention records using appropriate quality control procedures. Preceptor does not need to be an RDN but should provide nutrition care at the site.	Spring Semester (14 weeks) 32 hours Weeks 13-14 of semester			

Scroll to the next page for Tips for Success....

TIPS FOR SUCCESS

1. Act professionally at all times -- starting with the application process! You never get a second chance to make a first impression.
2. Read thoroughly **before** you ask. Everything you need is posted on the website.
3. Graduate students must be self-directed, well-organized, highly-motivated, conscientious, hard-working, and goal-oriented to be successful in this program. Do you have what it takes?
4. Graduate students who are successful in this program take responsibility for their experience right from the beginning. For starters, it is the applicant's sole responsibility to secure potential preceptors and facility representatives and it is viewed as part of the application process. Note: Applicants should reach out to the program for help with the preceptor process as needed.
5. Work related or volunteer experience as an undergraduate in the region where this program would be set-up provide an opportunity to establish relationships with Registered Dietitians who then are often willing to serve as preceptors in the future. Applicants who have established relationships with Registered Dietitians and/or hospitals typically in their home community prior to applying are the **most successful** in securing preceptors and facilities required.
6. Professional networking can make a difference. A smaller percentage of applicants that did not know the Registered Dietitians and were not familiar with the facilities prior to the applying to the program were successful in securing those preceptors and facilities. Again this is the exception, not the rule.
7. Applicants contacting Registered Dietitians and/or facilities that they are unfamiliar with need to be professional and use discretion. Make an initial appointment to discuss your need/request with the supervising Registered Dietitian. Be sure you are well-prepared by doing the following: Before contacting potential preceptors and facility representatives, be prepared to give them an overview of the program and information about the expectations and the on-line curriculum. You may wish to print relevant pages from this website and/or provide the website address for preceptors who have access to the internet. For example:
 - Information for Preceptors' section of the website.
 - Primary Preceptors' Memorandum of Understanding
 - Secondary Preceptor's Memorandum of Understanding
 - Additional Preceptor's Memorandum of Understanding
 - SUNY Affiliation Agreement (see piece on contracts with facilities above)
8. Prepare a letter describing specifically what you are requesting from that individual or facility and your resume.
9. Know the answers to these frequently asked questions:

Can a graduate student also be an employee of a facility that is providing supervised practice?

Yes. However, applicants to Oneonta's MS-Nutrition & Dietetics Program, who are presently employed by any facility that they intend to utilize for experiential learning must define with preceptors and supervisors that the assignments including hours of experiential learning are exclusive of employment responsibilities. Graduate student status must be defined, maintained, and assessed separately from any employee performance appraisals. Both a graduate student and the facility can benefit from the graduate student's status as a part-time employee if both are committed to fulfilling the obligations inherent in each responsibility. Applicants planning to use a facility where they are employed should take care in planning and communicating expectations so that experiences will be the priority for both the graduate student and the employer.

Can the facility have more than one dietetics graduate student at a time?

Yes. Facilities can provide learning experiences for multiple students; however, applicants to Oneonta's online program are expected to use discretion to avoid over-use of preceptors and/or facilities currently providing dietetic practice experiences for other students.

Will the graduate student be covered by insurance?

Yes. The SUNY Affiliation Agreement or contract between the State University of New York and the facility includes SUNY providing professional liability insurance for a graduate student. In addition, graduate students are required to have health insurance, car insurance, and their own personal professional liability insurance policy.