



Coordinated MS in Nutrition and Dietetics
Supervised Practice Preceptor Handbook
2022-2023

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 (which 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, tomorrow's RDNs must understand the nation's diversifying population and the role that food plays 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 RDNs nationally and locally.

ACEND Objectives

At least 80% of students complete program requirements within 3 years (150% of planned program length).

Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

At least 70% of program graduates will take the Commission on Dietetics Registration (CDR) credentialing exam for dietitian-nutritionists within 12 months of Program completion.

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Program Specific Objective

Of program graduates who represent traditionally under-represented groups in dietetics, including men, people of color and speakers of English as a second language, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.



BENEFITS OF PRECEPTING

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

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-life contributions to the supervised practice site.

Team members who are given a role in teaching students often feel a greater sense of importance and contribution to the team.

Students may bring new perspectives to a facility. Often through an intern's questions and a preceptor's expertise, best practices are identified.

Student interns can provide variety in the day-to-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.

Activities that support effective precepting can contribute to the preceptor's portfolio and professional development. Preceptors are also eligible to earn up to 15 CPEU credits per 5-year cycle for precepting students.

PRECEPTOR ORIENTATION CHECKLIST

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- Dates and number of hours to be completed at the facility
- Meeting times and location(s)
- Dress code
- Directions to facility
- Parking
- Meals and breaks
- Pre-rotation assignments or readings
- Resources to bring (e.g., laptop, books, lab coat, etc.)
- Site-specific trainings or learning modules to be completed prior to start date

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Provide a tour of facility (if applicable)

Introduce student by name to key employees, administrators and/or support staff

Set up access to electronic resources: Electronic Health Record (EHR), Software (e.g., CBORD), communication tools (e.g., email platform, intranet)

Review resources and tools such as:

- o Pertinent guidelines for use during rotation (e.g., screening and assessment policy for



3 [Guide to Being an Effective Preceptor Part 2](#)

Members can earn 1 CPEU by viewing the Part 2 of the NDEP webinar from 2020 titled, "Guide to Being an Effective Preceptor Part 2." The webinars main objectives are to: recognize important aspects of orienting new interns, distinguish characteristics of interns in relation to helping them succeed, demonstrate effective oral feedback provision for interns, select appropriate intern evaluation tools, and identify strategies to overcome challenges in different rotations. [Download CPEU certificate](#)

3 [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



LIABILITY INSURANCE



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 in EXXAT. Preceptors will be asked to sign off on the student's logged hours throughout their rotation.



COMPETENCIES:

Students are evaluated on their achievement and demonstration of ACEND specific competencies CRDN s in a variety of rotations University generated assignments and activities as well as on-site activities are evaluated in order to determine that the student is competent in each domain. Certain competencies will be evaluated by faculty and others will be evaluated by preceptors. Descriptions of activities that should be used by preceptors to determine the student's level of performance and competence are provided in the rotation evaluation forms. The competencies that will be evaluated in each rotation are included below. (Please note: The current student cohort will be the final cohort evaluated using the 2017 ACEND standards. The 2022 ACEND standards will be implemented for the incoming class of 2022-24.)

FOOD SERVICE ROTATION (150hrs/7weeks):

CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 2.7: Apply leadership skills to achieve desired outcomes.

CRDN 2.8: Demonstrate negotiation skills.

CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

CRDN 4.1: Participate in management of human resources.

CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3: Conduct clinical and customer service quality management activities.

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.

CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment

CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and



ELECTIVE ROTATION (200hrs/13weeks):

CRDN 2.10: Demonstrate professional attributes in all areas of practice.

CRDN 2.12: Perform self-assessment and develop goals for self-improvement



Students are also required to evaluate the supervised practice site and preceptors at the end of each rotation. Evaluation feedback will be shared with site managers/directors and/or preceptors once the student has completed the rotation and received their preceptor evaluation(s). Preceptors are encouraged to discuss any questions/concerns pertaining to the evaluations with the clinical coordinator.