

**UNIVERSITY OF KENTUCKY**  
**Department of Dietetics and Human Nutrition**  
**Supervised Practice Program**

***Basic Requirements for Preceptors:***

- The preceptor must be employed at the selected facility.
- Each preceptor must submit a current resume or curricula vitae.
- Each preceptor must submit evidence of continuing education units yearly.
- Each preceptor must have appropriate credentials and work experience
- An affiliation agreement form will be submitted for each facility (unless associated with UK).

**Food Service Systems Management**

The preceptor must hold the RD (Registered Dietitian) credential of the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics or be a food service systems director/supervisor or dietary manager.

**Preceptor Responsibilities**

The preceptor shall provide a letter or email stating their ability to meet the responsibilities of a Community Faculty member for the University of Kentucky, Department of Dietetics and Human Nutrition, Supervised Practice Program. These responsibilities include:

- Review and understand all supervised practice materials provided.
- Allocate adequate time to supervise, mentor, and evaluate as stated in the syllabi.
- Assure that the intern will be able to accomplish the stated competencies and achieve the outcomes in the time frame designated.
- Schedule all learning experiences as defined in the syllabus for the intern during the specified rotation.
- Provide feedback to the intern and the supervised practice program regarding observed strengths and weaknesses.
- Assist in orienting the intern to the facility and surroundings.
- Conduct the mid-point and final performance evaluations of the intern and report to CP/DI director.
- Act as point-of-contact for the affiliation agreement with the facility and the University of Kentucky.
- Fulfill the curriculum requirements and abide by the policies and procedures of the University of Kentucky, Supervised Practice Program.
- Participate in the annual review process of the SPP (via email).
- Establish and maintain email communication.
- Try to participate in the free preceptor training sessions offered by Area Health Education Center in May of each year.

**UK SPP Professor (on campus) Responsibilities**

- Provide curriculum and evaluation materials and timelines
- Review and grade all intern assignments
- Contact preceptor and/or intern periodically to discuss rotation experiences
- Track intern progress via online courses
- Provide training for preceptors
- Review feedback for continued program evaluation

**Time Commitment:**

- The UK SPP Food Service rotation is 10 weeks in length.
- The interns are required to work a minimum of 40 hours each week.
- Interns can work directly under your supervision, with other professionals, or independently.

The supervised practice program represents a vital step in allowing a dietetic student to progress from “beginner” to “entry-level” competence. Competence is defined as the state of having adequate ability or qualities. The supervised practice program provides an opportunity for dietetic interns to practice or perform dietetics-related activities under

supervision while building skills, gradually increasing their workload, increasing their complexity of work, and applying didactic learning to real-life practice.

The supervised practice program offers an environment in which dietetic interns can learn new skills and apply classroom knowledge. The supervised practice will help the intern attain competencies and learning outcomes appropriate to the entry level dietetics practitioner. Essentially, interns will be learning what you, the preceptor and professional, do on a daily basis as part of your job.

### **The Six Essential Roles of the Preceptor**

- 1. Planner**– Preceptors serve as planners in a number of capacities. On a day-to-day basis, they are responsible for planning the experiences and learning activities of the intern. In addition, they play an integral role in the planning and modification of the curriculum and supervised practice experience in conjunction with the DI team.
- 2. Role model**– By exemplifying professional behaviors and the principles outlined in the Code of Ethics, preceptors teach by example.
- 3. Information provider**– By sharing relevant information in their area of expertise and staying current with recent developments and research, preceptors serve as information providers and assist interns with gathering the necessary information for competency development.
- 4. Facilitator of learning**– Preceptors function as facilitators of learning by coupling experiences and tools with guided questioning and feedback. In this manner, interns are able to develop critical thinking and problem solving skills.
- 5. Resource developer**– By guiding interns to the appropriate materials (current research, protocols, practice guidelines, manuals, etc.) and other professionals that will assist interns in their practice and professional development, preceptors serve as resource developers.
- 6. Assessors of learning**– Preceptors serve as frontline evaluators of interns’ learning and competence as they progress through the supervised practice rotation.

### **We have found that the most successful preceptors hold certain attributes. These include:**

- Positive attitude
- Enthusiasm
- Open communication
- Professional ethics
- Patience
- Appropriate professional language and conduct
- Respect for others
- Support of student efforts
- Ability to stimulate creativity
- Participation in professional organizations
- Ability to give specific feedback (both constructive and positive)
- Ability to challenge students

### **If at any time throughout the process you have questions or concerns please contact:**

Liz Combs, MS, RD, LD  
CP Director  
[Elmars2@uky.edu](mailto:Elmars2@uky.edu)  
859-257-9209

Aaron Schwartz, MS, RD, LD  
DI Director  
[aschwartz113@uky.edu](mailto:aschwartz113@uky.edu)  
859-218-3308

Kendra OoNorasack, MS, RD, LD  
CP Assistant Director  
[ukdhn.cpdi@gmail.com](mailto:ukdhn.cpdi@gmail.com)  
859-218-4912