# GETTING STARTED

## LOCATING PRECEPTORS AND FACILITIES FOR YOUR ISPP

### Step 1 –Apply to the UNF ISPP Program

* The applicant applies to the ISPP program either through DICAS in second match or by mail (see UNF website for application process and required materials).
* Within the application, the applicant will submit a facility form for Foodservice, Clinical, and Community (see Documents and Forms section). **One Medical Facility Form for a major hospital must be submitted prior to admission into the program**. This will ensure timely completion of the program. Facilities must be a major hospital for clinical and the foodservice rotation must include a facility with a tray line. The program director and coordinator will determine if the applicant is qualified to enter the program, based on program requirements such as: minimum grade point average, back ground check, etc.
* For timely completion the applicant must obtain the contact information for the individual responsible for signing the UNF Affiliation Agreement Form.
* The program director &/or coordinator sends accepted applicants the ***ISPP Handbook*** for further instruction.

### Step 2 – Find a Starting Preceptor and Facility

* The applicant, now an “ISPP intern,” locates other facilities and preceptors, completing the appropriate information and forms and submits to the coordinator for further action. May want to peruse: [https://www.eatrightpro.org/acend/training-and-volunteer-opportunities/preceptors-and- mentors/find-a-preceptor.](https://www.eatrightpro.org/acend/training-and-volunteer-opportunities/preceptors-and-mentors/find-a-preceptor)
* Interns may choose to begin with any of the approved rotations: Inpatient MNT 1, Foodservice, or Community Nutrition. **Note:** Interns cannot begin Inpatient MNT 2 and Outpatient MNT without completing Inpatient MNT 1 prior. Facilities must be a major hospital for MNT2 and Foodservice.
* Coordinator to verify and inform each preceptor that adequate activities exist to meet required competencies

### Step 3 – The Preceptor and Facilities Get Approved

* The Program Director contacts the preceptor to initiate an affiliation agreement between UNF and the Facility. An affiliation agreement between UNF and the facility is required before interns begin a rotation. The process can take several months to complete, so interns, must provide at least one preceptor prior to admission (step 1, item 2) and at least 2 more after

admission (step 2 item 2). This will ensure that the intern completes the program within the allotted time frame.

* The program director conducts all background checks, and finalizes contracts, and agreements as required by the program.
* The Program Director notifies the intern when the processes are complete.

## AFTER BEING ADMITTED AND APPROVED (TO BEGIN YOUR FIRST ROTATION)

### Step 4 – Outline the First Rotation Schedule

* The intern fills out the ***Rotation Schedule Form* (Located in Rotation Workbook)** with the preceptor and immediately submits it to the Program Director or Coordinator. This process is for notification and approval purposes.
* Coordinator will contact preceptor to verify that activities are available and meet required competencies.
* The rotation begins after the Program Director or Coordinator agrees, via phone or email.

### Step 5 – Participate in the First Supervised Practice Rotation

* The coordinator checks in via phone, email, or visits the preceptor to verify activities and note progress of each site.
* The Preceptor and Intern communicate with the Coordinator as indicated in the specific rotation guide, submitting assignments, evaluations, and assessments as required.

### Step 6 – Continue Setting Up the Next Rotation

* The intern recruits new preceptors or facilities, if needed, using the ***Facility Forms,*** submit the forms to the Coordinator. Where possible the intern, must communicate changes (starting time, cancellation etc.) with previously arranged preceptor or facility in a timely and professional manner.
* The intern also submits ***Rotation Schedule Forms*** for subsequent rotations, to begin a new rotation after the previous one is completed and portfolio has been approved by coordinator.

## ISPP ROTATION DESCRIPTIONS AND REQUIREMENTS

The activities in the ISPP workbook are based on a program length of 1220 hours. The length of the rotation schedules and the activities are provided as a general guide and may be changed based on the professional judgment of the Program Director and taking into consideration prior knowledge and skills of individual interns/students. The Program Director should feel free to shorten, lengthen, or use the program schedules on a part time basis, or change activities in order to help students achieve the competencies within a timeframe that accomplishes the goals of the rotation and program.

### Foodservice Management Rotation

#### Foodservice Systems, Production, and Management

**Rotation Type** ACEND-require rotation

**Description** Practicing marketing, procurement, storage, preparation, delivery, service, and management that include retail operations. Interns practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities; activities include practical hands- on experience as well as investigative research to prepare for in-depth management responsibilities. This rotation also focuses on food service within an inpatient setting for people who have medical needs related to their diets; interns will practice menu planning, taking meal orders, tray preparation and delivery, patient promotions, marketing of menus, and all aspects of producing and delivering nutrition to patients.

**Prerequisites** None

**Typical Length** 320 hours (at least 40 hours in a facility with a tray line)

**Typical Locations** Facilities with a large retail institutional cafeteria or food service operation whose activities include marketing and procurement

through delivery and service functions. Such cafeterias can usually be found in hospitals, universities, or larger restaurants. Also: Facilities where people are staying who require specialized meals, such as a hospital, long-term care, or residential facilities.

**Preceptor** Must be experienced in planning and overseeing institutional food

**Qualifications** services. This includes the food services manager or supervisor

who may be a certified chef, a chef, or other production manager. Students should match the preceptor’s expertise to the Foodservice Systems, Production, and Management.

### MNT Rotation

#### Inpatient Medical Nutrition Therapy 1

**Rotation Type** ACEND-require rotation

**Description** Practicing the nutrition care process with populations with common medical conditions impacted by diet including obesity,

diabetes, hypertension, cardiovascular, and gastrointestinal disorders.

**Prerequisites** None

**Typical Length** 160 hours

**Typical Locations** Hospital, LTC, or residential facility

**Preceptor** Must be an RD holding licenses or credentials required by the state

**Qualifications** (e.g., RD, LDN), who uses the nutrition care process.

#### Inpatient Medical Nutrition Therapy 2

**Rotation Type** ACEND-require rotation

**Description** Practicing the nutrition care process with populations with more

complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease.

**Prerequisites** Inpatient Medical Nutrition Therapy One

**Typical Length** 240 hours

**Typical Locations** Hospital or LTC (with full time RD and acute care) including trauma, critical care nutrition, and nutrition support (TPN – Total Parenteral Nutrition, Enteral Nutrition – Tube Feeding).

**Preceptor** Must be an RD holding licenses or credentials required by the state

**Qualifications** (e.g., RD, LDN), with experience working with MNT2 category conditions, and skilled in using the nutrition care process.

#### Outpatient Medical Nutrition Therapy

**Rotation Type** ACEND-require rotation

**Description** Practicing the nutrition care process with populations with medical conditions impacted by diet that do not require hospitalization. Group MNT activities may be satisfied with the Community Education Rotation activities.

**Prerequisites** Inpatient Medical Nutrition Therapy One

**Typical Length** 140 hours

**Typical Locations** Hospital, out-patient clinic, out-patient clinic, university health clinic, doctor’s office, part of community outreach where group MNT can occur.

**Preceptor** Must be an RD skilled in using the Nutrition Care Process.

**Qualifications**

### Community Nutrition Rotation

#### Community Nutrition

**Rotation Type** ACEND-require rotation

**Description** Developing skills to provide nutrition services to the community at

large through a variety of activities, programs, and services including nutrition counseling, nutrition education, nutrition assessment, and wellness programs. Interns also develop skills in evaluating and applying government program guidelines and policies.

**Prerequisites** None

**Typical Length** 160 hours

**Typical Locations** Facilities should provide access to individuals and groups, through a government funded public health program (WIC, Head Start,

Meals-On-Wheels, Maternal Child Health (MCH), Cooperative Extension, Expanded Food and Nutrition Program (EFNEP), or SNAP-ED), hospital, clinic, doctor’s office, community center, or an existing program such as weight-management, specialty-cooking, or athletic program. The intern may use more than one preceptor or facility to fit specific activities or projects.

**Preceptor** Should be experienced in teaching community-nutrition and mentoring

**Qualifications** educators. This includes RDs as well as other practitioners such nutritionists, nurses, first-aid instructors, certified teachers, community-center educators, or coaches. If the activity involves teaching clients how to perform finger sticks or other medical procedures, the preceptor must be an RD, nurse, or other qualified health practitioner. The intern should match the preceptor’s expertise to their selection of rotation activities.

#### WIC Rotation

**Rotation Type** ACEND require rotation

**Description** Developing skills to provide nutrition services to pregnant women, infants, and children <5 years old through a variety of activities, programs, and services including nutrition screening, nutrition assessments, nutrition counseling, nutrition education, group education, and presentations. Interns also develop skills in evaluating and applying government program guidelines and policies.

**Prerequisites** None

**Typical Length** 80 hours

**Typical Locations** WIC facility

**Preceptor** Registered Dietitian or Senior Public Health Nutritionist

**Qualifications**

### Concentration Rotation

#### Concentration: Area Chosen by Intern

**Rotation Type** Elective requirement from a choice of several concentrations. Intern can choose from any area of dietetics. It may or may not be in a clinical setting. Such as: Community, Outpatient, MNT, Private Practice, [Eating Disorders, Sports Nutrition, etc…]

**Description** Varies depending on the chosen concentration

**Prerequisites** Varies depending on the chosen concentration

**Typical Length** 120 hours

**Typical Locations** If this is a clinical concentration, then a Hospital or LTC (with full

time RD and acute care) including critical-care nutrition, and nutrition support such as Total Parenteral Nutrition (TPN) and Enteral Nutrition (Tube Feeding). If rotation is community or foodservice, locations may vary accordingly and separate guidelines on the practice competencies will follow. Please note that this will vary depending on the facility and experience offered.

**Preceptor** May or may not be an RD. Varies depending on the chosen concentration.

**Qualifications** The intern should match the preceptor’s expertise to their selection of rotation activities.