

## 2017-2018 Preceptor Checklist

Please review the following checklist. After you feel comfortable with everything listed please sign below and send back to Laura Rowell at [rowelll@uwgb.edu](mailto:rowelll@uwgb.edu)

1. Watch Preceptor Training Video on Preceptor Hub (5 minutes).  
<https://www.uwgb.edu/human-biology/dietetics/preceptor/>
2. Fill out survey on Preceptor Hub website below video.
3. Look over additional materials on Preceptor Hub website.
4. Connect with your intern prior to their rotation (they will reach out to you) about where they should park, what to bring, etc.
5. Go over syllabus and have list of potential projects or assignments that align with what intern needs to complete.
6. Prepare for your intern by having things such as job descriptions, organizational charts, and other pertinent materials ready to go for them.
7. Have a general outline or plan for the intern's rotation.
8. Initial meeting with intern – go over professional development form, orientation, expectations, etc.
9. Final Meeting/evaluation with intern – fill out the online evaluation prior to this meeting and have a copy printed out to go over with intern face to face.
10. RDN's looking to receive CEUs for being a preceptor can find the attached link on the preceptor hub website. You will need to fill out the necessary form and send to Laura ([rowelll@uwgb.edu](mailto:rowelll@uwgb.edu)) for approval.

I have gone through the checklist and feel prepared for my upcoming time as a preceptor

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_