2019-2020 Preceptor Checklist

Please the review the following checklist.

1. Watch Preceptor Training Video on Preceptor Hub (5 minutes). <https://www.uwgb.edu/dietetic-internship/preceptor-hub/>
   * Direct link: [UW Green Bay Dietetic Internship Preceptor Training Video 2019](https://www.youtube.com/embed/ereH-3TxWoc)
2. Review materials on Preceptor Hub website.
3. Connect with your intern prior to their rotation (they will reach out to you).
4. Have a list of potential projects or assignments that align with what intern needs to complete per syllabus.
5. Prepare for your intern by having documents ready: job descriptions, organizational charts, and other pertinent organizational materials.
6. Have a general outline, schedule or plan for the intern’s rotation.
7. Initial meeting with intern – go over professional development form, orientation, expectations, etc.
8. Final Meeting/evaluation with intern – fill out evaluation online prior to this meeting and have a copy printed out to go over with intern face to face. <https://www.uwgb.edu/dietetic-internship/preceptor-hub/>
9. 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 labeled **Preceptor Verification & Self-Reflection Form** and send to Heather Masters ([mastersh@uwgb.edu](mailto:mastersh@uwgb.edu)) for signature.

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

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

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Please return to Heather Masters at [mastersh@uwgb.edu](mailto:mastersh@uwgb.edu) or fax to 920-465-2769.