

2021-2022 Preceptor Training Checklist

Please review the following checklist.

1. Watch Preceptor Training Video on Preceptor Hub (5 minutes). <https://www.uwgb.edu/dietetic-internship/preceptor-hub/>
 - o Direct link: [UW-Green Bay Dietetic Internship Preceptor Training Video 2021-2022](#)
2. Review materials on Preceptor Hub website.
3. Connect with your intern prior to their rotation (they will reach out to you 2 weeks prior to scheduled rotation).
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 (attached to email).
9. RDN's looking to receive CEUs for being a preceptor can find the attached link on the preceptor hub website ([CPEU Credit for Preceptors](#)). You will need to fill out the necessary form labeled **Preceptor Verification & Self-Reflection Form** and send to Heather Masters (mastersh@uwgb.edu) for signature.

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

Name: _____ Date: _____

Facility/Agency: _____

Please return to Heather Masters at mastersh@uwgb.edu or fax to 920-465-2769.