



**Georgia Department of Public Health's  
Women, Infant, and, Children's (WIC) Program  
Dietetic Internship Program**



**Community Rotation Preceptor Agreement**

Districts that support an applicant who has applied for the GDPH Dietetic Internship must have a Registered Dietitian (RD), or a qualified staff person who has received prior approval from the Dietetic Internship Director, consent to serve as the intern applicant's Community Rotation Preceptor ("Community Preceptor"). The Community Preceptor is responsible for overseeing the intern and for signing or co-signing all Core Competencies for Dietitians (CRD's) documentation reports, evaluations, and logs for the duration of the Community Rotation.

The Nutrition Services Director/WIC Coordinator and the RD/approved staff who will serve as the Community Preceptor must sign this form, which the intern applicant must return to the Dietetic Internship Director along with the Community Preceptor's resume. If the Nutrition Services Director/WIC Coordinator is an RD and will serve as the intern applicant's Community Preceptor, only his/her signature is required.

**Community Preceptor:** The facility in which interns are assigned will appoint one person on the dietetic department staff to serve as the Community Preceptor. The Community Preceptor serves as a liaison between the facility and the Dietetic Internship Program. Specific responsibilities of the community preceptor are provided below.

**Time Commitment:**

- Willing and able to attend all required internship trainings
- Complete formal periodic evaluations of the intern
- Provide frequent informal feedback to the intern on her/his progress
- Review and critique intern submissions throughout the duration of the 21-week community rotation

**Position Relationship:**

- Acts as a front-line role model, instructor, and evaluator for interns
- Provide day-to-day supervision of the intern for the 24 hours dedicated weekly to the internship

**Planning:**

- Develop internal rotation schedules for interns that will provide opportunities to achieve competencies/objectives through learning experiences, as planned
- Select and/or approve the selection of patients and other educational opportunities for interns
- Establish and enforce due dates for each curriculum activity and submit documentation for all CRD's to Internship Director
- Attend all mandatory trainings offered by the internship

**Implementation:**

- Orient interns to the organizational and physical structure of the facility; its nutrition, food and related health and social services
- Introduce interns to other facility staff with which they may have contact



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- Allow interns to observe her/him delivering nutrition care services, food system services and administrative/management services, as applicable to objectives and planned learning experiences
- Attend intern activities and supervise interns as they deliver nutrition care services, food system services and administrative/management services, as applicable to objectives and planned learning experiences
- Work with interns in developing and implementing projects that will be presented to clients and/or the Dietetic Internship faculty
- VisitCourseSites.com at least weekly to read and reply to intern discussion posts

**Evaluation:**

- Check in with the Internship Director monthly
- Handle the day-to-day education, supervision and evaluation of the intern
- Establish a schedule to ensure the regular and timely provision of feedback on the intern's submissions
- Review, discuss and approve evaluations and progress reports of interns in all planned experiences in the assigned facility
- Prepare the formal reports on the interns' mid-point and final evaluation
- Bring any undesirable performance, habits or delayed progress to the interns and the Program Director's attention immediately
- Evaluate intern's performance and progress for those experiences she/he supervised

The signatures below indicate that \_\_\_\_\_ (Name of intern) will have a GDPH employee who is a qualified RD/approved staff to serve as the Community Preceptor for the 21-week community rotation.

\_\_\_\_\_  
Signature, Nutrition Services Director/WIC Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Community Preceptor  
(Required if different from Nutrition Services Director/WIC Coordinator)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Intern Applicant

\_\_\_\_\_  
Date