Keene State College Dietetic Internship

Finding Clinical Sites and Preceptors
The Distance Clinical Track of Keene State College’s Dietetic Internship is unique in allowing interns to complete their clinical rotation at a facility close to their home. The clinical rotation is the last rotation in the distance clinical schedule and will start in mid-May to early June of the internship year. Prior to starting the clinical rotation, distance clinical interns will have completed all other internship requirements and courses in the Keene, NH area.

Applicants for the Distance Clinical Track must locate and secure their own clinical facility and preceptor and submit verification of their arrangements with their internship application in February. A hospital where you have an established relationship as an employee or volunteer can be a great option. Please use the following guidelines when finding clinical sites and preparing your application.

1. Start early. This process is not difficult, but it can be time-consuming since forms must be reviewed and signed by your prospective preceptor.
2. Make sure our program is right for you by carefully reviewing our website and familiarizing yourself with internship requirements and expectations.
3. Network to find facilities and preceptors.
   a. Attend state dietetic association meetings.
   b. Find the website for your state’s hospital association. This will usually provide a list of hospitals and their licensed bed count as well as links to the hospitals’ websites.
   c. Talk to your professors and program graduates in your area.
   d. Contact us. We will let you know if we have placed interns in your area before.
   e. Most hospitals in New Hampshire and a few in neighboring states are not eligible since they already have affiliations with internships in the area. These hospitals are listed below:

<table>
<thead>
<tr>
<th>Hospital</th>
<th>Location</th>
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<tbody>
<tr>
<td>Catholic Medical Center</td>
<td>Manchester, NH</td>
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<tr>
<td>Central Vermont Medical Center</td>
<td>Montpelier, VT</td>
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<tr>
<td>Cheshire Medical Center</td>
<td>Keene, NH</td>
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<tr>
<td>Concord Hospital</td>
<td>Concord, NH</td>
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<tr>
<td>Dartmouth-Hitchcock Medical Center (Mary Hitchcock Memorial</td>
<td>Lebanon, NH</td>
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<tr>
<td>Hospital)</td>
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<tr>
<td>Elliot Hospital</td>
<td>Manchester, NH</td>
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<tr>
<td>Exeter Hospital</td>
<td>Exeter, NH</td>
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<tr>
<td>Frisbie Memorial Hospital</td>
<td>Rochester, NH</td>
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<tr>
<td>Monadnock Community Hospital</td>
<td>Peterborough, NH</td>
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<tr>
<td>Mount Ascutney Hospital &amp; Health Center</td>
<td>Windsor, VT</td>
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<tr>
<td>Portsmouth Regional Hospital</td>
<td>Portsmouth, NH</td>
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<tr>
<td>Southern Maine Medical Center</td>
<td>Biddeford, ME</td>
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<tr>
<td>Southern New Hampshire Medical Center</td>
<td>Nashua, NH</td>
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<tr>
<td>Southwestern Vermont Medical Center</td>
<td>Bennington, VT</td>
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<tr>
<td>Valley Regional Hospital</td>
<td>Claremont, NH</td>
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<tr>
<td>Wing Memorial Hospital</td>
<td>Palmer, MA</td>
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f. Be aware that many hospitals have affiliation agreements with other internships, and we do not want to interfere with their arrangements. However, some hospitals that take other interns may still have openings for distance programs, especially in the summer, which is when you would be doing your clinical rotation.

4. Identify facilities near your location that meet the following criteria:
   a. Hospital providing inpatient services including medical, surgical, intensive care, psychiatric, and pediatric. Must be licensed for at least 45 inpatient beds.
   b. Small hospitals may be affiliated with long-term care or rehab facilities for additional practice options.
   c. Employs at least one full time Registered Dietitian for patient care.
   d. You may not be an employee of the facility during the time of your clinical internship rotation.

5. Contact Registered Dietitians in the hospitals to see if they are willing to commit to training you for the clinical rotation which is a minimum of 440 hours and at least 55 days.
   a. Make sure you understand the application process timeline so you can clearly explain it to them.
      • You must have a commitment from a hospital and an RD for your clinical rotation prior to applying to the KSC Dietetic Internship in February.
      • You will find out if you have been matched to our program in April.
      • Your clinical rotation will begin in mid May to early June of the internship year (approximately 15 months after your application is due).
   b. Inquire as to whether they meet the internship’s clinical preceptor criteria. Your distance clinical preceptor should be:
      • A Registered Dietitian and comply with state licensure laws.
      • Employed full time at the facility, or shares the full time responsibility for patient care with another RD who is also willing to precept your experience.
      • Experienced, with a minimum of 1½ years in a clinical setting.
      • Willing to supervise and help you plan your full 440 hour clinical rotation, assure all required competencies are met, and sign off on the Clinical Skills and Professional Development evaluation forms.
      • Able to post documents and evaluations electronically and be willing to communicate regularly with internship staff on your progress in the rotation.
      • Committed to lifelong learning and professional development.
      • Interested in and have time to guide, teach, and assess a dietetic intern.
c. Share the internship materials, forms and website with them. (All of the forms can be found on the “Distance Clinical” page of the website, which can be found at http://www.keene.edu/academics/dietetics/distance.cfm)

- Required forms for the primary preceptor:
  1. Preceptor Information Form
  2. Preceptor Agreement Form
  3. Academic Affiliation Agreement for the facility
- Clinical Tasks Checklist
- Clinical Skills Evaluation Form
- Professional Development Evaluation Form
- Clinical Case Study Rubric

d. Meet with them in person – be professional and treat it like a job interview.

- Give them the opportunity to see your enthusiasm, share some of your work, discuss why this will be a good training partnership. Ask about their expectations of you.
- Let them know that we continue to maintain contact with and support our interns’ development during the distance clinical rotation.
- Make sure they know this will be your last rotation and you will have completed all your internship coursework, been mentored and evaluated by internship staff and other preceptors, and developed or refined your nutrition and professional skills by the time you work with them.
- Assure that they have administrative clearance to precept a dietetic intern in their facility.
- The KSC dietetic internship offers a small financial honorarium to clinical preceptors. Give them the Internship Director’s and Clinical Liaison’s contact information for further questions.
  1. Karen Balnis, Internship Director
     a. Phone – (603) 358-2916
     b. Email – kbalnis@keene.edu
  2. Cindy Knipe, Clinical Liaison
     a. Phone – (603) 358-2613
     b. Email – cknipe@keene.edu
- If you cannot meet in person, make sure your email and phone communications are professional.

e. When you find a willing clinical preceptor and facility have them complete the Preceptor Information Form and Preceptor Agreement Form. Make sure their administration has reviewed the KSC Academic Affiliation Agreement or has an acceptable alternate contract. They will not need to sign the Affiliation Agreement until after it is determined that you have been matched to our program.

f. Submit the Preceptor Information and Agreement Forms with your Supplemental Application paperwork.