

FIELD EXPERIENCE FACILITY INFORMATION FORM

PRECEPTOR NAME _____ ADA REG. NUMBER _____
(Please Print) (First Name) (Last Name)

(If using a CDM) CDM TRAINER NAME _____ DMA NUMBER _____
(First Name) (Last Name)

****INCLUDE COPY OF CDR CARD AND/OR CDM CARD ****

NAME OF FACILITY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FACILITY FAX NUMBER _____

TYPE OF FACILITY:

- _____ Acute Care Hospital
- _____ Psychiatric Hospital
- _____ Long Term Care Facility
- _____ Mental Health Facility
- _____ Other (Specify) _____

FACILITY'S ACCREDITATION:

- _____ JCAHO
- _____ TITLE XVIII
- _____ TITLE XIX
- _____ Other (Specify) _____

DATE OF LAST ACCREDITATION _____

NUMBER OF STAFF IN FOOD SERVICE DEPARTMENT _____ NUMBER OF BEDS _____

IS THIS FACILITY USED FOR OTHER ALLIED HEALTH EDUCATIONAL PROGRAMS?

_____ YES _____ NO

IF YES, PLEASE LIST:

Submit to instructor – fax number- 815-895-5274

(10/07/03/es/lb)(rev.03/24/04mf)

DIETARY MANAGER ADMINISTRATOR'S ENDORSEMENT

STUDENT'S NAME _____

I recommend the above applicant for the Barton Dietary Manager Program. I understand that my responsibilities include:

1. Review and sign the "Contract for Field Experience". (will be faxed to the facility after student has submitted the required paperwork)
2. Provide a climate for learning and encourage the student throughout his/her coursework.
3. Allow the student to complete a minimum of 150 hours of supervised field experience that are required for the program.
4. Permit the student to use the facility to perform on-the-job learning activities.
5. Provide sufficient time for a Registered Dietitian (RD) or Certified Dietary Manager (CDM, CFPP) to precept and supervise the student's work-related field experiences. A minimum of 50 hours of supervised training is required between the student and preceptor.

Special Note: If a RD is not available for the full 50 hours of field experience, a Certified Dietary Manager (CDM) can be substituted for 33 of the 50 hours. A CDM can precept field experiences in Sanitation and Management of Food Services and Human Resource Management. **A CDM may not precept field experiences in Nutrition Therapy; a RD must precept 17 hours of Nutrition Therapy field experience.**

6. Encourage the student to take the national DMA certification exam.

ADMINISTRATOR'S SIGNATURE _____

DATE _____

(10/07/03/es/lrb)
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