

2014-2015
Evaluation Process
Missouri Department of Health and Senior Services
Program for Dietetic Interns

Evaluations Completed by the Preceptor:

The preceptor will complete the following evaluations as noted. Instructions for completing each form are included on the form. Please make copies for your files, as the ORIGINAL completed forms will need to be returned to the Internship Coordinator by fax to **573.526.1470** and also then mailed to **MDHSS–WICNS–PDI, 930 Wildwood Drive, Jefferson City, MO 65109**

1. Evaluation of Intern

- Preceptors will complete an evaluation of the intern, utilizing the form entitled, "Evaluation of Intern." The evaluation forms are specific to each block (i.e. Management, Community and Clinical). A Mid-point, as well as Final, Evaluation may be completed for longer Clinical Rotations.
- At the completion of a rotation of three weeks or more, the intern will be evaluated by the Internship Coordinator and the Affiliate Site Preceptor. A phone conference or on-site visit will be scheduled by the Internship Coordinator.
- For rotation blocks of one to two weeks, the intern will be evaluated by the Internship Coordinator and Affiliate Site Preceptor, usually by phone conference. The completed evaluation will need to be faxed and then mailed.
- For rotations less than one week, an informal evaluation will be conducted by the Preceptor and the Intern. The completed evaluation will need to be faxed and then mailed.

2. Supervisory Dietitian's Evaluation of Affiliate/Site

- The preceptor should complete this form for each of the program rotations to give feedback about the success of the internship in your facility. Please fax the completed evaluation.