



Winnipeg Regional
Health Authority

Caring for Health

Nutrition & Food
Services

Office régional de la
santé de Winnipeg

À l'écoute de notre santé

Services de diététique
et d'alimentation

*Manitoba Partnership Dietetic
Education Program*



WRHA Nutrition & Food Services

*Manitoba Partnership Dietetic
Education Program*



Website: <https://wrha.mb.ca/mpp-nfs>

User Guide – Preceptor



Winnipeg Regional
Health Authority
Caring for Health
Nutrition & Food
Services

Office régional de la
santé de Winnipeg
À l'écoute de notre santé
Services de diététique
et d'alimentation

*Manitoba Partnership Dietetic
Education Program*



Introduction

The Manitoba Partnership Dietetic Education Program (MPP) Website is a critical component of our program as all dietetic interns and preceptors have access to the various dietetic internship tools regardless of the placement location within our province.

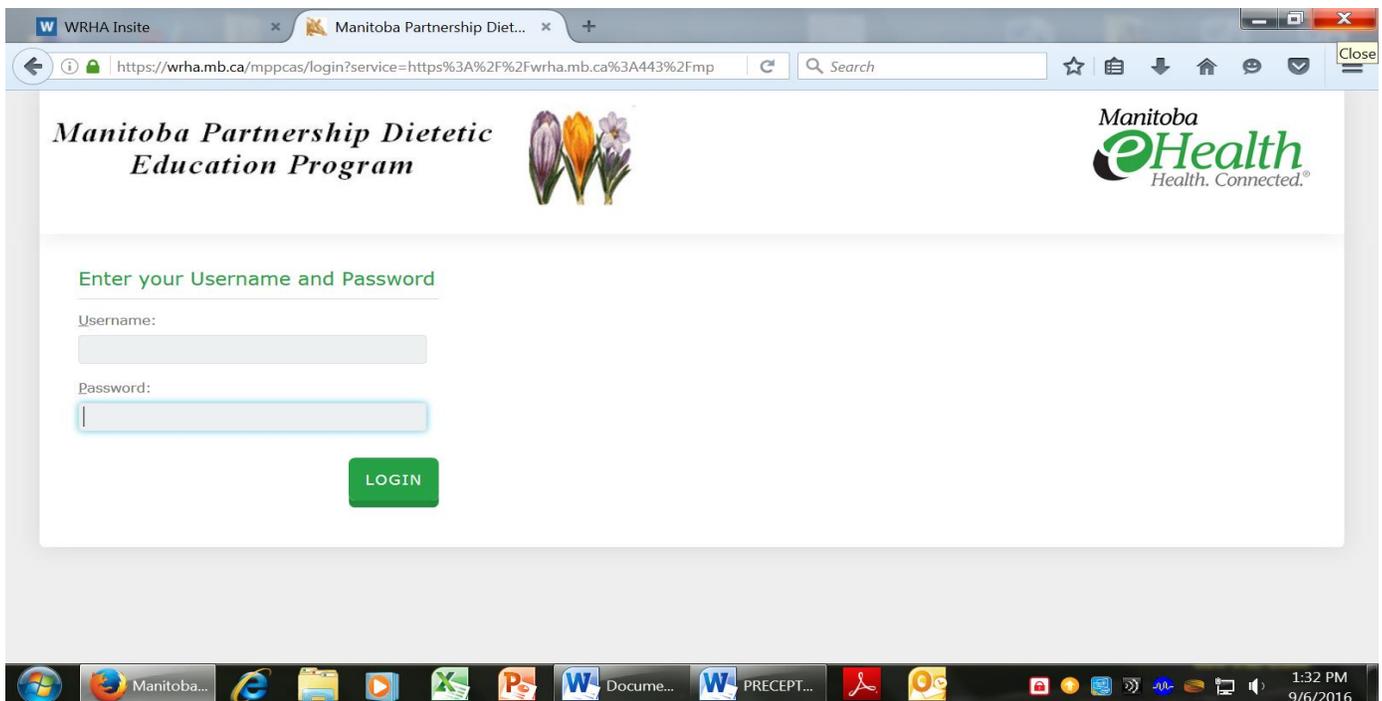
Through this website you are able to view and/or download placement details, learning materials, performance appraisals, operational procedures and additional resources required during the dietetic internship program.

Preceptors have all the access rights granted to dietetic interns, but also have access to documents and functions limited to preceptors. Your unique account will allow you to view your individual schedule, view resumes of the dietetic interns completing placements with you, download course materials and preceptor answer keys applicable to your practice area and view and complete Learning Records for the dietetic interns who have been assigned to you.

Using the MPP Website

A. Log in

- a. Use your favourite Web browser to visit <https://wrha.mb.ca/mpp-nfs>. The login screen for the MPP Website will be on your screen. Enter the username and password that have been assigned to you.





B. MPP Website Schedule Page

- The Schedule Page gives you access to all areas of the MPP Website. At a glance, the Schedule Page will show you your current placement. You can access additional information using the **Navigation Bar** at the top this page.

The screenshot shows a web browser window with the URL <https://wrha.mb.ca/mpp-nfs/Schedule>. The page header includes the Manitoba Partnership Dietetic Education Program logo and the Winnipeg Regional Health Authority logo. The navigation bar contains the following sections: SCHEDULE, CONTENT REPOSITORY, LEARNING RECORD, MISSION AND VISION, CONTACT US, and a user profile section for 'cpreceptor' with options for 'Change Password' and 'Logout'. The main content area is titled 'Schedule' and includes a 'Show Upcoming' checkbox and a 'SEARCH' button. Below this is a table with the following data:

| Course Group | Course Name | Site Location | Placement Dates |
|--------------------|-------------|-------------------|----------------------------|
| Clinical Nutrition | Clinical | Winnipeg Hospital | 03-Oct-2016 to 21-Oct-2016 |

Below the table, it indicates 'Rows: 10' and 'Page 1 (of 1)'. The version number 'Version: 1.0.0' is displayed at the bottom of the content area.

- The **Navigation Bar** includes 7 sections:

This screenshot highlights the navigation bar of the MPP Website. The bar contains the following sections from left to right: SCHEDULE, CONTENT REPOSITORY, LEARNING RECORD, MISSION AND VISION, CONTACT US, and a user profile section for 'cpreceptor' with options for 'Change Password' and 'Logout'.

1. SCHEDULE – Your schedule will appear in a table format and shows the Course Group, Course Name, Site Location and Placement Dates.

2. CONTENT REPOSITORY

Content Repository - Click here to access course material, answer keys for assignments/quizzes in the learning materials, documents, forms, website links and other resources you may find useful or informative.

Operational Procedures – Click here to view the MPP Operational Procedures and any regional policies/procedures which are relevant to you during the placements scheduled with you.

3. LEARNING RECORD – Click here to access the learning record of the dietetic intern assigned to you. The learning record includes a dietetic intern's performance ratings as well as skills demonstrated and/or suggestions for skill development following each placement.



4. **MISSION AND VISION** – Click here to read the MPP Mission and Vision.

5. **CONTACT US** – Click here for contact information for the MPP Manager/WRHA Nutrition & Food Services.

6. **CHANGE PASSWORD** – Click here if you would like to change your password

7. **LOGOUT** – Click here to log out of the MPP Website.

C. Your Individual Schedule

- a. Your schedule shows your placement(s) and includes the Course Group, Course Name, Site Location and Placement Dates. If you have multiple placements click the down arrow to show all placements scheduled with you (bottom right hand side of screen).

The screenshot shows the 'Schedule' page of the Manitoba Partnership Dietetic Education Program website. The page has a blue header with the program name and logos. A navigation bar includes 'SCHEDULE', 'CONTENT REPOSITORY', 'LEARNING RECORD', 'MISSION AND VISION', and 'CONTACT US'. Below the navigation bar, there are search filters for 'Show Upcoming', 'Start Date', and 'End Date'. A table displays two placement entries for 'Clinical Nutrition' at 'Winnipeg Hospital' with dates from Oct 2016 to Jan 2017. The page footer shows 'Version: 1.0.0'.

| Course Group | Course Name | Site Location | Placement Dates |
|--------------------|-------------|-------------------|----------------------------|
| Clinical Nutrition | Clinical | Winnipeg Hospital | 03-Oct-2016 to 21-Oct-2016 |
| Clinical Nutrition | Clinical | Winnipeg Hospital | 03-Jan-2017 to 20-Jan-2017 |

- b. Click on the placement to access a detailed outline of your placement.

The screenshot shows the 'Placement Details' page of the Manitoba Partnership Dietetic Education Program website. The page displays detailed information for a placement, including 'Course Group: Clinical Nutrition', 'Course Name: Clinical', 'Site Location: Winnipeg Hospital', and 'Placement Dates: 03-Oct-2016 to 21-Oct-2016'. Below this, there is a table with 'Content Name', 'Description', and 'Content' columns, listing items like 'Integrated Competencies for Dietetic Education', 'Clinical Nutrition Performance Appraisal', 'MPP Clinical Nutrition', 'Placement Evaluation', and 'Performance Rating Categories'.

| Content Name | Description | Content |
|--|--|---------|
| Integrated Competencies for Dietetic Education | This document lists the competencies required of the entry-level dietitian as established by the Partnership for Dietetic Education and Practice. Competencies relevant to the placement practice area are outlined in both the Learning Material document and the Performance Appraisal form. | ↓ |
| Clinical Nutrition Performance Appraisal | Performance Appraisal Form | ↓ |
| MPP Clinical Nutrition | Learning Materials | ↓ |
| Placement Evaluation | Dietetic Intern evaluation of the placement experience. | ↓ |
| Performance Rating Categories | Rating Descriptions | ↓ |



- c. From the Placement Details page, you can download the dietetic intern resume, course material and other related documents for saving or printing.
- d. Click on the download arrow corresponding to the documents on this page and then click Open to view, save or print the document.

D. Content Repository

- a. *Content Repository* contains the following categories – **Answer Keys, Course Material, Documents, Forms, Library, Website Links**. Use the Content Category drop down arrow to select the category and click search, or type the document name into the Content field and click search. Once your search is complete you can click on the corresponding arrow for the content you want to download.

| Content Category | Content Name | Description | Content |
|------------------|---------------------------------------|--|---------|
| Library | MPP Dietetic Intern Library Resources | Resources available in the MPP Dietetic Intern Library at the WRHA Nutrition and Food Services office at 345 DeBaets Street. | ↓ |
| Library | MPP Highlight Report | This report is prepared annually for Dietitians of Canada. | ↓ |
| Library | Program Plan | 41 Week Program Plan | ↓ |
| Library | The Preceptor's Guide | Guide book developed for Preceptor orientation/training. | ↓ |

- b. *Operational Procedures* contains MPP procedures and regional policy and procedures related to the internship program and are available for viewing/download from this section. Click on the arrow corresponding to the procedure you want to download.

| Procedure Section | Procedure Name | Procedure Number | Effective Date | Content |
|------------------------------|---|------------------|----------------|---------|
| 010 - GENERAL | Objectives of the Dietetic Internship Program | 10.00.05 | 08-01-2004 | ↓ |
| 030 - PERSONNEL | Absenteeism of Preceptor | 30.00.40 | 08-01-2004 | ↓ |
| 030 - PERSONNEL | Dress Code | 30.00.30 | 08-01-2004 | ↓ |
| 030 - PERSONNEL | Work Attendance Expectations | 30.00.35 | 08-01-2004 | ↓ |
| 040 - PROFESSIONAL STANDARDS | Confidentiality | 40.00.20 | 08-01-2004 | ↓ |
| 040 - PROFESSIONAL STANDARDS | Professional Conduct | 40.00.10 | 08-02-2004 | ↓ |
| 040 - PROFESSIONAL STANDARDS | Professional Development | 10.00.25 | 08-01-2004 | ↓ |
| 040 - PROFESSIONAL STANDARDS | Professional Standards | 40.00.15 | 08-01-2004 | ↓ |
| 050 - ORIENTATION/EDUCATI | Dietetic Internship Orientation-Education | 50.00.05 | 08-01-2004 | ↓ |



E. Learning Record

- a. To complete the form for an dietetic intern currently assigned to you:
 - i. Click on the Learning Record Tab on the Navigation Bar
 - ii. Click on the magnifying glass icon which corresponds with the dietetic intern name to open the Learning Record Detail page

Manitoba Partnership Dietetic Education Program

Navigation Bar: SCHEDULE | CONTENT REPOSITORY | **LEARNING RECORD** | MISSION AND VISION | CONTACT US

Welcome cpreceptor
Change Password Logout

Learning Records

Search

| Learning Record | Name | Username |
|-----------------|------------------|----------|
| | Dietetic Intern | dintern |
| | Dietetic Intern2 | dintern2 |

Page 1 (of 1)

Version: 1.0.0

- iii. On the Learning Record Detail page, under Learning Record Status, click on the magnifying glass icon which corresponds with the dates for the placement to open the Evaluation Detail page

Learning Record Detail

Dietetic Intern: Dietetic Intern
Course Group: Clinical Nutrition

Learning Record Status

| Course Placement | Course Dates | Preceptor Approval | Dietetic Intern Approval |
|------------------|--------------|----------------------------|--------------------------|
| | Clinical | 03-Oct-2016 to 21-Oct-2016 | No |

Skills Demonstrated

| | Clinical |
|---|----------|
| Professional Practice | n/a |
| Assessment Skills | n/a |
| Planning Skills | n/a |
| Implementation Skills | n/a |
| Evaluation Skills | n/a |
| Communication Skills & Oral | n/a |
| Communication Skills & Written / Documentation | n/a |
| Communication Skills & Team Involvement / Collaboration | n/a |

Suggestions for Skill Development



Winnipeg Regional Health Authority

Caring for Health

Nutrition & Food Services

Office régional de la santé de Winnipeg

À l'écoute de notre santé

Services de diététique et d'alimentation

Manitoba Partnership Dietetic Education Program



- iv. Click the Edit button in the top right hand corner of the page

Evaluation Detail

Dietetic Intern: Dietetic Intern
 Course Group: Clinical Nutrition
 Course Placement: Clinical
 Placement Dates: 03-Oct-2016 to 21-Oct-2016

Skills Demonstrated

| Skill Type | Skill Rating |
|---|--------------|
| Professional Practice | n/a |
| Assessment Skills | n/a |
| Planning Skills | n/a |
| Implementation Skills | n/a |
| Evaluation Skills | n/a |
| Communication Skills & Oral | n/a |
| Communication Skills & Written / Documentation | n/a |
| Communication Skills & Team Involvement / Collaboration | n/a |

Suggestions for Skill Development

It was a pleasure having the "dietetic intern" for her first clinical nutrition placement. She demonstrated improvement with conducting patient interviews, however, needs further experience in taking a diet history to obtain all

- v. Submit the *Skill Rating* using the drop down arrows directly to the right of the skill.
- vi. Type in your comments in the *Suggestions for Skill Development* section.
- vii. Click *Save and Approve*
- viii. Choose *Yes* to confirm approval

Evaluation Edit

Dietetic Intern: Dietetic Intern
 Course Group: Clinical Nutrition
 Course Placement: Clinical
 Placement Dates: 03-Oct-2016 to 21-Oct-2016

Skills Demonstrated

| Skill Type | Skill Rating |
|---|--------------|
| Professional Practice | C |
| Assessment Skills | AB |
| Planning Skills | C |
| Implementation Skills | C |
| Evaluation Skills | AB |
| Communication Skills & Oral | C |
| Communication Skills & Written / Documentation | C |
| Communication Skills & Team Involvement / Collaboration | C |

Suggestions for Skill Development

Please specify learning objectives/areas that the dietetic intern should focus on in future placements, if further skill development is needed. The dietetic intern's strengths may also be highlighted in this section. Providing the information in point form is acceptable.

It was a pleasure having the "dietetic intern" for her first clinical nutrition placement. She demonstrated improvement with conducting patient interviews, however, needs further experience in taking a diet history to obtain all pertinent information and interpreting relevant laboratory data. When gathering information from the client and family she is going to work on expanding on the responses from these individuals to get more detailed information. Once a nutrition plan is established, she is able to implement/execute interventions based on assessment and goals very well. Needs more experience with evaluating the outcomes of nutrition intervention. Communication skills are exceptional.

Note: If the dietetic intern has completed previous placements in the practice area in which your placement is grouped, you will have access to these Learning Records once approved by both preceptor and dietetic intern.



Winnipeg Regional
Health Authority

Caring for Health

Nutrition & Food
Services

Office régional de la
santé de Winnipeg

À l'écoute de notre santé

Services de diététique
et d'alimentation

*Manitoba Partnership Dietetic
Education Program*



F. Mission and Vision

Our Mission and Vision statements should be read by all Preceptors.

G. Contact Us

Mailing address, telephone number, fax number and email address for the MPP Manager/WRHA Nutrition & Food Services administration.

If you encounter problems

Although we have made every effort to ensure that this site is easy to use and works properly, you may run into problems. Please report any problems as quickly as possible to the MPP Regional Manager/WRHA Nutrition and Food Services administration. We will attempt to correct all identified problems as quickly as possible.