

Winnipeg Regional Office régional de la Health Authority

santé de Winnipeg

À l'écoute de notre santé

Caring for Health Nutrition & Food Services

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



al Office régional de la santé de Winnipeg

for Health À l'écoute de notre santé & Food Services de diététique et d'alimentation



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

a. 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.

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b. The Navigation Bar includes 7 sections:

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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).

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

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- 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.

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Library	MPP Highlight Report	This report is prepared annually for Dietitians of Canada.	.↓		
Library	Program Plan	41 Week Program Plan	4		
Library	The Preceptor's Guide	Guide book developed for Preceptor orientation/training.	4		
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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.

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Manitoba Partnership Dietetic Education Program



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

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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

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

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- 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

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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.



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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.