

## WHAT DO I DO IF . . . FAQs

There are many situations that might come up when you have an intern in your facility – not problems, just situations. We've tried to list some of the most common – and what you might do.

**There's an intern assigned to me but I have to miss work.** There are a couple of things you can do ahead of time in anticipation that this might happen. First, you might arrange for a co-worker to be the alternate preceptor. Second, you could assign the intern a couple of projects at the beginning of the rotation with the understanding that any 'down time' should be used for working on them. Making both of these standard practice is probably a good idea. Few of us know when we'll have to be away from work.

**How do I find the evaluations for the intern?** The evaluations can be found in the *Evaluations* folder in the *Preceptor* section of this website. You can print off the forms and there are also examples for you to peruse.

**How do I know what kind of experiences the intern has had before they start my rotation?** In the folder for *The U of M Dietetic Internship and Residency Program*, you will find links to the semester schedules, rotation schedules, and biosketches for each intern. You can also find their GA assignments. All of this information together should give you a good idea of what their previous experiences have been.

**What do I do if the intern misses days during their rotation?** We must provide at least 900 hours of supervised practice for each intern. The rotations are planned with that in mind. So, days that are missed must be made up. If the intern must move on to another rotation, you should feel free to assign projects that you feel will help the student meet their competencies for your rotation. Should there be an issue, you should contact internship faculty.

**Who do I contact if I have a question or a problem with an intern?** You should always feel free to contact either Beth Egan (the clinical coordinator) at 678-4054 or [bethegan@memphis.edu](mailto:bethegan@memphis.edu) or Linda Clemens (the internship director) at 678-3108 or [lhclems@memphis.edu](mailto:lhclems@memphis.edu). Beth will generally be your contact for clinical rotations while Linda will generally be the contact for management and residency experiences, but either can answer any question or deal with any problem.