Preceptor Menu and Instructions

Registration

Visit the registration link https://www.trajecsys.com/programs/registration.aspx .
Choose "No" for the Current Student line and then the form will change to allow you to enter your site. Enter your name, site, email, create a username and password, and answer additional prompted questions. All preceptors must register to access intern evaluations. Finally, confirm your email.


Logging into Trajecsys

Log into Trajecsys on a computer or on a smart phone (if your program allows smart phone clock records) at this link: https://www.trajecsys.com/programs/login.aspx. Preceptors can choose to bookmark the Trajecsys Login page.

Preceptor Home Page

- The Trajecsys Student Menu was designed to be as user friendly as possible. This "cheat sheet" highlights the primary functions that you will need to view Student self-assessments, evaluate rotations, and evaluate intern assignments.

- Enter your username, password and on the next screen choose your site from the dropdown and click "Log In." Choosing a site allows you to see all of the Student Self-Assessments that were completed by students who clocked into your site in the last 120 days.
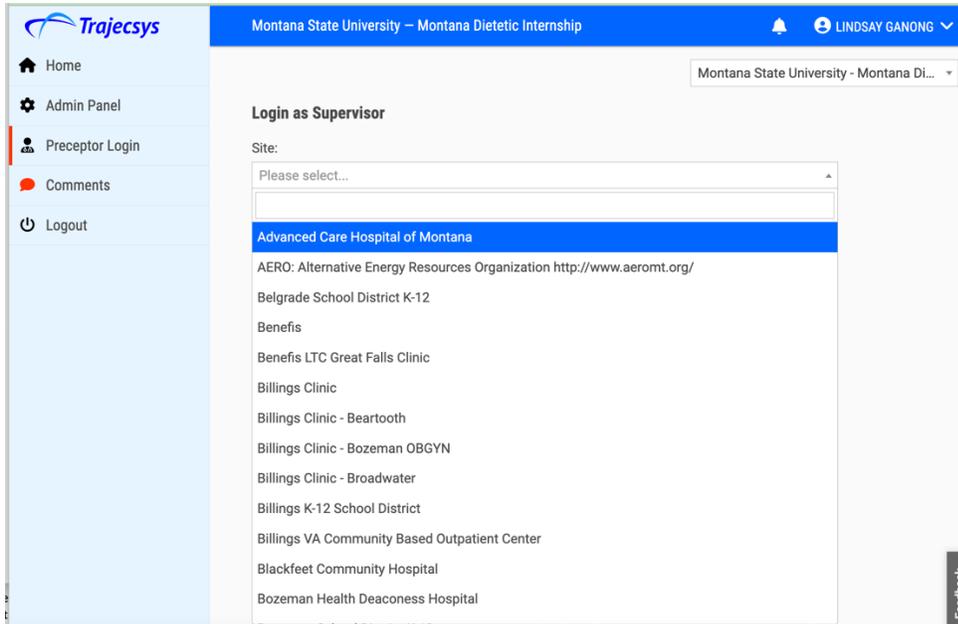
- Once logged in, you may have notifications on your homepage, letting you know that a student has submitted self-assessment of their activities and a competency log. To view those, follow the steps outlined in the "Reports" section below.

Reports – First, preceptors should access "Reports" on the left side of the dashboard or menu page:

- **Completed Evaluations/Forms –** Click "Completed Evaluations/Forms" to bring you to the "Completed Evals" page. Choose which form you'd like to view from the templates dropdown.

  View "Student Self-Assessment & Competency Tracker" by choosing that form in the drop down. From this screen you can view the submission date, average self-assessment score (1-5), and student's name.

Click "view" on any line to view submitted self-assessments & competency tracking. **Make sure the "Show results in the same order as on the form" is checked for readability of the form**.

Each line is a competency for the RDN. To view the activities the student tracked at your rotation for a given competency, look at the quotation below the blue text.

In the example below, the student self-rated "3" for CRDN (competency) 1.2, 1.3 and 1.4. They chose "N/A" (not applicable) for CRDNs 1.1 and 1.5, meaning that they did not practice that competency at this rotation, which is totally fine. Interns have 10 months to track an activity for each competency.

In the example below, the intern tracked the following activity to demonstrate the skill for CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice: "Provided evidence-based recommendations on protein estimation for cirrhosis patient in clinical case presentation."

The student's self-rating are meant to give you a sense of the student's self-perception of performance and to report back to the preceptor the activities that the intern completed during that rotation. Review this form for completeness.

Student Self Assessment and Competency Tracker

☐ Collapse labels and averages to values ☑ Point Average (Point Sum / # Items) ☐ Point Sum ☐ % Point Sum

From [　　　] 🅩 Through 09/07/2023 🅩 [Apply] 🖨 Print

STUDENT SELF ASSESSMENT AND COMPETENCY TRACKER

Report creation date: 9/7/2023

Date 09/07/2023

Subject Test Site

Evaluator STUDENT, TEST

Site Test Site

Total Score 3

Approved

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.   3

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
Enter Activity Used to Meet Competency in the Comment Bubble to the Right 💬
N/A

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
Enter Activity Used to Meet Competency in the Comment Bubble to the Right 💬
3
   "Provided evidence-based recommendations on protein estimation for cirrhosis patient in clinical case presentation"

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
Enter Activity Used to Meet Competency in the Comment Bubble to the Right 💬
3
   "Compared two protein shake recipes to show which one is more cost effective to meet cirrhosis patients' protein needs"

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies
Enter Activity Used to Meet Competency in the Comment Bubble to the Right 💬
3
   "Used MSU library databases to evaluate scientific literature"

CRDN 1.5 Incorporate critical-thinking skills in overall practice.
Enter Activity Used to Meet Competency in the Comment Bubble to the Right 💬
N/A

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Complete Required Evaluations

- **Required Evaluations –** from your menu on the left side, choose "Required Evaluations" to access the Intern Feedback & Evaluation form for clinical, community or food service management rotations.
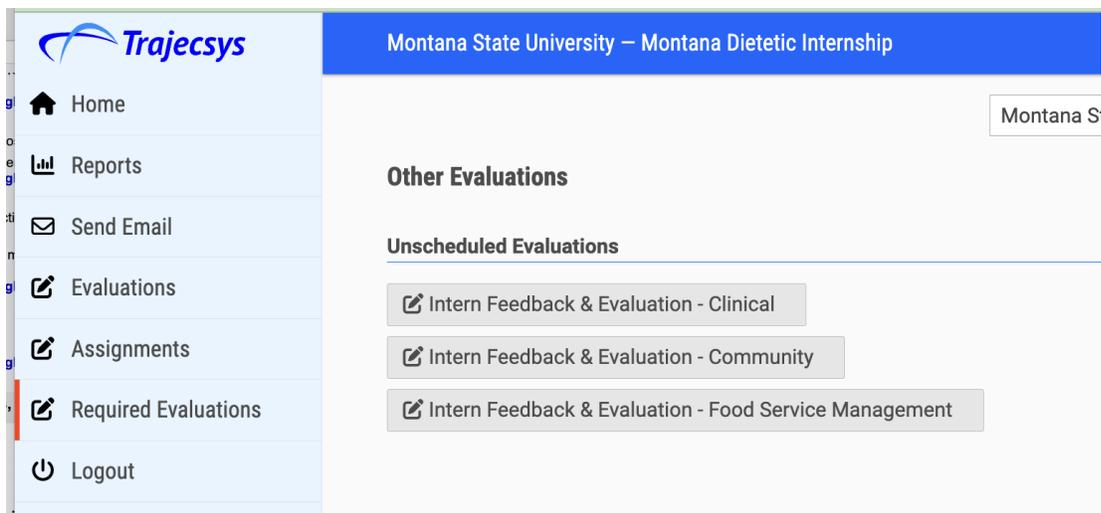
- **Evaluation Instructions:** Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. **For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations.**

  Scoring:
  1 = Early beginner, needs more practice, not at expected level for intern
  2 = Beginner, approaching expected level for intern
  3 = Doing well, performing as expected for intern level
  4 = Above average, doing better than expected
 **5** = Outstanding, doing much better than expected

- Choose N/A for any competency or skill that the intern did not have a chance to complete at this rotation. Again, choosing N/A is totally fine, as interns have 10 months to track an activity for each competency.

- Choose an overall rating and write the intern's strengths, areas for improvement, and comments for the MDI program at the bottom of the form.

- Click "Submit" or if you need to return to complete the form later, click the box at the very bottom that reads "Check to complete later, then click 'Submit.'" After submission the form will route to the intern for a signature to acknowledge that they read the evaluation. These take the place of paper evaluations that were used in the past.

Assignment Evaluations

- **Assignment Evaluations –** from your menu on the left side, choose "Assignments" to access the evaluation forms for clinical case & evidence-based practice presentation, clinical staff relief, in-service or quality assurance assignments. These evaluations should be completed by a preceptor if any of these assignments were completed during that rotation. These take the place of paper evaluations that were used in the past.
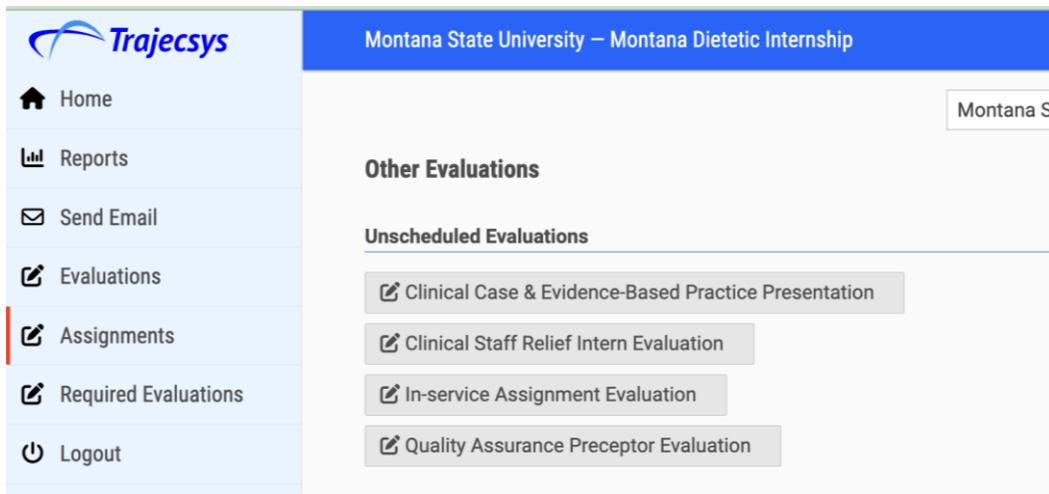
Troubleshooting - The User Guide can be accessed by clicking your name which will be located in the upper right hand corner.
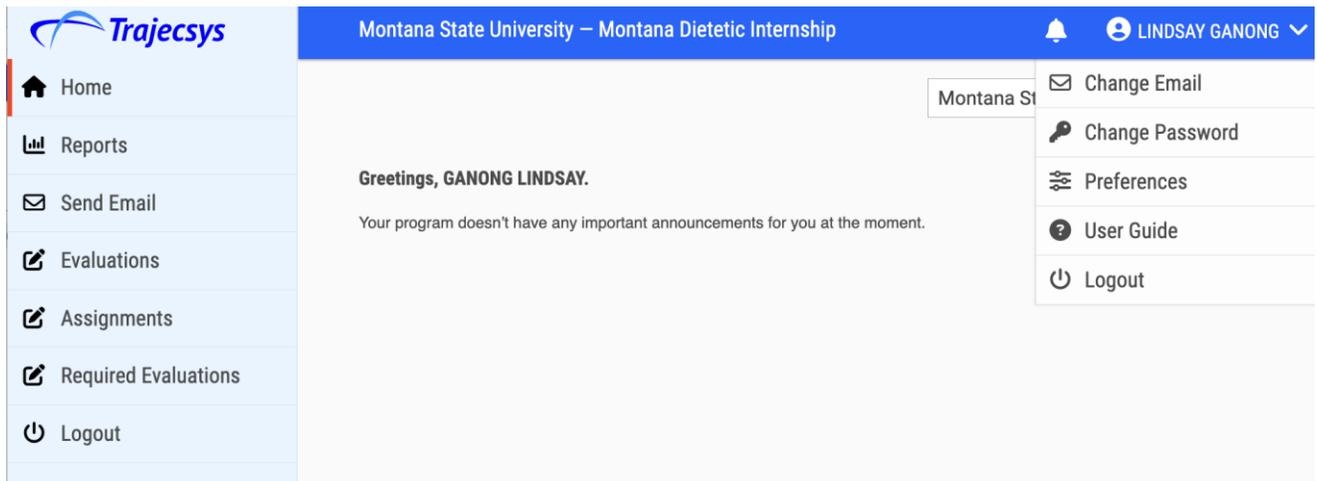
Please reach out to Lindsay Ganong with any questions and I will help however I can.

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