



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

HANDBOOK FOR

**THE OHIO STATE
UNIVERSITY**

HUMAN NUTRITION
DIETETIC INTERNSHIP PROGRAM

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Introduction

This handbook is a guide and resource for interns considering enrollment in, or already matched to the Dietetic Internship (DI) at The Ohio State University in the Department of Human Sciences. The information, policies, and procedures included in this document are meant to be supportive. Interns are expected to review and follow the policies relating to the DI and university wide Student Code of Conduct at <http://studentconduct.osu.edu/>.

The handbook is revised annually and each new edition fully replaces previously published versions. The handbook is available at <https://ehe.osu.edu/internship/dietetic-internship>.

All interns are encouraged to review the policies and procedures relating to the DI in this handbook. The handbook includes the mission, goals, and objectives as submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as part of accreditation requirements.

The Academy of Nutrition and Dietetics

The Academy Code of Ethics

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the [Code of Ethics](#) for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The Code of Ethics applies to all dietetics practitioners, no matter their membership status. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all members and credentialed dietetics practitioners agree to abide by the code.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

The Academy Competency Requirements

The current ACEND approved Accreditation Standards for dietetics education programs went into effect June 1, 2022. ACEND-accredited programs prepare individuals to become eligible for the RDN credential. The DI adheres to current Accreditation Standards.

Program Information

The Ohio State University – General Description

The Ohio State University (OSU), first enrolled students in 1873. The current enrollment is about 65,000 individuals. The university offers >200 undergraduate majors as well as 148 Master's degree, 114 doctoral degree and 7 professional degree programs. The Ohio State University is accredited by the Higher Learning Commission (HLC).

University Vision

The Ohio State University is the model 21st-century public, land grant, research, urban, community engaged institution.

University Mission

The University is dedicated to:

- Creating and discovering knowledge to improve the well-being of our state, regional, national and global communities;
- Educating students through a comprehensive array of distinguished academic programs;
- Preparing a diverse student body to be leaders and engaged citizens;
- Fostering a culture of engagement and service.

We understand that diversity and inclusion are essential components of our excellence.

University Values

Shared values are the commitments made by the university community in how we conduct our work. At

The Ohio State University we value:

- Excellence and Impact
- Diversity and Innovation
- Inclusion and Equity
- Care and Compassion
- Integrity and Respect

The OSU College of Education and Human Ecology – General Description

The Department of Human Sciences resides in the College of Education and Human Ecology. The college is composed of three academic units that offer 24 undergraduate degree programs and 19 graduate degree programs. The college's 280 professors and lecturers and 200 staff are tackling some of society's toughest issues. The College is known for developing Ohio's best educators, researchers, policymakers, exercise scientists, dietitians, financial advisors, event coordinators, and other experts who improve society.

College Mission and Core Values

To resolve pressing educational, health and wellness, and social needs locally, statewide, and beyond. Core values include:

- Excellence in transformative high-impact teaching, research, and service devoted to our students and community
- Justice in our plans, actions, and outcomes especially in the face of challenging circumstances and in the absence of agreement
- Diversity in creating a community that is inclusive and equitable in representation, language, action, and behavior
- Innovation in a continuous process of discovery that is solution focused and community based
- Internationalization in cultivating an academic community with global awareness and engagement

The OSU Department of Human Sciences – General Description

Department Mission

Members of the Department of Human Sciences advance the human experience by integrating academics, research, and outreach in the areas of nutrition, human development and family science, consumer science, and kinesiology. This multi-disciplinary new unit works to identify and promote healthy physical and social behaviors through effective intervention and prevention strategies.

History of the Human Nutrition DI Program

The DI was established in 1993 as a Masters and Dietetic Internship combined program. In 2006, the program began offering a non-degree option and increased the number of dietetic interns from 6 to 12. In 2010, the program uncoupled from university credit and became a stand-alone dietetic internship.

The DI has a program director who is full-time (1.0 FTE) as a Clinical Associate Professor of Practice with 30% of the FTE designated to direct the stand-alone dietetic internship and co-direct the Masters in Dietetics and Nutrition. The DI also shares a 0.75 FTE dietetics program coordinator who is 0.25 FTE with the DI. Both are Registered Dietitian Nutritionists in good standing with the Commission for Dietetic Registration (CDR). Interns meet individually with the director or coordinator three times during the program (eg, August, December, and April) to make sure interns are progressing as desired. More frequent advising is available as appropriate.

The DI relies on support from the department. The department has 14 full-time (1.0 FTE) faculty and 1 Full-time Lecturer. Of these, 9 are Registered Dietitian Nutritionists in good standing with the Commission on Dietetics Registration. The department offers a DPD program and a masters program in Human Nutrition, and is part of an interdisciplinary doctoral program in Nutrition (OSUN).

Administratively the DI Program Director reports to Dr. Erik Porfeli, Chair, Department of Human Sciences, who reports to Dr. Dean Pope-Davis, Dean of the College of Education and Human Ecology.

Program Mission and Philosophy

Mission Statement

The mission of The Ohio State University Human Nutrition Dietetic Internship is to equip graduates to become Registered Dietitian Nutritionists who execute entry-level practice and obtain advancement to positions of impact. Graduates will be prepared to use innovation, diversity and inclusion, and integrity to conduct and manage personalized nutrition care in a variety of environments.

Program Goals

Program Goals and Outcomes

Goal 1. The Program will expand the knowledge and skills needed to develop dietetic practitioners who are capable of actively participating in advancing the quality of life of individuals within diverse communities.

Objective 1-A. At least 80% of interns complete program requirements within 15 months for full-time interns, within 25 months for part-time interns, or within 3 years for ISPP interns (150% of planned program length). **The rolling 3-year average for this objective is 100% for full-time, part-time, and ISPP tracks.**

Objective 1-B. Eighty (80%) of employers will report the graduate improves the quality of life of individuals through a) creation or modification or continuation of program and/or policy and/or b) dissemination of knowledge via their job in their diverse communities.

Goal 2. The Program will prepare individuals to become professionally competent in the areas of medical nutrition therapy, nutrition/food management, public health nutrition, and personalized nutrition and counseling.

Objective 2-A. At least 85% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. **The rolling 3-year average for this objective is at least 98% for full-time, part-time, and ISPP tracks.**

Objective 2-B. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. **The rolling 3-year average for this objective is at least 98% for full-time and part-time tracks and 75% for the ISPP track.**

Objective 2-C. Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Program Overview

Full program information is available on the website: <https://ehe.osu.edu/internship/dietetic-internship> and in this handbook. The program offers a breadth of knowledge and professional skills required for practice of dietetics and for advancement to leadership roles in the nutrition and dietetic profession. The internship provides supervised practice in a variety of settings in the central Ohio area. Based on the interns' interests and career goals, they will be matched to practice tasks that develop expertise in specialized services. Note: In 2023-24, the program will change its structure to a distance program with interns self-identifying rotation sites and preceptors.

The program consists of a minimum of 1,050 hours of supervised practice hours. In addition, interns in the full-time and part-time tracks participate in a one-week orientation and weekly seminars with program faculty. ISPP track interns can attend these events or select an asynchronous option. Interns report to supervised practice according to the track. Full-time average 38 hours/week. Part-time average 20 hours/week. ISPP set their schedule but are encouraged to include at least 16 hours/week. Supervised practice takes place in various medical centers, public health agencies, wellness agencies, and private industries, food services, and schools in the Central Ohio area and other locations as arranged. The supervised practice experiences will meet entry level competencies established by the Academy of Nutrition and Dietetics. The distribution of time for the rotation are outlined below. Numerous practice sites are available to dietetic interns in all areas.

Rotation Area/Course (indicate the major rotations with an asterisk)	# of hours in Professional Work Setting	# of hours in Alternate Practice Experiences				
		B1 Simulation	B2 Case Studies	B3 Role Playing	B4 Other	B5 Combined Hours for Alternate Practice Experiences
US Based						
Foodservice Management	180					0
Community	250					0
Clinical*	380		20			20
Culminating	180					0
Research/Quality Improvement	0	20				20
Orientation and Seminar	0	10	10			20
TOTAL						
Sum of Hours for Each Category	Total 990	Total 60				

For the clinical rotation, at least 50% of the required hours must take place “onsite” which is defined as in the same physical location as the preceptor.

In addition to becoming registration eligible, interns will achieve competence in nutrition assessment, nutrition care planning, nutrition counseling and education, management and leadership, personnel management, problem solving and decision making and professional growth and development. Graduates have an excellent record of passing the national registration exam for registered dietitians and finding employment within 12 months of program completion. Graduates are employed across a wide spectrum of areas, including positions that do not require the RDN credential but the RDN credential is valued.

Accreditation Status

The Human Nutrition Dietetic Internship Program at The Ohio State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Email: ACEND@eatright.org

Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

Website: <https://www.eatrightpro.org/acend>

Admissions Policy

The DI follows the rules and guidelines established by The Ohio State University. Consideration and acceptance of the interns is by a selected internship committee that is in compliance with the university, state and federal regulations and laws. The application of each intern will be viewed and considered individually, in compliance with the university's nondiscrimination policy (1.10) that says Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy, race, religion, sex, sexual orientation or protected veteran status, or any other bases under the law, in its education program or activity.

The Ohio State University follows the policy of not engaging in discrimination or harassment against any person regardless of sexual orientation, race, origin, religion, sex, unfavorable discharge from the military, or status as disabled veteran of the Vietnam period and fulfill with all federal and state nondiscrimination, equal opportunity and regulation.

It is the policy of The Ohio State University to comply with the Privacy Act of 1974 as well as the Family and Educational Rights. To maintain the student protection of privacy information and the access to files, consent by the intern is required before releasing any information from the intern's record.

Expenses

The program is a nonrefundable fee-based program. The program fee is \$9,700. A nonrefundable \$100 down payment is due upon acceptance to the program (April). The remaining nonrefundable \$9,600 will be due by the first day of the internship orientation (August). Payment plans are offered on an as needed basis. The schedule of payments with intern expenses is available on the website. Interns who withdraw from the program will not be issued a refund of fees.

The DI fee is independent from any tuition and fees charged by OSU (see Accessing Private Loans section). Program payment to the DI must be made directly using the program's payment portal (see program's website for details) or with a personal or cashier's check to the program director.

During the internship, interns are expected to attend a professional conference and some of the expenses associated with this activity would be the intern responsibility. Personal costs include housing (varies), travel to internship sites (depends on location), health insurance (varies), auto insurance (varies), professional liability insurance (\$37/year), student membership in the Academy of Nutrition

and Dietetics (\$55/year) and Columbus Dietetic Association (\$10/year), and a background test (\$25-80), and drug test (typically covered by the program). Additional fees such as vaccinations and immunizations may apply but flu vaccine, COVID vaccine, and PPD test are often covered by insurance.

Financial Resources

Dietetic Interns are not eligible for federal loans as the internship is non-credit bearing.

Scholarships

Applicants and Interns are encouraged to apply for scholarships through The Academy at <https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid> in addition to their state and local dietetic associations.

Accessing Private Loans

Private loans are an option. If considering a private loan, contact the DI director out of courtesy and for advice. Interns are responsible for securing private loans or other financial means to cover their program costs and living expenses. Private loans have been used in the past.

Loan Deferment

If considering loan deferment, contact the DI director. Forbearance is often the best choice but depends on each individual loan agreement.

Intern Employment

If you plan to become employed, it is important to consult with the program director on how a working schedule may affect your performance in the program. While faculty and preceptors are sympathetic to the students' need for employment, employment schedules cannot take priority over the academic and clinical requirements of the program.

Campus Visits and Online Open House

To schedule an on-site visit, please contact the dietetics program coordinator, Danielle Musick, at musick.52@osu.edu. If you are not able to visit but are interested in knowing more information regarding the program, you are encouraged to attend the online open house that takes place in January. Check our website after January 1 for a link to the open house session.

Applying to the Internship Program

The internship program participates in the April (Spring) D&D Digital (Ames, IA) dietetic internship matching cycle and is accredited for up to 20 interns per year in the full-time track and up to 4 interns per year in the part time track. However, the program plans to accept about 6 interns total each spring. All tracks participate in the Dietetic Internship Centralized Application System (DICAS) hosted by the Academy of Nutrition and Dietetics. Please refer to the DICAS Applicant Portal at <https://portal.dicas.org/> or the DICAS Information page on the Academy's website for guidance and deadlines. The applicant must complete and submit their application to our program using DICAS by the DICAS deadline. In the case of ISPP, there are rolling admissions.

In addition, applicants must send a \$40 program application fee directly to the program director. This application fee is designated to cover expenses incurred by Ohio State personnel during the review of each application. This fee is separate from any costs paid to the Academy using DICAS. The payment can be made electronically or by check. Submission details can be found on the program's web page: <https://ehe.osu.edu/program/dietetic-internship/applying>. Program application fees to OSU need to be submitted or postmarked by the DICAS due date. Applicants should include their email address with the check payment.

Incomplete applications will not be reviewed by the OSU HN Dietetic Internship Selection Committee. Therefore, all materials required to complete the DICAS application must be submitted by the deadline.

Admission requirements for full-time and part-time tracks include a masters degree from a U.S. accredited college/university or foreign equivalent and an original verification statement from a ACEND approved/accredited Didactic Program in Dietetics (DPD). If the applicant has yet to graduate from a DPD, the applicant may submit an Intent to Complete Form instead of the verification statement at the time of application. If the masters degree will not be completed prior to the program start date, the applicant may provide a letter on university letterhead from their graduate program director or faculty advisor stating the student is in good standing and has a plan to finish their graduate program requirements within 6 months of the end of the dietetic internship. Overall grade point average (GPA) of 2.8 based on a 4.0 system is required.

Admission requirements for the ISPP track include a doctoral degree from a U.S. accredited college/university or foreign equivalent and either a DPD Verification Statement or show adequate nutrition-based knowledge. The PD reviews the ISPP applicant's transcripts (and in some cases course descriptions) and CV or resume as well as an interview to determine if knowledge requirements have been met. Identified gaps are communicated to the applicant and are met before admitting an ISPP applicant to the program. Application materials include a CV, official transcripts, ISPP Rotation Schedule Application, and ISPP Preceptor and Facility Applications. Submit a Preceptor and Facility form for at least one of the acute-care rotations and 2 additional Preceptor and Facility forms, preferably for the earliest rotations in the schedule. Additional forms must be received in advance of the scheduled rotation start date. Onboarding ranges from 2 weeks to 6 months.

How to Find Preceptors:

1. Review preceptor and facility requirements (Preceptor and Facility Form and Rotation Schedule) before you start contacting potential preceptors.
2. Create a list of potential preceptors. ISPP applicants are encouraged to leverage existing networks (DPD Director, doctoral program faculty, professional organizations, and other social networks) to identify preceptors and facilities. The Academy of Nutrition and Dietetics "Find-a-Preceptor Database" <https://www.eatrightpro.org/find-a-preceptor/?state=ShowSearch> offers a search feature to find individuals willing to be preceptors by proximity to a zip code. In addition, the program will find a list of affiliates and preceptors nationwide upon request.

3. Start contacting potential preceptors. Utilize the phone, social media, and email. If you have not heard back from someone you've contacted, follow up in 2-3 weeks. Know the required time you are requesting and the preceptor paperwork required (Preceptor and Facility Form and resume) because every internship program is different. Introduce yourself and your decision to apply to The Ohio State University Human Nutrition Dietetic Internship. You and your preceptor will determine the best dates for you to complete the supervised practice if you are accepted. Be prepared for the following:
 - a. Preceptors may want to interview you and/or review your resume or professional experience. They may also want to know your motivations for becoming a registered dietitian. Approach the meeting like a job interview.
 - b. They may ask you about an affiliation agreement or contract. These are completed after you have been accepted to the program. If they say they need one in place before agreeing to precept you, contact the program director for assistance.
 - c. Preceptor may want to know the learning objectives or competencies you need to meet in a rotation. Ask the program director for the syllabi for the clinical, foodservice management, and community rotations.
4. Complete the required forms. Send your preceptor the Preceptor and Facility form. Complete as much of the form as you can in advance.

Applicant Ranking and Interview

For full-time and part-time tracks, applicants will be ranked using standard criteria on the basis of: academic performance, work and volunteer experience in the field, evidence of maturity, interpersonal skills, leadership potential, and self-direction, quality of reference, and compatibility of applicant's goals with the mission of our program. Top applicants will be interviewed by phone or video conference for up to thirty minutes. The interviews will take place during March. The interview will provide the applicant with further information about the program and allow the applicant to demonstrate their potential to the Dietetic Internship Selection Committee.

ISPP applications are reviewed on a rolling basis. Similar criteria are used to evaluate applications (as noted above) with the additional consideration of feasibility and quality of the proposed rotation schedule (preceptors and sites). ISPP interns will be interviewed by phone or video conference for up to 30 minutes. After the interview, a determination of acceptance will be made and communicated to the applicant.

International Interns

International interns are responsible to ensuring they will have appropriate documentation (visa) to allow them to spend the necessary time in the US to complete their supervised practice hours. Student visas are often not applicable to our program as interns do not enroll in university credits.

Intern Resources

Interns are not eligible for the OSU Student Health Insurance or many of the health services or financial aid resources offered by the university. The table below provides information for some of the more

relevant campus resources utilized by students and interns. Interns are encouraged to use these resources if they desire. Tutoring and testing services are not applicable to the internship.

Safe and Healthy Buckeyes - <https://safeandhealthy.osu.edu/> - information for navigating COVID
Office of Diversity and Inclusion - <https://odi.osu.edu/> - includes workshops, webinars, and events
Mental Health Services - <https://ccs.osu.edu/> - interns can search the community provider database and discover mental health resources and support options

Ohio State University Libraries – library.osu.edu – you will have access to use the libraries remotely or in-person.

Recreational and Physical Activity Complex (RPAC) - <https://recsports.osu.edu/fms/facilities/rpac>
Membership rate is the same as a student.

Program Policies and Procedures

Pre-placement Requirements

DPD Verification

Interns must provide a printed DPD Verification Statement with original signature or electronic version with official signature at the start of the program. These statements are generated by the student's DPD program director. The DPD Verification is granted after the student has completed the necessary curriculum and standards set forth by the granting institution. ISPP interns have a doctorate degree and do not need a DPD Verification Statement but must show adequate nutrition-based knowledge which is determined by the internship director. Additional education may be required.

Advanced Degree Transcripts

Before the program start, full-time and part-time interns must provide official transcripts verifying a conferred master's degree or provide a letter on university letterhead from their graduate program director or faculty advisor stating the student is in good standing and has a plan to finish their graduate program requirements within 6 months of the end of the dietetic internship. ISPP interns must provide an official transcript with a conferred doctorate degree.

Vaccinations and Health

All the interns are required to provide evidence of being current on all the necessary vaccinations and immunizations. Documentation of a physical examination no more than 12 months before the internship start must also be provided. As the physical exam expires (older than 12 months), a new one will be required. The intern's most recent tuberculosis (TB) test must be negative and completed within the past 3 months or more recent according to partner agency/placement. Required immunizations include MMR, Tetanus, Hepatitis B, and Chicken Pox vaccine or documentation of chicken pox. Most affiliates require flu and COVID-19 vaccinations. Interns will be required to show evidence of a COVID-19 vaccination; otherwise, the intern may not be able to complete the program.

Health Insurance

The intern is required to carry his/her personal health insurance throughout the internship. Interns are not eligible for the student health insurance at OSU.

Professional Liability Insurance

Interns must maintain dietetic practice liability insurance throughout the program at a minimum of \$1/\$3 million.

Driver's License and Auto Insurance

If the intern is traveling in his/her own private car, then they are responsible for keeping an updated driver license, mode of transportation and the liability insurance over their personal private motor vehicle. Students are responsible for their transportation (including safety) to and from affiliated facilities providing clinical learning experiences.

Background Checks and Drug Screen

Interns will be working in facilities (i.e. hospitals, schools) that require criminal background checks and/or drug screens before attendance is permitted. The program will honor the policies of the site if they reject an intern whose criminal background check raises concerns. Please consider your own circumstances before applying to the program.

Once admitted to the program, the intern will be asked to obtain a criminal background check and FBI check (if residence is outside Ohio). A copy of the results must be sent to the program director. Partner agencies frequently ask the director to confirm the intern has had a background check and there are no concerns. Also, the intern will disclose their date of birth and possibly social security number to assist facilities with their own background checks of the intern. All interns are required to self-disclose criminal convictions that occur within three business days of the conviction.

Drug screens will be paid for by the program and arranged by the program director. Interns will be asked to complete the drug screen during the orientation week or later in the program.

Memberships

Interns are required to maintain and update Academy of Nutrition and Dietetics membership during their enrollment in the program. Columbus Dietetic Association (or other local dietetic association) memberships during the program are necessary for full-time or part-time interns only.

Assessment of Student Learning (Competencies)

The following are utilized in the process of assessing intern learning:

1. Performance Evaluations completed by preceptors
2. Alternate Practice Experiences (simulation, case studies, role playing, etc) – assigned by the program

During rotations, program faculty will interact with the preceptor and the intern. At the completion of every rotation, the preceptor and intern will each complete an evaluation form provided by the program

(Performance Evaluation). The intern completes a self-evaluation and shares a completed copy to the preceptor. The preceptor fills out his or her section. Then, the preceptor and intern will meet to review the evaluation. Program faculty may attend this evaluation session. Edits may be made at this time. Interns and preceptors provide electronic signature. The preceptor's competency ratings are used to track progress towards competencies. Mid-rotation evaluations between preceptor and intern are encouraged but not mandatory. Informal, regular feedback between preceptor and intern is expected.

Dietetic Interns are encouraged to complete a weekly log that catalogues the competencies experienced during the week and how they are meeting the competencies.

The program will assign alternate practice experiences (case studies, simulation, role play). The supervised practice hours for each experience are determined by the program. Interns do not track the hours spent on these projects in the supervised practice tracking system. Program faculty will share the expected learning necessary to meet competence for each assignment.

Evaluations

The following evaluations are used:

- Performance Evaluation (competencies assessed by intern and preceptor; preceptor versions are reviewed by program faculty at the end of each rotation)
- Orientation Evaluation (completed by intern at the end of orientation)
- Exit Survey Evaluation (completed by intern at the end of the program)
- Preceptor and Agency Evaluation (completed by the intern at the end of each rotation)

Interns will have a mid-point and pre-completion meeting with program faculty. Progress towards competencies and supervised practice hours are evaluated and adjustments are made as appropriate.

Prior Assessment Learning and Experience

Interns with relevant life experiences may receive credit for supervised practice hours. The program director makes this decision based on forms that are completed by the intern before the start of the program.

The prior learning (PL) application process includes the following steps.

1. Complete the PL application which consists of the PL Template and requested documents to verify PL.
2. The program director or appointed staff member will review submitted PL applications and determine if any credit will be given. Additional documentation or clarification may be requested. Calls, emails, or letters may be sent to contact persons listed as supervisors to request verification of the applicant's documentation for PL.
3. The director/appointed staff member will document PL credit granted and share this information with the intern.

The PL process is open to matched interns or to applicants of the Individual Supervised Practice Program (ISPP). Matched interns may begin the application process after confirming acceptance to the OSU Human Nutrition Dietetic Internship (after D&D Digital matching process is complete) in mid-April for

the August start date. ISPP applicants may begin the process during the application phase to estimate the hours necessary to earn the Verification Statement. PL for ISPP applicants will be finalized after acceptance into the program. The deadline for PL applications and documentation to be received by the program director is the first day of supervised practice.

Send materials to Julie Kennel, The OSU Human Nutrition Dietetic Internship Program, 315E Campbell Hall, 1787 Neil Avenue, Columbus, OH, 43210 at kennel.osu.edu. Questions may be directed to Dr. Kennel or Danielle Musick musick.52@osu.edu.

An intern may get PL credit for up to 120 hours of culminating (e.g., research), 180 hours of foodservice management, 250 hours of community and 120 hours of clinical rotations. Total rotation time credited to PL may not exceed 670 hours. The only exception to this is for those applicants who have completed a 900-hour experience under supervision of a registered dietitian and have sat for and successfully passed the equivalent to the registered dietitian nutritionist examination to be licensed in states that follow this procedure. In this instance, there is no limit on the number of weeks credited to the internship rotations.

Program fees remain the same regardless of the amount of prior learning credit awarded.

Complaints and Grievances

The department encourages the resolution of grievances from interns and preceptors through informal means and discussions in keeping with the collegial atmosphere of a university. The department is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes. Interns and preceptors are encouraged to work with their director and preceptor/preceptor supervisor to resolve academic issues and complaints. If the complaint is not addressed to the satisfaction of the intern or preceptor, the intern or preceptor should go to the Human Nutrition program chair (Bruno). If the issue is not resolved, the intern or preceptor should go to the Department of Human Sciences Chair (Porfeli). If the issue is not yet resolved, the intern or preceptor should contact Dean (Pope-Davis) who will make a final ruling. Interns or preceptors should submit written complaints to ACEND related to program noncompliance with ACEND accreditation standards only after all other options with the program director and institution have been exhausted.

The program director must keep a chronological record of the intern or preceptor complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of seven years. The program director must allow inspection of complaint records during on-site evaluation visits by ACEND.

Access to Personal Files

Interns shall have access to personal files that are kept in a secure location on a university drive. Hard copies of Verification Statements and transcripts are kept in the program director's office in a secure location. Upon request, a student may view their personal records. Interns have the right to request to amend education records, the right to file complaints concerning alleged failure by OSU to comply with these policies.

Program Schedule

Full-time and part-time track interns start the program in mid-August for 1 hour of virtual orientation followed by 1 week of in-person orientation. Supervised practice rotations start the following week. The program follows a similar schedule as the university academic calendar but with some differences. The holidays include: Labor Day, Veteran's Day, Thanksgiving Break (3 days), and Martin Luther King Jr Day. There is a 2 week winter break at the end of December/beginning of January. There is no spring break but interns may choose to take their vacation/personal time in the spring.

Sick and Personal Days (Vacation)

Interns are given up to 40 hours of personal time (e.g., vacation) and up to 14 sick days to take as needed during the internship year. These hours are not counted in the total supervised practice hours.

Interns must notify the Program Director in writing when taking personal time, and personal time must be approved by the Program Director or assigned staff ahead of when the personal time is taken. The timing of personal days should be discussed with program faculty to ensure the time off will not result in a longer delay in starting or resuming supervised practice. Interns who call in sick are required to ***call or use the preceptors preferred method of contact*** for the rotation. Interns must email the program director or coordinator when taking a sick day.

Interns may work nights, weekends, or during holidays to make-up hours of personal/sick time as long as the preceptor approves and all hours are documented appropriately.

Injury or Illness

Safe behavior and good health are important to optimal performance during supervised practice; however, it is recognized that one can be injured or become ill on or off-site. If an intern gets sick or injured at the supervised practice location, they should notify the preceptor and program director as soon as possible. The intern should immediately seek medical assistance or leave the facility to recover. Liability terms are covered in the affiliation agreement with each agency.

If ill, the intern should not expose clients, patients, or employees by continuing to work in the facility. Interns are encouraged to follow Centers for Disease Control (CDC) COVID-19 related policies, specifically, [Promoting Behaviors that Reduce Spread](#). These policies include staying home or self-isolating when appropriate, following hand hygiene and respiratory etiquette, and using cloth face coverings as feasible and especially when physical distancing is difficult. Interns must also adhere to site-specific requirements. Interns should self-assess symptoms of COVID-19 daily. Interns who start to show symptoms while at work should seek medical assistance or leave the facility to recover. Sick interns are

encouraged to stay at home and use the available virtual learning and telework options. Any time that is missed beyond the allotted sick day hours will be re-scheduled according to preceptor availability. Contact the program director or coordinator to keep them apprised of the situation and formulate plans to complete supervised practice hours with minimal disruption to the anticipated program schedule and completion date.

Interns may work nights, weekends, or during holidays to make-up hours of personal/sick time as long as the preceptor approves and all hours are documented appropriately.

Leave of Absence

Interns may request a leave of absence to the program director. If a leave of absence is indicated for injury or illness, the intern must submit a written request along with documentation indicating the severity or extent of the injury/illness, including any required work limitations. The written request should indicate the date when the intern will meet with the program director to discuss re-entry. In the case of a medical leave of absence, the intern will be required to submit a physician's release before returning to the program. Once a leave of absence is established, specific arrangements will be made on an individual basis in coordination with the program director. The intern's accomplishments to date will be evaluated, and a written plan for completion will be determined. The written plan for completion will include, but is not limited to:

1. The number of program hours completed
2. Specific rotations, assignments, projects, and competencies successfully completed and preceptor evaluation of the intern's work and capabilities.
3. Number of required hours remaining to meet the standards set by the program and ACEND.
4. Specific rotations, assignments, projects, and competencies required to be successfully completed by the intern.
5. The plan will also take into consideration the availability of preceptors to work with the intern, as well as the reasonable expectation that the intern will successfully complete the program.
6. The opportunity to complete remaining supervised practice experiences will depend on availability of affiliated sites and supervision.

If the intern who has requested a leave of absence from the program does not re-enter the program by the beginning of the next internship year, the intern must re-apply for an internship slot. If re-selected, the intern may be required to repeat professional and supervised practice experiences at the discretion of the program director and preceptors. If a leave of absence is established and the intern re-entered the program at the start of the next internship year, no new program fee will be collected if the intern had paid in full. If the program fee was partially paid, the remaining program fee is due at the current program rate on the first day. If the intern is unable to re-enter at the start of the next internship year, fees already paid will not be refunded. The intern does not qualify for benefits related to the federal Family Medical Leave Act.

Inclement Weather

During an inclement stormy weather, hospitals, long term care and other patient facilities do not close. Schools and some other facilities might close on such a rough weather day. Interns are classified as working professionals and facilities that still must care for patients and attend. Interns should contact their preceptor in the event of inclement weather and determine the need to report to work.

If the preceptor and intern decide together that reporting is not necessary, they need to work on independent projects for that rotation or schedule time to make up the hours missed. All missed hours will need to be made up at the convenience of the preceptor. If the intern will report; drive safely and do not worry about being late; each intern must use their own discretion when determining their own safety driving to their site, as the weather pattern and road conditions vary.

Dress Code

Interns are expected to follow the dress code of the supervised practice site during rotations. For orientation, clinical core, seminars, and professional events and trainings, interns are expected to be in business casual. The following are encouraged:

- Business casual means no jeans (denim jackets are ok) or shorts.
- Clinical rotations or any work in a hospital/clinic or long-term care facility requires closed-heel and closed-toe shoes, unless otherwise told as acceptable by preceptor.
- Food service rotations require closed-heel and closed-toe shoes along with no jewelry except a basic band. Long nails, fingernail polish, and fake fingernails are NOT allowed at many sites.

Role of Intern in Workplace

Interns are not to be used to replace employees because of the educational nature of supervised practice. A rotation should not use interns as free labor to avoid having to hire paid employees or dismiss paid employees, because interns are available to do the work. Interns should not accept wages or salary in exchange for work performed. However, some rotations may offer the intern a stipend to cover travel, parking, meals, or other costs associated with supervised practice. Currently, the Chillicothe VA medical center offers a stipend to interns. Also, regardless of whether the services performed by interns are billed, interns must be appropriately supervised by a qualified preceptor.

Protection of Privacy

Interns are advised that certain personally identifiable information is considered by OSU to be directory information and, in response to public inquiry, may be disclosed in conformance with state law, at OSU's discretion, without prior consent of the intern unless the intern requests that OSU not disclose such information. This includes the intern's name, current address and zip code, telephone number, email address, educational status, dates of attendance, most recent educational institution attended, and certificates received.

The intern has the right to request that any or all the above items not be designated directory information with respect to that intern. Should an intern wish to exercise this right, he or she must do so in person and in writing no earlier than the first day of the program and no later than 14 calendar days from the first day of the program. Inform the program director which of the above items are not to be disclosed without the prior consent of that intern. A parent or spouse of an intern is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to them without the prior written consent of the intern.

Technical Standards

Upon acceptance into the program, interns will be asked to acknowledge their ability to meet the standards with or without accommodations. The following technical standards, in conjunction with the academic standards, are requirements for admission, retention and program completion. The term

“intern” refers to interns who have been matched to the program as well as current interns who are in process of completing supervised practice and program requirements.

These requirements may be achieved with or without reasonable accommodations. Interns with disabilities are encouraged to contact the program director early in the process to begin a confidential conversation about what accommodations they may need to meet these standards.

The program prepares candidates to practice dietetics and nutrition with organizations and businesses. Graduates require knowledge and skills to function in diverse practice settings. An essential requirement for completing the dietetic internship is the ability to function within a clinical learning environment and to interact with a variety of interprofessional teams and patients.

Interns admitted to the program must be able to perform the following:

Communicate: Interns must have the ability to use multiple communication techniques (oral, written, nonverbal) to enable communication with clients, patients, instructors, preceptors, and the health care team. Interns must be able to report to members of the team, express accurate information to clients and patients, and teach, explain, direct, and counsel people.

Observe: Interns must be able to observe lectures, demonstrations, and research and practice situations. Observation is necessary to perform competent health assessments and interventions. Interns must also be able to observe, learn from, and analyze health record content, including discernment and use of clinical data displayed within the health record.

Ethical Standards: Interns must demonstrate professional attitudes and behaviors and must perform in an ethical manner in dealing with others. Personal integrity is required and the adherence to standards that reflect the values and functions of the profession of dietetics. Interns are required to abide by the professional code of ethics for dietetics.

Psychomotor: Interns must have sufficient motor capacities and motilities to be able to generate, calculate, record, and evaluate and transmit information; prepare assignments; deliver public presentations to large and small audiences; collect specimens and perform basic tests and physical assessments on individuals, e.g., finger sticks for blood glucose testing, using glucometers, assessing skinfold thickness, taking blood pressure and placing feeding tubes; work in institutional and food demonstration kitchens to prepare foods and direct employees involved in food services, and conduct patient visits individually and with health care team members to provide nutrition care. Interns must be able to travel to supervised practice experiences.

Intellectual and Cognitive Abilities: Interns must be able to measure, calculate, reason, analyze, synthesize, integrate and remember to apply information. Creative problem solving and clinical reasoning requires all of these intellectual abilities.

Professional and Social Attributes: Interns must exercise good judgement and promptly complete all responsibilities required of the program. They must develop mature, sensitive and effective professional relationships with others. Interns must be able to evaluate one’s own performance critically, accept constructive criticism and look for ways to improve. In addition, interns must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments,

display flexibility and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence and motivation are requisites for the program.

Attendance: Interns must report to supervised practice unless they are using sick leave or personal time. Interns are expected to report on time or notify their preceptor of the delay. Habitual tardiness or absences are defined as more than 2 instances in a rotation.

Academic Integrity and Misconduct

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. All interns should read the [Code of Student Conduct](#) and complete their academic assignments with fairness and honesty. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), and copying the work of another student. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct.

Remediation and Retention

Interns are regularly informed regarding their progress in supervised practice. The program director and dietetics program coordinators review the progress of all interns. If an intern fails to meet the criteria for satisfactory performance for the supervised practice, the intern may be placed in remediation at the discretion of the program director. In addition, if the conduct of the intern is not consistent with the academic standards of OSU or the technical standards of the program, the intern may be placed in remediation at the discretion of the director.

Remediation and Performance Improvement. Every effort is made to help support the intern and provide the needed resources for their success while at OSU. For example, the DI director communicates and coordinates with preceptors and other personnel to address personal issues that could negatively impact a student's success. If the intern does not meet the competencies and objectives of the supervised practice experience and/or they are not following the technical or academic standards, the intern will be assigned to continue with additional experiences, until the desired level of expertise is accomplished.

Should this occur, the program director in consultation with the preceptors of the facility will provide in writing specific steps and actions that are to be required of the intern (performance improvement plan). The intern will be given opportunity to address their behaviors and competence. Repeating portions of rotations may delay completion of the program. This may result in additional costs to the intern. Remediation that relates to progress towards competencies often requires additional time on learning assignments or tutorials with assistance from the program director and coordinator.

Probation and Dismissal.

An intern may be placed on probation when there is evidence that they have difficulty in complying with the performance improvement plan as defined in the Remediation section. Probation will be issued in writing, by the program director and include the reason for the probation and required behavior, performance requirements and time frames for re-evaluation. During this time, it may be necessary to change the preceptor or the rotation schedule, which may result in delayed completion of the program. There may be additional costs to the intern. The intern must meet the terms outlined in the probation letter or face possible dismissal from the program. Only one probationary period will be permitted during the internship. The program director will notify the intern of dismissal from the program in

writing. The dismissal shall be stayed pending the expiration of the intern's right to appeal the dismissal as set forth in the Grievance Procedure.

Distance Instruction

Interns will be asked to turn on their cameras during virtual/distance instruction to verify the identity of the intern.

Program Completion Requirements

Matched interns complete all program requirements within the maximum length of 15 months (full-time track) or 25 months (part-time track) of starting their Dietetic Internship Program. ISPP interns have up to 3 years to complete their hours. All times are relative to the time the intern starts supervised practice. The intern must have completed at least 1050 supervised practice hours and met all competencies set forth by ACEND/Academy. In addition, interns must have completed all program-based assignments (as assigned), paid the program fee in-full, and submitted their preceptor evaluations and the DI program exit survey.

DI Verification Statements

A verification statement is issued upon successful completion of all program requirements and conferral of a minimum of a masters degree. An electronic verification statement is provided to each graduate after CDR has approved the documents in the REPS system. ACEND requires that all programs retain an original copy of each intern's verification statement indefinitely.

RD Exam Eligibility

Verification statements are required by CDR for eligibility to take the RD exam. Following the successful completion of the internship, interns are eligible to sit for the National Examination for registered dietitians administered by CDR. OSU HN DI interns consistently exceed the national average for first time test takers pass rates. Passing the national exam allows these entry-level practitioners to use the RD credential and transition into their professional careers. Passage of the RD exam is often a requirement for gaining licensure (eg, LD) to practice, when applicable. A listing of state licensure requirements is available at <https://www.cdrnet.org/state-licensure>. State licensure requirements vary by state.

Signature Pages

Handbook Statement of Understanding

Human Nutrition Dietetic Internship
The Ohio State University

Name: _____
(please print)

I have read and understand the expectations, policies and procedures as outlined in the Human Nutrition Dietetic Internship Handbook at The Ohio State University.

Student Signature

Date

Emergency Information

This information is intended to be of assistance to the program director should an emergency situation occur. Be sure to inform the program director if changes need to be made.

1. Name of OSU Program: **Human Nutrition Dietetic Internship**

2. Your Name: _____

3. Permanent Address: _____

4. Parent/Guardian/Person to contact in case of emergency and address (if different from above):
Name: _____
Address: _____

Phone: _____
Email: _____

5. As appropriate:
 - a. Permanent residents of the US visa number: _____
 - b. Passport Number and Issuing Office: _____

I give my permission to The Ohio State University and its agents to contact the person I have identified as my emergency contact in the event the Dietetic Internship program determines such action is justified.

Signature

Date

Consent Form for Use of Internship Work in Reporting and Assessment

I, _____, consent to the use of my OSU Human Nutrition Dietetic Internship program work for outcomes assessment, accreditation reporting purposes, and program evaluation research to improve the quality of the program. I understand that any data gathered from my work as an intern will be kept confidential so that no individual intern could be identified. I understand that this work may be shown to internal and external evaluators as examples of intern work in Dietetic Internship curricula.

Signature

Date

I do not give my consent to use my internship work.

Signature

Date

Consent Form for Disclosure of Education Records and Appropriate Medical Information

I, the undersigned OSU student, plan to enroll, or have enrolled, in the Dietetic Internship program in the Department of Human Sciences in the College of Education and Human Ecology. I understand that consent to the disclosure of my education records and pertinent medical information, drug screen results, and background checks at OSU to preceptors in affiliated facilities is a precondition of my acceptance and continuing enrollment and participation in the Dietetic Internship program. To facilitate my participation in the program, I hereby consent to the disclosure of my education records and pertinent medical information, drug screen results, and background checks at OSU to preceptors in affiliated facilities that have contracted with OSU to provide clinical learning experiences for interns in the program. I also consent to the affiliated facility where I am placed disclosing my education records back to OSU. The purpose of this disclosure is to provide information about my educational background to prospective affiliated facilities for assistance in placing me and, once placed in an affiliated facility, to promote cooperation between the College of Education and Human Ecology and the affiliated facility concerning my learning experience during the dietetic internship. Once I am placed in an affiliated facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to OSU.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and limits access to the information contained in those records.
2. My education records and appropriate medical information may only be disclosed to affiliated facilities on the condition that the facility will not redisclose the information to any other party without my written consent, unless specifically allowed by law.
3. I have the right not to consent to the disclosure of my education records or appropriate medical information.
4. I recognize that a copy of my education records must be provided to me upon my request.
5. This consent remains in effect unless revoked by me, in writing, and delivered to OSU, but that any such revocation shall not affect disclosures previously made by OSU prior to the receipt of my written revocation.

Signature

Date

Print Name

Appendices

- A. 2022 ACEND Intern Competencies
- B. Performance Evaluations (sample)

Appendix A.

2022 ACEND Intern Competencies

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice. Competencies Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice. Competencies Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations. Competencies Upon completion of the program, graduates are able to:

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations. Competencies Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner. Competencies Upon completion of the program, graduates are able to:

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles

and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

Appendix B.

Performance Evaluations (Sample)



Human Nutrition Dietetic internship Program
 College of Education and Human Ecology
 Objectives, Competencies/ Learning Outcomes, and Intern Performance Evaluation

Site: _____

Rotation: Clinical (Medical Nutrition Therapy)

Dietetic Intern's Name: _____

Start Date: _____ End Date: _____

Intern Instructions: Use the Intern Self-Evaluation column to provide self-evaluation for meeting each competency listed during this rotation. This column must be completed before sending this form to your preceptor. Be succinct. Add additional activities under the competency as needed. Complete the rotation hours table. Sign the form after debriefing with your preceptor.

Preceptor Instructions: Below are the scale to evaluate the intern's performance and the competencies related to this specific rotation. Each competency includes indicators, which are examples of how the competency may be met. Please use the Levels of Performance scale (1-4 or N) to evaluate the intern's performance. For each competency, enter the Level (1-4 or N). Comment in the space provided as desired. Answer two open-ended questions and sign off on intern's hours in supervised practice.

Levels of Performance				
4 Exceptional Intern demonstrates additional knowledge, skills, and experience in the area above entry-level practice.	3 Competent Intern demonstrates sound knowledge, confidence and effective use of entry-level skills; seeks assistance after investigating potential solutions; and is considered at entry-level practice with little to no guidance or supervision needed.	2 Satisfactory Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not completely independent. Approaching competency.	1 Unsatisfactory Requires frequent supportive cues; identified principles but needs direction to identify application (A remediation plan will be developed).	N/A Not observed in this rotation

Clinical (MNT) Rotation Summary

This is a rotation where interns practice the Nutrition Care Process (NCP) for a variety of populations. Interns first practice the NCP with populations with common medical conditions impacted by the diet, including obesity, diabetes, hypertension, cardiovascular disease, and GI disorders. In a second rotation, interns practice the NCP with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease. Intern prepares and presents case studies to become skillful in exploring a variety of disease states and conditions. Other projects, activities and assessments, not limited to journal clubs, research projects, homework, readings, etc. may be developed by the preceptor or program director.



Objective 1. To demonstrate the ability to use the NCP when providing nutrition care to a variety of patients.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
1.2: Apply evidence-based guidelines and systematic reviews of scientific literature.	Direct client counseling and education Case study (seminar) Receive a 21.5/24 or above on at least one of the case-study presentations. (MNT rubric)			
1.4: Evaluate emerging research for application in dietetics practice	Reading recent publications and determining use in client care Case Study (seminar)			
2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	Direct client counseling and education using NCP Read and apply Academy Code of Ethics			
2.5: Assign duties to NDTRs and/or support personnel as appropriate.	Delegate tasks to NDTR or support staff			



2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	Follow referral process			
3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.				
3.2 Conduct nutrition focused physical exams.				
3.6 Use effective education and counseling skills to facilitate behavior change.				
4.10 Analyze risk in nutrition and dietetics practice				
PNC1. Demonstrate proficiency in assessing complex interactions of genetic and environmental factors underlying nutrient processing, including potential impact on the health status of an individual and predictive value of nutrigenomic tests.	Direct case with client Case Study (seminar) Receive a "B" grade or above on Personalized nutrition and counseling module			

Objective 2. To communicate appropriately with members of the health care team regarding patient's nutrition care.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
2.4 Function as a member of interprofessional teams.	Functioning as a member of the medical			



Human Nutrition Dietetic internship Program
College of Education and Human Ecology
Objectives, Competencies/ Learning Outcomes, and Intern Performance Evaluation

	team and partnering with nurses, physicians, social workers, etc. to deliver effective nutrition services			
2.8: Demonstrate negotiation skills	Showing assertiveness when needed, while respecting life experiences, cultural diversity, and educational background of clients to which intern is providing direct care			
2.8 Demonstrate professional attributes in all areas of practice	Report to work on time, take initiative, make meaningful contributions to the team, respect privacy			
2.15 Practice and/or role play mentoring and precepting others.				
3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats.	Use of oral, print, and visual formats during direct client care			



OPEN ENDED RESPONSES BY PRECEPTOR:

1. Professional Behaviors (dress, attendance, confidentiality): Appears neat and professional. Reports to work in a timely manner. Respects the rights and confidentiality of patients, employees, and peers. Respects the time constraints and the job responsibilities of the preceptor.
2. Willingness and interest in Learning: Demonstrates a genuine interest and enthusiasm for the practice of dietetics. Accepts assignments and responsibility willingly. Demonstrates self-motivation in the completion of projects and assignments.
3. Please comment on the intern's strengths.
4. Please comment on the intern's areas of improvement and/or needs for future rotations.
5. Overall rating (mark one): Unsatisfactory Satisfactory Competent Exceptional N/A

ROTATION HOURS: (Add rows as needed):

Week	Hours Completed
1	
2	
3	
4	
Total:	

SIGNATURES:

Preceptor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Director Signature: _____ Date: _____