

MSH/DIETETIC INTERNSHIP HANDBOOK



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No place like this.™**

Fall, 2007

**Brooks College of Health
Department of Public Health**

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Introduction

Welcome to the University of North Florida and the MSH/Dietetic Internship! Our Internship is designed to provide didactic and clinical experiences to meet the competencies established by the Commission on Accreditation for Dietetics Education. Successful completion of the program leads to eligibility to take the national registration exam for dietitians and active membership in the American Dietetic Association. The program goal is met by post baccalaureate coursework and supervised field experience. The field experience consists of community, clinical, food service and specialty rotations at sites determined by the program director. This program is a full time obligation.

Accreditation

The Dietetic Internship at The University of North Florida is currently granted Accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetics Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040 ext 5400. The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate, Master's, and Doctor of Education Degrees.

University of North Florida Vision Statement

The University of North Florida is dedicated to being a distinguished and caring comprehensive university that emphasizes excellent teaching which enables students to achieve their highest potential and contribute significantly to the intellectual, cultural and economic growth and development of the communities it serves.

UNF Admission Policies

The University encourages application from all qualified persons regardless of sex, age, or cultural, racial or ethnic group or handicap. The president has designated a coordinator for affirmative action, equal opportunity and non-discrimination against handicapped persons.

Internship Requirements

- All students must have current tuberculin skin test or x-ray, hepatitis B vaccination series and MMR.
- All students are required to have professional liability insurance with a minimum of \$1,000,000 personal/\$3,000,000 professional limits.
- Documentation of the above must be in the student's file prior to the first rotation which begins during the second week of the first semester of the four semester program.
- All students must have personal health insurance. Information may be obtained from University Health Services at 904-620-2900.

MSH/DI Program Mission

The mission of the University of North Florida's Master of Science in Health (Nutrition) program is "Through excellence in teaching, research, and service, UNF will provide a high quality 1200 hour supervised practice experience that is coordinated with related graduate coursework in a high quality learning environment to develop graduates who pass the National Registration Exam, secure employment in dietetics, and pursue professional development and service." The program will integrate theoretical and

experiential learning in a variety of management, clinical, and community settings to prepare entry level generalist dietitians in conjunction with a four semester Master of Science in Health (MSH) degree.

MSH/DI Goals

Goal #1: Through excellence in teaching, research, and service, the MSH/DI Program will recruit twelve students for each class and retain them through program completion.

Goal #2: The MSH/DI Program will provide 1200 hours of high quality supervised practice experience.

Goal #3: The MSH/DI Program will prepare graduates who demonstrate a commitment to evidence based practice and professional service through an evidence based practice curriculum and faculty modeling of research and professional service.

Program Outcome Measures

1.1. The MSH/DI program will recruit 12 graduate students annually.

1.2. MSH/DI will retain and graduate 83% of enrolled interns to meet UNF minimum enrollment criteria for graduate courses (10 per class).

2.1. 90% of all first time test takers will pass the RD exam in each 5-year period.

2.2. Current interns, program graduates and employers who respond to the survey will rate their internship at a mean level of 3.0 or higher.

2.3. Current preceptors who complete evaluation forms will rate the overall MSH/DI program at a mean of 3.0 or higher.

2.4. Current preceptors will rate each internship class at a mean of 3.0 or higher by rotation.

2.5 Current interns will rate each preceptor/rotation at a mean of 3.0 or higher.

3.1. The didactic clinical nutrition class will teach evidence based practice guidelines for each disease entity.

3.2. The MSH/DI Program faculty will obtain at least two research related grants that will incorporate student participation within each 5-year period.

3.3. Nutrition Program faculty will model commitment to the profession as evidenced by at least four professional publications and/or presentations within each 5-year period.

3.4. The MSH/DI program will maintain or increase faculty, student, and graduate involvement in professional associations within each 5-year period.

3.5 As a mean for every five-year period of survey administration, at least 50% of all respondents to alumni surveys will indicate membership and involvement in a professional dietetics/nutrition association.

Program Description

This program, offered by the University of North Florida and administered by its faculty, provides preparation for a career as a Registered Dietitian. Contributions to the program include the dietetic staff of many affiliating programs including but not limited to St. Luke's Hospital/Mayo Clinic, Shands Jacksonville, Memorial Medical Center, Nemours Children's Clinic, Duval County Public Health Unit, Baptist Medical Center, St. Vincent's Medical Center, Brooks Rehabilitation Hospital, Flagler Hospital, River Garden Hebrew Home, Jacksonville Research Center and many dietitians in private practice or consulting positions. Students have access to the extensive education and service facilities of the hospitals, Mayo Clinic, Jacksonville and the greater Jacksonville health care community.

Program of Study

When admitted to the University of North Florida, each student must meet with the Internship Director to obtain a program of study. The program of study will serve as a written guide for course work required for successful completion of the MSH/DI program. Students are responsible for meeting all requirements. A minimum of a 3.0 grade point average must be maintained and a maximum of two C grades in required coursework is required or the student will be placed on academic probation. The Internship Director will serve as your graduate advisor.

Site Placement Procedures

The Internship Director and the staff of the rotation sites will work together prior to and throughout each rotation in planning, conducting and evaluating the experiences. The professional field experience requires the student to be onsite a minimum of 25 hours each week under the direction and supervision of the site preceptor for a total of 300 hours per semester. The student is responsible for mastering core performance requirements for each rotation.

The placement procedure begins at least two months prior to each experience. The Internship Director will notify the students of their placement prior to each rotation. An orientation meeting will be held at the beginning of each semester as part of DIE 6940 to discuss site placement and requirements for the professional experience. Weekly meetings will be conducted throughout each semester to discuss site experiences and completion of program objectives. Rotation experiences are graded as part of the requirements for the course, DIE 6940- Supervised Clinical Practice.

Background Checks

- A background check will be required of all students who will be participating in field experiences as part of their educational program. The background check will be required prior to the field experience. These field experiences include, but are not necessarily limited to: internships, clinical experiences, or other types of experiential learning either directly involving or in agencies serving children, the elderly, patients, or other vulnerable populations. In addition, students interested in enrolling in programs that do not require these experiences during the undergraduate program, but whose programs lead to licensing/certification examinations and/or post-graduate internships that would require a background check prior to the examination or post-graduate internship should also be aware of the information below.
- The background check shall be completed:
 1. annually for students in programs including these types of experiences each year of the program of study;
 2. in the semester immediately preceding the experience for students in those programs including these experiences as a final or capstone experience.

NOTE: To meet Brooks College's contractual obligation to the agencies in which students are placed, the background check must be done through the vendor sanctioned by the College and using the application format for the students' particular program.

- Evidence of a completed criminal background check. The cost is a minimum \$39.00 and may increase depending on how many places you have lived during the time frame and it must be done at www.certifiedbackground.com. Click on “applicants” and then on “order now”. Our package code is NI04.
- Information revealed by a background check may:
 1. preclude participation in required field experiences. Inability to participate in required field experiences will jeopardize successful completion of the program.
 2. jeopardize sitting for required post-graduate national examinations for licensure and/or certification and/or post-graduate internships.

Procedures for Students Prior to Beginning Internship Site Rotations

The student is responsible for contacting the preceptor in the assigned facility at least one week in advance to discuss schedule, parking, appropriate dress, and any other pertinent issues. Preceptors are aware that you are scheduled to work 25 hours a week for a minimum of 12-14 weeks to total at least 300 hours each semester.

At the beginning of each rotation, you will be given the competencies, the rotation objectives and learning experiences and if applicable, special project ideas or case study guidelines. You will also receive several evaluations including:

- 1) professionalism evaluation; to be completed mid-semester and at the end of the semester by your preceptor with your input
- 2) overall rotation evaluation to be completed at the end of the rotation by your preceptor
- 3) rotation objectives and learning experiences with spaces for sign off by the preceptor, other designated staff or the Internship Director. Although, your assignments are described in the learning activities, the order in which you complete them is flexible.
- 4) evaluation of preceptor and rotation; to be completed by you and given to the Internship Director at the end of the rotation
- 5) group teaching evaluation or individual counseling evaluation as appropriate

Site Visits by the Internship Director and Student Contact with the Internship Director

The Internship Director will visit rotations periodically and will monitor the student’s progress through email and phone contact with each preceptor. Site visits will be arranged in advance so the student and the preceptor know when the visit will be made.

In addition to the weekly class meeting, students will send an email due each Friday to the Internship Director describing their weekly activities and any issues or problems. These emails should be printed and included in the notebook at the end of the semester. Individual meetings with the Internship Director can occur during office hours or by appointment.

Communications

Telephone Communications when in rotation sites:

If you should be in a position to answer the facility phone, always identify yourself, your position, and your facility.

Example: Susan Jones, Dietetic Intern, Expanded Food and Nutrition Education Program.

Do not use abbreviations.

Example: Expanded Food and Nutrition Education Program; not EFNEP.

Be brief and businesslike in conveying and receiving information. Obtain and note all necessary information when accepting messages, such as date, time, and name of caller, message (clearly written) and your own signature.

Cell phone use:

Outgoing and incoming calls, including those made with or received on personal cell phones, should be limited to official business only. Telephone calls of a personal nature should not be made nor received while on site. Cell phones must be turned off or to vibrate within the facility. If it is absolutely necessary to accept a personal incoming call, excuse yourself and be brief. The facility may have a policy prohibiting personal cell phone calls while on duty. If so, personal calls may not be received while working.

Oral and Written Communications:

In oral communications, while on site, use surnames only in addressing others. Example: Ms. Jones. Address and sign all written communications including medical record documentation with full name and title. Example: To: Susan Jones From: John Smith, UNF Dietetic Intern

Personal Conversations:

Lengthy personal conversations should be avoided during on-site work. Use discretion in discussing matters of a non-business nature in the work setting. Avoid discussions of a private, personal or confidential nature, and never in the presence of patients, employees, visitors and personnel from other departments.

CORE COMPETENCIES FOR DIETITIANS (CD)

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

- CD1. Perform in accordance with the Code of Ethics for the Profession of Dietetics
- CD2. Refer clients/patients to other dietetics professionals or disciplines when a situation is beyond one's level or area of competence (perform)
- CD3. Participate in professional activities
- CD4. Perform self-assessment, prepare a portfolio for professional development, and participate in lifelong learning activities
- CD5. Participate in legislative and public policy processes as they affect food, food security, nutrition, and health care
- CD6. Use current technologies for information and communication activities (perform)
- CD7. Supervise documentation of nutrition assessment and interventions
- CD8. Provide dietetics education in supervised practice settings (perform)
- CD9. Supervise counseling, education, and/or other interventions in health promotion/disease prevention for patient/clients needing medical nutrition therapy for uncomplicated instances of common conditions, e.g., hypertension, obesity, diabetes, and diverticular disease
- CD10. Supervise education and training for target groups
- CD11. Develop and review educational materials for target populations (perform)
- CD12. Participate in the use of mass media to promote food and nutrition
- CD13. Interpret and incorporate new scientific knowledge into practice (perform)
- CD14. Supervise quality improvement, including systems and customer satisfaction, for dietetics service and/or practice
- CD15. Develop and measure outcomes for food and nutrition services and practice (perform)

- CD16. Participate in organizational change and planning and in goal-setting processes
- CD17. Participate in business or operating plan development
- CD18. Supervise the collection and processing of financial data
- CD19. Perform marketing functions

- CD20. Participate in human resources functions
- CD21. Participate in facility management, including equipment selection and design/redesign of work units
- CD22. Supervise the integration of financial, human, physical, and material resources and services
- CD23. Supervise production of food that meets nutrition guidelines, cost parameters, and consumer acceptance
- CD24. Supervise development and/or modification of recipes/formulas
- CD25. Supervise translation of nutrition into foods/menus for target populations
- CD26. Supervise design of menus as indicated by the patient's/client's health status
- CD27. Participate in applied sensory evaluation of food and nutrition products
- CD28. Supervise procurement, distribution, and service within delivery systems
- CD29. Manage safety and sanitation issues related to food and nutrition
- CD30. Supervise nutrition screening of individual patients/clients
- CD31. Supervise nutrition assessment of individual patients/clients with uncomplicated instances of common medical conditions, e.g., hypertension, obesity, diabetes, and diverticular disease
- CD32. Assess nutritional status of individual patients/clients with complex medical conditions, e.g., renal disease, multisystem disease, organ failure, and trauma
- CD33. Design and implement nutrition care plans as indicated by the patient's/client's health status (perform)
- CD34. Manage monitoring of patients'/clients' food and/or nutrient intake
- CD35. Select, implement, and evaluate standard enteral and parenteral nutrition regimens, i.e., in a medically stable patient to meet nutritional requirements where recommendations/adjustments involve primarily macronutrients (perform)
- CD36. Develop and implement transitional feeding plans--i.e., conversion from one form of nutrition support to another, e.g., total parenteral nutrition to tube feeding to oral diet (perform)
- CD37. Coordinate and modify nutrition care activities among caregivers (perform)
- CD38. Conduct nutrition care component of interdisciplinary team conferences to discuss patient/client treatment and discharge planning
- CD39. Refer patients/clients to appropriate community services for general health and nutrition needs and to other primary care providers as appropriate (perform)
- CD40. Supervise screening of the nutritional status of the population and/or community groups
- CD41. Conduct assessment of the nutritional status of the population and/or community groups
- CD42. Provide nutrition care for people of diverse cultures and religions across the lifespan, i.e., infancy through geriatrics (perform)
- CD43. Conduct community-based health promotion/disease prevention programs
- CD44. Participate in development and evaluation of a community-based food and nutrition program
- CD45. Supervise community-based food and nutrition programs
- CD46. Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

UNF MSH/Dietetic Internship

General Emphasis Competency Statements

- NT1. Supervise nutrition assessment of individual patients/clients with complex medical conditions, i.e. more complicated health conditions in select populations, e.g., those with renal disease, multi-system organ failure, or trauma
- NT3. Supervise design through evaluation of nutrition care plan for patients/clients with complex medical conditions, i.e. more complicated health conditions in select populations, e.g., those with renal disease, multi-system organ failure, or trauma
- NT6. Conduct counseling and education for patients/clients with complex needs, i.e. more complicated health conditions in select populations, e.g., those with renal disease, multi-system organ failure, or trauma
- CO1. Manage nutrition care for diverse population groups across the lifespan
- FS2. Manage menu development for target populations

UNF competency. Develop a curriculum for teaching a particular target group (for example, college nutrition students or athletes, pediatric or geriatric patients, patients with renal disease or diabetes) about a nutrition issue and implement the curriculum with the group in formal class teaching.

Dress Code

Appearance is important to professional image. All students are expected to appear clean, neat, and well groomed at all times. Students are expected to conform to the policies of the facility where assigned. Conservative dress and a white lab coat are required for clinical and food service rotations. Shoes must be closed-toed and comfortable. Name tags should be worn during all rotations.

Absence/Illness/Injury Policy

Students are expected to complete all assigned days and times for each rotation. In the event of illness or absence, the student must notify the preceptor at the facility in advance by phone and arrange to make up the hours missed. The Internship Director must also be notified of the absence within 24 hours and approve the plan for making up the time. If an intern is injured while at a supervised practice site, their individual health insurance procedures for treatment should be followed. Interns are required to demonstrate that they carry health insurance prior to placement.

Performance Evaluations

Students are expected to complete all assignments given by the site preceptor and/or Internship Director. All work must be completed in type face rather than hand written. Students are required to place all assignments, objectives, weekly emails, and hourly logs in a binder for each rotation to be turned in to the Internship Director at the end of each rotation. Students will be evaluated by the preceptor at each site. Preceptors will review the evaluation with the student and both will sign the form. It is the student's responsibility to obtain these evaluations when they are due. During each rotation, each student will be guided to develop skills to objectively assess his/her own abilities and performance. Students must also complete a self evaluation as part of each rotation. Midterm evaluations are to be given to the Internship Director for review as soon as they are completed. Copies should be made for the student's own record. Final evaluations should be placed in the front of the internship rotation notebook and turned in by the due date at the end of each rotation.

Disciplinary Action/Termination Procedures

A student may be terminated from the program for poor work performance or failure to meet the program's academic and/or practice standards. Verbal counseling and a written warning stating the behavior in which improvements must be made will precede such termination. A breach of professional or personal ethics can result in immediate termination from the program.

Any student who fails to meet the written program and professional standards will receive notification in the following sequence: 1) verbal counseling, 2) verbal warning, 3) written warning, 4) written notice of termination.

A record will be made of each disciplinary action with a copy placed in the student's file and a copy sent to the student outlining the problem and clearly stating the disciplinary action to be taken. Disciplinary action becomes effective upon communication of the action to the student.

If a student has to be pulled from a rotation site due to poor performance, additional coursework not included in the original course sequence may be required before the student is allowed to complete the rotation. A student may appeal any disciplinary action in accordance with the Grievance Procedures below.

Students who are suspended from the Masters/Internship due to poor academic performance and failure to maintain the required “B” average will receive a letter of academic suspension from the Chair of the Department. Academic suspension from the university includes termination from the dietetic internship.

Grievance Procedures

The student as the aggrieved party should observe the following procedure:

- I. Within two days of the incident precipitating the grievance, the student should meet with his/her preceptor (if the problem is a rotation specific one) or Internship Director (if the problem is related to poor performance in the rotation) to openly discuss the problem in an attempt to resolve the complaint at this level.
- II. If the action does not produce results acceptable to the student, he/she may file a written complaint to the Internship Director, fully presenting all facts pertinent to the complaint within two days of the preceptor’s response. The Director will provide a written decision to the individual within ten (10) working days of receipt of the written complaint. This decision will be considered final.

Graduation/Program Completion Requirements

1. Students are expected to successfully complete all of the Internship assigned learning experiences. This includes all rotations, written assignments, case studies, formal presentations, and conferences documented in 1200 supervised practice hours.
2. Students are expected to earn 41 semester hours of graduate credit of which at least 12 must be the Clinical Internship (DIE 6940). They must satisfactorily complete all graduate courses required by the University and core courses required by the College of Health.
3. Students must maintain a cumulative graduate grade point average (GPA) of at least 3.0 on a 4.0 scale with no more than two C grades during the program. A grade of D or lower in any graduate program course results in academic suspension and dismissal from the internship.
4. Students must be in good standing with the University and the College of Health.

MSH/Nutrition Academic Progress Policy and Procedures

1. Any student that receives a “C” grade or lower in a course must meet with the Internship Director within the first three weeks of the following semester.
2. The Internship Director will work with the student to develop a corrective action plan that promotes academic success and demonstration of adequate progress toward preparation for and completion of field experiences (internship rotations). The Internship Director will determine whether the student can continue internship rotations.
3. Any student that receives a second “C” or lower must schedule a group meeting with Nutrition Program faculty to discuss academic progress and academic options.
4. Any student with a grade point average below 3.0 or more than two “C”s or lower will be placed on University probationary status.

5. A grade of D or lower in any graduate program course is grounds for academic suspension and dismissal from the internship.
6. Any student placed on probationary status who subsequently earns a grade of “C” or below may continue only with the COH Dean’s approval. However, Nutrition Program faculty will not recommend approval by the Dean.
7. No student may be awarded a graduate degree unless the overall average is 3.0 (B) or above.

Policy for Issuing a Verification Statement

To receive a verification statement, a student must have successfully graduated from the MSH/Dietetic Internship Program. This requires that all coursework and pre-professional experiences must have been completed and the student must have a grade point average of 3.0 or better.

Insurance

All students must have and supply documentation of personal health insurance. Information may be obtained from University Health Services (904-620-2900).

The University has a blanket liability insurance policy that covers travel from the University to and from internship sites. Students must also have current automobile insurance as required by Florida law.

Students must also purchase professional liability insurance. The Internship Director will provide information on various policies that meet the requirement of \$3,000,000 annual aggregate and \$1,000,000 per occurrence.

Bulletin Board

The bulletin board for the nutrition program is located outside the food and nutrition lab. Program announcements, scholarship information, job announcements, seminars, and general news items are posted on it.

Computer Laboratory

The computer lab is located in Building 39, Room 3064A. A variety of programs are available for nutrition and graduate students. Relevant programs include Mosby’s Nutri Trac, Diabetes, Hypertension, Medical Terminology cases, Nutrition through the life cycle, malnutrition, Nutritionist IV, Diet Analysis+, Food Processor, and Microsoft PowerPoint.

Parking

All visitors must stop at the information booth and place a temporary parking permit in the windshield of their car. Students must purchase a parking decal from the cashier’s office and display it at all times.

Professional Development

It is strongly recommended that students be active members of the Jacksonville Dietetic Association, the Florida Dietetic Association, and the American Dietetic Association.

Internship Rotation Overview

Food Service Management:

Organization and Management

Students will gain broad experience in managing and controlling the multifaceted food service operation for patients, staff, visitors and the public. Students will participate in planning menus, writing food purchasing specifications, cost and quality control.

Food Production

Students will update their knowledge and skills in quantity food production and recipe development designed to meet food standards for quality, taste, and current Dietary Guidelines for Americans.

Food Service

Students will assist in supervising the food service staff in the cafeteria, in patient tray services and at various catered events. They will learn to monitor meals served for quality and efficiency.

Sanitation and Safety

Students will study applicable sanitation requirements and supervise and monitor food production, food service, dishwashing and housekeeping for compliance with all pertinent (i.e., DOH, JCAHO) standards. They will learn to identify safety hazards and implement accident prevention procedures.

Personnel Management

Students will gain experience in recruiting, interviewing, selecting and placing prospective staff members in various food service positions. They will study personnel policies and applicable labor relations laws and practices. Students will orient and train staff for their positions and plan and present in-service education programs.

Clinical Nutrition:

Medical Nutrition Therapy

Through daily contact with patients, students will gain insight into the nutritional requirements of individuals in health and disease. As part of medical nutrition therapy, students will assess patients' nutritional and dietary needs, plan meals or participate in nutrition support for patients with a wide array of diagnoses and counsel patients and families on meeting their nutritional needs after discharge. Students will assume the role of dietitian under supervision and guidance of a Registered Dietitian.

Team Approach to Health Care

With the guidance of the supervising clinical dietitian, students will take increasing responsibility for providing information on patients' nutritional status and dietary management to physicians, nurses, therapists, pharmacists and social workers. Students will consult on nutritional assessment, food composition, metabolism of nutrients, current recommended daily dietary intakes, current practices in nutrition care or dietary management utilizing appropriate diet-related products and nutrient supplements when needed. Students will participate on the various healthcare teams, provide specialized patient care, attend conferences, and plan the care of selected high-risk patients.

Nutrition Care Process

With the guidance of the supervising clinical dietitian, students will take increasing responsibility for performing nutritional assessments, writing nutrition diagnoses, performing appropriate nutrition interventions, and documenting intervention outcomes.

Nutrition Counseling

Nutrition counseling and patient/family education are essential components of medical nutrition therapy. Students will learn, practice, and evaluate various approaches to interviewing, counseling, and teaching. The student will be encouraged to develop communication skills for individual and group counseling which are effective and comfortable.

Community Nutrition:

Counseling and Nutrition Education in the Community

Through assignments with the Duval County Public Health Unit and other community agencies, the student will have the opportunity to observe and participate with nutritionists/dietitians at work in a variety of community health services. These affiliations will also provide the student with the opportunity to be involved with nutrition education in health promotion and disease prevention programs for well populations living in their home environment. There will be particular emphasis on maternal and child nutrition utilizing the Supplemental Food Program for Women, Infants and Children (WIC) as well as health promotion and disease presentation through community and university wellness programs.

Specialty:

As a final culminating experience, each student may select three to four areas of career interest to pursue in further depth and at a more sophisticated level of responsibility. Specialty rotations may include long term care, renal nutrition, diabetes, nutrition support, pediatrics, research, sports nutrition, nutrition education, or others determined by the student and Internship Director.

UNF MSH/DI Facility Selection and Evaluation Policy

- 1) The facility must have appropriate accreditation and licensure related to its type in the state of Florida.
- 2) The facility must have the capacity to provide learning experiences consistent with DI learning objectives relevant to the proposed rotation or rotations.
- 3) The facility must sign an Affiliation agreement with the UNF Brooks College of Health.
- 4) The facility must agree to provide interns with appropriate in-service training related to patient privacy, infection control, and other relevant facility policies and procedures.
- 5) The facility must allow and help facilitate evaluation of DI learning experiences provided at the facility.
- 6) The facility must have staff preceptors with credentials appropriate to supervise dietetic interns. The facility must agree to provide the DI program with current preceptor CVs (updated annually), proof of RD status, and proof of state dietetic licensure (where applicable).
- 7) The facility must have preceptors who are willing to actively participate in the development, planning, and evaluation of DI learning experiences at the practice site.
- 8) The facility must support preceptor training, continuing education, and appropriate communication with the DI Program Director.

Tips for Successful Completion of Rotations

1. Be an independent learner. The student is responsible for meeting objectives and completing learning activities. It is a good idea to meet with the preceptor in the first week or so to set up a plan of action for completing the activities. Keep a calendar and schedule accordingly. Bring your log book to each class of DIE 6940 for review of accomplishments by the Internship Director.
2. Dress professionally and conservatively. If in doubt, ask your preceptor or Internship Director in advance if what you want to wear is appropriate.
3. Call the preceptor at least a week in advance of your rotation to arrange for starting time, dress, parking, location to meet, and any preparation work expected.
4. If reading is assigned prior to the start of the rotation by the preceptor, be sure to read it before arriving the first day.
5. Take initiative.
6. Don't hesitate to ask questions; it shows you are paying attention.
7. Keep a positive attitude. Enjoy learning and be enthusiastic. Be appreciative rather than complaining and recognize other's expertise. Have fun.
8. Be ready to work. The internship is not an observation experience.
9. Be flexible regarding hours worked and opportunities for extra work that may arise.
10. Keep confidential information confidential. This includes any information about patients, the employees or the facility that is not public knowledge. This means you do not discuss what happens at one facility with personnel from another facility or with family or friends.
11. Notify your preceptor by phone in advance on the rare occasion that you will be late or absent. Rotation hours are not movable to suit your preferences. Notify the Internship Director within 24 hours with a plan to make up any missed time.
12. Try not to prejudge any rotation in terms of whether you would want to work in that area. And, if you decide you dislike a particular area of practice, keep your opinion to yourself when in your rotations. We can discuss these issues in DIE 6940 or through your weekly email reports.
13. Always produce professional work.
14. When a rotation is finished, send a thank-you note to your preceptor. They are training you as a volunteer and deserve your thanks.

Guidelines for the MSH/ Dietetic Internship Rotations

Professional Presentation

- Wear a clean, neat, pressed lab coat.
- Make sure the clothes underneath the lab coat are also clean, neat, and pressed.
- Avoid excessive jewelry, bangle bracelets, hanging earrings, or anything else that might pose a safety hazard for you or a client.
- Nails should be clean and well kept.
- Clothes should not be too short, too tight, see through, or distracting.
- Bring a pencil and black ink pen and a small note pad with you.
- Wear a smile and say thank you... remember preceptors are volunteering their time and energy to teach you.
- Be sensitive to your surroundings and how you come across to others.

Readiness and Preparedness

- ❑ Make sure you have read all of the assignments before you go to the site. If none have been assigned, ask for suggested readings or read the section in the diet manual and other reference books that pertain to that experience or objective.
- ❑ Bring in any reference materials that might help you function more efficiently throughout the day such as lab values, medical dictionary, food-drug interactions, or calculator.
- ❑ If you are asked something and do not know it, say so and volunteer to look it up.
- ❑ Bring back the information you were asked for after looking it up.
- ❑ If there is a need for a volunteer to do something extra that relates to a client or client service or one of your objectives, be the volunteer.
- ❑ It is up to you to show initiative.

Reliability and Follow-through

- ❑ Students are expected to complete all rotations and assignments during the semester allotted.
- ❑ If an emergency or illness prevents you from going to a rotation site on an assigned day, you must call your preceptor and the internship director to let them know so they can arrange for the time to be made up. If you know in advance that a particular day will not be available, make arrangements with your preceptor in advance to make up the day.
- ❑ If you are having difficulty communicating with a preceptor, discuss the situation with the preceptor first, then if it is not resolved in a reasonable time frame, bring it to the attention of the Internship Director. One of the benefits of any internship is learning how to work with many different personalities and styles of work.

Logbook Organization for each Rotation

1. Your name, rotation and site should be on every page of the notebook.

2. Organize your materials in the following order:

The evaluations, activities and objectives sign off sheets, and log book sheets with hours totaled will be filed up front and separately from the objectives and your documentation of completion.

So, place them at the very beginning of the notebook, separated from the other materials.

-Evaluations

-Log Book sheets totaled to at least 300 hours

-Activities and Objectives Sign Off Sheets with all assignments completed and signed

-Weekly emails to Internship Director

The following documents will remain a part of the notebook and be returned to you after grading.

-Objective documentation in the order that they appear on your activities and objectives sheets.

3. Always indicate if **you** have produced the work or if someone else has (educational materials, etc).

4. Write the objective and activity number and a summary of the experience/activity before each response. For example,

Obj. A.1. : Organizational Chart with explanation

Obj. A.2. : Job Analysis

Obj. B.1: Ethics situation and discussion

These should be in alphabetical order by objective with documented experience/activity in the logbook.

5. Your preceptor or Internship Director will sign off on activities on the rotation objectives sheet as you complete them and place the date completed by each event.
6. Organization is important to your success. Bring your log book to class (DIE 6940) for review and feedback from the Program Director.

Notebooks will be graded using the following rubric unless additional assignments are included for that semester.

Comments

Organization	Evaluations, objective sign-off sheet and log book sheets are complete with hours totaled and are filed up front in the notebook. No improvement needed! (10 pts)	Evaluations, objective sign-off sheet and log book sheets with hours totaled are partially complete or not filed up front in the notebook. (5 pts)	Evaluations, objective sign-off sheet and log book sheets with hours totaled are poorly done or missing. (0 pts).	
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<p>Competency Completion</p>	<p>Notebook and competency documentation is all at the graduate level. Competencies are all completed above entry level. Depth needs no improvement. Notebook uses scholarly approach (is focused, clear in each paragraph, proper reference use, flows, not redundant,). All sentences are complete and otherwise structured correctly. All words are typed, spelled, and used correctly. Name, rotation, and location appear on every page. Notebook could scarcely be improved! (80 pts)</p>	<p>Notebook and competency documentation is mostly at the graduate level. Competencies are all completed at or above entry level. Depth needs some improvement. Notebook has scholarly material but is not always presented in a scholarly fashion. There are some errors in reference usage and/or some grammatical errors. Most sentences are complete and otherwise structured correctly. Most words are spelled and used correctly. Name, rotation, and location appear on most pages. (70 pts)</p>	<p>Notebook and competency documentation is mostly at the undergraduate level. Some competencies are completed below entry level. Depth needs significant improvement. Notebook has little scholarly material and is not presented in a scholarly fashion. There is an inappropriate use of references and/or many grammatical errors. Some sentences are incomplete and otherwise structured incorrectly. Words are misspelled and/or used incorrectly. Name, rotation, and location appear on some pages. (60 pts)</p>	
<p>Attendance and Participation</p>	<p>Weekly emails, class participation, and class attendance are evident for each class. (10 points)</p>	<p>Weekly emails, class participation, and class attendance are evident for most classes. (5 points)</p>	<p>Weekly emails, class participation, and class attendance are evident for some classes. (0 pts)</p>	