Individualized Supervised Practice Pathway

ISPP

Intern Handbook
I have received a copy of the Metropolitan State University of Denver Individualized Supervised Practice Pathway (ISPP) Intern Handbook.

I have read the Handbook and understand the Code of Ethics, and the policies and procedures described.

I have read, understand, and agree to the drug screening policy and guidelines. I have read, understand, and agree to the criminal background check. I have read, understand and agree to the vaccinations/immunization requirements. I have read, understand and agree to the dress code requirements that may be required at rotation sites.

By April 20, 2018, I submitted the application fee and the Professionalism Essay to the Department of Nutrition.

Print name: ______________________ Student 900# Number: ______________________

Signature: ______________________ Date: ______________________

Checklist (for department use only):
☐ This Page of the ISPP Intern Handbook signed
☐ MSU Denver Graduate Admissions Application
  At #13 - Nutrition ISPP Graduate Certificate (write in)
☐ Official transcript(s) - not required if graduated from MSU Denver
☐ Criminal background received
☐ Drug screening results received
☐ Proof of Health insurance
☐ Proof of Student membership in the Academy of Nutrition and Dietetics
☐ Proof of Professional liability insurance
☐ FERPA copy form, original on file in Registrar’s office
☐ Workman’s Comp form
☐ Proof of Immunizations/vaccines:
  ☐ MMR
  ☐ TB test (Mantoux)
  ☐ HBV
  ☐ Flu shot
  ☐ Tdap
Welcome
We are pleased and proud to welcome you to Metropolitan State University of Denver (MSU Denver). We wish you success during your supervised practice experience. This handbook provides you with an overview of MSU Denver and the Individualized Supervised Practice Pathway (ISPP), program policies and procedures and professionalism requirements.

I. Program Overview
The Nutrition Department at MSU Denver is pleased to welcome you to the ISPP. The ISPP offers required supervised practice hours (minimum 1200) to fulfill the experiential requirements to sit for the Registration Examination for Dietitians and earn the Registered Dietitian Nutritionist (RDN) credential. The ISPP is available to those Didactic Program in Dietetics (DPD) graduates who have applied but did not match to a dietetic internship during the most recent match cycle.

Mission
The mission of the MSU Denver DPD is to prepare diverse interns in the Denver Metropolitan area for successful careers in food, nutrition and dietetics by providing quality education in the core knowledge requirements for the RDN that is culturally sensitive and instills a desire for life-long learning, effective problem-solving and for service to the community and the profession.

Goals and Objectives
Program Goal 1:
Prepare interns for a career using their knowledge of food, nutrition and dietetics.

Objectives for Goal 1:
1. Over a three-year period, 80% of graduates taking the Commission on Dietetic Registration (CDR) credentialing exam, for RDNs will pass the exam within one year of their first attempt of the test.

2. Over a three-year period, 80% of the responses from the annual employer survey will indicate program graduates performed at an above average level overall.

Program Goal 2:
Interns from a diverse background will graduate and be successfully placed in jobs, internships or graduate school.

Objectives for Goal 2:
1. Over a five-year period, 70% of graduates who seek employment will report employment in food, nutrition or dietetics-related positions within one year of graduation.

2. Over a five-year period, 90% of ISPP interns will complete the program within 48 weeks (the ISPP is designed to be completed in 32 weeks; 48 weeks is 150% of the planned time).

Program Outcome Data
Program outcome data is available to the public, current and prospective interns upon request. Please send a written request to the Department of Nutrition, isppdirector@msudenver.edu.
Individualized Supervised Practice Program
The ISPP provides 1280 hours of supervised practice. ISPP interns are generally on duty 40 hours each week. Additional time is required to complete assignments, readings, and projects and attend classes. The ISPP is designed to be completed in 32 weeks, but all interns shall complete all rotations within 48 weeks. The program begins mid-August and is completed by mid-May. Each ISPP intern’s rotation will be designed based on facility preference and preceptor schedules.

Rotations for Supervised Practice Hours
Professionalism Seminar 2 weeks (80 hours)
Food Service Management 8 weeks (320 hours)
Inpatient Medical Nutrition Therapy 8 weeks (320 hours)
Clinical Concentration 4 weeks (160 hours)
Outpatient Medical Nutrition Therapy 2 weeks (80 hours)
Community Nutrition 6 weeks (240 hours)
Renal Nutrition 2 weeks (80 hours)
Total hours 32 weeks (1280 hours)

NOTE: The field experience is completed in a variety of settings which include hospitals, outpatient clinics, long-term care, wellness, public health agencies, community, school foodservice, and other professional settings. The ISPP meets all ACEND accreditation requirements and Competencies for the Registered Dietitian Nutritionist (CRDNs). The program currently offers a concentration in clinical nutrition.

Prior Experience
The MSU Denver ISPP does not grant credit towards the supervised practice hours for any prior experience.

CORE COMPETENCIES FOR THE REGISTERED DIETITIAN NUTRITIONIST (CRDNs):

Domain 1. Scientific and Evidence Base of Practice:
Integration of scientific information and research into practice. 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 Apply evidence-based guidelines, systematic reviews and scientific literature

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

CRDN 1.4 Evaluate emerging research for application in dietetics practice

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations:
Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice. 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.

**CRDN 2.2** Demonstrate professional writing skills in preparing professional communications.

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

**CRDN 2.4** Function as a member of interprofessional teams.

**CRDN 2.5** Assign duties to DTRs and/or support personnel as appropriate.

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

**CRDN 2.7** Apply leadership skills to achieve desired outcomes.

**CRDN 2.8** Demonstrate negotiation skills.

**CRDN 2.9** Participate in professional and community organizations

**CRDN 2.10** Demonstrate professional attributes in all areas of practice.

**CRDN 2.11** Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

**CRDN 2.12** Perform self-assessment and develop goals for self-improvement throughout the program.

**CRDN 2.13** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

**CRDN 2.14** Demonstrate advocacy on local, state or national legislative and regulatory issue or policies impacting the nutrition and dietetics profession.

**CRDN 2.15** Practice and/or role play mentoring and perception others.

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

**CRDN 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.

**CRDN 3.2** Conduct nutrition focused physical exams.
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats.

CRDN 3.4 Design, implement and evaluate presentation to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 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. Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current informatics to develop, store, retrieve and disseminate 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 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payees, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetic practice.

Domain 5. Concentration in Clinical Nutrition
Upon completion of the program, graduates are able to:

CRDN 5.1: Develop entry-level skills analyzing complex patients with co-morbidities in chosen concentration (i.e. renal, oncology, nutrition support, pediatric nutrition).

CRDN 5.2: The student will provide entry-level patient care using the NCP for a selected area of concentration.

CRDN 5.3: The student will complete comparative MNT case studies demonstrating NCP application in various stages of the selected area of concentration.

ISPP Program Expenses (estimated)

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU Denver Tuition In-State/Out-of-State</td>
<td>$12,000/$16,000</td>
</tr>
<tr>
<td>MSU Denver Student Fees</td>
<td>$950</td>
</tr>
<tr>
<td>MSU Denver Graduate School Application Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics Student Membership (recommended)</td>
<td>$50</td>
</tr>
<tr>
<td>Automobile insurance. ISPP intern must provide proof of insurance.</td>
<td>variable</td>
</tr>
<tr>
<td>Professional liability insurance, a minimum annual coverage of $1,000,000 per occurrence and $3,000,000 in annual aggregate (less than $50). Can be purchased through the Academy.</td>
<td>$50</td>
</tr>
<tr>
<td>Health insurance. ISPP intern must provide proof of insurance.</td>
<td>variable</td>
</tr>
<tr>
<td>Professional meetings. ISPP interns are required to attend local and state professional meetings</td>
<td>$200</td>
</tr>
<tr>
<td>Textbook and supplies</td>
<td>$200</td>
</tr>
<tr>
<td>Background and drug tests</td>
<td>$125</td>
</tr>
<tr>
<td>Housing</td>
<td>$700-$1,000/ month</td>
</tr>
<tr>
<td>Food (Some rotations may provide free or reduced-price meals.)</td>
<td>variable</td>
</tr>
<tr>
<td>Expense Category</td>
<td>Estimated Cost</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Transportation (Interns will be expected to drive to and from sites or use public transportation on a daily basis. Auto insurance must be provided by the student.)</td>
<td>variable</td>
</tr>
</tbody>
</table>

Withdrawal and Refund of Tuition and Fees
For information on withdrawal and refund of tuition and fees, an intern should consult the Academic Calendar for the current semester. In general, interns are only eligible to receive a full refund during the first week of classes. In extreme cases of illness or hardship interns can submit an appeal with the Registrar’s Office for tuition and fee reimbursement.

If the ISPP intern chooses to resign prior to completion of the program, the ISPP intern will not receive a Verification Statement.

Leave of Absence
Request for a leave of absence must be submitted in writing at the earliest possible date. A post-baccalaureate ISPP is a very concentrated program with a limited time frame. Therefore, requests for a leave of absence will be granted under strict guidelines. Leave shall be granted at the discretion of the ISPP Director. All leave of absence time shall be made up within 150% of the time allotted for the program, unless mutually agreed to by the ISPP director, department chair and intern. All make-up time shall be completed to receive a Verification Statement.

Academic Calendar Metropolitan State University of Denver
The MSU Denver ISPP adheres to the MSU Denver University Academic Calendar. Orientation to the supervised practice experience typically occurs at the beginning of the fall semester and two weeks prior to supervised practice placement.

ISPP Completion and Verification Statements
Satisfactory completion of all rotations of the MSU Denver ISPP is required to receive a Verification Statement. Satisfactory completion is defined as completing all rotations without any “1”, “2”, or “3” ratings. The verification statement is given to the intern at the exit interview, after all rotations have been completed satisfactorily. A Verification Statement is required to sit for the Registration Exam for Dietitians. The intern shall keep a copy and an electronic copy will be saved by the department.

II. APPLICATION AND ADMISSION
The ISPP is a graduate certificate program and has specific application process due to the limited number of seats, interest in the profession, and present demand for RDNs in the marketplace. The ISPP is available to DPD graduates, holding a Verification Statement from a DPD program confirming completion (or an Intent to Complete by August 1 prior to the start of the ISPP) and who applied to the most recent match cycle in DICAS but did not match to a dietetic internship.

Admission Requirements ISPP Experience
To be eligible for admission to the MSU Denver ISPP applicants must meet admission requirements to Metropolitan State University of Denver and meet specific criteria established by the program for admission to the ISPP. Admission requirements and the complete process for admission to MSU Denver can be found at: https://msudenver.edu/admissions/student-types/masters/.

If accepted in the ISPP, the applicant shall complete a hard copy of the graduate application (https://msudenver.edu/media/content/admissions/documents/masters/1617GradApp_Web3.pdf) and send the completed form to the department by July 15, 2018 (or within two weeks of accepting the ISPP position if accepted position after July 10, 2018). The applicant shall send the completed application to the address below. The department staff will submit the application to the graduate school.

Department of Nutrition
Metropolitan State University of Denver
Attn: ISPP Director
Campus Box 33N, PO Box 173362
Denver, CO 80217-3362

The department staff will submit the application to the graduate school.

**ISPP Admission Criteria**

- Minimum of a Bachelor’s degree from a regionally accredited university
- Verification Statement from an accredited DPD (completed in last five years).
- Evidence of non-match status for most recent match cycle. Submission of non-match documentation shall be submitted to the ISPP director (isppdirector@msudenver.edu) Department of Nutrition, address above by April 20, 2018.
- Minimum Cumulative GPA of 2.8 and DPD GPA of 3.0
- Submission of professionalism essay, as described below.
- $50 application fee with application.
- At least 200 hours of clinical experience including, but not limited to:
  - Paid position or volunteer hours at a clinical nutrition-associated job at an acute care facility or long-term care facility; jobs may include diet technician, diet clerk/aide, food service manager, CNA or medical assistant.
  - Paid position or volunteer hours at a health care facility such as physician’s office, community health center, or diabetes care facility.
  - Paid position or volunteer hours with a government or community nutrition program/office such as EFNEP, WIC, Meals-on Wheels, Cooking Matters or similar programs, American Diabetes Association, American Heart Association or similar health association.
  - Paid position or volunteer hours with weight loss programs or clinics, working with an RDN or MD.
  - Paid position or volunteer hours with eating disorder programs or clinics, working with an RDN or MD.
  - Volunteer hours working with an RDN.
• You may contact the ISPP Director to clarify if your experience meets the clinical experience requirements.

• Note: as the DICAS application is due February 15, 2018, and second match opens April 12, 2018, any change in clinical experience hours may be included in supplemental information and submitted with the ISPP application. Applicants may include other updated information, such as awards or degrees received, in this supplemental information.

• Prior leadership experience preferred.

• Preference provided to MSU Denver students.

Application Process for Admission
To be eligible for MSU Denver’s ISPP, applicants must have completed a Dietetic Internship Centralized Application Services (DICAS) during the most recent match cycle without being matched to a dietetic internship. If accepted in the program, interns must have completed a minimum of a bachelor’s degree and received a verification statement from an ACEND-accredited DPD program by August 1, 2018, prior to beginning the ISPP.

Students must apply to the program through the Dietetic Internship Centralized Application Services (DICAS) during the second round match period. Applicants will select Metropolitan State University of Denver ISPP in the Program Designation System of DICAS. Only fully completed DICAS applications will be considered. In addition to the standard DICAS application, students must submit the following items.

• An essay answering the following question in no more than 250 words. “After reading the MSU Denver ISPP Intern Handbook, describe how you will uphold the professionalism standards of the MSU Denver ISPP during your supervised practice experience and as a dietetics professional.” The essay should be submitted in Supplemental materials in the Program Designation section of DICAS.

• A $50 ISPP application fee. This fee may be made by credit card (https://commerce.cashnet.com/MSUDenverEM_NUTM) or by check. The check must be received by April 20, 2018. Make checks payable to the MSU Denver Nutrition Department. Checks should be mailed to the address below:

  Department of Nutrition
  Metropolitan State University of Denver
  Attn: ISPP Director
  Campus Box 33N, PO Box 173362
  Denver, CO 80217-3362

Optional Application Materials
The ISPP will consider accepting one intern who designed a distance internship program in the state of Colorado but did not match through the most recent match cycle. Students who would like to be considered for a distance-program spot should submit their planned rotation schedule at the time of application. This information and documentation showing preceptors’ qualifications and commitments to providing supervised practice experiences within the timeframe of the ISPP (August to May) should be sent directly to the ISPP director for review by April 20, 2018 (isppdirector@msudenver.edu.).
Applicant Phone Interviews
After reviewing application documents, the selection committee will select up to 18 of the highest scoring applicants for phone interviews.

In-person Interviews
Following the phone interviews, up to 12 applicants shall be selected for in-person interviews with the program director and department chair. Those applicants unable to attend an in-person interview, shall be scheduled for a video conference interview.

Selection of ISPP Interns
Final selection of up to nine ISPP interns will be made based on the evaluation of the application materials and performance in the phone and in-person interviews. The number of ISPP interns ultimately selected also depends on the number of applicants, site availability and the ability of the program to accommodate the intern’s interest areas and learning needs.

Required Documentation for Accepted ISPP Interns
The following documents shall be provided to the ISPP Director by June 15, 2018: (If the screenings/documentation is not complete by June 16, 2018, the intern may be denied admission to the program.)

- Final college/university transcript from institution with conferred degree, with graduation date (if graduating in August 2018, may send final transcript by August 10, 2018. All other documentation due June 15, 2018)
- Proof of student membership to the Academy of Nutrition and Dietetics
- MSU Denver 900#, if MSU Denver graduate.
- Signed page 2 of the ISPP Intern Handbook (includes an agreement to receive the annual ‘Flu’ shot when available in October).
- Contract with the background screening and compliance tracking solution company, as directed by the ISPP Director. Accepted interns shall sign up for background check, urine screen and clinical requirements. The intern shall complete urine screening and submit required information to the background screening and compliance tracking solution company by July 15, 2018. Required information includes but limited to: Proof of MMR, TB, HBV, varicella and Tdap immunizations, information required for background check, proof of health insurance, and proof of professional liability insurance.

MSU Denver Graduate Application
A hard copy of the MSU Denver graduate application shall be submitted by July 15, 2018, (or two weeks AFTER acceptance to the ISPP position if accepted into the program after July 10, 2018). The application shall be sent to the Department of Nutrition (address above).

Evidence of paid tuition balance for the fall semester paid according to the University’s Tuition Dates and Deadlines.
III. Becoming a Registered Dietitian Nutritionist (RDNs)
RDNs are food and nutrition experts. The Academy of Nutrition and Dietetics recognizes these two credentials as synonymous. Professionals who have met the criteria outlined below earn the RDN credential.

Pathway to Becoming a RDN
1. Completed a minimum of a Baccalaureate degree granted by a U.S. regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

2. Completed an ACEND-accredited supervised practice program at a health care facility, state or community agency, foodservice establishment, or a university. Typically, a supervised practice program is about 9-24 months in length. Supervised practice also may be available through a university-based coordinated program, in which supervised practice is combined with undergraduate or graduate studies; or through an ISPP.

3. Passed the Registration Examination for Dietitians administered by the CDR. Eligibility to take this examination is established through the CDR, the credentialing agency for the Academy of Nutrition and Dietetics. Information regarding the examination may be obtained from www.cdrnet.org.

4. Continued life-long learning by completing continuing professional educational requirements to maintain registration. Additional information about career paths and route to registration can be found at: http://www.msudenver.edu/nut/humannutrition-dieteticsmajor/.

Advanced Practice Certifications
Some RDNs hold additional advanced practice certifications in specialized areas of practice such as pediatric or renal nutrition, obesity management, nutrition support, sports nutrition, and diabetes education. These certifications are awarded through the CDR and/or other medical and nutrition organizations. Such specialty certifications are recognized within the profession and may be required for advanced-level positions. Additional career information can be found at: http://www.eatright.org and https://www.cdrnet.org/.

Registration Examination for RDN
After completing an ACEND-accredited supervised practice, the DPD director will complete a verification statement for the intern. The DPD director in conjunction with the ISPP director, will submit documentation to CRD that the MSU Denver ISPP graduates are eligible to sit for the National Registration Examination for Dietitians. This is a computerized test that graduates must pass in order to receive the RDN credential. Additional information about the Registration Exam can be found at: http://www.cdrnet.org/program-director/dietetics-program-students-and-graduates.

Registration exam review materials can be purchased through the Academy of Nutrition and Dietetics at: http://www.eatright.org/. Review courses are also available to assist with exam preparation.

State Licensure
In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Licensure is not available or required in the state of Colorado. If you decide to
practice in another state, licensure may be required. Frequently, state requirements are met through the same education and training required to become an RDN.

IV. ISPP Policies and Procedures

Assessment of Intern Learning
Intern progress is evaluated through a variety of assessments of intern learning throughout the ISPP. Completion of all assignments and projects on time and with a high degree of accuracy is a major determinant in the formal performance evaluation. Performance on individual assignments and activities will be evaluated by preceptors throughout the rotations. These include, but are not limited to, observation of patient education and counseling sessions, review of medical record documentation, case study, graded assignments, special projects, observation of practice and management skills, and experiential logs. Evaluations will also assess professional behaviors; unsatisfactory performance can result from inappropriate perceived attitudes and behaviors such as chronic tardiness, substandard and/or missed work, and insubordination to faculty, preceptors, or facility staff. Opportunities are provided for informal feedback and discussions with preceptors on skill development, documentation, management, presentations, and projects. This informal provision of information should be viewed by the intern as formative opportunities to gain insight and adjust performance to encourage continued growth and performance of dietetic practitioner skills. Formal evaluations are conducted at midpoint and at the end of each rotation. A 5-point Likert scale with a score of 4 (proficient) or 5 (exceptional) is required for each assignment and the overall rotation to demonstrate competence. NUTM 5800 is graded S/U; rotations scores of 4 or 5 are consistent with satisfactory performance. An example end-of rotation evaluation form for the mid acuity clinical rotation is provided in the Appendix A to the ISPP Intern Handbook.

It is the intern’s responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation. The forms shall be returned to the ISPP Director. It is the intern’s responsibility to ensure that end of rotation evaluations are completed on the last day of the rotation and sent to the ISPP Director on that day by 6:00 pm. Failure to send the end rotation form may result in delay of the start of the next rotation.

Attendance
Attendance is mandatory for all clinical and seminar experiences to achieve program objectives. Interns shall make up all missed rotation hours.

Excused absence – In the event of a verifiable illness or emergency, the intern shall notify the preceptor and program director prior to the scheduled day. The intern and preceptor will arrange for alternative hours to make up the missed time. The intern will inform the program director of this arrangement.

Unexcused absence – Any missed rotation hours for a reason other than a verifiable illness or emergency, or lack of timely notification for an excused absence to the preceptor and program director is considered an unexcused absence. Alternative assignments shall not be provided for ‘no-shows’ or when prior notifications was not intern-initiated, therefore resulting in a competency rating of less than 4. If the intern is unable to pass the missed competence during the rotation, a remediation plan for the interns shall be established, as defined below.
Closure of the university campus does not correlate directly with cancellation of rotation experiences. Some rotations will close with inclement weather (such as school food service) while others will not close (hospitals). The intern shall contact the preceptor if there is inclement weather that affects the intern’s ability to attend the rotation on such a day. An intern who makes an individual decision not to attend a rotation due to inclement weather shall follow all notification and make-up procedures.

Failure to report to supervised practice rotations and/or arriving late or leaving early without approval of the preceptor is unacceptable professional behavior and will result in disciplinary review. Arriving late for three days during a rotation is counted as missed day and requires the intern to arrange for replacement hours. If the intern is unable to make up the missed hours and competence during the rotation, a remediation plan for the interns shall be established, as defined below.

**ISPP Progression Policy and Remediation**

During the supervised practice experience, interns are formally evaluated at midpoint and at the end of each rotation. Performance on individual assignments and activities will be evaluated by preceptors throughout the rotations. A 5-point Likert scale with a score of 4 (proficient) or 5 (exceptional) is required for each assignment and the overall rotation to demonstrate competence.

Interns who are not performing well during rotations will be required to meet with the preceptor and the ISPP Director to discuss performance improvement strategies. Interns receiving a rating below 4 (proficient) at the end of rotation will be given the opportunity to repeat up to two assignments or competencies. Interns who do not reach competency, will receive a grade of U (unsatisfactory) for the NUTM 5800 course.

An intern receiving a grade of “U” on a rotation shall meet with the Performance Review Committee that consists of the ISPP Director and Chair of the Department of Nutrition. A plan for remediation shall be developed to allow the intern to improve their learning and performance and readiness to perform as an entry-level dietitian prior to being provided an opportunity to repeat the rotation.

If the ISPP intern does not successfully repeat the rotation, the ISPP intern will be subject to further review by the Performance Review Committee. Additional time required to complete remediation of all or part of a rotation is not counted towards the required supervised practice hours (minimum of 1200). If an ISPP intern fails to earn a “S” in one or more rotations, the intern shall find an other site for the rotation or he or she will be required to resign from the ISPP. No tuition or fees shall be returned to the ISPP intern if he or she resigns.

**Disciplinary Termination**

Interns enrolled in the ISPP must abide by all professional standards and policies outlined within the ISPP Handbook found at [https://www.msudenver.edu/handbook/](https://www.msudenver.edu/handbook/). In addition, interns must pass drug screening and criminal background checks. The program has a zero tolerance for all illegal drugs, including marijuana, even though recreational marijuana is considered legal in Colorado. Random drug screenings may be conducted by the ISPP or preceptor sites. Failure to act in accordance with professional standards will result in formal review by the ISPP Director and the Nutrition Department Chair. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.
Immediate dismissal without previous warning may result in cases of major infraction. Repeated infractions or uncorrected conduct may also result in dismissal. The following are examples of actions considered serious enough to warrant immediate dismissal. This list is not all inclusive.

- Theft
- Assault
- Endangering the life of a patient
- Arson or vandalism
- Insubordination
- Drug abuse or drinking alcohol while on duty
- Falsification of records
- Mental or physical abuse of a patient
- 3 days absence without notice
- Unauthorized release of information
- Unauthorized use of facility property
- Unprofessional behavior
- Failure to comply with the Code of Ethics of the Academy of Nutrition and Dietetics
- Any plagiarism, omission of reference, or failure to indicate the source for any work

**Health Insurance**

All ISPP interns are required to either a.) participate in the university offered health insurance program or b.) submit proof of having outside health insurance that meets the university’s compliance standards by submitting an electronic waiver compliance form by the waiver deadline for the current semester. Proof of outside health insurance must be submitted each semester. More information regarding the insurance requirement is listed on the university’s website, [http://msudenver.edu/healthcenter/health_insurance/msudenverplans/healthinsurancerequirement](http://msudenver.edu/healthcenter/health_insurance/msudenverplans/healthinsurancerequirement).

**Injury or illness while in a Facility for Supervised Practice**

If an ISPP intern becomes injured or ill while at a supervised practice site, the intern is responsible for seeking and paying for health care/medical assistance. The intern should contact the site supervisor, preceptor, and ISPP Director. The intern also shall follow any additional policies and procedures of the facility for on-the-job injuries if appropriate.

**Health Screening and Immunizations**

MSU Denver requires that all incoming interns have a measles, mumps, and rubella (MMR) vaccine or evidence of titers and a screening test for tuberculosis (TB) (Mantoux) prior to registration for classes. ISPP interns are required to have a Hepatitis B Vaccine (HBV) vaccine or evidence of titers, documentation of a Tetanus booster within the past 10 years, pertussis, 3 varicella vaccinations or positive antibody titer and TB test (Monteux) (preceding field placement). The ISPP intern shall have the flu shot by November 1 of the current year or earlier if requested by rotation site. Documentation of these tests will be maintained by in the department’s electronic files. This information will be available to all rotation sites. ISPP interns are also encouraged, but not required to, have up to date immunizations as recommended by the CDC including diphtheria.
Criminal Background Checks
Interns enrolled in the MSU Denver ISPP participate in experiential learning activities at many clinical agencies that require a background check, therefore a criminal background check is required for all ISPP interns. Background checks shall be completed through a national background screening and compliance management company. Results of this background check will be maintained in the Department’s electronic files. This information will be available to all rotation sites.

Reports generated by the screening company will be provided to the ISPP Program Director. These reports note whether an intern has a positive criminal history or a negative criminal background check. Some experiential learning sites will require that interns forward the results of the criminal background check, immunization and drug screening prior to allowing an intern to shadow or train in the facility. If there is a criminal history it would be at the discretion of the receiving institution to determine if the infringement would be of such significance that the intern would NOT be allowed to train in the facility. If an intern is rejected from multiple facilities based on the criminal background check, drug screen and immunization, MSU Denver and the ISPP may not be able to find experiential learning sites and as a result, the intern would be asked to resign from the ISPP. Interns must sign the signature page of this ISPP Intern Handbook acknowledging agreement to a Criminal Background Check and that they have read this policy.

Professional Liability Insurance Requirements
Interns admitted to the ISPP are required to purchase professional liability insurance for activities associated with supervised practice $1,000,000 per incident/occurrence and $3,000,000 annual aggregate. Professional liability insurance may be purchased through the Academy of Nutrition and Dietetics.

Liability for Safety in Travel
Interns are responsible for securing their own transportation. Interns assume their own liability for safety in travel to all experiential learning sites, field trips, and to and from MSU Denver or other required facilities for classes and meetings. Each ISPP intern is also responsible for his/her own transportation as well as personal automobile insurance. The University does not provide automobile liability or cover automobile physical damage for interns driving themselves or other interns to university sponsored field trips. Automobile insurance policies held by the interns are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles. Interns must follow parking guidelines at each facility as well as the university. Interns are financially responsible for all parking fees.

Protection of Privacy of Student Information and Access to Student Files
Information on privacy of student information can be found in the University Catalog in the section “Students Rights and Responsibilities” (www.msudenver.edu).

The MSU Denver ISPP maintains a confidential file on each ISPP intern. This file contains application information as well as information concerning intern performance during the ISPP. These records are the property of MSU Denver’s Nutrition Department and kept in the department’s electronic files. Access to these files is limited to ISPP Director and Department Chair or department staff on a need to know basis. In the presence of the ISPP Director or Department Chair, an intern may review all of the information in his/her file with the exclusion of
any information for which he/she has previously waived the right to see such as letters of recommendation submitted in the ISPP application.

**Non-Discrimination Policy**

MSU Denver is an equal opportunity employer; applications from minorities and women are particularly invited. MSU Denver does not discriminate on the basis of race, color, creed, national origin, sex, age, sexual orientation or disability in admissions or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning the University grievance procedures can be found in the MSU Denver University Catalog, [www.msudenver.edu](http://www.msudenver.edu).

**Grievance Procedures**

Interns who question the validity of a grade received in a course must make a formal request for a change of grade before the end of the fifth week of the semester following the completion of the course (fall semester when the grade in question was in the spring semester). Interns must discuss the disputed grade with their instructor and then the Department Chair before filing a formal grievance. Interns should contact the Office of the Dean of the College of Professional Studies for guidelines for filing a formal grade dispute. Guidelines are also included in the MSU Denver Intern Handbook, [http://www.msudenver.edu/handbook](http://www.msudenver.edu/handbook). It is the intern’s responsibility to meet the timeline and requirements for filing a grade appeal. All decisions by the Grade Appeal Committee are final.

**Complaints Related to Supervised Practice**

An ISPP intern with a grievance against a preceptor or rotation site staff member should abide by the following process.

**Step 1** - Confer with the preceptor stating the reasons and evidence for the grievance. The preceptor is obliged to review the situation with the ISPP intern.

**Step 2** - If a resolution is not attained, the ISPP intern may appeal to the site director within 7 days of completing Step 1. The site director may confer with the preceptor to handle the problem.

**Step 3** - If the discussions do not resolve the situation, the ISPP intern may confer with the ISPP Program Director within 7 days of completing step 2. The ISPP director may confer with the site director and preceptor. The grievance procedure against a preceptor will not go beyond this level.

If the ISPP intern and ISPP Director are not able to resolve the dispute, the ISPP intern may be removed from the site and assigned to another site. Violations of professional standards will be addressed on an individual basis.

Complaints by a preceptor against a faculty member or the ISPP Director should be discussed among the individuals involved. The next step would include the involvement of the Nutrition Department Chair and finally if the issue was not resolved, the situation should be discussed with the Office of the Dean of the College of Professional Studies. Each step in the complaint process should be documented and culminate in a written summary and action plan.

**Intern Complaints against the DPD/ISPP**
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) under the guidance of the U.S. Department of Education (USDE) requires dietetics education programs to identify an avenue for interns to bring forward ISPP program-specific complaints related to ACEND accreditation standards. Concerns regarding the program may fall outside the grievance policies addressed above. Program-specific complaints should be brought to the attention of the ISPP Program Director, ideally in writing. In some cases, the ISPP Director may determine that the complaint is best addressed under the University guidelines, http://www.msudenver.edu/handbook/academicpoliciesforstudents/. The intern may also bring programmatic concerns directly to the attention of the Department Chair or Dean of the College of Professional Studies. Program-specific complaints and corrective actions will be kept on file by the program for a period of five years.

Program-specific complaints that have not been resolved can be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Complaints should be submitted to ACEND only after all other options within the DPD/ISPP program and MSU Denver have been exhausted. ACEND will review complaints that relate to a program’s compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or interns.

A copy of the accreditation standards and ACEND’s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address. The complaint must be signed by the complainant. Anonymous complaints will not be considered. For additional information visit http://www.eating.org/ACEND/content.aspx?id=7975.

Educational Purpose of Supervised Practice
Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence or planned learning experiences. ISPP interns completing supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the ISPP.

V. Student Services
Access to Student Support Services
ISPP interns have access to all of the usual student support services. See the University Catalog at www.msudenver.edu for information on these services. MSU Denver has a Financial Aid Office, Student Health Center, Testing Center, Counseling Center, Writing Center, Access Center and tutoring services available for students.

VI. Professional Standards
Professionalism – Interns enrolled in the ISPP are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow interns, faculty, preceptors,
and administrators and all persons encountered while completing supervised practice on and off campus. Considerations include the following:

**Professional Demeanor**

ISPP interns are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics for the Profession of Dietetics. Communications by email should use appropriate grammar and punctuation and should not use text messaging format. In addition, ISPP interns should not engage in communications which are disparaging or critical of MSU Denver, MSU Denver faculty, the dietetics program, fellow interns, or any supervised practice site or clinical agency/employee, or which are clearly offensive to any reasonable person. Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, interns are acting as an ambassador for MSU Denver, the dietetics programs, peers and the profession.

**Professional Dress**

Interns are expected to be neat, clean, and well-groomed at all times. Interns should dress conservatively, modestly, and follow the guidelines outlined below. Skirts, professional/dress pants, blouses, sweaters, and tailored dresses are appropriate for women. Men should wear a dress shirt, tie, dress slacks or khakis. Supervised practice preceptors and program faculty reserve the right to send an intern home that is not appropriately dressed. Slip-resistant shoes may be required at food service facilities. The intern is responsible for the purchase of such items.

Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families. Remember, you are representing yourself, the profession, and MSU Denver. Professional image and first impressions cannot be underestimated.

Interns shall adhere to the dress code at each rotation site. As each site has varying requirements, interns shall be familiar with requirements before beginning a rotation. Many sites limit earrings to one small stud or loop (up to ½ inch in diameter) per ear, one ring per hand (wedding set counts as one), no body piercing and no visible tattoos. If an intern is not able to adhere to the site dress code, the intern will not complete the rotation and is not eligible to receive a verification statement from the program. The program may not be able to accommodate individual’s needs based on body piercing or tattoos. Therefore if an intern accepts the ISPP position and then is unable to complete the program based on body piercings and tattoo’s then the intern will be asked to resign from the program and will not receive a return of the tuition.

**Electronic Devices**

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during seminar or supervised practice activities is restricted to note-taking, faculty-led class activities, and when directly related to assignments or the duties of the supervised practice. No texting or emailing during seminar or supervised practice is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during supervised practice activities unless use is explicitly sanctioned in the facility. Cell phones must be placed on “silent” mode during seminar and supervised practice activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; recorded greetings should be professional.
Social Media
Social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn) should not refer to faculty, clinical instructors, patients, sites, or other potentially confidential sensitive information. It is recommended that interns maintain privacy settings so as to limit those who have access to their pages. Please be aware that employers and supervised practice programs may access all public information.

HIPPA and Patient Confidentiality
Patient and client confidentiality is of primary importance to the MSU Denver ISPP and all institutions providing learning experiences for ISPP interns. Interns are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPPA) standards as an ISPP intern and in the future as a practicing RDN. Patient and employee information (both documented and undocumented) is confidential. Interns shall never discuss details about patients in a non-confidential place (elevator, hallway, break room, etc.). Interns must not discuss patients or their cases with anyone except with the professor/preceptor/other health professional in that facility as needed to be informed to provide patient care. Interns may be required to complete additional HIPPA training at individual clinical sites. Confidentiality must also be observed with regard to employees and clients in the food service operations, public health, and community experiential learning sites. Interns shall not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality. For additional information about patient privacy and confidentiality visit HIPPA at http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html.

MSU Denver Academic Dishonesty of Misconduct Procedures
The MSU Denver Academic Dishonesty of Misconduct Procedures applies to all students at MSU Denver, https://www.msudenver.edu/handbook/studentcodeofconduct/. Interns in the ISPP are also accountable to the Code of Ethics for the Profession of Dietetics (see below).

Code of Ethics for the Profession of Dietetics

Fundamental Principles
The dietetics practitioner:
1. Conducts herself/himself with honesty, integrity and fairness.
2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.

Responsibilities to the public
3. Consider the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in the Code.
5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

Responsibilities to clients
8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics service have been rendered only if he/she has provided or supervised the provision of those services.
17. Accurately presents professional qualifications and credentials.
18. Does not invite, accept or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals
19. Demonstrates respect for the values, rights, knowledge and skills of colleagues and other professionals.


Scope of Practice for the RDN

Interns enrolled in the ISPP must abide by all professional standards and polices outlined within the ISPP Intern Handbook and the MSU Denver Student Handbook found at http://www.msudenver.edu/handbook/. In addition, Interns must pass drug screening and criminal background checks. Failure to act in accordance with professional standards will result in formal review by the ISPP Program Director or Department Chair. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.

VII. Professional Involvement and Participation

Interns are encouraged to become active in the profession. A number of opportunities are available on and off campus to gain professional experience, develop leadership skills, and provide service to MSU Denver and its surrounding community.
## Appendix A: Sample End of Rotation Intern Evaluation

### End-of-Rotation ACEND Competency Evaluation Guidelines

<table>
<thead>
<tr>
<th>Description of Student’s Performance</th>
<th>Competency Rating</th>
<th>Preceptor and Program Director Actions for Student Remediation For All Ratings Under 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.</td>
<td>5 Exceptional</td>
<td>Remediation plans must be completed prior to granting a recommendation of pass. Plans should identify the specific application of rotation knowledge, professional behavior, ethics, or skills that are deficient and the corresponding activities and assignments that must be completed at a proficient level.</td>
</tr>
<tr>
<td>Meets all rotation expectations and objectives. Consistently demonstrates thorough, accurate, and appropriate application of knowledge, professional behavior, ethics, and skills in activities and assignments. Demonstrates lifelong learning skills through active participation, investigating problems, and proposing solutions.</td>
<td>4 Proficient</td>
<td>Remediation plans must be completed prior to granting permission to repeat the rotation. Plans should identify the specific core concepts, knowledge, professional behavior, ethics, or skills that are deficient; tutoring and supplemental practice opportunities required to develop a proficient level of prerequisite background; and assessment requirements.</td>
</tr>
<tr>
<td>Meets most of the rotation expectations and objectives by generally demonstrating accurate application of core concepts, knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in integration or consistent application. Requires additional instruction or practice to ensure achievement of rotation goals.</td>
<td>3 Emergent</td>
<td>Remediation plans must be completed before granting permission to repeat the rotation. Plans should identify the specific prerequisite knowledge, professional behavior, ethics, or skills that are deficient; required didactic courses that must be completed at a proficient level (mandatory grades); and assessment requirements.</td>
</tr>
<tr>
<td>Does not meet all core rotation expectations or objectives. Continues to demonstrate inaccurate or inappropriate application of core concepts, knowledge, professional behavior, ethics, or skills. Does demonstrate some applicable knowledge or skills upon which instruction can be built. Does not meet requirements to work unsupervised with patients or clients on rotation activities or assignments.</td>
<td>2 Limited</td>
<td>Remediation plans are not offered to students receiving a rating of 0. These students are dismissed from the program. Plans should include career and academic counseling.</td>
</tr>
<tr>
<td>Does not meet the rotation expectations or objectives. Does not demonstrate applicable knowledge, professional behavior, ethics, or skills upon which instruction can be built. Requires significant prerequisite instruction or practice. Does not meet requirements to work unsupervised with patients or clients on rotation activities or assignments.</td>
<td>1 Deficient</td>
<td>Remediation plans are not offered to students receiving a rating of 0. These students are dismissed from the program. Plans should include career and academic counseling.</td>
</tr>
<tr>
<td>Does not meet expectations or objectives of responsibility, knowledge, professional behavior, ethics, or skill application. Has demonstrated inappropriate conduct, lack of academic performance, or lack of commitment.</td>
<td>0 Failed</td>
<td>Remediation plans are not offered to students receiving a rating of 0. These students are dismissed from the program. Plans should include career and academic counseling.</td>
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<td>Competency</td>
<td>Rating</td>
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<tr>
<td>**1. Scientific and Evidence Base of Practice: integration of scientific</td>
<td>N / A</td>
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<tr>
<td>information and research into practice.</td>
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<tr>
<td>CRDN 1.1  Select indicators of program quality and/or customer service and</td>
<td>N / A</td>
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<tr>
<td>measure achievement of objectives.</td>
<td>0 1 2 3 4 5</td>
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<tr>
<td>(Tip: Outcomes may include clinical, programmatic, quality, productivity,</td>
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<tr>
<td>economic or other outcomes in wellness, management, sports, clinical settings,</td>
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<td>etc.)</td>
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<tr>
<td>CRDN 1.2  Apply evidence-based guidelines, systematic reviews and scientific</td>
<td>0 1 2 3 4 5</td>
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<tr>
<td>literature</td>
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<tr>
<td>Nutrition Department Patient Education Materials Report</td>
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<td>First Case Study Presentation</td>
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<tr>
<td>Reassessment and Diet Order History Analysis Report</td>
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<tr>
<td>Medical Record Analysis Report</td>
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<tr>
<td>Nutrition Care to a Limited Patient Load</td>
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<tr>
<td>Second Case Study Presentation</td>
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<tr>
<td>Medical and Laboratory Terminology Glossary</td>
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<tr>
<td>Laboratory Values Report</td>
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<tr>
<td>Medications Glossary</td>
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<tr>
<td>CRDN 1.3  Justify programs, products, services and care using appropriate</td>
<td>0 1 2 3 4 5</td>
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<td>evidence or data.</td>
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<tr>
<td>Nutrition Department Patient Education Materials Report</td>
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<tr>
<td>Meal Rounds Report</td>
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<td>Reassessment and Diet Order History Analysis Report</td>
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<td>Medical Record Analysis Report</td>
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<td>Nutrition Care to a Limited Patient Load</td>
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<tr>
<td>CRDN 1.4  Evaluate emerging research for application in dietetics practice.</td>
<td>N / A</td>
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<td>CRDN 1.5  Conduct projects using appropriate research methods, ethical</td>
<td>N / A</td>
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<tr>
<td>procedures and data analysis.</td>
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<tr>
<td>CRDN 1.6  Incorporate critical-thinking skills in overall practice.</td>
<td>0 1 2 3 4 5</td>
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<tr>
<td>2. Professional Practice Expectations: beliefs, values, attitudes and</td>
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<tr>
<td>behaviors for the professional dietitian level of practice.</td>
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<td>Competency</td>
<td>Rating</td>
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<tr>
<td>CRDN 2.1</td>
<td>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.</td>
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<tr>
<td></td>
<td>Remediation is required for ratings 0 – 3.</td>
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<td></td>
<td>Nutrition Care to a Limited Patient Load</td>
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<tr>
<td>CRDN 2.2</td>
<td>Demonstrate professional writing skills in preparing professional communications.</td>
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<td>(Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures.)</td>
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<td></td>
<td>Diet Office Organization Report</td>
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<td></td>
<td>Clinical Services Organization Report</td>
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<td></td>
<td>Nutrition Department Patient Education Materials Report</td>
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<td></td>
<td>Oversight Agency Mock Audit Report</td>
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<td>Meal Rounds Report 3</td>
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<td></td>
<td>Reassessment and Diet Order History Analysis Report</td>
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<td></td>
<td>Medications Glossary</td>
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<tr>
<td>CRDN 2.3</td>
<td>Demonstrate active participation, teamwork and contributions in group setting.</td>
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<td></td>
<td>(Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.)</td>
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<tr>
<td>CRDN 2.4</td>
<td>Function as a member of interprofessional teams.</td>
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<tr>
<td></td>
<td>Participation in medical care round</td>
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<tr>
<td>CRDN 2.5</td>
<td>Assign duties to DTRs and/or support personnel as appropriate.</td>
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<td></td>
<td>Nutrition Care to a Limited Patient Load</td>
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<tr>
<td>CRDN 2.6</td>
<td>Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
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<tr>
<td></td>
<td>Nutrition Care to a Limited Patient Load</td>
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<tr>
<td>CRDN 2.7</td>
<td>Apply leadership skills to achieve desired outcomes.</td>
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<tr>
<td>CRDN 2.8</td>
<td>Demonstrate negotiation skills.</td>
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</tbody>
</table>

Revised 11.2017
<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
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<tbody>
<tr>
<td><strong>CRDN 2.9</strong> Participate in professional and community organizations. (Tip: <em>Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.</em>)</td>
<td>N / A</td>
</tr>
<tr>
<td><strong>CRDN 2.10</strong> Demonstrate professional attributes in all areas of practice. (Tip: <em>Professional and Community Organizations</em> • Community-based supervised practice experiences need not take place in a dietetics-related organization. Experiences may occur in local community organizations such as United Way, food banks such as Second Harvest, or even faith-based organizations such as the Salvation Army. Experiences can also occur at sister units of the program within the parent organization such as an outpatient clinic or a campus fitness center.)</td>
<td>0 1 2 3 4 5</td>
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<tr>
<td><strong>CRDN 2.11</strong> Show cultural competence/sensitivity in interactions with clients, colleagues and staff.</td>
<td>N / A</td>
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<tr>
<td><strong>CRDN 2.12</strong> Perform self-assessment and develop goals for self-improvement throughout the program.</td>
<td>N / A</td>
</tr>
<tr>
<td><strong>CRDN 2.13</strong> Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.</td>
<td>N / A</td>
</tr>
<tr>
<td><strong>CRDN 2.14</strong> Demonstrate advocacy on local, state or national legislative and regulatory issue or policies impacting the nutrition and dietetics profession.</td>
<td>N / A</td>
</tr>
<tr>
<td><strong>CRDN 2.15</strong> Practice and/or role play mentoring and perception others.</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td><strong>3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.</strong></td>
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</tr>
<tr>
<td><strong>CRDN 3.1</strong> 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.</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td><strong>CRDN 3.2</strong> Conduct nutrition focused physical exams.</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>Competency</td>
<td>Rating</td>
</tr>
<tr>
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</tr>
<tr>
<td>CRDN 3.3</td>
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<tr>
<td>CRDN 3.4</td>
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<td>CRDN 3.5</td>
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<td>CRDN 3.6</td>
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<tr>
<td>CRDN 3.7</td>
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<tr>
<td>CRDN 3.8</td>
<td></td>
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<tr>
<td>CRDN 3.9</td>
<td></td>
</tr>
<tr>
<td>CRDN 3.10</td>
<td></td>
</tr>
</tbody>
</table>

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rating</th>
<th>Remediation is required for ratings 0 – 3.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 4.1</td>
<td></td>
<td>Participate in management of human resources.</td>
</tr>
<tr>
<td>CRDN 4.2</td>
<td></td>
<td>Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.</td>
</tr>
<tr>
<td>CRDN 4.3</td>
<td></td>
<td>Conduct clinical and customer service quality management activities.</td>
</tr>
<tr>
<td>CRDN 4.4</td>
<td></td>
<td>Apply current informatics to develop, store, retrieve and disseminate information and data.</td>
</tr>
<tr>
<td>Competency</td>
<td>Rating</td>
<td></td>
</tr>
<tr>
<td>------------</td>
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<td></td>
</tr>
<tr>
<td><strong>Medical Record Analysis Report</strong>&lt;br&gt;<strong>Nutrition Care for Assigned Patients</strong>&lt;br&gt;<strong>Nutrition Care to a Limited Patient Load</strong></td>
<td>Remediation is required for ratings 0 – 3.</td>
<td></td>
</tr>
<tr>
<td>CRDN 4.5</td>
<td>Analyze quality, financial and productivity data for use in planning.</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>CRDN 4.6</td>
<td>Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. (Tip: Students/Interns are encouraged to promote environmentally-friendly practices, so that future generations have the water, materials, and resources to protect human health and life on the planet. Practical steps include using local ingredients; not wasting food and resources; using efficacious, non-toxic products when available; properly disposing of toxic materials; reusing containers and products; recycling when possible; purchasing products with recycled content; and teaching others the value of sustainability.)</td>
<td>0 1 2 3 4 5</td>
</tr>
<tr>
<td>CRDN 4.7</td>
<td>Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</td>
<td>N / A</td>
</tr>
<tr>
<td>CRDN 4.8</td>
<td>Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.</td>
<td>N / A</td>
</tr>
<tr>
<td>CRD 4.8</td>
<td>Conduct feasibility studies for products, programs or services with consideration of costs and benefits.</td>
<td>N / A</td>
</tr>
<tr>
<td>CRD 4.9</td>
<td>Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payees, fee-for-service and value-based payment systems</td>
<td>N / A</td>
</tr>
<tr>
<td>CRD 4.10</td>
<td>Analyze risk in nutrition and dietetic practice.</td>
<td>0 1 2 3 4 5</td>
</tr>
</tbody>
</table>

*Preceptor Evaluation Summary beings on the next page*
Directions:
1. Note that this form is to be completed by the rotation preceptor in discussion with the program director.
2. Review the completed form with the intern.
3. Make and keep a copy for your records.
4. Submit the final signed form to the program director.

Recommendations (check one):
- [ ] Pass with commendation
- [ ] Pass
- [ ] Failure, repeat specific activities/assignments described below
- [ ] Failure, repeat entire rotation
- [ ] Failure, repeat specific didactic classes, described below, before repeating the rotation
- [ ] Dismiss from the program

Attendance:
Number of days the intern was late ______ or absent ______ during the rotation.
If late or absent, the intern contacted the preceptor ahead of time to explain the situation. Yes ___ No ___

Intern’s strengths:
Remediation plans as defined by the program director and preceptor for items receiving a rating of 3. Write the activity box number(s) and requirements:

Remediation plans as defined by the program director and preceptor for items receiving a rating of 2, unless dismissing the intern from the program. Write the activity box number(s) and requirements:

Remediation plans as defined by the program director and preceptor for items receiving a rating of 1, unless dismissing the intern from the program. Write the activity box number(s) and requirements:

Resubmission plans as defined by the program director and preceptor for items receiving a rating of 0. Write the activity box number(s) and requirements:

Intern’s comments:

Revised 11.2017