



Bluffton University

Individualized Supervised Practice Pathway (ISPP)

Dietetic Internship Handbook

2016-17 Program Year



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Welcome to the Bluffton University Dietetic Internship!

This will be our fifth year as a dietetic internship and we have many exciting activities and rotations scheduled. Our campus community has adopted the motto of “Creating Together”. Going along with this theme, our ISPP internship will be seeing some changes as we grow together in the 2016-17 program year. We continue to add to and improve our rotations as well as supportive classroom learning opportunities, in response to preceptor surveys and intern exit-interviews. We are continuing to integrate more classes throughout the year, with classes on the 2nd and 4th Tuesday or Thursday evenings, allowing for more didactic, group learning experiences. We also have continued to work at streamlining our curriculum system. In the effort to better demonstrate RD core competency CRD 4.5 (Use current informatics technology to develop, store, retrieve and disseminate information and data), we continue to put more of our rotation curriculum and resource materials in Bluffton University’s Moodle on-line course platform. This will allow you to access specific rotation curricula and general resources in advance of your rotations for purposes of preparation and review as time allows. It also allows me to update and add resources that come available during the internship year that may add to your rotation experience. As a Moodle feature, interns should receive e-mail notifications that materials are being added within a rotation emphasis area (course), including Clinical Nutrition, Food Systems Management and Community Nutrition/Public Health. We are also continuing to build our Community Nutrition Leadership Project, to allow interns a simulated grant-writing experience and expanding our community partners.

I look forward to working with each of you this year and pray that our experiences and classroom preparation will be enjoyable and rewarding and will help prepare you for a bright future in the field of dietetics.

-Jennifer Little, RD, LD,
Dietetic Internship Experience Coordinator
March 15, 2016

Dietetic Internship Program Overview

The Bluffton University dietetics Individualized Supervised Practice Pathway (ISPP) is a full-time, 9 -month program with a curriculum that includes a minimum of 1200 hours of supervised practice, conference and class days, including Public Policy Day in Columbus, evening didactic and professional development classes, 3 days of orientation and 3 days of RD exam review. Our ISPP allows students to participate in traditional supervised practice experiences, including hospital and out-patient clinical, institutional food service management, long term care and community sites within an hour's radius of our campus in Northwest Ohio. With an emphasis in community and public health nutrition, however, we also have plans for students to participate in some unique practice experiences including infant nutrition/breastfeeding and emergency/disaster relief services. Our location, in Allen County, Ohio, has both a rural and an urban population base, which lends itself to a wide variety of area community nutrition options. The University's ties with the Mennonite Church and strong history of providing cross-cultural service-learning experiences for students will provide opportunities for dietetic intern practice experiences in more varied cultural settings, including a rotation on location with Mennonite Disaster Services.

Bluffton's ISPP is organized much like a traditional internship, in that we have a full time staff person, (Experience Coordinator), who is responsible for contacting preceptors, managing facility agreements and ensuring that interns complete the necessary supervised practice experiences to meet ACEND guidelines and that interns gain adequate knowledge and skills in preparation for the RD exam. The coordinator also works with participants individually to plan elective dietetic experiences and enrichment opportunities specific to their interests and career goals in planning for a rewarding and successful career in dietetics.

Bluffton participated with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in field-testing of the original ISPP curriculum kit materials from 2011-2013. These original materials were developed by the Academy of Nutrition and Dietetics curriculum development specialists with input from long-standing successful dietetic internship programs and their directors. We currently use materials based on this original kit and adapted to our rotation experiences, based on the feedback from interns, other internship directors and our preceptors. Our preceptors and rotation sites have been introduced to these materials and will be working with Jennifer Little, RD, LD, our internship Experience Coordinator, to help guide you through these months of intense learning and supervised practice. These curriculum materials are supplemented with resources and activities available in Bluffton University's on-line learning platform, Moodle.

Bluffton University's ISPP is a part of the Nutrition and Dietetics Department of Bluffton University. Our program, therefore, has the support of qualified and expert faculty and resources of a Christian campus community. Eighteen hours of graduate credit will be awarded to ISPP participants who complete all the required elements of our program. While Bluffton University does not currently have a Master's program in nutrition/dietetics, these credits may be transferrable to other institutions based on individual institutional guidelines. BU's ISPP program participants also have the opportunity to live on campus with other interns and take advantage of available cultural, spiritual, and athletic events as well as student recreational and career development facilities.

Bluffton University Dietetic Internship Experience Coordinator and Nutrition/Dietetics Faculty

Jennifer Little, RD, LD began her role as Dietetic Internship Experience Coordinator in March of 2012. Her background includes previous work in various community/public health, long term care and clinical outpatient and inpatient settings, including several facilities which will be supervised practice sites for Bluffton University interns. She most recently was employed by Mennonite Home Communities of Ohio as their full-time clinical dietitian for Assisted Living and Nursing areas. During her 9 year tenure there, she supervised Bluffton University senior dietetic student volunteers and precepted interns from The Ohio State University and Marywood University in their long term care rotations. Ms. Little is currently completing her Master's in Nutrition at The University of Alabama. She obtained her undergraduate degree, a B.S. in Family and Consumer Sciences with a Dietetics concentration, from Berea College in Kentucky and went on to complete her dietetic internship at the University of Cincinnati Hospital in Cincinnati, OH.

Jeanna Haggard, MFCS, RD, LD is the newest member of the Bluffton University dietetics faculty as Assistant Professor of Food and Nutrition. Ms. Haggard most recently was employed as Instructor of Anatomy and Physiology and Nutrition courses at Rhodes State College, where she developed the institution's Exercise Science Degree program. In addition to teaching responsibilities, she was employed as Wellness Dietitian for Blanchard Valley Health Systems and involved in the Hancock County Childhood Obesity Task Force in Findlay, OH. Additional teaching experiences include time as an instructor for Bluffton University, Bowling Green State University and Owens Community College. Ms. Haggard has also previously worked as a Consultant Dietitian in long term and home healthcare and as Regional Dietitian for Health Care Facilities, Inc. She is a graduate of Bluffton University's dietetics undergraduate program and completed her AP4 requirements and Master's degree in Family and Consumer Sciences at Bowling Green State University.

Dr. Debra Myers, Ed.D, RD, LD is the Associate Professor of Food and Nutrition and the Dietetics Program Director at Bluffton University. She has been a faculty member at Bluffton University for the past 13 years. Outside of the classroom, Dr. Myers had been the Consulting Dietitian of Record for Allen County Head Start/Early Start and lends her expertise to various other community health organizations. Prior to coming to Bluffton, Dr. Myers was the Associate Professor of Dietetic Technology at Rhodes State College in Lima, OH and worked as a hospital clinical dietitian in Lorraine and Cleveland, Ohio. Dr. Myers received her Doctor of Education in Higher Education with a Health Care Education Concentration from Nova Southeastern University. She received her Master of Science in Institutional Food Management/Dietetics Management as well as her Bachelor of Science "With Distinction" in Dietetics from Purdue University in Indiana. She completed her dietetic internship at Methodist Hospital in Indianapolis, Indiana.

Bluffton University Mission and Enduring Values

Our mission

"Shaped by the historic peace church tradition and nourished by a desire for excellence in all phases of its programs, Bluffton University seeks to prepare students of all backgrounds for life as well as vocation, for responsible citizenship, for service to all peoples and, ultimately, for the purposes of God's universal kingdom."

Bluffton's academic and co-curricular programs are built on the enduring values of discovery, community, respect and service and are rooted in our Mennonite values of peacemaking and service.

Bluffton University Dietetic Internship Program Mission Statement

The mission of the Bluffton University dietetics Individualized Supervised Practice Pathway internship is to prepare qualified, knowledgeable, responsible entry-level dietitians through varied educational supervised practice and professional development experiences. Bluffton University seeks to align its internship, which emphasizes community and public health nutrition, with the overall University's mission and core values of Discovery, Community, Respect and Service.

Our program has the full support of the University in this quest. The excerpt below summarizes our mission as it relates to Bluffton University.

"I would like to add that a dietetic internship program housed at Bluffton University will align very well with our mission and four enduring core values (discovery, community, respect and service). Our mission is to 'prepare students of all backgrounds for life as well as vocation, for responsible citizenship, for service to all peoples and ultimately for the purposes of God's universal kingdom'. One way we do this is by providing 'superior preparation in select number of professional areas as an integral part of the liberal arts program'. We believe our dietetics program contributes in significant ways to preparing students for a profession whose members' aim is to improve the wellbeing of people both in the United States and around the world."

-Sally Weaver Sommer, PhD
Vice President and Dean of Academic Affairs
January 24, 2011

2016-2017 Dietetic Internship Program Catalog/Course Description:

This post-baccalaureate program is for students who have successfully completed an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited undergraduate Didactic Program in Dietetics and wish to fulfill the supervised practice requirements and gain adequate knowledge to successfully take the dietetics registration exam in order to prepare themselves for meaningful and productive entry-level professional practice.

The dietetics internship at Bluffton University is currently designed in an Individualized Supervised Practice Pathway internship and utilizes ACEND-developed guidelines and evaluation materials. The internship consists of 31-32 weeks of supervised practice under dietetics and food service professionals and 2-3 weeks of in-class orientation, seminar or instruction activities. Upon successful completion of the entire program, interns will receive a Bluffton University Dietetic Internship Completion Certificate. The internship has been approved for 18 hours of graduate-level experiential credit which may be transferable to another institution and applied towards a master's degree

Program characteristics:

- 10 interns accepted each program year
- A concentration in Community and Public Health Nutrition
- A full-time Experience Coordinator who arranges didactic experiences, supervised practice sites and preceptors, helps to develop rotation experiences that meet competency requirements, provides meaningful activities for interns and serves as an advisor to interns in the program.
- 9 months of full time supervised practice and didactic experiences from August 29, 2016 through May 26, 2017.
- 18 hours of graduate level credit for practicum experiences (9 in Fall and 9 in Spring)
- Part of a campus community with access to career development, counseling, financial aid and student health services, the technology center, fitness center and library as well as a variety of campus sports, cultural and recreational activities
- Campus-affiliated housing options available to interns

Graduate Credit:

All interns who meet their supervised practice hours and complete appropriate activities and projects at a competent level will receive 18 hours of graduate-level experience credit which **may or may not be** transferable to another institution and applied towards a master's degree. The courses are as follows:

Fall 2016:

NTR 501 Practicum in Clinical Nutrition 1 (3 credits).

NTR 502 Practicum in Food Systems Management 1 (3 credits).

NTR 503 Practicum in Community Nutrition/Public Health Nutrition 1 (3 credits).

Spring 2017:

NTR 504 Practicum in Clinical Nutrition 2 (3 credits).

NTR 505 Practicum in Food Systems Management 2 (3 credits).

NTR 506 Practicum in Community Nutrition/Public Health Nutrition 2 (3 credits).

Prerequisites: All dietetics interns are required to have successfully completed an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited undergraduate Didactic Program in Dietetics and to have obtained a baccalaureate degree.

Course Descriptions:

NTR 501 Practicum in Clinical Nutrition 1 (3 credits). Development and integration of clinical nutrition knowledge, skills and competency requirements in clinical settings.

NTR 502 Practicum in Food Systems Management 1 (3 credits). Development and integration of knowledge, skills and competencies in food systems management practice settings.

NTR 503 Practicum in Community Nutrition/Public Health Nutrition 1 (3 credits). Development and integration of community and public health nutrition knowledge, skills and competency requirements in varied community and public health settings.

NTR 504 Practicum in Clinical Nutrition 2 (3 credits). Continued development and integration of clinical nutrition knowledge, skill and competency requirements in clinical practice settings.

NTR 505 Practicum in Food Systems Management 2 (3 credits). Continuation of the development and integration of knowledge, skills and competency requirements in food systems management practice settings.

NTR 506 Practicum in Community Nutrition/Public Health Nutrition 2 (3 credits). Continuation of the development and integration of community nutrition and public health nutrition knowledge, skills and competency requirements in community and public health settings

Explanation of Graduate Credit Earned

The internship coursework is intended to reflect the work done as assignments directly submitted to the Experience Coordinator for evaluation as well as activities and assignments done as a part of curricula for individual rotations. This work is reflected on the University transcript as graduate level “Credit” or “Non-credit” and does not list individual letter grades as per current Bluffton University policy for all internship experiences. The term “Credit” implies that the intern/student has done work that is considered above average and would be equivalent to a “B” or greater, if compared to a letter grade system.. The Experience Coordinator may provide explanation of this grading system upon request, should a graduating intern desire to try to transfer his/her internship credit from Bluffton University to another university. Graduate credit for work done as a part of the internship may or may not be transferrable to other graduate programs, based on the transfer requirements and criteria of the individual institution.

Admissions process:

The following are the criteria for admission to the Dietetics Internship Program for the 2015-2016 dietetic internship program year.

1. Selection into the internship program, which requires submission of the following:
 - Completion of a Dietetic Internship Centralized Application within the last 2 years **without** previously being matched to a dietetics internship program participating in DICAS. Applicants may update and submit their application to Bluffton through DICAS after the first round of spring matching is completed.
 - Submission of an official Verification statement signed by DPD Director
 - Submission of official, final transcripts from their degree-granting university
 - Payment of \$50 application fee

A selection committee comprised of internship preceptors, alumni, dietetics program professors and the internship Experience Coordinator will select 10 interns and 2 alternates from the pool of eligible applicants. Selection is based on personal statements, references, didactic dietetic and overall academic ability, related-work experience, volunteer and leadership experience and the applicant's overall fit with the Community concentration of Bluffton's dietetic internship

2. Once selected, Bluffton University interns must contact the Experience Coordinator to accept their internship position and complete the following:
 - On-line admissions application through the Office of Adult and Graduate Education
 - Submit official copies of their final college transcripts and DPD verification statement

Graduation Requirements:

In order to graduate from the dietetics internship and receive a Verification Statement from the Program Director, interns must demonstrate the achievement of knowledge and performance requirements for entry-level dietitians through a minimum of 1200 hours of supervised practice and appropriate didactic experiences. In order to do this, interns must complete all activities successfully as assigned by the Experience Coordinator or within each supervised practice rotation, receive a rating of "exceptional" or "competent" in all areas as evaluated by preceptors on ACEND Competency Evaluation Forms, maintain Rotation Hours Verification records and Log of Conditions and Populations served and complete Rotation/Preceptor Evaluation forms at the completion of each rotation. For interns who successfully complete the dietetic internship, the Experience Coordinator or Dietetic Program Director will submit a completed Registration Eligibility Application to the Commission on Dietetic Registration via on-line process that will permit graduates to sit for the dietetic registration exam. He or she will also provide each graduating intern with a copy of the Verification Statement and Bluffton University Certificate indicating that necessary internship requirements have been met. All interns have a maximum of 13.5 months to complete above requirements.

Bluffton University Dietetic Internship Tuition and Fees 2016-2017

Application fee (non-refundable, \$50 pre-paid)	\$50*
Tuition (2 Semesters – Practicum w/18 credit hours)	\$15,500
Technology fee (\$100 per semester)	\$200
Campus Parking Permit (\$10/year add'l for 2 nd vehicle)	\$50

NOTE: Due to construction in the student housing areas of campus, there will be no University-affiliated housing available to Bluffton interns during the 2016-17 internship year.

Additional Costs for which the intern is responsible:

Academy of Nutrition and Dietetics Student Membership (\$64)
Professional Liability Insurance (\$20-\$60)
BCI and FBI criminal background checks (\$60)
Flu Shot for current season (\$20-30)
CPR Certification (varies)
Two lab coats (up to \$80)
Books and supplies (\$200-\$400)

Interns are expected to provide for their own housing and living expenses, transportation (with the exception of travel to MDS site rotation), physical examination and individual health insurance.

Financial Aid Options:

Students in the Bluffton University Dietetics Internship are NOT eligible for federal loans, but students with existing federal loans are eligible for deferment while enrolled in the ISPP internship. Private loan funding is available through Education First Credit, Sallie Mae and Sun Trust. Apply through the University Financial Aid Office. Contact Cathy Yoakam at 419-358-3276 with questions.

Institutional Refund Policy

Interns who withdraw prior to the first day of orientation are eligible for 100% refund of tuition and fees for non-residential interns. For interns living on campus, refunds will be adjusted to cover the costs of apartment rental and meals used for the period of time the intern was on campus. For interns withdrawing after the first day of orientation and prior to the completion of the internship, refunds will be handled on a case-by-case basis through the Office of Adult and Graduate Studies.

Institutional Policy for Student Education Records

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Bluffton University respects all of these rights. In accordance with FERPA, students are notified of the following rights:

1. Right to inspect: Students have the right to inspect and review all their personal education records maintained by or at this institution.
2. Right to request amendment: Students have the right to seek to have corrected any parts of an educational record believed to be inaccurate, misleading or otherwise in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to requests.
3. Right to prevent disclosure: Students have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of Bluffton University to limit the disclosure of information contained in education records to:
 - o those instances when prior written consent has been given to the disclosure.
 - o items of directory information for which a student has not refused disclosure. For a complete list of items designated as [directory information](#) and for instructions to prevent disclosure of this information, see below.
 - o additional items for which, under the provisions of FERPA, disclosure cannot be restricted. Information which cannot be restricted from disclosure includes: student name, full or part-time status, degree(s) granted and dates of attendance.
4. Right to file a complaint with the U.S. Department of Education: Students have the right to file a complaint with the Family Policy and Compliance Office, U.S. Department of Education, 600 Independence Ave. S.W., Washington, DC 20202-4605, concerning this institution's failure to comply with the requirements of FERPA.
5. Right to obtain policy: Students have the right to obtain a copy of the Bluffton University student records policy. This policy is available from the registrar's office.

Institutional Directory information

Bluffton University has designated the following items as directory information: student name, campus address, home address, campus telephone number, home telephone number, e-mail address, date and place of birth, major field(s) of study, class standing, full or part-time status, hours registered, hours completed, class schedule, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, degrees, honors and awards granted, date of graduation and previous schools attended. Bluffton University may disclose any of these items without prior written consent unless notified in writing to the contrary.

Institutional Discrimination Policy

Students who believe that they have been discriminated against should first seek resolution of the situation through the normal administrative channels (see [harassment policy](#)). If there has been no resolution after completing this process, the individual should notify the affirmative action officer, the director of human resources.

Institutional Harassment Policy

Bluffton University affirms the principle that students, faculty and staff have the right to be free from any racial, sexual or any other type of harassment by any other member of the campus community. This is simply a restatement of the expectation that members of our campus community will respect others who are a part of the community and the positive gifts they bring to the community. Bluffton's policy is that any type of harassment is unacceptable and will be viewed as a violation of campus standards.

Examples of the types of harassment that are unacceptable include threats or verbal abuse directed toward another member of the community, including verbal assaults, derogatory racial, sexist or homophobic remarks, defamation of character or any other type of behavior that knowingly puts another member of the community in a state of fear or anxiety. This applies to any type of communication (e.g. telephone, e-mail, face-to-face, group interaction) and it may involve a single or repeated incident.

Students who believe that they have been harassed by (a) a faculty member should take their complaint to the vice president of academic affairs, (b) a staff member should take their complaint to the supervisor of the staff member or (c) another student should take their complaint to the dean of students. One of several options for the students is to have the incident resolved through the regular judicial process.

University Student Services Available to Interns

Campus pastor: Stephen (Tig) Intagliata, pastor, Ext. 3219, Hirschler Hall, Room 218

The campus pastor is responsible for stimulating and coordinating Christian spiritual life among students, faculty, staff and the university community. He is also available for counseling. This office is located in Hirschler Hall, 2nd floor in Riley Court.

Center for Career and Vocation: The Center for Career and Vocation offers a variety of services to students and alumni. Individual career advising, small group workshops, special programs and materials in the Career Library assist students in the various phases of career and life planning. Contact the Center for Career and Vocation at career@bluffton.edu or 419-358-3030

Resources include:

- **College Central Network, online management system**
 - Home of job (full-time, part-time, and summer) postings, internship opportunities and direct connections to employers
 - Ability to build portfolios and post resumes
 - Ability to connect with alumni through the **alumni mentoring network**
 - Resources available from experts on a variety of career topics, nationwide
 - Register at: www.collegecentral.com/bluffton
- **Job search**
 - Seminars and advising on job search strategies, resume and letter writing and interviewing techniques
 - Facilitate employer networking
 - Connect with various recruiting events throughout the year, including four center sponsored or co-sponsored events

- **Graduate school**
 - Assistance in the application process and essay-writing for graduate school
 - Information on the GRE
- **Resumes**
 - Consultations and critiques
 - Guidelines and workshops based on the latest trends
 - Students may also get started at: www.collegecentral.com/bluffton
 - Career Library
 - Career interest inventories and educational testing information
 - Information on career and life planning decisions and the job search process
 - Books and magazines on occupational, salary and employer information
 - International and volunteer opportunities
 - Diverse resources for candidates of all kinds

Counseling service: Rae Staton, the University counselor, may be contacted at 419-358-3449 or statonr@bluffton.edu. The Counseling Center is located in the lower level of Old Ropp Hall. Counseling is provided free of charge to any Bluffton University traditional student who is experiencing emotional concerns, social/relational problems, family stressors, drug or alcohol related concerns, eating disorders, grief/loss issues, struggles with coping with past traumatic experiences or any other stressors associated with life as a college student. The Counseling Center is open during regular business hours during the school year.

Disability Discrimination/Disability Services

Bluffton University does not discriminate against qualified disabled students. The mission of disability services at Bluffton University is to ensure that qualified students with disabilities are provided access to all programs in order to maximize their educational potential, develop independence to the fullest extent possible and perform at a level limited only by their abilities, not their disabilities. Any disabled student who seeks modifications in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, such as academic adjustments or auxiliary aids or services, must submit a request to the university's counselor for disability services. **Students with disabilities, who wish to request accommodations in the classroom, should register with the counselor for disability services early in the semester. This allows time for appropriate arrangements to be made, if appropriate. In accordance with federal laws, students requesting accommodations must provide documentation of their disability to the counselor for disability services.** Jacqui Slinger is located on the 3rd floor of College Hall (within the Learning Resource Center). She may also be reached at 419-358-3215.

Student Health Center: The Health Center is located in the lower level of Old Ropp Hall. The entrance is on the Riley Creek side. The Health Center is staffed by a mid-level professional five days a week (Monday, Wednesday, Friday: 1 to 5 pm; Tues, Thurs 8:30 am-12:30 pm) during the school year. The nurse is available to treat minor illnesses and injuries, provide health education and counseling and to arrange for referrals to local physicians when necessary. There is a charge for TB tests and tetanus-diphtheria booster shots. All other services are free of charge. **Cynthia Ulrich, campus nurse, may be contacted at 419-358-3282, or by e-mail: ulrichc@bluffton.edu.**

INTERN POLICIES:

Attendance and Scheduling Rotations: Because many of the rotation lengths are short, absence during a scheduled rotation means valuable information and experiences are missed. Absence is discouraged and hours missed must be made up within a timeline set by the Experience Coordinator and Preceptor (with the exception of time out for attendance at scheduled professional conferences).

Interns will be provided with ***Rotation Information Sheets*** with basic information about each site, including address, preceptor contact information and usual work hours. For planning purposes and consideration of each Supervised Practice site, communications between the intern and preceptor should begin prior to his/her arriving at the site. This can be done with a simple phone call or e-mail. While the site rotation schedule is usually established before the beginning of the internship year, there are frequently intern seminar opportunities that arise, special events or staff trainings at the rotation site or personnel schedule changes that may need to be addressed when planning for each intern's time at a particular supervised practice site. For this reason, it is suggested that the intern and preceptor complete a ***Rotation Schedule Form*** prior to or on the morning of the first day of the rotation. This will help the intern and preceptor to plan ahead for alterations in the basic daily schedule, and allow the intern to estimate the number of hours he/she will be getting ahead of time at the particular rotation, and plan ahead for hours that may be more or less than expected. This will also prompt the intern and/or preceptor to notify the Internship Experience Coordinator/Director of registration fees or other added costs that may be incurred by the facility during an intern's rotation on site.

Prompt attendance is required for rotations, and is a demonstration of intern professionalism. Adjustments in schedule may be possible for exceptional and valid reasons, such as a scheduled doctor appointment or internship responsibility. The intern should discuss these with the rotation preceptor well in advance of the anticipated date to arrange for a schedule adjustment.

Attendance Policy for Illness or Personal Emergency during Scheduled on Rotation Site: In the event of an illness, injury or personal emergency, it is the intern's responsibility to notify the agency preceptor and the internship Experience Coordinator as soon as possible of the necessary absence. Due to the fragile health of clients the intern will be encountering at many rotation sites, interns should not report to site locations with a suspected significant contagious illness or infection, and should seek medical attention as appropriate. Supervised practice facilities do maintain the right to prohibit an intern from being on site whose health may be a detriment to patient well-being. Interns who are too ill to or who experience a personal emergency that prohibits them from attendance during a scheduled supervised practice day should notify the facility and preceptor prior to their scheduled start time. He or she should also notify the Experience Coordinator as soon as possible. One to two day successive absences for injury/illness or personal emergency will be excused if appropriate notification is given to preceptor and Experience Coordinator. Absences greater than 2 days will require a note from a healthcare provider, with copies given to facility and Experience Coordinator. Such days missed should be reflected in intern's ***Hours Verification Form***. In such cases, arrangements will be made for the make-up of missed supervised practice hours and/or activities whenever possible. (See **Make-Up Hours/Activities** below) Other requests for leave from scheduled rotation time due to a necessary appointment or responsibility will be handled on a case-by-case basis and arrangements for make-up hours and/or activities at the

convenience of the preceptor and within a timeline set by the Experience Coordinator and Preceptor. ABUSE OF THE ATTENDANCE POLICY IS GROUNDS FOR DISMISSAL FROM THE INTERNSHIP.

Attendance Issues Related to Weather: Because some rotation sites are closed or delayed in opening due to weather issues, interns should monitor weather patterns and public closing announcements as needed during winter weather or foggy days in order to plan their travel times. Most area closing announcements are made on the local television station WLIO NBC channel 35 out of Lima. Their website is updated throughout the day <http://www.hometownstations.com/category/193753/school-closings>. It is vital that interns communicate with their preceptors about facility policies regarding weather closings and how employees are notified. Interns may also want to check the website of their particular rotation. Most preceptors have dealt with weather issues, and have planned alternative activities that the intern may do while off site, if the facility closes due to weather.

Complaints: Interns are expected to display common courtesy and respect for individuals approached with a concern or complaint. Interns are encouraged to ask questions and clarifications of their preceptors to avoid misunderstandings. If issues do arise regarding a rotation or preceptor that cannot be resolved through conversations with the preceptor, the intern is to approach the Experience Coordinator regarding the issue, who will serve as a mediator and attempt to resolve the complaint. If the Experience Coordinator is unable to resolve the issue, or if the issue involves the Experience Coordinator, the intern may arrange to take the matter to the ISPP Program Director/Department Chairperson. If the issue is still unresolved to the intern's satisfaction, he/she may go to the Vice President of Academic Affairs of Bluffton University. If aforementioned procedures within the Bluffton University administrative system do not resolve the complaint to the intern's satisfaction, and the issue involves adherence to ACEND accreditation standards, then the intern may contact ACEND at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6996, phone number 312-899-0040, or 800/988-1600 ext. 5400, or communicate the issue via e-mail to ACEND@eatright.org. A file will be maintained by the Experience Coordinator containing communications/details regarding formal intern complaints.

Computer Access: Computer access is extremely important as many activities require research and writing. All interns are given a Bluffton University e-mail address and internet access on campus. It is suggested that interns check their University e-mail daily for pertinent information. Interns have access to printers and other services through the Technology Center in Centennial Hall. Interns may access the University library reference materials, including the Academy of Nutrition and Dietetics' *Nutrition Care Manual* on or off campus. It is advised that interns bring a portable laptop computer to the internship, as it may be useful for work completed at many supervised practice sites. Interns are required to comply with workplace policies for computer usage at each supervised practice site.

Criminal Background Checks: Interns are required to have a criminal background check, which will be done through Lima City Schools or the Bluffton University Business Office during orientation week. Cost is \$60 and includes a BCI and FBI check.

Disciplinary Action and Termination from the Internship: Interns may be dismissed from the internship for unresolved violations of the Attendance Policy (above), unethical behavior (see Professionalism section below), failure to pass the Criminal Background Check allowing for Care Custody and Control of Children, unresolved violations of the University's Honor Code System or Campus Standards of Conduct (<http://www.bluffton.edu/studentlife/residencelife/conduct/index.html>)

Bluffton University Campus Standards & The Honor System as Related to the Dietetic Internship

All communities have certain expectations and guidelines for their residents. As a campus community, Bluffton University also has expectations and guidelines.

The board of trustees in cooperation with faculty, staff and students has established guidelines which support the distinctive nature of the campus community.

The Honor System

Students are admitted to Bluffton University as responsible members of the community. This responsibility goes beyond being concerned about one's own actions; it also includes being actively concerned about others.

This kind of responsibility is central to the honor system which has existed at Bluffton for many years. The honor system is observed when taking examinations and writing research papers. Central to our system are the following:

- No monitor is in the classroom during the test and examination periods.
- On every examination paper the following pledge is written and signed: "I am unaware of any inappropriate aid having been given or received during this examination."
- If a student cannot sign this pledge the instructor is notified.
- Although the honor system applies specifically to the academic area, it is understood that the spirit of the Honor System should pervade all aspects of campus life.

The Honor System applies to documentation of internship hours, conditions/populations logs, assignments and evaluations. When an intern signs or initials these forms of documentation, it is assumed that he/she is presenting truthful information which represents his/her own work.

Campus Standards

Bluffton University provides a unique campus environment. The rules regulating campus conduct contribute to that environment. Rules prohibiting smoking, drinking and drugs on campus are based on consideration of health, cleanliness, safety and regard for others.

There are some specific expectations which members of the community have developed as important to the quality of life desired for Bluffton. As members of the campus community, students are encouraged to worship regularly on campus and in the church of their choice. In addition, they are expected to:

- Practice openness and honesty in all relations with members of the community: faculty, staff and students (*as well as preceptors and co-workers within each supervised practice setting*).
- Conduct themselves with respect for persons and property (*on campus and in supervised practice settings*).
- Practice the honor system in taking examinations and writing research papers (*as well as completing assignments and supervised practice documentation*).
- Follow the rules and regulations necessary for orderly community life which are established in areas such as the library, residence halls and Marbeck Center (*as well as rules and policies within each supervised practice setting*).
- Refrain from patterns of behavior which do injury to self and others: e.g. smoking, drinking, drug use, gambling, sexual exploitation, promiscuity and profanity:
 - The use of tobacco on campus and on all official Bluffton University trips (e.g., athletic field trips, student teaching) and at Bluffton University-sponsored activities is prohibited. The sole exception to this rule is provision of two designated outdoor areas on campus where smoking is permitted.
 - Alcohol - Bluffton forms, as part of its foundation, a community of respect. Respect includes an understanding of how individual actions impact a community. In an academic community, learning for life happens outside the classroom as well as in the classroom. It is the desire of Bluffton for students to learn and to be encouraged in behavior that will positively contribute to their whole person as individuals created by God.

Consumption of alcohol may promote unhealthy lifestyle choices: create dependencies, waste money, abuse health and take lives. The consumption of alcohol may generate behavior offensive to other people and to the public, including the Bluffton University community. Students are not full participants in the community of learning and respect at Bluffton if they are under the influence of alcohol.

Bluffton *expects* students to understand the consequences of consuming or possessing alcohol on campus as

well as the ramifications of consuming alcohol off-campus, particularly as it relates to the potential impact for on-campus behavior. The possession and consumption of alcohol on campus at all campus-related activities is prohibited. Students are also reminded that the possession and consumption of alcohol on or off-campus is illegal for those under the age of 21.

The following behavior would be considered a violation of the campus alcohol policy:

- Drinking alcohol on campus;
- Being present in a room or other area on campus where alcohol violation is occurring;
- Possession of alcohol-related container(s) in the residence hall, common area, vehicles on campus or anywhere else on campus; window exhibits that display items relating to alcohol are prohibited, as are displays in windows, on room doors, in hallways and other public areas on campus.
- The possession and/or consumption of alcohol at any Bluffton University-sponsored activity, such as departmental club excursions and/or conferences and athletic events;
- Disruptive actions associated with the possession and/or consumption of alcohol, including disruptive behavior on campus when a student is under the influence of alcohol.

Dress Code: Interns are required to adhere to the practice facilities' dress codes, which usually includes modest business casual wear with close-toed shoes and may include wearing of a lab coat. Leggings may be worn under a skirt or dress, but **MAY NOT** be worn as pants. Interns are responsible for supplying their own lab coats if needed. Slip-resistant shoes are required for the food service rotation sites. Interns will be provided with a magnetic nametag that is to be worn during supervised practice and professionalization experiences. **NOTE:** Dress is modest casual during orientation week, as Berky Hall is not air-conditioned, and is business casual during class or conference/field trip days.

Health Guidelines: Each dietetic intern is required to submit a medical history form prior beginning the internship. This **must include** documentation of a TB test or alternative screening taken within 6 months of the beginning of the internship and the signature of their health care provider.

Insurance (Auto/Health/Professional Liability): All interns must carry health insurance, professional liability insurance as a student dietitian, and auto insurance on the vehicle which they use to transport themselves to and from rotations. Student major medical insurance is available through Bluffton University. Interns must complete a waiver on-line as instructed if they will carry their own health insurance. **Dietetics professional liability insurance is available through the Academy of Nutrition and Dietetics and may also be available through a private insurance carrier.** Interns must maintain these insurances throughout the internship and must be able to provide proof of insurance at rotation sites.

Meals: Interns must follow the policies of the facilities in which they are located for each rotation regarding meal break times and may need to supply their own lunches. Some facilities provide reduced cost or free meals for employees or volunteers – benefits which are also available to interns on-site. Most locations do provide areas for students to store a packed lunch if they desire. (See individual rotation site information). Interns may purchase a partial meal plan through University Dining Services to provide for their meals while on campus.

Required Supervised Practice Hours: In order to meet the necessary supervised practice requirements of the dietetic internship, interns must complete a minimum of 1200 supervised practice hours under a qualified preceptor and demonstrate appropriate level of competence in related areas of practice to receive the program verification statement and completion certificate to become eligible for the Dietetics Registration Exam. While hours for specific rotations may vary slightly from intern to intern, Bluffton has established suggested minimum hours for each rotation based on length and history of rotation and ACEND hour requirements. Supervised practice hours are granted for time spent in

activities that mirror activities that an entry-level dietitian, food service manager, or nutrition educator would be doing within a particular rotation setting. These include activities related to orientation to setting or patients and particular activities are assigned or suggested as a part of each rotation curriculum.

Time that *may* count as supervised practice include hours that an intern puts in that are normal entry-level professional work-related duties, such as program planning, continuing education activities, staff or professional meetings and employee on-line trainings. Other learning activities (such as case studies) assigned to mimic real dietitian or manager tasks may be included in intern supervised practice hours if they are assigned and/or approved by the preceptor and initialed on the **Rotation Hours Verification Form**, with adequate proof of attendance and application of knowledge gained at the training/seminar and/or proof of completed project work.

Intern seminar days/classroom education activities and intern educational projects completed as a group, may count towards total supervised practice hours if the interns are actively engaged and if the activity provides necessary knowledge or skills for the intern to perform entry-level dietitian duties or to otherwise prepare interns to play an active role in dietetics professional development. Such group activity hours done outside of scheduled rotation hours or locations will be verified by the Internship Experience Coordinator/Director and maintained for each intern on a separate individual **Rotation Hours Verification Form**. Travel time to and from educational programs or projects MAY NOT be included in supervised practice hours. CEU hours are an appropriate guidance for hours allowed.

Bluffton does not have a policy to give credit for prior learning/experiences outside of the ISPP supervised practice experiences and hours.

Make-up of Required Hours/Activities: Because extra hours have been figured into the overall intern schedule for illness or unexpected absence due to personal issues, in most cases, excused absences up to 5 days during the intern year **may** not have to be made up in verified hours, however, if the intern had inadequate overall hours or is absent during a rotation experience that the preceptor and/or Experience Coordinator feels is vital to his/her gaining competency in that area of practice, the hours and/or particular activities will be required to be made up by the intern at the preceptor's/facility's discretion. This may be done in projects assigned as "homework" or after-hours activities, including night or weekend events that are sponsored by the facility, or training events/modules in the specific area of practice done on-line or on-site outside of regular work hours. Make up activities and hours should be discussed or communicated to Internship Experience Coordinator and should not interfere with subsequent rotation hours or activity requirements. Proof of such make up time, in the form of certificate of completion or CEU certificate, or completed project should be provided before the preceptor verifies the intern make up hours on the **Rotation Hours Verification Form** for the rotation. Make-up hours may be verified on a separate **Rotation Hours Verification Form** by the Internship Experience Coordinator if completed after the intern has left the rotation affected by his/her absence.

FAILURE TO OBTAIN VERIFICATION OF 1200 REQUIRED SUPERVISED PRACTICE HOURS WILL RESULT IN INTERN BEING INELIGIBLE FOR DIETETIC REGISTRATION!

Travel To and From Supervised Practice Rotation Sites: Interns are required to provide their own transportation to and from all supervised practice facilities, with the exception of Mennonite Disaster Services sites out of the state of Ohio, the cost of which will be paid for by the University internship. All interns are responsible to provide their own automobile insurance and maintain proof of insurance on their person or in their vehicle while traveling to and from supervised practice facilities or other sites associated with their internship obligations. Travel time to rotation sites and or seminars IS NOT counted as supervised practice hours.

Professionalism at Supervised Practice Sites and Classroom Experiences: Interns are acting as health professionals and representatives of the dietetics profession during internship supervised practice and classroom/continuing education experiences. Interns are to abide by HIPPA 's *Standards of Privacy of Individual Identifiable Health Information*

(<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/privacysummary.pdf>); to carry out their work in an ethical manner (AND resource: <http://www.eatrightpro.org/resources/career/code-of-ethics>); and to treat patients, clients, and others they encounter in the course of their rotations with sensitivity and respect. Interns should give their supervised practice and classroom experiences their full attention. Cell phone and computer usage for personal reasons should be saved for break or lunchtimes, and interns should comply with workplace computer and cell phone policies for the particular rotation site in which they are working. If the intern plans to use his/her cell phone or handheld device to access reference information needed for activities related to the rotation, he/she should request permission or offer explanation of this to the preceptor, so the intern does not appear to be simply engaging in social media interactions as opposed to completing rotation activities. During class times, interns should not be accessing their personal cell phones, except when required for a specific exercise or otherwise directed to do so by the instructor.

Preparation for Supervised Practice Experiences-Academics: In order to be equipped for and to gain the most from each supervised practice experience, interns should take time to prepare themselves for each rotation by: **1)** Reading through the packet and rotation information sheet provided by the Experience Coordinator **2)** Examining the related materials listed in Moodle on-line learning platform under the particular experience category (ie resources for community and professionalization rotations are listed under NTR 503/506 *Practicum in Community Nutrition/Public Health Nutrition*; resources related to food service/management rotations are listed under NTR 502/505 *Practicum in Food Systems Management*; and resources for clinical rotations are listed under NTR 501/504 *Practicum in Clinical Nutrition.*); **3)** Completing required forms & documentation, employee screenings and orientation required by each specific supervised practice site.

Preparation for Supervised Practice Experiences-Documentation/Health Requirements: Required documentation and health/drug screenings will be noted on the rotation information sheet or elsewhere in the rotation packet. While the some of these requirements will be completed as a group during orientation week, such as the BCI/FBI fingerprinting and confidentiality statements, interns may be required to obtain necessary drug screenings or flu shots on their own during off hours prior to beginning the Patient Meal Service or Clinical/MNT rotations. **Interns should take copies of necessary documents, along with proof of professional liability and health insurance with them to each rotation.**

Use of Interns to Replace Facility Staff: The purpose of the intern's time at supervised practice facilities is for educational purposes. While dietetic interns may assume some of the tasks and responsibilities of the preceptor or other practice site employees to gain valuable hands-on experience, the dietetic intern is not to be used to replace facility staff who are absent.

PROGRAM LENGTH AND SCHEDULED HOLIDAY BREAKS:

The 2016-17 ISPP internship year enrollment dates for the interns are: August 29, 2016 thru May 26th 2017. Tentative dates for RD Exam review are May 22-24, 2017, with graduation dinner tentatively planned for Friday, May 26, 2017.

Holiday breaks: Thanksgiving Nov. 23-27 2016, Christmas Dec. 18-Jan 2, 2017, Good Friday April 14th, 2017. Because of the supervised practice hour requirements, dietetic interns holiday breaks do not always coincide with Bluffton University undergraduate holiday schedule.

The Experience Coordinator does try to schedule rotations around holidays or off days for rotation sites, but in some circumstances, off-site or make-up type activities will be assigned for the intern when the site is closed for a holiday or other reason during a time the intern is scheduled for supervised practice hours (i.e., Snow Day or Federal Holiday other than those observed by Bluffton University).

REQUIRED FORMS and DOCUMENTATION OF INTERN LEARNING:

(Adapted from CDR on-line Dietetics Preceptor Training Program)

Normal	8a5fba6c-5e3a-4	1		3508088	0	
0	These are some examples of methods used during the Bluffton University supervised practice rotations to assess intern accomplishment of learning outcomes. Student Intern Journaling, Activity Tracking sheets and Competency Evaluation Summaries will be completed as a part of each supervised practice.					

Journaling/Logs: Each dietetic intern will be asked to maintain a journal of his/her experiences throughout each rotation. In their journals, interns will be making notes about their observations and/or experiences on-site as well as processes they have learned. Interns may also use this documentation as they collect data for projects or assignments. This information will be utilized in community and management rotations as interns write their final reflection papers. During clinical experiences, interns will keep logs of medical terminology, drugs w/nutrient interactions and lab values, as they encounter them. Interns will be provided with notebooks for use during journaling in the field, but interns will submit final reflection papers digitally in Moodle to the Experience Coordinator.

Case Studies: Case studies challenge interns to understand complex examples of client conditions or management issues. Interns will be assigned case studies of gradually more complex patient conditions during some of their medical nutrition therapy rotations. The intern will be required to complete a written case study and give an oral presentation to their preceptor, experience coordinator or others during some clinical rotations.

Written Work Samples: Papers, reports, and medical chart entries can serve as written examples of student work and may be used by preceptor and/or Experience Coordinator to evaluate student performance and competency.

Observation: Preceptors will observe interns during presentations or daily activities and make judgments about the sufficiency or quality of his or her performance and overall competency. Checklists,

rating scales - or rubrics - can be used to record the degree to which students successfully demonstrate certain tasks or characteristics, or the observation can be noted informally.

Individual or Group Projects: Interns may assigned particular projects that require them to work independently or in collaboration with others to assess needs, gather information/resources and accomplish a goal, such as planning and implementing a health fair, an in-service education program, or a new menu. Projects may vary from intern to intern within a particular supervised practice rotation, based on the specific needs of the facility at the time that the intern is there. Reports documenting completion of **large projects/activities** that are part of individual rotations should be submitted to the Experience Coordinator after being evaluated by the Preceptor, so that they may be added to the intern's digital file. As a part of the Professionalism Seminar on-going rotation, each intern will be assigned to participate in and take a leadership role in a community nutrition area and will be expected to complete one or more major individual or group projects as a part of this assignment.

Rotation Schedule Form: At the beginning of each new rotation, it is suggested that the interns utilize a **Rotation Schedule Form** while discussing their individual rotation schedule with their preceptor for the specific week(s) that the intern will be on site. This form includes the scheduled days and times of the rotation as well as basic preceptor and facility information and notation of special events or activities that may take the intern to a separate site or require the intern to work hours that vary from the usual hours as stated on the Rotation Information Sheet.

Activities Checklists/Assignment Completion Logs (REQUIRED): The intern and the preceptor both share the responsibility for monitoring intern progress. The **Activities and Assignments Completion Logs or Activities Checklist** provided within the SP Kit Rotation Curriculum Workbook for each intern practice rotation should be referred to at the beginning of each rotation as a planning tool, during which time the preceptor and intern may agree upon activity/assignment due dates and timelines. It is also to be used throughout the rotation to guide the learning experiences and to track intern progress. Finally, the **Activities Checklist/Assignment Completion Log** is to be used to document intern performance per preceptor "rating" of individual assignments and "comments" noted in the designated areas near the listed activity. These checklists should be signed and turned in with the rest of the materials at the conclusion of the rotation. Note: Because Bluffton University was a field test site for the ACEND SP Kit materials that were released as multiple versions over 2 years, the curriculum materials for some rotations may vary slightly in layout appearance and explanations that accompany them. At present, Bluffton University materials are still being gradually transitioned into a single, unified template.

Conditions and Populations Log (REQUIRED): During each Medical Nutritional Therapy and Community Nutrition rotations, the intern is responsible for maintaining a **Conditions on Populations Log** to document the types of medical conditions and patient populations he/she has gained experience with. This will help to ensure that each intern gains experience in a variety of nutrition-related conditions and risks. This completed form should be submitted to the Experience Coordinator.

Hours Verification Form (REQUIRED): During each rotation, the intern is required to document his/her actual supervised practice hours and activities daily and have the site preceptor initial at the end of each week to verify the intern supervised practice hours completed. During some rotations, there may be work completed off site, due to particular location limitations or required training modules. Such work will be prearranged with the site preceptor and experience coordinator and may require initials of the

experience coordinator or qualified faculty to verify hours completed off site. This completed form should be submitted to the Experience Coordinator at the end of each rotation.

End of Rotation ACEND Competency Evaluations (REQUIRED). Interns are required to demonstrate competency in a variety of areas by the time that the internship is complete. Use of the **ACEND Competency Evaluations** allow the interns to self-assess their developing abilities throughout the learning experience as well as formally document the preceptor's assessment of intern competence. During rotations lasting 4 weeks, or more, it is suggested that interns complete a self-assessment using the **Mid-Rotation ACEND Competency Evaluation** form to consider their own progress towards competence. His/her evaluation should be discussed with the preceptor so that any areas of competence that are questionable may be remediated or areas of focus for the remaining period of the rotation. It is not required for the intern to submit a copy of the **Mid-Rotation ACEND Competency Evaluation** to the Experience Coordinator. NOTE: Due to the nature of our varied supervised practice settings and activities, not all ACEND competencies will be addressed in each rotation, therefore some competencies will be followed by an "N/A" rather than a numbered scale or may be "grayed-out" and will not be evaluated by the preceptor. Because Bluffton University was a field test site for the ACEND SP Kit materials that were released as multiple versions over 2 years, the curriculum materials for some rotations may vary slightly in layout appearance and explanations that accompany them, as the Bluffton University materials are still being transitioned into a single consistent template.

Rotation Evaluation Form (REQUIRED): At the completion of each supervised practice rotation, the intern is required to complete a **Rotation Evaluation Form** to help the Experience Coordinator assess the supervised practice rotation experience and plan for preceptor training and rotation site adjustments as needed. This form may be completed electronically and e-mailed to the Experience Coordinator.

BLANK COPIES OF THE BASIC DOCUMENTATION FORMS LISTED ABOVE (*Rotation Schedule Form, Hours Verification Form, Conditions and Populations Log, and the Rotation Evaluation Form*) **ARE INCLUDED IN THE APPENDIX** and are also available to interns on Moodle.

SUPERVISED PRACTICE SITE AND PRECEPTOR POLICIES

Supervised Practice Site and Preceptor Selection: Supervised Practice sites and Preceptors are selected based on face-to-face or telephone interviews with the Experience Coordinator establishing the site's ability to provide the supervision by a qualified preceptor and the experiences necessary for a specific rotation in an area related to clinical, community or management dietetics practice. Supervised practice sites are required to have: A current accreditation or license as appropriate for the scope of their operation; adequate trained staff, including a designated Head Preceptor; a facility agreement with Bluffton University's Dietetic Internship.

Preceptors are required to have: Adequate education and/or current license or certification as required for their area of practice and to have submitted a Preceptor Information Form or a current resume/professional vita to the Experience Coordinator.

Preceptor and Site Review: Feedback on Preceptor performance and supervised practice facility appropriateness is provided through Rotation Evaluation Forms completed by the interns at the end of each rotation. Additional information about the specific rotation and overall program effectiveness is gained through observations and conversations during intermittent site/preceptor visits by Experience Coordinator throughout the year, preceptor surveys (biannual), intern exit interviews, graduate RD Exam results and graduate surveys. The Experience Coordinator will communicate regularly with preceptors regarding intern experiences and feedback, and, together, the preceptor, Experience Coordinator and site administration (if necessary) will plan for and implement necessary changes in the rotation experience or site, or offer additional training to assist the preceptor in carrying out his/her role.

Preceptor Training: All preceptors are required to be current in their required Continuing Professional Education (CPE) as required by their current job title area of practice as per Preceptor Selection Policy above. Preceptors will be required to complete or update their Preceptor Information Form every 2 years to indicate currency in their professional education. Preceptors are currently educated in their role as dietetic intern preceptors through one-on-one visits with the Experience Coordinator, at which time they are oriented to the internship curriculum materials for their rotation as well as ACEND Professional Competency Standards and required documentation for determination of adequate supervised practice hours and experiences. All supervised practice sites/chief preceptors are oriented to and provided copies of the 23 Standards ACEND Program Accreditation. All Preceptors are offered additional preceptor training through the Commission on Dietetic Registration on-line Preceptor Training Program (www.cdrcampus.com). Input will be gathered from preceptors through regular communications and biannual surveys regarding needs for additional training or resources to successfully carry out their role as preceptor for the ISPP internship. The Program Director and Experience Coordinator will respond appropriately by offering additional training and resources to meet the expressed need at that time.



Summary of Accreditation Standards for Dietetic Internships as adopted by the Accreditation Council for Education in Nutrition and Dietetics 2012

Standard 01 : Program Characteristics & Finances

All programs applying for accreditation by ACEND must meet requirements not limited to quality-assurance or oversight by other agencies, organizational structure, financial stability, the awarding of degrees or certificates, program length, and program management. **(Guidelines under this standard include such things as being housed in a college/university, healthcare facility, federal or state agency, business or corporation as well as integrated into and supported administratively and financially by the institution.)**

Standard 02 : Title IV Compliance for Free-Standing Programs

A free-standing program certified by the U.S. Department of Education (USDE) for eligibility for Title IV student financial aid that is not included in the Title IV (student aid) eligibility of a sponsoring college or university must document compliance with Title IV responsibilities, including audits, program reviews, monitoring default rates, and other requirements. **If the program's default rate exceeds the federal threshold, the program must provide a default reduction plan, as specified by USDE.**

Standard 03 : Consortia

A program consortium is two or more independent institutions or organizations combining to sponsor a program. **In addition to the eligibility criteria stated above, a program consortium must meet the following criteria... (This standard is not applicable to Bluffton University's ISPP)**

Standard 04 : Program Mission

The program must have a mission that distinguishes it from every other program in the organization, must be compatible with the mission statement or philosophy of the sponsoring organization and must be consistent with the preparation of entry-level registered dietitians.

Bluffton University Dietetic Internship Program Mission Statement

The mission of the Bluffton University dietetics Individualized Supervised Practice Pathway internship is to prepare qualified, knowledgeable, responsible entry-level dietitians through varied educational supervised practice and professional development experiences. Bluffton University seeks to align its internship, which emphasizes community and public health nutrition, with the overall University's mission and core values of Discovery, Community, Respect and Service.

Standard 05 : Program Goals

The program must have goals that reflect its mission and are accomplished through activities conducted by the faculty, preceptors and graduates.

Bluffton University Dietetic Internship Program Goal

The Individualized Supervised Practice Pathway (ISPP) prepares competent level registered dietitians nutritionists to meet the needs of the population.

Standard 06 : Program Objectives

The program must establish program objectives with appropriate measures to assess achievement of each of the **program's goals. Measures for each objective must be aligned to one or more of the program goals.** ACEND-required objectives such as for program completion, graduate employment and other measures of graduate and program performance must be appropriate to assess the full intent of the program mission and goals, and to demonstrate that programs are operating in the interest of students and the public.

Bluffton University Dietetic Internship Program Objectives

1. Over a 5 year period, 90% of ISPP graduates will complete supervised practice rotations in a maximum of 13 1/2 months (150% of planned completion).
2. Over a 5 year period, 80% of ISPP graduates will pass the registration exam the first time and 100% will pass within one year of graduation.
3. Over a 5 year period, 80% of graduates will be employed in one of the following areas of dietetics practice: inpatient or outpatient clinical, food service or patient/client meal service or community nutrition within one year of graduation.

Standard 07 : Program Assessment

The program must have a written plan for on-going assessment of the achievement of its mission, goals and objectives.

Standard 08 : On-going Program Improvement

Results of the assessment process must be used to identify strengths and areas for improvement relative to components of the program, including policies, procedures, curriculum, faculty, preceptors and resources based on achievement of objectives and goals. Actions must be taken to maintain program strengths and address areas for improvement identified through the assessment process.

Standard 09 : Program Concentrations

In addition to the Core Knowledge and Competencies in Appendix A, the program must include at least one concentration designed to begin development of the entry-level depth necessary for future proficiency in a particular area.

Bluffton University's ISPP has a program concentration of Community Nutrition.

Standard 10 : Curricular Mapping

The program must map its curriculum around ACEND's Core Knowledge and Competencies using sound educational methodology to prepare graduates to enter dietetics practice in any setting and produce optimal client or patient outcomes.

Standard 11 : Learning Activities

The program's curriculum must provide learning activities to attain all the Competencies (CRD's) defined to enter practice as a registered dietitian.

Standard 12 : Curriculum Length

Length of the program must be based on the institution's requirements and ability to implement the curriculum and must include a minimum of 1200 hours of supervised practice experience.

Bluffton University's ISPP program length is approximately 9 months (end of Aug-mid May). Interns must complete all their program requirements within 1 ½ times the program length (13 ½ mos).

Standard 13 : Learning Assessment

The program must develop a process by which interns are regularly evaluated on their acquisition of the abilities necessary to attain each CRD competency.

Standard 14 : On-going Curricular Improvement

On-going, formal review of the program's curriculum, including supervised practice course objectives and content, length and educational methods, must occur in order to maintain or improve educational quality.

Standard 15 : Responsibilities of the Program Director

The director of the program must have the authority, responsibility and sufficient time allocated to manage it. The program director may have other responsibilities that do not compromise the ability to manage the program. Responsibilities and time allocation for program management are reflected in a formal position description for the program director and approved by administration.

Bluffton University's ISPP program responsibilities are currently carried out cooperatively with the Experience Coordinator, Jennifer Little, assuming the majority of day-to-day planning and activities, while reporting to Dietetics Program Director/Department Chair, Dr. Deb Myers.

Standard 16 : Faculty and Preceptors

The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice.

Qualifications of Bluffton University's ISPP preceptors are verified through completion of Preceptor Information Forms and up-to-date resumes/vitae on a biannual basis.

Standard 17 : Continuing Professional Development

Program faculty, including the program director and preceptors, must show evidence of continued competency appropriate to teaching responsibilities, through professional work experience, graduate education, continuing education, research or other activities leading to professional growth and the advancement of their profession.

Standard 18 : Program Resources

The program must have the administrative and financial support, learning resources, physical facilities and support services needed to accomplish its goals. The annual budget for the program or other financial information, such as percentage of department budget allocated to support the program, must be sufficient to produce the desired outcomes.

Standard 19 : Supervised-Practice Facilities

The program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

Standard 20 : Student Progression & Professionalization

The program must have systems to maximize the likelihood that all interns who are accepted into the program will successfully complete it with the knowledge, skills and professional values required for practice.

Standard 21 : Student Complaints

The program or sponsoring institution must produce and make available to interns a complaint policy that includes procedures to be followed in the event of a written complaint related to the ACEND accreditation standards, student rights to due process, and appeal mechanisms. Students must receive information on how to submit a complaint to ACEND for unresolved complaints related to the ACEND accreditation standards.

Bluffton University Intern Complaint Policy:

Complaints: Interns are expected to display common courtesy and respect for individuals approached with a concern or complaint. Interns are encouraged to ask questions and clarifications of their preceptors to avoid misunderstandings. If issues do arise regarding a rotation or preceptor that cannot be resolved through conversations with the preceptor, the intern is to approach the Experience Coordinator regarding the issue, who will serve as a mediator and attempt to resolve the complaint. If the Experience Coordinator is unable to resolve the issue, or if the issue involves the Experience Coordinator, the intern may arrange to take the matter to the ISPP Program Director/Department Chairperson. If the issue is still unresolved to the intern's satisfaction, he/she may go to the Vice President of Academic Affairs of Bluffton University. If aforementioned procedures within the Bluffton University administrative system do not resolve the complaint to the intern's satisfaction, and the issue involves adherence to ACEND accreditation standards, then the intern may contact ACEND at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6996, phone number 312-899-0040, or 800/988-1600 ext 5400, or communicate the issue via e-mail to ACEND@eatright.org. A file will be maintained by the Experience Coordinator containing communications/details regarding formal intern complaints.

Standard 22 : Information to Prospective Students & the Public

The program must provide clear, consistent and accurate information about all program requirements to prospective interns and the public at large. All information about the program specified below must be readily available to prospective interns and the public.

If various print and electronic methods are used, such as a catalog, program bulletin, brochure and Web site, all of the information must be in one place or each must provide references to where the remaining information can be found.

Bluffton University Internship website: <http://www.bluffton.edu/ntr/internship/index.html>

Standard 23 : Policies & Procedures

Program policies, procedures and practices related to student recruitment and admission must comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity. The program must have written policies and procedures that protect the rights of enrolled interns and are consistent with current institutional practice. Additional policies and procedures specific to the program and supervised practice component must be provided to interns on a timely basis in a program handbook. The quality of services that are provided to students must be adequate to address their needs.

Note: Detailed information about ACEND Accreditation Standards is available at:

<http://www.eatright.org/search.aspx?search=2012%20Accreditation%20Standards>

2016-17 Dietetic Internship Appendix

- Sample Required Documentation Forms
- Core Competencies for the Registered Dietitian
- Ohio Administrative Code: Standards of Practice in Nutritional Care
- Ohio Board of Dietetics Guideline B: Signatures of Students*
- Ohio Board of Dietetics Guideline H: Nutrition Care Process*
- Bluffton University Dietetic Internship Rotation Master Schedule 2016-17**
- Tentative Schedule of Intern Group Class Times**
- 2016-17 Tentative Internship Rotation Site Listing with Preceptor Contact Information**
- Tentative Sites and Contacts for 2016-17 Professionalism Seminar Community Leadership Projects** w/Bluffton University Community Leadership Requirements for 2016-17
- Tentative 2016-17 Program Year Timeframe and Required Hours (Minimum and Maximum)**

-**Reference Sections** where intern may add resources as he/she collects them throughout the internship experiences in topics specific to Clinical, Community and Food Service Management areas of practice.

*These are pdf documents which will be inserted into finalized hard copy of handbook distributed during orientation. Currently available on-line at: <http://www.dietetics.ohio.gov/guides.stm>

**Note these items have not been finalized and will be available in the hard copy of handbook distributed during orientation

Bluffton University Dietetic Internship Rotation Schedule Form

Intern Name:								
Intern Phone:				Intern Email:				
Preceptor Name(s):								
Preceptor Phone:				Preceptor Email:				
Facility:								
Facility Director:				Rotation:				
Facility Notes:								
Will this rotation include training or practice at another facility or location?						<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Additional facility name(s) and location:								
ACEND Setting Requirements (Please check all that apply <input checked="" type="checkbox"/>):								
<input type="checkbox"/> Acute Care	<input type="checkbox"/> Outpatient	Other sites						
<input type="checkbox"/> Critical Care	<input type="checkbox"/> WIC or equivalent	<input type="checkbox"/> Institutional/Retail Food Service						
<input type="checkbox"/> Long-Term Care	<input type="checkbox"/> Community / Public Health / Government							
	<input type="checkbox"/> School							
Rotation:				*Minimum Rotation Hours:				
Rotation Start Date:				Anticipated End Date:				
Anticipated Dates for intern presentations(if applicable):								
Number of Days		Write in the hours per day on the scheduled days below.						
per Week: _____		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Hours per day →								
Anticipated Vacation and/or Holiday Dates:								
Calculation: Weekly hours: _____ X number of weeks: _____ = _____ Total Hours								
*Note: The Total Hours of this calculation should match the Total Rotation Hours above.								
<u>Please attach information for seminars or other training intern may be attending while on-site.</u>								

Bluffton University Dietetic Internship Conditions and Populations Log

Intern Name _____ Preceptor _____

Facility _____ Specific Rotation _____

Log Begin Date: _____ Log End Date: _____

Please complete the following log every week of your supervised practice during your MNT and community rotations regardless of how many hours you complete each week. For clinical rotations, in the event that a patient with the actual disease or condition is not available, the preceptor and program director may substitute a case study.

Populations. To meet ACEND requirements, students must serve all of the following populations between their MNT and Community rotations: infants, children, adolescents, adults, pregnant/lactating females, low income nutritionally at risk pregnant women, and the elderly.

Patient Population: Enter the letter to indicate the population category that you worked with. I – infant, C-child, T – teen, A – adult, P – pregnant, L – lactating, E – elderly, R – low income nutritionally at risk women and their young children up to age 5

Disease States and Conditions. To meet ACEND requirements, students must address all the following disease states and conditions between their combined MNT rotations: weight management and obesity, diabetes, cancer, cardiovascular disease, gastrointestinal, and renal disease. Diseases and Conditions: Those marked with an asterisk (**) are required as outlined by the ACEND competencies

Diseases and Conditions	Requirements Met this Rotation			Place a ✓ if requirement has been met in this or previous rotation.
	Disease "Pt" for patient "CS" for case study	Population enter the letter(s) as above	Dates	
Wt Management & Obesity**				
Cardiovascular Disease**				
Gastrointestinal Disorders**				
Diabetes Mellitus**				
Renal** (MNT 2 and/or Outpatient MNT rotation)				
Cancer** (MNT 2 and/or Outpatient MNT rotation)_____				
General Nutrition / Wellness Counseling				
Other _____				

Bluffton University Dietetic Internship Rotation Evaluation Form

Intern: _____ Rotation: _____
 Facility: _____ Primary Preceptor: _____
 Dates of Rotation: _____

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Directions: Interns should complete this form at the end of the rotation and submit the form directly to their program director.

Intern Evaluation of Activities and Assignments	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1. Adequate time was spent on orientation to the rotation. Comment: _____					
2. The workload was evenly distributed. Comment: _____					
3. The activities and assignments were appropriate for the rotation. Comment: _____					
4. The activities and assignments that were the most beneficial for me were: _____					
5. The activities and assignments that were not beneficial for me were: _____					
6. Activities and assignments that I would like to see added are: _____					
7. My recommendations or comments regarding activities and assignments in general are: _____					

Continued on the next page

Intern Evaluation of the Preceptor	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
1. My preceptor was a good role model for dietetic students. Comment:					
2. My preceptor provided adequate guidance and support. Comment:					
3. My preceptor was knowledgeable in all the assigned activities and assignments. Comment:					
4. My preceptor provided positive support, encouraged me to think through ideas, and listened to what I had to say. Comment:					
5. I would like to be a preceptor similar to my preceptor. Comment:					
6. The support from my preceptor that I found to be the most beneficial was:					
7. I would have liked additional opportunities with my preceptor to:					

Continued on the next page

Intern Evaluation of the Facility	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
8. The facility seeks to address a variety of the needs of the people they serve: physical, mental, social, and environmental. Comment:					
9. The facility gave me ample access to the resources and opportunities I needed. Comment:					
10. I would like to work in this facility or a facility like this one. Comment:					

11. The features that I like best about this facility were:

12. The next time this facility is used as a site, I recommend letting interns know (such as parking, transit information, and meal information):

13. My recommendations or comments regarding this facility are:

Intern Evaluation of the Retail/Institutional Food Service, Production, and Management Rotation	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
14. I understand concepts in _____ rotation and feel better prepared to work in this practice area setting than when I began the rotation. Comment:					
15. I can speak with patients, caregivers, staff, and professional personnel more easily and effectively than when I began this rotation. Comment:					
16. I think this rotation was a positive and beneficial experience for me. Comment:					
17. The aspects that I valued most about this rotation were:					
18. My recommendations or comments regarding this rotation are:					

Intern Signature _____ Date _____

2012 Core Competencies of the Registered Dietitian

(Excerpt from ACEND Accreditation Standards for Internship Programs in Nutrition and Dietetics leading to the RD Credential)

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

Upon completion of the program, graduates are able to:

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

(Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.)

CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's

Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

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

CRD 1.4 Evaluate emerging research for application in dietetics practice

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

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completion of the program, graduates are able to:

CRD 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

CRD 2.2 Demonstrate professional writing skills in preparing professional communications

(Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures)

CRD 2.3 Design, implement and evaluate presentations to a target audience

(Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience.)

CRD 2.4 Use effective education and counseling skills to facilitate behavior change

CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings

CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate.

(Tip: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)

CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

CRD 2.8 Apply leadership skills to achieve desired outcomes

CRD 2.9 Participate in professional and community organizations (see tip, below)

CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.

(Tip: Other health professional include physicians, nurses, pharmacists, etc.)

CRD 2.11 Demonstrate professional attributes within various organizational cultures

(Tip: *Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.*)

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CRD 2.13 Demonstrate negotiation skills (Tip: *Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.*)

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:

CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings

- a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
- b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
- d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
- e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats.

(Tip: *Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.*)

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management

(Tip: *Students/interns should consider health messages and interventions that integrate the consumer's desire for taste, convenience and economy with the need for nutrition, food safety.*)

CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends

CRD 3.5 Coordinate procurement, production, distribution and service of goods and services. (Tip: *Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.*)

CRD 3.6 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

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:

CRD 4.1 Participate in management of human resources

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

CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives

CRD 4.4 Conduct clinical and customer service quality management activities

CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data

CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention

CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRD 4.9 Analyze financial data to assess utilization of resources

CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

Ohio Revised Code: Laws and Rules Regulating Practice of Nutrition Care

- [Ohio Administrative Code](#)
- » [4759 Ohio Board of Dietetics](#)
- » [Chapter 4759-6 Professional Responsibility](#)

4759-6-01 Standards of practice in nutrition care.

The standards of practice in nutrition care provide a common understanding about the profession's minimum expectations for practice, and form a basis for self-evaluation and improvement and an expectation about nutritional care and service delivery. The standards of practice in nutrition care are comprised of four standards representing the four steps of the nutrition care process.

The "nutrition care process" is a systematic problem-solving method that dietitians may use to critically think and make decisions when providing medical nutrition therapy or to address nutrition related problems and provide safe, effective, high quality nutrition care.

The nutrition care process shall consist of four distinct, but interrelated steps including nutrition assessment, nutrition diagnosis, nutrition intervention and nutrition monitoring and evaluation.

(A) The licensee uses accurate and relevant data and information to perform nutrition assessment and identify nutrition-related problems, as the foundation for nutrition diagnosis, the second step of the nutrition care process.

(1) "Nutrition assessment" means the same as "nutritional assessment" defined in paragraph (A) of rule [4759-2-01](#) of the Administrative Code.

(2) A nutrition assessment is initiated by referral and / or screening of individuals or groups for nutrition risk factors.

(3) The licensee systematically obtains, verifies and interprets data in order to make decisions about the nature and cause of nutrition-related problems.

(4) Nutrition assessment is an ongoing, dynamic process that involves not only initial data collection, but also reassessment and analysis of client or community needs.

(5) Problems that require consultation with or referral to another provider are recognized.

(6) Documentation and communication of nutritional assessment shall be complete, relevant, accurate and timely.

(B) The licensee determines a nutrition diagnosis to identify and label specific nutrition problem(s) that the dietitian is responsible for treating.

(1) "Nutrition diagnosis" is the identification and labeling that describes an actual occurrence, risk of, or potential for developing, a nutritional problem that dietetics practitioners are responsible for treating independently.

(2) The nutrition diagnosis is not a medical diagnosis. It results following nutrition assessment and the clustering, analysis, and synthesis of data and demonstrates a link to determining goals for outcomes, selecting appropriate interventions and tracking progress in attaining expected outcomes.

(3) Documentation of nutrition diagnosis(es) shall be relevant, accurate and timely and shall be revised and updated as additional assessment data become available.

(C) The licensee utilizes nutrition intervention as the third step in the nutrition care process to identify and implement appropriate, purposefully planned actions designed with the intent of changing a nutrition-related behavior, risk factor, environmental condition or aspect of health status for an individual, target group, or the community at large.

(1) "Nutrition Intervention" is a specific set of activities and associated materials used to address the problem; purposely planned actions designed with the intent of changing a nutrition-related behavior, risk factor, environmental condition, or aspect of health status for an individual, target group, or the community at large. It involves selection, planning, and implementing appropriate actions to meet patient / client / group's nutrition needs.

(2) "Intervention planning" involves prioritizing the nutrition diagnoses, conferring with the patient / client / and / or others, reviewing practice guides and policies, and setting goals and defining the specific nutrition intervention strategy.

(3) "Implementation of the nutrition intervention" is the action phase that includes carrying out and communicating the plan of care, continuing data collection, and revising the nutrition intervention strategy, as warranted, based on the patient / client response.

(4) The licensee performs the interventions or assigns the nutrition care that other competent practitioners may provide in accordance with federal, state and local laws and regulations.

(D) The licensee monitors and evaluates indicators and outcomes data directly related to the nutrition diagnosis, goals and intervention strategies to determine the progress made in achieving desired outcomes of nutrition care and whether planned interventions should be continued or revised.

(1) "Nutrition monitoring and evaluation" is the fourth step of the nutrition care process. Monitoring specifically refers to the review and measurement of the patient / client / group's status at a scheduled (preplanned) follow-up point with regard to the nutrition diagnosis, intervention plans / goals and outcomes, whereas evaluation is the systematic comparison of current findings with previous status, intervention goals, or a reference standard. Monitoring and evaluation use selected outcome indicators (markers) that are relevant to the patient / client / group's defined needs, nutrition diagnosis, nutrition goals, and disease state.

(2) The licensee uses standard nutrition care outcome indicator(s) to measure outcomes.

(3) Monitoring data should be compared with the nutrition prescription / goals / or reference standards to evaluate impact of the sum of all interventions on overall patient / client health outcomes.

(4) Documentation of nutrition monitoring and evaluation shall be comprehensive, specific, accurate, relevant and timely and reflect the indicators measured, results and method for obtaining measurement. The criteria to which the indicator is compared and factors facilitating or hampering progress should be referenced in support of positive or negative outcomes. Future plans for nutrition care, monitoring and follow-up or discharge should be included.

Replaces: 4759-6-01

R.C. [119.032](#) review dates: 12/20/2012 and 12/20/2017

<http://codes.ohio.gov/oac/4759-6-01> (Accessed 3/16/2016)