



# **Bluffton University**

**Individualized Supervised Practice Pathway (ISPP)**

**Dietetic Internship Handbook**

2019-20 Program Year





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*\*These areas are designed with the intent that the intern will add resources throughout the year, as he/she locates references or resources as a part of their rotations, classes, etc.*





Welcome to the Bluffton University Dietetic Internship!

This will be our eighth year as an ISPP dietetic internship, and we have many exciting activities and rotations scheduled. 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 moving intern professionalization activities and classes to the 2<sup>nd</sup> and 4<sup>th</sup> Thursday evenings of the month, allowing for more group learning experiences, in addition to didactic classes, as well as continuation of the intern mentor/tutor program with undergrads.

We are also continuing to partner with local agencies for Community Nutrition Leadership projects. This year, interns will be doing educational programs for the Hancock County Library and planning/preparing large scale monthly community meals at The Leipsic Community Center, serving the largely Hispanic village northwest of Bluffton. We will also be involved in some other one-time events.

Last year, we piloted an intern Elective rotation, allowing interns the opportunity to individualize your internship experience with a 1-2 week “elective” rotation, which you may arrange with a site you may have an established relationship with, or one of our local agencies which have agreed to host interns for a supervised practice experience.

Of course, one of the highlights of the year will be the opportunity to attend FNCE 2019, October 26-29, in Philadelphia, PA. Other conference and professional meeting opportunities will also be offered, as time permits, throughout the year.

I look forward to working with each of you this year and pray that our supervised practice and professional development 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, MS, RD, LD,  
Dietetic Internship Experience Coordinator  
August 15, 2019

### **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 and professional development, as well as evening didactic classes, a week 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, such as meal planning and preparation for Mennonite Disaster Service, an emergency/disaster relief organization serving disaster-stricken areas of the US and Canada. 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.

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, MS, 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 are currently 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 Skilled 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 completed her Master's in Human Nutrition at The University of Alabama. She completed her dietetic internship with the University of Cincinnati Hospital in Cincinnati, OH after completing her undergraduate degree, a B.S. in Family and Consumer Sciences with a Dietetics concentration, from Berea College in Kentucky.

**Jeanna Haggard, MFCS, RD, LD** is the Assistant Professor of Food and Nutrition. Ms. Haggard previously served 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. In spring 2016, Ms. Haggard completed a second Master's degree in Human Physiology from the University of Florida, and is currently pursuing a doctorate in Higher Education Administration. She has a passion for food and spent time in August 2019 learning alongside Vivian Howard, chef and host of PBS "A Chef's Life" (<https://www.pbs.org/show/chefs-life/>).

**Dr. Debra Myers, Ed.D, RD, LD** is the Associate Professor of Food and Nutrition, the Dietetics Program Director at Bluffton University, and serves as the chairperson of Health Sciences department. She has been a faculty member at Bluffton University for the past 19 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. Dr. Myers was key in the creation of the Bluffton University ISPP internship and is currently researching the Future Education Model options as ways to continue to develop the dietetics program at Bluffton University.

## **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

## **2019-2020 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 28, 2017 through May 25, 2018.
- 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 2019:

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 2020:

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 2019-2020 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 must update and submit their application to Bluffton through DICAS after the first round of spring matching is completed. The DICAS application must have 3 current recommendations.
  - 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, achieved a rating of "exceptional" or "proficient" in all CRDN competency areas by the end of the program, as rated by the final preceptor evaluating each competency area, 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 2019-2020**

Application fee (non-refundable, \$50 pre-paid)	\$50*
Tuition (2 Semesters – Practicum w/18 credit hours)	\$16,000
Technology fee (\$100 per semester)	\$200
Campus Parking Permit (\$10/year add'l for 2 <sup>nd</sup> vehicle)	\$50

### **Additional Costs for which the intern is responsible:**

Academy of Nutrition and Dietetics Student Membership (\$58)  
Professional Liability Insurance (\$25-\$60)  
BCI and FBI criminal background checks (\$60)  
Health screening/physical (varies)  
Flu Vaccine for current season (\$20-30)  
CPR Certification (varies)  
Two lab coats (up to \$80)  
Books and supplies (\$200-\$400)  
Food and Nutrition Conference and Expo (FNCE) student registration (\$235-\$310) plus meals\*

Interns are expected to provide for their own health insurance, housing and living expenses and transportation to and from supervised practice sites (with the exception of travel to MDS site rotation). Most interns chose to live in Bluffton, Findlay or Lima, as rotations are, typically, located within an hour of Bluffton, Ohio.

\*Interns will be offered the opportunity to attend FNCE through the Bluffton University internship, with the internship covering the cost of housing and transportation to Washington, DC. This is not a required activity.

### **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. In addition, payment plans are available.

### **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:
  - those instances when prior written consent has been given to the disclosure.
  - 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.
  - 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](mailto: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](http://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](http://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

**Counseling Services: Rae Staton, the University Counselor**, may be contacted at 419-358-3449 or [statonr@bluffton.edu](mailto: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.**

**Emergency Notifications:** Interns should sign up for emergency campus notifications at: <https://www.bluffton.edu/studentlife/emergency.html>

**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:-00 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](mailto:ulrichc@bluffton.edu).**

### **INTERN POLICIES:**

**Assignments:** Interns will be completing written assignments and projects for their individual rotations with off-campus preceptors, as well as for their On-going Professionalization Seminar rotation, which is made up of Thursday evening classes, professional development experiences and related assignments. **Some assignments in each rotation** are tracked for measurement of competency and must be submitted in Moodle (online learning platform), **after being submitted to and rated by preceptor**, while all Professionalization Seminar assignments are submitted and graded through Moodle. Please note, Preceptors do have the ability to substitute alternate activities, which may better suit the timing or needs of the facility during the intern's rotation for those listed in the rotation Activities Checklist. **All submitted assignments should include the intern's name, title of the assignment, as well as the rotation for which it is being completed.** Interns should follow HATS (Headings, Access...) design procedures for written assignments, as this format is most appropriate for professional-type reporting. (See HATS guidelines for writing business reports in Appendix).

**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](mailto: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. Interns must provide their own desktop or laptop computer. 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, video cameras 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 the Bluffton University Education Department 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 their drug screening and/or Criminal Background Check (required for completion of certain rotations), or unresolved violations of the University's Honor System or Campus Standards of Conduct/Student Responsibilities (<https://www.bluffton.edu/catalog/campuslife/standards/index.aspx>)

### **Bluffton University Campus Standards, The Honor System and Community of Respect as Related to the Dietetic Internship**

Bluffton University has established guidelines and Standards of Conduct which support the distinctive nature of the campus community and allow the establishment and maintenance of a Community of Respect, allowing all to learn and thrive on our campus. These guidelines are applicable to interns, as well.

#### **STANDARDS OF CONDUCT**

The purposes and qualities of life sought in this campus community are determined by the board of trustees in cooperation with faculty, staff and students. Bluffton affirms that rules controlling smoking, drinking and drugs serve purposes which are appropriate on grounds of health, cleanliness, safety and regard for others. Bluffton realizes that its rules can scarcely be expected to regulate behavior when students are not under its jurisdiction. However, that is not to say that off-campus behavior is a matter of indifference to the university community. Off-campus conduct may detrimentally affect a student's own academic effectiveness and the lives and activities of others.

Bluffton retains the right to exclude any students whose conduct does injury to themselves or to the university community. Persons are admitted to Bluffton University with the understanding that they will be responsible members of the academic community.

There are some specific expectations which members of the community have developed as important to the quality of life desired for Bluffton. For a full list of these expectations, please see the [Bluffton University Student Handbook](https://www.bluffton.edu/studentlife/handbook/index.aspx) (<https://www.bluffton.edu/studentlife/handbook/index.aspx>).

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.

## **HONOR SYSTEM**

As members of the Bluffton University community, we commit to being honest, trustworthy and honorable in our actions and relationships with each other both in and out of the classroom.

We agree to commit to learning and living in an environment where the values of honor, honesty and integrity are fundamental to the way we choose to live and learn. These foundational concepts have been an integral part of the university community since 1918. Subsequent generations of students, faculty and staff have continued to support and value this culture of mutual respect and trust. The Honor System places responsibility of honesty and integrity on each member of the community. Everyone has responsibility for ensuring that all academic work, by self and others, is conducted in ways that are reflective of these values.

Common understanding of our mutual commitment as a community is informed by a desire to live and learn in an environment based upon respect and trust. As a demonstration of this commitment as it relates to academic work, students are not proctored while taking examinations and write and sign the following pledge: "I am unaware of any inappropriate aid having been given or received for this exam." The commitment to academic integrity is also extended to written work and is demonstrated through students writing and signing this pledge: "I attest that that this work is my own and that the ideas of others are cited." It is expected that students will act honorably and will report any known or suspected violations of the honor system by themselves or others in all academic work.

Cheating, plagiarism, fabricating, facilitating (intentionally providing inappropriate assistance to others), and misrepresentation are considered serious violations of the honor system. Each of these forms of dishonesty work against our community commitment to be honest, trustworthy and honorable in our actions and relationships with each other. Resolution of violations may take place within the context of the course or through the campus conduct system.

*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.*

The honor system not only describes our expectations related to academic integrity; it is understood that the spirit of the honor system is meant to pervade all aspects of campus life. This ideal environment of mutual trust and respect for one another in all aspects of our community life is central to our desire to be a community of respect and is reflected in the Bluffton University Community of Respect Statement:

## **COMMUNITY OF RESPECT**

Bluffton strives to be a community of respect where everyone is held in mutual high regard. Our belief that every human being is created in the image of God demands that we recognize in each human being that divine spark, and that all of us welcome and celebrate the diversity in which we have been created as children of God. As members of the Bluffton University community, we strive to treat with respect each member of the community. Our standards of campus conduct are based on the mutual respect we believe we are committed to extend to each other.

**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 Health Form* prior beginning the internship. This form **must include** documentation of a TB test or alternative screening performed after June 1<sup>st</sup> of the current internship year, physical examination w/signature of their health care provider and proof of currency of immunizations. Interns are also required to get a flu shot prior to October 1 of the current internship year, in order to serve in clinical supervised practice sites.

**HIPAA Training:** All interns are required to complete the HIPAA Overview training packet and sign the HIPAA Privacy and Security Training Acknowledgement form as proof of completion prior to beginning supervised practice. Interns may be required to complete additional confidentiality or HIPAA training as requirements for specific rotation sites. This packet will be provided by the Experience Coordinator. Interns are expected to uphold HIPAA regulations to protect patient identities and health information in all clinical practice settings. While discussion of patient information with the preceptors or others on the care team is essential for proper nutrition and medical care of patients, interns should avoid using any identifiable information or patient specifics when discussing cases or experiences outside of their rotations for educational purposes.

**Insurance (Medical/Hospitalization/Professional Liability/Auto):** 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. **Because interns are not employees of the University or of their prospective rotation site facilities, they are, therefore, responsible to cover the cost of illnesses or injuries that may be incurred while at supervised practice sites.** All interns must be covered with adequate medical/hospitalization insurance and t will assume responsibility for any injuries or illness that might occur during the program of study in the Bluffton University Dietetic Internship. As proof of insurance, interns are required to sign an **Agreement to Accept Insurance Responsibility** and supply basic insurance information. *(See form on following page.)*

**Dietetics professional liability insurance is available through the Academy of Nutrition and Dietetics and may also be available through a private insurance carrier.**

Auto insurance is required to be maintained and proof of insurance within the intern's possession or vehicle at all times. **Interns must maintain these insurances throughout the internship and must be able to provide proof of insurance at rotation sites.**



## DIETETIC INTERNSHIP PROGRAM

### AGREEMENT TO ACCEPT INSURANCE RESPONSIBILITY

PAGE TO BE COMPLETED BY INTERN or LEGAL REPRESENTATIVE

The Bluffton University Dietetic Internship policy is that all interns be covered with adequate medical/hospitalization insurance, as well as automobile insurance on the car they will use for transportation for supervised practice and class experiences. This agreement is to indicate to the University and rotation sites that you have sufficient medical/hospitalization insurance and that you will assume responsibility for any injuries or illness that might occur during the program of study in the Bluffton University Dietetic Internship and that you have automobile insurance on your car. It is necessary to keep on file a record of such agreements. Please sign below and have this form returned to the Experience Coordinator prior to beginning the internship.

Please check the appropriate box and fill the information requested.

\_\_\_\_\_ Yes, I have medical/hospitalization insurance with the following, and assume responsibility for cost of treatment for injury or illness during the course of the Bluffton University Dietetic Internship:

\_\_\_\_\_  
Insurance Company Name

\_\_\_\_\_  
Member Name, if family coverage

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Signature of Parent/Guardian, if minor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_ Yes, I have auto insurance on the automobile that I will be using for transportation for my internship experiences and can show proof of coverage.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian, if minor

**Meals/Breaks:** Interns must follow the policies of the facilities in which they are located for each rotation regarding meal break times and usually 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 sheets).

**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 and completing quizzes listed in Moodle on-line learning platform for the specific rotation, which may be found in the Moodle Course listings with corresponding 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 necessary 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.**

**Professional Behavior Expectations 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.

**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 internship *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.*

**Supervised Practice Hours/Activities Make-up:** 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!

**Supplies for Rotation-related presentations and projects (not covered by host sites):** While interns are expected to cover the cost of their day-to-day academic supplies and low-cost items (such as computer, markers, pens/pencils, paper, etc) used for their rotation experiences, the cost of expendable items used for larger **rotation-related projects**, such as bulletin boards, health-fairs, or food samples for presentations may be covered by the internship. **Interns should check with Experience Coordinator regarding needed food or other supplies before purchasing them, as the internship already has many items on hand.** Interns may also access various educational supplies through the Curriculum Resource Center in Musselman Library and charge these materials to the Dietetic Internship. Interns must fill out a CRC Charge form and turn it in at the circulation desk before leaving the library. If other supplies **in excess of \$10** are necessary for a project or presentation within a rotation and are not covered by the host site, interns may purchase such items, and turn in their receipts to the Experience Coordinator and request reimbursement. **Note: items needed for the Community Leadership Project should be included in the budget portion of the interns' project proposal and should not exceed \$200.**

**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 travel to/from Mennonite Disaster Services sites, the cost of which will be paid for by the dietetic internship. MDS air travel will be purchased by the internship Experience Coordinator, or designee, prior to departure and checked luggage expenses will be reimbursed after the intern returns from their MDS rotation. (NOTE: Proof of Purchase receipt required for reimbursement of luggage expenses.) Interns who are given the option of driving to/from their MDS site, and elect to do so, will be reimbursed for mileage, at the current Bluffton University mileage rate at time of travel. (NOTE: MDS travel mileage will be calculated from the intern's residence or Bluffton University, whichever is shorter.) 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. (NOTE: Travel time to rotation sites and or seminars IS NOT counted as supervised practice hours.)

**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. Interns, however, may be expected to take on short term coverage of a staff position during a shift, as would be expected of management.

### **PROGRAM LENGTH AND SCHEDULED HOLIDAY BREAKS:**

The 2019-20 ISPP internship year enrollment dates for the interns are: August 19, 2019 thru May 22, 2020. Tentative dates for RD Exam review are May 18-20, 2020, with graduation dinner tentatively planned for Friday, May 22, 2020.

Holiday breaks:        Thanksgiving November 27-December 1, 2019  
                              Christmas December 21-January 5, 2020  
                              Good Friday April 10th, 2020

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).

### **BLUFFTON UNIVERSITY INTERNSHIP 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 Chief Preceptor and a facility agreement with Bluffton University's Dietetic Internship.

**Preceptor Minimum Requirements:** For all areas of practice: Completed Bluffton University Preceptor Information Form, specialized training or degree from an accredited college or university and/or current license or certification as required by law or for their role within an organization. Credentialed practitioners must be able to show proof of current license/registration or certificate as well as be current in their required continuing professional education or training requirements. Clinical Preceptors must be Registered Dietitian/Nutritionists with the Commission on Dietetics Registration and/or Licensed Dietitians in the State of Ohio.

**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 Role:** The Preceptor is expected to ensure intern orientation to the facility and its organizational policies, and well as discuss site-specific scheduling and activity expectations. The preceptor is expected to allow the intern to shadow him/her in performing daily duties, including supervision of staff, interaction and care of patients, completion of documentation and attendance and required meetings and trainings. The preceptor is to gradually allow the intern to participate more directly in his/her clinical, community education or food service management/supervisory duties, as he/she feels comfortable with the intern's progress in the specific setting.

**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 Minimum Requirements Policy above. Preceptors will be required to complete or update their Preceptor Information Form every 2 years to indicate currency in their professional education and credentials. Preceptors are currently educated in the specifics of their role as dietetic intern preceptors with Bluffton University 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, Bluffton University Preceptor Policies and required documentation for determination of adequate supervised practice hours and professional competency. All supervised practice sites/chief preceptors are oriented to and provided copies of the 23 Standards ACEND Program Accreditation as well as the current ACEND Competency Standards.

All Preceptors are offered additional preceptor training offered by the Commission on Dietetics Registration (CDR) and the Academy of Nutrition and Dietetics (AND), which are preapproved for CEU credits.

1. NDEP's recorded webinar "The NDEP Guide to Being an Effective Preceptor". This webinar and CPE certificate are posted in the NDEP Portal (<http://ndep.webauthor.com>) Library under Webinars then Preceptor Guidance Webinar and is also posted to the NDEP website at [www.ndepnet.org](http://www.ndepnet.org). This webinar is approximately 60 minutes and provides 1 CPE Unit.
2. The Commission on Dietetic Registration on-line **Dietetics Preceptor Training Program** ([www.cdrcampus.com](http://www.cdrcampus.com)) is a more detailed online interactive training, which may be completed in multiple sessions. It provides 8 CPE Units.

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. As knowledge of and funding for exist, the Experience Coordinator will also notify Preceptors and organizations of additional free or low cost CPE training opportunities and/or resources to support their current work, knowledge and skills as food/nutrition professionals and as preceptors working with and Bluffton University dietetic interns.



**BLUFFTON**  
UNIVERSITY  
**Dietetic Internship Preceptor Information**

*A current resume or vita containing your professional credential information may be attached in lieu of completing the form below, but be sure to sign and date the bottom line.*

<b>Preceptor name:</b>		
<b>Job title:</b>		
<b>Facility:</b>		
<b>E-mail address:</b>	<b>Phone:</b>	<b>Fax:</b>
Have you ever been a dietetic intern preceptor?	Yes	No
<b>Registration #and/or license # (if applicable):</b>		
<b>Educational and professional credentials (List academic degrees and additional certifications/training)</b>		
<b>Years of professional experience:</b>	<b>Years at current position:</b>	
<b>Areas of expertise:</b>		
<b>Means of maintaining competence (X all that apply):</b>	Professional Journals	
Attendance at professional meetings	Completion of self-studies	
Maintenance of advanced credential (CDE, CNSD). If so, which?		
Webinars	Other:	
I am currently up-to-date with the professional continuing education requirements for my credentials as listed above.		
Signature /Date		

## **BLUFFTON UNIVERSITY INTERNSHIP REQUIRED FORMS and DOCUMENTATION OF INTERN LEARNING:**

These are some examples of methods used during the Bluffton University supervised practice rotations to assess intern accomplishment of learning outcomes. Completion of Terms and Concepts List, Activity Checklist and ACEND Competency Evaluations will be completed as a part of each supervised practice. The evaluations, lists and forms will be provided to the intern with their curriculum packets for each rotation. See samples on following pages, including the explanation of the forms, as will be included in each rotation packet. Blank forms and Terms/Conditions lists will also be available in Moodle.

**Terms and Concepts List completion:** In addition to facility-specific readings and orientation activities assigned by the preceptor, each dietetic intern will be expected to complete additional outside reading and on-line trainings noted on the Rotation Information Sheet or listed in Moodle, Bluffton University's online learning platform. To support and encourage this independent learning, most rotations have a Terms and Concepts List. This supports the achievement of necessary knowledge and practice competencies for each particular rotation setting. For each term or concept listed, interns are expected to make notes about the meaning of or understanding of particular vocabulary or concept terminology, based on their participation in facility/site and Moodle readings and trainings, as well as their observations and/or experiences with the preceptor on-site, including assessment tools or processes they have learned. Interns may hand-write these descriptions on the printed list provided or complete a digital copy, available in Moodle for each rotation. The Preceptor should review the list to ensure accuracy of content, (not necessarily grammatical correctness) before it is submitted to the Experience Coordinator, and, ultimately, returned to the intern for use as an RD Exam study tool.

**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 may 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. 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.

### **Activities/Assignments Checklist and End of Rotation ACEND Competency Evaluations (REQUIRED):**

The intern and the preceptor both share the responsibility for monitoring intern progress. The **Activities/Assignments Checklist** and **ACEND Competency Evaluations** are provided within the Bluffton University revised SP Kit Rotation Curriculum for each intern supervised practice rotation and should be referred to at the beginning of learning experiences as planning tools, throughout the learning experience to guide the experience, and at the conclusion of experiences as summative assessments. In this way, interns will be able to self-assess their developing abilities throughout the learning experience using the same list of expectations and tools that preceptors are using for assessment. Activities Checklist includes a listing of suggested activities which will provide the intern hands-on, simulated or professional development-type experiences to help them develop and demonstrate competency in various areas of practice. The Activities/Assignments Checklist is intended to provide a gradual increase in the level of responsibility, as the intern gains experience in each rotation setting, but activities may be completed in any order, as the Preceptor sees fit, with the exception of orientation-related tasks which should be completed first. The intern should record the date each activity is completed. 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 “grayed-out” or shaded, meaning they do not have to be evaluated by this preceptor.

### **ADDITIONAL DOCUMENTATION FORMS FOR BLUFFTON UNIVERSITY INTERNS:**

**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. This form includes the scheduled days and times of the rotation as well as basic preceptor and facility information.

**Conditions and Populations Log (REQUIRED):** During each Medical Nutritional Therapy and Community Nutrition rotations, the intern is responsible for maintaining a **Conditions on Populations Weekly 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 signed and 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 initialed and signed, then submitted to the Experience Coordinator at the end of each rotation.

**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 should be completed after the completion of each rotation by the intern, then signed and returned to the Experience Coordinator with the other rotation documentation.



## Bluffton University ACEND Competency Evaluation (2017 Competencies)

Intern:	Preceptor:
Rotation:	Date of Evaluation:

Evaluation completed by (check one):  Intern (mid rotation for 4 week+ sites only)  Preceptor

Evaluation cycle:  Mid rotation (intern only)  End of rotation

The ACEND Competency Evaluation is to be completed at the end of the rotation. Preceptors should consider overall intern performance as well as individual assignments when evaluating intern competency. The shaded competency areas may not be covered in this rotation, as originally designed, and do not need to be included in the assessment. If activities were added, deleted, or changed for this rotation, the competencies assessed may also need to be adjusted to reflect the change in activities. NOTE: if an intern appears to perform below a “3” in any rated competency area, or if he or she is not expected to “pass” this rotation, overall, please notify the Experience Coordinator immediately, so that appropriate scheduling arrangements may be made for remediation, as needed.

**Ratings Scale:**

5 – Exceptional. Exceeds expectations Knowledge, performance and professionalism are indistinguishable from an experienced practitioner when meeting requirements and expectations.

4 – Proficient. Meets all expectations. Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions.

3 – Emergent. Applies major principles and concepts accurately most of the time, however requires some support to consistently use principles and/or methodology accurately in all practice applications.

2 – Limited. Demonstrates gaps in knowledge or application of major principles and concepts. Demonstrates limited skill, but cannot work unsupervised.

1 – Deficient. Requires frequent support and directive cues to apply entry level practice knowledge and skills. Lacks understanding of major concepts and principals related to professional practice or behavior.. Needs additional didactic activity to improve knowledge or supervised practice experience to gain better understanding/application or skills in this area before intern could “pass” this activity.

<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>	Circle the appropriate rating for EACH cell block.
---	--

		1	2	3	4	5
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.					
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.					
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.					
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice.					
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis.					
CDRN 1.6	Incorporate critical-thinking skills in overall practice.					

<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</b>
--

		1	2	3	4	5
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.					

CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.	1	2	3	4	5
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.	1	2	3	4	5
CRDN 2.4	Function as a member of inter-professional teams.	1	2	3	4	5
CRDN 2.5	Assign duties to DTRs and/or support personnel as appropriate.	1	2	3	4	5
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	1	2	3	4	5
CRDN 2.7	Apply leadership skills to achieve desired outcomes.	1	2	3	4	5
CRDN 2.8	Demonstrate negotiation skills.	1	2	3	4	5
CRDN 2.9	Participate in professional and community organizations.	1	2	3	4	5
CRDN 2.10	Demonstrate professional attributes in all areas of practice.	1	2	3	4	5
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.	1	2	3	4	5
CRDN 2.12	Perform self-assessment, develop goals for self-improvement throughout the program.	1	2	3	4	5
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetics Registration guidelines.	1	2	3	4	5
CRDN 2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	1	2	3	4	5
CRDN 2.15	Practice and/or role play mentoring and precepting others.	1	2	3	4	5
<b>Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.</b>						
CRDN 3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings:	1	2	3	4	5
CRDN 3.2	Conduct nutrition-focused physical exams.	1	2	3	4	5
CRDN 3.3	Demonstrate effective communications skills for clinical and customer service in a variety of formats and settings	1	2	3	4	5
CRDN 3.4	Design, implement and evaluate presentations to a target audience.	1	2	3	4	5
CRD 3.5	Develop nutrition education materials that are culturally and age-appropriate and designed for the literacy level of the audience.	1	2	3	4	5
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change.	1	2	3	4	5
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	1	2	3	4	5
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.	1	2	3	4	5

CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	1	2	3	4	5
CRDN 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.	1	2	3	4	5
<b>4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.</b>						
CRDN 4.1	Participate in the management of human resources.	1	2	3	4	5
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	1	2	3	4	5
CRDN 4.3	Conduct clinical and customer service quality management activities.	1	2	3	4	5
CRDN 4.4	Apply current informatics to develop, store, retrieve and disseminate information and data.	1	2	3	4	5
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.	1	2	3	4	5
CRDN 4.6	Propose and use procedures as appropriate in the practice setting to promote sustainability, reduce waste and protect the environment.	1	2	3	4	5
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	1	2	3	4	5
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	1	2	3	4	5
CRDN 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	1	2	3	4	5
CRDN 4.10	Analyze risk in nutrition and dietetics practice.	1	2	3	4	5
<b>INTERN STRENGTHS:</b>						
<b>AREAS NEEDING CONTINUED GROWTH OR IMPROVEMENT:</b>						
<b>AT THIS POINT IN THE SUPERVISED PRACTICE, THE INTERN IS ABLE TO:</b>						
<p>Demonstrate knowledge and skills to fulfill basic responsibilities an entry-level food/nutrition professional in this practice setting most of the time:            Yes            Not Yet</p> <p>If "Not Yet", in what areas is the intern deficient:</p>						

**ATTENDANCE:**

Number of days the intern was late \_\_\_\_\_ or absent \_\_\_\_\_ during the rotation. Or (circle) NONE

If late or absent, the intern contacted the preceptor ahead of time to explain the situation. Yes \_\_\_ No \_\_\_

**Competency Evaluation Summary**

Recommendations (check one):

Pass with commendation

Pass

Failure\*, repeat specific activities/assignments described below

Failure\*, repeat entire rotation

Failure\* due to lack of didactic knowledge with recommendation to repeat coursework in areas, described below before repeating rotation:

Failure\* with recommendation that intern withdraw from the program for the following ethical or behavioral issues:

\*NOTE: if Failure is considered at any point in the rotation, the preceptor should contact the Experience Coordinator IMMEDIATELY, so appropriate remediation or dismissal plans may be considered.

Intern comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Intern*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Preceptor*

## Documentation Forms Section

Rotation Schedule Form (Intern and Preceptor use as tool to plan for intern's time on site during preliminary communications or during orientation to the rotation on day 1)

**Hours Verification Form** (Intern completes daily and preceptor verifies by initials at the end of each week and by signature at completion of the rotation). **Must be signed/initialed and returned to Experience Coordinator.**

**Conditions/Populations Log** (Intern completes for each week of rotations involving interactions with various populations and diseases/conditions) **Must be signed and returned to Experience Coordinator.**

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: Overweight/obesity, Malnutrition, Endocrine Disorders, Cancer, Cardiovascular Disease, Gastrointestinal Disease, and Renal Disease. Interns will also have many opportunities to address general nutrition/ wellness concerns, especially during community rotations, and may also have the opportunity to work with some less common diseases, which should also be recorded. Interns are to note "Pt" for exposure to actual patients with the disease/condition and "CS" for assigned case study work, which did not involve an actual patient, but rather a simulated experience assigned by the preceptor or Experience Coordinator.

**Rotation Evaluation Form** (Intern completes) The rotation evaluation form is to be completed by the intern, themselves, at the end of each rotation in order to provide feedback to the Experience Coordinator for continuous program improvement purposes, as well as for identifying areas where further communication or clarification is needed. The Experience Coordinator will review the overall intern feedback for each rotation and share the data, as needed, with the individual preceptors and/or sites. **Must be signed and returned to the Experience Coordinator.**



## Bluffton University Dietetic Internship Rotation Schedule Form

<b>Intern Name:</b>								
<b>Intern Phone:</b>				<b>Intern Email:</b>				
<b>Preceptor Name(s):</b>								
<b>Preceptor Phone:</b>				<b>Preceptor Email:</b>				
<b>Facility:</b>								
<b>Facility Director:</b>				<b>Rotation:</b>				
<b>Facility Notes:</b>								
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:								
<b>ACEND Setting Requirements (Please check all that apply <input checked="" type="checkbox"/>):</b>								
<input type="checkbox"/> Acute Care	<input type="checkbox"/> Outpatient	<b>Other sites</b>						
<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							
<b>Rotation:</b>				<b>*Minimum Rotation Hours:</b>				
<b>Rotation Start Date:</b>				<b>Anticipated End Date:</b>				
<b>Anticipated Dates for intern presentations(if applicable):</b>								
<b>Number of Days</b>		<b>Write in the hours per day on the scheduled days below.</b>						
per Week: _____		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Hours per day →								
<b>Anticipated Vacation and/or Holiday Dates:</b>								
Calculation: Weekly hours: _____ X number of weeks: _____ = _____ Total Hours								
<b>*Note: The Total Hours of this calculation should match the Total Rotation Hours above.</b>								
<b><u>Please attach information for seminars or other training intern may be attending while on-site.</u></b>								



**BLUFFTON UNIVERSITY DIETETIC INTERNSHIP HOURS VERIFICATION FORM**

Intern: \_\_\_\_\_ Preceptor: \_\_\_\_\_

Rotation Facility: \_\_\_\_\_ Minimum Total Hours Required: \_\_\_\_\_

**Intern directions:**

- Fill in the following blanks with hours worked on supervised practice activities. These times do not include the lunch breaks.
- Each day, note your start and end time, and the hours worked, less your lunch break.
- Have your preceptor review and initial your form at the end of each week.
- When supervised-practice time is missed, be certain to arrange make-up time with your preceptor.
- Make copies as needed to be able to record all the hours/days worked during the rotation.

**Preceptor directions:**

- Initial at the end of each week to verify hours spent in supervised practice activities.
- Send copies of completed forms to the experience coordinator at the end of the rotation.

Week # _____ Date	Start Time	End Time	Hours Worked	Activity/Notes
Preceptor's Initials:	Intern's Initials:	Total Hours:		
Week # _____ Date	Start Time	End Time	Hours Worked	Activity/Notes
Preceptor's Initials:	Intern's Initials:	Total Hours:		

**BLUFFTON UNIVERSITY DIETETIC INTERNSHIP HOURS VERIFICATION FORM Page 2**

BLUFFTON UNIVERSITY DIETETIC INTERNSHIP HOURS VERIFICATION FORM Page 2				
Week # _____ Date	Start Time	End Time	Hours Worked	Activity/Notes
Preceptor's Initials:		Intern's Initials:	Total Hours:	
Week # _____ Date	Start Time	End Time	Hours Worked	Activity/Notes
Preceptor's Initials:		Intern's Initials:	Total Hours:	

Signature of Preceptor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dietetic Intern: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 **clinical, community and schools rotations**. This log is used to track interactions with various populations that involve an exchange of information between the client and the intern, such as gathering a nutrition history or an individual or small group educational session. It also tracks the intern's experience in working with specific disease states. 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. Note the intern is not expected to interact with all disease states in every clinical rotation. **NOT NECESSARY FOR UNIVERSITY AND MDS MGT ROTATIONS.**

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. Interns are to note "Pt" for exposure to actual patients with the disease/condition and "CS" for assigned case study work, which did not involve an actual patient, but rather a simulated experience assigned by the preceptor or Experience Coordinator.

Diseases and Conditions	Requirements Met this Rotation		
	Disease "Pt" for patient "CS" for case study	Population enter the letter(s) as above	Dates
Wt Management & Obesity**			
Cardiovascular Disease**			
Malnutrition**			
Gastrointestinal Disorders**			
Endocrine Disorders/Diabetes Mellitus**			
Renal**(MNT 2 and/or Outpatient MNT rotation)			
Cancer**			
General Nutrition / Wellness Counseling			
Other _____			

Intern signature: \_\_\_\_\_ Preceptor initials: \_\_\_\_\_

**Bluffton University Dietetic Internship Conditions and Populations Log, Page 2**

Intern Name \_\_\_\_\_ Preceptor \_\_\_\_\_

Facility \_\_\_\_\_ Specific Rotation \_\_\_\_\_

Log Begin Date: \_\_\_\_\_ Log End Date: \_\_\_\_\_

Diseases and Conditions	Requirements Met this Rotation		
	Disease "Pt" for patient "CS" for case study	Population enter the letter(s) as above	Dates
Wt Management & Obesity**			
Cardiovascular Disease**			
Malnutrition**			
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 _____ _____			

Intern signature: \_\_\_\_\_ Preceptor initials: \_\_\_\_\_

**Bluffton University Dietetic Internship Rotation Evaluation Form**

Intern: \_\_\_\_\_ Rotation: \_\_\_\_\_  
 Facility: \_\_\_\_\_ Primary Preceptor: \_\_\_\_\_  
 Dates of Rotation: \_\_\_\_\_

*Page 1 of 4*

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:					

Continued on the next page

Intern Evaluation of the Overall Rotation Curriculum and Experience	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
14. I understand concepts and skills used in _____ (rotation) practice and I feel better prepared to work in this practice area and 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 \_\_\_\_\_



**Summary of Accreditation Standards for Dietetic Internships as adopted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017**

**Standard 01: Program Characteristics and Resources**

All programs applying for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) must meet requirements including quality-assurance or oversight by other agencies, organizational structure, financial stability, sufficient resources, the awarding of degrees and/or verification statements, 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.)

**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).**

**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 02: Consortia**

Two or more independent institutions or organizations combining to sponsor a single program are termed a program consortium and must meet additional organizational structure criteria.

**Standard 03: Program Mission, Goals and Objectives**

The program must have a clearly formulated and publicly stated mission with supporting goals and objectives by which it intends to prepare interns for practice as a registered dietitian nutritionist. The mission, goals and objectives must be congruent and support the program.

**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.**

**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.**

## 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 04: Program Evaluation and Improvement**

The program must continuously evaluate the achievement of its mission, goals and objectives. The program must have an evaluation plan, use the plan to collect data, improve the program based on the findings and update the plan accordingly.

### **Standard 05: Curriculum and Learning Activities**

The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built and at least one concentration must be identified, all within the context of the mission and goals of the program.

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

### **Standard 06: Student Learning Outcomes Assessment and Curriculum Improvement**

The program must continuously assess achievement of student learning outcomes (SLO). The program must have a written SLO assessment plan, use the plan to collect and analyze data, improve the program based on the findings and update the plan accordingly. The results of the SLO assessment must be used to evaluate and improve the curriculum to enhance the quality of education provided.

### **Standard 07: 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. 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, and research or other activities leading to professional growth in the advancement of their profession.

**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 08: Supervised Practice/Experiential Learning Sites**

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 sites are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

### **Standard 09: Information to Prospective Students and the Public**

The program must provide clear, consistent and accurate information about all program requirements to prospective interns and the public at large.

## **Standard 10: Policies and Procedures**

The program must have written policies and procedures that protect the rights of interns and are consistent with current institutional practice.

### **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](mailto:ACEND@eatright.org). A file will be maintained by the Experience Coordinator containing communications/details regarding formal intern complaints.

Note: Detailed information about ACEND 2017 Accreditation Standards for Dietetic Internships (DI) is available at:

<http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies/2017-standards>.

**Accreditation Council  
for Education in  
Nutrition and Dietetics**  
the accrediting agency for the  
 Academy of Nutrition  
and Dietetics



## 2019-20 Dietetic Internship Handbook Appendix

- Extra Required Documentation Forms
- Bluffton University Dietetic Internship Rotation Master Schedule 2019-20
- 2019-20 Internship Rotation Site Listing with Preceptor Contact Information
- 2019-20 Program Year Timeframe and Required Hours (Minimum and Maximum)
- Internship Class/Professionalization Schedule (to be added)
- DIETETICS PROFESSIONALISM RESOURCES TAB\*
  - Student/Intern Responsibilities
  - AMA Citation Guide
  - HATS –A Design Procedure for Routine Business Reports
  - Academy of Nutrition and Dietetics Definition of Terms List
  - Online Resources List for Bluffton University Dietetic Internship
- CLINICAL NUTRITION RESOURCES TAB\*
  - 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
- COMMUNITY NUTRITION RESOURCES TAB\*
  - US Dietary Guidelines for 2015-20 Executive Summary
- FOOD SERVICE MANAGEMENT RESOURCES TAB\*
  - FS Management “Basics at a Glance”
  - Kitchen Equations & Figuring Cost Per Serving Worksheet
  - Planning and Writing a Menu/Basic Table Setting Guidelines

*\*These areas are designed with the intent that the intern will add resources throughout the year, as he/she locates references or resources as a part of their rotations, classes, etc.*

