



**MURRAY STATE**  
UNIVERSITY

**School of Nursing and Health Professions**  
**Division of Nutrition, Dietetics, and Food Management**

Dietetic Internship Program  
Handbook

2022 - 2023

# Table of Contents

<b>Section 1 - General Information</b>	
Introduction	1
Philosophy, Mission, Goals, & Student Learning Outcomes	2
Admission Requirements	3
Selection Considerations	5
Admission Procedures	6
Notification of Acceptance	8
MSU Graduate School Admission	8
Preselection Admission Option	8
Second Round Match	10
Intern Placement & Program Costs	11
Financial Aid, Student Support Services & Technology Requirements	12
Rotation Information	13
Program Completion Requirements	15
Accreditation	16
<b>Section 2 - Policies and Procedures</b>	
Definition of Terms	16
Graduate Writing Requirement	16
Assignments	17
DI Faculty Evaluation	17
Preceptor Review & Independent Learning/Homework Assignments	19
Rotation Curriculum	19
Intern Core Knowledge	19
Intern Performance Evaluations	20
Intern Self-Assessment	20
Student Learning Objectives	20
Other Evaluation Guidelines	20
Site and Preceptor Evaluations	21
Course Grade	21
Extenuating Circumstances	22
Disciplinary Action	23
Prior Learning and Supervised Practice	
Intern Replacement of Employees	24
Vacation, Holidays, and Attendance	24
Time Sheets	25
Confidentiality	25
Protection of Privacy	25
Insurance Requirement	25
Illness or Injury	26
Intern Pre-placement Screenings	26
MSDI Grievance Policy and Procedure	26
Unusual Occurrences	28
Program Withdrawal	28
Professional Membership	29
Attire and Appearance	29
Employment Outside Internship	29
Acceptance of Employment Following Internship	29
General Intern Expectations	30
General DI Faculty Responsibilities	31
General Preceptor Responsibilities	32
Intern Progression of Learning	34
Selection of Supervised Practice Sites & Preceptors	35
Intern Portfolio Requirements	37
<b>Section 3 - Form</b>	
COVID Information and Waiver	40
Confidentiality Acknowledgment	41
Social Media Policy	45
DI Handbook Acknowledgment	48
Code of Ethics Acknowledgment	48
Dietetic Internship Release and Authorization for Use of Information	49
Emergency Contact Information	50
Professional Behavior and Conduct Guidelines	52
Tips for Success During Supervised Practice Training	54

## **Section 1 – General Information**

### **Introduction to the Murray State University Master of Science in Nutrition & Dietetic Internship**

The Murray State University (MSU) Master of Science in Nutrition and Dietetic Internship Program (MSDI) is designed to meet the competencies for entry-level dietetics practice and to prepare interns for the Registration Examination for Dietitians. The program has a Medical Nutrition Therapy concentration and provides interns with 1040 supervised practice hours in a variety of healthcare settings. Additional program hours are obtained through on-campus orientation and training, speakers, meetings, and conferences.

The program begins in the first session of summer and is completed over four semesters ending in August of the following year. The MSDI program is designed to be completed in 15 months. Murray State University has clinical agreements with supervised practice sites across Kentucky, Indiana, and Tennessee. Interns follow a modified university calendar.

Interns begin in the summer session by taking two online courses. In the fall semester, interns complete orientation I & II, continue course work, and begin their supervised practice at assigned facilities. Spring semester interns continue with course work and supervised practice training with clinical training focus. The program culminates in the summer session with the completion of 33 graduate credit hours. Approximately 40 hours of supervised practice are completed on-site per week, generally Monday through Friday. Distance education components are used to deliver internet-based instruction.

Interns complete supervised experiences in Medical Nutrition Therapy (MNT), Management Practice in Dietetics, Community Nutrition, and Nutrition and Aging. An advanced practice experience rotation is completed as the last of the three MNT clinical rotations. This experience allows the intern to function independently as an entry-level dietitian in the hospital setting with oversight from a Registered Dietitian.

The Murray State University DI program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The accrediting agency for the Academy of Nutrition and Dietetics is located at 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. The accrediting agency phone number is 312-899-0040 ext. 5400.

### **Dietetic Internship Program – Contact Information**

Dietetic Internship Director  
Nichole Haynes, MS, RD, LDN  
Dietetic Internship Director and Associate Professor  
Murray State University  
200 N. Applied Sciences Building, Suite C  
Murray, KY 42071  
Office: 270-809-3152  
Email: [nhaynes5@murraystate.edu](mailto:nhaynes5@murraystate.edu)

## Section 1 – General Information

### Murray State University Program

Students accepted to the MSDI must apply and be accepted to the MSU Graduate School. Thirty-three hours of graduate credit are earned during the internship program. Interns who successfully complete the Internship Program will receive their Master of Science in Nutrition Degree.

### Program Philosophy, Mission, Goals, and Student Learning Outcomes

#### Program Philosophy

The Murray State University dietetic internship program is committed to providing comprehensive supervised practice learning experiences in a wide variety of supervised practice settings to prepare graduates for entry-level practice and lifelong learning as registered dietitian nutritionists. We emphasize the value of good communication skills, collaboration and teamwork, respect for diverse societies and viewpoints, leadership and decision-making skills, problem-solving and critical thinking skills, a commitment to advocacy for the profession, and self-reflection in our planned learning activities. Our program plans a range of learning activities that support competency attainment, including direct patient care, interdisciplinary forums, management projects, and case study presentations. Interns integrate and apply their new knowledge and skills using a variety of educational methods. The Murray State University dietetic internship strives to foster professional development of interns that exhibit the behaviors outlined in the Characteristics of the Murray State Graduate. See [Characteristics of the Murray State Graduate](#) for more information. The mission and goals mutually support the faculty's belief in a liberal education as a basis for excellence within the profession.

Our program strives to adhere to the MSU policies, handbook, and student conduct policies. Interns are responsible for reviewing policies located here: [Policies and Handbook \(murraystate.edu\)](#)

#### Mission Statement

The mission of the Murray State University Dietetic Internship is to provide mentored, real-world learning opportunities that foster student growth in knowledge and critical thinking. Upon program completion, dietetic interns will be prepared to be entry-level registered dietitian nutritionists skilled in medical nutrition therapy who improve the health and well-being of individuals regionally and nationally in clinical, community, foodservice, and long-term care settings.

#### Program Goals and Objectives

Goal #1– Program graduates will be prepared to be entry-level registered dietitian nutritionists.

- Objective 1a - At least 80% of program interns complete program/degree requirements within 22.5 months (150% of program length).
- Objective 1b – At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

## Section 1 – General Information

- Objective 1c - The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Objective 1d – At least 100% of program graduates employed as registered dietitian nutritionists (RDN) who respond to the Post Internship Survey will report preparation to be an entry-level RDN as “satisfactory” or better.  
Goal #2 – Program graduates will be prepared to apply their knowledge and critical thinking skills to improve the health and well-being of individuals as employed professionals in nutrition and dietetics or related fields.
- Objective 2a - Of graduates who seek employment, 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 2b – At least 80% of employers of MSU Dietetic Internship graduates who respond to the employer survey will rate the MSU graduate as “satisfactory” or better for helping to “improve the health and well-being of individuals.”
- Objective 2c – AT least 80% of employers of MSU Dietetic Internship graduates who respond to the employer survey will rate the MSU graduate as “satisfactory” or better for skill in critical thinking.
- Objective 2d – At least 100% of employers of MSU Dietetic Internship graduates who respond to the employer survey will rate the MSU graduate as “satisfactory” or better for “knowledge” needed for entry level position.

### Admission Requirements

Candidates for the Murray State University Internship Program must meet the following requirements:

1. Successful completion of a Didactic Program in Nutrition and Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as evidenced by an original Verification Statement signed by the Program Director. The Verification Statement must be obtained prior to the MSDI start date.
2. Successful completion of a minimum of a Bachelor's degree from a US regionally-accredited college or university or a foreign equivalent as evidenced by an official transcript. (Foreign degrees must be evaluated by an independent agency to validate the foreign degree is equivalent to at least a bachelor's degree conferred by a US regionally-accredited college or university. The summary section of the evaluation report must state "from a regionally accredited institution.") The degree must be obtained prior to the MSDI start date.
3. Submission of a completed application for the MSDI through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Admissions Procedures" section of the Dietetic Internship Program Handbook.
4. International students must meet the academic preparation required by the Academy of Dietetics and Nutrition (AND). Students may refer to the AND Membership Application for further information. For application consideration, a score of at least 550 on the Test of English as a Foreign Language (TOEFL) or

## Section 1 – General Information

213/300 on the computer-based test for all applicants who are non-native English speakers is required.

### Selection Considerations

Applications will be evaluated based on the following criteria:

- 1. Completeness:** A completed application through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Admissions Procedures" section of the Dietetic Internship program Handbook is required.
- 2. Grade Point Average:** Applicants should have an overall undergraduate Grade Point Average (GPA) of 3.0 or higher and an overall DPD GPA of 3.4 or higher (based on a 4.0 system), or an overall graduate GPA of 3.5 or higher (if applicable). Students meeting the GPA requirement that have a D or lower on their transcript in any course that has not been replaced with a higher grade will not be considered a viable candidate
- 3. Work/Volunteer Experience:** Applicants should have a minimum of 400 hours of nutrition/dietetic-related volunteer and work experience over the past four years. Experience in clinical areas is very beneficial due to the program's concentration in Medical Nutrition Therapy.
- 4. Recency of Experience:** Applicants with a DPD completion date of greater than three years must provide evidence of recent experience in the field of nutrition and dietetics and/or relative graduate course work. Medical Nutrition Therapy course work must be within the past three years.

Applications are reviewed by the MSU faculty and application review committee. Applications are scored according to the outlined criteria and ranked by these preliminary scores. Applicants who are under consideration for admission are contacted for interviews during the selection process. Interviews may be held in person or via teleconference at the discretion of the MSU faculty. Interviews offer an opportunity for applicants to share additional information about their qualifications, demonstrate their core knowledge and critical thinking skills, learn more about the MSDI program, and meet faculty.

### Admission Procedures

Applicants must first apply for admission to the MSU Dietetic Internship program. Following admission to the Dietetic Internship program, applicants must then apply for admission and be granted admission to the MSU Graduate School. Applicants should not apply to the MSU Graduate School until they have been accepted into the Dietetic Internship program.

### Computer Matching

All applicants not preselected to the MSDI program must participate in computer matching. Computer matching enables a student to be assigned to a requested internship program that has also expressed interest in the student. A private company, D&D Digital Systems, conducts the matching process. Students should request instructions from their undergraduate program or from D&D Digital Systems to participate in computer matching and to prioritize their preferences for internship locations. Your preferences must be completed in D&D Digital Systems by the deadline listed on D&D Digital's spring timeline. There is a fee for participation in computer

## Section 1 – General Information

matching that must be paid with your prioritized preferences for internship locations. Requests for additional materials may be made to:

D&D Digital Systems  
304 Main St., Suite 301  
Ames, IA 50010  
(515) 292-0490  
[www.dnndigital.com/ada/](http://www.dnndigital.com/ada/)

### Application for Admission to the Dietetic Internship Program

Applicants not preselected to the internship program must use the Dietetic Internship Centralized Application System (DICAS). The online application must be completed by 11:59 pm Central time on the deadline date listed by D&D Digital. The DICAS application for the Spring match cycle can be accessed at: [DICAS | Applicant Login Page Section \(liaisoncas.com\)](#).

### Personal Statement

Applicants must also submit a personal statement in 1,000 words or less through DICAS. The following questions should be addressed:

- Why do you want to enter the dietetics profession?
- What are some experiences that have helped to prepare you for your career?
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?
- What attracted you to the Murray State University dietetic internship program?

### Recommendations

Three recommendations are required. One recommendation should come from a Medical Nutrition Therapy professor, one from your DPD Director, and one from a Food Management professor or work supervisor. When completing the online application, applicants must provide the name, email address, and other contact information for each reference. Submission of this information will trigger an email message requesting completion of a recommendation form. No recommendation will be considered unless entered as part of the online application process.

### Transcripts

Official transcripts from all universities attended should be mailed to the address below. Photocopies or “Issued to Student” copies will not be accepted.

DICAS - Transcript Dept.  
PO Box 9118  
Watertown, MA 02472

### GRE Scores

GRE scores will not be required beginning with the 2022-2023 intern applications.

## Notification of Acceptance

## Section 1 – General Information

MSU will not notify students of acceptance into the program. D&D Digital will notify each student applicant about the dietetic internship program to which he or she has been “matched.” The student must confirm acceptance by contacting MSU’s DI Director by email before 5:00pm CST on Appointment Day. After this time, the MSDI is under no obligation to hold the opening for the applicant.

### **MSU Graduate School Admission**

Once a student receives notification that they have been matched to the Dietetic Internship program and has confirmed acceptance, they must then apply and be admitted to the MSU Graduate School. The application fee payable to Murray State University should accompany this application. The Graduate School application and information is accessible on the web at the following address:

<https://www.murraystate.edu/students/Graduate/ApplyforGraduateSchool.aspx>

### **Preselection Admission Option**

The purpose of the preselect dietetic internship admission option is to offer qualified MSU Didactic Program in Dietetics (DPD) students the opportunity to apply for admission into Murray State University’s Dietetic Internship program.

Students apply during their senior year and will be granted direct admission into the DI program upon final acceptance and successful completion of the DPD and Bachelor of Science program requirements. Students applying to the preselect admission option will commit to attending the Murray State University Dietetic Internship the year following undergraduate completion and bypass the online centralized application and dietetic internship computer matching process. Upon acceptance to the DI program, students must apply and be accepted to the MSU Graduate School.

#### **Preselect Admission Requirements:**

Students currently enrolled at MSU who meet the following criteria are eligible to apply for the preselect admission option during their senior year.

- Minimum of a 3.0 cumulative Grade Point Average (GPA)
- Minimum of a 3.4 DPD Grade Point Average (GPA)
- Grade of B or better in NTN230, NTN333, NTN330, NTN440, NTN450, NTN 231, NTN 350.
- Grade of C or better in all other courses
- Students for whom English is a second language must earn a minimum score of 550 (paper-based) or 213/300 (computer-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is <http://www.toefl.org>

#### **Preselect Application Process:**



## Section 1 – General Information

1. Interested applicants must schedule an appointment with the Dietetic Internship Director to review their admission requirements and discuss the application process.
2. Interested, qualified applicants will be provided the Murray State University Dietetic Internship Preselect Application by the Dietetic Internship Director. This application is due the fall semester of the applicant's senior year no later than 5PM CST on the **last Friday of October** for consideration of preadmission into the dietetic internship class for the following year.
3. Applicant must submit a completed application and the following in their application packet.
  - a. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Declaration of Intent to Complete Degree" form.
  - b. Personal Statement: Applicants must also submit a personal statement in 1,000 words or less. The following questions should be addressed:
    - Why do you want to enter the dietetics profession?
    - What are some experiences that have helped to prepare you for your career?
    - What are your short-term and long-term goals?
    - What are your strengths and weaknesses or areas needing improvement?
    - What attracted you to the Murray State University dietetic internship program?
  - c. Three recommendation letters: Applicants must submit recommendation letters from the DPD Director (academic reference), a nutrition professor with whom you have had for two or more courses, and a manager or supervisor for whom you worked or volunteered.
    - Submit each recommendation letter in a sealed envelope with the signature of the person submitting the reference on the envelope closure.
    - Recommendation letters may also be accepted via a direct email to the DI Director at [nhaynes5@murraystate.edu](mailto:nhaynes5@murraystate.edu).
    - All recommendation letters must be signed and dated by the person who composed the recommendation.
  - d. Resume: Resumes should include both work and volunteer experience and involvement in college and/or community activities.
    - Hours for each work and volunteer experience should be included in your resume.
  - e. A completed Dietetic Internship Preselection Checklist should be attached to the front of your Preselection application packet. Complete applications are to be hand delivered or mailed to the following address: DI Director & DI Selection Committee, c/o Nichole Haynes, Murray State University, 200 N Oakley Applied Science Building, Suite C, Murray, KY, 42071. Application packets may also be accepted via email to [nhayne5@murraystate.edu](mailto:nhayne5@murraystate.edu).
  - f. The completed application packet must be submitted or postmarked to the Dietetic Internship Director no later than 5PM CST on the **last Friday**

## Section 1 – General Information

of October for consideration of preadmission into the Dietetic Internship class for the following year.

### Preselect Selection Process:

1. The total number of preselect positions is four annually.
2. Qualified applicants will be invited to interview during the month of November. Dates will be determined depending on the student and committee's schedules. Students will be notified of the date and time of their interview by the DI Director.
3. Selection criteria will include academic performance, faculty recommendations, participation in an interview, and the selection committee's assessment of the individual's ability to successfully complete the MSDI program. Meeting minimum requirements for the preselect admission option does not guarantee acceptance into the program.
4. Admittance in MSU's DI program is contingent on the student maintaining a 3.0 overall GPA and 3.4 DPD GPA in all courses remaining to complete the DPD program.
5. Application reviews will be conducted by the MSDI Selection Committee upon receipt of final semester grades and calculation of the cumulative GPA.
6. Students are accepted into the MSDI program for the program start date immediately following completion of their undergraduate requirements.
7. Once a student accepts an intern position with the MSU's DI program, the student's name is submitted to D&D Digital and that student becomes ineligible to participate in computer matching.

### Preselect Applicant Notification:

1. Applicants will receive notification via email from the Dietetic Internship Director of acceptance or rejection into the Preselect Dietetic Internship Admission Option **within one week after finals grades are posted** for the academic semester.
2. Written confirmation via email to the Dietetic Internship Director of acceptance or rejection of the internship position is required within 24 hours of notification.
3. Students admitted into the DI program will complete the Graduate School Application for Admission and must be accepted to MSU's graduate school. Apply at <http://www.murraystate.edu/admissions/GraduateStudents.aspx> In order to be enrolled in the graduate school students will submit the online application along with the application fee.
4. Additional program requirements and information can be found at: [Dietetic Internship Concentration of M.S. in Nutrition \(murraystate.edu\)](http://www.murraystate.edu/dietetic-internship)

### Second Round Match Procedure

Should open positions exist after the first-round matching process is completed, Murray State University follows the recommended procedures outlined by D&D Digital for second round match. Students wishing to be considered for open positions during this process should make their application available to Murray State University in both the

## Section 1 – General Information

D&D Digital and DICAS platforms. Applicants should also email the Dietetic Internship Director notifying them the application has been made available. Appointments for open positions may be offered as soon as the updated match/no match list is made available.

### **Intern Placement**

Each intern is assigned to one of fifteen supervised practice sites in Kentucky, Indiana, and/or Tennessee. Once students are selected to Murray State's internship, they will be able to rank their supervised training site preferences. Although student preference is considered, placement at a requested practice site cannot be guaranteed.

### **Program Costs**

#### **Internship Application Fee**

DICAS: See website "Starting Your DICAS Application" for information:

[https://help.liaisonedu.com/DICAS\\_Applicant\\_Help\\_Center](https://help.liaisonedu.com/DICAS_Applicant_Help_Center)

D&D Digital Matching Fee: See website for information:

<https://www.dnndigital.com/ada/index.php>

#### **Graduate School Application Fee:**

Those applicants accepted into the dietetic internship program must apply to the Graduate School. The Graduate School application fee is \$40.00.

#### **Estimated Tuition**

Information regarding current tuition rates, out of state tuition and reciprocity agreements with other states can be found on the MSU website:

<http://www.murraystate.edu/admissions/BursarsOffice/GraduateTuition.aspx>

#### **Estimated Professional Expenses**

Registration Examination Preparation Course:	\$430
Academy of Nutrition and Dietetics Student Membership	\$ 58

*Please refer to the website for additional information on expenses.*

#### **Additional Costs**

Items such as background checks, immunizations, TB skin test or drug tests may be required by some clinical facilities. Requirements may vary among different sites. Interns may also incur other miscellaneous expenses such as program supplies, travel, hotel, and food as part of the MSDI experience. Interns are responsible for bearing the cost of these items and costs may vary by location. Site placements and continuance in the program is contingent upon passing a drug screening and criminal background check.

Interns will be required to attend local and/or national discipline-focused conferences as a component of the internship program. Such meetings may include the annual Kentucky Academy of Nutrition and Dietetics meeting, legislative conferences, and

## Section 1 – General Information

others as available and as assigned during the program. Interns will incur expenses related to travel, hotel accommodations, food, and other necessary items.

### **Professional Liability Insurance**

Proof of Professional Liability Insurance must be submitted to the DI Director during Orientation I in August. Interns are responsible for bearing the cost and maintenance of professional liability insurance for the duration of the DI program.

## **Student Financial Support Services**

### **Financial Aid**

Interns enrolled in the Master of Science in Nutrition degree program may be eligible for financial aid. Additional information can be found on the MSU web site: <http://www.murraystate.edu/Students/Graduate/FinancialAidandAssistantships/FinancialAid.aspx>

### **Scholarships**

Interns may be eligible to apply for scholarships. For more information, see: [Scholarships \(murraystate.edu\)](http://www.murraystate.edu/Scholarships)

## **Student Support Services**

Interns enrolled in the MSU graduate school have access to student support services such as campus police and public safety, health services, Racer Writing Center, counseling and testing services, disabled student services, as well as the Marvin D. Mills Multicultural Center. Links to student support services are provided in each Canvas course. Additional information can be found on the following website: [Safety and health \(murraystate.edu\)](http://www.murraystate.edu/SafetyandHealth)

Interns can also review the University policies for non-discrimination and commitment to equal opportunity in compliance with state and federal laws and regulations as outlined on the Murray State Office of Institutional Diversity, Equity, and Access (IDEA) [Office of Institutional Diversity, Equity and Access | Murray State University](http://www.murraystate.edu/OfficeofInstitutionalDiversityEquityandAccess)

Interns also have free access to Career Services which provides resources and assistance in all aspects of the career development and job search processes. Current interns and alumni are invited to use the services and information can be found on the following website: [Career Services \(murraystate.edu\)](http://www.murraystate.edu/CareerServices)

Interns have access to services provided by the Racer Writing Center. For additional information or to schedule an appointment, see [Home - Racer Writing Center - LibGuides at Murray State University](http://www.murraystate.edu/RacerWritingCenter)

Interns may view information about the university Student Life Policies, Rules and Procedure, Student Conduct and Social Media at this link: [Student Life Policies and Handbook | Murray State University](http://www.murraystate.edu/StudentLifePoliciesandHandbook)

## Section 1 – General Information

### Technology Requirements

- Access to high speed internet at all times
- Current Microsoft Office installed on your computer
- Current versions of Java and Flash installed on your computer
- Supported browsers and plugins installed on your computer
- Meet additional requirements in order to be able to use Canvas (MSU's Learning Management System)

### Rotation Information

The following information provides a general outline for courses, course sequence, and on-site rotations required to complete the MSDI program. Onsite hours are listed cumulatively in the below grid. Onsite and other hours are distinguished into separate categories based on experience type by ACEND. Days will be adjusted to accommodate attendance at off-site meetings such as the Kentucky Academy of Dietetics annual meeting, legislative day conferences, and other meetings as assigned. Days will be adjusted to fulfill both ACEND and site agreement requirements as needed.

### Summer 1 Semester

Summer 1 Semester		Duration (Weeks)	On Site Hours	Credit Hours Earned
NTN 610	Professional Dietetics Practice	5 (online)	0	3
NTN 622	Trends in Food Supply	10 (online)	0	3
<b>TOTAL CUMULATIVE</b>			<b>0</b>	<b>6</b>

### Fall Semester

Fall Semester		Duration (Weeks)	On Site Hours	Credit Hours Earned

## Section 1 – General Information

NTN 640	Dietetics Training Primer I & II	16 (online) 2.5 days in August (on campus) 2.5 days in October (on campus)	40*	1
NTN 635	Pharmacology for Allied Health Professionals	16 (online)	0	3
NTN 642	Management Practice in Dietetics	5 (online) 4 (at site)	160	2
NTN 643	Community Nutrition	5 (online) 4 (at site)	160	2
NTN 645	Pathophysiology for Nutrition-Related Diseases	16 (online)	0	3
<b>TOTAL CUMULATIVE</b>			<b>360</b>	<b>17</b>

### Spring Semester

Spring Semester		Duration (Weeks)	On Site Hours	Credit Hours Earned
NTN 641	Medical Nutrition Therapy I	5 (online) 4 (at site)	160	3
NTN 651	Medical Nutrition Therapy II	6 (online) 6 (at site)	240	4

## Section 1 – General Information

NTN 653	Medical Nutrition Therapy III Advanced Practice	5 (online) 4 (at site)	160	3
<b>TOTAL CUMULATIVE</b>			<b>920</b>	<b>27</b>

### Summer 2 Semester

Summer 2 Semester		Duration (Weeks)	On Site Hours	Credit Hours Earned
NTN 620	Nutrition and Aging Long Term Care	10 (online) 4 (at site)	160	3
NTN 621	Performance Nutrition	10 (online)	0	3
<b>TOTAL CUMULATIVE</b>			<b>1040*</b>	<b>33</b>

\*1040 hours does not include alternate practice experiences (B1-B4 hours) that are required for completion of the program.

### **Graduation and Program Completion Requirements**

The verification statement is granted only under the following circumstances:

1. The dietetic intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled supervised practice (SP) rotations.
2. The dietetic intern has completed all required courses with a grade of B or better.
3. The dietetic intern has completed all MSDI program requirements satisfactorily, including, but not limited to, all CRDNs, SP hours, and graduate courses.
4. The dietetic intern has met all financial obligations to Murray State University.
5. The dietetic intern must score a minimum of 75% on the final post assessment at the end of the Advanced Practice rotation.
6. The dietetic intern has completed 1040 on-site supervised practice hours during the internship.
7. The dietetic intern has completed all other assigned hours during the internship including off-site assignments and meeting requirements. This requirement includes a minimum of 40 hours on-campus for Orientation I and Orientation II.

## **Section 1 – General Information**

the verification statement is issued after the intern has completed all of the program requirements (i.e., meet all the CRDNs, accrue SP hours, and complete the graduate degree).

In the event of a major life event that disrupts the internship rotations or course schedules, the dietetic intern may be allowed a maximum of 22.5 months to complete the internship from the start of the first online graduate course. If the intern is unable to complete the program within 22.5 months, he or she will not receive a verification statement.

For interns successfully completing the program and receiving signed verification statements, the Program Director will submit all required information to the Commission on Dietetic Registration to verify eligibility for the registration examination for dietitians.

### **Accreditation**

The Dietetic Internship program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995

Any questions regarding accreditation may be directed to the Commission on Accreditation for Dietetics Education (ACEND) at 312-899+0040 ext. 5400 or visit the Academy web site at [www.eatright.org](http://www.eatright.org).



## Section 2– POLICIES AND PROCEDURES

### Assignments, Curriculum, Assessment & Evaluations Policies

#### I. Definition of Terms

DI Director:	Nichole Haynes, MS, RD, LDN Nutrition and Dietetics Murray State University
Program Director:	Lauren Roberson PhD, MS, RD, LD Nutrition and Dietetics Murray State University
Site Director:	The manager or supervisor over the dietetics staff and preceptor. The Site Director responsibility may be delegated to the primary Preceptor for the rotation.
Preceptor:	The supervisor, who is typically a Registered Dietitian, is the Preceptor to whom that the intern reports to during specific days/weeks/topics of each rotation. At some sites, the Preceptor and the Site Director may be the same. Preceptors must have a minimum of one year of experience as a Registered Dietitian before they can become the primary supervisor for an intern.

#### II. Graduate Writing Requirement

Prior to beginning the fall rotation, successful completion or evidence showing successful completion of the graduate courses during the first summer session must be documented. Successful completion requires that you receive a grade of B or better to proceed in the internship in the fall. This can be accomplished by:

- 1) Completing NTN 610 at Murray State University during the summer session.
- 2) Completing NTN 622 at Murray State University during the summer session.

#### III. Assignments

##### Rotation Assignment Format

See “Policy for Murray State Intern Portfolios” for formatting requirements of all written and other assignments.

##### Rotation Assignments – DI Faculty Evaluation

The Nutrition and Dietetics department faculty and/or respective professors will review written work (independent learning, homework, case studies, journal article reviews, portfolio items, discussion boards, etc.). All assignments will receive an indicator of successful completion. Assignments receiving a letter grade of B or better are considered acceptable. At the discretion of the DI faculty, any assignment that is incomplete or receives a C or lower may require a rewritten submission or the

## Section 2– POLICIES AND PROCEDURES

completion of additional or alternative assignments or activities in order to meet ACEND competencies. The intern's assignment grade may change at the discretion of the DI Director. An intern who submits incomplete assignments, receives an initial grade of C or lower on two consecutive assignments, or receives a C or lower on any Advanced Practice assignment is considered at risk for successful completion of the rotation and/or course. Interns identified as at risk will be counseled and appropriate remediation will be determined. Interns may be referred to the Racer Writing Center or other campus support, if needed. Interns may also independently access campus resources at any time. The DI faculty will decide upon the timeline for completion and resubmission of rewritten work, typically within one week of the receipt of an unacceptable grade. The final course grade may be lowered at the discretion of the DI Director based on the number of required rewritten assignments and/or additional assignments to be completed. Continuation of unacceptable performance will result in disciplinary action up to and including termination from the program.

Assignment due dates: All assessments, quizzes, and assignments are due by 11:59 pm CST on the designated due date unless otherwise stated by the instructor. Any work submitted after the designated due date and time will be considered late.

- Assessments, quizzes, or assignments submitted within the first 24 hours after the designated due date will receive a 10% (or full letter grade) deduction off the earned score. For example, if the intern earned a C on an assignment but it was submitted two hours late, she or he will receive a D on the assignment.
- Assessments, quizzes, or assignments submitted more than 24 hours late will receive a zero.
- Cheating or plagiarism of any of submitted writings or work, including exams, will result in any one or all of the following:
  - receiving a zero for the assignment,
  - counseling by the DI Director, Program Director, and respective professor,
  - counseling may be verbal or written or disciplinary action,
  - other remediation per the program and university honesty and plagiarism guidelines.

### **Rotation Assignments – Preceptor Review**

Interns are responsible for putting all assignments into a portfolio for each rotation (see policy for portfolio) and turning in the completed portfolio to the Site Director and Preceptor for review by the dates noted on the assignment calendars. Late submission of the portfolio or any assignment is subject to point deductions unless prior approval from the Preceptor, DI Director, and professor has been granted.

The Preceptor, prior to the completion of each rotation, will review all assignments in the portfolio. The Preceptor may use the Portfolio Check-off Lists to ensure completion of the rotation assignments. The Preceptor is not responsible for grading assignments. The Preceptor may require revisions, as s/he deems necessary. The Preceptor will obtain input from others who have worked with the intern during the specific rotations as

## **Section 2– POLICIES AND PROCEDURES**

they see fit. The Preceptor may use the Portfolio Check-off Lists as a guide when completing the intern's performance evaluation at the end of each rotation.

### **Independent Learning/Homework Assignments**

Independent learning/homework assignments from online courses will accompany each rotation throughout the internship. These assignments are designed to complement supervised practice experiences, as well as emphasize competencies not fully developed in the rotations. The thirty-three hours of graduate credit comes from the course work and independent learning/homework assignments that you will complete during each of your rotations and courses. The internship hours are not part of your graduate credit; they are part of the supervised practice hours that are mandated by ACEND, our accrediting body.

Course work and independent learning/homework assignments for each rotation will be posted on the university's Learning Management System (LMS). Points for assignments are listed on the course syllabus and due dates are listed on the university's LMS. Independent Learning/homework assignments are submitted as part of the intern portfolio. Interns will upload all assignment to a zip file and submit at the end of each course and/or rotation.

### **III. Rotation Curriculum**

The MSDI curriculum is approved by ACEND, the accrediting agency for the Academy of Nutrition and Dietetics. The DI curriculum and forms will be used as a guideline for the completion of required work in each rotation. All activities and projects completed by dietetic interns will be directly related to and support the ACEND core competencies and curriculum requirements of the Academy of Nutrition and Dietetics. The MSDI program supports and encourages exposure to other experiences, as Site Directors/Preceptors deem appropriate for intern knowledge and growth. The Site Director/Preceptor, Instructor, and DI Director at MSU will make the final recommendations and approval of all supervised practice experiences.

### **IV. Assessment & Evaluation**

#### **Intern Core Knowledge**

Intern core knowledge will be assessed throughout the DI experience by using a variety of assessments. Interns are expected to make a 75% on each end of the semester assessment and a 19/25 on each of the rotation quizzes. Interns scoring below 19/25 on quizzes or below 75% on assessments may be required to complete additional study, remediation, and/or re-assessment as determined by the MSDI faculty. Interns must score at least a 75% on the assessment at the end of the Advanced Practice rotation in order to be eligible to receive a DI verification statement. Interns use a secure login and password issued by the university to access and submit assignments via Canvas, the university Learning Management System (LMS). The DI faculty can also access the

## **Section 2– POLICIES AND PROCEDURES**

password protected LMS. Respondus with Lockdown Browser and webcam is used in Canvas to verify the identity of the intern for quizzes and assessments.

### **Intern Performance Evaluations**

The performance evaluation sheets for each rotation should be filled out, discussed with the intern, and signed and dated by both the primary Preceptor and intern during the last week of the rotation. It is imperative that these sheets reflect the work and effort that was exemplified by the intern. Preceptors, using the guidelines provided, will complete performance evaluation sheets to assess each competency completed, as well as the professional behaviors demonstrated by the intern throughout each rotation. When the performance evaluations have been completed, the Preceptor will review the information and discuss areas of strength and areas for improvement with the intern. After the review, the Preceptor and intern will sign the performance evaluation. The signed copy of the performance evaluation sheets should be given to the intern and scanned into the e-portfolio on the LMS.

### **Intern Self-Assessment**

Towards the end of the Medical Nutrition Therapy (MNT) I and/or II rotation and prior to meeting with the Preceptor, interns will complete a self-assessment form. This self-assessment is designed to assess and identify any strengths, weaknesses or deficiencies of the intern. During the last week of MNT I, the intern should discuss the MNT self-assessment outcomes with their Preceptor. Based on input and feedback from the Preceptor, a minimum of two self-improvement objectives for MNT II and AP should be identified and developed by the intern. Interns will use the guidelines/examples provided for professional skills and behaviors to help them assess the level they are in at the end of each rotation. Interns will present a completed copy of this form when turning in their portfolio for evaluation by the Preceptor.

### **Student Learning (SMART) Objectives**

Based on the self-assessment and Preceptor evaluations and input, the intern will develop learning objectives. These learning objectives will be written at the end of Medical Nutrition Therapy I and should be written in SMART (specific, measurable, attainable, realistic, and timely) format. In Medical Nutrition Therapy II, at the midway point and near the end of the rotation, the intern and their Preceptor will discuss and evaluate intern progress towards meeting these objectives. The intern must have successfully met all learning objectives identified prior to moving out of MNT II to begin the next rotation. Failure to meet objectives will result in receiving an incomplete and continuing in MNT II until further evaluation by the Preceptor and DI faculty (see Section V. Course Grade).

### **Other Evaluation Guidelines**

The Site Director and/or Preceptors will evaluate interns using various other evaluation forms. These forms are designed to indicate areas with exceptional or adequate performance and areas that need further practice and improvement. Interns are evaluated during interviewing and counseling sessions, group, individual and case study presentations, and upon completion of special projects using specific evaluation forms.

## **Section 2– POLICIES AND PROCEDURES**

Each time an evaluation form is used, the Preceptor will discuss it with the intern. These forms are to be included in the intern's portfolio.

### **Site and Preceptor Evaluations**

At the end of each rotation, the intern will evaluate his/her experiences in the rotation. The evaluation is designed to indicate the strengths and weaknesses of the rotation, the Preceptors, Site Director, any other staff, and the supervised practice site. These comments should be constructive and professional, as well as reflect the time and commitment Preceptors provide throughout the training. The evaluation forms will be sent to the Instructor and DI Director and placed in a rotation evaluation file. These evaluations will also be used as a basis of discussion during the annual review of the program, which includes MSU faculty and DI advisory committee members.

### **V. Course Grade**

At the end of each course, interns will be assigned a course grade based upon their submitted coursework, including but not limited to course assignments, independent learning/homework assignments, rotation assessment and performance evaluations. The syllabus for each course will reflect the point distribution given for each specific assignment, assessment and evaluation. Interns are required to successfully complete each course. Interns who fail to successfully complete the course will be counseled as to their potential for successfully completing the internship program. The DI Director and/or Instructor may determine the need for an intern to repeat a course, spend additional time in a rotation, and/or complete supplemental work. Interns who receive a letter grade of D or lower in any one course or whose overall GPA for graduate work falls below a 3.0 will not be allowed to continue in the MSDI program and will not receive a verification statement. Interns receiving a grade of "Incomplete" in any course will have to successfully complete the coursework within the determined time frame set by the MSU faculty and DI Director in order to advance to the next course. Interns who successfully complete (see IV. Assessment & Evaluation) the additional time and/or supplemental work will be re-evaluated and may be allowed to move on to the next course. Should the intern have to repeat a course, they will be required to withdraw from the course and re-enroll when it is offered again. MSU faculty cannot guarantee the same placement location if this occurs. Any costs associated with the withdrawal from a course will be the responsibility of the intern. For grade appeals, contact the Office of the Registrar.

### **Extenuating Circumstances**

Interns who encounter unforeseen major life events that prevent the completion of rotations or program requirements may be granted additional time for completion if deemed necessary by the Program Director and DI Director. Interns encountering such circumstances must complete all program requirements within 22.5 months from the program start date. Dependent upon the length of time out of the program, the intern may need to go back and complete rotations to ensure content development. Interns who are not able to complete program requirements successfully or within the designated time frame may be counseled to withdraw from the program.

## **Section 2– POLICIES AND PROCEDURES**

### **Medical Conditions**

Interns developing medical conditions during a rotation will be expected to provide a physician's statement regarding their ability to continue in the program. In short-term absences, all missed hours must be made-up before the end of the rotation, and documented on the intern time sheets. If interns are approved for an extended leave of absence, they will be required to complete the missed rotation hours before moving on to the next rotation or repeat the entire rotation at a time designated by the DI Director, Instructor, and Site Director. Should the intern have to repeat a rotation, they will be required to withdraw from the course and re-enroll when it is offered again. Any costs associated with the withdrawal from a course or rotation will be the responsibility of the intern.

### **Disciplinary Action Warnings**

Behaviors and/or attitudes deemed inappropriate by the DI Director, Instructor, Site Director and/or Preceptor, or below standard academic performance, will be brought to the attention of the intern. Inappropriate behaviors, attitudes or below standard academic performance reported to the DI Director or Instructor will begin the process for correcting the inappropriate behavior and/or attitude or below standard academic performance.

#### **First Formal Warning**

The DI Director and Instructor will meet to discuss issues/problems with the intern. Issues or problems identified may result from Preceptor concerns and/or below standard academic performance. A formal written warning will be issued at this time. The written warning will outline inappropriate behavior, attitude, and/or below standard academic performance. Expectations will be outlined for changes in the intern's behavior, attitude, and/or below standard academic performance, along with a monitoring timeline. A copy of the warning will be given to the intern and Site Preceptor, and placed in the intern's permanent file. Continuation of inappropriate behaviors, attitude, and/or below standard academic performance will result in a second written warning. In some cases, due to distance, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.

#### **Second Formal Warning**

The DI Director and Instructor will meet with the intern to discuss issues/problems with the intern. Issues or problems identified may result from Preceptor concerns and/or below standard academic performance. A formal second written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or below standard academic performance. Expectations will be outlined for changes in the intern's behavior, attitude and/or below standard academic performance, along with a monitoring timeline. A copy of the warning will be given to the intern and Site Preceptor, and placed in the intern's permanent file. In some cases, due to distance, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting

## Section 2– POLICIES AND PROCEDURES

### Termination

Should an intern display insubordinate behaviors and/or attitudes to the extent that his or her Site Preceptor feels strongly enough to ask the internship faculty to remove the intern from the facility, the DI Director will remove the intern from the facility and s/he will be terminated from the MSDI immediately. The system of warnings outlined under disciplinary action is appropriate for minor offenses that can be identified, monitored, and resolved. However, should the identified behaviors, attitudes and/or below standard academic performance continue despite warnings, a final internship termination conference will be held. When it has been determined the intern has not made sufficient progress toward correction of identified behavior, attitudes and/or below standard academic performance, despite previous formal warnings, the Program Director, DI Director and/or Instructor will meet with the intern, identify the inappropriate behaviors, attitudes, and/or below standard academic performance and issue a statement notifying the intern verbally and in writing that s/he is being terminated from the program. Interns will be advised to contact the Registrar's Office for immediate withdrawal from all courses. In addition, the intern will be directed to contact Career Services for alternative career paths.

An intern terminated from the MSU internship program for inappropriate behavior, attitudes and/or below standard academic performance will not be considered for future internship placements.

Examples of inappropriate behavior include but are not limited to:

- chronic tardiness or leaving early,
- consistent poor communication,
- missed work, either course work or hours at rotation sites,
- insubordination to faculty or supervised practice site staff,
- misrepresentation of self, program, or truth,
- theft,
- cheating or plagiarism,
- other acts or behaviors as determined by Preceptors or faculty.

Other behaviors may be deemed worthy of a formal warning (see pages 44-46) upon consultation with Preceptors, the Site Director, Instructor, and DI Director. In the event of egregious acts or behaviors, as determined by the Preceptor, Site Director, or faculty, steps one and two may be bypassed and the intern may be immediately terminated from the program.

If the disciplinary process prevents the intern from completing a specific rotation, the intern will be required to withdraw from the course and re-enroll when it is offered again. Any costs associated with the withdrawal from a course will be the responsibility of the intern.

### Prior Learning and Supervised Practice Experience

The MSDI program does not allow exemption for any dietetic internship rotation, supervised practice hours or assignments because of prior education courses or experience.

## Section 2– POLICIES AND PROCEDURES

### **Intern Replacement of Employees**

In accordance with ACEND guidelines, supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to acquire experience and demonstrate competence through learning experiences. All supervised practice experiences should be planned for competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. Replacement of employees is defined as interns “filling in” or being placed on the regular work schedule in lieu of paid employees.

### **Vacation, Holidays, And Attendance**

During the MSDI Program, interns will typically have a Christmas vacation and approximately two to three other days off. The DI schedule will be given to interns at the beginning of the internship in August that outlines the specific holidays and days off. Customary religious holidays may be honored with the approval of the DI Director and Site Director. Approval for the holiday must be granted prior to that holiday.

Any other requested time off, including leaving the site early, must be approved and granted by the DI Director and Site Director.

Interns are typically scheduled for a minimum of forty hours per week at their supervised practice sites. Extra project work will require interns to use additional time outside of their rotation hours to complete work. All course work is expected to be completed outside of rotation hours. Interns are expected to be punctual, available throughout the entire rotation, and complete all shift work responsibilities assigned to them by their Preceptors. All absences and reasons for absences should be reported to the Site Director and Preceptor by phone within the first thirty minutes of regular work hours. In addition, an email must be sent within the first hour to the Site Director, Preceptor, Instructor, and DI Director reporting the absence and reason for the absence. Unexcused absences are not acceptable and are subject to disciplinary action. If an intern is absent for the third time during a rotation, it will be reported to the MSDI Director for review and remedial action if deemed necessary. Arriving late and/or leaving early from the supervised practice site may be considered an absence.

Any missed time during the supervised practice experience must be made up by completing time during the same rotation; therefore, ensuring completion of required minimum supervised practice hours. Missed hours may be made up in the evenings or on weekends as deemed appropriate by the Site Director and DI Director. It is the responsibility of the intern to arrange make up time/days with the Site Director and/or Preceptor. The DI Instructor and DI Director must be informed of a make-up plan including time/days/activities via email.

**Inclement Weather Policy:** During inclement weather conditions, you should adhere to the supervised training site policy and decisions made by the Preceptor as to whether you should go to the site. The intern and Preceptor should discuss a plan in order to determine the best route of action. Any time missed due to inclement weather must be made up at a time agreed upon with the main Preceptor.



## **Section 2– POLICIES AND PROCEDURES**

### **Time Sheets**

All interns will complete time sheets during each of the scheduled rotations. Interns are responsible for reading and following all directions listed on the time sheets. At the end of each week, time sheets should be shown to the Preceptor and/or Site Director for verification. Once time has been verified, the Preceptor or Site Director will place their initials and date in the appropriate box. At the end of each rotation, the time sheet should be signed and dated by both the Preceptor and the intern. If time is missed, the intern will fill out the appropriate information on the time sheet with the date, number of hours missed, reason, and how the time is going to be made up. These time sheets are due to the Site Director, Instructor, and DI Director at times designated on the intern planning calendars. Internship faculty will verify that the minimum number of hours were completed during each rotation, therefore, meeting the minimum number of hours required by ACEND.

### **Confidentiality**

During Orientation I in August, interns will be required to read and sign the MSU confidentiality acknowledgement regarding protected health/proprietary information and agreement regarding intern clinical experience and release of education records (see Appendix 2). All interns are required to complete HIPPA training and provide evidence of completion to MSDI faculty on the first day of orientation.

### **Protection of Privacy**

Murray State University Dietetic Internship program files are kept in locked cabinets in the Nutrition, Dietetics and Food Management office. All information in the files are private and confidential. Assignments completed will be de-identified before disseminating among faculty and others for educational purposes. The MSDI faculty has access to interns' confidential internship files. Interns have the right to review their personal dietetic internship program file upon request.

### **Insurance Requirement**

It is the responsibility of the intern to maintain personal health insurance, professional liability insurance, and car insurance.

#### **Professional Liability**

Healthcare Professional Liability Malpractice Insurance must be purchased by each intern and insurance must be active for the duration of the program. Professional liability insurance may be obtained through a variety of providers. Coverage amounts should be at a minimum rate of \$1,000,000 per incident and \$3,000,000 annually. The intern will select, enroll, and purchase coverage. Proof of coverage must be provided to the DI faculty in August prior to the beginning of the fall semester.

Examples of providers include, but are not limited to:

- 1) Marsh, Seabury & Smith, Inc.
- 2) Mercer
- 3) HPSO

To learn more about professional liability insurance, go to [Eatright.org - Academy of Nutrition and Dietetics](http://Eatright.org - Academy of Nutrition and Dietetics).

## **Section 2– POLICIES AND PROCEDURES**

### **Health Insurance**

All interns must be covered by health insurance for the duration of enrollment in the DI program. Evidence of coverage must be provided to the DI faculty in August prior to the beginning of the fall semester.

### **Automobile**

All interns must carry and be able to provide proof of automobile insurance which must include personal liability coverage at minimum. Interns assume all liability for safety in travel to and from assigned supervised practice sites and/or Murray State University.

### **Injury or Illness While at Supervised Practice Site**

Should an intern become ill or encounter an accident while at the Supervised Practice Site, the Site Director or Preceptor should assist the intern with the medical emergency. The Preceptor will then notify the DI Director and additional arrangements will be made as required by the problem or condition. See section “Medical Conditions” related to missed hours.

### **Intern Pre-Placement Screening**

Interns will be required to undergo a background check, drug screen, immunizations, and other tests as determined by MSU and each of the supervised practice sites. It is the responsibility of the intern to contact the Site Director at each supervised practice site to obtain the list of requirements and complete these and the requirements prior to the start of each rotation. It is the responsibility of the intern to complete the core requirements for the internship program prior to orientation in August. Background checks can be obtained through

<http://www.verifiedcredentials.com/start-your-background-check/> or  
<https://mybackgroundcheck.preemploy.com/products/student-background-check>

All interns are required to have an up-to-date flu vaccination. Interns will be responsible for the expense of each test and/or requirement. The intern is responsible for emailing a copy of each test result and requirement completed to the DI Director prior to beginning orientation in August. The intern is responsible for emailing a copy of each requirement to the Site Directors prior to each rotation. Records will be placed in each intern’s file.

## **MSDI Grievance Policy and Procedures**

### **Intern**

Murray State University Internship Program faculty and staff commits to investigating all problems and/or claims or allegations of discrimination in the operation and administration of the internship program as it relates to placement and supervision of interns in supervised practice sites. Interns have the right to file a complaint regarding any aspects of the program without the fear of retaliation. Contact the IDEA office for any academic course related grievances.

When interns feel they have been treated unfairly, they have a right to voice their concerns through the appropriate channels as follows:

## Section 2– POLICIES AND PROCEDURES

### **Step 1: Meet with Site Preceptor**

Should an intern encounter a problem they are not able to resolve with the rotation Preceptor or other site staff; s/he should request a meeting with the Site Preceptor. The intern should be respectful of the Site Preceptor's time and work commitment and arrange a meeting at a time convenient to the Preceptor. At all times, the intern should remain respectful of the commitment each Preceptor has made to make the supervised practice experience available for the intern.

At the meeting, the intern should identify specific incidents and when the problem(s) occurred. The intern and Site Preceptor will discuss the resolution of the problem(s), a course of action, a procedure for monitoring resolution, and a timeline for resolution. The intern and the Preceptor should also discuss the intern's ability to successfully complete the rotation and strategies for success.

### **Step 2: Meet with Instructor**

Should the problem still exist after completion of the course of action and timeline for resolution agreed to in Step 1, the intern should contact the MSDI Instructor to arrange a meeting to discuss the problem. The intern should identify the unresolved program/grievance and the attempts that have been taken to resolve the problem(s). The intern should be informed that the Instructor might contact the Preceptor to clarify actions if this is determined to be necessary. The intern and Instructor will discuss strategies for successful resolution of the problem. The Instructor and the intern will agree on a course of action and timeline, as well as monitoring of resolution needed by the Instructor.

### **Step 3: Meet with Program Director**

Should the problem still exist after the second attempt at problem/grievance resolution, the intern should contact the MSDI Director to arrange a meeting with the Instructor and the Program Director. At least three school days prior to the meeting, the intern must submit in writing to the Program Director the following: the problem/grievance, courses of action taken up to that point, and an explanation for lack of resolution. The director may ask the Preceptor to verify what has transpired. The Program Director and intern will identify reasons for lack of resolution and a third course of action, along with a timeline for successful completion of the internship. The course of action might include assurances for appropriate Preceptor and intern behaviors/actions.

### **Step 4: Meet with SONHP Assistant Dean**

Should the problem still exist after the third attempt at problem/grievance resolution, the intern should contact the SONHP Assistant Dean and request assistance in resolving the problem/grievance. At least three days prior to meeting with the Assistant Dean, the intern should write an account of the problem and the attempts made to resolve the problem, as well as the timeline followed. The Assistant Dean may meet with the Program Director, and Instructor to discuss the lack of resolution to the problem. Based on his/her best judgment, the Assistant Dean may arrange a meeting with the Intern, Instructor, and the Program Director to discuss a course of action to resolve the intern's complaint. If the problem is still unresolved after the agreed upon course of actions and timeline, the intern should move to Step 5.

## Section 2– POLICIES AND PROCEDURES

### **Step 5: SONHP Grievance Procedure**

If the problem/grievance continues to be unresolved, the intern should contact the SONHP Dean's office to obtain a copy of the current grievance policy and procedure. If the problem/grievance exists after a hearing by SONHP grievance committee and appeal to the Dean of the College of SONHP, the interns may continue to the university grievance committee (see XIII or the university bulletin for the MSU grievance Policy and Procedure). All complaints received will be filed in a locked filing cabinet located in the main nutrition office.

### **ACEND**

Submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted should be sent to ACEND at [ACEND@eatright.org](mailto:ACEND@eatright.org) or 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995. Additional information can be found here: [ACEND \(eatrightpro.org\)](http://ACEND.eatrightpro.org)

### **Preceptor**

Complaints from Preceptors will be discussed as follows: DI Director or Instructor will meet with the Preceptor and intern separately. Next, if needed, the DI Director or Instructor will meet with the Preceptor and intern together. If unresolved, the Preceptor will be advised that they can discuss the complaints with the SONHP Assistant Dean. If the issue is still unresolved, Preceptor should follow Step 6 of the Intern DI Grievance process. All complaints received will be filed in a locked filing cabinet located in the main nutrition office.

### **Unusual Occurrence**

An unusual occurrence is any event of which a Preceptor is made aware and that has potential to result in harm to an intern. If an intern gets sick or has an unusual occurrence during their rotation and needs assistance, the intern is responsible for informing the Preceptor and MSU Instructor of the occurrence as soon as possible after the occurrence. The Preceptor, MSU Instructor, and intern must document such occurrences. It is the intern's responsibility to arrange for immediate care whether it is to the MSU Student Health Services or the intern's healthcare provider of choice. The intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the intern.

### **Program Withdrawal**

Murray State University Dietetic interns may withdraw at any time from MSU and from the Dietetic Internship program. Withdrawal is immediate and the intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently. Interns are strongly encouraged to contact the DI Director and Instructor prior to making the decision to withdraw from the program. If the intern decides to proceed with withdrawal, they must follow withdrawal procedures as outlined in the

## Section 2– POLICIES AND PROCEDURES

MSU Academic Bulletin, as well as send written notice of withdrawal to DI Director within 24 hours of withdrawal.

For the MSU Registrar's Academic Calendar for all Registration and Withdrawal deadlines, see FAQ: [Contact the Office of the Registrar | Murray State University](#)

For MSU Graduate Student Withdrawal Policies, see: [Withdrawing or Quit Attending Classes Without Withdrawing \(Return to Title IV - R2T4\) \(murraystate.edu\)](#)

For MSU's policy on tuition refunds: [Refund Information \(murraystate.edu\)](#)

If an intern withdraws from the MSDI program, tuition may be refunded based on MSU's tuition refund policy (see above). No refunds will be given for any costs incurred to prepare for supervised practice experience, such as fees, any required immunizations, insurance, TB tests, etc., or any other cost incurred by the intern related to program activities or requirements.

### Professional Membership

All interns are required to become student members of the Academy of Nutrition and Dietetics and provide proof of membership to the DI faculty during orientation in August. To join, go to [Student Member \(eatrightpro.org\)](#)

### Attire and Appearance

Interns must follow established dress code policies set by each supervised practice site that they are assigned to visit. The following general policies apply to all MSU dietetic interns:

- Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, Preceptors, and others.
- All tattoos must be covered when in any supervised practice training site.
- Lab coats or scrubs can be worn as required in the supervised practice site.
- Dress is business casual. No jeans, revealing clothing, form-fitting leggings, short skirts, bare arms, bare midriffs or athletic wear is allowed.
- Shoes must have closed toes and closed heels.
- Name badges must be worn at all times when on duty.
- Site Directors and Preceptors have the right to determine if the attire worn is consistent with the image desired.
- During food service rotations, interns are expected to adhere to the supervised practice site policies that may include additional requirements such as: hair coverings, jewelry, clothing and/or physical appearance.
- See additional information and expectations for professional behavior and conduct referenced within this document.

### Employment Outside the Internship

Interns are not allowed to be employed at any MSU supervised practice site while enrolled in the MSDI program. Part-time employment during the internship is not

## Section 2– POLICIES AND PROCEDURES

recommended due to the full-time demands of the internship. However, in cases where employment is necessary, it is recommended to limit hours to no more than 15 hours per week. Internship responsibilities and hours of training must supersede employment duties and work schedules at all times. In the event of a conflict, internship responsibilities take precedence at all times. Any deviations from this policy require approval from the DI Director and Site Director at your supervised practice site.

### **Acceptance of Employment Following Internship**

Interns are not permitted to participate in employment interviews during regular internship hours except during the final rotation, Advanced Practice. Interns must receive approval from their Main Preceptor and DI Director to participate in an interview. Interns will not receive approval by the DI Director for more than one interview that requires being away from the facility. Time away is considered an absence and must be recorded on the time sheet and made up as outlined under the **Vacation, Holidays and Attendance** section in the DI Handbook.

### **General Intern Expectations**

Interns enrolled in the MSDI program are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination from the program.

#### **Interns are expected to:**

- Be familiar with all policies and procedures and refer to them to answer policy and procedure questions.
- Adhere to course syllabi and university academic honesty policy.
- Complete learning experiences, competencies, readings, written assignments and projects by due dates.
- Complete required health screenings, immunizations (including the flu shot), TB test and other health documents as determined by each of the supervised practice sites.
- Be punctual, complete all shift work and responsibilities assigned to them, and be available through each rotation.
- Behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
- Represent MSU in an appropriate manner and with an appropriate appearance.
- Maintain medical and auto insurance throughout your time in the internship program.
- Responsible for transportation to all supervised practice facilities.
- Prepare before each rotation by completing any required reading or homework.
- Work independently when completing any assignments & projects.
- Maintain confidentiality of all information discussed within their rotation.
- Communicate and respond in a timely manner with Preceptors and MSDI faculty throughout each rotation.
- Inform Preceptors and MSDI faculty of any change in his/her schedule in a timely manner and to accept program changes that may arise.
- Maintain a positive and hard-working attitude.

## **Section 2– POLICIES AND PROCEDURES**

- Check email and LMS accounts daily, as this is the main form of communication between MSU faculty and interns.
- Confine cell phone usage, including texting, to lunch and break times unless the responsible Preceptor has approved other arrangements.
- Agree if equipment/property is damaged at any supervised practice site, it is their sole responsibility to make restitution to the supervised practice site for repair or replacement.
- Agree to hold supervised practice sites and Murray State University harmless from any claim which might arise out of or by virtue of the intern's participation in the supervised practice experience, including but not limited to injuries occasioned by the negligence, including gross negligence, of the supervised practice site and/or Murray State University, their offices, agents and employees.

### **General Dietetic Internship Faculty Responsibilities**

Internship Program Director and Instructor are expected to:

- Provide intern orientation to the MSDI program.
- Ensure adequate training of Preceptors and coordinate learning experiences, assignments, and projects for each rotation.
- Develop schedules for the DI program, organize rotations and plan class days for orientation sessions.
- Monitor and evaluate intern's progress in each rotation.
- Ensure that all interns are meeting ACEND core competencies for all rotations.
- Serve as a role model and mentor.
- Serve as an advocate for the intern when appropriate and justified.
- Act as a liaison between the Site Director, Preceptor, and intern as needed.
- Develop partnerships with outside organizations that strengthen the program.
- Develop and enforce policies and procedures.
- Direct the selection and procession of new interns.
- Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
- Be involved in the Academy of Nutrition and Dietetics activities that strengthen the quality of the program.
- Maintain the program's accreditation with the Commission on Accreditation for Dietetics Education.

### **General Preceptor Responsibilities**

#### **Role of a Preceptor**

- Planners – responsible for planning experiences and coordinating learning activities on a day-to-day basis.
- Role Models – Interns learn from what you say AND do. It is critical that Preceptors are deliberate in modeling professional behaviors and ethics.
- Information Providers – Preceptors share knowledge and help interns integrate knowledge and skills they need to think critically, solve problems, and become competent practitioners.

## Section 2– POLICIES AND PROCEDURES

- Learning Facilitators – Interns can learn by observing but they also need to have facilitated work experiences with Preceptor guidance and feedback.
- Resource Developers – Preceptors guide interns towards appropriate materials, best practices, and other professionals that can assist with intern learning.
- Assessors of Learning – Preceptors are integral to the assessment of the intern’s learning and competence. Preceptor identification of whether interns have met competency requirements is vital to the integrity of the program.

### Responsibilities of a Preceptor

- Participate in training related to the administration of the MSDI program.
- Provide interns with an orientation to the practice setting reviewing code of conduct, HIPPA guidelines, and confidentiality. Provide tour and overview of the facility.
- Meet with intern to provide information and details on requirements for obtaining background check, specific tests, forms, orientation, etc. that need to be completed prior to beginning each rotation. If possible, intern should complete hospital orientation prior to the start of the rotation so there is not a conflict with supervised practice site hours once the rotation begins.
- Determine a schedule and plan for completing competencies.
- Identify and facilitate learning activities and assignments that support intern completion of competencies.
- Provide information and assistance as needed.
- Verify intern hours and completion of competencies via Intern Time Sheet and Performance Evaluation Sheets at the end of each rotation.
- Model code of ethics and professional behavior.
- In accordance with ACEND guidelines, interns will not be allowed to “replace” employees during their supervised practice rotations. For example, if an employee calls in sick, the intern may not “fill in” for that employee. Interns may provide complete care or staff relief as directed and supervised by their Preceptor and as indicated for rotation competencies.

### Preceptor Training

The DI Director or Instructor provides training to the primary Preceptors. Primary Preceptors are expected to educate other staff designated to assist with precepting interns.

#### I. New Preceptor Orientation

Primary Preceptors new to the Murray State DI or newly designated as the primary Preceptor will be oriented to the program prior to hosting an intern. The orientation will minimally include:

1. A phone call or in-person visit to discuss the tentative or actual rotation schedule and learning activities
2. A welcome email to the Preceptor from the DI Director or Instructor that includes the following:
  - a. A link to the DI website
  - b. A written document that minimally includes the mission, goals, and objectives of the DI, the ACEND standards, and definition of a CRDN.



## Section 2– POLICIES AND PROCEDURES

- c. A link to the Dietetics Preceptor Training Program from the Commission on Dietetic Registration (<http://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>) with a recommendation to complete this training worth eight continuing professional education units for RDNs.
- d. A copy of the DI handbook that includes the roles and responsibilities of the Preceptor.
- e. A copy of the curriculum for the rotation hosted by the Preceptor; the curriculum includes applicable CRDN's (i.e., ACEND competencies) and learning activities for the rotation.
- f. A copy of applicable forms for the rotation
- g. A copy of the tentative or actual rotation schedule
- h. A link to ACEND standards: [2022 Standards and Templates \(eatrightpro.org\)](http://eatrightpro.org)
- i. Phone numbers and email addresses of the DI Director and Instructor

### II. Ongoing Training

Ongoing training for the primary Preceptor occurs as follows:

1. An annual email is sent by the DI Director or Instructor to existing Preceptor during the summer that includes the following information:
  - a. A copy of the of the DI handbook that includes the roles and responsibilities of the Preceptor
  - b. A copy of the curriculum for the rotation hosted by the Preceptor; the curriculum includes applicable CRDN's (i.e., ACEND competencies) and learning activities for the rotation.
  - c. A copy of applicable forms for the rotation
  - d. A document outlining the mission, goals, and objectives of the DI.
  - e. A document outlining the ACEND standards
  - f. A link to the DI website: [Dietetic Internship Concentration of M.S. in Nutrition \(murraystate.edu\)](http://murraystate.edu)
  - g. A link to the Dietetics Preceptor Training Program from the Commission on Dietetic Registration (<http://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge>) with a recommendation to complete this training worth eight continuing professional education units for RDNs.
  - h. A link to ACEND standards: [2022 Standards and Templates \(eatrightpro.org\)](http://eatrightpro.org)
  - i. A description of any significant changes in the administration of the DI.
2. Invitation to Preceptors to attend relevant workshops hosted by the DI (i.e., Nutrition Focused Physical Exam training)
3. In-person or telephone conferences as needed to provide follow up training to Preceptors based on intern feedback.

## Section 2– POLICIES AND PROCEDURES

\*Dietetic Internship documents may be provided via regular mail at the request of the Preceptor.

### Benefits of Being a Preceptor

- Interns can bring a new perspective and questions can help enhance best practices.
- Assistance with special projects and staff relief towards the end of the internship.
- Sense of importance and contribution towards the dietetics profession.
- Enhance your professional portfolio and resume by providing educational experiences, expertise, and mentoring as a Preceptor.

### Preceptor CPEU's

The Commission on Dietetic Registration may award continuing professional education credit to the Preceptor. Precepting will be included under the current Leadership activity type with a three CPEU/ year, fifteen CPEUS per five-year recertification period maximum for Leadership and/or Precepting activities.

### Intern Progression of Learning

The supervised practice experience is designed to build intern skills to perform entry-level competency while building on the intern's existing foundation of didactic knowledge. The goal is to gradually increase the intern's level of:

- Responsibility
- Proficiency
- Independence
- Competence
- Professionalism

The supervised practice experience may begin with observation but should go beyond that with the intern gradually taking on more roles. In addition, workload and rate at which an intern accomplishes tasks should increase similarly. Each of the major rotation descriptions provides an example of learning activities and progression of learning. However, it will be at the Preceptor's discretion to advance and/or limit experiences and responsibilities as they see appropriate.

### Suggested Orientation to Site Checklist

Topics to consider when providing orientation to interns at sites

- Parking (restrictions if any)
- Appropriate ID (all interns will have a nametag from MSU)
- Office or other space they may use
- Access to phones, pagers, computers, library, etc.
- Any additional required facility specific orientation
- Dress code
- Facility tour, policies, and code of conduct
  - Set expectations for you and the intern
    - how often will you speak or meet?
    - what is the best way to get in touch with you if there is a problem?
    - what is the best route of communication if there is a concern?

## Section 2– POLICIES AND PROCEDURES

- What will a typical day look like?
- What are the expectations for progression of skills and learning?
- Introductions to key staff that they will work with during rotations
- Rotation schedules
- Typical work schedule (days, time)
- Resources (manuals, online tools, etc.)

### Selection of Supervised Practice Sites & Preceptors

#### Selection of Supervised Practice Sites

The MSDI program has established agreements with supervised practice sites in Kentucky, Tennessee, and Indiana based on the following:

1. The ability of the site to provide supervised instruction to the dietetic intern to meet CRDN's for the assigned rotation and support the mission, goals, and objectives of the Murray State DI. Specific criteria for the supervised practice site for each rotation is as follows:
  - A. Medical Nutrition Therapy Rotation
    - Acute care hospital of at least 100-licensed beds
    - Accredited by The Joint Commission
    - Employs at least two registered dietitian nutritionists (RDNs)
    - Willing to designate an RDN who is qualified by education or experience to precept interns in medical nutrition therapy as the primary Preceptor
  - B. Management Practice
    - On-site foodservice operation in an acute care hospital of at least 100-licensed beds
    - Accredited by The Joint Commission
    - Employs a foodservice manager/director (FSD) that is qualified by education or experience to manage the foodservice operation
    - Willing to designate the FSD OR an RDN involved with the foodservice operation as the primary Preceptor; the primary Preceptor is qualified by education or experience to precept interns in foodservice management
  - C. Community Nutrition
    - Provides community nutrition services in any of the following areas:
      - Public Health Department
      - Food pantry/bank
      - Outpatient clinic
      - Worksite wellness
    - Employs at least one RDN
    - Willing to designate an RDN who is qualified by education or experience to precept interns in community nutrition as the primary Preceptor
  - D. Long Term Care
    - Skilled nursing facility licensed in the state where it is located OR a company providing dietetic services to licensed skilled nursing facilities

## Section 2– POLICIES AND PROCEDURES

- Employs at least one RDN
  - Willing to designate at least one RDN but no more than two RDNs as the primary Preceptor (s) who are providing an average of 37.5 hours per week of dietetic services to one or more skilled nursing facilities, solely or jointly; the primary Preceptor is qualified by education and/or experience to precept interns in the clinical management of patients/residents in a skilled nursing facility
2. The site is willing to meet the criteria in an affiliation agreement approved by legal counsel of Murray State University and has signed said document.
    - Affiliation agreements delineate the rights and responsibilities of both Murray State University and organization designated as the supervised practice site.
    - Affiliation agreements are signed by individuals with appropriate institutionally-assigned authority prior to intern placement at the supervised practice site.
    - Affiliation agreements are reviewed annually for expiration dates and change of ownership of the supervised practice site to determine if a new agreement needs to be signed.
    - Sites where the learning experience is not meant to meet CRDNs and/or may be a limited activity such as shadowing, a tour of a facility, or overview of an organization, do not require affiliation agreements.
  3. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary Preceptor, and observations of the Program Director or other internship faculty when visiting the site annually.
  4. Selection criteria for supervised practice sites include geographic location (within approximately 5 hours or less of Murray, KY), qualified Preceptors, willingness to precept interns, and a variety of dietetic experiences that can be provided by the site.

An intern may elect to pursue additional shadowing experiences on their own time during vacation days and holidays during the internship at locations not designated as Murray State supervised practice sites. These locations do not need to meet the criteria outlined above nor is an affiliation agreement necessary, as these are not official activities of the internship. Interns are advised to minimize these types of activities during the internship to avoid negatively affecting their performance at the required supervised practice sites and in their graduate studies.

### **Selection of Preceptors**

Selection of Preceptors is based on the following:

1. A signed affiliation agreement between Murray State University and the organization that employs or contracts with the Preceptor.
2. Qualifications of the Preceptor based on education or experience to precept interns in the assigned rotation. Qualifications are evaluated by the DI Director and Instructor based on a review of the following:

## Section 2– POLICIES AND PROCEDURES

- CV/resume
- Commission on Dietetic Registration Professional Development Portfolio or other record of continuing professional education
- Copy of licensure and registration card

RDNs who serve as the primary Preceptors have at least one year of experience post-credentialing; non-RDN Preceptors have at least one year of experience in the area in which they are precepting (i.e., foodservice management).

### Continued Use of Preceptors and Supervised Practice Sites

1. Continued use of Preceptors is based on the following:
  - a. Completion of the Preceptor responsibilities as outlined in the DI Handbook.
  - b. Feedback from dietetic interns. Specifically, if the dietetic intern's evaluation of Preceptor resulted in less than 80% of the criteria being rated as "agree" or higher, the DI Director or Instructor will meet with the primary Preceptor (via phone or in person) to discuss the intern's feedback. Preceptor evaluations completed by two consecutive dietetic interns with less than 80% of the criteria being rated as "agree" or higher will warrant a request to the supervised practice site to assign an alternative Preceptor or temporary discontinued use of the supervised practice site.
  - c. A review of the Preceptor's Commission on Dietetic Registration Professional Development Portfolio, or other record of continuing professional education every three years to confirm continued qualification to precept dietetic interns and verification of current licensure and registration.
2. Continued use of a Preceptor site is based on the site continuing to meet the criteria outlined for the "Selection of Supervised Practice Sites."

### Policy for Murray State Intern Portfolios

Murray State Intern Portfolios are a collection of assignments that interns complete throughout each rotation during their internship here at Murray State. You will be responsible for completing an e-portfolio (zip file) for the DI faculty and either a hard copy portfolio or a zip file for your Preceptor during each of your rotations.

#### Formatting of Assignments

All assignments should be written in New Times Roman, 12 font, 1" margins and double spaced. The **file** name for each assignment should include the following information:

Last Name: (Roberson)

Rotation Course Number: (640, 641, 642, etc.)

Activity Name

#### Example of correct file name format:

Roberson\_641\_Case Study

Each assignment should contain a **header** at the top left-hand corner of the paper and should include the following information:

Course Number: NTN (640, 641, 642, etc.)

## Section 2– POLICIES AND PROCEDURES

Last Name, First Name: (Roberson, Lauren)  
Assignment Name (Case Study)

### Example of correct header on assignments:

NTN 641  
Roberson, Lauren  
Case Study

If there are multiple files for one assignment, these should be compressed into a zip file or into one single file before uploading to Canvas.

### Hard Copy Portfolio Guidelines

If your Preceptor requests a hard copy of your portfolio at the end of your rotation, you will need the following items:

- One 3”- three ring binder
- Paper
- 40 dividers & tabs to label each competency project/report/summary

Organization of your portfolio should be as follows:

- 1) Using dividers and tabs, clearly mark each Assignment/Activity Name and put the assignment behind the tab.
- 2) All CRDN assignments should be listed in the order that they appear in the curriculum. If something is out of order, it will be counted as missing.
- 3) If you complete "extra" assignments during any of your rotations and you have already completed work and have something listed under each one of the CRDN competencies, make another tab and label it "Extra Assignments" and put these assignments behind this tab. You will want to show your work, all of it, so please don't leave out anything you have done! Put this tab behind the last Assignment/Activity tab.

You are responsible for completing each assignment listed. If you are unable to complete any assignment(s) or if the assignment(s) will be submitted after you have turned in your portfolio to your Preceptor, you must provide justification under the missing CRDN assignment tab. **If any assignment(s) is missing or incomplete at the end of the rotation or due date for the E-portfolio, it will be counted as incomplete unless you have been given permission to turn it in at a later date.** You will not be given additional time unless you have discussed your situation with your Preceptor and the MSU Instructor. Time extensions will result in the intern having to resubmit their rotation zip file once all items are complete.

Prior to the end date of each rotation, the completed rotation section with all projects and summaries are due to the responsible Preceptor for evaluating (due dates are noted on the intern planning calendars for each rotation). The Preceptor will be reviewing these items as part of your total experience at the facility. You will need to turn in your portfolio in a 3” binder and organized as describe above. Once your

## Section 2– POLICIES AND PROCEDURES

Preceptor has completed the reviewing process, it is your responsibility to retrieve the portfolio. The DI Faculty may request interns to submit hard copy or electronic copy of the portfolio for review at any time.

### **E-Portfolio (Zip File)**

Interns will be submitting all portfolio work via a zip file on the university's LMS at the end of each rotation. Instructions will be posted on the university's LMS under each rotation section. All completed assignments/projects must be submitted in the zip file; if anything is missing, you will receive an incomplete and must redo and resubmit your zip file. Time extensions for any project/assignment will result in the intern having to resubmit their rotation zip file once all items are complete. The intern may also be submitting an e-portfolio (instead of a paper copy) if requested by the intern's Preceptor at the end of each rotation.

Zip files should be labeled as follows:

**Last name\_course #\_name of rotation\_zipfile**

**Example:** Roberson\_642\_MPD\_zipfile

By signing below, I verify that I have read the MSDI Handbook in its entirety and have been provided an opportunity to ask questions about the handbook and all information contained within. I understand that if, during any time throughout the duration of the program, I have questions or concerns about policies and procedures that I may reach out to the DI Director to request clarification or guidance.

---

Printed Name

---

Signature

---

Date

## Section 3– FORMS

### Murray State University Covid-19 Resources

#### Face Covering/Mask Policy

Guidance and requirements for face masks may be revised as conditions change in the state and region. All students are required to abide by the university's guidance and/or requirements for face coverings throughout the term of the program. Please visit the [Racer Restart](https://www.murraystate.edu/racerrestart/) (<https://www.murraystate.edu/racerrestart/>) page for the latest guidance on face coverings.

#### Rotation Sites

Interns will adhere to standing covid related policy and procedure outlined as per respective site locations. Interns must report illness and any covid testing immediately to the site preceptor and DI Director.

#### Racer Safe and Healthy Guidelines

Check the Racer Restart webpage <https://www.murraystate.edu/racerrestart/> for the updated Racer Safe and Healthy Guidelines.

I understand that I should check routinely for updated university guidance related to Covid-19 guidance.

---

Printed Name

---

Signature

---

Date



## Section 3– FORMS

### MURRAY STATE UNIVERSITY WAIVER AND RELEASE OF LIABILITY

#### **Preceptorship, Internship, Fieldwork, and Clinical Site Informed Consent Form**

I am currently enrolled in a program of the School of Nursing and Health Professions, specifically **the Dietetic Internship Program**, at Murray State University. I understand that a national health emergency has been declared because of the COVID-19 pandemic.

COVID-19 is a highly contagious disease, and there is currently no vaccine available. The virus may spread through contact with others even if such persons do not exhibit symptoms, or through contact with surfaces exposed to the virus.

Being aware of the foregoing, I am voluntarily, and for my own interests and benefit, electing to return to my academic program with knowledge of the danger involved, and hereby agree to accept any and all risks of personal injury, death, or negative financial impacts.

I further understand that

- a. I may be required to be screened or tested for COVID-19 prior to attending clinical experiences;
- b. I may be exposed to COVID-19, just as I might if I were a working professional in my field at this time;
- c. If I am exposed to COVID-19, I may be quarantined in place or told to quarantine at home;
- d. I accept the risk of quarantine and/or illness and do so voluntarily;
- e. The healthcare facility may not cover any expenses of quarantine or treatment if I am exposed or become ill;
- f. MSU School of Nursing and Health Professions will not cover any expenses of quarantine or treatment if I am exposed or become ill;
- g. I am obligated to follow all facility, school, and professional rules that limit my risk of exposure to COVID-19;
- h. I am responsible for reporting any symptoms of illness at their first appearance to staff at the healthcare facility and to my program faculty; and
- i. Failure to report exposure or symptoms may result in personal liability.

I, on behalf of myself, my estate, heirs, personal representatives, executors, administrators, and assigns, do release and discharge and covenant not to sue Murray State University; Murray State University Board of Regents; any of its regents, employees, instructors, or agents; and any and all other persons or entities whatsoever associated in any way with Murray State University [herein referred to as the “Released Parties”] from and with respect to any and all present and future claims, of whatever nature or kind, regardless of the basis therefor and including but not limited to any claim based upon any wrongdoing or negligence, including ordinary and/or gross negligence, on the part of the Released Parties, or any of them, and including but not limited to any claim for injury to property or injury or death to person, arising from or related, in any manner, to the Program, my participation in the Program, any activities,

## Section 3– FORMS

including lodging and traveling to or from the Program, related or incidental in any manner thereto, and/or the conduct, including reckless conduct, of others. [Collectively referred to as the “Released Claims”]

I understand that Murray State University has put in place new safety rules and precautions in order to mitigate the spread of COVID-19, which rules and precautions may be updated and precautions may or may not be fully effective in mitigating the spread of COVID-19, I agree to comply with such rules and precautions, which may include, but are not limited to, mask wearing, hand washing, hand sanitizing, and social distancing.

I agree that if I am exhibiting symptoms of acute respiratory illness, a fever of 100.4°F or higher, or signs of a fever, I will remain isolated and self-quarantine until I have been fever-free for 72 hours without the use of medication. In the event the University’s rules require me to self-quarantine because of symptoms, or I otherwise determine based on my own judgment or that of a medical professional to self-quarantine, I will notify **the Dietetic Internship Director**.

By signing this agreement, I acknowledge the contagious nature of COVID-19, the fact that it can be difficult to identify in another, and the inherent risks of exposure at the University to those who may be infected with COVID-19. I voluntarily assume the risk that I may be exposed to or infected by COVID-19 by returning to the Program, and that such exposure or infection may result in personal injury, illness, permanent disability, and/or even death. I understand and acknowledge that given the unknown nature of COVID-19, it is not possible to fully list each and every individual risk of contracting COVID-19.

I agree, on behalf of myself, my personal representatives and heirs, not to make any type of legal or equitable claim on University, or any of its trustees, officers, employees, agents or contractors with respect to any exposure I may have to COVID-19, whether or not it arises through the negligence, omission, default or other action of anyone affiliated with the University, including fellow students. I further agree that if any such claim is made, I will indemnify and defend University with respect to any such claim.

This Waiver and Release of Liability is governed by the laws of Kentucky. I understand that this Waiver and Release of Liability is intended to be as broad and inclusive as permitted by the laws of Kentucky and agree that if any portion is held invalid, the remainder will continue in full legal force and effect.

I affirm that I am eighteen (18) years of age or older and am freely signing this agreement. **I have read this form and fully understand that by signing this form I am giving up legal rights and/or remedies which may be available to me against the Released Parties.**

---

Printed Name

---

Signature

---

**Section 3- FORMS**

Date

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 3– Forms**

**CONFIDENTIALITY ACKNOWLEDGEMENT  
RE: PROTECTED HEALTH/PROPRIETARY INFORMATION  
AND  
AGREEMENT RE: STUDENT CLINICAL EXPERIENCE AND  
RELEASE OF EDUCATION RECORDS**

I understand that by virtue of my participation and/or enrollment in MSDI Courses at Murray State University, I will be assigned multiple sites, including, but not limited to the following facility(s):

---

In connection with such assignment and for the purpose of providing documentation/information to the Facility(ies) to receive permission from the Facility(ies) to be assigned to same for such clinical/experiential/internship assignments, [hereinafter “Facility”, or “Facility(ies)”], I hereby authorize Murray State University to provide such education records/information concerning me as may be required by the Facility(ies), including but not limited to, documents/information containing grade information and classification status, criminal background check(s) and drug test information as well as documentation/information as to immunizations and such other medical or other documentation/information as may be required by the Facility(ies). I further understand and hereby authorize the use of my student records and release of same to other third parties by each Facility in furtherance of such Facility’s legitimate business purpose(s) or as may be required by applicable law.

In connection with such assignment(s), I also agree to adhere to the following:

In connection with my clinical experience, I recognize that I may have access to oral information and review of records and charts of patients/clients (hereinafter “patients”), whether by paper copy or computer/electronic files, which may contain protected health information, the unauthorized disclosure of which is prohibited by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as well as other proprietary/confidential information of the clinical experience Facility(ies) including but not limited to policies, procedures, trade

## **Section 3– Forms**

secrets, trade information, business practices, information systems, security passwords, financial information, and other proprietary information. I further acknowledge that in certain Facilities I may also have access to student information/documents (whether oral, paper/hard copy or electronic) which constitutes confidential information under the Family Education Rights and Privacy Act (FERPA) and other state laws. I hereby acknowledge that all such patient information, student information and proprietary facility information as set forth above is confidential information and hereby agree to maintain the confidentiality of same [hereinafter referred to collectively as “confidential/proprietary information”]. I further agree and acknowledge that I will not remove any documents, papers, electronic files or data from the Facility(ies) at which I am engaging in my clinical experience, nor will I copy any such documents or electronic files/data for use or disclosure other than as directed by appropriate staff at the clinical experience Facility(ies) and will only access information on a “need to know” basis. I further agree to abide by all policies of Murray State University and the Facility(ies) to which I am assigned and that I will not publish or submit for publication (other than educational reports to Murray State University) any material related to my clinical experiences without prior written approval of Murray State University and the Facility. I further agree that any such educational reports to Murray State University shall be de-identified. I understand that the confidential/proprietary information to which I am privy shall remain confidential after completion of the course(s). I understand that any disclosure by me of such confidential/proprietary information, at any time, whether orally, hard copy/paper or electronically, including removal of same, could subject me to substantial civil as well as criminal penalties imposed by law. I further acknowledge and fully understand that the disclosure by me of confidential/proprietary information to any unauthorized person is also a violation of Murray State University’s policy and could subject me to academic discipline and other disciplinary action by Murray State University. It is hereby acknowledged that my responsibility to maintain the confidentiality of such confidential/proprietary information shall apply to any Facility in which I am

### Section 3– Forms

placed for clinical training/instruction/observation during my tenure as a student/intern at Murray State University regardless of whether or not said Facility is specifically listed above.

I further agree that should confidential/proprietary information be disclosed by me in any manner or form or copies made or distributed (paper or electronic) by me in violation of this agreement, FERPA, or any rules or policies of Murray State University or the Facility to which I am/have been assigned, HIPAA, or any other applicable laws or regulations, I will immediately notify the faculty person assigned to me/my clinical experience or the Department Chair. In such event (as well as any situation where Murray State University becomes aware of a breach or allegation of a breach of confidentiality by any other means which involves me or is alleged to involve me), I hereby authorize Murray State University to inform the clinical Facility whose confidential/proprietary information has been or may have been breached and provide to that Facility any information/records, including education records, regarding myself and said breach of confidentiality or allegation thereof as may be deemed appropriate by Murray State University in its sole discretion.

By signature below, I hereby acknowledge that I am 18 years of age or older and that I agree to the terms and obligations as set forth above.

---

Printed Name

---

Signature

---

Date

## Section 3– Forms

### Social Media Policy

Definition of Social Media: For the purposes of this policy, social media should be understood to include any website or forum that allows for the open communication on the internet including, but not limited to:

- Social Networking Sites (examples: LinkedIn, Facebook, Instagram, Snapchat)
- Micro-blogging Sites (example: Twitter)
- Blogs (including personal)
- Video and photo-sharing Websites (examples: YouTube; Flickr)

#### **Think Before Posting:**

In general, interns should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, interns cannot always be sure who will view, share or archive the information that is posted. Before posting anything, interns should remember that they are responsible for what is posted online. Interns should carefully consider the risks and rewards with respect to each posting. Interns should remember that any conduct, online or otherwise, that negatively or adversely impacts the intern's job performance or conduct, the job performance or conduct of other co-workers or adversely affects clients, customers, colleagues or associates of Murray State University (MSU) and/or the intern's supervised practice training site may result in disciplinary action, up to and including termination. If interns have any doubt about what to post online, *it is probably best not to post*, since once something is placed in cyberspace, it is often difficult to retract the information. Interns should use their best judgment and exercise personal responsibility when posting to any social media websites.

#### **Using Social Media at Work:**

Interns should not use social media during working hours or on equipment provided by your supervised practice site unless such use is work-related or authorized by a Preceptor. Employees should note that this provision is not meant to prohibit interns from engaging in concerted protected activity, which is lawful under Section 7 of the National Labor Relations Act (NLRA).

#### **Murray State University and Supervised Practice Training Sites Reserves the Right to Monitor:**

Where applicable law permits, MSU and the supervised practice training site reserves the right to monitor the intern's use of any social media and take appropriate action with respect to inappropriate or unlawful postings. In monitoring social media, MSU and the supervised practice training site will not in any way interfere with any intern rights under Section 7 of the NLRA.

## Section 3– Forms

### **Do NOT Post Confidential Information:**

Interns should aim to protect MSU and the supervised practice training site's private, confidential and proprietary information. Interns should make sure that online postings do not violate any non-disclosure or confidentiality obligations or disclose any confidential and/or proprietary information of MSU or the supervised practice training site.

### **Act Appropriately:**

Interns should act appropriately when posting online. Any online behavior should be consistent with MSU and the supervised practice training site's policies and practices with respect to ethics, confidential information, discrimination and harassment. Because online tone can be interpreted in different ways by readers, interns should not engage in any online conduct that would not be acceptable or appropriate in the workplace, including derogatory or discriminatory remarks, threats, intimidation, harassment, insults, slander, defamation or pornography.

### **Demonstrate Respect:**

When posting anything online, interns should always be fair and respectful to co-workers, clients, customers, colleagues, Preceptors and other individuals who may work on behalf of MSU and the supervised practice training site. Interns should demonstrate proper respect for the privacy of others. If an intern decides to post a complaint or criticisms, the intern should avoid using any statements, photographs, video or audio that may be viewed as malicious, obscene, threatening, harassing or abusive of co-workers, clients, customers, colleagues, Preceptors or other individuals that work on behalf of or are associated with MSU or the supervised practice training site. Interns should refrain from engaging in offensive postings that may create a hostile and abusive work environment based on race, sex, religion or any other protected class.

### **Be Accurate and Honest:**

Interns should always be accurate and honest in posting any news or information to social media and quickly correct any mistakes or errors. Interns should never post any information which is known to be false about MSU, the supervised practice training site, co-workers, clients, customers, colleagues, Preceptors or other individuals that work on behalf of or are associated with MSU and the supervised practice training site.

**I have read and understand the Social Media Policy as written.**

---

Printed Name

---

Signature

---

Date



## Section 3– Forms

### Murray State University Dietetic Internship Program Handbook Acknowledgement Form

I hereby agree that I have read the Murray State University Dietetic Internship Program Handbook containing the policies and procedures governing the internship. I acknowledge that I am responsible for knowing, understanding, and abiding by the policies and procedures governing the MSDI program. I understand that failure to follow any of the policies and procedures will result in disciplinary action up to and including termination from the program.

---

Printed Name

---

Signature

---

Date

### Murray State University Dietetic Internship Program Code of Ethics Acknowledgement Form

I, \_\_\_\_\_, am a Dietetic Intern in the Murray State University Dietetic Internship program. I have read the Code of Ethics for the Profession of Dietetics as published by the Academy of Nutrition and Dietetics: [What is the Code of Ethics \(eatrightpro.org\)](http://eatrightpro.org). I understand its guidelines, and I agree to uphold its ethical principles. As a student member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code. I understand that failure to follow the Code of Ethics will result in disciplinary action up to and including termination from the program.

---

Printed Name

---

Signature

---

Date

## Section 3– Forms

**Release and Authorization** for use of information:

I, \_\_\_\_\_ (print name), in consideration of any photograph, video image or other likeness of me and information about me, said information consisting of the following: (all such photographs, etc., hereinafter collectively “my information”), hereby authorize Murray State University and its employees, agents, personnel and any others who are acting on its behalf (hereinafter collectively “Murray State”) to use my information for any and all purposes whatsoever. I understand that my information may be copied and distributed by Murray State using any means, including but not limited to video presentations, television, news bulletins, billboards, signs, brochures, magazines, websites, digital materials, social media platforms and newspapers.

I understand and agree that when Murray State University uses my information, others who are not subject to Murray State University’s supervision and control may further disseminate my information.

I release Murray State from any and all liability related to dissemination of my information. I specifically allow release of my information that is subject to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, et seq., and other statute, rule or regulation.

I have read this document and understand its contents.

---

Printed Name

---

Signature

---

Date

Signature of MSU representative: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 3– Forms

### Emergency Contact Form

PLEASE PRINT ALL DETAILS CLEARLY

Date: \_\_\_\_\_

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

Home Address:

\_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

\_\_\_\_\_

Date of Birth

Cell Phone: Area Code (       )

Home Telephone: (       )

#### INSURANCE INFORMATION:

Carrier Name:

Insurance member ID:

Please list the people you would like to be notified in case of emergency, including a local contact.

#### IN CASE OF EMERGENCY CONTACT:

(1) Name & Relationship

\_\_\_\_\_

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Telephone (       ) \_\_\_\_\_ Daytime Phone # (       ) \_\_\_\_\_

(2) Name & Relationship

\_\_\_\_\_

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

Telephone (       ) \_\_\_\_\_ Daytime Phone # (       ) \_\_\_\_\_

#### MEDICAL INFORMATION:

## Section 3– Forms

**Are you allergic to anything?** Yes / No \_\_\_\_\_

If yes, please list all allergies including food(s) and medicine(s):

---

---

---

**Are you taking any prescription medication(s)?** Yes / No \_\_\_\_\_

If yes: Please list all medication(s):

---

---

---

**Do you have any medical/mobility/mental health concerns of which we should be aware?**

Yes / No \_\_\_\_\_

If yes, please list medical/mobility/mental health concerns that we should be aware of:

---

---

---

---

The information requested is confidential and for emergency use only. In the event of a medical emergency, this information will be used by authorized emergency personnel. Please be honest when completing all pertinent information.

In the case of emergency, I give permission for my information to be released to emergency personnel. I also agree that any of my emergency contacts listed on this card may be notified in an emergency, as needed.

---

Printed Name

---

Signature

---

Date

## Section 3– Forms

### Professional Behavior and Conduct Guidelines

Murray State University (MSU) Dietetic Interns will be representing the University, School of Nursing and Health Professions and the nutrition and dietetics program at all times. One must endeavor to treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy.

#### ***Patient/Client Interaction:***

With regard to patients/clients, remember to follow patient/client rights and medical ethics, as follows:

- a. Patient medical records are privileged information. Dietetic interns may interpret diet information to the patient, but relaying any other information should be left to the discretion of the patient's physician. Patient charts and all other patient records should be kept out of reach of unauthorized persons. Patient charts cannot be copied and are not allowed to be taken from the patient's medical unit. Violations of patient's confidentiality will result in immediate termination from the facility and program.
- b. Do not discuss matters pertaining to patients in public places such as elevators, corridors or lounge areas.
- c. Always speak directly to a patient when discussing his/her dietary needs. Conversation not intended to be heard by the patient should take place away from the patient's hearing.
- d. Each facility may have other patient/client rights, which must be followed. i.e.: Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- e. All contact with patients is done only under the supervision of the designated facility preceptor.
- f. Any information pertaining to the patient's health obtained from patients, patient family members, or other medical personnel should be shared with the facility preceptor.

#### ***Facility:***

In regard to the facility, an intern must remember:

- a. Employees are to be treated with respect at all times. If a situation occurs resulting in a misunderstanding, the intern should immediately inform their facility preceptor.
- b. Employees are not to be taken advantage of by the intern to facilitate completion clinical assignments.
- c. Confidential information obtained within the facility must be kept between the intern and preceptors.
- d. All personnel policies and procedures of the facility should be observed.
- e. To adhere to Scope/Standards of Practice for the Profession of Nutrition and Dietetics.

## Section 3– Forms

- f. To adhere to the Code of Ethics for the Profession of Dietetics to reflect the values and ethical principles guiding the dietetics profession.

### ***Facility/Dietetic Intern:***

Facilities maintain the right to set specific criteria for intern selection at a particular institution including an interview prior to any agreement to hosting the dietetic intern for a rotation. In regard to each facility the interns should keep in mind that her/his performance and attitude is directly related to the continued participation and cooperation of that facility and its staff in educating MSU interns.

### ***Intern responsibilities include but are not limited to:***

- a. Prepare for and participate in all supervised practice activities and assignments.
- b. Take responsibility as a self-learner and self-direct learning to meet requirements, expectations and objectives.
- c. Demonstrate strong communication, professional, organizational and critical thinking professional traits.

### ***Intern Progression of Learning***

The supervised practice experience is designed to build intern skills to perform entry-level competency while building on the intern's existing foundation of didactic knowledge. The goal is to gradually increase the intern's level of:

- Responsibility
- Proficiency
- Independence
- Competence
- Professionalism

The supervised practice experience may start out with observation but should go beyond that with the intern gradually taking on more roles. In addition, workload and rate at which an intern accomplishes tasks should increase similarly. Each of the major rotation descriptions provides an example of learning activities and progression of learning. However, it will be up to the preceptor's discretion to advance and/or limit experiences and responsibilities as they see appropriate.

### ***Facility Preceptors:***

Remember that MSU supervised practice experience preceptors volunteer their time in the interest of the intern's professional development. Maintaining a good relationship with preceptors include:

- Share information obtained regarding the client's health care at the facility with preceptors.
- Communicate regularly with preceptors regarding expectations, challenges, progress, and questions.
- Tailor project assignments to fulfill a need at the facility.

## Section 3– Forms

- Maintain a positive, engaged attitude when interacting with others at the facility at all times.
- Be respectful of preceptors' willingness to serve as preceptors and understand that their full-time commitment and priority is providing patient care.

***Professional Appearance:***

- a. The dietetic intern should follow the dress code of the facility and wear their MSU nametag unless the facility provides other identification.
- b. Clothing should reflect good taste. Please refer to the dress code policy of the facility for specific guidelines as needed.
- c. Excessive jewelry is not to be worn; engagement/wedding rings are allowed. Specific instructions may be given with each rotation. Good grooming is a necessary component to professional appearance and the intern must remember to follow Health Department regulations in food production areas.
- d. Good grooming also means good health and body cleanliness. Visual tattoos must be covered and body piercing (except for earrings) must be removed. Hair and body should be free of odor and clothes clean and free of stains, rips or tears. Please refer to the dress code policy of the facility.
- e. Absolutely no smoking during work time or in the classroom. Gum chewing or other distractive behaviors in the facility or during seminars are not considered to be professional behaviors.

**Compliance with the professional behaviors and conduct guidelines is expected; non-compliance will result in removal from the facility or classroom for that day and a formal warning will be issued. A second occurrence of non-compliance will result in termination from the facility and/or program.**

**I have read and agree to abide by all the above guidelines.**

---

Printed Name

---

Signature

---

Date

## Section 3– Forms

### Tips for Success During Supervised Practice Training

#### *Self-Assessment: Acceptance of Placement*

<b>DO</b>	<ol style="list-style-type: none"><li>1. Analyze your interests, values &amp; goals.</li><li>2. Despite temporary placement and student status, regard yourself as a professional and a member of the staff.</li><li>3. Prepare yourself to expect and accept that problems and frustrations will occur.</li><li>4. When problems occur, be patient and pleasant; cope with problems with an attitude toward solution and negotiation.</li></ol>
<b>DON'T</b>	<ol style="list-style-type: none"><li>1. Do not act as if you know all the answers. Remember as an intern you are placed in the facility for a learning experience.</li><li>2. Do not let yourself become involved in internal conflicts.</li></ol>

#### *Routine Office Matters*

<b>DO</b>	<ol style="list-style-type: none"><li>1. Find out where you are to work – office, desk space, chair, telephone, tec. So you know your operational base.</li><li>2. Be aware of office practices and policies regarding dress, call in protocol, absenteeism, office hours, flexibility, holidays, etc. Follow rules set for regular staff.</li></ol>
<b>DON'T</b>	<ol style="list-style-type: none"><li>1. Do not expect any special treatment.</li><li>2. Do not let yourself take sides in office politics.</li></ol>

#### *Orientation*

<b>DO</b>	<ol style="list-style-type: none"><li>1. Request and read information you need regarding the organizational structure, names of key people, office policies and procedures to facilitate your orientation to the facility.</li><li>2. Become familiar with the entire facility so you can see where you fit.</li></ol>
<b>DON'T</b>	<ol style="list-style-type: none"><li>1. Do not take too long to familiarize yourself with the facility, staff, etc.</li><li>2. Do not be critical of the nutrition staff if documents and plans do not follow the format learned in school. Format and procedures for such documents as plans, budgets, etc. are usually dictated by the facility or a higher governmental entity.</li></ol>

#### *Integrating into the New Environment*

<b>DO</b>	<ol style="list-style-type: none"><li>1. Gain an appreciation for the clerical and secondary functions of the facility, for they are the building blocks of the primary mission. A finished project or assignment can be delayed, altered or expedited depending upon the inclination of the clerical staff!</li></ol>
-----------	--



## Section 3– Forms

	<ol style="list-style-type: none"> <li>2. Develop a list of persons to know in your working environment so when you need to contact them, you have their numbers/emails.</li> <li>3. Learn quickly the people who facilitate the work-flow in your facility.</li> <li>4. Take notes when you are with your preceptors! This shows you are paying attention and will assist you with future preparation and work.</li> </ol>
<b>DON'T</b>	<ol style="list-style-type: none"> <li>1. Do not become assertive as to threaten other employees; appear competent enough to establish a basis for receiving favorable recommendations. Remember EVERY single person you meet throughout your time in the internship is a potential employer, peer, or reference.</li> <li>2. Do not exercise authority; offer suggestions.</li> <li>3. Do not become complacent; expand your knowledge by asking questions, gain insight into things you don't understand, learn about other professions and how the nutrition professional fits into the team, etc.</li> </ol>

### *Establishing the Task(s) and Assignments*

<b>DO</b>	<ol style="list-style-type: none"> <li>1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation.</li> <li>2. Evaluate your assignments in terms of the amount of time available during your rotation. Make a plan to accomplish a certain number of competencies each day/week.</li> <li>3. Plan carefully around the time available to you so time limitations will not be a problem.</li> <li>4. Remain pleasant and complete the entire task when asked to perform routine work. EVERY experience will have value and merit!</li> </ol>
<b>DON'T</b>	<ol style="list-style-type: none"> <li>1. Do not allow yourself to be overloaded with tasks because you have not scheduled your time efficiently.</li> <li>2. Do not pretend you have performed a certain type of task when, in fact, you have not; do not hesitate to ask questions until you understand the task at hand.</li> <li>3. Do not hesitate to contact the internship director if you have questions about experiences and how they fit within the competencies.</li> </ol>

## Section 3– Forms

### *Developing Intern/Preceptor Rapport*

<b>DO</b>	<ol style="list-style-type: none"><li>1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience.</li><li>2. Assure your preceptor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile.</li><li>3. If you suffer from “lack of guidance,” remedy the situation by approaching and discussing the situation with your preceptor first and then the internship director if you are not satisfied with the outcome.</li></ol>
<b>DON'T</b>	<ol style="list-style-type: none"><li>1. Do not talk about your preceptor(s) to others in a negative way.</li><li>2. Do not avoid speaking with your preceptor(s) if issues arise that need to be addressed.</li></ol>

### *Vital Elements of Successful Experience*

<b>DO</b>	<ol style="list-style-type: none"><li>1. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the facility.</li><li>2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to.</li><li>3. Develop and maintain careful, quality work habits.</li><li>4. Be flexible when learning “real world” knowledge. Classroom theories are helpful, but be aware that educational training is an important tool to be used in the working world.</li><li>5. Keep a positive attitude!</li><li>6. Be mindful that preceptors and others are busy; be thoughtful and ask if you can assist in any way, provide requests several days in advance, and be self-directed and motivated to accomplish competency assignments or other projects independently.</li></ol>
-----------	---

## Section 3– Forms

<b>DON'T</b>	<ol style="list-style-type: none"><li>1. Do not become discouraged or defensive when assignments, projects, etc. are reviewed by staff and refinements are requested. Remember, they are the experts and know what is needed. Your job is to gain experience and knowledge while keeping an open mind.</li><li>2. Do not refrain from contributing; preceptors welcome your fresh ideas and insight.</li><li>3. Do not become defensive when mistakes are made. You are bound to make a few or several throughout your time in the internship. Remember, you are there to develop your talents and skills.</li><li>4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics. Remain an impartial observer and learn!</li><li>5. Do not expect to be an expert upon completion of your supervised experiences. Realize you will be “practice-ready” as an entry level dietitian!</li></ol>
--------------	--

**I have read and agree to abide by all the above guidelines.**

---

Printed Name

---

Signature

---

Date