



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

HANDBOOK FOR

**THE OHIO STATE
UNIVERSITY**

HUMAN NUTRITION
DIETETIC INTERNSHIP PROGRAM

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Introduction

This handbook is a guide and resource for interns considering enrollment in, or already matched to the Dietetic Internship (DI) at The Ohio State University in the Department of Human Sciences. The information, policies, and procedures included in this document are meant to be supportive. Interns are expected to review and follow the policies relating to the DI and university wide Student Code of Conduct at http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf.

The handbook is revised annually and each new edition fully replaces previously published versions. The handbook is available on the [DI web site](http://ehe.osu.edu/hn/programs/internship/) (<http://ehe.osu.edu/hn/programs/internship/>).

All interns are encouraged to review the policies and procedures relating to the DI in this handbook. The handbook includes the mission, goals, and objectives as submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as part of 2011-2017 reaccreditation requirements.

The Academy of Nutrition and Dietetics

The Academy Code of Ethics

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. We are now using the third revision of the code, adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles

contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

The Academy Competency Requirements

The current ACEND approved Accreditation Standards for dietetics education programs went into effect June 2012. ACEND-accredited programs prepare individuals to become eligible for the RD credential. The DI adheres to current Accreditation Standards. In addition, there are two competencies required by the program for the concentration in Personalized Nutrition and Counseling. These are listed at the end of Appendix A.

Program Information

The Ohio State University – General Description

The Ohio State University (OSU), first enrolled students in 1873. The current enrollment is about 65,000 individuals. The university offers >200 undergraduate majors, 148 Master's degree, 114 doctoral degree, and 7 professional degree programs. The Ohio State University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA). More statistical descriptive statistics are available at <https://www.osu.edu/osutoday/stuinfo.php>.

University Mission

Purpose: To advance the well-being of the people of Ohio and the global community through the creation and dissemination of knowledge.

Core Values:

- Pursue knowledge for its own sake.
- Ignite in our students a lifelong love of learning.
- Produce discoveries that make the world a better place.
- Celebrate and learn from our diversity.
- Open the world to our students.

Overarching Goal: The Ohio State University will be among the world's truly great universities.

The OSU College of Education and Human Ecology – General Description

The Department of Human Sciences resides in the College of Education and Human Ecology. The college is composed of six academic units that enroll about 3,700 undergraduates and 1,500 graduate students. The college's 176 faculty members and 300 staff members are tackling some of society's toughest issues. They research influences on urban living and learning, and then produce solutions to share with the world.

College Vision

We strive to develop human potential. Our unique combination of strengths enables us to address social, educational, health, and consumer needs in a comprehensive approach. Our core values include: holistic and systematic thinking, diversity, and integrity and accountability.

The OSU Department of Human Sciences – General Description

Department Mission

Members of the Department of Human Sciences strive to advance and improve the human experience by integrating academics, research, and outreach in the areas of nutrition, human development and family science, consumer science, and kinesiology. This multi-disciplinary new unit works to identify and promote healthy physical and social behaviors through effective intervention and prevention strategies. To this end, we encourage critical thinking among students and faculty in an atmosphere of mutual respect.

History of the Human Nutrition DI Program

The DI was established in 1993 as a Masters and Dietetic Internship combined program. In 2006, the program began offering a non-degree option and increased the number of dietetic interns from 6 to 12.

The DI has a program director who is full-time (1.0 FTE) as a Clinical Assistant Professor of Practice. The director is a Registered Dietitian (RD) in good standing with the Commission for Dietetic Registration (CDR). The director is responsible for all administrative tasks as well as instructing the classroom component of the DI program and advising the dietetic interns. Interns are encouraged to meet individually with the director three times during the program (Orientation, December, and April) to make sure interns are progressing as desired. More frequent advising is available as appropriate.

The DI relies on support from the department. The department has 14 full-time (1.0 FTE) faculty members. Of these, 7 are Registered Dietitians (RD) in good standing with CDR. The department offers a DPD program and a Master's program, and is part of an interdisciplinary doctoral program in Nutrition.

Administratively the DI Program Director reports to Dr. Carl Maresh, Chair, Department of Human Sciences, who reports to Dr. Cheryl Achterberg, Dean of the College of Education and Human Ecology.

Program Mission and Philosophy

Mission Statement

The mission of the program is to provide maximum creativity and flexibility in an atmosphere of education, research, and service to prepare students to participate in care and education in the areas of nutrition, nutrition education, nutrition research, medical nutrition therapy, community nutrition and nutrition/food management.

Program Goals

Program Goals and Outcomes

Goal 1. The Program will expand the knowledge and skills needed to develop dietetic practitioners who

are capable of actively participating in advancing the quality of life of individuals within diverse communities.

Goal/Objective Attainment	Target	Outcome Measures	Actual 2010-2015 Average
A. Percentage of students who complete all program requirements within 15 months (full-time track), 25 months (part-time track), or 3 years (ISPP track) of starting their Dietetic Internship Program.	96% for full-time and 75% for part-time and ISPP tracks	Program records - Percentage of matched students who complete the Dietetic Internship Program	100% Full-time (FT) 100% PT
B. Percentage of employers responding to the employer survey over a five year period who report the graduate improves the quality of life of individuals (ie, diet and health/well-being) through a) creation or modification or continuation of programs and/or policy and/or b) dissemination of knowledge via their job in their diverse communities.	80%	Employer evaluation of graduate RDs	Not available due to newness of goal

Goal 2. The Program will prepare individuals to become professionally competent in the areas of medical nutrition therapy, nutrition/food management, public health nutrition, and personalized nutrition and counseling.

Goal/Objective Attainment	Target	Outcome Measure (5 Year Averages)	Actual 2010-2015 Average
A. Percentage of program graduates taking the registration examination for the first time who pass the exam over a five year period.	85%	Graduates' scores on the registration exam	91% FT 100% PT
B. Percentage of program graduates seeking employment in dietetics or related fields who are employed within 12 months of program completion over a five year period.	90% for full-time and 75% for part-time and ISPP tracks	Employment/enrollment status of graduates 12 months after graduation as communicated with program director; graduate survey	98% FT 100% PT
C. Percentage of employers responding to the employer survey over a five year period who report graduate's competent practice (rated as "Good" or "Very Good" performance on 5-point Likert scale), as applicable to the job, in Medical Nutrition Therapy, nutrition and food management,	80%	Employer evaluation of graduate RDs	Not available due to newness of goal

Program Overview

The program offers a breadth of knowledge and professional skills required for practice of dietetics and for advancement to leadership roles in the nutrition and dietetic profession. The internship provides supervised practice in a variety of settings in the central Ohio area. Based on the interns’ interests and career goals, they will be matched to practice tasks that develop expertise in specialized services. The DI’s specialization is personalized nutrition and counseling, which can be applied in any major fields of dietetics.

The program consists of 1,250 hours (full time track) or 1,216 hours (part time track) of supervised practice and 75 hours of classroom instruction. Dietetic interns work full time (~38 hours/week) or part-time (20 hours/week) in various medical centers, public health agencies, and private industries, food services, and schools in the Central Ohio area and other locations as arranged. The supervised practice experiences will meet entry level competencies established by the Academy of Nutrition and Dietetics. Each student has the opportunity to gain additional needs, preferences and interests. The table below lists the approximate distribution of time and example agencies for the rotation. Numerous practices sites are available to dietetic interns.

Area	Full Time	Part Time	Example Agencies
Medical Nutrition Therapy			
Core	2 weeks	2 weeks	The OSU Wexner Medical Center
Outpatient	4-8 weeks	8-16 weeks	Nationwide Children’s Hospital
Inpatient	4-8 weeks	8-16 weeks	Columbus and Chillicothe VA
Long-term Care	1-4 weeks	1-8 weeks	Mt. Carmel Health System
Nutrition and Food Management	6 weeks	12 weeks	The Ohio State University Medical Center Southwest Licking Schools Licking Heights Schools The Ohio State University Dining Services Ohio Department of Health OSU Extension Service
Community/Public Health Nutrition	8 weeks	16 weeks	Columbus Public Health WIC Wellness programs
Culminating Experience	7 weeks	4 weeks	Sports nutrition, pediatrics, wellness, food and nutrition supplement industry, nutrition research, nutrition education, bariatric therapy, GI, renal, etc.

In addition to becoming registry eligible, interns will achieve competence in nutrition assessment, nutrition care planning, nutrition counseling and education, management and leadership, personnel

management, problem solving and decision making and professional growth and development. Graduates of the DI have an excellent record in passing the registration examination.

Past intern's point of views and experiences can be viewed at the program's Facebook page. Search for OSUHumanNutritionDieteticInternship.

Accreditation Status

The Dietetic Internship Program at The Ohio State University is currently granted Accreditation by ACEND, 120 South Riverside Plaza, Suite 200, Chicago, IL, 60606-6995, (312) 899-0040 ext 5400. Reaccreditation of the OSU DI occurs every 7-10 years. Our program has a long and unbroken history as an accredited DI by ACEND and the Academy of Nutrition and Dietetics.

Admissions Policy

The DI is obliged to follow the rules and guidelines established by The Ohio State University. Consideration and acceptance of the interns is by a selected internship committee that will be in compliance with the university, state and federal regulations and laws. The application of each intern will be viewed and considered individually, in compliance with the protection of student civil rights.

The Ohio State University is an equal opportunity educational institution based on the student's academic preparation and ability. The admission decisions are made regardless of sex, gender, color, race, national origin, religion, marital status, age, disabilities or creed. The Ohio State University follows the policy of not engaging in discrimination or harassment against any person regardless of sexual orientation, race, origin, religion, sex, unfavorable discharge from the military, or status as disabled veteran of the Vietnam period and fulfill with all federal and state nondiscrimination, equal opportunity and regulation.

It is the policy of The Ohio State University to comply with the Privacy Act of 1974 as well as the Family and Educational Rights. To maintain the student protection of privacy information and the access to files, consent by the intern is required before releasing any information from the intern's record.

Expenses

The DI is a nonrefundable fee-based program. The program fee is \$7,500. A nonrefundable \$100 down payment is due upon acceptance to the program (April). The remaining nonrefundable \$7,400 will be due by the first day of the internship orientation (August). Payment plans are offered on an as needed basis. The schedule of payments with intern expenses is located at <http://ehe.osu.edu/hn/programs/internship/expenses.php>.

The DI fee is independent from any tuition and fees charged by OSU (see Accessing Private Loans section). Program payment to the DI must be made directly with a personal or cashier's check to the program director.

During the internship, interns are expected to attend a professional conference and some of the expenses associated with this activity would be the intern responsibility.

Financial Resources

Dietetic Interns are not eligible for federal loans as the internship is non-credit bearing.

Scholarships

Applicants and Interns are encouraged to apply for scholarships through The Academy at <http://www.eatright.org/students/careers/aid.aspx> in addition to their state and local dietetic associations.

Accessing Private Loans

Private loans are an option. If considering a private loan, contact the DI director out of courtesy and for advice. Interns are responsible for securing private loans or other financial means to cover their program costs and living expenses. Private loans have been used in the past, under the following conditions.

1. Intern must apply to the OSU Graduate School as a non-degree graduate student (estimated cost: \$50). The application due date is June 1.
2. Intern must enroll in a designated 1-credit hour class each semester (Fall, Spring). Estimated tuition and fees of the 1-credit hour class are \$837 for resident and \$1996 for non-residents.

Loan Deferment

If considering loan deferment, contact the DI director. Forbearance is often the best choice but depends on each individual loan agreement.

Student Employment

If you plan to become employed, it is important to consult with the program director on how a working schedule may affect your performance in the program. While faculty and preceptors are sympathetic to the students' need for employment, employment schedules cannot take priority over the academic and clinical requirements of the program.

Campus Visits and Online Open House

To schedule an on-site visit, please contact the dietetics coordinator, Danielle Musick, at musick.52@osu.edu. If you are not able to visit but are interested in knowing more information regarding, you are encouraged to attend the online open house that takes place in January. Check our website after January 1 for a link to the open house session.

Applying to the Internship Program

The internship program participates in the April (Spring) D&D Digital (Ames, IA) dietetic internship matching cycle and accepts 12 interns per year in the full time track and up to 2 interns per year in the part time track. The DI participates in the Dietetic Internship Centralized Application System (DICAS) hosted by the Academy of Nutrition and Dietetics. Please refer to the DICAS Applicant Portal at <https://portal.dicas.org/> or the DICAS Information page on the Academy's website for guidance and

deadlines. The applicant must complete and submit their application to our program using DICAS by the DICAS deadline.

In addition, applicants must send a \$40 program application fee directly to the DI director. This application fee is designated to cover expenses incurred by Ohio State personnel during the review of each application. This fee is separate from any costs paid to the Academy using DICAS. Please make check available to The Ohio State University and mail to the director at the address on the program's web page: <http://ehe.osu.edu/hn/programs/internship/contact.php>. Program application fees to OSU need to be postmarked by the DICAS due date. Applicants should include their email address with the payment. Applicants will receive a receipt electronically after the program application fee is received and processed (allow 2 weeks).

Incomplete applications will not be reviewed by the OSU HN Dietetic Internship Selection Committee. Therefore, all materials required to complete the DICAS application must be submitted by the deadline. Admission requirements include a bachelor's degree from a regionally-accredited college or university and an original verification statement from a ACEND approved/accredited Didactic Program in Dietetics (DPD). If the applicant has yet to graduate from a DPD, the applicant may submit an Intent to Complete Form instead of the verification statement at the time of application. Overall grade point average (GPA) of 2.8 based on a 4.0 system is required.

Applicant Ranking and Interview

Applicants will be ranked using standard criteria on the basis of: academic performance, work and volunteer experience in the field, evidence of maturity, interpersonal skills, leadership potential, and self-direction, quality of reference, and compatibility of applicant's goals with the mission of our program.

Top applicants will be interviewed by phone or for up to thirty minutes. The interviews will take place during March. The interview will provide the applicant with further information about the program and allow the applicant to demonstrate their potential to the Dietetic Internship Selection Committee.

International Interns

International interns are responsible to ensuring they will have appropriate documentation (visa) to allow them to spend 10 months in the US to complete their supervised practice hours. Student visas are often not applicable to our program.

Student Resources

OSU provides a wide range of resources designed to support and promote academic success and personal health and well-being. The table below provides information for some of the more relevant campus resources utilized by students and interns. Interns are encouraged to use these resources if they desire.

Campus	Description	Web Address	Covered by
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Resource			program?
OSU Academic Calendar	Academic calendar	http://registrar.osu.edu/staff/bigcal.asp	NA
OSU Registrar Office	Class registration and fees	http://registrar.osu.edu/	NA
Campus Information and Resources	Comprehensive listing of resources	http://www.osu.edu/information.php	NA
RPAC	Recreation Center - more than 500,000 sq. ft. of recreation, meeting, fitness and aquatic space	http://recsports.osu.edu/facilities/recreation-physical-activity-center-rpac	No; membership rate is the same as the student rate
Counseling and Psychological Services	One-on-one counseling and support services	http://www.fammed.ohio-state.edu/9869.cfm	No
OSU Libraries	15 locations and online access to reference materials	http://library.osu.edu/	Yes

Program Policies and Procedures

Pre-placement Requirements

DPD Verification

Interns must present two original copies of their DPD Verification Statement at the start of the program (August). These statements are generated by the student's DPD program director. The DPD Verification is granted after the student has completed the necessary curriculum and standards set forth by the granting institution.

Vaccinations and Health

All the interns are required to provide evidence of being current on all the necessary vaccinations and immunizations. Documentation of a physical examination that takes place June-August of the year of the internship start must also be provided. The intern's most recent tuberculosis (TB) test must be negative and completed within the past year or more recent according to partner agency/placement. Required immunizations include MMR, Tetanus, Hepatitis B, and Chicken Pox vaccine or documentation of chicken pox.

The intern is required to carry his/her personal health insurance throughout the internship. If the intern enrolls in a credit hour (see Loan section), they will be automatically enrolled in student health insurance. If another form of personal health insurance is preferred instead of the student health insurance, exceptions can be petitioned.

Driver's License and Auto Insurance

If the intern is traveling in his/her own private car, then they are responsible for keeping an updated driver license, mode of transportation and the liability insurance over their personal private motor vehicle. Students are responsible for their transportation to and from affiliated facilities providing clinical learning experiences.

Background Checks and Drug Screen

Interns will be working in facilities (i.e. hospitals, schools) that require criminal background checks and/or drug screens before attendance is permitted. The program will honor the policies of the site if they reject an intern whose criminal background check raises concerns. Please consider your own circumstances before applying to the program.

Once admitted to the program, the intern will be asked to obtain a criminal background check and FBI check (if residence is outside Ohio). A copy of the results must be sent to the internship director for the intern's files. Partner agencies frequently ask the director to confirm the intern has had a background check and there are no concerns. Also, the intern will disclose their date of birth and possibly social security number in order to assist facilities with their own background checks of the intern. All interns are required to self-disclose criminal convictions that occur within three business days of the conviction.

Drug screens will be paid for by the program and arranged by the program director. You will be asked to complete the drug screen during the orientation week or later in the program.

Liability Insurance

Interns must maintain dietetic practice liability insurance throughout the program at a minimum of \$1/\$3 million.

Memberships

Interns are required to maintain and update Academy of Nutrition and Dietetics memberships and Columbus Dietetic Association memberships during the program.

Assessment of Student Learning (Competencies)

The following are utilized in the process of assessing student learning:

1. Preceptor evaluations of competencies
2. Assigned projects and case studies

Throughout each rotation, the Program Director will interact with preceptor and intern. At the completion of every rotation, the preceptor and intern will each complete an evaluation form provided by the Program Director. The intern completes a self-evaluation and sends a completed copy to the preceptor. The preceptor fills out his or her section. Then, the preceptor and intern will meet to review the evaluation. The Program Director may attend this evaluation session. Edits may be made at this time. After the meeting, the intern and the preceptor will sign the form. The signed original will be returned to the program director for the intern file. Evaluations may be completed by hand or typed.

Mid-rotation evaluations between preceptor and intern are encouraged but not mandatory. Informal, regular feedback between preceptor and intern is expected.

Dietetic Interns are encouraged to complete a weekly daily log that catalogues the competencies experienced during the week.

Interns are expected to complete and pass all competencies, course work, and assignments in a timely manner. Interns are expected to maintain professional attitude and behavior during the internship.

Evaluations

The following evaluations are used:

- Performance Evaluation (competencies assessed by intern and preceptor)
- Preceptor Evaluation (completed by intern at the end of each rotation)
- Class Day Evaluation
- Orientation Evaluation
- Exit Survey Evaluation

Academic Honesty

The Ohio State University's *Code of Student Conduct* (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an "excuse" for academic misconduct. If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's *Code of Student Conduct* (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/pdfs/csc_12-31-07.pdf).

Prior Assessment Learning and Experience

Interns with relevant work experience may have program hours waived. The DI program director makes this decision based on forms that are completed by the intern after matching to the program.

Complaints and Grievances

The department encourages the resolution of grievances through informal means and discussions in keeping with the collegial atmosphere of a university. The department is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes. Interns are encouraged to work with their director and preceptor to resolve academic issues and complaints. If direct communication does not resolve the issue, interns should arrange to meet with the director and include the department Chair and Dean as appropriate.

Sick and Personal Days

Interns are given 5 personal days (up to 40 hours) and 3 sick days (up to 24 hours) to take as needed during the internship year. These hours are not counted in the total supervised practice hours.

Interns must notify the Program Director in writing when taking personal time. This notification happens ahead of when the personal time is taken. Interns who call in sick are required to **call** the preceptor for the rotation and the Program Director.

Interns may work nights, weekends, or during holidays to make-up hours of personal/sick time as long as the preceptor approves and all hours are documented.

Injury or Illness

Safe behavior and good health are important to optimal performance during supervised practice; however, it is recognized that one can be injured or become ill on or off-site. If an intern gets sick or injured at the supervised practice location, they should notify the preceptor and program director as soon as possible. The intern should immediately seek medical assistance or leave the facility to recover. Liability terms are covered in the affiliation agreement with each agency.

If ill, the intern should not expose clients, patients, or employees by continuing to work in the facility. Any time that is missed (beyond allotted sick day hours) during the supervised practice rotation due to injury or illness needs to be re-scheduled. This will ensure successful completion of required number of supervised practice hours. The preceptor should be contacted to reschedule supervised practice time, and Program Director should be apprised of the situation and plans to complete the supervised practice hours.

Inclement Weather

During an inclement stormy weather, hospitals, long term care and other patient facilities do not close. Schools and some other facilities might close on such a rough weather day. Interns are classified as working professionals and facilities that still have to care for patients and attend. Interns should contact their preceptor in the event of inclement weather and determine the need to report to work.

If the preceptor and intern decide together that reporting is not necessary, they need to work on independent projects for that rotation or schedule time to make up the hours missed. In such case, the intern is required to call the director to provide an update. All missed hours will need to be made up at the convenience of the preceptor. If the intern will report; drive safely and do not worry about being late; each intern must use their own discretion when determining their own safety driving to their site, as the weather pattern and road conditions vary.

Dress Code

Interns are expected to follow the dress code during rotations, orientation, and classroom hours unless told otherwise. The following should be noted:

- Business casual is the default attire (no jeans or shorts)
- Business suits are necessary during state- and national-level conferences only (e.g. ODA Meetings, FNCE).

- Nylons/tights are not required in weather over 70 degrees F.
- Clinical rotations or any work in a hospital/clinic or long-term care facility requires closed-heel and closed-toe shoes, unless otherwise told as acceptable by preceptor.
- Food service rotations require closed-heel and closed-toe shoes along with no jewelry except a basic band. Long nails, fingernail polish, and fake fingernails are NOT allowed.
- Capri/cropped pants can meet professional dress guidelines when paired a professional shirt and shoes (use best judgment).
- Sunglasses outside okay. Sunglasses inside not.
- Two ear piercings per ear is acceptable (rather than the maximum of one).
- Follow guidelines suggested by preceptor on special dress days on rotations (e.g. spirit day at school lunch, Halloween costumes at the children's hospital).

Role of Intern in Workplace

Interns are not to be used to replace employees because of the educational nature of supervised practice. A rotation should not use interns as free labor to avoid having to hire paid employees or dismiss paid employees, because interns are available to do the work. Interns should not accept wages or salary in exchange for work performed. However, some rotations may offer the intern a stipend to cover travel, parking, meals, or other costs associated with supervised practice. Currently, the Chillicothe VA medical center offers a stipend to interns. Also, regardless of whether the services performed by interns are billed, interns must be appropriately supervised by a qualified preceptor.

Access to Personal Files

Interns shall have access to personal files that are kept in a secure location. Upon request, a student may view his/her personal file in the presence of the Program Director. Intern files will be kept in a secured location in the Program Director's office.

Intern Remediation and Termination

The DI director communicates and coordinates preceptors and other personnel to address personal issues that could negatively impact a student's success. Academic dishonesty or other disciplinary actions are handled in accordance with the OSU policies and procedures previously outlined. Every effort is made to help support a student and provide the needed resources for their success while at OSU.

DI Verification Statements

A verification statement is issued upon successful completion of all DI requirements. Matched interns complete all program requirements within the maximum length of 15 months (full-time track) or 25 months (part-time track) of starting their Dietetic Internship Program. Five copies of the verification statement are provided to each graduate in July or later if the intern has not completed all DI requirements by June 30, 2012. ACEND requires that all DI programs retain an original copy of each intern's verification statement indefinitely. Verification statements can only be issued for interns who complete at least 1200 supervised practice hours and met all 40 competencies set forth by ACEND/Academy. In addition, interns must complete all classroom homework assignments, have paid the program fee in-full, submitted their preceptor evaluations and completed the DI program exit survey.

RD Exam Eligibility

Verification statements are required by CDR for eligibility to take the RD exam and by the Academy for professional membership eligibility. Following the successful completion of the internship, interns are eligible to sit for the National Examination for RDs administered by CDR. OSU HN DI interns consistently exceed the national average for first time test takers pass rates. Passing the national exam allows these entry-level practitioners to use the RD credential and transition into their professional careers. Passage of the RD exam is often a requirement for gaining licensure (eg, LD) to practice, when applicable.

Signature Pages

Handbook Statement of Understanding

Human Nutrition Dietetic Internship
The Ohio State University

Name: _____
(please print)

I have read and understand the expectations, policies and procedures as outlined in the Human Nutrition Dietetic Internship Handbook at The Ohio State University.

Student Signature

Date

Emergency Information

This information is intended to be of assistance to the program director should an emergency situation occur. Be sure to inform the program director if changes need to be made.

1. Name of OSU Program: **Human Nutrition Dietetic Internship**

2. Your Name: _____

3. Permanent Address: _____

4. Parent/Guardian/Person to contact in case of emergency and address (if different from above):
Name: _____
Address: _____

Phone: _____
Email: _____

5. As appropriate:
 - a. Permanent residents of the US visa number: _____
 - b. Passport Number and Issuing Office: _____

I give my permission to The Ohio State University and its agents to contact the person I have identified as my emergency contact in the event the Dietetic Internship program determines such action is justified.

Signature

Date

Consent Form for Use of Internship Work in Reporting and Assessment

I, _____, consent to the use of my OSU Human Nutrition Dietetic Internship program work for outcomes assessment, accreditation reporting purposes, and program evaluation research to improve the quality of the program. I understand that any data gathered from my work as an intern will be kept confidential so that no individual intern could be identified. I understand that this work may be shown to internal and external evaluators as examples of intern work in Dietetic Internship curricula.

Signature

Date

I do not give my consent to use my internship work.

Signature

Date

Consent Form for Disclosure of Education Records and Appropriate Medical Information

I, the undersigned OSU student, plan to enroll, or have enrolled, in the Dietetic Internship program in the Department of Human Sciences in the College of Education and Human Ecology. I understand that consent to the disclosure of my education records and pertinent medical information, drug screen results, and background checks at OSU to preceptors in affiliated facilities is a precondition of my acceptance and continuing enrollment and participation in the Dietetic Internship program. To facilitate my participation in the program, I hereby consent to the disclosure of my education records and pertinent medical information, drug screen results, and background checks at OSU to preceptors in affiliated facilities that have contracted with OSU to provide clinical learning experiences for interns in the program. I also consent to the affiliated facility where I am placed disclosing my education records back to OSU. The purpose of this disclosure is to provide information about my educational background to prospective affiliated facilities for assistance in placing me and, once placed in an affiliated facility, to promote cooperation between the College of Education and Human Ecology and the affiliated facility concerning my learning experience during the dietetic internship. Once I am placed in an affiliated facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to OSU.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and limits access to the information contained in those records.
2. My education records and appropriate medical information may only be disclosed to affiliated facilities on the condition that the facility will not redisclose the information to any other party without my written consent, unless specifically allowed by law.
3. I have the right not to consent to the disclosure of my education records or appropriate medical information.
4. I recognize that a copy of my education records must be provided to me upon my request.
5. This consent remains in effect unless revoked by me, in writing, and delivered to OSU, but that any such revocation shall not affect disclosures previously made by OSU prior to the receipt of my written revocation.

Signature

Date

Print Name

Appendices

- A. 2012 ACEND Intern Competencies
- B. Performance Evaluations (sample)

Appendix A.

2012 ACEND Intern Competencies

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

Upon completion of the DI, graduates are able to:

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

DI 1.2 pply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

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

DI 1.4 Evaluate emerging research for application in dietetics practice

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

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

Upon completion of the DI, graduates are able to:

DI 2.1 Pr Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics

DI 2.2 Demonstrate professional writing skills in preparing professional communications

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

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

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

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

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

DI 2.8 Apply leadership skills to achieve desired outcomes

DI 2.9 Participate in professional and community organizations

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

DI 2.11 Demonstrate professional attributes within various organizational cultures

DI 2.12 erform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration

DI 2.13 Demonstrate negotiation skills

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the DI, graduates are able to:

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

a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

- c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
 - d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
 - e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- DI 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats.
- DI 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
- DI 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends
- DI 3.5 Coordinate procurement, production, distribution and service of goods and services.
- DI 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

Upon completion of the DI, graduates are able to:

- DI 4.1 Participate in management of human resources
- DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- DI 4.3 Participate in public policy activities, including both legislative and regulatory initiatives
- DI 4.4 Conduct clinical and customer service quality management activities
- DI 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data
- DI 4.6 Analyze quality, financial or productivity data and develop a plan for intervention
- DI 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
- DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- DI 4.9 Analyze financial data to assess utilization of resources
- DI 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
- DI 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers

Human Nutrition Dietetic Internship Required Competencies

- PNC 1. Demonstrate proficiency in assessing complex interactions of genetic and environmental factors underlying nutrient processing, including potential impact on the health status of an individual and predictive value of nutrigenomic tests.
- PNC2. Demonstrate effective skills in developing or using technologies to reach and interact with patients on multiple levels.

Appendix B.

Performance Evaluations (Sample)

Site: _____

Rotation: Community/Public Health Nutrition

Dietetic Intern's Name: _____

Start Date: _____ End Date: _____

Intern Instructions: Use the Intern Self-Evaluation column to provide self-evaluation for meeting each competency listed during this rotation. This column must be completed before sending this form to your preceptor. Be succinct. Add additional activities under the competency as needed. Complete the rotation hours table. Sign the form after debriefing with your preceptor.

Preceptor Instructions: Below are the scale to evaluate the intern's performance and the competencies related to this specific rotation. Each competency includes indicators, which are examples of how the competency may be met. Please use the Levels of Performance scale (1-4 or N) to evaluate the intern's performance. For each competency, enter the Level (1-4 or N). Comment in the space provided as desired. Answer two open-ended questions and sign off on intern's hours in supervised practice.

Levels of Performance				
1= Competent <ul style="list-style-type: none"> • Demonstrates sound and knowledge and application skills. • Seeks assistance only after investigating potential solutions. • Consistently, independently completes work. • Requires minimal oversight. 	2= Beginner <ul style="list-style-type: none"> • Developing fund of knowledge. • Applies knowledge accurately with some support and oversight. • Requires some cues 	3= Novice <ul style="list-style-type: none"> • Limited knowledge base • Skills need significant development. • Requires considerable oversight 	4= Performance is unacceptable <ul style="list-style-type: none"> • Unable or unwilling to complete work • Fund of knowledge significantly limited 	N= No information on which to evaluate level.

Public Health Nutrition Rotation Summary

This is a rotation where interns practice their skills with individuals and groups through government funded public health programs, community centers, wellness companies, weight management programs, non-profit agencies, or athletic programs. Interns prepare and provide targeted nutrition education programming and counseling services. Other projects, activities and assessments, not limited to journal clubs, seminars, research projects, homework, readings, etc. may be developed by the preceptor or program director.

Objective 1. To demonstrate the ability to provide targeted nutrition education and counseling services.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level)	Preceptor Comments

			1-4; N)	
2.4: Use effective education and counseling skills to facilitate behavior change	Direct client counseling and education			
2.7: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice	Giving clients a referral to other professionals and services			
PNC2. Demonstrate effective skills in developing or using technologies to reach and interact with patients on multiple levels.	Employ ≥ 2 of the following: 1. Conducting telephone counseling or telehealth with individuals or groups 2. Create online videos or video blog for people with a specific condition or interest, eg, sports nutrition, weight mngt, pregnancy 3. Develop a series of "tweets" for a case study scenario 4. Develop Facebook and other social media business pages 5. Develop smart-phone application 6. Other technology			

Objective 2. To demonstrate the ability to design and present nutrition programs.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
2.11: Demonstrate professional attributes within various organizational cultures	Showing initiative to develop solutions and demonstrate critical thinking skills and work ethic when developing a program/service			
3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle	Development of health messages that integrate consumer's desire for taste, convenience, and economy with the need for			

management	nutrition and food safety			
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Objective 3. To work within a public health or wellness program, evaluating policy guidelines and implementation.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	Determining and tracking appropriate measures of health with individuals and groups served			
1.3 Justify programs, products, services and care using appropriate evidence or data.	Review annual reports, published cost/benefit analysis; conduct costing analysis			

Objective 4. To communicate effectively both orally and in writing.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
2.2: Demonstrate professional writing skills in preparing professional communications	Developing education materials (in any form) or policies, procedures, or program proposal			
2.3: Design, implement and evaluate presentations to a target audience	Guest lecturer, presenter (rotation) or community/group presentation (outside rotation)			
2.9: Participate in professional and community organizations	Attend and participate in coalition activities or community organization (eg, Columbus Dietetic Assoc) meetings and activities			
3.4: Deliver respectful, science-based answers to consumer questions concerning emerging trends	Written article in newsletter/blog or oral presentation in video or radio Informal/formal client education			

Objective 5. To demonstrate the ability to use the NCP when providing nutrition care to a variety of patients.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings	Direct client/group counseling and education			
3.1.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered	Documented comprehensive assessment of food and nutrition history, biochemical data, anthropometric measurements, physical exam, and client history			
3.1.b.: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements	Written PES statements during client/group counseling and education; PES addresses key nutrition problems contained in assessment and uses standardized NCP language			
3.1.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention	Planned and implemented interventions during direct client/group counseling and education; interventions must be appropriate for the nutrition diagnosis and use standardized NCP language			
3.1.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis	Identifying monitoring and evaluating strategies during direct client/group counseling and education; strategies must be appropriate for nutrition diagnosis and use standardized NCP language			
3.1.e: Complete documentation	Chart documentation (electronic			

that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting	or paper) using standardized NCP language			
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OPEN ENDED RESPONSES BY PRECEPTOR:

1. What are the intern's major strengths?

2. What recommendations do you make for the intern's next assignment? (Are there areas where the student should have more exposure/experience? Areas of improvement for performance?)

ROTATION HOURS:

Week (dates)	Hours Completed
Total:	

SIGNATURES:

Preceptor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Director Signature: _____ Date: _____