



THE OHIO STATE UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

HANDBOOK FOR

**THE OHIO STATE
UNIVERSITY**

HUMAN NUTRITION
DIETETIC INTERNSHIP PROGRAM

Contents

Introduction.....	4
The Academy of Nutrition and Dietetics.....	4
The Academy Code of Ethics.....	4
The Academy Competency Requirements.....	4
Program Information.....	5
The Ohio State University – General Description.....	5
The OSU College of Education and Human Ecology – General Description.....	6
The OSU Department of Human Sciences – General Description.....	6
History of the Human Nutrition DI Program.....	6
Program Mission and Philosophy.....	7
Program Goals.....	7
Program Overview.....	9
Accreditation Status.....	10
Admissions Policy.....	10
Expenses.....	11
Financial Resources.....	11
Campus Visits and Online Open House.....	12
Applying to the Internship Program.....	12
Applicant Ranking and Interview.....	12
International Interns.....	13
Student Resources.....	13
Program Policies and Procedures.....	13
Pre-placement Requirements.....	13
Assessment of Student Learning (Competencies).....	15
Evaluations.....	15
Academic Honesty.....	15
Prior Assessment Learning and Experience.....	16
Complaints and Grievances.....	16

Sick and Personal Days.....	16
Injury or Illness	16
Inclement Weather.....	17
Dress Code.....	17
Role of Intern in Workplace	17
Access to Personal Files	18
Disiplinary Actions and Termination.....	18
DI Verification Statements.....	19
RD Exam Eligibility	19
Signature Pages	20
Handbook Statement of Understanding.....	20
Emergency Information	21
Consent Form for Use of Internship Work in Reporting and Assessment	22
Consent Form for Disclosure of Education Records and Appropriate Medical Information	23
Appendices.....	24
Appendix A	25
Appendix B	1

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://studentconduct.osu.edu/>.

The handbook is revised annually and each new edition fully replaces previously published versions. The handbook is available at <https://ehe.osu.edu/human-sciences/human-nutrition/dietetic-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 accreditation 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 Code of Ethics applies to all dietetics practitioners, no matter their membership status. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all members and credentialed dietetics practitioners agree to abide by the code.

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 2017. ACEND-accredited programs prepare individuals to become eligible for the RDN 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 as well as 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 Vision

The Ohio State University is the model 21st-century public, land grant, research, urban, community engaged institution.

University Mission

The University is dedicated to:

- Creating and discovering knowledge to improve the well-being of our state, regional, national and global communities;
- Educating students through a comprehensive array of distinguished academic programs;
- Preparing a diverse student body to be leaders and engaged citizens;
- Fostering a culture of engagement and service.

We understand that diversity and inclusion are essential components of our excellence.

University Values

Shared values are the commitments made by the university community in how we conduct our work. At

The Ohio State University we value:

- Excellence
- Diversity in people and of ideas
- Inclusion
- Access and affordability
- Innovation
- Collaboration and multidisciplinary endeavor
- Integrity, transparency, and trust

University Core Goals

Teaching and Learning: to provide an unsurpassed, student-centered learning experience led by engaged world-class faculty and staff, and enhanced by a globally diverse student body.

Research and Innovation: to create distinctive and internationally recognized contributions to the advancement of fundamental knowledge and scholarship and toward solutions of the world's most pressing problems.

Outreach and Engagement: to advance a culture of engagement and collaboration involving the exchange of knowledge and resources in a context of reciprocity with the citizens and institutions of Ohio, the nation, and the world.

Resource Stewardship: to be an affordable public university, recognized for financial sustainability, unparalleled management of human and physical resources, and operational efficiency and effectiveness.

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 three academic units that offer 24 undergraduate degree programs and 19 graduate degree programs. The college's 280 professors and lecturers and 200 staff are tackling some of society's toughest issues. The College is known for developing Ohio's best educators, researchers, policymakers, exercise scientists, dietitians, financial advisors, event coordinators, and other experts who improve society.

College Mission and Core Values

To resolve pressing educational, health and wellness, and social needs locally, statewide, and beyond. Core values include holistic and systemic thinking, diversity, and integrity and accountability.

The OSU Department of Human Sciences – General Description

Department Mission

Members of the Department of Human Sciences advance 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.

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 number of dietetic interns has steadily increased to 20 in recent years.

The DI has a program director who is full-time (1.0 FTE) as a Clinical Associate Professor of Practice. A dietetics coordinator (.25 FTE) and lead clinical dietitian (.75 FTE) support the program as well. All are Registered Dietitians (RD) in good standing with the Commission for Dietetic Registration (CDR). Interns are encouraged to meet individually with the director or dietetics coordinator three times during the

program (August, 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. Erik Porfeli, Chair, Department of Human Sciences, who reports to Dr. Dean Pope-Davis, Dean of the College of Education and Human Ecology.

Program Mission and Philosophy

Mission Statement

The mission of The Ohio State University Human Nutrition Dietetic Internship is to produce graduates to become Registered Dietitian Nutritionists who execute entry-level practice and obtain advancement to positions of impact. Graduates will be prepared to use innovation, inclusion, and integrity to conduct and manage personalized nutrition care in a variety of environments.

Program Goals

Program Goals and Outcomes

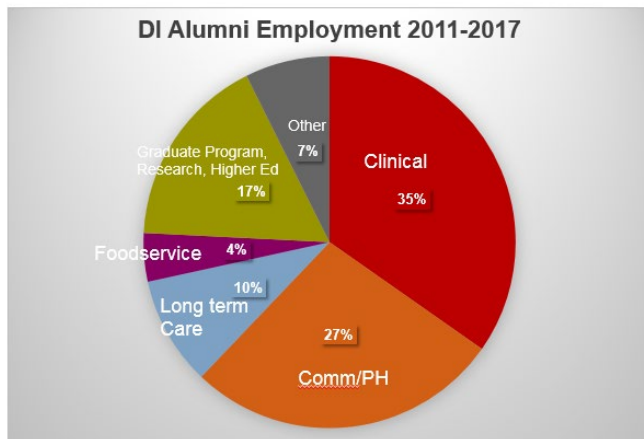
Goal 1. *Graduates will attain the knowledge and skills needed to develop into dietetic practitioners who are capable of actively participating in advancing the quality of life of individuals within diverse communities.*

Goal/Objective Attainment	Outcome Measures	Actual 2017-18 Average
A. After the start of their Dietetic Internship Program, at least 80% of full-time track interns will complete the program requirements within 15 months (150% of the program length), and 80% of part-time and 80% of ISPP interns will complete the program requirements within 25 months (150% of the program length) or 3 years (150% of the program length), respectively.	Program records - Percentage of interns who complete the Dietetic Internship Program	100% Full-time 100% Part-time 100% ISPP
B. Eighty (80%) of employers responding to the employer survey who report the graduate improves the quality of life of individuals (i.e., diet and health/well-being) through a) creation or modification or continuation or continuation of programs and/or policy and/or b) dissemination of knowledge via their job in their diverse communities.	Employer evaluation of graduate RDs	Not available due to newness of goal

Goal 2. *The program will prepare graduates 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	Outcome Measures	Actual 2017-2018 Average
A. 85% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.	Graduates' scores on the registration exam	92% FT 100% PT N/A ISPP
B. 80% of program graduates will pass the CDR credentialing exam for dietitian nutritionists within one year of first attempt.	Graduates' scores on the registration exam	97% FT 75% PT N/A ISPP
C. Of graduates who seek employment, 90% of full-time and 75% of part-time and ISPP program graduates are employed in nutrition and dietetics or related fields within 12 months of program completion.	Employment/ enrollment status of graduates 12 months after graduation as communicated with program director; graduate survey	100% (2017-18 only) FT 100% (2017-18 only) PT N/A ISPP
D. 80% of employers responding to the employer survey will report graduate's competent practice (rated as "Good" or "Very Good" performance on a 5-point Likert scale) as applicable to the job, in Medical Nutrition Therapy, nutrition and food management, public health nutrition, personalized nutrition and counseling.	Employer evaluation of graduate RDs.	Not available due to newness of goal

Graduate Placements



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, wellness 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	University-based, large hospitals
Outpatient	4-8 weeks	8-16 weeks	Children's hospitals and clinics
Inpatient	4-8 weeks	8-16 weeks	Veterans Affairs hospitals and clinics
Long-term Care	1-4 weeks	1-8 weeks	Rehabilitation facilities
			Bariatrics, diabetes, and other specialty clinics

Nutrition and Food Management	6 weeks	12 weeks	University-based, large hospitals University dining Non-profit agencies Research/feeding laboratories
Community/Public Health Nutrition	8 weeks	16 weeks	Extension Service Public Health and WIC agencies Wellness programs Non-profit agencies focused on pediatrics, healthy pregnancies, food security, etc. Sports nutrition and private practice
Culminating Experience	7 weeks	4 weeks	Any of the areas above Food and nutrition supplement industry Nutrition research Nutrition policy and program management

In accordance with recent changes in ACEND policy, our dietetic internship program will have the following temporary policy change in place.

Interns graduating between April 1, 2020 and June 30, 2022 are considered complete by meeting a minimum of 1050 supervised practice hours for full-time interns, 1016 for part-time interns, and 1000 for ISPP. A minimum of 600 hours must be “in authentic, professional work setting that include real clients/patients and/or real-life work situations.” Authentic activities may include remote work.

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 \$9,700. A nonrefundable \$100 down payment is due upon acceptance to the program (April). The remaining nonrefundable \$9,600 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 available on the website.

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.

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 10-20 interns per year in the full time track and up to 4 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 Resource	Description	Web Address	Covered by 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 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. Interns are not eligible for the student health insurance at OSU.

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 (or other local 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 shares 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. Interns and preceptors provide electronic signature. 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.

An intern may get prior learning credit for up to 120 hours of culminating (e.g., research), 240 hours of foodservice management, 320 hours of community and 120 hours of MNT/clinical rotations. Total rotation time credited to prior learning may not exceed 800 hours. The only exception to this is for those applicants who have completed a 900 hour experience under supervision of an RD and have sat for and successfully passed the equivalent to the RD examination to be licensed in states that follow this procedure – there is no limit on the number of weeks credited to the internship rotations.

Program fees remain the same regardless of the amount of prior learning credit awarded.

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 up to 40 hours of personal time (e.g., vacation) and up to 14 sick days 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, and personal time must be approved by the Program Director or assigned staff ahead of when the personal time is taken. Interns who call in sick are required to ***call or use the preceptors preferred method of contact*** for the rotation. Interns must also email the Program Director when taking a sick day.

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 appropriately. Interns may use alternative learning options that are approved for supervised practice hours as well.

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. Interns are encouraged to follow Centers for Disease Control (CDC) COVID-19 related policies,

specifically, [Promoting Behaviors that Reduce Spread](#). These policies include staying home or self-isolating when appropriate, following hand hygiene and respiratory etiquette, and using cloth face coverings as feasible and especially when physical distancing is difficult. Interns must also adhere to site-specific requirements. Interns should self-assess symptoms of COVID-19 daily. Interns who start to show symptoms while at work should seek medical assistance or leave the facility to recover. Sick interns are encouraged to stay at home and use the available virtual learning and telework options. Any time that is missed beyond the allotted sick day hours will be re-scheduled according to preceptor availability. Contract the Program Director to keep her apprised of the situation and formulate plans to complete supervised practice hours with minimal disruption to the anticipated program schedule and completion date.

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 appropriately. Interns may use alternative learning options that are approved for supervised practice hours as well.

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 of the supervised practice site during rotations. For orientation, clinical core, seminars, and professional events and trainings, interns are expected to be in business casual. The following are encouraged:

- Business casual means no jeans (denim jackets are ok) or shorts.
- 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 at many sites.

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.

Disciplinary Actions 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. Interns who fail to make the expected progress toward entry-level competence or who violate policies and procedures may be terminated from the program.

- A. **Written Warning:** Written Warning is the process of the Program Director informing the intern of deficiencies or problems and discussion of the corrective measures required to bring your performance back up to a satisfactory level. Written warnings may be issued for one or a combination of deficiencies in areas such as the following. After receiving a Written Warning, the intern is expected to take appropriate measures to correct the deficiencies or problems. The Program Director will guide and assist in correcting identified deficiencies.
 - a. Prepared for rotation. This preparation includes completing assigned readings/assignments, reviewing medical terminology, etc.
 - b. Inadequate performance in rotation. Performance is evaluated following completion of each rotation by the preceptors and discussed with the intern and the director. If performance is unsatisfactory on more than one occasion, a Written Warning may be given.
 - c. Failure to attain entry-level competence.
 - d. A violation of The Student Code, Code of Ethics for the Profession of Dietetics, or Standards of Professional Practice.
 - e. Two incidents of unexcused absence. The preceptor or director may be the judge as to whether or not an absence is considered unexcused.
 - f. Violation of the written policy or regulations of a clinical site.
- B. **Probation.** Probation will be issued in writing, by the Program Director under the following circumstances. The Program Director determines the terms of Probation and monitors the intern's performance. The intern must display improvement or face possible dismissal from the program.
 - a. Clinical Performance. Unsatisfactory progress in eliminating deficiencies, which led to the Written Warning.
 - b. Program Director deems a violation of the Student Code, Code of Ethics for the Profession of Dietetics, or Standards of Professional Practice serious enough to warrant Probation as the initial sanction.
 - c. Continued unexcused absences.
 - d. The Program Director deems a violation of written policy or regulation of a clinical site serious enough to warrant Probation as the initial sanction.
- C. **Dismissal.** Dismissal from rotations will result from deficiencies, such as:

- a. The Program Director deems your clinical performance inadequate to warrant further pursuit of a career as a dietitian based on inability to meet entry-level competence in required rotations. Preceptor evaluations of competence and review of completed assignments will be considered.
- b. Violations of the terms of Probation.
- c. Any act or behavior which is a violation of local, state, or federal law on clinical site property.
- d. Any act or behavior which is disruptive, or threatens the physical, emotional, mental, or environmental safety of dietetic internship faculty, staff, interns, employees of the clinical facilities, or other individuals utilizing the clinical facilities.
- e. Any act or behavior in violation of the Affiliation Agreement between the University and the Affiliation Site.

Such dismissal shall be stayed pending the expiration of your right to appeal the dismissal as set forth in the Grievance Procedures. If, however, the Program Director, faculty/staff, or preceptors have reasonable cause to believe that the intern presents an immediate threat to the safety of patients or others at the rotation sites, then the intern shall be placed on Leave of Absence pending the appeals process.

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 the end of the program year. 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 (1250 for full-time track, 1216 for part-time track, and 1200 for ISPP)* 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.

* except during the April 1, 2020 and June 30, 2022 temporary reduction in required hours

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. 2017 ACEND Intern Competencies
- B. Performance Evaluations (sample)

Appendix A.

2017 ACEND Intern Competencies

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

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

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

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

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

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

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

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

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

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

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

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

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

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

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

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

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

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)



Human Nutrition Dietetic internship Program
 College of Education and Human Ecology
 Objectives, Competencies/ Learning Outcomes, and Intern Performance Evaluation

Site: _____

Rotation: **Clinical (Medical Nutrition Therapy)**

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				
4 Exceptional Intern demonstrates additional knowledge, skills, and experience in the area above entry-level practice.	3 Competent Intern demonstrates sound knowledge, confidence and effective use of entry-level skills; seeks assistance after investigating potential solutions; and is considered at entry-level practice with little to no guidance or supervision needed.	2 Satisfactory Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not completely independent. Approaching competency.	1 Unsatisfactory Requires frequent supportive cues; identified principles but needs direction to identify application (A remediation plan will be developed).	N/A Not observed in this rotation

Clinical (MNT) Rotation Summary

This is a rotation where interns practice the Nutrition Care Process (NCP) for a variety of populations. Interns first practice the NCP with populations with common medical conditions impacted by the diet, including obesity, diabetes, hypertension, cardiovascular disease, and GI disorders. In a second rotation, interns practice the NCP with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease. Intern prepares and presents case studies to become skillful in exploring a variety of disease states and conditions. Other projects, activities and assessments, not limited to journal clubs, research projects, homework, readings, etc. may be developed by the preceptor or program director.



Objective 1. 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
1.2: Apply evidence-based guidelines and systematic reviews of scientific literature.	Direct client counseling and education Case study (seminar) Receive a 21.5/24 or above on at least one of the case-study presentations. (MNT rubric)			
1.4: Evaluate emerging research for application in dietetics practice	Reading recent publications and determining use in client care Case Study (seminar)			
2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	Direct client counseling and education using NCP Read and apply Academy Code of Ethics			
2.5: Assign duties to NDTRs and/or support personnel as appropriate.	Delegate tasks to NDTR or support staff			



2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	Follow referral process			
3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.				
3.2 Conduct nutrition focused physical exams.				
3.6 Use effective education and counseling skills to facilitate behavior change.				
4.10 Analyze risk in nutrition and dietetics practice				
PNC1. 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.	Direct case with client Case Study (seminar) Receive a "B" grade or above on Personalized nutrition and counseling module			

Objective 2. To communicate appropriately with members of the health care team regarding patient's nutrition care.

Competency	Activity	Intern Self-Evaluation	Preceptor Eval (Level 1-4; N)	Preceptor Comments
2.4 Function as a member of interprofessional teams.	Functioning as a member of the medical			



Human Nutrition Dietetic internship Program
 College of Education and Human Ecology
 Objectives, Competencies/ Learning Outcomes, and Intern Performance Evaluation

	team and partnering with nurses, physicians, social workers, etc. to deliver effective nutrition services			
2.8: Demonstrate negotiation skills	Showing assertiveness when needed, while respecting life experiences, cultural diversity, and educational background of clients to which intern is providing direct care			
2.8 Demonstrate professional attributes in all areas of practice	Report to work on time, take initiative, make meaningful contributions to the team, respect privacy			
2.15 Practice and/or role play mentoring and precepting others.				
3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats.	Use of oral, print, and visual formats during direct client care			



OPEN ENDED RESPONSES BY PRECEPTOR:

1. Professional Behaviors (dress, attendance, confidentiality): Appears neat and professional. Reports to work in a timely manner. Respects the rights and confidentiality of patients, employees, and peers. Respects the time constraints and the job responsibilities of the preceptor.
2. Willingness and interest in Learning: Demonstrates a genuine interest and enthusiasm for the practice of dietetics. Accepts assignments and responsibility willingly. Demonstrates self-motivation in the completion of projects and assignments.
3. Please comment on the intern's strengths.
4. Please comment on the intern's areas of improvement and/or needs for future rotations.
5. Overall rating (mark one): Unsatisfactory Satisfactory Competent Exceptional N/A

ROTATION HOURS: (Add rows as needed):

Week	Hours Completed
1	
2	
3	
4	
Total:	

SIGNATURES:

Preceptor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

Director Signature: _____ Date: _____