

St. Cloud Hospital Dietetic Internship

Student Handbook

2019-2020

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Program Background, Mission and Goals

The St. Cloud Hospital Dietetic Internship Program was granted candidacy status as a dietetic internship by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) in October 2016. Graduates of this program will receive a verification statement that indicates they have completed the practice requirements successfully and will be eligible to apply to take the National Registration Examination for Dietitians.

Mission

The mission of the St. Cloud Hospital Dietetic Internship is to fully prepare graduates to enter the field as competent, entry-level registered dietitians, with an expertise in medical nutrition therapy, who put the care of people above all in a manner that reflects the healing mission of Jesus.

Goals and Objectives

Goal #1: The St. Cloud Hospital Dietetic Internship will prepare graduates to become competent entry-level registered dietitians.

Objective #1: 80% of graduates will pass the registration examination on their first attempt.

Objective #2: 80% of graduates that seek employment will be employed in a dietetics or a related field within 12 months of graduation.

Objective #3: 80% of internship participants will complete their dietetic internship within 56 weeks for full time interns and 90 weeks for part time interns (150% of internship length).

Objective #4: After 12 months of employment, 80% of employed graduates will rate themselves as prepared or well-prepared in performance.

Goal #2: The St. Cloud Hospital Dietetic Internship will prepare graduates who demonstrate a commitment to putting the care of people above all.

Objective #1: 80% of employers will rank graduates as “meets expectations” or above in standards of patient/client/customer centered care 12 months post-graduation

Contact Information

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Costs to the Intern

Costs to the intern for completing the St. Cloud Hospital Dietetic Internship Program are as follows:

- Cost of tuition is \$9,200 per intern. Financial aid is not provided; it is the responsibility of each individual intern to cover the cost of the program. Payments can be split as follows: \$5,000 due June 1st of the start year and \$4,200 due October 1st of the start year.
- A non-refundable application fee of \$40, as well as DICAS and D&D Digital costs, approximately \$100 are due at the time of application.
- Interns are required to have a vehicle for transportation throughout the program. Sites may be up to 70 miles from the St. Cloud Hospital. Interns are expected to carry their own automobile insurance at their own expense.
- It is the responsibility of interns to arrange their own housing and living expenses. Estimated cost is \$1,300 per month.
- Each intern is required to have access to a computer with a Blackboard Learn supported browser and plug-ins as needed; Flash, RealMedia Player, etc. The program uses Blackboard Learn for assignment delivery, which has no specific hardware requirements.
- A scanner or access to a reliable scanner may be beneficial, though not required.
- Health costs: interns must provide documentation of a negative urine drug and alcohol screen (7 panel drug screen plus alcohol testing), a two-step negative Mantoux (TST), as well as required immunizations prior to three months of the internship start date. Interns are highly recommended to carry their own health insurance as St. Cloud Hospital will not cover these costs. Required immunizations/tests may cost up to \$500 if all need to be updated and are not covered by insurance. Cost of personal health insurance varies.
- American Heart Association Basic Life Support (BLS) certification at the health care provider level prior to October 1st of the internship year. Cost is approximately \$75.00.
- Required texts (Estimated cost of \$100 total):
 - Subscription to electronic Nutrition Care Process Terminology (eNCPT)
 - A current edition of a diagnostic and laboratory reference text or online version
- A second background check will be completed for interns who complete a rotation at the Sartell-St. Stephen School District. Cost is \$14.00.
- Interns will be required to purchase the Scope of Practice Decision Tool after rotations start. Cost is \$10.00.
- Dress code
 - Non-skid shoes. Cost is approximately \$50.00.
 - Interns must have business-casual attire for most of their rotations. They will receive more details about the dress code after match.
 - Optional uniform of scrubs and/or lab coat for inpatient MNT rotations. Cost is approximately \$100.00.
- Additional costs include AND membership, calculator, suggested texts, and other possible minor miscellaneous costs for an estimated total of \$650 if text books are not previously owned.
- The following texts are suggested, but not required.
 - A current edition of a Nutrient-Drug Interaction guide
 - A medical nutrition therapy text from undergraduate courses
 - A food service management text from undergraduate courses
 - A community nutrition text from undergraduate courses

The St. Cloud Hospital will cover the cost of each intern’s criminal background check as well as professional liability insurance. Interns must provide required information to St. Cloud Hospital to allow for a criminal background check.

Parking

When at the St. Cloud Hospital, interns must use off street parking. Parking for all other rotations will vary depending on location. It is the responsibility of the intern to verify with their preceptor ahead of time if there are parking requirements for the site.

Calendar and Schedule

The Program is divided into the following categories:

<u>Full Time Program (MONDAY-FRIDAY)</u>		<u>Part Time Program (MONDAY-WEDNESDAY) *</u>	
General Orientation	1 week	General Orientation	1 week (MON-FRI)
MNT Orientation	1 week	MNT Orientation	1 week (MON-FRI)
MNT Rotations	19 weeks	MNT Rotations	32 weeks
Food Service Rotations	8 weeks	Food Service Rotations	13 weeks
Community Rotations	6 weeks	Community Rotations	9 weeks
Professional Development	1 week	Professional Development	2 weeks
<u>Christmas Break</u>	<u>2 weeks</u>	<u>Christmas Break</u>	<u>2 weeks (MON-FRI)</u>
Total Length	38 weeks	Total Length	60 weeks

*Part time interns have supervised practice Monday through Wednesday each week unless indicated otherwise.

The SCH DI Program does not provide credits for prior learning.

Medical Nutrition Therapy (MNT)

Fifty-five percent of the internship consists of MNT rotations. Interns will spend one to two weeks on most units within the St. Cloud Hospital as well as one to two weeks at a regional hospital and long-term care facility. Outpatient rotations will occur at surrounding clinics. Interns should be able to complete assessments and interventions with little assistance for at least two to three patients per day by the end of the first week for each MNT rotation. For two-week MNT rotations, interns should be able to see approximately half of the dietitian’s patients per day by the end of the second week. There will be approximately 20 days of staff relief at the end of MNT rotations. The location of staff relief will be assigned by Internship Leadership. The student will, during staff relief, progressively complete the duties of an inpatient clinical dietitian, while overseen by an employed dietitian. Assignments will include case studies, written assignments and a clinical presentation to the SCH dietitians. All assignments, with the exception of assigned group projects, are to be completed individually.

Food Service/Management

Twenty five percent of the internship consists of food service/management rotations. Interns will spend the equivalent of five to six weeks with food service at the St. Cloud Hospital where they will perform a number of activities including, but not limited to, quality and customer service measures, recipe and menu development, supervision of employees, analysis of data, food waste studies and the Theme Meal

project. Interns are encouraged to work together on group assignments and to turn in one copy unless otherwise indicated. The remaining two weeks (or equivalent) of the food service rotations will be completed at a college/university, a public K-12 school system or both.

Community Nutrition

Fifteen percent of the internship consists of community nutrition rotations. Interns will have one to four-week rotations at various community sites potentially including, but not limited to The University of Minnesota Extension/SNAP, WIC, Head Start, Coborn's Inc., and Feeling Good Minnesota. Assignments include written assignments and a case study. All assignments are to be completed individually unless otherwise indicated.

Professional Development

Five percent of the internship consists of professional development. The purpose of this week is for interns to obtain shadowing experiences with different nutrition professionals to learn about various options within the field of dietetics. It will also be required that interns write up a proposal for a private practice business, nutrition-related product, or program and complete their professional development portfolio during this rotation.

Internship Leadership must approve of any professional development experiences. Interns will be provided with a list of suggested preceptors in the beginning of the internship program, but it is their responsibility to set up the experiences. A minimum of two different shadow experiences is required, but interns can select up to five if they choose. A minimum of 40 hours must be completed unless there is an approved holiday or personal day used during that week(s). Experiences must meet the following guidelines:

- The majority of experiences must fit within the scope of practice of a registered dietitian
- The position cannot offer payment to interns
- The individual who is considered the main preceptor for the shadowing must be a registered dietitian, dietetic technician, or other professional approved by Internship Leadership
- Interns are expected to be present for 8.5 hours per day, allowing for a 30-minute lunch break, unless otherwise approved by Internship Leadership.

Education Days

There will be two different education days throughout the program, one in the late fall and one in the winter. These days are intended to provide more in-depth education regarding specific topics and to better prepare interns for the MNT rotations. Education days both occur on Fridays and full-time interns are responsible for notifying their preceptor that they will be absent on the assigned day. Part time interns must make arrangements to be present for both of these days.

Sample Schedule

22-Oct	General orientation
29-Oct	MNT orientation
5-Nov	Outpatient MNT, Long Term Care, Regional Hospital (potential outpatient MNT rotations include a diabetes center, weight management/bariatric surgery, outpatient oncology, outpatient renal, outpatient pediatrics and cardiac rehab)
12-Nov	
19-Nov	
26-Nov	
3-Dec	
10-Dec	SCH MNT Inpatient
17-Dec	Christmas Break
24-Dec	
31-Dec	
7-Jan	
14-Jan	
21-Jan	SCH MNT inpatient rotations (potential rotations include telemetry, cardiac care, medical, surgical, oncology, neurology, renal, ICU, clinical leadership, pediatrics, NICU, and family birthing)
28-Jan	
4-Feb	
11-Feb	
18-Feb	
25-Feb	Staff Relief Preparation Week
4-Mar	Staff Relief part 1
11-Mar	
18-Mar	Staff Relief part 2
25-Mar	
1-Apr	Professional Development
8-Apr	Community Nutrition Rotations 1-4 different locations/preceptors
15-Apr	
22-Apr	
29-Apr	
6-May	
13-May	School Food Service
20-May	
27-May	Hospital Food Service
3-Jun	
10-Jun	
17-Jun	
24-Jun	
1-Jul	
8-Jul	

Intern Attendance

A minimum of 40 hours per week for full time interns and 24 hours per week for part time interns must consist of supervised practice. Interns are allowed two weeks off at Christmastime. Full time and part time interns are allowed one day off for all of the organizations' holidays, which varies depending on location. The St. Cloud Hospital observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. The day after Thanksgiving will also be counted as a holiday.

Personal Days

Personal days include any day an intern is not present for his/her learning for at least six hours. Full time interns will be allowed up to three personal days total throughout the internship without requiring make up time. Part time interns will be allowed up to five personal days. The Internship Coordinator as well as the preceptor for the day must be notified as soon as possible for any absence. **Interns are not allowed to use personal days during general orientation, MNT orientation or staff relief weeks unless there is an emergency.**

Inclement Weather

Interns are expected to work their scheduled shifts during periods of inclement weather. If, after making a good faith effort to report to work, an intern cannot do so because of road closures, hazardous driving conditions and/or the discontinuance of public transportation, the intern can choose to either use a personal day or make up the hours at another date. In this situation, the intern must notify their preceptor as soon as possible and they must email the Internship Coordinator.

Tardiness

Interns are expected to arrive punctually for each rotation. Start time will vary depending on rotation. Preceptors will be asked to alert the Internship Coordinator if tardiness or unexcused early release of greater than 15 minutes occurs. Two or more instances of unexcused tardiness or unapproved early release will result in disciplinary action. Interns must make up all unexcused absent hours.

Breaks

Interns are allowed breaks, ideally at the same time as their preceptor: a 15 minute and a 30-minute break per day.

Assignments

All case studies, written assignments, projects and evaluations due for a grade will be posted in Blackboard Learn. Interns are to submit completed assignments via Blackboard Learn.

Case Studies

Interns are to complete case studies due throughout the program. The case studies will require interns to think critically about these specific disease processes or patient/client populations in depth from a nutrition perspective. Flash drives are not permitted within CentraCare facilities; therefore, interns may be required to work on portions of case studies within a CentraCare facility. Topics for the case studies include:

- Oncology
- Gastrointestinal Disease
- Bariatric Surgery

- Pediatric
- Culture

Written Assignments

Interns are required to turn in written assignments throughout MNT and community rotations. The written assignments will require interns to think critically and creatively. Topics include:

- Diabetes
- Heart disease
- Renal disease
- Patient or client education development
- Business plan
- Public policy letter
- School food service paper
- Coding & Billing

Clinical Presentation

Interns are required to develop a clinical presentation during MNT rotations to present to the registered dietitian group either during staff relief preparation week or during staff relief.

Projects

There is one project that is required to be submitted via Blackboard Learn in addition to others that may be developed at the discretion of the preceptors. Projects provide more hands-on experience for interns to relate knowledge with experience. The required project is the Theme Meal Project; the written report for this project is the only component due via Blackboard Learn. Other projects may include a group presentation to a select audience, an evidence-based practice project or other assignments/projects as directed by preceptors.

Portfolio

Interns will learn about their professional development portfolio during orientation week. They are encouraged to complete this throughout the internship and turn it in at the final due date. The portfolios will be discussed periodically at the biweekly check ins with the Internship Coordinator.

Intern/Preceptor Evaluations

Interns will complete a preceptor evaluation at the end of each rotation unless otherwise specified. Preceptor evaluations should be emailed to the Internship Coordinator on the last day of the rotation. Intern evaluations are due as soon as available from the preceptor.

Self-Evaluation Form

Self-evaluations are due every two weeks throughout the program, starting with week four, and every four weeks throughout the program for part time interns, to be turned in prior to the check in with the Internship Coordinator.

Education and Malnutrition Evaluation Forms

Interns will need to be evaluated on two educations and two malnutrition assessments during MNT rotations. The first education and malnutrition assessments are due by the first MNT due date and the second education and malnutrition assessments are due by the second MNT due date.

Assignment Due Dates

Interns will have four due dates for assignments throughout the program. It is highly encouraged that they turn in assignments as they are completed for more timely feedback. For late assignments, 10% will be deducted from the final grade for each day the assignment is late.

Interns 1-2: **1st due date:** end of week 18 (cardiac & diabetes written assignments, oncology & bariatric case studies, topic for clinical presentation)
 2nd due date: end of week 36 (renal written assignment, pediatric & GI case studies, clinical presentation, coding/billing assignment)
 3rd due date: end of week 45 (culture case study, public policy assignment, education development assignment)
 4th due date: end of week 60 (School FS assignment, Theme Meal, Professional Development Portfolio, Business Plan)

Interns 3-4: **1st due date:** end of week 11 (cardiac & diabetes written assignments, oncology & bariatric case studies, topic for clinical presentation)
 2nd due date: end of week 23 (renal written assignment, pediatric & GI case studies, clinical presentation, coding/billing assignment)
 3rd due date: end of week 30 (culture case study, public policy assignment, education development assignment)
 4th due date: end of week 38 (School FS assignment, Theme Meal, Professional Development Portfolio, Business Plan)

Interns 5-6: **1st due date:** end of week 11 (School FS assignment and Theme Meal)
 2nd due date: end of week 18 (culture case study, public policy assignment, education development assignment, business plan)
 3rd due date: end of week 28 (cardiac & diabetes written assignments, oncology & bariatric case studies, topic for clinical presentation)
 4th due date: end of week 38 (renal written assignment, pediatric & GI case studies, clinical presentation, coding/billing assignment, Professional Development Portfolio)

Interns 7-8: **1st due date:** end of week 11 (culture case study, public policy assignment, education development assignment, School FS Assignment)
 2nd due date: end of week 18 (Theme Meal and business plan)
 3rd due date: end of week 28 (cardiac & diabetes written assignments, oncology & bariatric case studies, topic for clinical presentation)
 4th due date: end of week 38 (renal written assignment, pediatric & GI case studies, clinical presentation, coding/billing assignment, Professional Development Portfolio)

Responsibilities of the Interns PRIOR to the Start of Each Rotation

- Email or call their preceptor(s) by Monday of the week prior to the start of the rotation to determine time, location, parking directions and any other pertinent information.
- Review and complete Rotation Preparation Sheets and become familiar with the content if applicable. These preparation sheets are provided during orientation although not every rotation has one.
- Review the assignment list in Blackboard and determine if there are assignments that correlate with the upcoming rotation. This will prepare the intern to be more alert for information that might assist with the assignment(s).

Responsibilities of the Interns DURING Each Rotation

- Record the date each time a core competency is met in the core competency checklist
- Email the intern evaluation to the preceptor on the first day of each rotation
- Review the intern evaluation to become familiar with what is expected in terms of professionalism, leadership, competency, etc.
- Complete preceptor evaluations by the last day of the rotation

Registration Exam

During orientation week interns will all receive a copy of an exam review course. It is the responsibility of the interns to study for the exam throughout the internship in preparation for the registration exam. Study groups are encouraged. Ideally, interns should study one to two hours per week outside of supervised practice.

Evaluation Process and Procedures

Interns will complete self-evaluations as well as preceptor evaluations throughout the program. Preceptors are trained to complete evaluations on the interns during their assigned rotations.

Rotation Evaluations

Evaluations occur between the intern and their preceptor. The objective of evaluations is to provide feedback to the intern on their progress. Rotations lasting longer than three weeks will require a midpoint evaluation. The intern evaluations will ideally be discussed verbally and are due via Blackboard Learn the last day of the rotation. Interns are required to obtain an average score of “3” or above on a 1-5 scale, which is considered, “achieving what is expected of an intern” for all of the intern evaluations. Not meeting this standard may require repetition of the rotation. See “Forms” on page 23.

Education Evaluations

Interns are evaluated on two patient educations completed during MNT rotations.

Malnutrition Evaluations

Interns are evaluated on two malnutrition assessments completed during MNT rotations.

Clinical Presentation Evaluation

Interns will be evaluated by various preceptors and fellow interns on their clinical presentation.

Check In's with the Internship Coordinator

Interns will communicate with the Internship Coordinator minimally every two weeks for full time interns and four weeks for part time interns in a private manner, either in person or via telephone. The intern is asked to assess their own progress by completing a self-evaluation form (see "Forms" on page 23) to turn in via email **prior** to the meeting. The Internship Coordinator will identify any possible barriers to successful program completion and discuss solutions with the interns. Assignments and evaluations will be reviewed. If significant issues are present, additional meetings may be held.

Grades

All Blackboard case studies, assignments, projects and presentations will be graded by the Internship Coordinator with input from preceptors as needed. Any assignment that does not receive a passing grade of 80% will require the intern to repeat the assignment until a passing grade is obtained.

Successful Program Completion and Verification Statements

To graduate from the St. Cloud Hospital DI Program, the following criteria must be met:

- A minimum of 1328 hours of supervised practice
- Completion of all assignments and projects with a passing grade
- Completion of all evaluations and self-assessments with an average score of "3" or better

When it is determined that an intern has successfully completed the St. Cloud Hospital Dietetic Internship Program, a Verification Statement will be issued to them and a copy will be sent to the Commission on Dietetic Registration to alert them of the intern's examination eligibility. Interns are not entitled to a job at the conclusion of the internship and are not entitled to wages for the time spent in the internship.

Program Retention and Remediation

The Internship Coordinator reviews all evaluations and graded assignments. Any single "not acceptable" evaluation score, which is a score of 1 on a 1-5 scale, an *average* score of less than "3" on any intern evaluation or a failing grade on any assignment will prompt the intern and Internship Coordinator to develop an action plan which could include repetition of the rotation. The Internship Coordinator will determine when appropriate improvement has been accomplished and the goals of the action plan have been met. Interns will have successfully fulfilled program requirements only after all assignments have been completed satisfactorily. If interns do not successfully fulfill program requirements, disciplinary action may be taken up to termination from the program.

Disciplinary Action and Termination from the Program

Disciplinary action may be taken if interns do not meet the CentraCare Health (CCH) Code of Conduct, Customer Service Standards, and/or AND's Code of Ethics, and/or internship program completion requirements. The CCH Code of Conduct policy as well as the Customer Service Standards are available to interns upon request. If the issue is not considered a severe offense, the intern will meet with the Internship Coordinator to resolve the issue. The Internship Director will be contacted if the problem continues and an action plan will be developed to assure the offense is promptly discontinued.

The St. Cloud Hospital Dietetic Internship Program reserves the right to terminate an intern from the program if significant concerns are present. Prior to termination, the Section Director of Medical Specialties will be made aware of the potential plans for termination. After this procedure, the program may choose to remove an intern from the program. If an intern commits a *severe* offense, they will either be put on probation or immediately terminated from the program at the discretion of the Internship Director. Examples of severe offenses include (but are not limited to) the following:

- Offense when on probation
- Repeated absences/tardiness without make-up time
- Inappropriate or offensive behaviors including harassment, violence, endangering self or others
- Violation of HIPPA/confidentiality
- Customer service standards violation or repeated violation of professional practice
- Falsification of documents
- Repeated failure to report infection/injury
- Repeated failure to use safety techniques or devices
- Intoxication or illegal possession of controlled drug
- Repeated smoking in unauthorized areas
- Possession of fire arms or other weapons
- Sleeping during supervised practiced
- Theft, including medications
- Violation of federal and state regulations
- Repeated late assignments or assignments that repeatedly do not meet satisfactory standards
- Two or more concerns identified in rotation evaluations by preceptors for behavior

Intern Complaints and Concerns

Interns may direct minor internship related concerns to the Internship Coordinator. The Internship Coordinator will communicate with the intern to develop an action plan to resolve issues. There will be no retaliation from Internship Leadership or mentors for reports of grievances. Interns will be able to provide input into program improvement at the end of the program.

Significant concerns from interns with a specific preceptor will be addressed promptly. Interns are directed to take the following actions:

1. Discuss the concern with the preceptor in question. If unable to resolve,
2. Submit the concern in writing to the Internship Coordinator. If unable to resolve,
3. Submit the concern in writing to the Internship Director. If unable to resolve,
4. Submit the concern in writing to the Section Director of Medical Specialties.

Significant intern complaints or concerns about the internship program are to be addressed by taking the steps listed below.

1. Contact Internship Leadership informally about the concern to clarify the situation.
2. Submit a significant concern in writing using the "Formal Complaint" form (see "Forms" on page 32) to the Internship Coordinator.
3. If successful resolution of the problem is not made within one week from the date that the written complaint is received, the complaint must be submitted to the Internship Director in writing using the "Formal Complaint" form.

4. If successful resolution of the problem is not made within one week from the date that the written complaint is received, the complaint must be submitted in writing to the Section Director for Medicine Specialties, using the “Formal Complaint” form.
5. ACEND should be contacted directly only for unresolved complaints that are related to ACEND standards. See contact information in the front of the handbook.

Withdrawal from the Program and Refund of Tuition and Fees

Interns can withdraw from the program at any point of their choosing. Financial reimbursement will only be provided if withdrawal occurs prior October 1st of the start of the internship year. An intern who withdraws from the program prior to this will not receive a Verification Statement and will not be eligible to take the registration exam.

Commonly Used Resources

- SCH DI Program Website
<https://www.centracare.com/employment/internship-and-nursing-programs/internships/st-cloud-hospital-dietetic-internship-program/>
- Academy of Nutrition and Dietetics (AND)
www.eatright.org
- CentraNet
Only available using a CentraCare computer or laptop in a CentraCare facility
- Code of Ethics for the Nutrition and Dietetics Profession
<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>
- Commission on Dietetic Registration (CDR)
<https://www.cdrnet.org/>
- eNCPT Manual
<https://www.ncpro.org//default.cfm?>
- Evidence Analysis Library
<https://www.andeal.org/default.cfm>
- Morrison Diet Manual
Available in the Food Service Dietitian’s office at the St. Cloud Hospital
- Morrison Management Policies and Procedures Manual
Available in the Food Service Dietitian’s office at the St. Cloud Hospital
- Nutrition Care Manual
<https://www.nutritioncaremanual.org/auth.cfm?p=%2Findex%2Ecfm%3F&err=NotLoggedIn>
- Scope of Practice for RDN
[https://jandonline.org/article/S2212-2672\(17\)31624-6/fulltext](https://jandonline.org/article/S2212-2672(17)31624-6/fulltext)

Forms

Title:	Page #:
Example Intern Evaluation: MNT (Completed by preceptors at the end of each rotation)	16
Intern Education Evaluation (Completed by intern at least twice throughout MNT)	18
Intern Malnutrition Evaluation (completed by intern at least twice throughout MNT)	19
Example Preceptor/Rotation Evaluation (Completed by interns)	20
Intern Self Evaluation (Completed by intern every 2 weeks)	21
Formal Complaint Form	22

St. Cloud Hospital Dietetic Internship (SCH DI) Intern Evaluation: MNT

Intern name:

preceptor name:

1 Not acceptable	2	3	4	5			Comments?	
achieving what is expected of an intern			demonstrating competence of a RDN					
1. How many days was the intern late or left early?			0 days	1 day	2 days	3+ days		
2. How many hours of supervised practice did the intern complete during this rotation?								
3. Clothes/appearance complied with dress code			1	2	3	4	5	
4. Demonstrated patient (or client)/family-centered care/mentality <ul style="list-style-type: none"> • Demonstrates dignity and respect toward patients/families • Communicates and shares complete and unbiased information to patients/families • Encourages the participation of patients/families in their care • Collaborates with others to improve delivery of patient/family-centered care 			1	2	3	4	5	N/A
5. Intern was motivated and engaged throughout rotation, asking questions when appropriate			1	2	3	4	5	
6. Used effective education and counseling skills to facilitate behavior change (CRDN 3.6)			1	2	3	4	5	N/A
7. Demonstrated effective communication skills for clinical and/or customer services in a variety of formats (oral, print, visual, electronic, mass media) (CRDN 3.3)			1	2	3	4	5	N/A
8. Demonstrated active participation, teamwork and contribution in group settings (CRRN 2.3)			1	2	3	4	5	N/A
9. Delegated to catering associates and/or other support personnel as appropriate (CRDN 2.5)			1	2	3	4	5	N/A
10. Referred clients/patients to other professionals when needs are beyond individual scope of practice (CRDN 2.6)			1	2	3	4	5	N/A
11. Applied leadership skills to achieve desired outcomes (CRDN 2.7)			1	2	3	4	5	N/A
12. Established collaborative relationships with other health professionals (CRDN 2.4)			1	2	3	4	5	N/A

1. Demonstrated professional attributes of taking initiative, proactively developing solutions and/or risk taking (CRDN 2.10)	1	2	3	4	5	
2. Demonstrated professional attributes of flexibility and time management (CRDN 2.10)	1	2	3	4	5	
3. Demonstrated assertiveness when needed while respecting life experiences, culture, etc (CRDN 2.8)	1	2	3	4	5	N/A
4. Assessed the nutritional status of individuals appropriately (CRDN 3.1)	1	2	3	4	5	N/A
5. Diagnosed nutrition problems and created appropriate PES statements (CRDN 3.1)	1	2	3	4	5	N/A
6. Planned and implemented nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing interventions (CRDN 3.1)	1	2	3	4	5	N/A
7. Competently managed nutrition support (assessing needs, selecting an appropriate formula, calculating rates/flushes, determined appropriate plan, etc).	1	2	3	4	5	N/A
8. Monitored and evaluated problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis (CRDN 3.1)	1	2	3	4	5	N/A
9. Completed documentation that follows professional guidelines (CRDN 3.1)	1	2	3	4	5	N/A
10. Practiced in compliance with current federal regulations and state statutes and rules, as applicable/in accordance with accreditation standards, the Scope of Dietetics Practice, and the Code of Ethics for the Profession of Dietetics (CRDN 2.1)	1	2	3	4	5	

Strengths

Areas for Improvement

Other comments

St. Cloud Hospital Dietetic Internship (SCH DI) Program Education Evaluation

Interns are to turn in 2 of these evaluations throughout their MNT rotations. This is to be filled out by the preceptor. Education must be for a diet related to chronic disease (cannot count an evaluation towards Coumadin-Vitamin K education)

Intern Name: _____ **Preceptor Name:** _____

Topic of Education: _____ **Date:** _____

	1	2	3	4	5			
	achieving what is expected of an intern					demonstrating competence of RDN		Comments:
1. Chose and/or developed appropriate education materials	1	2	3	4	5	N/A		
2. Demonstrated effective communication skills using oral, print, visual, and/or other communication methods for maximizing client education (CRDN 3.3)	1	2	3	4	5			
3. Introduction of self and observer	1	2	3	4	5			
4. Established rapport and put the patient/client at ease	1	2	3	4	5			
5. Used appropriate language/terminology so patient/client could understand	1	2	3	4	5			
6. Organized the instruction in a logical manner	1	2	3	4	5			
7. Explained the purpose of the diet	1	2	3	4	5	N/A		
8. Use effective education and counseling skills to facilitate behavior change (motivational interviewing, goal setting, open-ended questions) (CRDN 3.6)	1	2	3	4	5			
9. Applied evidence-based guidelines in nutrition information provided (CRDN 1.2)	1	2	3	4	5			
10. Answered questions appropriately	1	2	3	4	5	N/A		
11. Ended discussion appropriately	1	2	3	4	5			
12. Demonstrated assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background (CRDN 2.8)	1	2	3	4	5			
13. Overall education score	1	2	3	4	5			

Strengths

Areas for improvement

Other Comments:

St. Cloud Hospital Dietetic Internship (SCH DI) Program **Malnutrition Evaluation**

Interns are to turn in 2 of these evaluations throughout their MNT rotations. This is to be filled out by the preceptor.

Intern Name:

Preceptor Name:

Name of Unit:

Date:

1	2	3	4	5			Comments:		
Not acceptable		achieving what is expected of an intern			demonstrating competence of RDN				
1.	Accurately calculated percent weight loss (if any) and/or growth velocity using ASPEN guidelines			1	2	3	4	5	
2.	Appropriately assessed oral intake using ASPEN guidelines			1	2	3	4	5	
3.	Appropriately assessed for muscle wasting (CRDN 3.2)			1	2	3	4	5	N/A
4.	Appropriately assessed for adipose tissue loss (CRDN 3.2)			1	2	3	4	5	N/A
5.	Appropriately assessed fluid accumulation			1	2	3	4	5	
6.	Appropriately and accurately used hand grip meter to assess strength			1	2	3	4	5	N/A
7.	Established rapport with patient/family			1	2	3	4	5	N/A
8.	Obtained appropriate information during patient interview (duration/amount of weight loss, extent of decreased intake, etc)			1	2	3	4	5	N/A
9.	Diagnosed malnutrition correctly using ASPEN criteria for signs/symptoms or was able to correctly defend that the patient was not malnourished			1	2	3	4	5	
10.	Chose appropriate intervention(s)			1	2	3	4	5	
11.	Chose appropriate follow up plan			1	2	3	4	5	
12.	Overall score			1	2	3	4	5	
Strengths									

St. Cloud Hospital Dietetic Internship Program **Preceptor/Rotation Evaluation**

Due the **LAST** day of the rotation (a midpoint evaluation is required for any rotation that is longer than 3 weeks)

Intern Name:

Preceptor Name:

	1	2	3	4	5		
	Not Acceptable		Acceptable		Exceptional		Comments:
1. I was adequately oriented to the area (introduced to key people, expectations/priorities discussed, resources identified)	1	2	3	4	5	N/A	
2. The preceptor demonstrated a strong foundation of knowledge	1	2	3	4	5		
3. The preceptor demonstrated professionalism	1	2	3	4	5		
4. The preceptor used current evidence-based guidelines in practice	1	2	3	4	5	N/A	
5. The preceptor was approachable and accessible to facilitate my learning	1	2	3	4	5		
6. The preceptor treated me with dignity and respect	1	2	3	4	5	N/A	
7. The preceptor considered me to be a team member	1	2	3	4	5	N/A	
8. The preceptor encouraged me to develop my own thoughts/ideas	1	2	3	4	5	N/A	
9. The preceptor challenged me to increase quality and quantity of work throughout the rotation	1	2	3	4	5	N/A	
10. I felt adequately prepared for the content of this rotation	1	2	3	4	5	N/A	
11. During this rotation, I was able to develop skill in applying specific knowledge to practice	1	2	3	4	5	N/A	
12. During this rotation, I applied knowledge and skills from one situation to another	1	2	3	4	5	N/A	

Strengths of the preceptor:

Strengths of the rotation:

St. Cloud Hospital Dietetic Internship (SCH DI) Self Evaluation

1. Include at least 2 sentences in each response.
2. Save as "Self Eval week __ (your initials)" Example: Self Eval week 22 (SQ)
3. Email to Internship Coordinator PRIOR to your biweekly check in

Intern Name: _____ Date: _____

List 1 or 2 of your strengths/most significant achievements over the past 2 weeks.

List 1 or 2 of your most significant struggles over the past 2 weeks.

How do you plan to overcome these struggles in the future?

What is your main goal(s) for the next 2 weeks?

Other comments/concerns?

Formal Complaint Form

Directions:

1. Please refer to the Reporting Concerns Policy located in the Student and/or Preceptor Handbook prior to completing this form. This form is considered a formal complaint that has not been able to be successfully resolved with preceptors, Internship Leadership or others involved.
2. Please complete form in its entirety so that there is ample information to allow for appropriate action.
3. This complaint may be submitted anonymously; however, without contact information, Internship Leadership will be unable to respond to you directly regarding the matter.

Personal Information (if not desired to remain anonymous):

Your full legal name:

Status (prospective intern, current intern, graduated intern, preceptor):

Position, if applicable:

Year (or expected year) of program completion if applicable:

Mailing Address:

City:

State:

Zip:

Your preferred email address:

Telephone number:

Complaint Information:

1. First date on which the event(s) occurred:
2. Please indicate what this complaint is referring to (can select more than one):
 - Specific preceptor (indicate name and location) _____
 - More than one preceptor (indicate names and locations) _____
 - A specific rotation (indicate rotation) _____
 - The St. Cloud Hospital DI Program in general
3. Please describe your complaint in detail. Include the name(s) of individual(s) involved, locations and dates.
4. What attempts have you made to resolve this complaint up until now? Please include the name(s) of any individual(s) you contacted and what actions were made.
5. Why do you think the complaint was not able to be resolved in your prior attempts?
6. What resolution would you consider fair?
7. Any other information you would like to provide?
8. Is there any individual(s) that you do NOT want to know of your complaint? Please keep in mind that proper resolution may be difficult if an involved person cannot be asked to explain or respond. Also note that retaliation for making a complaint is prohibited and will be considered a serious violation of professional responsibility.

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I grant permission for this complaint to be forwarded to SCH DI officials for purposes of investigation and response and filed for future reference.

Your signature

Today's date

Intern Agreement

I have received and read my copy of the 2018-2019 SCH DI Program Handbook, including the AND Code of Ethics and Scope of Practice. I agree to adhere to all of the policies and procedures contained in this student handbook. I also understand that if I violate the policies and procedures contained in the handbook that I will receive the appropriate consequences

Intern Signature

Date

Intern Name