

St. Cloud Hospital Dietetic Internship

Preceptor Handbook

2018-2019

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Dear valued preceptor,

First and foremost, the St. Cloud Hospital Dietetic Internship Program would like to thank you for your willingness to serve as a preceptor for dietetic interns. The experience can be challenging at times, but also very rewarding. Preceptors are essential for furthering the education of the next registered dietitians. You are making an impact in interns' lives and professions.

“Currently, for every qualified student who gets an internship rotation, another student will not, because too few practitioners have been willing to take on the role of preceptor. The profession needs more practitioners who are willing to train and serve as positive role models and preceptors to assure that all qualified students can complete their education. Preceptors are a vital resource for the dietetic professionals of the future.” –Academy of Nutrition and Dietetics

Sincerely,

The St. Cloud Hospital Dietetic Internship Leadership



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Program Background, Mission and Goals

The St. Cloud Hospital Dietetic Internship Program (SCH DI) Received candidacy status from 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 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

The St. Cloud Hospital Dietetic Internship program accepts up to eight full-time interns for 38 (40 hour) weeks and up to two part-time interns for 60 (24 hour) weeks. The program starts the third week of October and runs into July for full time interns and into December for the part time interns. Rotations are broken down as follows:

Calendar and Schedule

Orientation: 2 weeks

All interns will undergo one week of general orientation prior to starting any other rotation. During this week, they will learn about the program, including mission/goals/objectives, policies and procedures, assignments, etc. They will also learn program expectations.

Interns will have an additional week of orientation prior to the start of their MNT rotations in which they will learn the EPIC documentation system and practice assessments, counseling, nutrition support, etcetera.

Medical Nutrition Therapy: 20 weeks

Interns will rotate through a variety of MNT settings, including hospitals, clinics and long term care facilities. Important during this time is for interns to obtain a firm understanding of all aspects of the Nutrition Care Process. After an initial training and shadowing period, interns will practice these skills with patients/clients. Other experiences could include observation of related procedures/tests/surgeries, shadowing of related entities (lactation consultants, exercise therapists, etc.), developing education material, presenting to staff or other projects at the preceptor's discretion. See page 12 for more specific information about MNT rotations.

Community Nutrition: 6 weeks

Interns will have varying experiences with entities such as the U of MN Extension, WIC, Head Start, Coborn's grocery, the BLEND program, etc. Experiences for the intern could include education to community members and/or staff, attending professional meetings, development of education material, teaching of community classes, creating radio clips, updating websites or other projects at the preceptor's discretion.

Foodservice/Management: 8 weeks

Interns will rotate for the equivalent of six weeks with a hospital food service system and two weeks with a college or university or a public school food service system. Experiences could include recipe and/or menu updates/development, working with food allergies, supervision of staff, education to staff, quality checks, safety/sanitation projects or other projects at the preceptor's discretion.

Professional Development: 1 week

This week is a time for interns to shadow various professions within the field. They are provided with a list of potential preceptors in the beginning of the program but can shadow anyone of their choosing as long as it fits within the guidelines.

In order to successfully complete the program, they will need to have had a total of 1328 hours of supervised practice in addition to successful completion of all rotations and assignments.

RESPONSIBILITIES OF THE PRECEPTOR

Supervised practice

Supervised practice is a component of dietetics education that cannot be replaced by didactic education and traditional exams. Supervised practice consists of providing interns with opportunities to practice dietetics-related activities under supervision. Interns can then build their skills, gradually increase complexity and quantity of work and apply theory to practice. Upon completion of the program, interns will have the skills necessary to function as competent, entry-level practitioners.

Other responsibilities

1. It is the responsibility of the intern to contact their preceptors prior to the start of the rotation to arrange a time and location. Preceptors are asked to respond to the interns and provide detailed instructions (directions, parking, etc)
2. Preceptors are asked to fill out an intern evaluation form at the end of their rotation (with the exception of any rotation lasting four weeks or longer) where there will be a midpoint as well as a final evaluation). The interns will complete a preceptor evaluation as well. Ideally, these will be finished by the last day of the rotation to allow for verbal discussion and questions. See "Forms" on page 10.
3. Communicate with the Internship Coordinator promptly if concerns arise during the rotation

Tips for Day One

1. Provide an orientation for the intern to the facility, unit and staff.
2. Explain the typical work day.
3. Establish ground rules including dress code, timing, reporting.
4. Explain what is expected of them as interns specific to your entity.
5. Obtain information from the interns about their experiences thus far and their expectations and goals for the rotation
6. Review Unit Preparation Sheets if applicable

Example: *"As a medical dietitian, I see a lot of patients with lung issues, heart failure, liver disease, infections, etc. My caseload is usually 10-12 patients per day and I always start my day with nutrition support patients. I have report at 8:30 am and usually take a lunch break around noon. What other rotations have you had so far? What types of experiences have you had? What are you hoping to get out of this rotation? What is your learning style? I will have you shadow me today and write some chart notes. Tomorrow we will see if you are comfortable enough to see a patient on your own. By the end of the week we will try and get you to the point where you are comfortable seeing at least 2-3 patients on your own. Does that plan sound okay? Do you have any questions or concerns?"*

Role of a Preceptor

The Commission on Dietetic Registration (CDR) indicates the following are the most important roles of a good preceptor:

- Planner
- Role Model
- Information Provider
- Facilitator of Learning
- Resource Developer
- Assessor of Learning

CDR. Dietetics Preceptor Training Program [Online Module]. Retrieved from <http://www.cdrcampus.com/course/view.php?id=131&page=1545>

Training Versus Educating

It is important to note that there is a difference between training an intern to do your job and educating them on the concepts. Remember the goal is for the intern to be ready to be a competent entry-level dietitian by the end of the program, so they should understand the “why” as well as the “how.” You do not always have to readily explain the information; sometimes it’s beneficial to test their understanding first or to encourage them to find the answer on their own. Regardless, ensure that the intern is competent in the concepts behind why you do what you do by the end of the rotation.

Examples:

Training

-“food service managers work out of the offices at the end of the hallway.”

-“this is where you find the patient’s chemotherapy record.”

-“this is how you obtain a blood sample to find the client’s hemoglobin level.”

Educating

-“the retail manager shares an office with the purchasing specialist because they need to communicate often in order to minimize food costs.”

-“if you see that a patient is actively receiving chemotherapy, it is important to research the type, route and side effects so that you can best anticipate their nutritional needs.”

-“do you know why we are concerned about the hemoglobin levels of women, infants and children?”

How to Give and Receive Feedback Effectively

1. At the beginning of the rotation, remind students as specifically as possible what he/she is expected to know and to do.
2. Focus on observed behaviors that you personally witness rather than vague general impression.
3. If your sense of the student’s knowledge, skills, attitudes and competencies differ from those of other preceptors, you may want to discuss this with other preceptors prior to talking with the student
4. Back up comments with evidence and examples.
5. Share information in a timely manner – **an intern should not hear about a concern for the first time at the end of the rotation during their evaluation.**

6. Consider what the student noted in their self-assessment if applicable.
7. Identify strengths first, and then areas for improvement.
8. Plan for follow up throughout the rotation and develop an action plan if needed.

CDR. *Dietetics Preceptor Training Program* [Online Module]. Retrieved from <http://www.cdrcampus.com/course/view.php?id=131&page=1545>

Internship Leadership encourages preceptors to take some time halfway through the rotation to intentionally consider if there are any issues that need to be addressed, either with the intern or with the Internship Coordinator and to do so if needed. It is also recommended to set aside 10-15 minutes in the last day or two of the rotation to allow for verbal discussion about the intern's evaluation as well as the intern's evaluation of the preceptor and the rotation.

Tips for Filling out an Intern Evaluation

1. Read the definitions of the scoring first so you are familiar with the 1-5 numbering system.
2. Be honest – it can be difficult to give negative feedback, but it is the only way that the intern has the potential to improve. It is also the best way for Internship Leadership to be aware of the interns' progress. It can help to use phrases such as, "What I appreciate about you is..." and "I feel you could be more effective if..."
3. Be specific - use evidence and examples in the comment sections.

Internship Leadership would also like to remind preceptors how to accept constructive feedback. Preceptors should be **curious**. No one is perfect and feedback from interns is an opportunity to learn and grow as a professional. Also, it is also important that interns feel safe to give feedback. When receiving criticism as a preceptor, the following ABC's may foster a successful outcome:

Agree: agree with the intern on the parts of their criticism in which you agree.

Build: if you feel the intern has some feedback but is being passive, encourage them to communicate with you.

Compare: when you do not agree with all or portions of what the intern has said, do not tell them they are wrong. Instead, compare your two views.

Patterson, K., Grenny, J., McMillan, R., Switzler, A. (2012). *Crucial conversations (2nd Ed)*. New York: McGraw Hill.

Benefits of Interns

Professional Growth: "One of the best ways to learn is through teaching and mentoring others" (Commission on Dietetic Registration [CDR], 2016). This is because interns often challenge our thoughts with questions.

New Perspectives: "Students often come from different backgrounds have different experiences, or have different perspective than we do, and they can help us see our jobs and responsibilities in a whole new way" (CDR, 2016).

A Resource: "Students require time; however, they also can help you to accomplish your work through their research and projects" (CDR, 2016)

Fair Labor Standards Act

Remember that an intern must be supervised at all times. If you need to come late or leave early, please be sure to appoint a contact person at your facility that the intern can go to with questions. Preceptors should also be sure to follow up on any work that an intern completes at home to check for questions and check the intern's comprehension.

Note the following from the U.S. Department of Labor:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship;
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

We realize that there will be situations in which a preceptor may need an intern to help with a project that is more beneficial for the facility than for the intern's learning experience. As long as these situations are occasional and something that a dietitian might also have to do, it is allowed. For example, there might be an "all hands on deck" situation when an oven breaks down in the kitchen and all available employees need to make sandwiches. This does not contribute directly to an intern's learning experience, but it is a real-life situation that a dietitian may encounter.

Frequently Asked Questions

What do I do if my intern is tardy?

If an intern is more than 15 minutes late or leaves more than 15 minutes early (unexcused) on more than one occasion during the same rotation, the preceptor is to notify the Internship Coordinator who will address the issue.

What do I do if my intern is absent?

Interns are instructed to notify their preceptor as well as the Internship Coordinator prior to the start of the day if they are not able to be present for any reason. The Internship Coordinator will manage their potential make-up time. If an intern is absent without notifying the preceptor, the preceptor is to inform the Internship Coordinator.

What do I do on days I am not working?

Interns are allowed one day off for any holiday recognized by the preceptor's organization.

If the preceptor has an unforeseen absence (sick day, family leave, etc), and there is no one else that will fill in to take the intern, they are requested to call their intern promptly so that they are aware to not come in. They are then to email the Internship Coordinator at their earliest convenience. St. Cloud Hospital preceptors do not need to take this action as a relief dietitian will be available to mentor the intern.

Interns are not required to be with the same preceptor throughout each entire rotation. In fact, it can be beneficial for interns to work with other staff. For example, during community nutrition rotations, they may work with dietitians and nutrition educators mostly, but a shadow day with a public health nurse would still be considered related experience for the intern.

What if the intern is not succeeding in my rotation?

If there are concerns that the intern is not meeting minimum expectations, these concerns should be discussed with the intern immediately and a plan of action should be put in place. The Internship Coordinator can be contacted as needed in these situations. By the end of the rotation, if they are not averaging at least a "3" on their evaluation, they will have failed the rotation. Internship Leadership will develop a learning plan with the intern, which may require repetition of the rotation.

Can an intern educate my clients in the outpatient setting?

Yes, interns can complete the counseling and education with clients in the outpatient setting as long as there is a licensed dietitian present for the entire appointment. They can also document in Hospital Outpatient Departments (HOD). Interns **cannot**, however, document in the outpatient clinic setting.

GRIEVANCES

Interns and preceptors may direct minor internship-related concerns to the Internship Coordinator. The Internship Coordinator will communicate with the individual to develop an action plan to resolve issues if needed. There will be no retaliation from Internship Leadership for reports of grievances. Preceptors can provide input to the program at any time.

Intern Grievances Regarding a Preceptor and/or Rotation

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 Complaints from Interns or Preceptors Regarding the SCH DI Program

Significant 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 10) 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 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. If the individual perceives the issue to remain unresolved, and the issue pertains to ACEND standards, they are to submit the complaint directly to ACEND.

Contact information for the Internship Director and the Internship Coordinator is in the front of the handbook.

Contact information for ACEND can be found on their website at <http://www.eatrightpro.org/resources/acend>

Additional Information for Inpatient MNT Preceptors

Before your intern starts:

1. Check the schedule to look ahead and see if you are expecting an intern
2. Interns will email you one week (on Monday) before they start – if you will be on vacation for that week, be sure to connect with them, or let Sierra/Dona know, so that the intern knows where/when to meet you.
3. Respond to the intern by Friday of that week with time/place, etc, so they know what to do on Monday morning

While your intern is with you (in addition to Responsibilities of the Preceptor on page 6):

1. Even if the intern is responsible for seeing and charting on some of the patients, the preceptor should still review those charts as if they are going to see the patients for themselves. This ensures the intern did not miss anything in the assessment (the note can be correct and ready for co-signing, but that does not always mean that the intern captured the accurate information with the patient).
2. For telemetry, cardiac care, neurology, medical and surgical rotations, encourage the intern to complete the entire Nutrition Care Process on 2-3 patients per day by the end of the first week and at least half of the patients per day by the end of the second week for two-week rotations. During Staff Relief Preparation Week, interns should be able to complete almost the entire workload independently under the preceptor's supervision by the end of the week.
3. For telemetry and cardiac care rotations, please ensure that the intern is competent in basic diet education by the end of the rotation. This may require role-playing if there are not enough appropriate patients during the rotation.
4. For medical, oncology and neurology rotations, please ensure that the intern is competent in basic nutrition support by the end of the rotation. This may require the preceptor to create hypothetical situations for practice if there are not enough actual nutrition support patients during the rotation.
5. If you are coming late or leaving early, make sure to appoint another inpatient RD to be a contact for the intern if they need assistance.

Tips for Staff Relief:

1. Assure space for yourself and for your intern(s). Confirm you are both aware of the intern contact phone number and the dietitian contact pager or phone number.
2. On day one, assess your intern(s). Ask what they are comfortable doing.
 - Beginner: Intern is still unsure of role. RD plans the day and gives intern referrals as they are capable.
 - Lots of assistance: intern is comfortable preparing for the day but would like direction on each patient
 - Some assistance: intern is comfortable preparing for the day, would like assistance with EN and PN and other pts PRN.
 - Minimal assistance: intern is comfortable preparing for the day, would like to talk through EN and PN prior to charting.
 - No assistance: Intern is comfortable doing the work alone, but RD should be available for questions.
3. Even for the intern that request no assistance, make sure to look through the charts of the patients they are seeing as if you were to chart on them yourself to ensure you are aware of what the intern should be addressing.

4. Remind intern about time management. Cosign periodically throughout the day – make sure to also double-check their orders, discharge recommendations, education tab, problem list entry, etc as needed.
5. Ask for updates and inquire if help is needed minimally TID. Help with time management and see a few patients if needed.
6. Provide feedback to the intern – constructive criticism and encouragement/compliments as needed so that they can improve each day. They may require “pushing” to finish the work in a timely manner.
7. As time allows, dietitians can assist other RDs, complete CBTs, update diet education material, etc.
8. At the end of the day, assure that all notes are cosigned. Plan for the following day.

FORMS

Title:	Page #:
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St. Cloud Hospital Dietetic Internship (SCH DI) Intern Evaluation: **MNT**

Intern name:

preceptor name:

1 Not acceptable	2	3 achieving what is expected of an intern	4	5 demonstrating competence of a RDN			Comments?	
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
13. Demonstrated professional attributes of taking initiative, proactively developing solutions and/or risk taking (CRDN 2.10)			1	2	3	4	5	
14. Demonstrated professional attributes of flexibility and time management (CRDN 2.10)			1	2	3	4	5	

15. Demonstrated assertiveness when needed while respecting life experiences, culture, etc (CRDN 2.8)	1	2	3	4	5	N/A	
16. Assessed the nutritional status of individuals appropriately (CRDN 3.1)	1	2	3	4	5	N/A	
17. Diagnosed nutrition problems and created appropriate PES statements (CRDN 3.1)	1	2	3	4	5	N/A	
18. 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	
19. Competently managed nutrition support (assessing needs, selecting an appropriate formula, calculating rates/flushes, determined appropriate plan, etc).	1	2	3	4	5	N/A	
20. 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	
21. Completed documentation that follows professional guidelines (CRDN 3.1)	1	2	3	4	5	N/A	
22. 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							
Preceptor Signature:				Date:			

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

Intern name:		preceptor name:						
1	2	3	4	5			Comments?	
Not acceptable		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	N/A	
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 to improve delivery of patient/family-centered care in the facility 	1	2	3	4	5		
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 professional attributes of taking initiative, proactively developing solutions and/or risk taking (CRDN 2.10)	1	2	3	4	5		
9.	Demonstrated professional attributes of flexibility and time management (CRDN 2.10)	1	2	3	4	5		
10.	Demonstrated ability to take on assigned projects and work well independently	1	2	3	4	5	N/A	
11.	Demonstrated assertiveness when needed while respecting life experiences, culture, etc (CRDN 2.8)	1	2	3	4	5	N/A	
12.	Assessed the nutritional status of individuals appropriately (CRDN 3.1)	1	2	3	4	5	N/A	
13.	Diagnosed nutrition problems and created appropriate PES statements (CRDN 3.1)	1	2	3	4	5	N/A	
14.	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	
15.	Competently managed nutrition support (assessing needs, selecting an appropriate formula, calculating rates/flushes, determined appropriate plan, etc).	1	2	3	4	5	N/A	

16. 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	
17. Completed documentation that follows professional guidelines (CRDN 3.1)	1 2 3 4 5 N/A	
18. 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 the Code of Ethics for the Profession of Dietetics (CRDN 2.1)	1 2 3 4 5	

Strengths

Areas for Improvement

Other comments

Preceptor Signature: _____ **Date:** _____

St. Cloud Hospital Dietetic Internship (SCH DI) Intern Evaluation: **Food Service**

Intern name:		Preceptor name:						Comments:
1	2	3	4	5				
Not acceptable		achieving what is expected of an intern		demonstrating competence of RDN				
1. How many days was the intern late?			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/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 to improve delivery of patient/family-centered care in the facility 			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. 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
7. Demonstrated active participation, teamwork and contribution in group settings (CDN 2.3)			1	2	3	4	5	N/A
8. Delegated to catering associates and/or other support personnel as appropriate (CRDN 2.5)			1	2	3	4	5	N/A
9. Applied leadership skills to achieve desired outcomes (CRDN 2.7)			1	2	3	4	5	N/A
10. Demonstrated professional attributes of taking initiative, proactively developing solutions and/or risk taking (CRDN 2.10)			1	2	3	4	5	
11. Demonstrated professional attributes of flexibility and time management (CRDN 2.10)			1	2	3	4	5	
12. Demonstrated assertiveness when needed while respecting life experiences, culture, etc (CRDN 2.8)			1	2	3	4	5	N/A
13. Selected indicators of program quality and/or service and measured achievement of outcomes (CRDN 1.1)			1	2	3	4	5	N/A
14. Coordinated procurement, production, distribution and service of goods/services (CRDN 3.9)			1	2	3	4	5	N/A
15. Developed and evaluated recipes, formulas and menus for acceptability and affordability that accommodate culture and health needs of various populations, groups and individuals (CRDN 3.10)			1	2	3	4	5	N/A
16. Performed management functions related to safety, security and sanitation (CRDN 4.2)			1	2	3	4	5	N/A
17. Conducted clinical and customer service quality management activities (CRDN 4.3)			1	2	3	4	5	N/A
18. Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment (CRDN 4.6)			1	2	3	4	5	N/A

19. Conducted feasibility studies for products, programs or services with consideration of costs and benefits (CRDN 4.7)	1	2	3	4	5	N/A	
20. Analyzed financial data to assess utilization of resources (CRD 4.9)	1	2	3	4	5	N/A	
21. Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies (CRD 4.10)	1	2	3	4	5	N/A	
22. 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 the Code of Ethics for the Profession of Dietetics (CRD 2.1)	1	2	3	4	5		
Strengths:							
Areas for improvement:							
Comments:							
Preceptor Signature:				Date:			

St. Cloud Hospital Dietetic Internship (SCH DI) Program Intern Evaluation: **Community Nutrition**

Intern name: _____ **preceptor name:** _____

	1	2	3	4	5		Comments:	
	Not acceptable				achieving what is expected of an intern		demonstrating competence of RDN	
					0 day	1 days	2 days	3+days
1. How many days was the intern late?								
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 client/family-centered care <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 to improve delivery of patient/family-centered care in the facility 	1	2	3	4	5			
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 (CRDN 2.3)	1	2	3	4	5	N/A		
9. Demonstrated professional writing skills in preparing professional communications (ex: client education, policies/procedures, etc) (CRDN 2.2)	1	2	3	4	5	N/A		
10. Designed, implemented and evaluated presentations to a target audience (CRDN 3.4)	1	2	3	4	5	N/A		
11. Adequately applied leadership skills to achieve desired outcomes (CRDN 2.7)	1	2	3	4	5	N/A		
12. Participated in professional and community organizations (CRDN 2.9)	1	2	3	4	5	N/A		
13. Functioned as a member of interprofessional teams (CRDN 2.4)	1	2	3	4	5	N/A		
14. Demonstrated professional attributes of taking initiative, proactively developing solutions and/or risk taking (CRDN 2.10)	1	2	3	4	5			
15. Demonstrated professional attributes of flexibility and time management (CRDN 2.10)	1	2	3	4	5			
16. Demonstrated assertiveness when needed while respecting life experiences, culture, etc (CRDN 2.8)	1	2	3	4	5			
17. Assessed the nutritional status of individuals appropriately (CRDN 3.1)	1	2	3	4	5	N/A		

18. Completed documentation that follows professional guidelines (CRDN 3.1)	1	2	3	4	5	N/A	
19. Developed and delivered products, programs or services that promoted consumer health, wellness and lifestyle management (CRDN 3.7)	1	2	3	4	5	N/A	
20. 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 the Code of Ethics for the Profession of Dietetics (CRDN 2.1)	1	2	3	4	5		
Strengths							
Areas for improvement							
Comments:							
Preceptor Signature:				Date:			

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

Interns are to turn in 2 of these throughout MNT rotations. 1 is due by the first MNT due date and the second is due BEFORE staff relief. 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			Comments:			
Not acceptable		achieving what is expected of an intern			demonstrating competence of RDN					
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 (1 due by 1st MNT due date, 1 due BEFORE staff relief). This is to be filled out by the preceptor.

Intern Name:	Preceptor Name:
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Name of Unit:	Date:
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	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

Areas for improvement

Other Comments:

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		Comments:						
Not Acceptable		Acceptable			Exceptional							
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:												
Areas for improvement:												
Other Comments:												

**St. Cloud Hospital Dietetic Internship (SCH DI)
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 to what this complaint is referring (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 St. Cloud Hospital Dietetic Intern officials for purposes of investigation and response and filed for future reference.

Your signature

Today's date

Core Competencies
CRDN 1.1: select indicators of program quality and/or customer service and measure achievement of objectives <i>Tip: outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc)</i>
CRDN 1.2: apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of dietetic practice
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data
CRDN 1.4: Evaluate emerging research for application in 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.
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 Dietetics Practice and Code of Ethics for the Profession of Dietetics
CRDN 2.2: demonstrate professional writing skills in preparing professional communication. <i>Tip: research manuscripts, project proposals, education materials, policies and procedures</i>
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 patient care activities to DTR's and/or support personnel as appropriate. <i>Tip: in completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility</i>
CRDN 2.6: refer clients and patients to other professionals and services when needs are beyond scope of practice
CRDN 2.7: apply leadership skills to achieve desired outcomes
CRDN 2.8: demonstrate negotiation skills. <i>Showing assertiveness when needed, while respecting life experiences, culture, etc.</i>
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 CDR 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
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 communication 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 services 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
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