

# **Bowling Green State University Dietetic Internship Program Preceptor's Handbook**



BGSU DI Faculty and Interns are grateful for your willingness to serve as a preceptor for our future colleagues and for supporting the dietetics profession.

### BGSU Dietetic Internship Leadership

DI Director: Laura Brubaker, MFN, RDN, LD.

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Office: 121 Health and Human Services

Laura Brubaker earned an Associates of Applied Science from Rhodes State College, Lima, Ohio and was credentialed by the Commission on Dietetic Registration (CDR) as a Dietetic Technician (DTR). Brubaker earned a Bachelor of Science in Dietetics and Master of Food and Nutrition from Bowling Green State University (BGSU) in Bowling Green, Ohio. Brubaker also completed the BGSU Dietetic Internship Program and was credentialed as a Registered Dietitian by the Commission on Dietetic Registration. Prior to CDR credentialing as a DTR, Brubaker was employed as a foodservice manager in skilled nursing care. As a DTR, Brubaker's work experience began in a role providing restoration of staffing instability and effective management. Brubaker then went on to provide clinical nutrition support as a consultant DTR in skilled nursing facilities across northwest Ohio. As an RD, Brubaker shifted to acute care in the hospital setting. Brubaker's teaching experience began at Owens Community College (OCC) teaching introductory nutrition courses to associate degree seeking students in nursing, dietetic technician, or Certified Dietary Manager Credential pathways. While in the adjunct position, Brubaker taught a variety of BGSU's Food and Nutrition Department undergraduate and graduate level courses and created the curriculum for the FN 2080 Introduction to Human Nutrition Laboratory course and Teaching College Nutrition for graduate support in the FN 2080 labs. In 2020, Brubaker was hired as full-time qualified rank faculty at BGSU and Assistant to the Dietetic Internship Director. In 2021, Brubaker was named as the incoming Dietetic Internship (DI) Program Director following the previous director's retirement and officially became the BGSU DI Program Director in 2022.

Assistant DI Director: Christina Olmstead, MFN, RD, LD.

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Office: 112 Health and Human Services

Quick Bio: Christina Olmstead earned her Bachelor of Science in Dietetics in 2015 and went on to complete the combined Dietetic Internship and Master of Food in Nutrition program from BGSU in 2017. She is credentialed as a Registered Dietitian by the Commission on Dietetic Registration and licensed in the state of Ohio. Olmstead started working as a dietitian in the YMCA setting as a personal trainer and dietitian, providing consultations to patrons and developing programming for weight loss and diabetes management. Olmstead then took a full-time position as a bariatric clinical dietitian and worked in this setting for over 5 years. Starting in 2018, Olmstead also worked as adjunct faculty through BGSU teaching the following undergraduate and graduate level courses: FN3100 Nutritional Assessment and Counseling, FN5250 Sports Nutrition, FN2080 Introduction to Nutrition Laboratory, and FN6110 Advanced Clinical Nutrition. In 2023, she was hired full-time at BGSU as an Assistant Clinical Professor. Her job duties include teaching food and nutrition courses, Assistant Dietetic Internship Director, and serve as the sports dietitian for BGSU student-athletes.

College of Public and Allied Health Chair: Carrie Hamady, EdD, MS, RD, LD, FAND

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Bowling Green State University Dietetic Internship Program Preceptor's Handbook Updated 12/6/23

Office: 105 Health and Human Services

BGSU Office General Counsel

Link: <https://www.bgsu.edu/general-counsel.html>

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[Here is a link to BGSU DI Preceptor Information](#) web page.

[Here is a link to BGSU Food and Nutrition Programs LinkedIn- Follow us on LinkedIn!](#)

### Accreditation Status

The Internship Program in Nutrition and Dietetics (on-site and distance) at Bowling Green State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899- 4876. The next site visit will take place in 2023.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is recognized by the United States Department of Education as a Title IV gatekeeper, which affirms it meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. The BGSU DI Curriculum provides the framework to demonstrate competency of the 2022 ACEND Standards for an entry-level dietitian, as outlined by the ACEND 2022 Eligibility Requirements and Accreditation Standards for Dietetic Internship Programs.

Here is a [link to ACEND 2022 Standards](#) which govern the program's curriculum.

### Program Mission

1. To prepare graduates to be competent entry-level dietitians who adhere to the Academy of Nutrition and Dietetics Standards of Practice and Professional Code of Ethics.
2. To provide a comprehensive program with a focus on health and wellness, which will prepare graduates to work in all areas of dietetics while allowing interns to pursue individual interests.

### Program Description/Philosophy

The Bowling Green State University Dietetic Internship Program (BGSU DI) prepares entry-level dietitians by providing a route to dietetic registration. ACEND requires a minimum of 1000 hours of supervised practice distributed between clinical, food service management, and community nutrition facilities in addition to elective experiences. Along with the completion of a minimum of 1000 hours of supervised practice, the BGSU DI program includes a didactic component in the form of formal coursework of assignments, quizzes, projects, and reflections. Interns who successfully complete the BGSU Dietetic Internship Program earn a Dietetic Internship Verification Statement and are eligible to take the Commission on Dietetic Registration (CDR) credentialing exam to practice as a registered dietitian or registered dietitian nutritionist (RD/RDN).

The Program enables interns to pursue individual interests supportive of their professional goals. The Program is designed to provide interns with the knowledge and skills necessary to function fully in entry level dietetic positions in clinical, management, and community settings. Course work and supervised practice experiences complement each other with an emphasis on acquisition of new knowledge and skills as a lifetime professional goal to provide direction for future growth and leadership. The Dietetic Internship Program will provide opportunities for individuals to develop professional attitudes and an ethical understanding of professional practice.

### Outcome Measures

To maintain accreditation, ACEND requires the DI program to establish expected outcomes and appropriate measures to assess program effectiveness. Preceptors are a crucial resource for helping determine the program's effectiveness and suggestions for needed adjustments. See Preceptor Evaluation of the Program form and QR code to complete a virtual survey, if preferred ([Appendix A](#), Preceptor Evaluation of the Program QR Code).

The goals and objectives that correspond to BGSU DI program goals are as follows:

Program Goal 1: To prepare graduates to be competent entry-level dietitians.

- Objective 1: 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
- Objective 2: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
- Objective 3: At least 90% of employers will rate alumni as meeting or exceeding expectations as being prepared for entry-level practice at time of graduation.
- Full Time Interns
- Objective 4: At least 80% of program interns complete program/degree requirements within 18 months (150% of the program length).
- Part-Time Interns
- Objective 4: At least 80% of program interns complete program/degree requirements within 36 months (150% of the program length).

Program Goal 2: To provide a comprehensive program with a focus on health and wellness, which will prepare graduates to work in all areas of dietetics while allowing interns to pursue individual interests.

- Interns will rate the following exit survey statement "The internship supported individual goals by allowing intern input regarding elective rotations" as met expectations or better 90% of the time.
- Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Interns will rate their internship preparation for their first post-internship position as adequate or better 90% of the time.

In conjunction with BGSU DI Program Preceptors, the program seeks to:

- develop interns' understanding of the diversity of specialization within the profession
- expand participation in current legislation and public policy initiatives and other professional activities
- provide interns the opportunity to function as part of a team, in a variety of work environments
- enable interns to formulate professional and practice ethics, including personal quality assurance goals

### Equal Opportunity

Bowling Green State University is committed to equitable treatment to support the diverse needs of interns, ensure an inclusive environment, and to ensure equitable treatment by program faculty and preceptors of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. Bowling Green State University is committed to equal opportunity for students in employment and education, and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law. Its policy of non-discrimination is available on-line via the [Non Discrimination in Employment and Education](#) policy.

### Professional Ethics

Interns and preceptors are expected to abide by the Code of Ethics for the Profession of Dietetics established by The Academy of Nutrition and Dietetics is a guide for conduct in rotation facilities. The Code of Ethics for the Profession of Dietetics can be found on the Academy web page <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf>.

### Expectations of Preceptors

For Program Records:

- BGSU DI Program Preceptor are required to provide the following:
- Completion and submission of Preceptor Qualification form ([see Appendix B](#)) to program director  
OR
- Submission of current resume/CV to program director annually or upon DI program director's request
- ACEND requires that preceptors provide proof they have been informed in recognizing bias in self and others
- This specific training course is not required, however, ACEND offers this resource:  
<https://www.eatrightpro.org/acend/about-acend/diversity-equity-and-inclusion>
- Attendance of BGSU DI Annual Preceptor Meeting, as able

For Intern Rotation:

- Review of preceptor version of the competency forms
- Participate in intern led discussions to complete rotation specific field notes and assignments
- Provide regular feedback to intern regarding intern progress, strengths, and areas of improvement
- Exit interview with intern including provision of signed competency form and time log for the rotation
- Regular communication with BGSU DI program Director

### Culminating Assignments Demonstrating Competency

See [Appendix C](#), BGSU DI Program Curriculum Map for a list of the BGSU DI Program assignments which have been determined as interns' culminating experiences to demonstrate competency of the 2022 ACEND Standards according to ACEND CRDNs.

### Communication

Regular communication between interns, preceptors, and DI program leadership is expected. The BGSU DI program director will regularly e-mail to check on intern progress. BGSU DI leadership is always happy to discuss internship related needs via phone or meet via virtual format to answer questions, clarify assignments, and monitor progress. Interns in rotations are also expected to submit required feedback, didactic work, self- assessments, and preceptor evaluations in a timely manner.

Interns will be asked to evaluate the individual facilities, supervisors, program director, faculty and the internship experience in general. This evaluation is valued and considered vital in the process of improving and maintaining the program.

As a preceptor who is volunteering your time and asking little in return, please know that BGSU DI program leadership holds all interns, faculty, and program graduates to a high standard. BGSU DI is a program well known for its exceptional interns and even more exceptional practicing RDs and dietetics professionals. On occasion, a rotation, schedule, or affiliation agreement cannot be completed. While this is disappointing, interns are expected to always conduct themselves in a professional manner. Preceptors should never have to deal with such behavior. BGSU DI extends zero tolerance for interns who exercise rudeness in the any type of correspondence or interaction with preceptors. Preceptors who receive disrespectful emails or unprofessional behavior from a BGSU DI intern should notify BGSU DI program leadership immediately via email or phone. BGSU DI program leadership will address the situation.

## Expectations of Interns

Interns should be serving as assistants to preceptors and should never be a drain on the preceptor's workflow. After a brief orientation, review of facility policies and procedures, and training specific to the rotation (charting etc.), interns are expected to function independently while completing the rotation. Interns are required to complete an extensive wellness project during rotations. Generally, this is completed in the community, wellness, or patient education rotation.

## Novice, Beginner, Competent

The goal of internship is to move interns through the following progression of rotations: novice>beginner> competent.

From a program level the expectation for rotation preparation is:

**Novice:** At the start of BGSU DI rotations in January, interns are generally eager to begin but tentative in their actions and knowledge of how they fit in the organization as an intern. In the first weeks, interns are and getting oriented to required paperwork, utilization of competency forms, their rotation schedule, commuting stresses, and the variable rotations schedule.

**Beginner:** By mid-February, interns have established a better understanding of using competency forms to complete rotation required assignments, understand the application of required forms to document supervised practice requirements, are aware of assignments and field notes required for each rotation, have adopted a routine, and can more easily adapt to changing schedule.

**Competent:** By mid to late March interns exercise autonomy in project and assignment completion. In most cases, interns are able to complete tasks with little direction while exercising self-efficacy to produce an exemplary product similar. A competent intern demonstrates the ability to perform as an entry-level registered dietitian.

## Locating Preceptors and Sites

**Distance:** Along with the flexibility of synchronous learning and agency in arranging their rotation schedule, interns enrolled in the BGSU DI Distance Internship option do so with the understanding that they are responsible for securing preceptors and sites for all rotation types. BGSU Distance interns are prohibited from securing a preceptor or site within a 50-mile radius of Bowling Green State University without written consent from the DI program director.

Interns enrolled in the BGSU DI distance option are also responsible for connecting the DI Director to each preceptor via email to initiate introductions facilitate the affiliation agreement process. For distance sites that BGSU DI has an active affiliation agreement, distance interns are responsible for connecting the DI Director to the preceptor via an email introduction in advance of beginning the rotation. With preceptor and director approval, interns are welcome to extend their rotation beyond the minimal required hours.

Interns who fail to update their rotation schedule and/or connect the DI Director and the preceptor ahead of beginning the rotation will result in a written warning.

**Onsite:** The DI Director is responsible for securing rotation sites and preceptors within a 50-mile radius of BGSU Campus for all onsite interns. Onsite interns who live outside of Bowling Green, Ohio city limits are expected to travel up to 50 miles from the center of Bowling Green, Ohio. Onsite interns may opt to utilize preceptors and sites which fall outside of the onsite 50-mile radius. Onsite interns who elect to utilize this option are responsible for locating the site and preceptor and working with the DI Director to arrange for the affiliation agreement and a rotation schedule that does not interfere with other scheduled onsite rotations.

## Affiliation Agreements

The Bowling Green State University Affiliation Agreement must be signed by designated representatives of BGSU and the associated site before an intern can begin any rotation. Preceptors who own their own business or function as a CEO/COO have the authority to sign an Affiliation Agreement. For preceptors who hold a leadership role within an organization such as foodservice, long-term care, or a hospital, upper-level management must sign the affiliation

agreement. For larger businesses, the agreement will likely need to be reviewed by the facility's human resource manager and/or legal counsel. These processes can be lengthy and affect planned schedules.

The BGSU College of Health and Human Services (HHS) will accept a site generated affiliated agreement. Review by the HHS affiliation agreement manager and/or BGSU's General Counsel are required. This can also be a lengthy process. On occasion, agreement on legal language cannot be reached. If this is the case, BGSU will not be able to establish an agreement. The intern will not be able to use the site and will need to find an alternative site. This occurs because as a state institution, BGSU must abide by the laws of the state of Ohio. When an agreement cannot be made, the points of contention commonly are due to the following:

**Controlling Law:** The standard Affiliation Agreement includes language which states that the Agreement shall be governed by the laws of the State of Ohio. In some cases, reviewers have changed Ohio to the state in which the institution is located. This is not an allowable change. The General Counsel has developed two options: the section can be omitted, or alternative language can be substituted. In a few instances, neither of these options was acceptable to the institution and the intern needed to find an alternative site.

**Indemnification:** Some sites insert indemnification language into the standard BGSU agreement or submit agreements which contain this language. Indemnification language is not allowed by the State of Ohio. The General Counsel has developed alternative language, which has been accepted by the majority of facilities, but there have been instances in which interns needed to find an alternative site. In some cases, multi-facility healthcare systems in particular, are not willing to make any changes under any circumstances. Because they accept students from many disciplines and educational institutions, they are not willing to have multiple versions of their agreement in existence.

### **Intern Health Requirements**

The BGSU DI abides by any site requirements regarding health documentation, as verified in the program required Affiliation Agreement between BGSU and a specific site. It has become an industry standard that sites requiring full vaccination against COVID-19, including applicable booster, as recommended by government agencies will not accept exemptions for any reason. Proof of immunity to the usual childhood illnesses, as listed below, either in the form of childhood and adult immunization history or proof of serum titers check is expected. Proof of the seasonal influenza vaccine is also standard for most sites and expected. The BGSU DI program director facilitates that all interns comply with site mandated health requirements. The BGSU DI Program director maintains health records for all interns during the internship year and is happy to provide required documentation to preceptors upon request.

Vaccine History and/or Proof of Immunity for the following are generally required:

- Hepatitis B - 3 dose immunization series or HbsAg lab test. Please note that many facilities now allow their employees and by extension interns to waive this series, though it is strongly recommended. If the site allows waiver of the series, the university will provide a form.
- Rubella immunity some sites may accept proof of immunization, but often a titer is required.
- Rubeola immunity some sites may accept proof of immunization, but often a titer is required.
- Mumps immunity some sites may accept proof of immunization, but often a titer is required.
- Varicella immunity disease history is not acceptable – titers will be required
- Tdap immunization within the last 10 years is required
- Influenza vaccine clinical sites generally will require proof of vaccination
- COVID-19 vaccine clinical sites require proof of full vaccination. The necessity for COVID-19 booster doses shall be regularly reassessed and determined.
- 2-step TB skin test (ppd). A chest X-ray or Quantiferon Gold test can be substituted for those who get false positive result from the 2 Step TB (ppd).
- Physical-Interns must be certified fit for duty and free of communicable disease.

### **Criminal Background Checks**

The BGSU DI understands that interns may be required to complete a background check in preparation for certain rotations.

Distance interns are responsible for asking preceptors to disclose background check information. Distance interns who do need a background check should check with the specific facility or local law enforcement agency for their preferred location for obtaining the background check. The type of background check and preferred location for obtaining the background check required is at the discretion of the site. Sites in Ohio typically require a background check through the Bureau of Criminal Identification and Investigation. Before obtaining the background check, distance interns are expected to communicate with the preceptor or designated site contact to determine the needed code. Occasionally, interns may be required to complete a type of background check that includes credit history; technically, this is allowed according to the terms of the Affiliation Agreement.

### **Drug Testing**

To meet all individual site requirements per the site specific Affiliation Agreement, interns may be required to undergo drug testing. The typical requirement is for a 10 panel drug screen performed in the lab after a urine sample has been collected. Interns should clarify the type of screening needed with their preceptor, the volunteer coordinator, or the Human Resource Department of the specific site. If an intern is taking a prescription medication that will show up in the screen (Ritalin, for example), it is recommended to have the drug screening done at the physician's office so that they can verify the drug is prescribed under a doctor's care. Interns will also need to clarify the time frame in which the testing should be completed, typically one week.

### **Use of Medical or Recreational Marijuana**

As a public university that receives federal funding, Bowling Green State University must comply with federal law. Though medical marijuana is considered legal in the state of Ohio and other states allow the use of recreational marijuana, students in the BGSU DI must abide by University policy which forbids the use or possession of marijuana, even with a physician's order. This is in accordance with the Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and Controlled Substance Act.

### **Staff Relief**

The educational purpose of supervised practice is implemented with the intention that interns are not used to replace employees when the operation is short staffed. While it is not inappropriate for preceptors to use a hands-on approach to familiarize interns with the routine of the operation by having interns shadow or work side by side with them, there must be potential knowledge or skills developed relative to the internship experience if this is the case. Preceptors may use the methods that are used in employee orientation. Interns in both the on-site and distance program may complete rotations where they have been previously or may be currently employed. It is important to establish expectations up front with preceptors regarding the position of an intern, rather than an employee. Contact the program director if any issues arise.

### **Development of Competencies as an Entry Level RD**

Interns are expected to review competency forms prior to individual rotations to understand the planned learning experience. Learning activities and practicing of skills including written assignments, case studies, projects, program development, and reviews are evaluated by the facility supervisor, appropriate staff, and the Program Director. Competencies identified for the supervised practice rotations are developed to be measurable and documented.

If intern performance is unsatisfactory and/or development of competencies is not being met, the preceptor should inform the intern and the program director immediately.

### **National Nutrition Month**

Note that there is no internship required assignment for National Nutrition Month. Many preceptors participate in some type of activity. If applicable, interns are encouraged to take part in the facility's programming as the preceptor sees fit and as the rotation schedule allows.



## Remediation

Interns who receive poor formative or summative performance assessment, indicated by a score of 2 or less on any rotation specific competency form, remediation will be required. The Program Director, intern, and preceptor will discuss areas of improvement and appropriate actions. Remediation is determined on a case-by-case basis. A variety of approaches will be used, depending on need. Typical strategies include one on one meetings, additional time spent at a particular site, additional time spent in the didactic format, additional projects, case studies, assignments, and/or simulations. For interns who do not meet competencies for all or part of an experience and require remediation, additional hours above and beyond the minimum requirement of 1000 hours will be required.

## Disciplinary Actions

For interns who leave or are dismissed from a site prior to completing required competency or time at the site, the internship director is not responsible for replacing that site. For interns who elect to refuse to comply with site requirements for any reason, the burden of replacing the site, preceptor, or completing supervised practice hours falls to the intern. Interns who are dismissed from a site due to disciplinary action relevant to the site are subject to additional disciplinary action relevant to the DI program's policies and procedures.

Per the program Affiliation Agreement, interns will be withdrawn from individual sites if they are found to be unacceptable based on the following: students whose health, conduct, or performance, as determined by the site at its discretion, is or may be a detriment to patients' well-being, or to the achievement of the purposes of the Program, or is inconsistent with its policies, procedures, or ethical requirements. Withdrawal from a site will not necessarily result in termination of the IPND.

For interns who fail to make the expected progress toward entry-level competence or who violate University or site requirements, interns who have not made the expected progress or who have violated site or University policies may be terminated from the program.

## Attendance/Absence/Leave of Absence

Interns are advised that it is imperative that they are punctual for all rotations. Interns are prohibited from regularly leaving a site before the end of the preceptor's workday for personal reasons. This includes leaving the site early on a regular basis for work or other personal responsibilities. Interns who violate this policy will be subject to BGSU DI Disciplinary Action including a written warning, dismissal from the site, and/or removal of the program.

It is recognized that absence from work due to illness or other emergencies is sometimes unavoidable. In the event of delay or absence, interns are asked to notify the preceptor before a shift begins and indicate when return is expected. Interns **must call each day they are unable to attend**. The program director should be informed via email within 24 hour of the missed shift, but all preceptors should receive a phone call as soon as safely possible.

The learning experiences missed will have to be made up, depending on the competency involved. Make-up days should be arranged with the preceptor for that rotation and/or the Program Director. Frequent unexcused absences will be potential grounds for dismissal from the Program. Here is the BGSU Graduate College Leave of Absence Policy <https://www.bgsu.edu/graduate/catalogs-and-policies/GraduateCollegePolicies.html>

## Inclement Weather

Interns should exercise caution in hazardous conditions, however, interns are expected to report to rotations in inclement weather. Policies for travel during weather emergencies may vary from county to county or state to state and may limit travel to only essential personnel, in which case, the intern will not report to the site. When traveling in inclement weather, interns should anticipate delays and prepare accordingly. Contact the facility if a delay is expected and be prepared to make up any missed time. If bad weather is anticipated, it may be possible for the preceptor to give projects that can be worked on at home. Interns are expected to make up any missed hours.

## Personal Days and Holidays

This policy applies primarily to interns in the on-site program. While legal holidays may be observed, interns must ultimately complete 1000 hours of supervised practice. For sites that operate on national holidays, BGSU DI program interns are not expected to report for those days. Time off for the following legal holidays has been figured into the schedule:

- Memorial Day
- Fourth of July
- June 19<sup>th</sup>
- With prior approval by the director and preceptor of the applicable rotation site, each intern may take one personal day over the course of rotations.

Martin Luther King Day only observed if the preceptor at the particular site also receives this day off. To maintain a rotation schedule which allows for program completion by the end of July and for continuity in preceptors' schedules, BGSU Spring Break is not observed. Interns do not receive the week between Spring and Summer semester off. Distance interns may schedule time off as desired, however, additional weeks will be added to the end of the schedule to compensate.

Time off due to illness or other health issues or family emergencies will need to be made up in the form of days added beyond the usual ending date with preceptor approval.

### Supervised Practice Hours/Preceptor Schedule

Following consent of the Program Director, the start of rotations should align with the start date of BGSU Spring semester. Interns cannot begin rotations until their schedule has been submitted in the accepted format and approved by the Program Director along with all site paperwork. All Affiliation Agreement must be signed prior to beginning rotations. Rarely will interns be allowed to begin site rotations during the fall semester.

Distance Interns' schedules: For the entire rotation cycle, distance interns will accumulate a total of 32 supervised practice hours per week, though 40 hours per week can be scheduled, if desired. Interns enrolled in the part time option must report to rotations a minimum of 16 hours per week. With preceptor approval, all distance interns can increase to a full-time schedule, as desired.

Onsite interns: During the Spring Semester, onsite interns do not report to sites, as Fridays are reserved for in-person classes. Starting Spring of 2023, with preceptor approval, onsite interns report to sites 24-32 hours per week (3 days) on Monday through Thursday (they report 3 of 4 days). The additional day is devoted to completing internship and graduate course assignments. If the preceptor prefers to have the intern 4 days per week, the intern is expected to report to that site per the preceptor's preference. If the preceptor is agreeable to the intern reporting 3 days per week, the preceptor determines which 3 days they prefer. Once the BGSU Spring Semester is complete, onsite interns move to a 32-40 hour per week rotation schedule. Again, the preceptor determines the number of hours the intern reports to the site (32 versus 40 weekly).

Interns following a full-time schedule typically complete rotations by first week of August. Following the part-time option lengthen this timeline.

Here is the breakdown of the required hours:

Experience	Supervised Practice Hours
Alternative Experiences (includes case studies, role-playing, and simulations)	40
Clinical Rotation/Acute Care Rotation	320
Food Service/Management	128
Community	128
WIC	64
Patient Education	64
Long Term Care	96

Electives/Wellness	160
Total	1000

\*These hours represent minimums – any rotation can be extended to and count towards the electives hours.

### Part Time Option (Distance Interns)

With preceptor approval, the BGSU DI program is approved for distance interns to have the flexibility of scheduling some, or all, of their rotations at 16 to 32 hour per week. Ultimately, it is at the preceptor’s discretion to determine if they feel an intern can meet the program competencies in a manner which will support continuity of learning on a part-time basis. Even if interns generally plan to be in rotations 32 hours per week, the schedule can be modified to include part-time weeks as well. For example, interns may locate a preceptor who is only available at their site 20 hours per week. Rather than try to schedule hours at another site to make up the deficit, an intern could choose to extend the number of weeks at <32 hours per week.

### Alternative Hours

ACEND Guidelines allow a maximum of 300 supervised practice hours in the alternative format. Alternative hours include time the intern and the preceptor meet in the virtual format. For example, if a preceptor’s work includes telehealth where they consult patients in the virtual format, interns who also engage via virtual means will count as alternative supervised practice (comes from the 300 hour maximum). For the same scenario, but the intern and the preceptor are in the same physical space (even if the patient is virtual), this counts as face-to-face supervised practice (comes from the 700 hour face to face format). If a preceptor meets with an intern in the face-to-face setting and the intern completes preceptor assigned work off-site, this is counted as face to face supervised practice. The key is whether the intern and the preceptor are ever in the same physical space. If they are, the rotation is considered face to face (comes from the 700 face to face hours). If they never are in the same physical space, the rotation counts as alternative; the maximum 300 hour rule then applies. Keep in mind that this is per ACEND Guidelines. The BGSU DI program is merely explaining the ACEND Guidelines.

### Relationship with Preceptors and Persons at Rotation Sites

Interns are expected to maintain a professional relationship with preceptors and all other persons met and interacted with at a rotation site over the course of the entire rotation. As a manner of professionalism and personal safety, interns are prohibited from any contact with preceptors or other individuals met through the rotation experience including interactions off site, interactions on site after professional hours have ended, or any other situation outside of the professional realm. This includes email, cell phone, and social media use that is conducted for any reason beyond professional development. Interns who violate this policy may be subject to immediate dismissal from the rotation site and/or the internship program. For interns who violate this policy resulting in the dismissal of the rotation experience, the internship director will not be responsible for securing a replacement rotation site.

### Tips for Preceptors

Precepting is teaching what you do so it may be helpful to recall your own internship and what methods were effective for training then and when you first began working as an RD. Keep in mind that interns will make mistakes. It is important to provide an environment that allows this without fear of reprisal. Whenever possible, try to create an environment that interns are expected to solve problems and receive feedback for their efforts.

### Intern Preparation for Rotations

During the Fall semester of internship, interns prepare for rotations as part of the Introduction to Internship Course. Assignments include various case studies, program development, simulations, and experience in the BGSU Nutrition Clinic. Interns also apply MNT principles in the graduate level Advanced Clinical Nutrition course and community focused concepts in the graduate level Community Nutrition Course.

### Prior to rotations

Prior to the start of the rotation, preceptors should establish expectations regarding dress code, time at the facility, lunch breaks, and pre-rotation assignments.

Distance interns are expected to work with their preceptors to arrange rotation start date, time, and location. At least one month prior to the start of the rotation, distance interns are responsible for initiating site required paperwork, orientation requirements, and/or required documentation (health information, drug test, background check etc.) At least one week prior to the start of the scheduled rotation, distance interns are expected to establish an open line of communication via email with the program director to confirm the rotation schedule, affiliation agreement status, and last-minute onboarding, if needed.

For onsite interns, the program director will connect the intern to the preceptor via email to establish expectations regarding dress code, time at the facility, lunch breaks, and pre-rotation assignments. The preceptor and intern can independently determine start time, location, and other site-specific information. The program director will facilitate important paperwork to the preceptor, as needed.

### First Week of Rotations

- Review competency forms, field notes, and assignment expectations. Interns enter each rotation with varying levels of experience. Discussing potential sources of anxiety and discussing strategies to overcome those concerns is helpful.
- Establish goals for assignment completion and discuss opportunities for interns, including observing medical procedures, working with other key members in the organization's team, projects to be completed and programming or presentations that will be developed and/or delivered, as applicable to the setting
- Consider implementing the organization's new employee training process for new employees to orientate interns. Some sites require training. If not, interns should review the facility's policy and procedures manual. Interns in all relevant locations should know the emergency codes, sanitation and isolation procedures, and the use of the two identifiers before providing patient contact or care.
- Interns typically begin by observing preceptors in the first few days including patient assessment and charting techniques specific to the facility. Interns generally benefit from hearing preceptors verbalize their thought process. As the preceptor, discuss the identified problem, the goal, and what you are looking for to determine if the intern has questions.
- Consider helping interns role-play your job, especially patient education and calculations. If time is limited, it may be more practical to allow the inter to outline their strategy in detail rather than utilize role-play.

### Subsequent weeks of rotations

- Have the intern participate in education sessions by interviewing the patient for relevant information and observing them. Have them progress to providing education under your supervision.
- The case load should increase in either quantity or level of difficulty. Interns also need to learn to prioritize their daily case load. Having them walk through the process is helpful.
- Typical targets: 4 assessments per day is beginning level. 8 assessments/day and follow-ups is entry level.
- Interns will evaluate the nutritional status of individuals and groups using anthropometric, biochemical, and clinical indicators
- Interns may be given the opportunity to provide staff relief, however, since this is not always possible due to facility size, staff relief is not required.

### Use of Technology at Rotation Site

Personal laptop or tablet: Preceptors should establish the expectation for personal laptop use at the start of the rotation, and as needed. Appropriate use of a personal laptop or tablet during individual rotations will vary according to sites. Intern access to site computers may be limited by log in restrictions and preceptors may have projects that will require computer use for research, handout development, or analysis. Preceptors may also allow interns to work on journal

entries or other assignments during downtime, however, requirements that are assigned by the preceptor while on site completing the day's work takes priority over course related work.

Cell phone use: Interns are expected to keep cell phones on vibrate/silent at all times while onsite. The use of cell phone, text messaging, and other media formats is prohibited while working a supervised practice site, except during designated break times. If there is a need to check for and/or receive a call, interns must inform the preceptor in advance that an anticipated call is expected. With preceptor approval, the intern may excuse themselves to take an important call. Failure to adhere to this requirement may result in dismissal by the site.

Individual preceptors may allow use of electronic devices for work-related tasks, such as researching information not available in other resources, however, preceptor approval must be obtained before using devices for this purpose. Interns are prohibited from using a cell phone as a calculator.

### Travel To or From Rotation Sites

Interns are required to provide their own transportation to and from internship sites. All students are expected to carry automobile insurance and are responsible for their own liability while traveling to and from internship experiences. Site related parking costs are eligible for reimbursement in locations except on BGSU property.

### Dress Code

Regarding dress code, interns are advised of the following:

Dress codes vary among facilities and ultimately are at the discretion of the preceptor. Casual dress that may be permissible on a college campus is not acceptable in any area of the work environment, which includes affiliations. For example, blue jeans or other jean type pants, yoga pants, cords, cargo pants, capri pants, shorts (casual or dress), midriff tops, open back tops, tube tops, bare shoulders, spaghetti straps, halter dresses, mini-skirts, and t-shirts are examples of unacceptable clothing types. Sundresses and open-toed shoes are also not acceptable. Sleeveless shirts, unless covered by a jacket, should also be avoided. Note that denim pants/jeans are not considered business casual in most settings. Interns must obtain prior approval from the preceptor before wearing jeans/denim when reporting for rotations.

While preceptors may have additional guidelines, the following dress code protocol should be followed at all times:

- Jewelry should be restricted to a watch and wedding and/or engagement ring. Wearing of earrings must comply with department policy. A good rule of thumb is no drop earrings or post earrings larger than the size of a nickel.
- Hair nets/hats are generally required in the food production, receiving/storage, and food service areas though hair that is restrained may be acceptable depending on department policy or state law. For male students, hair is to be no longer than collar length, mustaches are to be neatly trimmed, and beards may not be permissible.
- Clean, white or conservative color (beige, brown or black) leather shoes with closed-toes and heels are required – **some facilities require that they indicate they are non-skid on the bottom**. No thin platforms, high heels, wooden soles, or canvas tennis shoes are acceptable. Clean leather or vinyl athletic shoes may be acceptable.
- Skirts or dresses must be no shorter than 2 inches above the knee.
- Open-toed shoes are typically not allowed. It is suggested that heeled shoes be no greater than 1 1/2" high and rubber soled as hospital floors are highly polished and often slick.
- Nail polish, if allowed, should be neutral in color
- Lab coats and scrubs are subject each sites' guidelines and ultimately are at the discretion of the preceptor
- Interns should display their program or site issued nametag on the outside front of their shirt or jacket at all times

### Minimum requirements for preceptors:

- At least three sites must include Registered Dietitians as the primary preceptor – these are typically acute care
- Bowling Green State University Dietetic Internship Program Preceptor's Handbook Updated 12/6/23

- sites, long term care sites, and WIC.
- Preceptor information forms must be submitted for any preceptor who will supervise the intern and verify completion of experiences.
- Preceptors must be able to document appropriate continuing education for the previous two years. Submission of their Professional Development Portfolio is desirable.
- New preceptors must be willing to review preceptor/intern information and schedule a phone conference with the director to clarify expectations

**Minimum site requirements:**

- Clinical sites (including acute care, sub-acute care, long term care or hospice) must be accredited by the Joint Commission or other appropriate accreditation agency.
- Sites must be willing to enter into an Affiliation Agreement with Bowling Green State University. Site generated Agreements will be reviewed by the Office of General Counsel for compatibility with the laws of the State of Ohio
- Site information forms must be completed for any site at which the intern will have patient/client contact, interaction with facility employees beyond their preceptor or the general public, or act as a representative of the facility. This requirement may be waived for experiences that involve shadowing only for one week or less.
- The ability to communicate electronically is critical in the distance internship program.

Please refer to [Appendix D](#) for a resource providing a DI Preceptor Training Checklist.

As per guidelines set forth by ACEND's 2022 Standards, the BGSU DI program is required to maintain a record of preceptor and site appropriateness. After review of the BGSU DI Preceptor's web page and the BGSU DI Preceptor's Handbook, please provide the signed form provided below to Program Director via email to [Lbrubak@bgsu.edu](mailto:Lbrubak@bgsu.edu)

The BGSU DI Program reserves the right to make amendments to the Bowling Green State University Dietetic Internship Program Preceptor's Handbook as needed.

**Verification of Bowling Green State University Dietetic Internship Program Preceptor's Handbook Review**

As a Bowling Green State University Dietetic Internship (BGSU DI) Program preceptor, I verify that I have reviewed the Bowling Green State University Dietetic Internship Program Preceptor's Handbook.

- I am aware of the location and resources available on the BGSU DI Program Preceptor's Information webpage including resources related to recognizing bias in self and other and reducing microaggressions in the workplace located at <https://www.bgsu.edu/health-and-human-services/programs/department-of-public-and-allied-health/dietetic-internship-program/q-a.html>.
- I understand that the intern evaluation of the rotation from the program director is available to me following hosting an intern and submission of intern competency evaluation.
- I understand the expectations of preceptors including to adhere to policies and procedures related to the to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics and agree to abide by them when precepting BGSU DI Program interns.

Preceptor signature: \_\_\_\_\_

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

Appendix A  
Preceptor Evaluation of the Program QR Code

Preceptor Evaluation of Program

Please use the following scale to evaluate your experience with the Bowling Green State University Distance Dietetic Internship Program.

1. Did not meet expectations
2. Met expectations
3. Exceeded expectations

	1	2	3	Comments
Expectations for interns were realistic				
Communication from the program was timely				
Communication from the program was thorough				
Provided materials were clear				
Goals and objectives were clear				



Intern was prepared for rotations				
Willing to work with BGSU interns in the future	Yes			No
Comments:				



Please feel free to use the above QR Code to complete the Preceptor Feedback Survey

Appendix B Preceptor Qualification Form

**Bowling Green State University Dietetic Internship Program**  
**Preceptor Qualifications (Standard 5)**

Preceptor name (last, first, initial):		
Preceptor employer:		Employer address:
Preceptor daytime phone:		Preceptor email:
Years preceptor has worked for this employer:	How many hours per week does this preceptor work for this employer?	Has this preceptor previously supervised students/interns? <input type="checkbox"/> Yes <input type="checkbox"/> No
Preceptor's highest degree achieved:		Preceptor's professional credentials:

What licensure or professional certification is required for your role as a practitioner?

Check the rotations for this preceptor and facility:

- Clinical Rotation                       Foodservice Rotation                       Community Rotation  
 Other: \_\_\_\_\_                       Other: \_\_\_\_\_

Other Information:

## Appendix C Curriculum Map

### Bowling Green State University Dietetic Internship Program CRDN Curriculum Map (Required Elements 3.1/3.2) Supervised Practice Rotations Aligned with Core Competencies for the RDN (DI, ISPP)

**Background:** The CRDN Curriculum Map is used to identify the rotations in which students are being taught ACEND Core Competencies (CRDN).

**Directions:** List rotations in chronological order or by category (Food Service Management, Clinical, Community, etc). Next, using rotation descriptions, learning objectives and assignments, identify which ACEND Core Competencies occur in a rotation and place an 'X' in the appropriate column. Add additional rows as needed.

Rotations	CRDN 1.1	CRDN 1.2	CRDN 1.3	CRDN 1.4	CRDN 1.5	CRDN 2.1	CRDN 2.2	CRDN 2.3	CRDN 2.4	CRDN 2.5	CRDN 2.6	CRDN 2.7	CRDN 2.8	CRDN 2.9	CRDN 2.10	CRDN 2.11	CRDN 2.12	CRDN 2.13				
FN 6200						X						X	X	X		X	X					
FN 6070																		X				
Rotation 1: Foodservice (128 hours)							X															
Rotation 2: Community (128 hours)																						
Rotation 3: Long Term Care (96 hours)								X	X													
Rotation 4: WIC or Maternal Fetal Medicine (64 hours)																						
Rotation 5: Patient Education (64 hours)																						
Rotation 6: Dialysis (32 hours)																						
Rotation 7: Clinical (320 hours)	X	X	X	X	X					X	X				X							
Rotation #: title (hours)																						
Rotation #: title (hours)																						
Rotation #: title (hours)																						
Rotation #: title (hours)																						





## Appendix D Preceptor's Checklist

### Policy: Bowling Green State University Dietetic Internship Program Supervised Practice Site Maintenance and Affiliation Agreements Policy

The Bowling Green State University Dietetic Internship Program (BGSU DI) will select, evaluate, and maintain supervised practice rotation sites in the areas of clinical (acute care), community, food service, long-term care, wellness, patient education, and elective. The BGSU DI program director will be responsible for ensuring that all sites provide quality, evidence-based instruction for students, and maintain a safe and inclusive environment. Each site will be required to sign a written Affiliation Agreement with BGSU College of Health and Human Services before placing students.

## Procedures:

### Selection

- New supervised practice (SP) sites can be obtained when an intern suggests a site to the BGSU DI program director, or when BGSU DI faculty search out new sites to use for rotations. Occasionally, a site will contact the BGSU DI and offer their facility for rotations.
- Appropriate facilities for each rotation type vary but can include:
  - Clinical: Acute care hospitals and long term acute care hospitals (LTACHs) that provide acute medical care. Any hospital type medical center (Level 1-3 trauma center, community hospital) are acceptable clinical sites, however, facilities such as small, community hospitals may not meet intern needs of exposure to higher acuity levels. The Formal Case Study culminating experience requires a patient that has received nutrition support at some point during their hospital stay. Sites which cannot meet this requirement should be avoided.
  - Long-term care facilities that provide exposure to the Minimum Data Set (MDS) reimbursement system.
  - Community: Sites vary significantly and can include WIC, senior centers and daycare programs, schools, fitness facilities, worksites, health centers, food banks, Head Start, etc.
  - Food service: Hospital, long-term care facilities, and schools.
  - Wellness and patient education
- When considering a new site, the BGSU DI should communicate with the potential preceptor/site via email, telephone call, in-person, or virtual meeting, explaining how BGSU DI rotations are organized and the expectations for the rotation. They should also inquire as to what the site has to offer and verify that the activities will provide the appropriate amount of time and meet the competencies that will be assessed at that rotation.
- Adequate supervision should be verified by the BGSU DI program director. An RD on-site at community and food service sites is not required. If the preceptor is not an RD, they should have pertinent qualifications for the position (certified dietary manager, manager,

- other allied health professionals, etc.).
- If the site is selected, all preceptors will be asked to complete and submit the *Preceptor Qualifications* form to the BGSU DI, provide an up to date resume or CV, and evidence of training on awareness of bias in self and others.
  - All BGSU DI preceptors will receive a pdf copy of the BGSU DI Preceptor Handbook and oriented to the BGSU Preceptor web page <https://www.bgsu.edu/health-and-human-services/programs/department-of-public-and-allied-health/dietetic-internship-program/q-a.html>

## Evaluation and Maintenance

- SP sites are evaluated through the *Intern Evaluation of the Preceptor* form and periodic site visits. Intern evaluations should be completed by each student after each rotation and uploaded to Canvas LMS for BGSU DI faculty review. BGSU DI faculty responsible for the rotation assignments should verify that students are completing all site evaluations. Students failing to complete evaluations should be reminded via Canvas submission comment or BGSU email until completed.
- When site visits are completed, the visiting faculty or instructional assistant completes the *SP Site Visit Form* which includes a summary of the discussion with the preceptor and interns at the site. If a visit to a site is not possible, communication can take place via email, phone calls, or virtual meetings.
- All negative comments by students and poor ratings of sites should be thoroughly investigated. If BGSU DI faculty find that a site is not meeting standards then, depending on the egregiousness of the issue(s), the faculty can discuss issues with the preceptors to see if they can be remedied, or discontinue the use of the site.

## Affiliation Agreements

- When a new site is selected, a written Affiliation Agreement (AA) must be signed. The BGSU DI program director contacts the site with a template of the AA for them to review and approve.
- The BGSU DI program director remains in close contact with the BGSU College of Health and Human Services (HHS) Associate Dean who serves as the college's affiliation agreement manager and liaison to BGSU General Counsel. If a site's legal counsel has questions, or if they want to use their own AA template, the BGSU DI program director collaborates with the affiliation agreement manager for approval.
- Once the site agrees to sign the AA, the BGSU DI program director uses Adobe Sign to obtain all electronic signatures. AAs are first signed by the site representative and then by the College of health and Human Services Dean.
- Once the AA is complete, the BGSU DI program director sends a pdf of the completed AA back to the site via email for their records. The BGSU DI program director tracks

the status of each distance interns' AA using the Preceptor Collaboration Form.

- The BGSU College of Health and Human Services affiliation agreement manger maintains completed AAs as part of the College of Health and Human Services electronic or hard copy files.
- The BGSU DI program director also maintains BGSU DI associated AA in an electronic folder as part of BGSU FN files.
- The HHS Associate Dean maintains an excel file containing the expiration date for all AAs and shares that file with the BGSU DI program director. This allows the BGSU DI program director to regularly check that all AAs are active. When an AA is due to expire, the BGSU DI program director will initiate the signing of a new AA with the site if it's still being used for rotations.