

**Bowling Green State University**

Internship Program in  
Nutrition and Dietetics

Handbook

Updated December 2017



# Internship Handbook

Welcome to the Bowling Green State University Internship Program in Nutrition and Dietetics. It is our pleasure to guide you through your journey to become a Registered Dietitian/Nutritionist. This handbook serves as a policy and procedure manual for the Program. It is updated annually to meet program needs and to maintain the Standards of Education of the Accreditation Council for Education in Nutrition and Dietetics (ACEND). At Orientation (distance group) or during the first week of class (on-site group), you will be asked to sign a document confirming that you will abide by these policies and procedures.

## **Program Description/Philosophy**

The Internship Program in Nutrition and Dietetics (IPND) at Bowling Green State University prepares entry-level dietitians by providing a route to dietetic registration with an emphasis on health and wellness. The Program enables you to pursue individual interests supportive of your professional goals. Interns who successfully complete the Dietetic Internship Program are eligible to take the American Dietetic Association registration exam.

The program requires 1200 hours of supervised practice in clinical, food service management, and community nutrition facilities. The on-site program accepts six interns each year. While up to 25 interns in the distance program may be accepted each year, the number is currently capped at 18. A health and wellness concentration has been added.

## **Accreditation Status**

The Internship Program in Nutrition and Dietetics (on-site and distance) at Bowling Green State University are 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 2000, Chicago, IL 60606, 312/899-4876. The next site visit will take place in 2023.

## **Policy and Procedure: Initial Program Admission**

Bowling Green State University participates in the spring matching process. Program requirements are outlined on the program web page <http://www.bgsu.edu/IPND> - click on the Prospective Interns link. Applicants and potential preceptors are encouraged to contact the Program Director with questions. The web page is updated at least annually and as needed.

In order to be considered for admission into the program, applicants must complete the following:

- Participation in the application process through DICAS including recommendation letters, personal statement, application, Verification Statement or Declaration of Intent to Complete and transcripts
- Completion of the GRE general test – this requirement may be waived for students who are currently enrolled in a Master’s degree program, have earned a Master’s Degree or who have earned the Dietetic Technician, Registered (DTR) or Certified Dietary Manager (CDM) credential.
- Participation in computer matching with D&D Digital Systems

Distance interns only:

- you must locate and submit site and preceptor information forms for a community and an acute care clinical site either as supplemental documents through DICAS or directly to the program director

On-site applicants (combined Internship + Master’s Degree)

- submit an application to the Graduate College and complete the application for a teaching assistantship

Distance interns:

- submit an application to the Graduate College for either the Master’s Degree or Graduate Certificate. You have the option of completing the Master’s Degree at a later time if you choose to complete the Graduate Certificate.

Applicants will be notified of acceptance into the Dietetic Internship Program by D & D Digital.

## **Policy and Procedure: Pre-Orientation Preparation/Requirements**

Interns are expected to prepare for their internship through the completion of assignments prior to coming to campus for Orientation (distance interns) or the beginning of fall semester (on-site interns). Time spent completing these assignments contributes to your supervised practice hours.

Communication and access to the assignments will begin by the end of May. Since most interns will not have activated their myBGSU account, Google Docs and a Google site

(<https://sites.google.com/site/bgsuinternpreparation/>) will be used to provide access.

Failure to complete the assignments will result in the inability to continue in the program. You will need to provide a non-bgsu.edu e-mail account in order to access them, but it does not need to be a gmail account.

**You will need to send the program director a copy of your Verification Statement** – DICAS does not forward any paperwork that was submitted to them! You will also need to have one copy of your transcripts sent directly to the Graduate College and one copy to the Program Director – make sure it is not sent until it reflects the completion of your undergraduate degree. They will not accept transcripts issued directly to students or unofficial transcripts. Please note that transcripts will not be sent if you have any outstanding charges on your Bursar bill.

Interns who have completed all of the required coursework except for the Internship classes are accepted into the Program on a limited basis – no more than 1 per year. These students will apply for Guest Student status. <https://www.bgsu.edu/registration-records/admission-services/graduate-graduate-non-degree.html> The form can be found at this web page. Contact the program director to determine if you are in this category.

**Distance interns must locate these additional sites prior to Orientation:**

- Long term care
- Foodservice/Management
- Dialysis (may be included as part of the acute care rotation – add 32 hours to your acute care experience)
- WIC or additional community site depending on what was submitted with application
- Client education/MNT (individuals or groups) A stand alone outpatient experience is desirable, but this is not always possible. This can be included as part of the acute care experience – you will add 64 additional hours

Paperwork (preceptor and site information forms) should be sent prior to Orientation. Electives do not need to be identified until rotations begin in January. A template will be provided so that you can plan a tentative schedule.

**Assignments**

- Completion of the following case studies: cirrhosis with encephalopathy, oncology, hospitalized patient with diabetes
- Group ethics case discussion (distance interns only)
- Group research article review and discussion (distance interns only)
- Location of potential site for wellness intervention project

**Failure to complete the case studies and project will result in the inability to continue in the program.**

**Course schedule:**

**Fall semester (7 credits):**

FN 5210 Introduction to Dietetic Internship – some course assignments contribute to supervised practice hours) 1 credit

FN 6090 Micronutrients Through the Life Span (3 credits)

*or*

FN6010 Macronutrients for Human Nutrition

FN 6110 Clinical Nutrition (3 credits)

**Spring semester (4 credits)**

FN 6210 Dietetic Internship I (1 credit) – please note: this course has a \$1000 fee attached to it

FN 6070 Family and Community Nutrition (3 credits)

**Summer semester (4 credits)**

FN 6220 Dietetic Internship II (1 credit) – please note: this course has a \$1000 fee attached to it

FN 6800 Seminar in Food and Nutrition (3 credits)

**Policy and Procedure: Program Goals and Expected Outcomes**

The Department of Public and Allied Health, Food and Nutrition Program recognizes a need to provide Academy of Nutrition and Dietetics post-baccalaureate registration opportunities for qualified students. Interns in the distance option will choose sites within their geographic area to meet their personal and professional goals while meeting the competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns in the on-site option will complete an interest survey to allow the program director to place interns in sites that will meet their future needs when feasible.

The Program is designed to provide you with the knowledge and skills necessary to function fully in 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. The goals of the Dietetic Internship Program are:

- 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.

**In addition to these objectives, 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; and,
- enable interns to formulate professional and practice ethics, including personal quality assurance goals.

**Policy and Procedure: Outcome Measures**

The Dietetic Internship Program has established outcomes and appropriate measures to assess achievement of goals and program effectiveness. Data supporting these outcomes come from a variety of

sources – end of rotation evaluation of interns by preceptors, completion of intern feedback forms at the end of rotations by interns, end of internship evaluation by interns, and post-graduation evaluation forms that are completed by both program graduates and their employers.

Completion of these forms is crucial in helping determine the program's effectiveness. Many changes have been made in content and rotations based on feedback. Outcomes are evaluated annually.

The outcome measures that correspond to individual program goals are as follows:

**Program Goal 1:**

- Alumni will achieve an 80% first-time pass rate on the RD exam over a 5-year period.
- 75% of interns in the Internship + Graduate Certificate Program (on-site and distance) will complete the program within 80 weeks of beginning it (150% of the projected program length). This means interns will complete all program requirements by the end of February the year after you begin rotations.
- 75% of interns in the Internship + Master's Degree Program will complete the program within 136 weeks of beginning it
- The mean rating of employers regarding program graduate's preparation for post-program completion employment will meet or exceed the "meets expectations" rating 90% of the time
- Interns will receive meet or exceed the rating "meets expectations" on 90% of their "evaluation of intern performance 90% of the time

**Program Goal 2:**

- 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.
- Within 12 months of program completion, 75% of graduates will have obtained employment related to dietetics
- Interns will rate their internship preparation for their first post-internship position as adequate or better 90% of the time.

**Policy and Procedure: Competence of Graduates**

The IPND provides you the framework to complete the Competencies for an entry-level dietitian, as outlined by the Core Competencies for the RD as described in the ACEND 2017 Eligibility Requirements and Accreditation Standards for Dietetic Internship Programs -

<http://www.eatrightpro.org/~media/eatrightpro%20files/acend/about%20program%20accreditation/accredi>

tation%20standards/2017standardsfordipprograms.ashx. This includes a didactic component (in our case it is in the form of formal coursework) and completion of 1200 supervised practice hours. These guidelines are updated periodically. ACEND is itself 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.

You are expected to successfully pass the Registration Examination, thus becoming Registered Dietitians (RD) and active member of the Academy of Nutrition and Dietetics. The ACEND competencies/learning outcomes have been grouped under specific expectations and will be used for evaluation by the preceptors and for self-evaluation.

## **Expectations for Interns**

### **1. Interns will demonstrate the ability to communicate effectively.**

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications

CRDN 2.8 Demonstrate negotiation skills

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

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

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

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

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

### **2. Interns will integrate scientific information and research into practice.**

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

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

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

CRDN 1.4 Evaluate emerging research for application in dietetics practice

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice

### **3. Interns will demonstrate standards of professional behavior development and service.**

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 2.4 Function as a member of interprofessional teams

CRDN 2.5 Assign appropriate patient care activities to DTRs and/or support personnel as appropriate

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

CRDN 2.7 Apply leadership principles achieve desired outcomes

CRDN 2.9 Participate in professional and community organizations

CRDN 2.10 Demonstrate professional attributes in all areas of practice

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

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

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

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

#### **4. Interns will develop skills for managing foodservice, community and clinical nutrition systems.**

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

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

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

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

## **5. Interns will use the Nutrition Care Process to evaluate the nutritional status of individuals and groups and develop a plan to provide comprehensive nutrition care to individuals and groups in recognition of resource limitations**

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

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 3.10 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

## **6. Interns will meet the requirements of the Health and Wellness concentration**

CRDN 5.1 Evaluate research related to health and wellness for applicability in an internship setting

CRDN 5.2 Develop a wellness intervention applying the Nutrition Care Process

CRDN 5.3 Apply social marketing principles to a wellness/health promotion intervention

CRDN 5.4 Participate in advocacy at the local, state and national level to promote the inclusion of health and wellness into policy

## **Policy and Procedures: Projected Cost to Student**

Costs to the student are outlined on the program web page and are updated annually and as needed. Raises in tuition are typically decided by the Board of Trustees in May or June. For this reason, interns should consult the Bursar web page for the most current costs. The IPND is structured to provide eligibility for federally subsidized loans, if needed. You should contact the Financial Aid Office directly, with any questions <https://www.bgsu.edu/financial-aid.html> If you are in the distance program and will be completing the Graduate Certificate, ask to speak to a representative who is familiar with those programs. The Internship in of itself does not confer eligibility – it is enrollment in the Graduate Certificate.

### *On-site Program*

Tuition and general fees: The MFN program with Dietetic Internship is completed in two years. The first year, students are responsible for tuition fall and spring semester for at least 12 hours. Summer session tuition is for one graduate credit – Dietetic <https://www.bgsu.edu/bursar.html> You will be responsible for **~42 total graduate credits** which includes tuition, general fees and non-resident fee, if applicable. Students in the combined on-site Internship + Master’s Degree may be eligible for a teaching assistantship. Contact the Graduate Coordinator, Dr. Dawn Anderson (dawna@bgsu.edu), for information regarding the application process.

*Distance Program*

Tuition and other general fees: At this time, interns in the distance program will be charged a \$10/credit out of state fee, if applicable, to the regular in-state tuition cost. To determine the current fee rate consult the following web site <http://www.bgsu.edu/offices/bursar/>. You will be responsible for **15 total graduate credits**, though consideration is given to interns who have completed equivalent coursework.

**Breakdown of tuition and per credit fees**

<b>On-site</b>		<b>Distance</b>	
Tuition/credit (in-state)	\$424	Distance tuition/credit	\$434
Tuition/credit (out of state)	738		
General fee/credit (on-site students)	62.25	Distance technology fee/credit	15
Counseling Center fee/credit	.89	Counseling Center fee/credit	.89
Graduate Services Fee/credit	16	Graduate Services Fee/credit	16

Other fees may include a late fee, service charges for late payment and installment payment plan enrollment fee

**Additional University Fees**

**Miscellaneous Costs**

Dietetic Internship I (due spring semester)	\$1000	AND Student membership	\$50
Dietetic Internship II (due summer session I)	1000	Local dietetic association membership	~25 varies
Health Insurance*	see below	Textbooks	~300
Graduate Admission Fee	15	Lab coat	30
Graduate College Application fee	45		
Registration fee each semester	8	Room and Board during Orientation (single occupancy)	~250
Graduation Fee	35		

\*If not covered by family policy – proof is required at time of orientation (distance) or the beginning of the semester (on-site). **Health Insurance is required for all interns.** BGSU’s student plan is through Aetna Student Health. For more information: <http://www.bgsu.edu/student-insurance-program.html>

Plan A (\$1,500.00 Deductible)

Annual- \$1,806.00

Fall Semester - \$760.00

Spring Semester - \$1046.00

Plan B (\$500.00 Deductible)

Annual - 2027.00

Fall Semester - \$852.00

Spring Semester - \$1,175.00

**Distance Interns:**

In order to be eligible for enrollment through the BGSU Student Insurance Office, you must register for at least seven credits during the period for which the coverage is purchased. Most students will register for seven credits fall semester and as long as you purchase the annual policy, you will be eligible through the spring and summer though your course credit load will drop to four.

**Policy and Procedure: Health Requirements**

The IPND abides by any site requirements regarding health documentation, as verified in the program Affiliation Agreement. Sites require that you have immunity to the usual childhood illnesses as listed below. In the past, some sites accepted your immunization history, but for many, this is no longer enough. You will need to have your titers checked - blood will be drawn and tested to determine whether your antibodies are in the range needed to confer immunity. Also, some facilities will require you to get a flu shot if you are at their facility during the flu season.

***Distance interns:***

Your individual sites will indicate their requirements. **Bring documentation from your clinical site that indicates what you will need to orientation and your health documentation.** Any necessary titers will be drawn at the BGSU Health Center. Occasionally, a site will require that titers be drawn within a specific time frame (one to two weeks) relative to you beginning the rotation. This is not usual, though.

***On-site interns:***

The clinical sites used by the BGSU on-site program require titers, not just proof of immunization. You will have titers drawn at the BGSU Health Center

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 and most states now include it as part of routine childhood vaccinations and as a requirement for public school admissions. If your site allows you to waive 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 <b>not</b> acceptable. If you have not had the vaccine, you will need to have a titer drawn.
Tdap	immunization within the last 10 years.
Influenza vaccine	most clinical sites require proof of vaccination if you are on site between October and March
2-step TB skin test	if you are currently working in a health care facility, you will need to show the dates of your original 2-step ppd and the date of your most recent test, otherwise, you will need to have the test done and then repeated the following week. A chest X-ray or Quantiferon Gold test can be substituted for those who get false positive result from the ppd.
Physical	You must be certified fit for duty and free of communicable disease.

All requirements can be completed at the Student Health Service except the hepatitis B series, as it must be administered over a period of 6 months. The 2-step TB test also cannot be administered during Orientation as it must be administered over a 10-day period.

### **Policy and Procedure: Criminal Background Checks**

It is the policy of the IPND that interns meet all individual site requirements, as indicated in the Affiliation Agreement (Appendix A) Interns may be required to complete a background check in preparation for certain rotations. Criminal background checks are required by the federal government for all persons working with children and some states (including Ohio) for some persons working with the elderly - relevant rotations include school foodservice, long-term care, diabetes camp, the Alzheimer's Association, and Extension. Certain long-term care facilities are also now requiring background checks for all employees, though traditionally dietary employees have been exempt. Your preceptors will let you know if it is required for their site. You will need to check with your facility or local law enforcement agency for the procedure.

The type of background check required may require fingerprinting, though clinical sites accept an electronic background check. Sites in Ohio typically require a background check through the Bureau of Criminal Identification and Investigation. You will be asked to provide a reason to be fingerprinted. You should designate the following: responsible for care, custody and control of children or direct care of children, elderly, depending on the site. We are able to schedule electronic background checks through the service used by the BGSU Office of Human Resources – the service is called Pre-Trax. The Director will contact the HR Department regarding the need for a background check which will initiate the process through Pre-Trax.

A Federal Bureau of Investigation check is also required in Ohio. The reason fingerprinted should be NCPA VCA, which stands for the National Child Protection and Volunteers for Children Act and determines an individual's fitness to care for the safety and well-being of children, the elderly and people with disabilities. The provisions of this act require that an organization must be a qualified entity to make a fitness determination based on national criminal history record information provided by the FBI. BGSU is a qualified entity, but not all services that conduct background checks may qualify.

Occasionally, interns have been required to complete the type of background check that looks at credit history. Technically, this is allowed according to the terms of the Affiliation Agreement, but the applicability to the program is unclear.

### **Policy and Procedure: Drug Testing**

As previously stated, it is the policy of the IPND to meet all individual site requirements. Interns may be required to undergo drug testing prior to certain rotations, typically in acute care settings or dialysis centers. The length of the rotation is not a factor. The typical requirement is for a 10 panel drug screen performed in the lab after a urine sample has been collected. The following drugs are typically detected: cocaine, amphetamine, methamphetamine, opiates, phencyclidine, barbiturates, benzodiazepines and tricyclic antidepressants. One past site also required the metabolites of heroin and Ecstasy. Clarify the type of screening needed with your preceptor, the volunteer coordinator or the Human Resource Department.

The IPND has contracted with LabCorp to provide this test if your site requires it as they have a nationwide presence. You may also have the option of using the lab which the facility uses for its employees. Your preceptor or a representative from the Human Resources Department can provide this information. If you are taking a prescription medication that will show up in the screen (Ritalin, for example), it is recommended that you have the test done at the physician's office so that they can verify you are under a doctor's care. You will also need to clarify the time frame in which the testing should be completed, typically one week.

### **Policy and Procedure: Educational Purpose of Supervised Practice**

It is the policy of the IPND that interns are not used to replace employees. The potential for this to occur is typically during your foodservice rotation. While it is not inappropriate for preceptors to use a hands on approach to familiarize you with the routine of the foodservice operation by having you shadow or work side by side with clerks, line workers, etc., there must be specific knowledge or skills you will develop. You should not be used as free labor. Your preceptor may use the methods that are used in employee orientation. Keep in mind, that foodservice directors may themselves fill in for employees when they are short-staffed.

Notify the program director if you feel that your experience in the kitchen has gone beyond the attainment of knowledge. One of the reasons that submission of your weekly journal entries is so critical is that the program director will use these to gauge your progress and to assess whether you are being given appropriate assignments. Keep in mind that your preceptor is expected to complete their usual job duties in addition to providing your supervised practice experience. You may be occasionally asked to complete tasks that do not appear to have much educational benefit (like filing) so that your preceptor has the time to work with you individually. This is not inappropriate as long as you are then given assignments, which help you meet the competencies.

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 your preceptor regarding your position as an intern, rather than an employee. Contact the program director if any issues arise.

### **Policy and Procedure: Prior Work Experience**

Credit in the form of total hours completed toward fulfilling various Internship program competencies will be evaluated on an individual basis. A maximum of four weeks credit will be given.

Your immediate supervisor will be required to document that you have met the relevant competencies and provide documentation. Other documentation, such as job descriptions and a test to assess knowledge, may be required. Supportive assignments, such as completion of the WIC Works module and quizzes are required.

Credit is most commonly given for experience in WIC and foodservice, though interns often opt to complete a rotation in these areas but with a different focus – a different foodservice setting, for example, or a focus on the management aspects of WIC rather than client interaction. Credit is still given, but may count as electives. Credit for experience in the area of foodservice requires that you have supervisory experience at a higher level (director or assistance director). Required length of experience is typically six months to one year.

Credit for working as a diet tech is rarely given. In my experience, while working as a tech definitely confers an advantage related to being able to speak with patients and navigate the medical record, interns with this type of experience still struggle with patient assessment and in taking their experience to the next level.

### **Policy and Procedure: Completion of the Program**

The following criteria have been established to meet the ACEND requirements. After meeting these criteria you will be issued a Verification Statement and your eligibility to take the Commission on Dietetics

Registration Examination will be submitted. You will be able to use the credential Registered Dietitian Nutritionist after passing the exam.

Completion of the Program requires:

- Successful completion of 1200 hours of supervised practice in community, clinical and food service facilities. ***Additional hours may be required if competencies are not met.***
- Completion of 15 graduate credit hours (unless you have equivalent coursework).
- Completion/presentation of case studies, readings and assignments during internship
- Satisfactory evaluations from preceptors and Program Director and documentation of entry level competence on the competency forms by your preceptors.
- Attendance at seminars and conferences, as applicable.
- Completion of domain – related quizzes and exams
- Passage of the practice exam with a 100% score – multiple attempts are allowed and feedback will be given.

**Interns in the distance or on-site Internship + Graduate Certificate Program: Final paperwork must be submitted by February in order to receive your Verification Statement. This includes interns in the part-time option.**

**Interns in the combined Internship + Master’s Degree Program: Paperwork must be submitted by the April following completion of graduate coursework.**

### **Policy and Procedure: Issuance of Verification Statement**

The IPND has procedures in place for ensuring that all students completing the established requirements receive a Verification Statement and whose eligibility is submitted to the Commission on Dietetics Registration (CDR) so they may sit for the RD examination. Interns must complete all of the requirements described above in order to be eligible. A log is used to monitor intern progress (Appendix B).

All forms are provided at Orientation and can also be found in the rotation course shell in the Program Completion folder. A complete description of the DI Student Instructions can be found there as well. In addition to these assignments, interns must complete the following:

- Complete the RDNE Mis-Use form and return a copy to the Program Director.
- Read the Computer Based Testing Q & A Fact Sheet
- Read the article “Co-Sign or Not to Co-Sign”.
- Review Appendix C Flow Chart: Registration Eligibility Application Processing

Once all requirements have been met and the above forms received, the Program Director will submit eligibility to CDR. Three copies of the Verification Statement will be mailed to the intern using the address on the Registration Eligibility Application Form.

## **Policy and Procedure: Intern Evaluation**

Your progress in the program will be documented via formative and summative evaluations. A description of evaluations is outlined below. Evaluation forms can be found on the web portal page under FN 6210 Evaluation Forms and can also be found on the preceptor resources page.

You will complete a self-assessment mid-way through rotations. The purpose is to identify areas of strength and need for improvement during the individual rotations. It also helps you prepare for development of a Professional Development Portfolio in accordance with CDR guidelines. You will become familiar with the concept of professional self-reflection and on-going development.

The **Traveling Evaluation Form** will be used to establish goals and expectations with your preceptor at the beginning of each rotation. It can be used to evaluate your progress in rotations that are only one week.

The **End of Rotation Evaluation Form** will be used during rotations that are longer than 1 week by the primary preceptor. The form is to be signed and shared with you, so that you can sign it and verify that you have reviewed the evaluation. The Evaluation should be faxed or mailed to the Program Director who reviews it and puts it in your file. An electronic version is in development and may be submitted instead of the paper version.

**Competency Forms** accompany each rotation (i.e. long-term care goals and objectives, WIC goals and objectives) and have an evaluation component built in to track progress on meeting individual competencies. **If performance is unsatisfactory or competencies are not met, the Program Director, you and your preceptor will discuss appropriate actions. This may result in additional time spent at a particular site, additional projects or case studies. You must meet entry-level competence in all areas by the end of the program.**

Competencies identified on the competency forms for the supervised practice rotations are developed to be measurable and documented. Learning activities and practicing of skills includes written assignments, case studies, and reviews. These activities will be evaluated by the facility supervisor, appropriate staff, and the Program Director. You will review competency forms (available on the web portal page) prior to individual rotations that detail the planned learning experience. You are responsible for providing the forms to your preceptor in advance (distance option only). There are typically required readings and quizzes that are to be completed prior to beginning the rotation. Completion of journal entries is required



to assist in meeting some competencies – these will be reviewed by the Program Director on a regular basis.

### **Policy and Procedure: Communication**

The Program Director will e-mail or phone regularly to answer questions, clarify assignments, and monitor progress. You will submit journal entries prior to beginning a rotation and self-assess what you need to do in order to prepare – review readings, class notes, etc. You will also self assess counseling skills and be evaluated by your preceptor, when appropriate, using the **Assessment of MNT Skills Form**. Regular communication is expected and required. Electronic submission of assignments is encouraged for both the distance and on-site option. This can include scanning or faxing assignments and forms.

You will be asked to evaluate the individual facilities, supervisors, Program Director, faculty and the IPND in general. Your evaluation is valued and considered vital in the process of improving and maintaining the program. You will self-evaluate completion of goals and overall performance using the **Intern Feedback Form**.

In order to assure that the program is meeting its program outcomes, you are asked to complete an **Exit Evaluation**. An electronic version in the form of a survey is available on the Distance Dietetic Internship web portal page in the Program Completion section.

### **Policy and Procedure: Equal Opportunity**

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 published in BGSU Student Handbook available on-line at <https://www.bgsu.edu/student-handbook/policies-and-procedures.html> and the Student Handbook under the Policies and Procedures section. The Affirmative Action Plan for BGSU is available from the Office of Affirmative Action, 705 Administration Building.

### **Policy and Procedure: Protection of Private Information/Access to Student Files**

The University's adherence to the Family Educational Rights and Privacy Act (FERPA) is outlined in the Handbook as well. Protection of student privacy is also specified in the Affiliation Agreement with the individual supervised practice facilities. Evaluations of your practice experience will be made available

through the Program Director. Your files will be kept in the Program Director's office, though files relevant to the Graduate Certificate Program will be kept in the Graduate Office. You have access to your file as needed. Evaluation forms will be only used internally and will not be shared with prospective employers.

### **Policy and Procedure: Internship Rotation Readiness Assessment**

Your readiness to begin rotations spring semester will be determined based on the quality and completion of the coursework required fall semester. This will include an extensive case study as part of the final required for the Introduction to Dietetic Internship class. **All required assignments for this course must be submitted before you will be permitted to begin rotations.**

Additional case studies or tutorials will be required for interns who need additional preparation prior to beginning rotations. **Also, site paperwork for all but elective rotations must be submitted along with a proposed schedule prior to beginning rotations (distance option).**

### **Policy and Procedure: Academic Progress (from the Graduate Handbook)**

In order to remain in good standing and to graduate, a student must make satisfactory progress toward a degree (which includes the Graduate Certificate and Master's Degree). Academic good standing is defined as:

1. The maintenance of a 3.0 grade point average at the master's and specialist's levels and a 3.2 at the doctoral level;
2. The accumulation of no incomplete grades prior to beginning rotations spring semester, Rotations must be delayed until all fall semester requirements are completed;
3. The completion of departmental requirements other than course work, such as comprehensive examinations, thesis research, or foreign language requirement, by established deadlines; and
4. The absence of any suspensions, probations, or other disciplinary sanctions for violations of the Student Affairs Handbook.

Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards may result in the academic dismissal.

A course taken for graduate credit in which a D, F, or WF was received may not be used to meet degree requirements nor to meet the minimum credit hour requirements for a graduate degree; however, the hours and grade are used to compute the cumulative grade point average. If a graduate student repeats a course, each grade received is counted in computing the cumulative grade point average.

### **Policy and Procedure: Disciplinary Sanctions/Termination Procedures**

Interns who fail to make the expected progress toward entry-level competence or who violate University or site The IPND has developed a procedure whereby interns who have not made the expected progress or who have violated site or University policies may be terminated from the program.

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 in 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.

- 1) **Written Warning:** Written Warning is the means through which the Program Director or a member of the Food and Nutrition faculty will inform you of deficiencies or problems and discuss the corrective measures required to bring your performance back up to a satisfactory level. Written Warnings may be issued for one or a combination of deficiencies in areas such as:
  - a) You must maintain a 3.0 grade point average in graduate coursework – failure to do so will result in a Written Warning.
  - b) Timely completion of required coursework prior to beginning rotations. Interns are expected to begin rotations in January and have completed all fall semester coursework. Beginning rotations without completion of required coursework will result in a Written Warning**
  - c) You must submit all required paperwork prior to beginning rotations – this includes site paperwork (preceptor and site forms, Affiliation Agreement), proposed schedule (using the required template) and pre-rotation journal entries. Failure to follow these protocols will results in a Written Warning**
  - d) You must be prepared for all rotations. This preparation includes completing assigned readings and quizzes, reviewing didactic materials and medical terminology, completing journal entries and case studies. You will be given a Written Warning if these expectations are not met.
  - e) You must maintain adequate communication with the Program Director – this includes submission of weekly journal entries. Failure to maintain adequate communication will result in a Written Warning
  - f) Inadequate performance in rotations - Performance of learning experiences will be evaluated following completion of each rotation by the preceptors and discussed with you and the

director. If performance is unsatisfactory on more than one occasion, a Written Warning may be given.

- g) Failure to attain entry-level competence in a specific area. The area in which interns tend to have the most difficulty is acute care. Failure to meet entry-level competence is typically related to the inability to carry a full patient load at the end of your rotation or inability to adequately assess patients (not gathering all of the appropriate information or performing the Nutrition Care Process).
- h) A violation of The Student Code, Code of Ethics for the Profession of Dietetics, or Standards of Professional Practice.
- i) Two incidents of unexcused internship rotation absence. It is typically the judgment of the preceptor as to whether or not an absence is considered unexcused.
- j) Violation of the written policy or regulations of a clinical site.

After receiving a Written Warning, you are expected to take appropriate measures to correct the deficiencies or problem by the date specified..

- 2) **Probation:** Probation will be imposed, in writing, by the Program Director under the following circumstances:

- a) Didactic Performance - Quality of work continues to be unacceptable.
- b) Supervised Practice Performance - Unsatisfactory progress in eliminating deficiencies, which led to the Written Warning – i.e. failure to maintain communication, failure to adequately prepare, inadequate performance.
- c) The Program Director deems a violation of the Student Code, Code of Ethics for the Profession of Dietetics, or Standards of Professional Responsibility of the Academy of Nutrition and Dietetics serious enough to warrant Probation as the initial sanction.
- d) Continued unexcused absences.
- e) The Program Director deems violation of a written policy or regulation of a site serious enough to warrant Probation as the initial sanction.
- f) The terms of Probation will be determined by the Program Director.

The intern's performance will be monitored by the Program Director, and the intern must display improvement or face possible dismissal from the program.

- 3) **Dismissal:** Dismissal from the Rotations phase of the Dietetic Internship Program will result from deficiencies, such as:

- a) Didactic Performance – Lack of improvement in the quality of work.
- b) The Program Director deems your clinical performance inadequate to warrant further pursuit of a career as a dietitian based on inability to meet entry-level competence in required

rotations. This will be based on review of preceptor evaluation of competence and review of completion of assignments.

- c) Violations of the terms of Probation.
- d) Any act or behavior which is a violation of local, state, or federal law on clinical site property.
- e) Any act or behavior which is disruptive, or threatens the physical, emotional, mental or environmental safety of Dietetic Internship faculty, staff, interns, employees of the clinical facilities or other individuals utilizing the clinical facilities.
- f) Any act or behavior in violation of the Affiliation Agreement between the University and the Affiliation Site.

Such dismissal shall be stayed pending the expiration of your right to appeal the dismissal as set forth in the Grievance Procedures below. If, however, the Program Director, Food and Nutrition faculty or preceptors have reasonable cause to believe that you present an immediate threat to the safety of patients or others at the rotation sites, then you shall be placed on Leave of Absence pending the appeals process. Criteria for academic dismissal is outlined here [https://www.bgsu.edu/graduate/catalogs-and-policies/2017-2018-Graduate-Catalog/academic-information.html#top-content-slider-parsys\\_text](https://www.bgsu.edu/graduate/catalogs-and-policies/2017-2018-Graduate-Catalog/academic-information.html#top-content-slider-parsys_text)

### **Policy and Procedure: Dismissal/Withdrawal from a Course**

The University reserves the right to withdraw any graduate student from any course when the student's continuance is not in the interest of the student, the class, or the University. The dismissal of a graduate student from a course and the grade and/or notation in the official record is determined by the dean designate of the Graduate College after consultation with the instructor of the course. Students have the right of appeal as prescribed in the Student Affairs Handbook.

### **Policy and Procedure: Grievance Procedures**

The Academic Appeals Procedure is published in the Graduate Student Handbook [https://www.bgsu.edu/graduate/catalogs-and-policies/2017-2018-Graduate-Catalog/academic-information.html#top-content-slider-parsys\\_text](https://www.bgsu.edu/graduate/catalogs-and-policies/2017-2018-Graduate-Catalog/academic-information.html#top-content-slider-parsys_text)

The normal channels of appeal are first to the instructor, or supervisor, then if necessary, to the Program Director, the School Director and next the Dean of the Graduate College. Conference calls will be arranged, as needed. The appeal procedure for students who have been dismissed from graduate school is also published in the Student Handbook. General complaints about the program follow the same channel of communication and will be addressed either by the program director, school director or Dean as applicable.

### **Policy and Procedure: Complaints Against Accredited Programs**

Interns are encouraged to resolve complaints against the IPND using the grievance procedures outlined above. However, if issues remain unresolved, ACEND has established a process for reviewing complaints against accredited programs. Procedures are outlined on the ACEND <http://www.eatrightpro.org/~-/media/eatrightpro%20files/acend/acend-policy-procedure-manual.ashx>

### **Policy and Procedure: Withdrawal from the University and Internship Program**

Occasionally, students decide that a career as a Registered Dietitian is not right for them. Students who wish to withdraw from the University and Internship Program in good standing must obtain the permission of the dean designate of the Graduate College. After classes begin, a student who drops all classes (even if enrolled for only one class) must withdraw from the University at the Graduate College. If a student leaves the University without proper notice and permission, he or she receives a grade of WF in all courses and is not entitled to any refund of fees. You must submit a letter to the Program Director and Graduate Coordinator indicating your desire to withdraw, which will be forwarded to the Graduate College.

### **Policy and Procedure: Affiliation Agreements (distance interns)**

The Bowling Green State University Affiliation Agreement must be signed before you can begin a particular rotation. While your preceptor may have the authority to sign it, in general, the agreement will need to be reviewed by the facility's legal counsel. This can take a long time, so plan accordingly.

The site may have its own agreement, which will need to be reviewed by BGSU's General Counsel, which is also a lengthy process. In the past, there have been facilities with which BGSU has been unable to establish an agreement and the intern needed to find an alternative site. Because BGSU is a state institution, it must abide by the laws of the state of Ohio. Points of contention include 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.

Affiliation Agreements are in effect for one year, unless the facility has indicated otherwise. Even though the facility has worked with BGSU interns in the past, the agreement will need to be resubmitted.

### **Policy and Procedure: Advising**

Formal communication/advising will take place twice a year to apprise interns of their progress and to answer questions. Informal communication will take place as often as needed.

A phone conference will be scheduled for distance interns at the end of the fall semester and spring semester to discuss progress. On-site interns may schedule face to face meetings at the end of fall semester and will discuss progress during periodic site visits spring semester and during the FN 6800 Seminar in Food and Nutrition course meetings. You are encouraged to communicate via phone or e-mail regarding any questions or concerns throughout the program.

### **Policy and Procedure: Student Support Services**

Interns have access to a number of support services. This includes the Technology Support Center <http://www.bgsu.edu/its> and the BGSU Library. <http://www.bgsu.edu/library> (including on-line journals and data bases). Carol A. Singer, is the librarian assigned to support the Food and Nutrition Programs. Numerous resources and her contact information can be found at the Food and Nutrition LibGuide <http://libguides.bgsu.edu/nutrition>

All interns also have access to the Career Center <https://www.bgsu.edu/career-center.html> They can review your resume and their site has many resources regarding job searches and interviewing.

Interns in the combined Internship + Master's Degree or Internship + Graduate Certificate are eligible for Financial Aid in the form of loans. Distance interns are not eligible for University initiated scholarships.

### **Policy and Procedure: Professional Ethics**

Interns 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. A review of the Code will take place during Orientation and the first week of class. You will also be required to review HIPAA guidelines and take a quiz.

The Code of Ethics for the Profession of Dietetics can be found on the Academy web site.[http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/governance\\_779\\_ENU\\_HTML.htm](http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/governance_779_ENU_HTML.htm). You are reminded that you are guests in the facility. The impression left with personnel and patients is important for good working relationships and for our continued use of these facilities.

## **Policy and Procedure: Identification/Name Tags**

You will be given a nametag to be worn at all rotations and may be responsible for replacement costs if it is lost or damaged. You may be required to obtain additional identification at individual rotation sites and to sign in and out of particular facilities.

## **Policy and Procedure: Establishment of Sites and Preceptors**

The IPND is supported by qualified faculty and preceptors, who provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice to promote intern success.

The program benefits from the on-going support of area community, clinical and management organizations.

## **Distance Internship Program**

You are required to locate rotation sites and to develop your rotation schedule. Preceptor application, site selection and affiliation agreement forms must be submitted to the program director for prior approval.

You will accumulate a total of 32 supervised practice hours per week. You can schedule 40 hours per week if you wish, but keep in mind that you will be taking a graduate level course in the spring and summer.

### **Minimum requirements for preceptors:**

- At least three sites must include Registered Dietitians as the primary preceptor – these are typically acute care 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 the preceptor web page 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.

## Policy and Procedure: Rotation Schedules

The IPND requires the completion of 1200 supervised practice hours, per ACEND guidelines.

Accumulation of 86 supervised practice hours will begin fall semester as part of the course FN 5210, Introduction to Dietetic Internship through the completion of simulations, case studies and modules.

You are encouraged to begin accumulating some rotation hours in the form of wellness experiences fall semester if possible – these hours are reflected in the 186 hours devoted to electives/wellness. This typically involves participation in health fairs but could also include presentations in a variety of settings, including schools. You will receive a special log to track these experiences and the hours accumulated. This is optional and you may complete all of the elective/wellness hours during your rotations.

Here is the breakdown of the required hours:

<b>Rotation</b>	<b>Hours*</b>
Acute Care	320
Food Service/Management	192
Community	128
WIC	96
Patient Education/MNT (individuals or group)	64
Long term Care	96
Dialysis (if not included in acute care)	32
Electives/Wellness	186
Orientation/Introduction to Dietetic Internship - these hours are accumulated through the completion of case studies and simulations.	86
<b>Total</b>	<b>1200</b>

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

## On-site Internship

Rotations begin in January with the first week will be devoted to orientation. Rotations spring semester are Monday through Thursday for a 32-hour week. You will have FN 6070 Community Nutrition class on

Friday along with any Graduate Assistant duties. You will also have FN 6800 Seminar in Food and Nutrition which meets one evening per week. After finals week, you will switch to a 40 hour/week schedule. In order to complete the program requirements prior to beginning the second year of the Masters program, Spring Break is not included in the schedule..

## **Distance Option**

Rotations begin in January. You cannot begin rotations until your schedule has been submitted in the accepted format and approved by the Program Director along with all site paperwork. The Affiliation Agreement must be signed prior to beginning rotations. Distance interns are typically on-site 32 hours per week, though some of the internship can be completed part-time with permission from the Program Director.

The 16 weeks of Orientation and the fall semester coursework and 35 weeks of rotations equal 52 total weeks of rotation or one year. However, since you will be off three weeks between fall and spring semester, you will officially complete rotations the first week of September, assuming you have not taken any time off.

## **Part Time Option**

This option will primarily apply to interns in the distance program. The program has been approved for a part-time, variable hour, eight to sixteen hour per week option. Rotations in the spring and summer must be at least 16 hours per week and are subject to approval by the director.

Keep in mind that your preceptor will confirm whether or not you can meet the program competencies on a part-time basis in a manner which will support continuity of learning. Even if you generally plan to be in rotations 32 hours per week, you can modify your schedule to include part-time weeks as well. For example, you 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, you could choose to extend the number of weeks at <32 hours per week.

## **School Experience**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) requires a school experience but does not specify the amount of time or competencies to be addressed. You may wish to complete part of your foodservice rotation in a school setting, but you also have the option of presenting a class on nutrition in a school setting. This would include pre-school/Head Start programs.

## **Study Time/Assignments**

During most rotations, adequate time should be set aside nightly for completion of assignments. You can expect to devote at least one hour nightly to internship-related reading and preparation. Additional time

will be needed to complete the other required courses and major projects (i.e., case studies, project planning).

Projects, case studies, assignments are to be turned in on the day designated to the person who assigned the material. Assignments are to be neat, professional and in final form by the due date. You are responsible for assuring that all assignments associated with the rotations are completed by the end of each rotation. Overall, punctuality of assignments will be reflected in the interns' evaluation. Most of the required readings will be accessed from the Internet via the course web portal page, although a hard copy will be available if necessary.

### **Fall coursework**

You will take three courses fall semester (Introduction to Dietetic Internship, Micronutrients or Macronutrients and Clinical Nutrition). On-site interns will take one additional course – typically Research Methods. According to research, a typical 3-hour course includes the following time allotments: 40 hours of reading, 20 hours of discussion with teacher or students, 30 hours doing assignments and projects, 30 hours studying and taking tests, 15 hours of management tasks for a total of 135 hours. You should plan your work schedules accordingly.

### **Policy and Procedure: Program Completion**

The ACEND standard regarding program completion requires that interns complete the program within 150% of the program length. This means that interns in the distance option must complete all program requirements within 18 months of beginning the program. You must complete all program requirements and submit all required documentation by the end of February the following year after the official end of the required coursework. This includes interns enrolled in the part-time option. This includes any revision of assignments from the Introduction to Dietetic Internship Program or other required courses. You must also read the Commission on Dietetics Registration articles regarding computer testing (found in the Program Completion section of the Dietetic Internship course shell).

### **Policy and Procedure: 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 1200 hours of supervised practice. Time off for legal holidays has been figured into the schedule, so that the requirement is met.

The holiday and vacation calendars of Bowling Green State University may be found at <https://www.bgsu.edu/provost/resources/academic-calendars.html>. **This calendar is in effect fall semester only.** Veteran's Day, the day before and after Thanksgiving, and the break between Fall and Spring Semester will be observed.

You are permitted to have a vacation scheduled, however you will need to have a week added to the end of the usual program completion time frame. Martin Luther King Day **will not be observed** unless the preceptor at the particular facility also receives this day off – in this case, you will work on projects on campus with the Program Director. It is necessary to follow the facilities guidelines and most health care facilities do not observe this holiday. Spring Break **will not be observed** and you will not be given the week between Spring and Summer semester off. Memorial Day and Independence Day **will be observed**. You also have one personal day.

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 (first week of August). There are very limited opportunities to make up time over the weekend for a variety of reasons – preceptors are often not available and if they are available (as in a large acute care facility) they are typically too short-staffed to have time to precept.

Distance interns may schedule time off as desired. Additional weeks will be added to the end of the schedule to compensate.

### **Policy and Procedure: Withdrawal and Refund of Tuition and Fees**

Refund of fees due to voluntary withdrawal from the University in any semester is outlined in the Graduate Catalog. The percent of the refund depends on the point at which the withdrawal occurs. An intern withdrawn under discipline forfeits all rights to the return of any portion of fees.

### **Policy and Procedure: Attendance/Absence**

It is imperative that you be punctual and in attendance for all rotations. Plan on arriving a few minutes prior to your starting time at your sites. It is recognized that absence from work due to illness or other emergencies is sometimes unavoidable. **In the event of delay or absence, notify the preceptor of the site, as well as the Program Director (if possible), before a shift begins, and indicate when you expect to return. You must call each day you are unable to attend. You can e-mail the program director, but should call your preceptors.**

The learning experiences missed will have to be made up, depending on the competency involved (many competencies are addressed during more than rotation). Make-up days should be arranged with the dietitian or instructor for that rotation and/or the Program Director.

Excessive absences will be closely examined to determine if you are able to continue the program. Communication with the Program Director is the key to avoiding attendance problems.

If, in the opinion of the Program Director, you do not have a legitimate reason for missing a scheduled rotation day, the absence will be unexcused. If two or more incidents of unexcused absences have accumulated, you will be given an official warning. At this point, you may be required to provide medical documentation for any illness-related absences. A leave of absence may need to be considered.

Additional unexcused absences will be potential grounds for dismissal from the Program.

## **Policy and Procedure: Inclement Weather**

You are expected to report to your rotations regardless of weather conditions. 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 you will not report to your site. You should exercise precaution in hazardous conditions. If bad weather is anticipated, it may be possible for your preceptor to give projects that can be worked on at home. You are expected make up any missed hours.

When traveling in inclement weather, you should anticipate delays and prepare accordingly. Contact your facility if you expect to be delayed and be prepared to make up any missed time. Individual facilities may have differing policies regarding inclement weather – discuss expectations with your preceptors.

## **Policy and Procedure: Leave of Absence**

Leaves of absence must be approved by the Program Director and an anticipated date for re-admission must be established prior to initiating the leave. Such leaves of absence may only be granted in cases of illness, maternity leave, or personal crisis. Your request must be submitted in writing and include the reason for the request and the anticipated date of resumption of rotations. You are responsible for contacting your sites and revising your schedule as needed. **Open-ended leaves of absence are not permitted.**

Maintaining communication with the Program Director is essential, should you be unable to resume your rotations as anticipated.

## **Policy and Procedure: Liability Insurance**

The University provides professional liability insurance. The insurance will remain in effect through August following the completion of rotations. This insurance is a \$1,000,000/\$3,000,000 liability policy and will pay up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year. Coverage is provided for claims arising out of a real or alleged medical incident when the injury being claimed is the result of an act or omission.

## **Policy and Procedure: Professional Memberships**

You are required to become an affiliate/student member of the Academy of Nutrition and Dietetics through the entire internship so you must renew it in the spring following admission to the program. Attendance at area dietetic meetings and conferences will be included in the supervised practice experience, so membership in local dietetic organizations is encouraged.

## **Policy and Procedure: Participation in Professional Activities**

CDRN 2.9 indicates that interns must participate in professional and community organizations. You are required to attend at least two professional activities. State affiliates and local dietetic associations can

provide information regarding professional activities. Local affiliates of the American Diabetes Association and the American Association for Diabetes Educators are also sources of information on professional events. You will be reimbursed up to \$100.00 toward the cost of professional development. You will need to submit a receipt to the program director, a copy of the program brochure and a travel reimbursement form, if applicable, to the program director. Prior approval by the program director is required if the activity is not sponsored by a professional organization.

### **Policy and Procedure: Attendance at National Conferences or State Meetings**

You are encouraged, but not required to attend the national meeting of the Academy of Nutrition and Dietetics, Society for Nutrition Education, Federation of American Societies for Experimental Biologies, or other organizations depending on individual interests. State Dietetic Association annual meetings are typically in the spring and are a good way to network as well. You will be reimbursed up to \$300 toward the cost of the conference. You will submit a Travel Expense Report available at the following web page and receipts after attendance. The report form and procedures for preparing the travel expense can be found on the Reimbursement page of the Dietetic Internship course portal.

### **Policy and Procedure: Personal Appearance/Dress Code**

As a participant in the BGSU Dietetic Internship Program, you are a representative of the University to rotation site staff, patients, and visitors. Consequently, appropriate dress, appearance, and conduct are critical. In all rotations, keep hair, hands, fingernails, and skin clean. Fingernails must not extend beyond the fingertip and no artificial nails are permitted. Keep make-up, perfume, and jewelry to a minimum. Most sites will not permit hair that is dyed to a color not found in nature (like blue, for example). Class style rings, engagement or wedding rings, professional pins, watches, or small earrings are typically permitted. No more than one ring per hand except for engagement ring/wedding band combinations. **Faddish hair, jewelry, (including piercings other than pierced ears), visible tattoos, or clothes, which draw undue attention to one's self, are not permitted. Gum chewing is not permitted.** Smoking is prohibited in all clinical and community facilities.

Keep in mind that you may be younger than many of the clients/patients with whom you will come in contact. A professional appearance will help you establish credibility with your patients or clients. Casual dress that is 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, cords, cargo pants, capri pants, shorts (casual or dress), midriff tops, tube tops, bare shoulders, spaghetti straps, halter dresses, mini-skirts, and t-shirts are examples of unacceptable clothing types. Sundresses are also not acceptable. **Sleeveless shirts in general convey a less professional appearance and should be avoided (unless covered by a jacket.)**

The following is a compilation of dress codes from the supervised practice facilities. You are required to comply with these standards.

### **Food Service Rotations**

Dress code varies among facilities but usually does not require unique attire and the general guidelines apply. 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. No nail polish is to be worn. 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.

### **Clinical and Community Rotations**

When in the clinical or community rotations or attending classes, appropriate professional appearing clothes and shoes must be worn. Women should wear dresses, skirt/blouse or sweater, or dress slacks/blouse or sweater. Men should wear dress shirt with or without sweater, tie, and dress slacks. Clothes made of denim should not be worn, including denim skirts. Exceptions are rotations such as Diabetes Camp. Skirts or dresses must be no shorter than 2 inches above the knee. **Panty hose is required with dresses or skirts**. No open-toed shoes are 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 worn, should be neutral in color. Check with your facility's policy regarding lab coats – at some medical centers only physicians wear short lab coats or lab coats in general. Wear your nametag on front of your lab coat, as applicable.

### **Policy and Procedure: Confidentiality**

Throughout the clinical rotations, you will have access to confidential records of employees and patients. It is your professional responsibility to keep information concerning any patient or employee strictly confidential. Some individual facilities may require that a site-specific confidentiality agreement be signed. Such information is to be discussed only for professional reasons and never in a public area where it might be overheard. Reviewing the chart of a patient not under your care as directed by your preceptor constitutes a HIPAA violation and result in your expulsion for your facility.

Failure to adhere to this policy will result in disciplinary action. Information regarding the patient, such as diagnosis, which is not pertinent to the nutritional care that is provided to the patient, is not to be revealed to the patient or the patient's family.

### **Policy and Procedure: Personal Safety/Injury/Theft**

You are expected to take appropriate precautions for your personal safety when arranging internship sites. You must also be aware of the possibility of exposure to blood or air borne pathogens. During your internship rotations, you are not eligible for worker's compensation, unemployment compensation, or employee health benefits that are normally provided to employees. By State law, the University cannot indemnify or hold harmless the Supervised Practice Site against any and all claims, damages, liability, injuries, expenses, demands or judgments, including court costs and attorney fees as a result of acts, errors of omission of the University's student(s) in training.

The IPND is not responsible for losses of personal property related to theft. Ask your preceptor about locking up your purse, wallet, or cell phone. If this is not possible, you may want to consider leaving these items locked out of site in your car. At the very least, do not leave cash or credit cards in your wallet, but carry it on your person if possible.

### **Policy and Procedure: Liability for Safety in Travel To or From Assigned Areas:**

Students are expected to carry automobile insurance. Students are responsible for their own liability while traveling to and from internship experiences. Public transportation is not an option for the on-site program and interns are required to provide their own transportation.

### **Policy and Procedure: Orientation/Joint Commission regulations**

You are expected to be aware of safety issues as they apply to the state Department of Health and the Joint Commission. For example, interns are expected to know a facility's codes for fire, disaster, or other emergency, and the procedures for personnel in the Dietary Department. Interns should be aware of the location of exits, fire extinguishers, and safety equipment. Many acute care facilities will require that you attend an employee or volunteer orientation before you can begin your rotation. Some have required completion of on-line modules.

While a general orientation regarding procedures will be completed during orientation, you should be aware that policies vary depending on the facility. It is your responsibility to review pertinent policies and procedures if they are not addressed during the facility orientation

### **Minimum System Requirements**

The ability to communicate electronically is critical in the distance internship program. While documents can be sent via fax or mail, at times if needed, you are expected to use the myBGSU web portal system to



obtain your assignments and goals and objectives, take quizzes, and to participate in the discussion board.

The Technology Support Center can help you troubleshoot software and hardware problems. Contact information: phone - 419-372-0999, fax - 419-372-9499, [tsc@bgsu.edu](mailto:tsc@bgsu.edu)

Open Monday - Thursday, 7:30am - 10:00pm, Friday, 7:30am - 5:00pm, EST

My BGSU and Canvas use the latest Web technologies to provide a rich interactive Web experience. Because of this, however, these applications do not function well on older computers. Device support and recommendations can be found here

<https://bgsu.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=2946>

A copy of this form will be provided at Orientation (distance group) or the first day of class (on-site group). You will be required to sign a copy, which will be kept in your file.

**Verification of Bowling Green State University Internship Program in Nutrition and Dietetics Policy and Procedure Review**

I, printed name \_\_\_\_\_, verify that I have reviewed the Policies and Procedures detailed in the Intern Handbook with regard to expectations of interns participating in the Bowling Green State University Internship Program in Nutrition and Dietetics.

This includes, but is not limited to adherence policies and procedures related to the to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics (including patient confidentiality/HIPAA), preparation for rotations, and communication.

I have read and understand the policies and procedures with the program and agree to abide by them during my Internship.

Intern signature: \_\_\_\_\_

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

**APPENDIX A**  
**AFFILIATION AGREEMENT**  
**BETWEEN**

---

**and**

**BOWLING GREEN STATE UNIVERSITY**

This Agreement is effective this day of \_\_\_\_\_ 20\_\_ by and between \_\_\_\_\_ (referred to hereinafter as (“**SITE**”), and **BOWLING GREEN STATE UNIVERSITY** d/b/a College of Health and Human Services , Department of Public and Allied Health (referred to herein as the “**College**”). and the College may be jointly referred to herein as the “Parties” and each signatory hereto may be referred to as a “Party”.

**WITNESSETH:**

**WHEREAS**, the College is currently conducting a Distance Dietetic Internship Program (“Program”) and desires to obtain field experience for students enrolled in the Program; and

**WHEREAS**, **SITE** has the facilities and capability to provide such experiences and is willing to make its facilities available for the purpose of providing field experience to students enrolled in the Program (“Students”).

**NOW THEREFORE**, it is mutually agreed by and between **SITE** and the College as follows:

**COVENANTS**

**1.0 RESPONSIBILITIES OF THE PARTIES**

**1.1 Responsibility of the College**

It shall be the responsibility of the College to:

- (a) provide a week of Program orientation for Students prior to the commencement of the on-site learning at the facilities of (hereinafter “the Facilities”) and, thereafter, to provide instruction through distance learning methods and techniques, in accord with the College’s approved Program;
- (b) cooperate with **SITE** and assist the participation of Students who have elected to participate in the Program through the use of its Facilities;

- (c) designate a clinical “Coordinator” or a “Preceptor” to: (a) act as the College’s representative to **SITE**; (b) facilitate communication and otherwise act as liaison with and (c) coordinate the Students’ field experiences at the Facilities;
- (d) ensure financial responsibility of Students by maintaining professional liability/malpractice commercial insurance coverage, or a self-insurance program, providing coverage for each Student in the amount of One Million Dollars (\$1,000,000) per incident, and Three Million Dollars (\$3,000,000) in the aggregate. Upon request, the College shall provide evidence of such insurance for each Student prior to approving the placement of that Student at the Facility;
- (e) require Students to abide by applicable federal, state and local laws, standards of accrediting bodies, as well as, policies and regulations of the Facility, including dress code;
- (f) comply with, and require Students, to comply with all applicable federal and state laws and regulations concerning patient privacy and confidentiality of protected health information, including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA");
- (g) require Students to maintain the confidentiality of all other proprietary information regarding the Facilities and **SITE’s** patients and clients;
- (h) ensure that Students meet health standards required by **SITE** and otherwise permitted under law;
- (i) withdraw any Student from the Facilities who has been determined by **SITE**, in the exercise of its discretion, to be unacceptable for any reason described in Section 1.2 (f); and
- (j) maintain a record of each Student enrolled in the Program and each Student who has completed the Program for a time period of six (6) years following the completion or withdrawal from the Program (“Student Directory Record”). Each Student Directory Record shall include the student’s name, year of degree awarded, and the most current address and phone number the Student has provided to the College.

## **1.2 Responsibilities of SITE**

It shall be the responsibility of **SITE** to:

- (a) provide an educationally oriented practice field for Students;

- (b) designate an employee as a “Supervisor” under this Agreement to be: (a) responsible for the coordination and implementation of the Program at the facility; and (b) a representative of the Facility to the College and a liaison with the College Coordinator or Preceptor. The Supervisor shall be provided adequate time to plan and implement other responsibilities of the Facility under this Section 1.2;
- (c) provide orientation to Students regarding the Facility, its equipment, procedures, and policies and to provide such Students with copies of its rules and regulations, as appropriate;
- (d) permit access by Students to patient records for the purpose of field experience requirements, if the Facility patients provide the proper consent; shall advise the College and each Student of its policies and procedures concerning patient privacy and confidentiality of protected health information including, without limitation, the policies and procedures that the Facility has adopted pursuant to HIPAA;
- (e) retain responsibility and accountability for all patient care and the supervision of Students while on the site of the Facility. Students will not replace the staff of the Facility;
- (f) advise the College at the earliest possible time of any material difficulty of a Student to progress toward achievement of the stated objectives of the Program. Notwithstanding the foregoing, **SITE** reserves the right to direct the College to withdraw, or not to accept for the Program, any Student whose health, conduct, or performance, as determined by **SITE** in 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;
- (g) evaluate the performance of the Student, in a manner and to an extent agreed to by the College and **SITE**, using evaluation forms provided by the College. The completed evaluation forms shall be completed and forwarded to the College following the conclusion of each Student’s participation in the Program; and
- (h) provide emergency health care for illnesses or injuries resulting from the Student’s field experience in the Program at the Facilities. It shall be the responsibility of the Students to provide payment or adequate health insurance coverage for such emergency care and any subsequent care.

### **1.3 Mutual Responsibilities of the Parties**

The Parties agree as follows:

- (a) **SITE** shall have the privilege of recruiting Students for employment provided that such employment will commence after the completion of the Student's course of academic instruction. Upon its request, and without the objection of the Student, the College shall provide Student Directory Records to **SITE**.
- (b) No Party shall have any financial obligation to any other Party resulting from or arising out of the provision of services, instruction, supervision, or facilities under this Agreement.
- (c) Each Party shall comply with all federal, state, and local laws that are applicable to activities carried out under this Agreement. The Parties agree not to engage in unlawful discrimination on the grounds of race, color, national or ethnic origin, gender, marital status, religion, handicap, political affiliation, age, or any other basis proscribed by such laws.

## **2.0 RELATIONSHIP OF PARTIES**

- 2.1 At all times under this Agreement, the College and **SITE** shall be considered independent contractors. Nothing contained herein, nor any course of action or failure to act, shall be construed to create, as between the College and **SITE**, an employer-employee or agent-servant relationship, or any other relationship except that of independent contractors.
- 2.2 While assigned to **SITE**, Students will not be considered employees of **SITE** and **SITE** shall not be responsible for the payment of any wages, payroll taxes, Social Security, Workers' Compensation insurance, malpractice insurance, or other benefits to or on behalf of such Students.

## **3.0 TERM AND TERMINATION**

This Agreement shall become effective as of the date first written above ("Effective Date") and shall remain in effect for a term of one (1) year from the Effective Date. A Party may terminate this Agreement, with or without cause, upon the provision of thirty (30) days written notice to the other Party. In the event of such termination of the Agreement, a Student shall have the right to complete the semester or quarter under the conditions and terms of this Agreement, unless **SITE** requests the withdrawal of that Student under Section 1.2(f).

## **4.0 CLAIMS AND DEMANDS**

The College shall be responsible for all claims, causes of actions, demands, liabilities and expenses, arising out of the acts or omission of the College and its Students while performing services under this Agreement.

## **5.0 NO RIGHTS CONVEYED TO THIRD PARTIES**

Nothing contained herein is intended to convey or vest any legal right in a third party to enforce term or condition of this Agreement.

**6.0 ASSIGNMENTS**

This Agreement shall not be assigned in whole or in part without the prior written consent of the College and **SITE**.

**7.0 CONTROLLING LAW**

This Agreement shall be governed by the laws of the State of Ohio. All actions commenced to enforce this Agreement shall be filed in a court of appropriate jurisdiction located in Ohio.

**8.0 MODIFICATIONS**

No revision or modification of this Agreement shall become effective or enforceable with respect to a Party unless it is in writing and is signed by that Party.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed on their behalf by their duly authorized representatives.

**SITE**

**BOWLING GREEN STATE UNIVERSITY**

By: \_\_\_\_\_  
signature

By: \_\_\_\_\_

Name: \_\_\_\_\_  
printed name

Name: M. Sue Houston, PhD, RD

Title: \_\_\_\_\_

Title: Dean, College of Health and Human Services

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

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

Mailing address: \_\_\_\_\_

By: \_\_\_\_\_

Name: Christine Haar, M.S., R.D., LD.  
Program Director, Dietetic Internship Program  
121 Health and Human Services  
Bowling Green, OH 43403

Individual Log - Dietetic Internship Program

LTC rotation		Foodservice		WIC		Renal
<b>FN 5210 preparation:</b> Sensory evaluation/simulation End of life issues discussion <b>FN 6210 preparation:</b> LTC quiz	Alzheimer case study LTC case study Pressure ulcer case study Rehabilitation case study Sanitation survey Best Practices Process Improvement Culture Change in Dining Enteral product comparison <b>Additional requirements:</b> Journal entries Competencies signed Evaluation returned	<b>FN 5210 preparation:</b> MBTI analysis Management seminar Management case studies Management role playing <b>FN 6210 preparation:</b> Foodservice quiz	<b>On-site assignments</b> Employee in-service Special event  Sustainability analysis/Feasibility study report  Equipt or product justification report	<b>Additional requirement</b>  Journal entries Competencies signed Evaluation returned	<b>FN 5210 preparation:</b> Maternal and infant quiz WIC works module Children with special healthcare needs Pregnancy module Gestational diabetes module Breastfeeding module Lactation module <b>FN 6210 preparation</b> Nutrition and growth quiz CDC growth chart on-line module <b>Additional requirement</b> Journal entries Goals and objectives signed Evaluation returned	<b>FN 5210 preparation:</b> Renal quiz Renal simulation <b>FN 6210 preparation</b> On-line renal case studies <b>Additional requirement</b> Journal entries Competencies signed Evaluation returned
<b>Acute Care Rotation</b>						
<b>Pre-orientation</b> Cirrhosis case study Oncology case study Newly dx pt with diabetes	<b>FN 5210 preparation (cases):</b> Clinical case study Drug nutrient interaction cases CAM remedies cases	<b>FN 5210 preparation (quizzes)</b> Assessment quiz Diabetes quiz Drug nutrient interaction quiz Herbal remedies quiz Pernicious anemia case quiz Crohn's disease quiz	<b>FN 6210 quizzes:</b> Acute care review quiz Cardiology quiz Diabetes quiz GI Disorder quiz Metabolic stress quiz Nutrition support quiz Trauma quiz	<b>Acute care assignments</b> Audit or audit plan  Formal case study  Clinical staffing plan	<b>Additional requirement</b>  Journal entries Competencies signed Evaluation returned	
<b>Pt counseling/ Nutrition education</b>		<b>Community Nutrition</b>		<b>Wellness Experience</b>		
<b>FN5210 preparation:</b> Counseling quiz Counseling case On-line counseling cases On-line CVD cases	<b>FN 6210/FN 6800 preparation:</b> Pediatric obesity case Eating disorder case <b>Additional requirements</b> Journal entries	<b>FN 5210 preparation:</b> Culture/religion quiz/cases Limited resource case Low literacy case/handout	<b>Additional requirement</b> Journal entries Competencies signed Evaluation returned	<b>FN 5210 preparation</b> Ask Dr. Tastebud newsletter Bathroom Business Wellness Intervention Program Plan	<b>Additional requirement</b> Journal entries Competencies signed Evaluation returned	



Diabetes simulation Standardized patient 1 Standardized patient 2	Competencies signed Evaluation returned	<b>FN6210 preparation:</b> Community quiz			
<b>Elective</b>		<b>Elective</b>	<b>Elective</b>	<b>Orientation</b>	<b>Misc Assignment</b>
Journal entries Competencies signed Evaluation returned		Journal entries Competencies signed Evaluation returned	Journal entries Competencies signed Evaluation returned	Code of Ethics cases Manuel Lopez case Richard Stone case	Adult Lesson Plan Pediatric Lesson Plan Professional Development Assessment

	<b>Hours</b>		<b>Hours</b>	<b>Reimbursement</b>		<b>Additional requirements</b>	
Case studies/simulations		Community		Conference (\$300)		Completed practice exam (100%)	
Acute care		WIC		Local events (\$100)		Seminar	
Long-term care		Nutrition counseling		Review materials (\$250)		Seminar	
Food-service		Wellness					
Dialysis		Electives					
<b>Total hours</b>							