

## **Montana Dietetic Internship**

### **Program Handbook**

**2017 – 2019**

**Department of Health and Human Development  
College of Education, Health and Human Development**

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# Welcome to the Montana Dietetic Internship!

## History of the Program

With an interest in increasing the number of opportunities for dietitians in Montana, the initial idea for the Montana Dietetic Internship (MDI) was developed by Dr. Alison Harmon of MSU-Bozeman and Dr. Carla Cox of Missoula in 2007. The MSU Nutrition/Dietetic Faculty and The College of Education Health & Human Development Administration, along with the Montana Dietetic Association (now the Montana Academy of Nutrition and Dietetics), collaborated in the development of the MDI Program, and the first class of interns began the program in August, 2011. The Montana Dietetic Internship (MDI) is unique. To appreciate this distinctiveness, one needs to recognize that Montanans possess characteristics that influence the way they educate themselves in a large rural state with only a few significant population centers. An independent spirit, strong work ethic, creativity, appreciation and dedication to its people and sensible land stewardship have been forces behind the creation of this dietetic education program and its maturity over the last few years. The uniqueness of MDI continues to stem from the program design consisting of a main support institution and seven primary geographic centers throughout the Montana and now Wyoming offering supervised practice (SP) experiences. MDI aims to develop nutrition professionals well suited for a career in dietetics who are job-ready to perform and excel in their efforts. MDI graduates contribute to the betterment of people and the communities in which they work and live.

## Program Description

Located in Bozeman, MT, Montana State University (MSU) supports the Montana Dietetic Internship (MDI). MSU has been accredited by the Northwest Commission on Colleges and Universities (NWCCU) since 1932 and is currently in good standing, re-accredited following the last self-study and site visit in October 2017.

Founded in 1893 as the state's land grant institution, Montana State University is the university of choice for those seeking a student-centered learning environment distinguished by innovation and discovery in a Rocky Mountain setting. The University offers baccalaureate degrees in 60 fields with numerous options, master's degrees in 54 fields with 13 options for graduate certificates, and doctoral degrees in 37 fields. More than 1200 faculty members in teaching and research and approximately 1900 staff and professional personnel work together to provide a challenging and richly diverse learning environment in which the entire university community is fully engaged in supporting student success.

Hospitals, facilities and agencies used for clinical nutrition, foodservice management, community nutrition and self-determined rotations are mainly located in seven major urban areas in addition to MSU-Bozeman, within the state of Montana and Wyoming. Hospitals are accredited by the Joint Commission and other facilities meet state licensure requirements.

Urban areas include: 1) Kalispell, 2) Missoula, 3) Great Falls, 4) Helena, 5) Billings, 6) Butte and 7) Sheridan, WY. MSU-Bozeman is the site of orientation/professional development and will offer supervised experiences at various facilities and programs: Bozeman Health, Bozeman and Belgrade School Foodservices, Livingston School Foodservice, Livingston Healthcare, Livingston Food Resource Center, Gallatin Valley Food Bank, Gallatin Valley United Way, Gallatin County HRDC – Head Start, Gallatin County WIC, and programs at MSU-Bozeman including Food & Nutrition Extension, University Food Services, ASMSU Daycare, MSU Child Development Center, Team Nutrition, MUS Wellness and Towne's Harvest Garden.

Located in the Northwestern part of the state, Kalispell and Missoula may include supervised practice experiences at the University of Montana Dining Services, Missoula County WIC, Missoula School Foodservice, Missoula Food Bank, Saint Patrick's Hospital, Community Medical Center, Riverside Health Care, Providence Saint Joseph Medical Center, Health and Human Service Unit in St. Ignatius, Flathead Tribal Health, Flathead Extension, Kalispell Regional Medical Center, Kalispell School Foodservice, Flathead County WIC, Flathead Food Bank, Northwest Montana Head Start, Dialysis Clinic, Inc., North Valley Hospital and community organizations such as the Community Food and Agriculture Coalition (CFAC).

Helena, which is the capital of the state of Montana, also serves as a supervised practice rotation area. It may consist of State Offices of Public Instruction, DPHHS CACFP Early Childhood Service Bureau, Lewis and Clark County WIC, St. Peter's Hospital, Shodair Children's Hospital, Fort Harrison's Veteran Hospital, Helena School Foodservice, and community organizations such as Helena Food Share and the Alternative Energy Resources Organization (AERO).

Supervised Practice rotations in Great Falls may include Benefis Hospital, Park Place Health Care Center, Blackfeet Community Hospital in Browning, Great Falls School Foodservice, and Cascade County Public Health and WIC.

Located in the south-eastern part of the state, the Billings urban area may consist of rotations at Billings Clinic, St. Vincent's Healthcare, Billings VA Clinic, Dialysis Clinic, Inc., Holy Rosary Healthcare Miles City, One Health in Miles City, Pioneer Medical Center Big Timber, Billings and Miles City School Foodservice, and Riverstone Health WIC.

Between Bozeman and Missoula, rotations in Butte may include St. James Healthcare, Community Hospital in Anaconda, Butte School Foodservice, and Butte-Silver Bow County WIC.

One of the newest areas where MDI offers supervised practice rotations is Sheridan, Wyoming. Sites may include Sheridan Memorial Hospital, Sheridan VA Medical Center, Sheridan School Foodservice, Northern Wyoming Community College Culinary Arts Program and Sheridan County WIC.

After two weeks of orientation and professional development at MSU in Bozeman, interns spend another four weeks in the Sustainable Foods Systems rotation at MSU, then progress to rotations in their assigned geographic area for completion of supervised practice experiences. During a five-week self-selected rotation, interns may arrange experiences within their geographic area or travel to other areas of the state, another state or an international location. Self-select rotation plans are submitted by the intern for approval by the Program Director and faculty.

Dietetic interns will be admitted to 41 weeks of supervised practice experiences, which includes orientation/professional development, after completing the Academy of Nutrition and Dietetics computer matching program or alternate contact, MDI application and selection process. Requirements for application include: completed DICAS application, a verification statement (or declaration of intent) from an accredited didactic program in dietetics, a preferred 100 hours of volunteer or work experience in food, nutrition, and/or dietetics, and 3 references from dietetic professionals, faculty and/or employers. Online interviews may be utilized to further discern best candidates for the MDI slots. Once accepted, interns complete orientation and professional development on the main Bozeman campus. Upon successful completion of the initial orientation, they rotate through clinical, foodservice, community nutrition, integrated or specialty supervised practices. Depending on goals, abilities, and preferred location, the supervised practice experience will be located in food and nutrition care facilities in Eastern, Central or Western Montana or Northern Wyoming.

## **Strategic Missions and Visions**

### **AND Mission**

Empower members to be the food and nutrition leaders

### **AND Vision**

Optimizing health through food and nutrition

### **University Mission**

Montana State University, the State's land-grant institution, educates students, creates knowledge and art, and serves communities, by integrating learning, discovery, and engagement.

### **University Vision**

Montana State University is as remarkable as its setting. Created as a land-grant institution, it is a welcoming, adventurous community of students, faculty and staff distinguished by its commitment to address the world's greatest challenges. The university energizes individuals to discover and pursue their aspirations. It inspires people to engage with the university to improve the human prospect through excellence in education, research, creativity and civic responsibility.

### **College Mission**

The mission of the College of Education, Health and Human Development is to prepare highly qualified professionals through exemplary programs, advance knowledge about education, health, and human development, and serve the people of Montana and the nation through outreach and practical application of its expertise.

### **Departmental Mission**

Enriching human well-being through teaching, research and outreach.

### **Program Mission**

The mission of the Montana Dietetic Internship (MDI) is to prepare highly capable entry-level food and nutrition professionals who can integrate sustainable food systems into dietetic practice when employed in clinical, foodservice, community nutrition and integrated practice settings located in rural or urban facilities in Montana or the Rocky Mountain region.

### **Program Vision**

Montana Dietetic Internship will be valued and respected for preparing competent dietitians for entry-level positions.

## Goals and Graduate Outcomes

### Program Goals

To achieve its mission and goals, the program has established strategic goals associated with outcome measures. The MDI will:

**Goal 1:** Prepare highly capable entry-level registered dietitians, who can integrate sustainable food systems into dietetic practice.

Outcome measures:

1. 80% of MDI preceptors will evaluate MDI interns with an overall average rating of 4 or greater on a 5 point Likert scale (4 = satisfied) after each rotation.
2. 100% of MDI interns will pass the Sustainable Food Systems concentration evaluation with an 80% score or higher (4 out of 5) after the related rotations.
3. 80% of MDI graduates will pass the RD Exam on the first attempt.
4. 90% MDI graduates will rate their goal attainment after the internship with an overall average rating of 4 or greater on a 5 point Likert scale (4 = satisfied). Assessment will be completed immediately post internship and one year after graduation.
5. 80% of employers will rate employees who are MDI graduates with an overall average rating of 4 or greater on a 5 point Likert scale (4 = satisfied).
6. 90% of interns enrolled in MDI will complete all program requirements within 150% of the time planned for completion (15 months).
7. Over a five-year period, 70% or more of DI graduates who sought employment in dietetics will be employed within three months of program completion.

**Goal 2:** Prepare entry-level registered dietitians who will serve the needs and enrich the well-being of diverse populations in Montana and the Rocky Mountain region.

Outcome measure:

1. Within five years, 25% of MDI RDs will serve the populations of Montana and Rocky Mountain region through employment or volunteer service.



## Program Information

### *Sources of Program Information*

Information about the MDI can be found through a variety of avenues: Program Handbook (hard copy and on-line), the Dietetics section of the webpage for Department of Health and Human Development, and the Montana State University-Bozeman catalog (on-line).

### *Description of how the program fits into the credentialing process to be a registered dietitian and state certification/licensure for dietitians*

MDI will provide supervised practice experiences, which will meet requirements for ACEND accreditation. If successfully completed, an intern will receive a verification statement that allows him or her to take the Registration Examination to become a Registered Dietitian. To become a Licensed Nutritionist (L.N.), Montana dietitians are required to be an active Registered Dietitian; therefore, MDI can provide a route for successful graduates of ACEND accredited dietetic education programs and MDI to eventually become registered and licensed in the State of Montana.

### *Cost to Intern*

Interns will pay the program application fee and fees required by MSU-Bozeman. Travel will vary for each intern due to various areas of the state in which facilities are located. Books, professional attire, background checks, drug screens, car and health insurance, memberships and physical exams are additional expenses. The final week of the internship will include attendance at the Montana Academy of Nutrition & Dietetics annual Food and Nutrition Summit, plus a graduation celebration. The intern is responsible for all transportation, lodging and per diem costs.

### *Estimated MDI Tuition and Fees based on 2017-18 academic year\*\**

MDI Application Fee*	\$ 50
MSU Graduate School Application Fee	\$ 60
Program Enrollment Fee**^	\$11,000
12 graduate credits Tuition Fee** (In-State)	\$ 3,294
12 graduate credits Tuition Fee** (Out-of-State)	\$ 11,646
Course registration and computer fees**	\$ 104
<b>Total</b>	<b>\$14,508 (In-state)</b> <b>\$22,860 (Out-of-State)</b>

\*The **nonrefundable** MDI application fee is paid when DICAS application is submitted.

\*\*All fees subject to change according to Montana Board of Regents directive updates.

^The **nonrefundable** \$1,000 down payment paid upon acceptance to MDI will be applied to the Program Enrollment fee.

### **The program fee includes:**

- Professional liability insurance coverage
- MSU library access
- Program activities associated with orientation, professional development, supervised practice, graduation week, MTAND Food & Nutrition Summit, and RDN exam preparation.

***Estimated\**** annual intern living expenses during the program:

Travel (will vary according to location, vehicle and insurance)	\$500
Housing (will vary according to individual situation)	\$3,000-5,000
Optional books and supplies	\$100-300
Medical exams, immunizations, etc.	\$150
Health insurance (will vary according to coverage)	\$965
Laptop computer with internet capability	\$1,200
Academy of Nutrition & Dietetics student membership	\$58
CastleBranch (background check, drug screen and immunization records)	\$140

\* This is only an estimate of possible expenses. Some expenses may not be incurred, while others may be less or more depending on individual situations and choices.

**Interns will need to have their own laptops (with wireless capability) for this internship in order to fully participate in the on-line webinar course from a variety of locations around the state on Montana.**

*Availability of financial aid and loan deferments (Federal or private) scholarships and/or other monetary support*

MDI is a 41-week non-degree graduate professional internship program and interns that are eligible for federal financial aid may apply for loans. Additionally, other assistance may be available to interns in the form of scholarships and short-term loans depending on individual eligibility. Loan information and applications are available from the Office of Student Financial Aid Services located in the Student Union Building at MSU-Bozeman or on the MSU website at <http://www.montana.edu/wwwfa/>.

MDI specific financial aid questions can be directed to:

Julie Watson  
[julie.watson@montana.edu](mailto:julie.watson@montana.edu)  
Office of Financial Aid Services, Montana State University  
(406) 994-2845 or (406) 994-6044

Interns may also want to consider national scholarship programs and are encouraged to apply directly to:

**The Academy of Nutrition and Dietetics:** <http://www.eatright.org/ACEND/content.aspx?id=7934>

Contact information for questions regarding the AND application process can be directed to

Academy of Nutrition and Dietetics Foundation

(800) 877-100, ext. 1133

Or email: [scholarship@eatright.org](mailto:scholarship@eatright.org)

### **MDI Scholarship Funds**

MDI has many individual scholarships available. Information on applying is provided to the incoming MDI class.

*Accreditation status, including the full name, address, and phone number of ACEND*

The Montana State University – Montana Dietetic Internship (MDI) is a fully accredited program.

“The **Accreditation Council for Education in Nutrition and Dietetics** is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. ACEND serves the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs that reflect the evolving practice of dietetics. ACEND defines educational quality as the ability to prepare graduates with the foundation knowledge, skills and/or competencies for current dietetics practice and lifelong learning.”

For verification, you may contact the Commission at the following address:

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995

Phone: 800.877.1600, ext. 5400

Phone: 312.899.0040

Fax: 312.899.4817

e-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)

### ***Admission Requirements***

The Montana Dietetic Internship (MDI) integrates experiences in clinical nutrition, community nutrition, foodservice management, and a concentration in sustainable food systems to provide a valued supervised dietetic practice to future registered dietitians. Graduates of accredited dietetic education programs apply to MDI by February 15 for acceptance in April of each year (or by early January for acceptance in late January for preselect applicants of MSU). Once admitted, dietetic interns complete a program orientation in Bozeman and supervised practice in a variety of facilities across the State of Montana.

To be considered for admission to MDI, the following degrees, statements and certifications are necessary. Transcript(s) and verification statements are necessary for the application process. Once admitted to the program, proof of health and liability insurance, immunizations, ServSafe and CPR certification and a successful background check and drug screen are needed to remain in the program. A detailed list of requirements follows:

1. Proof of a bachelor's degree in nutrition and/or dietetics from an ACEND accredited program, or proof of a master's degree in nutrition and/or dietetics and/or related major from an ***accredited college or university is needed***. Proof of earned degree will be provided by a final transcript. (Alternatively, prospective students may have earned a bachelor's degree in an unrelated field but completed post-baccalaureate didactic coursework in dietetics from an accredited college or university).
2. Verification statement from ACEND accredited Didactic Program (DP) in Nutrition & Dietetics.
3. Proof of current health insurance, car insurance, a medical exam, and immunizations.
4. Current ServSafe and CPR certification.
5. Current membership in the Academy of Nutrition and Dietetics
6. A successfully completed background check and drug screen.
7. Once admitted to the program, interns will be assigned to a particular region for the majority of rotations. Preferences are taken into account, but do not guarantee a particular assignment.

### ***Dietetic Internship Computer Application Service (DICAS) information***

1. Submit application materials through the Dietetic Internship Computer Application Service (DICAS) using the URL application portal which can be found at <https://portal.dicas.org>.
  - a. Resources including instructional videos for using DICAS are available from <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485425>.
    - i. In the menus on the left side of the page click on "computer matching." On the page that opens there are links for:
    - ii. Applicants - [Video for Dietetic Internship Centralized Application System](#)
2. Submit through DICAS an official Verification Statement from an ACEND accredited Didactic Program in Dietetics (DPD) or a completed Declaration of Intent to Complete Degree statement, and official transcript(s).

3. In the DICAS application personal statement section please title your statement specifically for MDI and address the following questions:
  1. Why have you selected a career in the field of dietetics?
  2. How does your background and experience strengthen your ability to succeed in the internship and your potential to contribute to the food and nutrition profession?
  3. State your professional goals: short-term (1-3 years) and longer (3-5 years).
    - a. How will the MDI program help you achieve these goals?
  4. How would a sustainable food systems background benefit you as a dietetic professional?
    - a. What is the importance of considering sustainable food systems to the profession?
  5. Describe how you would be successful living and working in rural communities in Montana.
    - a. Include your experience and/or philosophy in working with Native or minority populations
  6. Address any weaknesses in your application.
  7. Why should you be selected as an intern for the MDI program?

In addition to answering the questions listed please identify your top *two preferred* regions for the majority of your rotation placement (Billings, Butte, Helena, Kalispell, Great Falls, or Missoula in Montana or Sheridan in Wyoming). Preferences will be taken into account, but there is no guarantee for a particular placement. Interns will be given their rotation placement prior to the beginning of the internship for the purposes of planning logistics.

4. Three letters of recommendation are required and will be submitted through DICAS in an electronic format. References should be written by:
  - a. One or two collegiate professors (RD or non-RD)
  - b. Employer, (RD or Non-RD) and/ or an RD with whom you have worked or volunteered.
  - c. Please notify your references that once their contact information has been provided to DICAS an email is generated requesting them to complete a reference for you. Refer your references to, [Submitting Reference Letters to Centralized Dietetic Internship Application System](#), to view the instructional video for further clarification.
5. To be considered, an application fee of \$50 needs to be submitted directly to Montana State University-Montana Dietetic Internship upon submission of application to DICAS. Please note that the fee is **non-refundable**.

***Computer matching information (for national applicants only)***

During the process of applying to the internship, you will participate in a computer matching procedure.

The procedure is summarized below:

1. Pay the fee to the D & D Digital Systems by February 15<sup>th</sup>. You can complete this at their web-site: <http://www.dnddigital.com/>.
2. Once the matching process has been completed, you will be notified on a specific day at the D & D Digital Systems website (<https://www.dnddigital.com/ada/index.php>) regarding the outcome of your appointment to MDI.
  - Applicants who were not matched (appointed) in the first round of applications are then given the opportunity to contact Supervised Practice/ Dietetic Internship programs with unmatched openings. The list of unmatched openings is posted at the D & D Digital Systems website and an unmatched applicant may contact these programs directly regarding those openings after the established appointment date.
  - Applicants who were selected and receive a match are not eligible to apply for an alternative choice in the second round of applications for unmatched openings in Supervised Practice/Dietetic Internship programs.
  - Do not prioritize any Internship on your D & D Digital Systems form that you would not accept. Each applicant only receives one match.

## ***MDI Non-Degree Graduate Professional Internship Program – Supervised Practice Sample Schedule***

MDI dietetic interns complete two weeks of program orientation/professional development and four weeks of sustainable food systems introduction and practicum in Bozeman beginning in late July or early August of each year. During this time, they will receive an overview of program policies, procedures, expectations and logistics; complete assessments for cultural competency and knowledge; review content for Clinical Nutrition, Foodservice Management, Community Nutrition and Sustainable Food Systems. In addition, they will hear presentations by state and local experts and participate in various field trips and tours across the state. Interns will then proceed to supervised practice rotations in a variety of facilities across the state of Montana or Wyoming through early June of the following year. Each intern will have unique, but coordinated and similar experience in rotations to complete the required supervised practice hours. The final week of the internship will include attendance at the Montana Academy of Nutrition & Dietetics (MTAND) annual Food and Nutrition Summit (FANS), plus a graduation celebration.

Following is a summary with descriptors of potential supervised practice hours (SPH):

### **MDI Supervised Practice (SP) Experience Hours (based on 35 hrs/wk):**

<b>2 weeks Orientation/Professional Development Projects</b>		<b>70 hours (20 hours SP)</b>
<b>8 weeks Community Nutrition</b>		<b>280 hours</b>
<b>Sustainable Foods Concentration</b>		
Foundation Work	(2 wks)	
MSU- Towne’s Harvest/ Campus/Community	(2 wks)	
<b>Community Rotations</b>		
Various (i.e., MSU Extension, Team Nutrition, IHS, NCAT, University Community, HHD Child Development Center, Farm to School, etc.)	(2 wks)	
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	(2 wks)	
<b>9 weeks Food Service Management</b>		<b>315 hours</b>
Office of Public Instruction (OPI)	(2 wks)	
K-12/University Food Service	(2 wks)	
Large Hospital Food Service	(3 wks)	
Food Bank or Non-profit (i.e., NCAT, Food-Hubs and Coalitions, etc.)	(2 wks)	
<b>16 weeks Clinical Nutrition</b>		<b>560 hours</b>
<b>Comprehensive Care Facilities</b>		
(dependent on cluster may include VA Hospital, private pay or children’s hospital, long-term care, etc.)	(14 wks)	
<b>Rural Health</b>		
Critical Access Hospital	(2 wks)	
<b>5 weeks Self-Select Rotation</b>		<b>175 hours</b>
<b>Out of State or International</b>		
<b>Other Clinical Rotation:</b> Eating Disorders; Mental Health; Bariatric Surgery; Sports/Wilderness		

**Other Food Service Rotation:** Restaurant; Chef, Dept. of Corrections  
**Other Community Rotation:** Human Resource Council; Child Nutrition Programs; Marketing/Media  
 OR Business/Industry; Policy Legislation; Hunger/Food Insecurity  
**Other Sustainable Food Systems:** Organic farm production; non-profits, agricultural business

**1-week Final Evaluation/Graduation**

**35 hours**

**TOTAL WEEKS:**

**41 wks**

**TOTAL Supervised Practice hours:**

**1350 hours**

**TOTAL PROGRAM HOURS:**

**1435 hours**

The self-selected experience will be an opportunity for interns to further their experience in foodservice management, community nutrition, clinical nutrition, sustainable food systems, or other area of interest. The intern, with assistance from the program directors and preceptors, will design the experience and establish goals to achieve during the 5 weeks. Initial introduction will take place during the orientation period while in Bozeman, MT, and the final planning will occur at mid-point during the internship.

The following is a general program schedule indicating number of potential weeks, location, facility type, and rotation:

Week	Geographical location or Cluster site	Facility	Rotation	Comment
1-2	Bozeman	MSU	Orientation/Professional Development	All interns
3-4	Bozeman	MSU	Sustainable Food Systems Foundation	All interns
5-6: SFS Group 1 7-8: SFS Group 2 9-10: SFS Group 3 11-12: SFS Group 4	Bozeman	MSU	Sustainable Food Systems Practicum	Each subgroup will be placed in the SFS practicum for two weeks.
5-6: SFS Group 2 5-8: SFS Group 3 5-10: SFS Group 4	Bozeman, surrounding region	Varies	FSM, Clinical or Community Nutrition or related experience	Groups not in the SFS practicum will complete rotations in the Bozeman area.
7-35: Group 1 9-35: Group 2 11-35: Group 3 13-35: Group 4	Placement track	Varies	FSM, Clinical or Community Nutrition or related experience	After the SFS practicum, interns complete remaining prescribed rotations in their area of placement.
36 – 40	Self - Selected Rotations	Various – selection dependent	FSM, Clinical or Community Nutrition or related experience	Intern determines and arranges their own rotations.
41	Bozeman, Billings or Helena depending on year	Assessment, evaluation and graduation		The last week of the internship will be used to complete knowledge & skill assessments, RD examination preparation, program evaluation, and graduation procedures.

### ***Graduation and program completion requirements***

Following successful completion of their supervised practice and final assessment, interns are eligible to take the Registered Dietitian (RD) exam to become credentialed and begin practicing as a dietitian in a variety of settings. Successful completion of SPH and final assessment is defined as:

1. Ratings of 4 out of 5 (80%) on rotation evaluations
2. Successful completion of all weekly workshops and other assignments during program orientation, internship and final assessment
3. Master log record to verify the completion of 1350 supervised practice hours

Upon presenting proof of successful program completion, the intern will “graduate” from the MDI and be presented with a Verification Statement for supervised practice.

### **Professional Behavior Guidelines**

#### *Lifestyle, Professional Attire, and Conduct*

Interns have the opportunity to set a good example to their patients and clients by leading a healthy lifestyle. Dietetic interns not only study appropriate nutrition, exercise, and rest habits, but should practice them as well.

Because dietitians and dietetic interns present a particular image to the patient, a neat, professional appearance is very important. In some situations, certain attire is recommended or required. Check with the supervisor at each facility for specific requirements for professional attire and conduct.

In foodservice areas, *enclosed shoes* are required and those with non-skid rubber or crepe soles are required.

Nametags should be worn when in the clinical, foodservice facilities and community nutrition sites. Whenever in a foodservice area, a hair restraint must be worn with hair worn off the shoulders and securely pinned away from the face. Interns should wear a hairnet or cap in these locations if required by the facility. Avoid perfume/cologne in all rotations and wear only modest colored nail polish. Use of tobacco products is not recommended and should be avoided completely during supervised practice hours. Refer to the Montana Tobacco Quit Line for free cessation assistance [www.QuitNowMontana.com](http://www.QuitNowMontana.com). Only non-dangling, non-obtrusive earrings (maximum of two in each ear) can be worn in clinical, community or foodservice areas. Tattoos and body piercing should not be visible during any lab or supervised practice.

Professional attire is expected for tours, guest speakers, health fairs, and professional meetings or anytime you are representing MDI. Because you will work in professional settings, your best guideline is conservative dress. Interns need to avoid wearing tight-fitting clothes, extremes in fashion, or torso revealing clothes. Professional attire for women includes medium length skirts and dresses and/or dress slacks coordinated with appropriate top and/or jacket. Professional attire for men includes dress slacks, shirt and, when appropriate, a tie. Because of the importance of professional dress to your future career and job prospects, this issue will also be discussed during MDI Program Orientation.

#### ***Guidelines for Clinical, Community and Foodservice Management Facilities***

1. Do not chew gum or use tobacco, alcohol, or drugs while in clinical, community or foodservice facilities.
2. ***All hospital-related materials and information are confidential.*** Do not discuss any patient information in any public place/space, especially elevators, lounges, cafeterias or social media. Use only initials when referring to patients in written case studies, reports, or log books. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing of information with the preceptor or appropriate health professional should only be done in a private location and not in a public area.
3. Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc.



4. Telephones in the clinical facilities are for business purposes ONLY. Cellular phones are to be turned off during any presentations, meetings, and supervised practice times.
5. Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
6. Arrive at the clinical facility before the stated time to start work. This allows time to be prepared for your daily tasks. Be sure that the clinical instructor or preceptor knows your general whereabouts when in the clinical facility. It is the intern's responsibility to call the facility and the preceptor if unable to arrive as scheduled.
7. Supervised practice hours for clinical experiences meet the minimum ACEND requirements. If clinical clock hours are missed at any time, the intern must complete those hours at another arranged time. Extra hours accumulated during the clinical rotation can be considered to replace some "missed" clinical hours, but this is at the discretion of the preceptor and director.
8. As a professional courtesy, preceptors and instructors are to be addressed by their appropriate title (Doctor, Professor, Miss, Mrs., or Mr.).

### ***Ethical Behavior in the Profession of Dietetics***

#### ***Code of Ethics in Dietetics– Academy of Nutrition & Dietetics (AND) and Commission on Dietetic Registration (CDR)***

As a professional accredited program, it is our obligation and responsibility to adopt a code of ethics. The Code of Ethics established by AND and the CDR is to be upheld by all members.

“The Academy and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct.” Code of Ethics. (2009). Retrieved from <http://www.eatright.org/HealthProfessionals/content.aspx?id=6868> on February 19, 2014.

“Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals.” The 2009 Code of Ethics was published in the August 2009 *Journal of the American Dietetic Association*, now *Journal of the Academy of Nutrition and Dietetics*, (pages 1461-1467).

The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetics Technicians, Registered (DTRs). Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as “dietetics practitioners.” By accepting membership in The Academy of Nutrition Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

#### **Principles**

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetic practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.



8. The dietetics practitioner provides professional services with objectivity and with respect for the unique need and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluation of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
15. The dietetics practitioner permits the use of his/her names for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
16. The dietetics practitioner accurately presents professional qualifications and credentials.
  - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; “CSR” or “Certified Specialist in Renal Nutrition”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
  - b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on dietetic registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
17. The dietetics practitioner withdraws from professional practice under the following circumstances:
  - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
  - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
  - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
  - a. The dietetics practitioner has been convicted of a crime under the laws of the United States, which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
  - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
  - c. The dietetics practitioner has committed an act of misfeasance or malfeasance, which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the profession of dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.”

### *Servsafe® and CPR Certification*

All interns are required to obtain Servsafe® certification or its equivalent prior to admittance and approved CPR course.

### *Criminal Background Check*

Before being placed in supervised practice facilities, interns are required to have background checks conducted by CastleBranch. The background checks include criminal and public record searches Montana statewide, counties resided in outside of the state, and Fraud & Abuse Control Information Systems (FACIS) checks.

<https://www.castlebranch.com/>.

### *Drug Screening*

Before beginning clinical rotations, interns will complete a 10-panel urine drug test. The screening will be ordered on CastleBranch and conducted at a local facility.

### *Medical Examination, Tests and Immunizations*

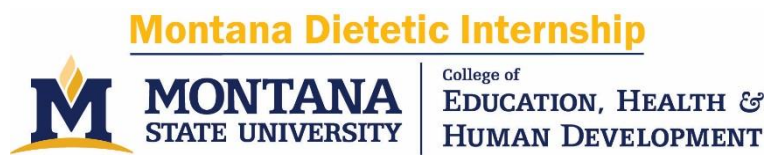
Entrance into MDI is contingent upon the satisfactory completion of a thorough medical examination. Hospital facilities require various laboratory tests and immunization records which will be uploaded to and maintained by CastleBranch. Details are provided to interns after enrollment.

### *Program and Preceptor Evaluation*

At the completion of a site rotation, student interns are asked to electronically submit preceptor and program evaluation feedback forms of supervised practice experiences (MDI Intern Evaluation of Preceptor; Appendix A). This assists faculty in improving the program and responding to interns' concerns, while also providing interns with evaluation experience.

# *MDI*

# *Policies & Procedures*



## General Policies to Guarantee the Rights of the Intern

### Mutual Responsibility

Acceptance of an intern for participation in the MDI constitutes an agreement of mutual responsibility. The intern's part of this agreement is to accept and respect established MDI policies and rules, supervised practice facilities policies, The Academy's Code of Ethics, the regulations of Montana State University-Bozeman, and to act responsibly and in a manner appropriate to these regulations and policies. Interns are requested to complete and sign student agreements prior to August start date (Appendix B1; Intern Agreement for Participation in MDI) and before leaving for supervised practice rotations (Appendix B2; MDI Intern Responsibilities). As part of this mutual responsibility agreement, MDI directors and preceptors also agree to carry out their commitment to higher education and to provide interns high quality instruction and experiences (see Appendix B3; MDI Director Responsibilities).

### University Policies and Procedures

Academic policies and procedures for MSU are available online at <https://www.montana.edu/provost/students/> or the Montana State University Catalog and in the Schedule of Classes published each semester.

### Intern recruitment

Policy: MDI will recruit all prospective interns without preference to race, color, national origin, religion, sex, age, disability or status as a Vietnam-era veteran.

Procedures: 1. The statement of equal rights will appear in all MDI information.

### Intern admission

Policy: Requirements for admission to MDI included proof of an accredited nutrition or dietetics-related education, food safety and CPR certifications, various forms of insurance, membership in the Academy of Nutrition and Dietetics, immunizations, a clean drug screening and a criminal free background.

Procedures: To be considered for admission to the MDI, the following degrees, statements and certifications are necessary.

1. Transcript(s) and verification statements are necessary for the application process.
2. Once admitted to the program, proof of insurance, ServSafe and CPR certifications and a successful background check are needed to remain in the program. A detailed list of requirements follows:
  - a. Proof of a bachelor's degree in nutrition and/or dietetics from a ACEND accredited program, or proof of a master's degree in nutrition and/or dietetics and/or related major from an **accredited college or university is needed**. Proof of earned degree will be provided by a final official transcript.
  - b. Verification statement from ACEND accredited Didactic Program (DP) in Nutrition and Dietetics or a completed Declaration of Intent to Complete Degree statement.
  - c. Proof of current health insurance, automobile insurance, a medical exam and immunizations.
  - d. Current ServSafe certification or its equivalent and CPR certification.
  - e. A successfully completed background check and drug screening.
  - f. After receiving an invitation to enroll in the MDI, interns are responsible for enrolling by paying internship program fees and registration costs.

Policy: Individuals accepting a match appointment with MDI will be required to complete a background check. Background checks are done at the intern's expense and findings submitted to the program.

Procedures:

1. Applicants shall include in the 'Background Section' of their DICAS application any information that could appear in a background check. Background checks are comprehensive and can include findings such as all arrests and criminal charges even if dismissed, deferred, as well as expunged records.
2. Discrepancies or self-reported disclosures reported on background checks will be evaluated individually by the MDI Director, MSU Health & Human Development Department Head, and Education, Health & Human Development Associate Dean, in consultation with the Dean, to determine whether the intern will be admitted to the program.
3. The intern supervised practice sites will also be consulted.
4. Failure to disclose a discrepancy could have worse consequences than not disclosing on DICAS if discovered later upon review of a background check report, and may be cause for termination from the program.

**Student Rights**

*Statement of Equal Rights*

Your rights as an intern at Montana State University - Bozeman are delineated in the MSU student conduct code, found on-line at: [http://www.montana.edu/policy/student\\_conduct/](http://www.montana.edu/policy/student_conduct/)

Policy: Montana State University - Bozeman protects student civil rights with the following statement of equal opportunity:

"It is Montana State University-Bozeman's policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran. This policy applies to all program services and facilities, and includes, but is not limited to, applications, admission, access to programs and services, and employment. Such discrimination is prohibited by titles VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam ERA Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state statutes and regulations". Any questions and concerns about the application of these laws and regulations may be directed to the affirmative action officer; director of the Office for Civil Rights, U.S. Department of Education, or to the director, Office of Federal Contract Compliance Programs, U.S. Department of Labor."

MSU's non-discrimination policy and procedures found on-line at:  
[http://www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/).

**Minimum wage ruling**

Policy: Interns are supervised during a variety of experiences in several facilities; however, students are not employees within the meaning of the Fair Labor Standards Act.

Procedures: The U.S. Department of Labor publication entitled "Employment Relationship under the Fair Labor Standards Act," dated February 1973 indicates that interns are not employees if all of the following circumstances surrounding their activities apply:

1. the training, even though it includes actual operation of the facilities of the preceptor, is similar to that which would be given in a vocational school;
2. the training is for the benefit of the interns;

3. the interns do not displace regular employees, but work under their close observation (i.e., the intern will consult with a preceptor before making a decision);
4. the preceptor providing the training derives no immediate advantage from the activities of the interns, and on occasion his or her operations may actually be impeded;
5. the interns are not necessarily entitled to a job at the conclusion of the training period; and
6. the preceptors and the interns understand that the interns are not entitled to wages for the time spent in training.

***Access to personal files***

Policy: Interns shall have access to their own personal files otherwise stored in a secure location.

Procedures: Upon request, a student may view his/her personal file in the presence of the Program Director. Intern files will be kept in a secured location in the Program Director's office.

***Acknowledgement of University regional accreditation and related policies***

Policy: MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and is in good standing. MSU has been re-accredited in 2010 for another 10 years, following a self-study and NWCCU accreditation team visit (October 5-7, 2009).

Procedures: Interns may access the full accreditation report from NWCCU online at: <http://www.montana.edu/accreditation/AccDocs.html>

***Withdrawal and refund of tuition and fees***

Policy: Should an intern withdraw from the program after enrolling, paying program fees, and beginning orientation, program fees are not refundable.

Procedures: 

1. Upon withdrawal from the program, the intern will retrieve all personal items purchased for the internship.
2. The intern will meet with the Program Director for an exit interview, but cannot expect to receive a refund of fees paid to the University.

***Scheduling and Program Calendar***

Policy: Interns must follow the MDI rotation schedule provided by the Program Director. Orientation begins in late July/early August and rotations begin late-August. The program concludes after 41 weeks at the beginning of June.

Procedures: The MDI Program Director will develop a supervised practice schedule for each intern enrolled in the program that includes sustainable food systems concentration, foodservice management, community nutrition, clinical nutrition, and self-selected rotations.

***Access to MDI Program Handbook***

Policy: The MDI Program Handbook is available to prospective interns and applicants on the MDI website.

Procedures: The MDI Program Directors will maintain the MDI Program Handbook. The most current version will be made available on the MDI web site. Once an intern has been accepted into the program and completed an agreement to participate in MDI, he/she will be sent an electronic copy of the program handbook.

### ***Protection of private information***

Policy: Interns shall be protected from improper disclosure of data from their disciplinary records.

Procedures: Such data shall only be made available:

1. in cases of legal compulsion,
2. when the intern's written permission is secured, or
3. to persons who are directly involved in the disciplinary proceedings established in the statement, and then only to the extent that consultation of the record is essential to determine the charge against the intern or to determine penalties, and
4. provided that transcripts of academic record shall not contain information about disciplinary action except when such action affects the eligibility of the intern to continue as a member of MDI.

Policy: Information about an intern contained in academic and counseling records shall be considered confidential.

Procedures: Information about the views, beliefs, and associations of students acquired by instructors and advisors may be released only with the written consent of the intern. However, judgments of ability and character may be provided. Information accumulated in counseling interns on personal problems of a private or confidential nature shall be available only to those persons authorized by the student's written permission.

Information in academic and counseling records may be released only when:

1. such release is legally compelled,
2. the intern gives written authorization for such a release,
3. faculty & preceptors have adequate reasons to consult records, or
4. individual interns are neither identified nor identifiable in statistical summaries of academic records.

### ***Access to support services, health, counseling, testing, and financial aid***

#### **Support Services**

Policy: When on the main campus in Bozeman, interns have access to academic support services necessary for completion of orientation and assignment activities.

Procedures: 1. The MDI Program Director will arrange access to necessary academic support services associated with the dietetic internship.

## Financial Aid

**Policy:** MDI is a 41-week non-degree graduate professional internship program and interns that are eligible for federal financial aid may apply for loans. Additionally, other assistance may be available to interns in the form of scholarships and short-term loans depending on individual eligibility.

**Procedures:**

1. Loan information and applications are available from the Office of Student Financial Aid Services located in the Student Union Building at MSU-Bozeman or on the MSU website at <http://www.montana.edu/wwwfa/> . The MSU Financial Aid Office telephone number is (406) 994-2845.
2. Interns are also encouraged to apply directly to AND to be considered for their national scholarship programs.

## Grievance about program

**Policy:** If an intern has a complaint about program policies, activities or actions, he or she may appeal through the Program Director. If the intern chooses not to confer with Program Director, he or she may proceed to consult with the Head of the Department of Health and Human Development.

**Procedures:**

1. *Filing of the complaint:* If an intern experiences or observes a violation of program policies or has a complaint about an activity, he or she should document the incident (Incident Report, Appendix G) and compare to program policies. The Incident Report will be placed in the Program Assessment files.
2. *Processing of complaint:* If the intern concludes that a program policy has been violated or actions are inappropriate for a professional, he or she will schedule an appointment (in person or phone) with the Program Director to discuss the incident or situation.
3. If the intern has a complaint regarding actions of the Program Director, he or she may schedule an appointment (in person or phone) with the Head of the Department of Health and Human Development to discuss the incident or situation.
4. If the intern does not resolve the issues, he or she may proceed to discuss the incident or situation with the Dean of the College of Education, Health and Human Development.
5. If the issue cannot be resolved at the academic level, interns have the right to file and discuss the report with the MDI Advisory Board. In this case, the Advisory Board will proceed to discuss and resolve the issue with the Program Director.
6. If the issue cannot be resolved at the MDI Advisory Board level, interns have the right to file and discuss the report with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995

Phone: 800.877.1600, ext. 5400  
Phone: 312.899.0040  
Fax: 312.899.4817  
e-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)



Policy: If an intern deems reduction of a performance rating unfair by a preceptor, he or she may appeal through the Program Director or MDI Advisory Board.

- Procedures:
1. If an intern receives a low performance rating that he or she can document is unfair, he or she can report the discrepancy with the Program Director.
  2. The Program Director will meet (in person or phone call) with the intern to investigate the performance in relationship to the rating. Documentation will include dates of supervised practice, meeting with preceptor, required assignments, professional behaviors, and the performance rating (rubrics).
  3. The Program Director will follow-up with a phone conference with the preceptor to clarify requirements of assignments, professional behavior and performance rating.
  4. After conferring with other MSU faculty, the Program Director will either support or not support the performance rating. Reasons for the decision will be presented to the intern.
  5. If the intern does not agree with the assessment and the preceptor is not receiving a stipend from MSU, he or she may consult with the MDI Advisory Board.
  6. If the intern does not agree with the assessment and the preceptor is receiving a stipend from MSU, he or she may proceed to confer with the Head of the Department of Health and Human Development.
  7. If the intern does not resolve the issue, he or she may proceed to discuss the incident or situation with the Dean of the College of Education, Health and Human Development.
  8. If the issue cannot be resolved, he or she may proceed to discuss the incident or situation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995

Phone: 800.877.1600, ext. 5400  
Phone: 312.899.0040  
Fax: 312.899.4817  
e-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)

### *Academic Policies*

#### **Intern Accountability**

Policy: The intern is expected to follow all procedures related to academic issues in preparation as a future food and nutrition professional. Behaviors exhibited in the academic settings are also those expected in the professional setting.

- Procedures:
1. Read all policies and procedures contained in the Program Handbook.
  2. Program policies and procedures will be reviewed during Program Orientation. Ask questions if any policy or procedure is unclear.

Specifics related to intern accountability:

*Attendance*

1. Attendance is mandatory and required for all supervised practice experiences.
2. Arrive at the clinical facility prior to the start time for supervised practice.
3. Check in with your assigned preceptor to review daily goals and assignments.

*Professional Courtesy and Behavior*

1. Professional behavior and respect for others and diverse viewpoints are expected at all times.

*Assignments*

1. Written work should be typed and professional in appearance. This includes using adequate margins in spacing, as well as correct grammar, spelling, and referencing.
2. If not specified, formatting will include: Times Roman font, font size – 12, single spaced paragraphs, double spaces between paragraphs, 1 inch margins and paginated.
3. The correct referencing format is found in each January issue of the *Journal of the Academy of Nutrition and Dietetics*. Look for Authors' Guidelines to locate the referencing requirements.

*Late Assignments*

1. Interns are expected to complete all assignments in accordance with the oral and written directions from directors, faculty and preceptors by verbally stated or written due dates.
2. The score for any unexcused late assignment may be subject to a late penalty.
3. Consequence for non-submittal of an assignment may include probation or termination in the program.

*Missed Exams and Assignments*

1. If an intern must miss an examination or assignments due to illness or an unexpected event, the intern is required to contact the Program Director or preceptor before the exam or assignment is due.
2. If an intern misses an examination or assignment, a late penalty may occur if the reason is not deemed reasonable by the Program Director or prior notice was not given for the absence.

*Travel*

1. An intern's travel time to clinical, foodservice, and community facilities or practicum sites does not count as either preparation time or supervised practice.
2. Time during daily inter-site travel is considered to be acceptable supervised practice time.
3. It is highly recommended that each intern possess a reliable car for travel during the internship. Due to rural nature of Montana and distance between supervised practice facilities, public transportation is not a reasonable option.
4. Each intern is responsible for maintaining his/her own current car insurance policy. Proof of insurance is required at the beginning of the internship.

*Injuries or Illness*

1. If an intern is injured or becomes ill during supervised practice, he or she should immediately seek medical assistance or leave the facility to recover.
2. Contact your preceptor to inform him or her of your condition and status.
3. If ill, do not expose clients, patients, or employees by continuing to work in the facility.
4. Any time that is missed during the supervised practice rotation due to injury or illness needs to be re-scheduled. This will ensure successful completion of required number of supervised practice hours.

5. Confer with your preceptor to reschedule supervised practice time, and inform the Program Director of the situation and plans to complete the supervised practice hours.

#### *Holidays and Vacation*

1. After Program Orientation, interns will be working in a variety of affiliated facilities, located throughout the state of Montana and/or Wyoming.
2. Interns will follow the clinical schedule in their respective facility in regard to state and national holidays. Since dietitians are often scheduled during holidays, interns should expect that they may also need to work during a holiday.
3. No individual vacation is provided during the MDI's 41-week rotation schedule. However, interns typically have one week in November, two weeks in December and one week in April off.

#### *Outside Employment*

1. MDI involves very comprehensive and intensive supervised practice experiences in different locations.
2. Demands on interns' time and frequent moving to different locations are such that it would be very difficult to be successfully engaged in supervised practice and hold an outside job simultaneously.
3. Because the primary goal of the program is to have interns succeed, directors and preceptors *strongly* discourage interns from working an outside job.

#### ***Intern Schedule***

Policy: The Program Director will provide interns with personal schedules that will appropriately place them in the facilities located in the various cluster areas in the state. A general outline of the internship schedule is found on page 14 of the MDI Handbook.

#### Procedures:

1. The Program Director, in consultation with preceptors with major rotations, will review applications, intern personal goals to appropriately schedule interns in the affiliated facilities.
2. The Program Director will discuss the planned schedules with individual interns.
3. The Program Director reserves the right to change the schedule as needed and will notify the intern of any changes.

#### ***Professional Policies and Procedures***

##### **AND and MTAND memberships**

Policy: To fully develop as a food and nutrition professional, membership and participation in the Academy of Nutrition and Dietetics is highly desirable; therefore, membership as a student or active member in the dietetic professional organization is required.

Procedure: 

1. To obtain professional membership, the easiest method is to go to the Student section of the Academy website (<http://www.eatright.org/students/join/>) and follow the guidelines.
2. Membership in AND automatically makes the intern a member of his or her affiliate/state association. Interns need to ensure that their affiliate is Montana.

## Professional meeting attendance

Policy: Interns may attend an Academy of Nutrition and Dietetics Food and Nutrition Conference and Exhibition or other state dietetic meetings during supervised practice. Attendance needs approval by the preceptor and Program Director.

Procedures:

1. If the intern wishes to attend a dietetic meeting in his or her home state, access to their respective state's website would also be appropriate. FNCE information can be accessed at <http://www.eatright.org>.
2. Meeting registration, lodging and travel costs are the responsibility of the intern.
3. Meeting attendance and participation may be counted as supervised practice hours.

Policy: Interns may attend other dietetic-related meetings during supervised practice. Attendance needs approval by preceptor and Program Director.

Procedures:

1. If a dietetic-related meeting occurs during supervised practice, an intern may request time to attend the meeting.
2. To gain approval for attendance, requirements include:
  - a. intern's preceptor approves the attendance;
  - b. the meeting is related to the intern's current rotation;
  - c. time spent at the dietetic-related meeting will count as FNCE or an affiliate state meeting and as supervised practice; and
  - d. meeting registration, lodging and travel are incurred by the intern; and
  - e. all supervised practice assignments are to be completed prior to attendance to the meeting; and
  - f. an oral report is presented to the preceptor upon return, and summary sent to the Program Director.

## Insurance – Professional Liability

Policy: Since clinical facilities require that all students have malpractice liability insurance, each intern is covered under the MSU Student Professional Liability Insurance.

Procedures: MSU provides proof of liability insurance when requested by supervised practice facilities.

## Internship Program Policies

### *Liability for safety in travel*

Policy: Safety during travel is of prime importance to MDI interns. Due to the distances to be traveled during this internship, attention to safe driving will be stressed.

Procedures:

1. During Program Orientation, interns will receive information about travel in Montana and safe driving tips.

Policy: MDI interns are required to obtain car and accident insurance prior to participating in supervised practice in affiliated facilities.

Procedures:

1. Submit proof of insurance to the Program Director within 2 weeks during Program Orientation.

### ***Injury or illness during Supervised Practice rotations***

- Policy: Safe behavior and good health are important to optimal performance during supervised practice; however, it is recognized that one can be injured or become ill on or off-site. If injured or ill during a supervised practice rotation, the intern will schedule additional time to complete the required number of supervised practice hours.
- Procedures:
1. If an intern is injured or becomes ill during supervised practice, he or she should immediately seek medical assistance or leave the facility to recover.
  2. The preceptor should be contacted to inform him or her of the condition and status.
  3. If ill, the intern should not expose clients, patients, or employees by continuing to work in the facility.
  4. Any time that is missed during the supervised practice rotation due to injury or illness needs to be re-scheduled. This will ensure successful completion of required number of supervised practice hours.
  5. The preceptor should be contacted to reschedule supervised practice time, and Program Director should be apprised of the situation and plans to complete the supervised practice hours.

### ***Substance Screening***

- Policy: MDI requires a urine substance screen for all interns per facility onboarding procedures.
- Procedures:
1. Before being placed in supervised practice facilities, interns are required to have urine substance screening facilitated by CastleBranch.
  2. Information will be given to interns to obtain the required tests.
  3. All costs associated with the urine substance testing are the responsibility of the student.
  4. **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from the CASTLEBRANCH® approved drug testing laboratory.
    - a. Interns with a positive substance screen can anticipate, per rotation facility policy, not being able to complete supervised practice at that site.
    - b. Interns with a positive substance screen will meet with MDI Directors and EHHD Assistant Dean/Director of Student Success to determine course of action including potential dismissal from the MDI program.

### ***Criminal background checks***

Note: This information is also found in general program information.

- Policy: Affiliation agreements with facilities contain requirements that interns coming into facilities do not have a criminal record; therefore, a background check is required to participate in supervised practice.
- Procedures:
1. Before being placed in supervised practice facilities, interns are required to have background checks conducted by CastleBranch. The background checks include criminal and public record searches Montana statewide, counties resided in outside of the state, and Fraud & Abuse Control Information Systems (FACIS) checks. <https://www.castlebranch.com/>.

***Educational purpose of Supervised Practice to prevent use of students to replace employees***

Note: This policy is also listed under Intern Rights, specifically Minimum Wage Ruling.

- Policy: Interns are supervised during a variety of experiences in several facilities; however, students are not employees within the meaning of the Fair Labor Standards Act.
- Procedures: The U.S. Department of Labor publication entitled "Employment Relationship under the Fair Labor Standards Act," dated February 1973 indicates that interns are not employees if all of the following circumstances surrounding their activities apply:
1. the training, even though it includes actual operation of the facilities of the preceptor, is similar to that which would be given in a vocational school;
  2. the training is for the benefit of the interns;
  3. the interns do not displace regular employees, but work under their close observation (i.e., the intern will consult with a preceptor before making a decision);
  4. the preceptor providing the training derives no immediate advantage from the activities of the interns, and on occasion his or her operations may actually be impeded;
  5. the interns are not necessarily entitled to a job at the conclusion of the training period; and
  6. the preceptors and the interns understand that the interns are not entitled to wages for the time spent in training.

***Filing and Handling Complaints from interns and preceptors***

- Policy: The MDI Program Director will be responsible for filing and handling complaints from interns and preceptors.
- Procedures: 1. The MDI Program Director will hear complaints from interns and preceptors and keep a record of all complaints in secure program files.

***Assessment of prior learning and credit toward program requirements***

- Policy: MDI recognizes that interns may have prior experiences that equate planned activities during supervised practice; therefore will grant credit for those experiences and provide alternative, higher level experiences to support continued growth as a professional.
- Procedures: 1. To award credit for supervised practice completed at other schools, interns need to provide the following information: name and level of course, pre-requisite courses, course syllabus, and name of course text, if applicable.

***Evaluation of equivalency of prior education or experiences***

- Policy: The Program Director, in consultation with MDI faculty and preceptors, will evaluate and award credit for prior education and/or work experiences.
- Procedures: 1. To evaluate and give credit for prior work experience, students need to provide the length of time (dates, number of hours), names and qualifications of supervisors, and detailed description of the experience. A set of experiences may only be used for one exempted rotation.

2. Faculty and preceptors will compare the experience to MDI supervised experiences and decide whether or not to accept the request to credit the experience toward the number of required supervised practice hours.

### ***Recency of Education***

Policy: Completion of all requirements for the Didactic Program (DP) in Nutrition and Dietetics from an ACEND accredited program must be completed within the past five years.

- Procedures:
1. An original, signed copy of the DP Verification Statement must be given to the Program Director before the start of MDI in August.
  2. If the date on the DP Verification Statement is more than 5 years prior to the starting year of the internship, the applicant must take or have taken 9 credits in advanced level dietetics related coursework within the last 5 years at a university with an approved DP or coordinated program. At least three of the nine credits must be in medical nutrition therapy. Documentation of the plan for the nine credits or completion of those credits must be included in the application packet. Documentation of successful completion of the coursework must be provided before the start of the program.

### ***Supervised Practice Placement***

Policy: It is the goal of program faculty to appropriately place interns in the most suitable supervised practice experience.

- Procedures:
1. Program directors, in conjunction with facility preceptors, decide the placement of interns in supervised practice sites during the summer, after students have committed to the internship. Except for the Self-Selected rotation, interns do not arrange their own clinical/community/foodservice management rotations for supervised practice.
  2. Student interns will provide a letter (email) of introduction to each preceptor contact prior to the first day of a rotation. The letter will provide contact information, perceived strengths and weakness, and expectations for the upcoming rotation (see Appendix C – Letter of Introduction).
  3. Students will complete a self-evaluation form for both clinical, community and foodservice experiences within their Competency Log which is in line with the foundation knowledge and competencies for dietitian education. Students should compile this information as they progress throughout the internship.
  4. A number of policies apply to supervised practice:
    - a. After program orientation, each intern will complete a minimum rotation of 37 weeks, approximately 40 hours per week, in each major emphasis area, with a self-selected rotation period.
    - b. The assigned schedule may vary each week, but interns will be prepared to work the assigned shift, early or late, and the assigned days, including weekends.
    - c. As a professional, no time clock is punched. Interns remain on the job for the amount of time required to complete the assigned responsibilities for the day.
    - d. The final evaluation for each rotation is mutually determined by facility preceptor(s) in consultation with university faculty (see Appendix F).

### **Formal assessment of intern learning**

- Policy: MDI will assess interns' learning and skill attainment on a regular basis throughout the internship.
- Procedures:
1. At the MTAND annual meeting and with the help of AND's preceptor training program, preceptors will be oriented to appropriately evaluate an intern's knowledge and skill during supervised practice.
  2. Prior to interns arriving at their facilities, preceptors will receive evaluation rubrics to be used for intern evaluation.
  3. The MDI Competency and Intern Evaluation for Supervised Practice form (see Appendix F) will initially be used as an introductory negotiation piece for intern and preceptor to express expectations and standards of performance. The form will then be used at post-rotation to provide feedback and evaluation to the intern and at mid-rotation for longer experiences.
  4. During the assessment, preceptors will share their assessment with the Program Director, discuss their assessments with the intern, and the Program Director will follow-up with the intern to discuss evaluation and plans to improve or maintain performance.

### **Performance and progress reports**

- Policy: All performance and progress reports will be discussed, reviewed, and then filed as part of a permanent record for the intern.
- Procedures:
1. After meeting with the intern, the preceptor will electronically send the evaluation to the Program Director.
  2. The Program Director will electronically save the report; all performance and progress reports will be saved in individual electronic intern files.

### **Self-Selected Rotations**

For all self-selected rotations, including international rotations, interns will complete a Self-Selected rotation form detailing the proposed learning objectives and outcome measures, what core competencies to be addressed during the experience and the types of activities proposed.

Policy: Interns will plan 6 weeks of their internship experience, called "self –selected rotations."

- Procedures:
1. Interns will be provided with a list of possible self-selected rotation topics and preceptors during the orientation period. Interns may choose experiences that are not listed.
  2. By mid-January of the internship year, the intern will submit a self-selected rotation form for each rotation experience they have planned to the MDI director. This plan is considered a proposal and can be revised over the course of the rotations until March 1<sup>st</sup>. Information on the self-selected rotation form includes the following:
    - a. Preceptor Information
      1. Qualifications
      2. Signed agreement statement to serve as a preceptor
      3. Contact Information



- b. Evaluation
  - 1. Learning Outcomes of Intern
  - 2. ACEND competencies addressed by rotation
  - 3. Activities or Projects

Policy: Interns are responsible for expenses associated with the self-selected experiences including transportation, housing, and meals.

Policy: Self-selected rotations will be evaluated.

Procedures:

- 1. Interns will submit an evaluation of each self-selected rotation that includes a self-evaluation and an evaluation from the preceptor. In the evaluation, intern and preceptor should address each learning outcome or competency as well as assess the quality of activities or projects completed by the intern.

### **MDI Optional International Rotation**

Policy: Interns wishing to complete an international experience may do so as part or all of their self-selected six weeks. The maximum time that can be spent abroad is 15 percent (6 weeks of 41).

Procedures:

- 1. By the end of the twenty-fourth week of the internship, the intern will submit an International Experience proposal to the MDI Director.
- 2. Required components of the International Experience proposal
  - a. Justification for international experience
  - b. Interest
  - c. Qualifications of intern
    - i. Demonstration of maturity and sound judgment
    - ii. Financial support for expenses
    - iii. Housing information
    - iv. Language proficiency, if needed
    - v. Current passport and/or visa
    - vi. Health, travel and liability insurance in host country
  - d. Qualifications of preceptor and location
    - i. Qualified dietetic professional to serve as supervising preceptor
    - ii. Safe and secure location for housing and work
  - e. Goals for rotation
    - i. Alignment with MDI and ACEND competencies
    - ii. Tentative schedule of activities
    - iii. Projects and related assignments
    - iv. Evaluation procedures
  - f. Preceptor qualifications and communication
    - i. Preceptor qualifications
    - ii. Agreement to supervise intern
    - iii. Contact information
    - iv. Schedule of communication points

Policy: Interns are responsible for expenses associated with the international experiences including transportation, housing, meals, passports, visas or other paperwork required by the host country; immunizations required by the host country; medical and liability insurance coverage if additional coverage is required.

Procedure:

1. Within the International Experience proposal, the intern will list financial support for expenses.

Policy:

Interns are responsible for the safety of his/her own person and possessions during travel and stay in the host country.

Procedure:

1. Within the International Experience proposal, intern will list current U.S. diplomatic assessment of the country's safety level.

### ***Program Retention and Remediation Procedures***

#### **Intern Advancement**

Policy: Once admitted to MDI, the intern must meet certain criteria to advance through the program.

Procedure:

Advancement criteria include:

1. Earn performance ratings that meet or exceed standard (>80% rating) for the respective supervised practice.
2. If an intern receives a less than standard evaluation during any major rotation, the student is removed from regular appointment and is placed on probationary status.
3. Exhibit professional behavior in supervised practice and MDI or dietetic professional meetings at all times.
4. If an intern exhibits unprofessional behavior or unsafe clinical behavior, this will constitute as an inappropriate *incident* (Appendix G – Incident Report).

### ***Disciplinary and Termination Procedures***

Policy:

Professional and safe clinical behavior are critical to success as a future food and nutrition professional; therefore, unprofessional or unsafe clinical behavior constitute an inappropriate incident, and if accumulated will result in disciplinary or termination procedures.

Procedures:

1. Unprofessional or unsafe clinical behavior is defined as:
  - a. two or more unexcused absences or tardiness to supervised practice or professional meeting,
  - b. chronic lack of participation in supervised practice,
  - c. disrespect exhibited toward peers, faculty, or preceptors,
  - d. refusal to work with another person based on the individual's personal beliefs, race, culture, or religious preference;
  - e. failure to display stable mental, physical or emotional behavior(s) which may affect another's wellbeing;
  - f. use of any substance that may impair clinical judgment or be harmful to self or others;
  - g. dishonesty,
  - h. cheating or plagiarism,
  - i. failure to maintain confidentiality in interactions or records,
  - j. attempting activities without adequate orientation, skill preparation, or appropriate assistance.
2. Clinical behavior that is observed by preceptors or program faculty will be documented in an incident report.

### *Probation and Warning Status*

1. Unprofessional or unsafe clinical behavior
  - a. An intern whose pattern of unprofessional or unsafe clinical behavior is found to be excessive (i.e. 3 incidents) will be removed from a regular appointment in MDI (Appendix G – Incident Report).
  - b. Probation: At that time, the intern will be placed on probation and counseled to change behavior.
  - c. Interns will be notified by the Program Director when an incident has occurred and been recorded. When the student is placed on probation or warning status, documentation is completed and placed in his or her personal file (Appendix H – Notification of Probationary or Warning Status).
  - d. Warning: Interns have two weeks to change the inappropriate behavior. If the behavior remains unchanged, the probationary status will be advanced to a warning status. Prior to this warning period, the intern, preceptor, and Program Director meet and agree to a plan for behavior change (Appendix H – Notification of Probationary or Warning Status).
  - e. The warning status is a time period of two weeks in which the intern has the opportunity to change the inappropriate behavior.
  - f. If the unprofessional or unsafe clinical behavior continues through the warning period, the intern’s participation in MDI will be terminated.
2. Academic performance - Academic actions that result in probation include:
  - a. Unsatisfactory rating from any supervised practice preceptor;
  - b. In some cases, such as cheating, plagiarism, or dishonesty in any venue, the intern may receive a grade of F for an assignment;
  - c. Interns receiving an unsatisfactory rating from facility preceptors, which is mutually substantiated by the Program Director, will be required to complete additional work with the details listed in a contract, and placed on probation.

### ***Termination or Resignation***

Policy: If unprofessional or unsafe clinical behavior continues through the probationary and warning periods, an intern’s participation in the MDI will be terminated. If an intern fails to meet the standards set for supervised practice, the intern’s participation in the MDI will be terminated.

- Procedures:
1. Accumulation of three incident reports will dictate a joint conference of the intern, Program Director and preceptors.
  2. Review of all reports will be thorough and verified.
  3. If reports are verified, the final decision will be made by the Program Director and preceptor with consultation with the Chair of the Department of Health and Human Performance and MDI Advisory Board.
  4. Interns terminated from MDI for any reason may follow the appeal procedures as outlined in the MSU Conduct Guidelines and Grievance Procedures for Students ([http://www2.montana.edu/policy/student\\_conduct/student\\_conduct-code\\_2008-2009.htm](http://www2.montana.edu/policy/student_conduct/student_conduct-code_2008-2009.htm)).

- Policy: If an intern decides that dietetics or the MDI is not his or her appropriate career choice, interns have the right to resign from the program.
- Procedures: 1. After discussion of the decision to withdraw with the Program Directors and preceptor, he or she must submit a letter of resignation to the Program Director.  
2. If the intern should choose to later reapply to MDI, he or she will be considered on an equal basis with all other applicants.

#### ***Program completion and maximum time to complete program***

- Policy: Interns who successfully complete the program will be awarded an AND Verification Statement, which allows the graduate to take the Registration Exam for Dietitians.
- Procedures: 1. Successful completion of the program is defined as:  
a. Attainment of ratings of 4 out of 5 on evaluations during supervised practice rotations;  
b. Attainment of at least 80% or higher on knowledge assessments;  
c. Completion of all assignments during program orientation, internship, on-line course, and final assessment; and  
d. A record to verify the completion of 1630 supervised practice hours.
- Policy: Interns must complete the internship in 150% of the planned time for completion.
- Procedures: 1. Interns must demonstrate completion of the internship within 63 weeks or additional program fees will be assessed.

#### ***Procedure for obtaining the verification statement***

- Policy: The Program Director will present all successful interns AND Verification Statements during a graduation ceremony at the end of the internship.
- Procedures: 1. Interns will be together for a final week of assessments, program evaluation, RD Exam Workshop, MTAND FANS attendance, and an MDI graduation ceremony.  
2. The Program Directors will collect and review all preceptor evaluations, assignments and final assessments to determine acceptability of the intern for graduation.

#### ***Graduation***

- Policy: Interns demonstrating completion of the program will be considered MDI graduates.
- Procedures: 1. A graduation ceremony will be held during the last week of the internship program.

#### ***Examination for Registered Dietitians***

- Policy: MDI will provide the procedures for taking the RD examinations.
- Procedures: 1. At the final week of the internship, the Program Director will provide interns with the following:  
a. Verification statements (4 copies)

- b. CDR information and forms
- c. Directions for taking the RD examination.
- d. Suggestions for preparing for the exam.
- e. Information regarding certification and licensure for dietitians in Montana and surrounding states
- f. Locations of testing sites

***Job and career placement***

Policy: MDI will promote employment for graduates within the state of Montana and Northwest region.

Procedures: 1. Career opportunities will be emailed to the alumni listserv.  
2. At the MTAND annual meeting, the Program Director will facilitate introduction of MDI graduates to potential employers.

***Facility selection for supervised practice***

Policy: Facilities that serve as supervised practice sites have state licensure and/or are accredited by the Joint Commission.

Procedures: 1. Registered Dietitians who are qualified to serve as preceptors are identified.  
2. Supervisor permission is obtained.  
3. Affiliation agreement is developed between MSU-Bozeman/ MDI and the facility's human resources department.  
4. Affiliation agreements are updated by the MDI Program director according to the term of the agreement, based on site visits and intern evaluations.

# *APPENDICES*

**Appendix A: MDI Intern Evaluation of Preceptor**

This form is to be completed and submitted to the Program Director at the end of each rotation for each preceptor.

**Intern:**

**Preceptor:**

**Rotation Dates:**

**Hours Spent with Preceptor:**

**Facility:**

<b>How well did the preceptor:</b>	<b>Outstanding</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Give clear explanations and demonstrate activities					
Foster a learning environment					
Encourage me to seek additional knowledge					
Demonstrate commitment to the internship process					
Facilitate open communication throughout the rotation					
Provide timely constructive feedback on my performance; both what I did well and what I needed to work on					
Provide adequate experiences for the learning objectives					
Consider/treat me as a professional					
Listen to my comments and observations					
Offer additional enrichment learning experiences when time permitted					
Offer a broad learning environment					
Sought opportunities for me to develop/display competency					

Please give specific feedback on any areas marked as fair or poor.

Please give specific feedback on the learning experience from this preceptor. What activities/experiences did you find valuable, what activities/experiences would have improved this rotation?

Please provide specific comments related to this rotation experience – was the rotation appropriate for meeting competencies and developing and confidence in the area of dietetics it supports?

**Appendix B1: Intern Agreement for Participation in MDI**

I, \_\_\_\_\_, accept my appointment in the MDI and have read, understood, and agree to uphold the following: (Please **initial** each statement to illustrate your understanding and agreement.)

- \_\_\_\_\_ I have read and will follow the policies listed in the MDI Program Handbook.
- \_\_\_\_\_ If I must miss orientation or supervised practice due to illness, death, or emergency in the family, I will contact my Program Director and/or preceptor prior to the orientation or experience. I understand that supervised practice must be rescheduled and completed.
- \_\_\_\_\_ I must meet all standards for supervised practice required for membership in the Academy of Nutrition and Dietetics in order to remain in and graduate from MDI.
- \_\_\_\_\_ I understand the conditions for probationary/warning status and termination from the program.
- \_\_\_\_\_ I am responsible for arranging my own housing and transportation.
- \_\_\_\_\_ I am encouraged to attend local dietetic meetings, and lectures presented by visiting dietetic professionals.
- \_\_\_\_\_ As part of the final MDI week I will attend the Montana Academy of Nutrition and Dietetics state conference and expo. I will be responsible for my own expenses, transportation, and lodging.
- \_\_\_\_\_ I am aware that this is a very intense, demanding, professional program and outside employment is strongly discouraged.
- \_\_\_\_\_ I must submit evidence of a satisfactory health exam and immunizations before participating in supervised practice.
- \_\_\_\_\_ I must obtain the ServSafe® certification or its equivalent and CPR certification.
- \_\_\_\_\_ I must obtain a background check and drug screening before participating in supervised practice.
- \_\_\_\_\_ If I withdraw from the program for any reason, I will not be guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students. Program fees will not be refunded.

---

Signature

Date



## **Appendix B2: MDI Intern Responsibilities**

**It is the MDI intern's responsibility to be on time, be prepared, and participate fully in all supervised practice experiences, webinars, and events.**

- The MDI Intern should have a positive attitude, that is, be prepared and eager to learn what supervised practice prescribes – even when the value of the experiences may not be immediately evident to the MDI Intern, and consider how they fit into the big picture. There is always something to learn.
- The MDI Intern should be internally motivated, that is, be interested in learning because they want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic rewards are less important than what the MDI Intern learns and how they conduct themselves in professional settings.
- Always be on time during ALL rotations, webinars, field trips and with meeting deadlines set for assignments. Discuss with preceptors ahead of time if you are not able to make the deadline. Adhere to assigned work hours.
- Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments.
- Get started on assignments early.
- Take advantage of opportunities offered inside and outside of the organization.

**It is the MDI Intern's responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities etc. are understood and agreed upon.**

- The MDI Intern should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities – even when these seem to be or are in conflict with the MDI Intern's personal beliefs and prior experiences.
- MDI Interns should be willing to approach each new situation with the same openness and eagerness that they had at the beginning of their supervised practice experience.
- The MDI Intern should remember that preceptors, wonderful as they are, are not mind-readers.
- You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of questions to enhance your knowledge.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm hand shakes, and greeting people with a smile.

**It is the MDI Intern's responsibility to plan carefully and thoroughly as their preceptor asks them to do. It is also the MDI Intern's responsibility to follow through with all supervised practice plans and to prepare for the unexpected.**

- The MDI Intern should be organized and willing to assume responsibility for their own learning. Excuses for disorganization and forgetfulness are not acceptable.
- MDI Interns should be flexible and willing and able to adapt appropriately as situations change and circumstances warrant. Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.
- Cope with problems with a positive attitude.
- MDI Interns should remember that providing patient/client care and/or high-quality food and nutrition services should be their preceptor's priority.

**It is the MDI Intern's responsibility to learn when to ask for guidance and when to be appropriately self-directed.**

- MDI Interns should learn when to ask others questions and when to search for the answers themselves. Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the preceptor what the expectations are.
- Be flexible; respond positively to changes in schedules or assignments.
- MDI Interns should be able and willing to build upon their prior learning.
- MDI Interns should be able to integrate new information and concepts with those that they learned previously. (Preceptors do not have the time nor should they be expected to teach or re-teach theory that MDI Interns should have mastered previously.)

**It is the MDI Intern's responsibility to look for connections:**

**-between theory and practice**

**-to what is already known and understood**

**-between and among the new things being learned**

**-between the training environment and future roles**

- MDI Interns should expect to spend time in reflection and self-assessment.
- MDI Interns should be patient – with patients, clients, employees, preceptors, and themselves. Learning and the development of professional skills takes time, effort, practice, and patience.
- MDI Interns should understand that not everyone is 'great' at everything. They should expect their assessments from you will generally reflect the fact that there is room for them to improve.
- MDI Interns should understand that they are expected to develop and demonstrate entry-level competence for all of the ACEND competencies. If they are not able to so in the time allotted, they should be prepared to devote additional time and energy in these areas.

**It is the MDI Intern's responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.**

- MDI Interns should manage their personal lives so that they can take full advantage of the experiences the program and their preceptors are providing for them.
- MDI Interns should expect that completing a supervised practice experience will be time-consuming and challenging. Without challenge and stretching, there will not be growth.

**It is the MDI Intern's responsibility to take care of him or herself.**

They should:

- Eat well
- Exercise
- Get enough rest
- Manage their stress

**It is the MDI Intern's responsibility to be organized, respectful, and appreciative.**

- MDI Intern behaviors should reflect their recognition that many are doing extra tasks and giving generously of the time, energy, and talents so that MDI Interns can be in this facility, having these learning experiences.
- MDI Interns should not take their supervised practice program or the guidance of their preceptors for granted or make unwarranted assumptions.
- Be courteous to preceptors, director, and their fellow interns.
- Always treat others with respect, even when you don't share the same values or opinions.
- Ask for things to do. Don't always wait to be told what to do. Volunteer to see patients or do other tasks especially when the preceptor is busy. If you lack guidance, talk to the preceptor, or to the internship director.
- Understand that constructive criticism is given to improve your skills and is not to be taken personally
- Read e-mails daily and respond (if needed) promptly.
- Check your mailbox daily and empty it regularly.
- Practice good organizational skills and pay attention to details.

Edited 2013: Adapted from an original work by Mickie S. Rops, CAE

## **Appendix B3: MDI Director Responsibilities**

### **Role models**

- MDI directors support and promote high standards of professional practice.
- MDI directors treat interns, preceptors, and program stakeholders with honesty, integrity, and fairness.
- MDI directors create trust relationships with interns, preceptors and stakeholders.
- MDI directors provide mentoring and support for interns and preceptors in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.

### **Planners**

- MDI directors plan and adjust the intern rotation schedule as needed, and communicate changes with appropriate individuals.
- MDI directors fully participate in weekly workshop and talk sessions. If the directors are unable to participate they will find a suitable replacement for the session.
- MDI directors communicate regularly and appropriately with interns, preceptors, and stakeholders so that expectations, arrangements, and responsibilities are well understood and agreed upon.

### **Information providers**

- MDI directors present substantiated information and interpret controversial information to their best ability without personal bias and respect that legitimate differences of opinion can co-exist without conflict.
- MDI directors, to their best ability, remain alert to situations that might cause a conflict or have the appearance of a conflict and seek reasonable resolution.
- MDI directors protect confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality in any given matter.

### **Resource developers**

- MDI directors seek to engage interns, preceptors and stakeholders in constructive feedback that gives clear direction for MDI program improvement, enhancement, and maturity.
- MDI directors seek out professional development resources and pursue opportunities to continue honing program leadership skills.
- MDI directors provide job and career information/counseling/resources whenever possible.

### **Facilitators of learning**

- MDI directors are timely in their responses to interns, preceptors, and stakeholder inquiries.
- MDI directors provide the intern, preceptor and stakeholders with timely feedback and encourage an open door policy by being available for support, resources, and information when requested or needed.
- MDI directors provide constructive suggestions for challenges faced by intern or preceptor.

### **Assessors of learning**

The MDI directors provide objective evaluation of performance for interns, preceptors, former interns seeking employment and/or professional association memberships, awards, or scholarships. MDI directors make all reasonable effort to avoid bias in any kind of professional evaluation of others.

## **Appendix C: Letter of Introduction**

Dear MDI WIC Preceptor,

My name is Intern X and I am the MDI intern coming to your facility soon. I would like to take this opportunity to formally introduce myself as I look forward to my rotation with you at the STR County WIC, 2020 West Persimmon St., on Monday, September 24th. Is this the correct address and should I arrive at 8:00AM? I will come with business casual dress unless instructed otherwise.

I grew up in Fond du Lac, Wisconsin which led me to an excellent education at the University of Wisconsin-Madison, where I earned a Bachelor of Science in Natural Resources. Afterwards, I felt a need to explore and experience new things, so I decided to travel and spent the next ten or so years living in Spain, Washington, Colorado and Mexico. Throughout these years, I gained valuable experience including, marketing and event planning with non-profits, Spanish, sales and also continued to gain experience in restaurants as a server, bartender, host and dining room manager.

It was during this time that food and nutrition became very important to me. I began to make healthy lifestyle changes and experienced the benefits first-hand. The transformation in my life was significant and this truly inspired me to return to school to pursue a career in dietetics.

I am especially looking forward to my rotation with you at STR County WIC. I have a daughter who is almost 2 years old so I understand many of the intricacies involved with feeding young children and the importance of good nutrition and making mealtimes a positive experience. I am extremely passionate about health, wellness and prevention of chronic diseases. I am also very interested in any programs involving children, particularly aimed at prevention of childhood obesity.

I truly look forward to working with you and staff at STR County WIC and am excited for anything that you have planned for me. If you need to contact me my phone number is, (206) 291-4757. Thank you so much.

Sincerely,

Intern X

**Appendix D: MDI Intern Competency LOG**

<b>Name:</b>						
CRDN #	COMPETENCY	DATE COMPLETED	ROTATION CATEGORY	ACTIVITY USED TO MEET COMPETENCY	SELF RATING & COMMENTS (1-5; 5 =high score)	PRECEPTOR & FACILITY

<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice. Upon completion of the program, graduates are able to:</b>						
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.					
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.					
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.					
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice.					
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data					
CRDN 1.6	Incorporate critical-thinking skills in overall practice.					

**Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice. Upon completion of the program, graduates are able to:**

CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.					
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.					
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.					
CRDN 2.4	Function as a member of interprofessional teams.					
CRDN 2.5	Assign patient care activities to NDTRs and/or support personnel as appropriate.					
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.					
CRDN 2.7	Apply leadership skills to achieve desired outcomes.					
CRDN 2.8	Demonstrate negotiation skills.					

CRDN 2.9	Participate in professional and community organizations.					
CRDN 2.10	Demonstrate professional attributes in all areas of practice.					
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.					
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.					
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.					
CRDN 2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.					
CRDN 2.15	Practice or role play mentoring and precepting others					



<b>Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations. Upon completion of the program, graduates are able to:</b>						
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 a nutrition focused physical assessment.					
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.					
CRDN 3.4.	CRDN 3.4 Design, implement and evaluate presentations to a target audience.					
CRDN 3.5	CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.					
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change.					
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.					

CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.					
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.					
CRDN 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.					
<b>Domain 4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations. Upon completion of the program, graduates are able to:</b>						
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 and fee-for-service and value-based payment systems.					
CRDN 4.10	Analyze risk in nutrition and dietetics practice					

**Concentration 5. The sustainable food system concentration builds on core competencies and develops additional depth necessary for future proficiency aimed at the intersection between dietetics and sustainable food systems. Upon completion of the program, graduates are able to:**

SFS 5.1	Understand food science and food systems principles, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.					
SFS 5.2	Demonstrate understanding of terminology related to sustainable food systems, components, inputs, influences, and outcomes.					
SFS 5.3	Demonstrate understanding and critical thinking regarding differing viewpoints on sustainable food systems issues.					
SFS 5.4	Work effectively in groups to accomplish tasks related to the production, distribution, and marketing of fresh produce.					
SFS 5.5	Communicate educational information regarding the use of fresh, local produce to clients or customers.					

SFS 5.6	Follow accounting procedures established for produce market operations.					
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**Clinical Knowledge Confirmation**

<b>Major Disease States covered during the Clinical Comprehensive Hospital Rotations:</b>	<b>✓</b>	<b>DATE</b>
Cardiovascular Disease		
Diabetes		
Gastrointestinal Disease		
Geriatrics		
Nutrition Support – enteral and parenteral		
Oncology		
Pediatrics		
Renal/Dialysis		
Weight Management		

**Appendix E: Montana Dietetic Program Supervised Practice Plan and Evaluation (Clinical)**

**Dietetic Intern:**

**Rotation:**

**Preceptor:**

**Dates of Rotation:**

**Part I: On the first day of the rotation, please review the competencies and activities for the rotation. Preceptor and intern will discuss expectations for the rotation.**

CRDN#	Competency – Upon completion of rotation the intern will be able to:	Activity selected to meet competency	✓
<b>Domain 1. Scientific and Evidence Base of Practice</b>			
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.		
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.		
1.3	Justify programs, products, services and care using appropriate evidence or data.		
1.4	Evaluate emerging research for application in nutrition and dietetics practice.		
1.5	Conduct projects using appropriate research methods, ethical procedures and data		
1.6	Incorporate critical-thinking skills in overall practice.		
<b>Domain 2. Professional Practice Expectations</b>			
2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.		
2.2	Demonstrate professional writing skills in preparing professional communications.		
2.3	Demonstrate active participation, teamwork and contributions in group settings.		
2.4	Function as a member of interprofessional teams.		
2.5	Assign patient care activities to NDTRs and/or support personnel as appropriate.		
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.		
2.7	Apply leadership skills to achieve desired outcomes.		
2.8	Demonstrate negotiation skills.		
2.9	Participate in professional and community organizations.		
2.10	Demonstrate professional attributes in all areas of practice.		
2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.		
2.12	Perform self-assessment and develop goals for self-improvement throughout the program.		

2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.		
2.15	Practice or role play mentoring and precepting others		
<b>Domain 3. Clinical and Customer Services</b>			
3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.		
3.2	Conduct a nutrition focused physical assessment.		
3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.		
3.4	Design, implement and evaluate presentations to a target audience.		
3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.		
3.6	Use effective education and counseling skills to facilitate behavior change.		
3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.		
3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.		
<b>Domain 4. Practice Management and Use of Resources</b>			
4.1	Participate in management of human resources.		
4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.		
4.3	Conduct clinical and customer service quality management activities.		
4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.		
4.5	Analyze quality, financial and productivity data for use in planning.		
4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.		
4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.		
4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.		
4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers and fee-for-service and value-based payment systems.		
4.10	Analyze risk in nutrition and dietetics practice.		

<b>Concentration 5. Sustainable Food System</b>			
<b>SFS 5.3</b>	Demonstrate understanding and critical thinking regarding differing viewpoints on sustainable food systems issues.		
<b>SFS 5.5</b>	Communicate educational information regarding the use of fresh, local produce to clients or customers.		

## **ROTATION EXPECTATIONS**

**Preceptor expectations:**

**Intern expectations:**

**Intern's objectives for rotation:**

- 1.
- 2.
- 3.



**Intern Evaluation for Supervised Practice (Clinical)**

**Dietetic Intern:**

**Rotation:**

**Preceptor:**

**Dates of Rotation:**

**FINAL EVALUATION & FEEDBACK:** Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations. Please provide a copy of the feedback to the intern and an electronic copy to the MDI director.

1	2	3	4	5
Early beginner, needs more practice, not at expected level for intern	Beginner, approaching expected level for intern	Doing well, performing as expected for intern level	Above average, doing better than expected	Outstanding, doing much better than expected

EVALUATION CRITERIA	1	2	3	4	5
<b>Professionalism</b>					
Displayed professional appearance.	1	2	3	4	5
Reported to work on time and did not leave until designated time.	1	2	3	4	5
Demonstrated an attitude of learning and willingness to work.	1	2	3	4	5
Took initiative to learn and practice skills to their highest potential.	1	2	3	4	5
Maintained confidentiality of information.	1	2	3	4	5
Set and enforced high standards of professional ethics.	1	2	3	4	5
Fostered teamwork and interacted well with staff and other interns.	1	2	3	4	5
Received and utilized constructive feedback in a positive manner.	1	2	3	4	5
Accepted responsibility for his/her actions.	1	2	3	4	5
<b>Communications Skills</b>					
Wrote concisely and effectively (clear, organized, appropriate grammar and spelling).	1	2	3	4	5
Voiced understanding of preceptor expectations.	1	2	3	4	5
Spoke in a clear and professional manner to convey accurate information.	1	2	3	4	5
Responded appropriately to patient/client nonverbal cues.	1	2	3	4	5
Practiced good listening skills (allows other time to formulate and complete statements).	1	2	3	4	5
<b>Personal &amp; Time Management Skills</b>					
Appropriately prioritized work assignments and tasks.	1	2	3	4	5
Came prepared daily for rotation.	1	2	3	4	5
Handled increasing work load from beginning to end of rotation.	1	2	3	4	5

Followed directions.	1	2	3	4	5
<b>Resource Management Skills</b>					
Used reference materials and current approaches/techniques effectively.	1	2	3	4	5
Consulted with preceptor/mentor and asked appropriate questions for clarification of issues.	1	2	3	4	5
Was able to justify/support decisions with correct information.	1	2	3	4	5
<b>Knowledge Base</b>					
Has and used adequate knowledge base; demonstrated appropriate understanding and ability to perform assigned tasks.	1	2	3	4	5
Demonstrated increasing ability throughout the rotation to achieve competency.	1	2	3	4	5
<b>Nutrition Care Process Skills</b>					
Assessed the nutritional status of patient appropriately and consistently.	1	2	3	4	5
Diagnosed nutrition problems and created appropriate PES statements.	1	2	3	4	5
Planned and implemented appropriate nutrition interventions; prioritize nutrition diagnosis, formulated a nutrition Rx, established patient goals to manage intervention.	1	2	3	4	5
Monitored and evaluated PES and intervention impacts on nutrition diagnosis.	1	2	3	4	5
<b>Overall Rating</b>					
Intern overall rating for rotation.	1	2	3	4	5

### Clinical Knowledge Confirmation

Major Disease States covered during the Clinical Comprehensive Hospital Rotations:	✓	DATE
Cardiovascular Disease		
Diabetes		
Gastrointestinal Disease		
Geriatrics		
Nutrition Support – enteral and parenteral		
Oncology		
Pediatrics		
Renal/Dialysis		
Weight Management		

## **Comments**

**Discuss intern overall strengths:**

**Specific comments to assist the intern in making goals for improvement:**

**Thank you for comments or suggestions regarding any aspect of the MDI Program:**

**Montana Dietetic Program Supervised Practice Plan and Evaluation (Food Service)**

**Dietetic Intern:**

**Rotation:**

**Preceptor:**

**Dates of Rotation:**

**Part I: On the first day of the rotation, please review the competencies and activities for the rotation. Preceptor and intern will discuss expectations for the rotation.**

CRDN#	Competency – Upon completion of rotation the intern will be able to:	Activity selected to meet competency	✓
<b>Domain 1. Scientific and Evidence Base of Practice</b>			
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.		
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.		
1.3	Justify programs, products, services and care using appropriate evidence or data.		
1.4	Evaluate emerging research for application in nutrition and dietetics practice.		
1.5	Conduct projects using appropriate research methods, ethical procedures and data		
1.6	Incorporate critical-thinking skills in overall practice.		
<b>Domain 2. Professional Practice Expectations</b>			
2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.		
2.2	Demonstrate professional writing skills in preparing professional communications.		
2.3	Demonstrate active participation, teamwork and contributions in group settings.		
2.4	Function as a member of interprofessional teams.		
2.5	Assign patient care activities to NDTRs and/or support personnel as appropriate.		
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.		
2.7	Apply leadership skills to achieve desired outcomes.		
2.8	Demonstrate negotiation skills.		
2.9	Participate in professional and community organizations.		
2.10	Demonstrate professional attributes in all areas of practice.		
2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.		
2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.		
2.15	Practice or role play mentoring and precepting others		

<b>Domain 3. Clinical and Customer Services</b>			
<b>3.3</b>	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.		
<b>3.4</b>	Design, implement and evaluate presentations to a target audience.		
<b>3.5</b>	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.		
<b>3.6</b>	Use effective education and counseling skills to facilitate behavior change.		
<b>3.7</b>	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.		
<b>3.9</b>	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.		
<b>3.10</b>	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.		
<b>Domain 4. Practice Management and Use of Resources</b>			
<b>4.1</b>	Participate in management of human resources.		
<b>4.2</b>	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.		
<b>4.3</b>	Conduct clinical and customer service quality management activities.		
<b>4.5</b>	Analyze quality, financial and productivity data for use in planning.		
<b>4.6</b>	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.		
<b>4.7</b>	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.		
<b>4.8</b>	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.		
<b>4.10</b>	Analyze risk in nutrition and dietetics practice.		
<b>Concentration 5. Sustainable Food System</b>			
<b>SFS 5.1</b>	Understand food science and food systems principles, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.		
<b>SFS 5.2</b>	Demonstrate understanding of terminology related to sustainable food systems, components, inputs, influences, and outcomes.		
<b>SFS 5.3</b>	Demonstrate understanding and critical thinking regarding differing viewpoints on sustainable food systems issues.		

<b>SFS 5.4</b>	Work effectively in groups to accomplish tasks related to the production, distribution, and marketing of fresh produce.		
<b>SFS 5.5</b>	Communicate educational information regarding the use of fresh, local produce to clients or customers.		
<b>SFS 5.6</b>	Follow accounting procedures established for produce market operations.		

## **ROTATION EXPECTATIONS**

**Preceptor expectations:**

**Intern expectations:**

**Intern's objectives for rotation:**

- 1.
- 2.
- 3.

**Intern Evaluation for Supervised Practice (Food Service Management)**

**Dietetic Intern:**

**Rotation:**

**Preceptor:**

**Dates of Rotation:**

**FINAL EVALUATION & FEEDBACK:** Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations. Please provide a copy of the feedback to the intern and an electronic copy to the MDI director.

1	2	3	4	5
Early beginner, needs more practice, not at expected level for intern	Beginner, approaching expected level for intern	Doing well, performing as expected for intern level	Above average, doing better than expected	Outstanding, doing much better than expected

EVALUATION CRITERIA	1	2	3	4	5
<b>Professionalism</b>					
Displayed professional appearance.	1	2	3	4	5
Reported to work on time and did not leave until designated time.	1	2	3	4	5
Demonstrated an attitude of learning and willingness to work.	1	2	3	4	5
Took initiative to learn and practice skills to their highest potential.	1	2	3	4	5
Maintained confidentiality of information.	1	2	3	4	5
Set and enforced high standards of professional ethics.	1	2	3	4	5
Fostered teamwork and interacted well with staff and other interns.	1	2	3	4	5
Received and utilized constructive feedback in a positive manner.	1	2	3	4	5
Accepted responsibility for his/her actions.	1	2	3	4	5
<b>Communications Skills</b>					
Wrote concisely and effectively (clear, organized, appropriate grammar and spelling).	1	2	3	4	5
Voiced understanding of preceptor expectations.	1	2	3	4	5
Spoke in a clear and professional manner to convey accurate information.	1	2	3	4	5
Responded appropriately to patient/client nonverbal cues.	1	2	3	4	5
Practiced good listening skills (allows other time to formulate and complete statements).	1	2	3	4	5
<b>Personal &amp; Time Management Skills</b>					
Appropriately prioritized work assignments and tasks.	1	2	3	4	5
Came prepared daily for rotation.	1	2	3	4	5
Handled increasing work load from beginning to end of rotation.	1	2	3	4	5
Followed directions.	1	2	3	4	5

<b>Resource Management Skills</b>					
Used reference materials and current approaches/techniques effectively.	1	2	3	4	5
Consulted with preceptor/mentor and asked appropriate questions for clarification of issues.	1	2	3	4	5
Was able to justify/support decisions with correct information.	1	2	3	4	5
<b>Knowledge Base</b>					
Has and used adequate knowledge base; demonstrated appropriate understanding and ability to perform assigned tasks.	1	2	3	4	5
Demonstrated increasing ability throughout the rotation to achieve competency.	1	2	3	4	5
<b>Overall Rating</b>					
Intern overall rating for rotation.	1	2	3	4	5

## **Comments**

**Discuss intern overall strengths:**

**Specific comments to assist the intern in making goals for improvement:**

**Thank you for comments or suggestions regarding any aspect of the MDI Program:**



**Montana Dietetic Program Supervised Practice Plan and Evaluation (Community)**

**Dietetic Intern:**

**Rotation:**

**Preceptor:**

**Dates of Rotation:**

**Part I: On the first day of the rotation, please review and select the competencies and activities for the rotation from the list below. Preceptor and intern will discuss expectations for the rotation.**

CRDN#	Competency – Upon completion of rotation the intern will be able to:	Activity selected to meet competency	✓
<b>Domain 1. Scientific and Evidence Base of Practice</b>			
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.		
1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.		
1.3	Justify programs, products, services and care using appropriate evidence or data.		
1.4	Evaluate emerging research for application in nutrition and dietetics practice.		
1.5	Conduct projects using appropriate research methods, ethical procedures and data		
1.6	Incorporate critical-thinking skills in overall practice.		
<b>Domain 2. Professional Practice Expectations</b>			
2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.		
2.2	Demonstrate professional writing skills in preparing professional communications.		
2.3	Demonstrate active participation, teamwork and contributions in group settings.		
2.4	Function as a member of interprofessional teams.		
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.		
2.7	Apply leadership skills to achieve desired outcomes.		
2.8	Demonstrate negotiation skills.		
2.9	Participate in professional and community organizations.		
2.10	Demonstrate professional attributes in all areas of practice.		
2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.		
2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.		
2.15	Practice or role play mentoring and precepting others		

<b>Domain 3. Clinical and Customer Services</b>			
<b>3.1</b>	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.		
<b>3.3</b>	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.		
<b>3.4</b>	Design, implement and evaluate presentations to a target audience.		
<b>3.5</b>	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.		
<b>3.6</b>	Use effective education and counseling skills to facilitate behavior change.		
<b>3.7</b>	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.		
<b>3.10</b>	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.		
<b>Domain 4. Practice Management and Use of Resources</b>			
<b>4.1</b>	Participate in management of human resources.		
<b>4.2</b>	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.		
<b>4.3</b>	Conduct clinical and customer service quality management activities.		
<b>4.5</b>	Analyze quality, financial and productivity data for use in planning.		
<b>4.6</b>	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.		
<b>4.7</b>	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.		
<b>4.8</b>	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.		
<b>4.10</b>	Analyze risk in nutrition and dietetics practice.		
<b>Concentration 5. Sustainable Food System</b>			
<b>SFS 5.1</b>	Understand food science and food systems principles, techniques of food preparation and application to the development, modification and evaluation of recipes, menus and food products acceptable to diverse groups.		
<b>SFS 5.2</b>	Demonstrate understanding of terminology related to sustainable food systems, components, inputs, influences, and outcomes.		
<b>SFS 5.3</b>	Demonstrate understanding and critical thinking regarding differing viewpoints on sustainable food systems issues.		

<b>SFS 5.4</b>	Work effectively in groups to accomplish tasks related to the production, distribution, and marketing of fresh produce.		
<b>SFS 5.5</b>	Communicate educational information regarding the use of fresh, local produce to clients or customers.		
<b>SFS 5.6</b>	Follow accounting procedures established for produce market operations.		

## **ROTATION EXPECTATIONS**

**Preceptor expectations:**

**Intern expectations:**

**Intern's objectives for rotation:**

- 1.
- 2.
- 3.

**Intern Evaluation for Supervised Practice (Community)**

**Dietetic Intern:**

**Rotation:**

**Preceptor:**

**Dates of Rotation:**

**FINAL EVALUATION & FEEDBACK:** Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations. Please provide a copy of the feedback to the intern and an electronic copy to the MDI director.

1	2	3	4	5
Early beginner, needs more practice, not at expected level for intern	Beginner, approaching expected level for intern	Doing well, performing as expected for intern level	Above average, doing better than expected	Outstanding, doing much better than expected

EVALUATION CRITERIA	1	2	3	4	5
<b>Professionalism</b>					
Displayed professional appearance.	1	2	3	4	5
Reported to work on time and did not leave until designated time.	1	2	3	4	5
Demonstrated an attitude of learning and willingness to work.	1	2	3	4	5
Took initiative to learn and practice skills to their highest potential.	1	2	3	4	5
Maintained confidentiality of information.	1	2	3	4	5
Set and enforced high standards of professional ethics.	1	2	3	4	5
Fostered teamwork and interacted well with staff and other interns.	1	2	3	4	5
Received and utilized constructive feedback in a positive manner.	1	2	3	4	5
Accepted responsibility for his/her actions.	1	2	3	4	5
<b>Communications Skills</b>					
Wrote concisely and effectively (clear, organized, appropriate grammar and spelling).	1	2	3	4	5
Voiced understanding of preceptor expectations.	1	2	3	4	5
Spoke in a clear and professional manner to convey accurate information.	1	2	3	4	5
Responded appropriately to patient/client nonverbal cues.	1	2	3	4	5
Practiced good listening skills (allows other time to formulate and complete statements).	1	2	3	4	5

<b>Personal &amp; Time Management Skills</b>					
Appropriately prioritized work assignments and tasks.	1	2	3	4	5
Came prepared daily for rotation.	1	2	3	4	5
Handled increasing work load from beginning to end of rotation.	1	2	3	4	5
Followed directions.	1	2	3	4	5
<b>Resource Management Skills</b>					
Used reference materials and current approaches/techniques effectively.	1	2	3	4	5
Consulted with preceptor/mentor and asked appropriate questions for clarification of issues.	1	2	3	4	5
Was able to justify/support decisions with correct information.	1	2	3	4	5
<b>Knowledge Base</b>					
Has and used adequate knowledge base; demonstrated appropriate understanding and ability to perform assigned tasks.	1	2	3	4	5
Demonstrated increasing ability throughout the rotation to achieve competency.	1	2	3	4	5
<b>Overall Rating</b>					
Intern overall rating for rotation.	1	2	3	4	5

## **Comments**

**Discuss intern overall strengths:**

**Specific comments to assist the intern in making goals for improvement:**

**Thank you for comments or suggestions regarding any aspect of the MDI Program:**

**Appendix F: Incident Report**

Name: \_\_\_\_\_ Date of report: \_\_\_\_\_

Date and Description of Incident:

Signature of Preceptor: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Level of Incident:

- report
- policy violation
- unprofessional behavior
- other

**Appendix G: Notification of Probationary or Warning Status**

This form is to be downloaded and printed. After discussion among the intern, preceptor, and Program Director, the form is signed and placed in the student's file. During the probationary or warning period, encouragement and direction will be given by preceptors and Program Director to assist the student in correcting the inappropriate professional behavior or sub-standard academic/supervised practice performance.

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

\_\_\_\_\_ (intern's name) has been placed on probationary/warning status due to the following performance during the designated time period. The reason for this action stems from failure to meet the following policy(ies) on page \_\_\_\_\_ as listed in the MDI Program Handbook. Incident reports attached.

Performance and time period: \_\_\_\_\_

\_\_\_\_\_

Policy: \_\_\_\_\_

Actions to remove the probationary or warning status, which has been agreed upon by both intern and faculty member in the noted time period, include the following:

Actions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time Period: \_\_\_\_\_

Student: \_\_\_\_\_ (signature)

Faculty: \_\_\_\_\_ (signature)

Director: \_\_\_\_\_ (signature)