

Montana Dietetic Internship



MONTANA
STATE UNIVERSITY

College of
**EDUCATION, HEALTH &
HUMAN DEVELOPMENT**

2017-2019

Montana Dietetic Internship Policies & Procedures

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 director.

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/

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/.

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

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 Department.
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).

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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.
2. 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 (see Appendix D and E; Updated Version 1.04 of the 2008 Foundation Knowledge and Competencies for Dietitian Education and MDI Intern Competency Log). 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 6-week self-selected rotation.
 - 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 1st. 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).

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

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.

Preceptor Compensation

Policy: The MDI includes in its budget preceptor compensation in the amount of \$100/intern per week. Preceptor compensation will be provided in a consistent manner.

Procedure:

1. The appropriate compensation amount will be paid by MSU Dept of Health & Human Development to the department or program of each preceptor; preceptors cannot receive compensations individually. For example, a preceptor mentoring 4 interns per year for 2 weeks each would earn \$800 for the nutrition department of their hospital or other institution or organization. The use of these funds would be at the discretion of the department, but MDI encourages facilities to use this compensation for nutrition related activities, i.e., professional development, conference attendance fees, nutrition education materials and resources, etc.

MDI Speaker Compensation Policy

Speaker honorarium for preceptor and intern training:

- Non-departmental presenters will receive \$200 for 1-3 hour presentations/workshops
- \$400 for 4-6 hours, unless otherwise negotiated
- Travel compensation and lodging can also be provided at Montana State Reimbursement rates.
- All compensated speakers/presenters will meet MSU policies/requirements for reimbursement.

MSU HHD and/or other MSU associated speakers/presenters will not be monetarily compensated.