

Louisiana Tech University

DIETETIC
INTERNSHIP
MANUAL

School of Human Ecology

Revised, June 2018

INTRODUCTION

This handbook is designed as a guide for students enrolled in the Dietetic Internship (DI) at Louisiana Tech University. The Louisiana Tech University DI is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 1-800-877-1600 x5400, ACEND@eatright.org) a specialized accrediting body recognized by the United States Department of Education. This section describes the philosophy and goals of the program. Other sections include but are not limited to:

- Policies and Responsibilities
- Description of the Curriculum
- Overview of Graduate Program
- Activities Record
- Evaluation Forms
- Program Responsibilities after Completion

MISSION STATEMENT

To prepare dietetic interns to become competent entry-level registered dietitian nutritionists who are employed in the field of dietetics; to provide service to their profession and community; while emphasizing research and continuation of graduate studies.

GOALS

The Dietetic Internship is one of the four dietetic education programs sponsored by the School of Human Ecology, Louisiana Tech University. The others are the Didactic Program in Dietetics (DPD that culminates in a B.S. degree), Certificate Program, and the Graduate Program. Tech has a commitment to serve the needs of dietitians for entry level education (both knowledge and performance requirements) and advanced education.

Dietetic Internship Goals

The Louisiana Tech University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Dietetic Internship admits only individuals who have a verification statement from a Nutrition and Dietetics Didactic Program (DPD) or Foreign Dietitian Education program (FDE) and have earned at least a bachelor's degree granted by a U.S. regionally accredited college/university or foreign equivalent. Interns who have fulfilled the ACEND requirements and received a verification statement from an approved DPD Program will fulfill the ACEND DI requirements while enrolled in the dietetic internship. A verification statement is granted from the DI Program Director upon successful completion of the program. Graduates are then qualified to apply for the Commission on Dietetic Registration (CDR) registration exam and seek employment as an entry-level dietitian nutritionist.

The Mission of the Dietetic Internship is “To prepare dietetic interns to become competent entry-level registered dietitian nutritionists who are employed in the field of dietetics; to provide **service** to their profession and community; while emphasizing **research** and continuation of **graduate studies**.”

The program is designed to prepare entry-level registered dietitian nutritionists. This is illustrated by the Dietetic Internship Goals.

Goal 1 – The Dietetic Internship Program will prepare interns to be competent entry-level registered dietitian nutritionists who complete the program within 150% of program length, who gain employment in the field of dietetics within 12 months of program completion, and who provide service to their profession and community.

Goal 2 – The Dietetic Internship Program will emphasize research to internship graduates and will encourage their continuation of the Nutrition and Dietetics master's program at Louisiana Tech University within one year after completion of the Dietetic Internship.

Upon completion of the dietetic internship, graduates are prepared as entry-level dietitians nutritionists and are eligible to take the CDR registration exam. Graduates are qualified to seek positions nationally or locally. Anticipated outcome of the Dietetic Internship is to train qualified graduates who

will successfully pass the registration exam and will become contributing members of the profession through employment within the field of dietetics.

The Dietetic Internship goals and corresponding outcome measures are:

Dietetic Internship Goals and Program Objectives Outcome Measures

Goal 1 – The Dietetic Internship Program will prepare interns to be competent entry-level registered dietitian nutritionists who complete the program within 150% of program length, who gain employment in the field of dietetics within 12 months of program completion, and who provide service to their profession and community.

Objective 1: 100% of preceptors who respond to the Supervising Dietitians Evaluation will “agree” interns are prepared for entry level practice upon completion of the DI program.

Objective 2: At least 80% of graduates who respond to the Post Graduate- DI Program Evaluation will report that they have provided service to the community (eg. Wellness fairs, presentations, etc.) after completion of the DI.

Objective 3: At least 80% of program interns complete program/degree requirements within 16.5 months (150% of the program length).

Objective 4: 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 5: The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Objective 6: Of graduates who seek employment, 90 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 7: 100% of employers who respond to the Employer Questionnaire will indicate their employees (former interns) “are satisfactorily prepared” for entry level practice.

Goal 2 – The Dietetic Internship Program will emphasize research to internship graduates and will encourage their continuation of the Nutrition and Dietetics master’s program at Louisiana Tech University within one year after completion of the Dietetic Internship.

Objective 1 – 100% of the students who complete the DI and respond to the Post Graduate- DI Program Evaluation will “agree” they developed competence in using outcomes based research in practice.

Objective 2 – At least 60% of the students who complete the DI will continue in the Nutrition and Dietetics master’s program at Louisiana Tech University within one year of completing the DI program.

Objective 3 –During the accreditation reporting period, at least 8 former interns who are continuing in the graduate program will complete their Master’s degree annually.

Objective 4 – Annually, at least 4 students who have completed the graduate program will have their research accepted for a professional presentation or manuscript.

POLICIES AND RESPONSIBILITIES

Louisiana Tech University sponsors the Dietetic Internship; policies and procedures of the University are to be followed. The Dietetic Internship Director is ultimately responsible for determining that the Performance Requirements have been met through successful completion of the specified activities.

Supervised practice takes place in various facilities in north and central Louisiana. Students are allowed to obtain practice in the facilities through a contractual agreement with the School of Human Ecology and Louisiana Tech University. The facilities have a strong commitment to dietetic education. Students are expected to abide by policies and procedures of the facility in which they are practicing. Contributions of the students are the compensation of the facilities for the resources expended for their participation. No stipend is paid to students.

Additional information concerning specific issues is given in this section.

Professional Program Fees

A professional program fee will be assessed for the Dietetic Internship. The fee will be to help defray the costs of operation and supervision in the facilities, as well as other special costs.

Tuition

Tuition fees and other institutional fees shall be set by Louisiana Tech University. Tuition is charged on a sliding scale determined by the number of credit hours carried by the student. Tuition fee sheets are available from the Registrar's Office and are available on the LA Tech University website at <http://finance.latech.edu/currentfees.php> and a cost calculator is available at http://www.latech.edu/financial_aid/resources/coa.php.

Insurance

All dietetic students must acquire professional liability and personal health insurance and provide proof of coverage (a company name and policy number) to the director of the program prior to beginning the Dietetic Internship. (If students are covered under parent's health insurance policy, proof must be provided.)

The following company advertises liability insurance for student dietitians:

Mercer Professional Liability Insurance
tel:1-800-375-2764 or www.proliability.com

Individual personal student professional liability insurance is approximately \$22.00/year through Mercer Professional Liability Insurance. Enrollment forms are available at www.proliability.com.

Prior to entry into the Dietetic Internship, a copy of the insurance policy must be submitted which indicates policy number, coverage data, company name, and name of the insured. Coverage must be obtained prior to any practice rotations. It is the student's responsibility to update the form and submit to the dietetic internship director.

Liability

Liability for safety in travel to and from assigned supervised practice areas and seminar classes is the responsibility of the student. Louisiana Tech University and the School of Human Ecology are not responsible for liability of travel.

Health and Health Care

Care for routine or chronic medical problems will be the responsibility of the individual students and/or his/her parents or spouse. During the professional program, each dietetic student must meet the policies and procedures of each affiliation in regard to health requirements, which minimally includes (TB skin test or chest x-ray) and Hepatitis B vaccination series. Additional verification of vaccinations and/or shots may be required by individual facilities prior to intern placement. Interns are responsible for submitting a physician's statement verifying ability to participate in internship without any restrictions and statement of health status. Based on an individual facility's requirements an intern may be required to participate in, pay for, and pass a criminal background check and/or drug/alcohol screening prior to

placement in the facility.

Housing and Transportation

Students are responsible for securing housing and providing their own transportation both on and off campus. The DI Director can help students locate information regarding availability of housing.

Identification Badges

Name identification badges and dietetic intern patches must be worn by dietetic students while in facility/practice rotations. Student patches are available at the Louisiana Tech University Bookstore on the Louisiana Tech University Campus for a minimal fee. Patches are to be sewn on the left shoulder sleeve of the intern's lab coat or scrubs. The student will be responsible for purchasing an identification badge/nametag. Nametags are to include the intern's first and last name and designate that he/she is a Louisiana Tech University "Dietetic Intern."

Uniform and Appearance

As students are enrolled in a professional curriculum, appearance in facilities/practice sites or at association or affiliate meetings should be professional and appropriate. Students are expected to maintain a professional appearance at all times in Dietetic Internship rotations. White lab coats with required arm patches and nametags are to be worn for some activities. In food production/service areas, interns must wear hairnets/approved caps and comfortable/approved closed toed shoes. Long hair must be pulled back or up. Lab coats may be worn over professional clothes for most program activities. It is recommended that students purchase at least one lab jacket. Nail polish, excessive jewelry and excessive makeup are inappropriate. Perfume or aftershave is discouraged during clinical rotations.

Students should dress according to the guidelines and policies of the facility in which they will be working. Blue scrubs (Tech color preferred) may be worn as approved by individual facility's policy. Students have the responsibility to inquire regarding dress expectations and to comply.

Faculty maintains the right to make decisions regarding students' participation in Dietetic Internship activities based on the appropriateness of their appearance. Any activity denied to the student

on the basis of appearance will be the responsibility of the student to make up. No gum chewing is allowed in facilities or during times students are participating in professional activities.

Meals in Facilities

Meals may be purchased in most facilities. The facility policy should be followed.

Estimated Program Costs

Books and Supplies: Certain texts and other supplies will be required for various courses, and these will be the responsibility of the student. Information concerning reference books is given in Appendix C. The cost will depend upon the extent of the personal library the student has developed prior to the Dietetic Internship. Students are required to purchase a Drug Nutrient Interaction book, Pocket Resource for Nutrition Assessment, Nutrition and Diagnosis-Related Care by Escott-Stump, International Dietetics and Nutrition Terminology (IDNT) Reference Manual: Standardized Languages for the Nutrition Care Process by the Academy of Nutrition and Dietetics, Pediatric Nutrition Reference Guide and Breeding and Associates Educational Resources RD Exam Review Guide at an estimated total cost of \$400.00.

Professional Organizations: Students are to become student affiliate members of the Academy of Nutrition and Dietetics. There is a \$50.00 per year fee for affiliate members in the Academy of Nutrition and Dietetics, which includes a subscription to the Journal of The Academy of Nutrition and Dietetics. In addition, students must affiliate with local district dietetic association's (minimal membership fee). A copy of the intern's Academy of Nutrition and Dietetics membership card must be submitted to the Dietetic Internship prior to program completion.

Other Expenses: Previously mentioned expenses include Professional Program Fee, tuition, housing, insurance, meals, uniform, criminal background check and drug/alcohol testing and RD Exam Preparation Workshop and can be found at:

<http://ans.latech.edu/documents/HumanE/PDFs/2DIapplicationPacketFall2017.pdf>

Financial Assistance

Financial aid can be made available for students enrolled in degree programs. Students must maintain unconditional status in the graduate program to be eligible for financial aid. More information can be obtained by contacting the Financial Aid Office, Louisiana Tech University.

Assessment of Prior Learning or Competence

Although the program encourages diverse experience in preparation for the DI, the Dietetic Internship at Louisiana Tech University does not have a policy for assessing prior learning or competence.

Absences/Injury While in a Facility

Students are expected to adhere to scheduled rotations in facilities and to attend class at least biweekly on campus. Excused absences for practice hours will be accepted, but practice time must be rescheduled. Absences should rarely occur and should occur only when necessary. Students must document a minimum of 1200 hours of practice per time during the four quarters (summer, fall, winter, and spring) in which they are enrolled in the Dietetic Internship and fulfilling practicum requirements. This number of hours of learning experiences is required by the Dietetic Internship at Louisiana Tech in order to document that students have successfully met ACEND requirements. Regular attendance must be a high priority. Students with repeated absences are subject to faculty review and may be counseled to terminate participation in the Program.

If a student is ill or has another excused absence, he/she must make up practice time. Rescheduling must be coordinated with and accepted by the Tech faculty, the facility's Preceptor and the student. Students are awarded a total of three (3) personal days during their practicum rotations (Fall, Winter and/or Spring Quarter). No personal days can be taken during scheduled assigned clinical floor supervision or management theme day preparation and execution. Any time missed during scheduled supervision rotations must be made up. In case of absence interns must first use personal days for make-up hours. Personal days may not be accumulated to be used at the end of the program.

If a student becomes ill or is injured while in a facility for supervised practice, seek guidance from your preceptor or other designated supervisor regarding obtaining medical help and follow institution guidelines for reporting incident as needed and if necessary call 911.

Drug Testing and Criminal Background Checks

As contractually required by individual supervised practice facilities, interns may be required to participate in drug testing and criminal background checks. Cost of the drug testing and criminal background checks may be the responsibility of the intern. Results of drug tests/criminal background checks may impact the ability of the intern to continue at the supervised practice site and/or in the Dietetic Internship Program.

Dietetic Internship Attendance Policy

If a student will be absent from the facility during regular hours, permission must be obtained from the Tech faculty in advance, preferably by the first day of the quarter involved. The DI Director will consider the request in light of the individual student's performance in the program. If approval is given, the student shall reschedule the practice time in blocks of 2 hours or more. Practice time must be supervised by a registered dietitian or approved preceptor on the premises. The revised schedule of practice shall be approved by the Preceptor Dietitian and documented in writing in the student's file. **If an intern fails to get permission from the DI Director in advance for any missed time additional hours will be required to make-up the missed time.** The DI Director can be notified by e-mail, phone, or work answering machine message.

Seminar Session Attendance Policy

Attendance is mandatory for the approximately biweekly Dietetic Internship class/seminar. A student who misses a Dietetic Internship seminar/class is to submit a paper on the topic(s) discussed in the class within two weeks of the absence. The paper should be at least eight to ten text pages that are typed, double spaced and include appropriate citations. A list of at least five references and a title page must also be submitted. The format for the paper is described in the American Psychological Association

(APA) Publications Manual Supplement for the School of Human Ecology. If the paper is unacceptable, the student will be requested to redo the paper. Unsatisfactory performance of class responsibilities is considered as unsatisfactory performance of Dietetic Internship requirements.

Preceptor Role

- Serves as a role model for students.
- Interprets with the Louisiana Tech faculty, objectives for rotations and directs activities which are consistent with the objectives.
- Monitors quality of performance and decision making abilities.
- Participates in student evaluation.
- Assesses the overall strengths and weaknesses of the student.
- Makes suggestions for professional growth based on assessment.
- Helps students to identify plans to make improvements and encourages those changes.
- Guides students in learning what their future role in the profession will be.
- Communicates to the Louisiana Tech faculty on an ongoing basis.
- Participates in annual program evaluation.
- Helps Louisiana Tech faculty identify the field experience opportunities available at the facility. Updates continuously as new opportunities arise.
- Informs Louisiana Tech faculty, on a timely basis, of organizational and policy changes which affect the field experiences.

Dietetic Internship - Student Responsibilities

The School of Human Ecology, Louisiana Tech University, Ruston, Louisiana, recognizes the value to its students of a Dietetic Internship; and the student desires to fulfill eligibility requirements of the ACEND and CDR by participating in the Dietetic Internship; therefore the following stipulations have been defined relevant to the program and to practice:

Relevant to Program:

- Arrangements for housing during Dietetic Internship shall be the responsibility of the student.

- Arrangements for transportation to and from the facilities/activities shall be the responsibility of the student. Louisiana Tech University and The School of Human Ecology assumes no responsibility for liability in travel to and from facilities/activities for the Dietetic Internship. The student is responsible for liability in traveling to and from facility/activities.
- Arrangements for personal liability insurance shall be the responsibility of the student. Proof of coverage shall be provided to the program director. Information concerning type and availability of liability insurance is available from the program director.
- Lab coats, scrubs etc. shall be the responsibility of the student.
- Regulations and disciplinary measures outlined in the University bulletin under Standards of Student Conduct will apply to students living off campus.
- All medical and health problems shall be the responsibility of the student. Health insurance coverage is mandatory and proof of coverage shall be provided to the program director. Students are required to provide verification of a Tuberculin (TB) Skin test and Hepatitis B vaccination series. Students are also required to provide verification of a measles vaccine if born after 1956. If the vaccine was received before 1968, a repeat of the vaccine is required.
- Work Hours and Vacation: Students will practice in facilities during scheduled times not to exceed 40 hours per week (this includes time in facility and time in classroom). Time may be scheduled during weekends and early morning and late evening shifts. All regularly scheduled Louisiana Tech holidays and vacation periods shall be granted students in the Dietetic Internship. Interns will document their practicum hours on provided time sheets and have hours verified by preceptor initials.
- Each student will be assessed a professional program fee each quarter for the Dietetic Internship i.e. summer, fall, winter, and spring quarter. The fee will be to defray the costs of supervision of interns in the facilities, field trips and other special costs. Tuition fees are set by the University and Board of Trustees and are subject to change.
- Each student is requested to report registration examination results to the program director within one year after writing the registration exam.
- Students shall comply with policies as outlined in the Dietetic Internship Handbook.

Relevant to Practice

- Become familiar with Dietetic Internship Curriculum and the Performance Requirements.
- Relate activities needed to accomplish objectives to faculty member and facility supervisor and relate the activities to the assigned competencies.
- Strive to apply the information presented in didactic activities and in current research to practice.
- Arrive at all assigned rotations and classes prepared and aware of what is expected to be

accomplished.

- Utilize available resources at assigned facilities and in classroom (library) to accomplish assigned tasks.
- Prepare plan for completing activities prior to arrival at the facility.
- Make appointment for evaluation and other sessions.
- Assist with dietetic program review and evaluation.
- Abide by Standards of Professional Behavior (included in Appendix G).

Supervised Practice Hours

Dietetic Internship hours are defined as those during which the student is engaged in activities which are part of the role of the dietitian. Time spent in study, writing reports to document activities, etc., during assigned rotation times is counted as practice if it pertains to projects assigned and approved by the facility. This does **not** include additional **remedial time** needed for study or content related to **graduate classes**. Interns will document their practicum hours on calendars provided by the DI Director and have verified by preceptor initials. Interns are not allowed to use dietetic internship time for personal business or to complete graduate class/research study or assignments. The purpose of the DI is to provide didactic and experimental learning for students. Although through the learning process interns will be performing tasks of food and nutrition professionals and staff, interns are not to be scheduled to replace employees.

Pre/Post Conferences

Conferences with the student are to be held a minimum of two times per quarter for the purpose of discussing the following:

- Purpose of specific activities in relation to dietetic competencies.
- The scheduling of activities.
- Planning of specific activities.

- Progress report on activities.
- Questions that have arisen, problems that are identified and possible solutions, results and/or data collected.
- Evaluation of specific activities.
- Performance evaluation of student; personal development needs and possible means for improvement.

Grievance/Complaint Procedure – For Dietetic Interns and Preceptors

If a grievance/complaint occurs, the first step in the grievance procedure is to confer with the Dietetic Internship Director. If agreement is not achieved interns and preceptors can confer with the Director of the School of Human Ecology to discuss the problem/concerns. If agreement is still not achieved, the student may file a letter of appeal with the Dean of The College of Applied and Natural Sciences who will act on the appeal. Additional information about the grievance procedure can be found in the University Bulletin section dealing with "Final Grade and Academic Appeals Procedures" and at http://coes.latech.edu/ug-programs/final_grade_appeal_form.pdf. Grievance/complaints provided by an intern and/or a preceptor will be kept on file in the Dietetic Internship Director's office and will include steps taken to resolve the problem. Steps are in place that an intern and/or the preceptor has an administrator other than the Dietetic Internship Director to discuss the problem with and prevents retaliation.

If an intern or preceptor has complaints regarding the DI that are related to noncompliance with ACEND accreditation standards after all other options have been pursued with the LA Tech DI program and through LA Tech University, interns and preceptors can submit accreditation standards related complaints directly to ACEND at ACEND@eatright.org.

Confidentiality of Student Records

All units of Louisiana Tech University have the responsibility for protecting the privacy of the individual student. Records are maintained in the appropriate School office. Access is restricted per

University Bulletin and at <http://www.latech.edu/administration/policies-and-procedures/2318.php>.

Access to personal files is available for interns per request to the DI Director.

Withdrawal and Refund of Tuition and Fees

If withdrawing from the Dietetic Internship and Louisiana Tech University refer to the Louisiana Tech University 2017-2018 Catalog or at <http://www.latech.edu/registrar/resigning-from-university.shtml>. For refund of tuition and fees refer to the Louisiana Tech University schedule of Classes and General Information “Racing Form” for the quarter in which you are seeking a refund at <http://www.latech.edu/registrar/racingform.shtml>.

Scheduling and Program Calendar

Intern’s rotation schedules and calendar are provided on a quarterly basis. A tentative master rotation schedule and calendar for the year are provided during the summer quarter, which includes University vacations, breaks, and holidays.

Leave of Absence Policy

A leave of absence from the Dietetic Internship requested by a student must be approved by the Food and Nutrition Program Development Committee (FNU PDC). The following guidelines must be observed for consideration of the leave:

1. Student must submit a written request to the FNU PDC stating reason for and anticipated time period of the leave of absence. The request should be submitted at least eight weeks prior to the quarter the student is requesting the leave of absence in order to allow adequate time for evaluation.
2. Criteria for approved leave of absences will include documented medical leave, family emergency, and military leave.
3. Requests will be evaluated on an individual basis. Approval is at the discretion of the FNU PDC who will consider issues such as availability of practicum facility, staff, and LA Tech resources and available slots.
4. Students will be responsible for meeting all program requirements including content covered in seminar classes.

Access to Student Support Services

Students enrolled in the Dietetic Internship at Louisiana Tech University are considered full time graduate students and have access to all student support services including but not limited to University Health, Counseling Center, Financial Aid Office, University Police, and Testing and Disability Services. The Bulldog Achievement Resource Center (BARC) provides tutorial support for all registered students. Student services information is provided in the Louisiana Tech University 2017-2018 Catalog

<http://catalog.latech.edu/content.php?catoid=7&navoid=270&hl=%22Student+Affairs%22&returnto=search#student-affairs-overview>.

DESCRIPTION OF THE CURRICULUM

The Dietetic Internship is a four-quarter sequence. Students register for 6 credit hours: Food and Nutrition 592C for 3 hours of graduate credit, and Food and Nutrition 548 for 3 hours of graduate credit during the summer quarter. Students register for 9 credit hours: Food and Nutrition 592F for 6 hours of graduate credit (does not apply towards Nutrition and Dietetics Plan of Study) and a 3 credit hour graduate credit course approved through the Nutrition and Dietetics Plan of Study during the fall, winter, and spring quarters.

Graduate Certificate Program

In May of 2010, the Louisiana Board of Regents approved a Graduate Certificate Program in Dietetics. Effective, May 2011, dietetic interns who complete the prescribed 15 hours of graduate course work with at least a “B average will be granted the Graduate Certificate in Dietetics.

Required Course Work for Graduate Certificate includes:

1. HEC 504 (3 hours): Methodology in Human Ecology Research
2. FNU 548 (3 hours): Applied Dietetics
3. FNU 592C (3 hours): Internship in Nutrition and Dietetics
4. One additional 500-level FNU graduate courses (3 hours)

5. One additional graduate course, to be selected from Food and Nutrition, Family and Child Studies, Human Ecology, Kinesiology, Counseling, Psychology, Biological Sciences, Health Informatics and Information Management or related area approved by advisor (3 hours). The course work for the Graduate Certificate in Dietetics can be applied toward the Master of Science degree in Nutrition and Dietetics, to be completed subsequent to the Dietetic Internship.

Competencies/Learning Outcomes Activity Requirements

Competencies/Learning Activity requirements for Entry-Level Dietitian Nutritionist are listed in Appendix A. The activities of the Louisiana Tech University Dietetic Internship are planned to achieve the performance requirements.

Curriculum for Dietetic Internship

The Competencies/Learning Outcomes Activity Record is found in Appendix B and serves as the "curriculum guide" for Dietetic Internship students. The student is to successfully complete all activities listed on the forms with the expectancy that all activities will culminate with students being able to practice as entry-level dietitian nutritionists. The introduction included with the forms provides an overview of form development and sequencing of activities.

An estimate of the time for each activity is also included in (Appendix D). This is a "practice" program so students may repeat some activities as they become proficient to practice as entry-level dietitians. In some instances the student may need to increase the time spent in activities in order to achieve the desired level of proficiency. Practice occurs in realistic settings so it is impossible to accurately predict all opportunities. Students should be alert to, and take advantage of additional learning opportunities as they arise.

Summary of Dietetic Internship

A summary of the types of experiences and the hours planned is provided. This gives an overview of the Dietetic Internship (Appendix D).

Rotation Schedule

Rotation schedules for individual students are distributed prior to the beginning of the fall, winter and spring quarters. A master schedule for the year indicating rotation type is provided during the summer quarter. Appendix E provides a facility key of potential facilities in which interns may be placed for their rotations.

Course Syllabi

The Dietetic Internship begins during the summer quarter. Course syllabi are provided for each required course and provide an explanation of course content. An explanation of the procedure for providing the course syllabi is located in Appendix F. All Dietetic Internship students are expected to come to the Tech campus or designated city for assigned seminar classes.

ACTIVITIES RECORD

The Competencies/Learning Outcomes Activities Record is provided in Appendix B. Objectives by rotation are provided as a section in the DI Manual. Students are encouraged to develop a schedule for completing the activities and to modify as necessary. Columns are included for the preceptors and/or Tech faculty to record and verify the date of successful completion of each activity. Thus, each student and the Dietetic Internship Director have the means of continually monitoring progress through the program.

STUDENT EVALUATION

Formal assessment of student learning occurs on an ongoing basis throughout the dietetic internship. During the midpoint of an intern's first clinical and management rotation an informal midpoint evaluation is conducted with preceptors to evaluate progress in the rotation. Feedback is provided to the intern on their progress and continuation in the practicum towards a successful final evaluation. The purpose of the midpoint evaluations is communication and does not adversely effect an intern's continuation in the program. At the completion of all rotations of two or more weeks a formal evaluation

is conducted. If problems are identified the “Progressive Discipline for Student Performance Problems” in Appendix G is followed concerning disciplinary and termination procedures.

End of rotation evaluations and evaluation of many of the activities occurs by means of specific forms. Single copies of the majority of the forms are included in Appendix I. Forms not included will be provided in class or on Moodle. Students need to determine the number of copies needed and secure these for evaluation.

Successful completion of Graduate Certificate graduate classes results in an averaged grade of “B” or above. Students must maintain a graduate GPA of 3.0 or above to be in good standing with the graduate school. Those dropping below a 3.0 are placed on academic probation. See the policy for grade requirements on page 16 of the School of Human Ecology Graduate Student Handbook at:

http://ans.latech.edu/documents/HumanE/PDFs/HE_Graduate_Student_Handbook_Winter_2016.pdf.

OVERVIEW OF GRADUATE PROGRAM

Students are required to enroll and maintain a good standing in the graduate program within the School of Human Ecology in Nutrition and Dietetics while completing the Dietetic Internship.

A brief description of the graduate program is given on the following page. Additional information will be provided during the DI orientation and in the HEC 504: Research Methodology course. For more information, contact the Director of Graduate Studies in the School of Human Ecology.

Policy Regarding Dietetic Interns Taking Thesis Hours During Dietetic Internship

Dietetic interns registering for initial thesis hours (HEC 551) must complete their proposal, have a proposal meeting, and submit a minimum 20 page Review of Literature (ROL) by the end of the quarter they are enrolled in thesis hours. If the proposal and ROL are not successfully completed, the intern will not receive credit for a graduate course to fulfill requirements to complete the Dietetic Internship (DI). The intern would not receive a verification statement for completion of the DI at the end of spring quarter. The intern would have to complete a graduate course following the DI before a verification statement would be awarded.

MASTER OF SCIENCE NUTRITION AND DIETETICS*

Requirements: Thesis Option (30 hrs)
Non-Thesis Option (39 hrs)

HUMAN ECOLOGY REQUIREMENTS (21 hrs for Thesis option or 18 hrs for Non-Thesis option)

Human Ecology 504C: Research Methodology (3 hrs)

HIM 505: Statistics (3 hrs)

FNU 528: Nutritional Management of CVD (3 hrs)

FNU 529: Nutritional Management of Diabetes (3 hrs)

FNU 548: Applied Dietetics (for Certificate Program) (3 hrs)

Human Ecology 551: Research and Thesis (6 hrs) for thesis option **OR**

Human Ecology 506: Special Problems in Human Ecology (3 hrs) for non-thesis option.

NUTRITION AND DIETETICS REQUIREMENTS (3-12 HRS)

Three hours of Nutrition and Dietetics courses required for thesis option; 12 hours required for non-thesis option.

ADDITIONAL HOURS (6 or 9 hrs)

Six additional hours in Nutrition and Dietetics or related courses required for thesis option;
9 additional hours required for non-thesis option.

Other related courses as approved by the Advisory Committee.

PROGRAM COMPLETION REQUIREMENTS

Completion of the Dietetic Internship requires successfully passing all the requirements of FNU 592: *Internship in Nutrition and Dietetics*. Interns must also maintain good standing within the graduate program and meet all requirements for continuing in the graduate program in order to successfully complete the dietetic internship.

Requirements for successful completion of FNU 592 are as follows:

FNU 592: Internship in Nutrition and Dietetics

1. ACEND requirements must be completed satisfactorily and verified by preceptors or Tech faculty. Verification of performance requirements is documented in the Activities Record. A score of “2” or above indicating “Acceptable Mastery of Competency” must be attained on all required activities.
2. Professional behavior reviews conducted by preceptors at the completion of each rotation of two weeks or longer must consistently document that the intern is performing at an acceptable level. The “Progressive Discipline for Student Performance Problems” policy will be adhered to if problems are identified (Appendix G). Interns must comply with the policy and fulfill requirements for successful completion of the program.
3. Interns must fulfill a minimum of 1,200 clock hours of practice time through practicum requirements in the facilities, seminar class, and/or through other assigned activities.
4. Documentation of completed Activities Record and a portfolio of work must be submitted to and be approved by the DI Program Director before completion of the program.
5. Participation in and completion of RD practice exam class requirements and RD Exam Preparation Workshop. Interns must also receive a score of 80% or above on the final comprehensive RD practice exam.
6. FNU 592 is a pass/fail course. Successful completion of listed requirements will result in a passing grade for the course.
7. Completion of 15 hours of graduate credits approved through individual graduate school plans of study.
8. Students completing requirements of the Dietetic Internship as established by the policies of the Louisiana Tech University DI will receive a verification statement which is submitted to CDR for eligibility to sit for the RD exam.
9. Maintain good standing and meet all requirements for continuing in the graduate program.
10. The internship is designed to be completed within 11 months but a maximum of 16.5 months is allowed for completing the program based on when intern started the DI program.

CREDENTIALING PROCESS FOR DIETETICS PRACTITIONERS

The Louisiana Tech University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics. Interns will fulfill ACEND requirements while enrolled in the dietetic internship. A verification statement is granted from the DI Program Director upon successful completion of the program. Graduates are then qualified to apply for the Commission

on the Dietetic Registration (CDR) registration exam and seek employment as entry-level dietitian nutritionists. Graduates must pass the CDR registration exam to become registered dietitian nutritionists. Information regarding state licensure is provided at <https://www.cdrnet.org/state-licensure>. Registered dietitian nutritionists practicing in Louisiana must also be licensed unless they meet specific exclusion criteria.

The Dietetic Internship is currently granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accrediting agency for the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 ext. 5400, a specialized accrediting body recognized by the United States Department of Education. www.eatright.org/acend

APPENDIX A

Competencies/Learning Outcomes for Dietetic Internship

Competencies/Learning Outcomes for DI Programs

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Competencies

Upon completion of the program, graduates are able to:

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 analysis.

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.

Competencies

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 duties 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.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

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

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

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

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

CRDN 3.7 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.

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.

Competencies

Upon completion of the program, graduates are able to:

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 reimburse from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

APPENDIX B

Competencies/Learning Outcomes

Activity Record for Dietetic Internship

Name _____

Academic Year _____

APPENDIX B

Name _____

Competencies/Learning Outcomes Activity Record for Dietetic Internship

1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.Competency/Learning Outcome	Planned Experience	Evaluation Strategy	Preceptors Initials	Facility	Date
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives	DI.1.1.1 Participate in institution's clinical chart audit. Gather data, compile information, present data including a graph of results and make suggestions for corrective actions. (ex. peer review) Form 1 Portfolio (C1)	Verification of completion by preceptor using Form 1 scoring guidelines.			
	DI 1.1.2.1 Participate in lecture on State Health Codes and inspections. (See DI 4.2.1.1) (Seminar)	Verification of completion by Tech faculty.			
	DI 1.1.2.2 Participate in a facility safety and sanitation health inspection using facility's forms. (See DI 4.2.1.2) Portfolio (M1)	Verification of completion by preceptor using activity scoring guidelines for reference.			
	DI 1.1.2.3 Follow facility procedures for documenting and taking action on area identified for correction from health inspection. Portfolio (M1)	Verification of completion by preceptor using activity scoring guidelines for reference.			
	DI 1.1.3 Identify facilities cleaning schedule, participate in use and enforcement. Portfolio (M1)	Verification of completion by preceptor using activity scoring guidelines for reference.			
CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.	DI 1.1.4 Identify or develop facilities HACCP plan and measure achievement of plan's outcome. Form 1 Portfolio (M1)	Verification of completion by preceptor using Form 1 scoring guidelines.			
	DI 1.2.1 Participate in the Academy's Evidence Analysis Library Tutorial during HEC 504. Portfolio (Seminar)	Verification of completion by Tech faculty by submitting copy of certificate of completion.			
	DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.3.1)	Form 2 & 3 – Average of "3" or above on total evaluation. Evaluation and score provided by preceptor(s).			
	1. 1 st Clinical Rotation (C1)				

	2. 2 nd Clinical Rotation (C2)				
	3. Renal Rotation (R)				
	DI 1.2.3 Use evidence base guidelines as part of the nutrition care process when developing clinical concept maps. Attach a copy of the nutrition related evidence based guidelines to the Concept Map (See DI 3.1.1 & DI 1.4.2) (C1)	Verification of completion by Tech faculty.			
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. Form 4 Portfolio (C1,C2, M1, M2)	Verification of completion by preceptor/Tech faculty using Form 4.			
	DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. Form 4 Portfolio (C1,C2, M1, M2)	Verification of completion by preceptor/Tech faculty using Form 4.			
	DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. Form 4 Portfolio	Verification of completion by preceptor using Form 4.			
	Program – Facility (C1,C2, M1, M2)				
	Product – Facility See DI 4.6.1.2 (Plate Waste Study)		DI 4.6.1.1	DI 4.6.1.1	DI 4.6.1.1
	Services – Facility See DI 3.10.3.2 (Oral Formulas)		DI 3.10.3.2	DI 3.10.3.2	DI 3.10.3.2
	Care Provided – Seminar				
CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice	DI 1.4.1 Attend professional meetings, poster sessions, and exhibits and report on current findings and/or products to preceptors. Provide a copy of the agenda(s) or program(s). (C1,C2, M1, M2, NRS)	Verification of completion by preceptor/Tech Faculty.			
	DI 1.4.2 Demonstrate use of Evidence Based Library through use of articles reviewed and utilized with at least one concept map. (See DI 3.1.1 & DI 1.2.3) (C1)	Verification of completion by preceptor/Tech Faculty.			
	DI 1.4.3 Participate in and complete all course requirements for HEC 504 Research Methodology graduate course. (See DI 2.2.2) (Seminar)	Grade of “C” or above earned in class. Verification of completion by Tech Faculty.			
	DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.3.1)	Form 2 and Form 3 – Average of “3” or above on total evaluation. Evaluation and score provided by preceptor.			

	1. 1st Clinical Rotation (C1)		DI 1.2.2	DI 1.2.2	DI 1.2.2
	2. 2nd Clinical Rotation (C2)		DI 1.2.2	DI 1.2.2	DI 1.2.2
	3. Renal Rotation (R)		DI 1.2.2	DI 1.2.2	DI 1.2.2
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis	<p>DI 1.5.1.1 Participate in outcomes-based research project. Form 5 Portfolio (See DI 2.2.4) (Seminar)</p> <p>DI 1.5.1.2 Develop a power-point (poster format) of research findings for a presentation to the FNU 592 seminar class. Poster must be approved for appropriateness to potentially be displayed at the ANS Research Day and/or LA FNCE meeting. (See DI 3.2.2) Form 5 (Seminar)</p>	<p>Verification of completion by Tech Faculty using research project scoring rubric. Form 5.</p> <p>Verification of completion by Tech Faculty using research project scoring rubric. Form 5</p>			
CRDN 1.6 Incorporate critical-thinking skills in overall practice.	<p>DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. (See DI 3.1.1) Forms 14, 15, 16 Portfolio (C1, C2, R)</p> <p>DI 1.6.2 During preparation for and execution of the Management Theme Day demonstrate/document critical thinking skills used. (See DI 2.10.1) Form 7 Portfolio (M2)</p> <p>DI 1.6.3 During clinical floor supervision demonstrate and document as an attachment to the clinical floor supervisors checklist how critical thinking skills were used in practice. (See DI 2.10.2) Form 8 Portfolio (FS)</p> <p>DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)</p>	<p>Verification of completion by preceptor using Form 16 guidelines.</p> <p>Verification by preceptor upon review of Management Theme Day self-evaluation report. Form 7.</p> <p>Verification by preceptor using Clinical Floor Supervision checklist and self evaluation. Form 8.</p> <p>Verification of completion by preceptor using Form 6 scoring guidelines</p>	<p>DI 3.1.1</p> <p>2.10.1</p> <p>10.10.2</p> <p>DI 4.8</p>	<p>DI 3.1.1</p> <p>2.10.1</p> <p>10.10.2</p> <p>DI 4.8</p>	<p>DI 3.1.1</p> <p>2.10.1</p> <p>10.10.2</p> <p>DI 4.8</p>

2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

Competency/Learning Outcome	Planned Experience	Evaluation Strategy	Preceptor's Initial	Facility	Date
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	DI 2.1.1 Participate in the lecture on the Code of Ethics and Scope of Dietetics Practice during seminar class. (Seminar)	Verification of completion by Tech Faculty. Score of 80% or above on quiz administered through FNU 592.			
	DI 2.1.2 Participate in lecture on confidentiality during seminar class. (Seminar)	Verification of completion by Tech Faculty.			
	DI 2.1.3 Demonstrate ability to perform within the Scope of Dietetics Practice and Code of Ethics in accordance with the values of the Academy of Nutrition and Dietetics while in practice setting(s). (C1)	Verification of completion by preceptor.			
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications	DI 2.2.1 Review facility policies and procedures. Write an assigned policy & procedure using facility format for a clinical and management rotation. Portfolio	Verification of completion by preceptor using activity scoring guidelines.			
	1. Management (M1)				
	2. Clinical (C1)				
	DI 2.2.2 Write a research proposal during HEC 504 Research Methodology class based on established class guidelines. Portfolio	Grade of "C" or above earned in class. Verification of completion by Tech Faculty.	DI 1.4.3	DI 1.4.3	DI 1.4.3
	DI 2.2.3 Using a facility's format for documenting employee or service related problems: identify a problem, document identified problem(s), provide recommendations for improvement and as appropriate document problem resolution(s). Portfolio (M2)	Verification of completion by preceptor using activity scoring guidelines.			
	DI 2.2.4 Outcomes Based Research Project Form 5 Portfolio (See DI 1.5.1.1) (Seminar)	Verification of completion by Tech Faculty using research project scoring rubric. Form 5	DI 1.5.1.1	DI 1.5.1.1	DI 1.5.1.1
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings	DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site that promote consumer health, wellness and lifestyle management. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)	Verification of completion by Tech faculty/preceptor using Form 6.	DI 4.8	DI 4.8	DI 4.8
	DI 2.3.1.1 Demonstrates active participation and teamwork with professionals & staff on an ongoing basis during clinical rotations.	Verification of completion by preceptor.			
	1. (1 st Clinical Rotation) (C1)				

	2. (2 nd Clinical Rotation) (C2)				
	DI 2.3.1.2 During the two week clinical floor supervision demonstrates active participation, teamwork and contributions to the facility/healthcare team. Form 8 Portfolio (FS)	Verification by preceptor using Clinical Floor Supervision checklist Form 8.			
	DI 2.3.2.1 Demonstrates active participation and teamwork with professionals/staff on an ongoing basis during management rotations.	Verification of completion by preceptor.			
	1. (1 st Management Rotation) (M1)				
	2. (2 nd Management Rotation) (M2)				
CRDN 2.4 Function as a member of interprofessional teams.	DI 2.3.2.2 During preparation for and execution of the Management Theme Day demonstrate active participation, teamwork & contributions to the facility/foodservice department. Form 7 Portfolio (M2)	Verification by preceptor upon review of Management Theme Day self evaluation report. Form 7.			
	DI 2.4.1.1 Attend and participate in interprofessional team or family meetings to facilitate individual client or organizational goals. (NRS – C1,C2,FS)	Verification of completion by preceptor.			
	DI 2.4.1.2 Assist with the nutrition component of an interprofessional team or family meetings to facilitate individual client or organizational goals & document plan of action for working towards goal(s). (NRS-C1,C2,FS)	Verification of completion by preceptor using activity scoring guidelines.			
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate	DI 2.4.2 For Management Theme Day develop evaluation form(s) to solicit feedback from participants/clients, compile results, and document plan of action for addressing problems, changes needed etc., and share with preceptor and support staff. Form 7 Portfolio (M2)	Verification by preceptor upon review of Management Theme Day self-evaluation report. Form 7.			
	DI 2.5.1 Demonstrate understanding of facilities system for providing various diets: (C1 or M1)	Verification of completion by preceptor			
	<ul style="list-style-type: none"> Work with NDTR and/or support personnel to identify different types of diets/menus. Identify what foods are allowed and not allowed on each diet/menu. Identify facilities' nutritional value i.e. amount of calories/protein/carbohydrates/fat, etc. for each diet/menu developed, documented and used by the facility. Identify limitations or potential nutritional deficiencies of each diet i.e. calories, specific vitamins and/or minerals, etc. 	Verification of completion by preceptor Verification of completion by preceptor Verification of completion by preceptor Verification of completion by			

	<ul style="list-style-type: none"> Review facilities policies and procedures regarding diets and food delivery. Review facilities diet manual. Observe method for distribution and collection of menus. Observe NDTR and/or support personnel prepare menus, make dietary modifications, incorporate requests/restrictions and communicate to production personnel. 	receptor. Verification of completion by preceptor Verification of completion by preceptor Verification of completion by preceptor			
	DI 2.5.2 Participate in meal rounds and communicate findings to diet office and demonstrate follow-up. (C1)	Verification of completion by preceptor.			
	DI 2.5.3 Participate in obtaining food preferences at clinical facility, communicate findings to diet office & demonstrate follow-up. (C1)	Verification of completion by preceptor.			
	DI 2.5.4 Demonstrate ability to identify and assign patient care activities to NDTR's and/or to nutrition department support personnel as appropriate. Form 8 Portfolio (FS)	Verification of completion by preceptor. Form 8			
CRD 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice	DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. Portfolio (4 Required) (C1,C2,P,D,R)	Written report submitted to Tech faculty for review. Verification of completion by preceptor using activity scoring guidelines.			
	MD, PA, or Nurse Practitioner- Diabetes Camp or (C1, C2)				
	Nurse - Diabetes Camp or (C1, C2)				
	Physical Therapist, Occupational Therapist, or Speech Therapist				
	Social Worker				
	DI 2.6.2 Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. Portfolio	Written report submitted to preceptor for review. Verification of completion by preceptor using activity scoring guidelines.			
	Community/outpatient (P)				
	Community/Outpatient (D)				
	Community/outpatient (R)				

	<p>DI 2.6.3 Demonstrate ability to refer patients/clients to appropriate community services for general health and/or nutrition needs. (NRS – C1, C2, FS)</p> <p>DI 2.6.4 Demonstrate ability to refer patients/clients to other primary care providers during clinical floor supervision. Form 8 Portfolio (FS)</p>	<p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor. Form 8</p>			
CRDN 2.7 Apply leadership skills to achieve desired outcomes	<p>DI 2.7.1 During clinical floor supervision demonstrates leadership to effectively achieve desired outcomes. Form 8 Portfolio (FS)</p> <p>DI 2.7.2 During the preparation for and execution of the Management Theme Day identify and document situations where leadership principles were used to effectively achieve desired outcomes. Form 7 Portfolio (M2)</p>	<p>Verification by preceptor using Clinical Floor Supervision checklist Form 8.</p> <p>Verification by preceptor upon review of Management Theme Day self-evaluation report. Form 7.</p>			
CRDN 2.8 Demonstrate negotiation skills	<p>DI 2.8.1 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background for those clients provided MNT during two weeks of clinical floor supervision. Form 8 Portfolio (FS)</p> <p>DI 2.8.2 During seminar class participate in class activities that demonstrate ability to use negotiation skills in clinical, community, and management scenarios. (Seminar)</p>	<p>Verification by preceptor using Clinical Floor Supervision checklist and self evaluation. Form 8.</p> <p>Verification of completion by Tech faculty.</p>			
CRD 2.9 Participate in professional and community organizations	<p>DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. Portfolio (NRS – C1, C2, M1, M2, P, D, R)</p> <p>DI 2.9.2 Maintain affiliate membership in the Academy of Nutrition & Dietetics at the district, state, and national level. Provide documentation of Academy membership to Tech Faculty. Portfolio(Seminar)</p> <p>DI 2.9.3 Attend and participate in professional activities at district meetings. Provide a list of meetings attended and number of hours attended. Provide to DI director at end of DI program. Mandatory attendance required at district meetings. Form 9 Portfolio (Seminar)</p> <p>DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. Portfolio (NRS – C1, C2, M1, M2, P, D, R)</p>	<p>Verification of completion by Tech faculty.</p> <p>Verification of completion by Tech faculty.</p> <p>Verification of completion by Tech faculty. Attend and participate in at least 80% of meetings/activities. Form 9 Verification of completion by Tech faculty.</p>			

<p>CRD 2.10 Demonstrate professional attributes in areas of practice.</p>	<p>DI 2.10.1 During Management Theme Day demonstrate and report how various professional attributes were demonstrated: advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic. (Include all) Form 7 Portfolio (M2)</p> <p>DI 2.10.2 During clinical floor supervision demonstrate and document as an attachment to the clinical floor supervisors checklist how various professional attributes were demonstrated: advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic. (At least 3 attributes must be included) Form 8 Portfolio (FS)</p> <p>DI 2.10.3 During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) Portfolio (P,D,R)</p>	<p>Verification by preceptor upon review of Management Theme Day self evaluation report. Form 7.</p> <p>Verification by preceptor using Clinical Floor Supervision checklist and self evaluation. Form 8.</p> <p>Written report submitted to preceptor Tech faculty for review. Verification of completion by Tech faculty using activity scoring guidelines.</p>			
<p>CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.</p>	<p>DI 2.11.1 Participate in computer –based activity on cultural diversity and seminar activities that discuss cultural competence/sensitivity as it pertains to race, gender, age, and generation. Portfolio Seminar</p> <p>DI 2.11.2 During implementation of Renal concept map document how cultural competence/sensitivity was demonstrated. Attach comments to concept map. Form 14 Portfolio (R)</p> <p>DI 2.11.3 During Management Theme Day demonstrate and report how cultural competency/sensitivity in interactions with others was demonstrated. Form 7 Portfolio (M2)</p>	<p>Verification of completion by Tech faculty. Provide documentation of Certificate of Completion in DI portfolio.</p> <p>Verification of completion by preceptor. Form 14 attachment.</p> <p>Verification of completion by preceptor. Form 7</p>			
<p>CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program</p>	<p>DI 2.12 During seminar class perform self-assessment and develop goals and objectives to be completed during the Dietetic Internship Form 10 Portfolio Seminar</p>	<p>Verification of completion Tech Faculty using activity scoring guidelines. Form 10</p>			

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	<p>DI 2.13.1.1 Participate in presentation on Professional Development Portfolio Guidelines during seminar class. Seminar</p> <p>DI 2.13.1.2 By the end of the Spring quarter, provide a self-copy of the Professional Development Portfolio. Forms will be provided in seminar class. Form 11 Portfolio Seminar</p> <p>DI 2.13.2 Prepare an electronic portfolio documenting internship competencies and professional development. Seminar</p>	<p>Verification of completion by Tech faculty.</p> <p>Verification of completion Tech Faculty using Form 11 scoring guidelines.</p> <p>Verification of completion Tech Faculty using activity scoring guidelines.</p>			
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	<p>DI 2.14.1.1 Participate in discussion/public policy activity regarding legislative and regulatory initiatives as part of seminar class. (Seminar)</p> <p>DI 2.14.1.2 Participate in legislative and public policy processes as they affect food, food security and nutrition by writing legislator regarding nutrition related legislation issues(s), talking to legislators at a legislative event, etc. Provide a copy of letter to legislator or written summary of discussion. Form 12 Portfolio (Seminar)</p> <p>DI 2.14.2 Participate in class activity regarding dietetic licensure. (Seminar)</p>	<p>Verification of completion by Tech Faculty.</p> <p>Verification of completion by preceptor or Tech Faculty. Form 12</p> <p>Verification of completion by Tech Faculty.</p>			
CRDN 2.15 Practice and role play mentoring and precepting others.	<p>DI 2.15 Participate in role play mentoring and precepting activity during seminar class. Form13 Portfolio (Seminar)</p>	<p>Verification of completion by Tech Faculty. Form 13</p>			

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

Competency/Learning Outcome	Planned Experience	Evaluation Strategy	Preceptor's Initial	Facility	Date
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	DI 3.1.1 Concept Maps Form 14 and Form 15 and Form 16 Scoring 1. Each concept map must include the following: a. Concept Map (Form 14) and Nutrition Care Plan (Form 15). b. Copy of Medical Record note (cut out patient's name). c. Copy of Nutrition note using the ADIME charting format. d. Article pertaining to nutrition in relation to disease state. Write a paragraph concerning content as it relates to the concept map. Required to use article from Evidence Based Library on at least one concept map. e. For each concept map include a follow-up note that addresses monitoring and evaluation. (Note on Nutrition Care Plan if patient was discharged and no follow-up was provided) f. Attach copy of nutrition related Evidence Based Guidelines for the disease. (See DI 1.2.3 & DI 1.4.2) g. Form 16 Scoring Guidelines 2. No more than one concept map per number of weeks at a rotation. Ex. 2 week rotation no more than 2 concept maps. 3. Intern must have approval from preceptor before initiating concept map. 4. Concept map must be turned into preceptor for grading no later than one week after first seeing patient. All concept maps must be turned in for grading by the Monday of the last week of the rotation. 5. Concept maps must be typed or completed in black ink. 6. All required documents must be turned into the DI Director at least 30 days from the last date on the medical record chart note or the concept map will not be accepted and must be redone. Mandatory Concept Maps: Portfolio (C1, C2, P, D, R) Education Mandatory as part of the intervention: Cardiovascular Type I Diabetes Mellitus (does not have to be new onset) (Pediatric) Type II Diabetes Mellitus - Overweight/Obese Gastrointestinal Renal (R) Education Optional as part of the intervention: Infant Pregnancy/Lactation Oncology	Verification of completion by preceptor using Form 16 guidelines.			

	Trauma/Critical Care/Surgical Patient – Enteral and Parenteral (MNT Concentration)				
	Cultural Diversity (Summer Q)				
	Multi Disease (MNT Concentration)				
	DI 3.1.2 Perform & document the nutrition care process for an adolescent group population. Form 17 Portfolio (See DI 3.3.1) (Seminar)	Verification of completion by preceptor using Form 17 scoring guidelines.			
CRDN 3.2 Conduct nutrition focused physical exams.	DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. (C1, C2, FS, R) Form 18 Portfolio	Verification of completion by preceptor. Form 18			
	3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. (C1, C2, FS, R) Form 18 Portfolio	Verification of completion by preceptor. Form 18			
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats	DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. Form 2 and Form 3 Portfolio (See DI 1.2.2 & DI 1.4.4)	Form 3 – Average of “3” or above on total evaluation. Evaluation and score provided by preceptors.			
	1. 1 st Clinical Rotation (C1) (MNT Concentration)		DI 1.2.2	DI 1.2.2	DI 1.2.2
	2. 2 nd Clinical Rotation (C2) (MNT Concentration)		DI 1.2.2	DI 1.2.2	DI 1.2.2
	3. Renal Rotation (R)		DI 1.2.2	DI 1.2.2	DI 1.2.2
	DI 3.3.2 Present assigned/selected seminar topics to the seminar class. Form 19 Portfolio (Seminar)	Form 19 – Average of “3” or above on total evaluation. Evaluation provided by Tech Faculty.			
	1. (FNU 548 – MNT Disease State) – Summer Quarter (Separate evaluation form provided)				
	2. (See DI 1.5.1.2 – Research Project) – Spring Quarter (Form 5)		DI 1.5.1.2	DI 1.5.1.2	DI 1.5.1.2
	3. (Seminar – Assigned Topic) Fall, Winter, or Spring Quarter (Form 19)				
	DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. (NRS – C1, C2, M1, M2, P, D, R)	Verification of completion by preceptor or Tech Faculty.			
	DI 3.3.4 Provide presentations for at least two of the following groups. Form 19 and Form 20 Guidelines Portfolio (C1, NRS – D,R,P)	Form 19 – Average of “3” or above on total evaluation. Evaluation and score provided by preceptor.			
	Cardiac Rehab (See DI 3.4)		DI 3.4	DI 3.4	DI 3.4
	Diabetes Education (See DI 3.4)		DI 3.4	DI 3.4	DI 3.4
	Outpatient Wellness (See DI 3.4)		DI 3.4	DI 3.4	DI 3.4
	Community Education (See DI 3.4)		DI 3.4	DI 3.4	DI 3.4

	DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. Portfolio	Verification of completion by preceptor using activity scoring guidelines.			
	Pediatrics (P) (See DI 3.5)		DI 3.5	DI 3.5	DI 3.5
	Diabetes/Wellness (D) (See DI 3.5)		DI 3.5	DI 3.5	DI 3.5
	Renal (R) (See DI 3.5)		DI 3.5	DI 3.5	DI 3.5
	DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities.	Verification of completion by preceptor using forms 21, 22, and 23 for evaluation of completion.			
	WIC/Pediatrics – Form 21 Portfolio (P, C1, C2)				
	Diabetes/Wellness – Form 22 Portfolio (D, C1, C2)				
	Renal – Form 23 Portfolio (R, C1, C2)				
CRDN 3.4 Design, implement and evaluate presentations to a target audience.	DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. Portfolio	Verification of completion by preceptor using Form 19 scoring guidelines. Form 19 – Average of “3” or above on total evaluations. Evaluation and score provided by preceptor. Form 20 - guidelines /Lesson Plan Development			
	Management rotation (M1)				
	Management rotation (See DI 4.2.1.3) (M2)				
	Clinical or community rotation (See DI 3.3.4) (NRS, C1, C2, D, P, R)				
	Community rotation or non-practice site (See DI 3.3.4) (NRS – D, P, R)				
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the population.	DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. Portfolio Form 25 (See DI 3.3.5)	Verification of completion by preceptor using Form 25 scoring guidelines.			
	Clinical (C1 or C2)				
	Pediatrics (P) (See DI 3.3.5)				
	Diabetes/Wellness (D) (See DI 3.3.5)				
	Renal (R) (See DI 3.3.5)				
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.	DI 3.6.1.1 At clinical and community rotation observe a counseling session by the RD.	Verification of completion by preceptor.			
	Clinical (C1)				
	Community/Outpatient (D, P, R)				
	DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. Form 24 Portfolio	Verification of completion by preceptor with an averaged score of 80% or above on all questions on Form 24.			
	Clinical (C1)				
	Clinical (C2)				
	Community/Outpatient (D, P, R)				

	DI 3.6.2 Provide counseling session on all concept maps that require mandatory education. (See DI 3.1.1) (C1, C2, D, P, R)	Verification of completion by preceptor.			
	Cardiovascular		DI 3.1.1	DI 3.1.1	DI 3.1.1
	Type I Diabetes Mellitus		DI 3.1.1	DI 3.1.1	DI 3.1.1
	Type II Diabetes Mellitus		DI 3.1.1	DI 3.1.1	DI 3.1.1
	Gastrointestinal		DI 3.1.1	DI 3.1.1	DI 3.1.1
	Renal		DI 3.1.1	DI 3.1.1	DI 3.1.1
	DI 3.6.3 Demonstrate use of effective education and counseling skills for each of the following:	Verification of completion by preceptor.			
	Inpatient – New Education (C1)				
	Inpatient – Readmits (C2)				
	Outpatient – New Education (D, P, R)				
	Outpatient - Follow-ups (D, P, R)				
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management	DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site that promote consumer health, wellness and lifestyle management. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Form 6 Portfolio (See DI 2.2.5 & DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)	Verification of completion by Tech faculty/preceptor using Form 6.	DI 4.8	DI 4.8	DI 4.8
CRDN 3.8 Deliver respectful, science based answers to consumer questions concerning emerging trends	DI 3.8 Participate in writing an article for an assigned seminar activity in response to common consumer questions regarding emerging trends. Form 26 Portfolio (Seminar)	Verification of completion by Tech Faculty using Form 26 scoring guidelines.			
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	DI 3.9.1 Complete management checklists for each of the following areas: Portfolio M1, M2	Verification of completion by preceptor using forms 27, 28, 29 and 30 for evaluation of completion.			
	1. Procurement - Form 27				
	2. Production - Form 28				
	3. Distribution - Form 29				
	4. Service - Form 30				
	DI 3.9.2 Coordinate procurement, production, distribution and service of goods & services demonstrating and promoting responsible use of resources through execution of management theme day. Form 7 Portfolio M2	Form 7 - Average of “3” or above on total evaluation. Evaluation and score provided by preceptor.			
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	DI 3.10.1.1 Plan a patient cycle menu for an assigned season of the year or other preceptor assigned cycle menu for a minimum of one week (7 days) to include the regular diet and modified diets for: Form 31 Portfolio M1	Verification of completion by preceptor using Form 31 scoring guidelines.			
	Regular diet				
	Cardiovascular diet				
	Diabetic diet				

	Renal diet				
	Pediatric diet				
	DI 3.10.1.2 Plan holiday menu(s) for the regular diet assigned by facility. Form 31 (M1) Portfolio	Verification of completion by preceptor using Form 31 scoring guidelines			
	DI 3.10.1.3 Evaluate the nutrient content of the planned cycle menus using a nutrient analysis program for 1 week (7 days). Compare to institution's standards. Must include regular diet and at least one listed modified diet. Form 31 Portfolio (M1)	Verification of completion by preceptor using Form 31 scoring guidelines.			
	Regular diet				
	Cardiovascular diet				
	Diabetic diet				
	Renal diet				
	Pediatric diet				
	DI 3.10.1.4 Evaluate the planned regular diet cycle menu for cost compared to budget/allowance for 1 week (7 days). Form 31 Portfolio (M1)	Verification of completion by preceptor using Form 31 scoring guidelines.			
	DI 3.10.2 Develop or modify a standardized recipe and participate in preparation, costing and evaluation of the following for a modified diet: Portfolio (Can be done during Management Theme Day) (M2)	Verification of completion by preceptor using activity scoring guidelines.			
	1. Entrée				
	2. Vegetable/Side Dishes				
	3. Salad				
	4. Dessert				
	DI 3.10.3.1 Participate in a sampling of various oral formulas in seminar class. (Seminar)	Verification of completion by Tech faculty.			
	DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. Form 4 Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)	Verification of completion by preceptor or Tech faculty using Form 4.			

4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Competency/Learning Outcome	Planned Experience	Evaluation Strategy	Preceptor's Initial	Facility	Date
CRDN 4.1 Participate in management of human resources	DI 4.1.1 Determine various methods used in an institution to recruit employees. (M1)	Verification of completion by preceptor.			
	DI 4.1.2 Provide a brief description of the following laws and explain how they pertain to employees and/or employment at the institution: Social Security Act, Medicare Act, Unemployment Insurance, Workers Compensation, National Labor Relations Act, Fair Labor Standards Act, Equal Pay Amendment Act, Title VII of the Civil Rights Act, Occupational Safety and Health Act, Americans with Disabilities Act and Family Medicare Leave Act. Portfolio (M1)	Written report submitted to preceptor or Tech faculty for review. Verification of completion by preceptor using activity scoring guidelines.			
	DI 4.1.3.1 Review job descriptions and job specifications for various employee positions in an institution and analyze the differences between the different positions. (M1)	Verification of completion by preceptor.			
	DI 4.1.3.2 Observe various employees conducting their jobs & compare performance/responsibilities to that of their job description. (M1)	Verification of completion by preceptor.			
	DI 4.1.3.3 Write a job description and job specification or time and duty schedule for an assigned position. Form 32 Portfolio (M1)	Verification of completion by preceptor using form 32 scoring guidelines.			
	DI 4.1.4.1 Analyze staffing and calculate FTE's of a facility and compare to industry standards. Calculate productive and non productive time. Portfolio (M1)	Verification of completion by preceptor using activity scoring guidelines.			
	DI 4.1.4.2 Participate in shift scheduling a group of employees for one week /period. Form 33 Portfolio (M1)	Verification of completion by preceptor using Form 33			
	DI 4.1.5.1 Review institutions' performance standards for various job requirements. (M1)	Verification of completion by preceptor.			
	DI 4.1.5.2 For selected task compare performance standards to actual employee performance ex. Time taken to conduct tray line, time to deliver trays, etc. Portfolio (M1)	Verification of completion by Tech faculty.			
	DI 4.1.6.1 Participate in an actual or simulated employee screening and selection process. Form 34 Portfolio (M1)	Verification of completion by preceptor. Form 34			

	<p>DI 4.1.6.2 Develop an interview checklist to include all components needed when interviewing and hiring a new employee. Include what is entailed in each step of the interview process, what questions can and cannot be legally asked and information needed prior to making a formal offer. Portfolio (M1)</p> <p>DI 4.1.7 Review and discuss with preceptor content regarding diversity in the workplace. (M1)</p> <p>DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. (NRS -- C1, C2, M1, M2, P, D, R)</p> <p>DI 4.1.9.1 Review institutional orientation/training guidelines. (M1)</p> <p>DI 4.1.9.2 Participate in an actual or simulated orientation training of a new employee. Form 35 Portfolio (M1)</p> <p>DI 4.1.10.1 Discuss with preceptor standard information that is maintained in an employee's personnel file. (M1)</p> <p>DI 4.1.10.2 Identify legal requirements and policies relevant to maintenance of personnel records. (M1)</p> <p>DI 4.1.11.1 Observe an employee counseling session. Form 36 Portfolio (M1)</p> <p>DI 4.1.11.2 Observe an employee performance appraisal/review. (M1)</p> <p>DI 4.1.11.3 Observe procedure for documenting:</p>	<p>Verification of completion by Tech faculty using activity scoring guidelines.</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor. Form 35</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor. Form 36</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor.</p>			
	An employee infraction (M1)				
	An employee's grievance (M1)				
	<p>CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food</p>	<p>DI 4.2.1.1 Participate in lecture on State Health Code Regulations. (See DI 1.1.2.1) (Seminar)</p> <p>DI 4.2.1.2 Participate in a minimum of one safety and sanitation inspection. (See DI 1.1.2.2) (M1)</p>	<p>Verification of completion by Tech Faculty.</p> <p>Verification of completion by preceptor.</p>	<p>DI 1.1.2.1</p> <p>DI 1.1.2.2</p>	<p>DI 1.1.2.1</p> <p>DI 1.1.2.2</p>

	<p>DI 4.2.1.3 Teach an in-service class for employees concerning safety or sanitation. Form 19 and Form 20 Portfolio (See DI 3.4) (M2)</p> <p>DI 4.2.2 Review institution's Safety Data Sheets (SDS) manual/hotline and discuss with preceptor(s) purpose and use in the foodservice institution. (M1)</p> <p>DI 4.2.3.1.1 Plan, implement and evaluate Management Theme Day. Form 7. Portfolio (M2)</p> <p>DI 4.2.3.1.2 During documentation of the Management Theme Day, indicate how and what goals were set, what decisions were made to achieve goals and outcomes of the established goals and decisions. Form 7 Portfolio (M2)</p> <p>DI 4.2.3.1.3 Based on challenges/problems that occurred during the Management Theme Day, determine contributing factors, solutions that were discussed and implemented, communication that occurred during problem resolution, and what feedback was provided. Form 7 Portfolio (M2)</p>	<p>Form 19 – Average of “3” or above on total evaluation. Evaluation and score provided by preceptor.</p> <p>Verification of completion by preceptor.</p> <p>Form 7 - Average of “3” or above on total evaluation. Evaluation and score provided by preceptor. Verification by preceptor upon review of Management Theme Day self-evaluation report. Form 7.</p> <p>Verification by preceptor upon review of Management Theme Day self evaluation report. Form 7.</p>	DI 3.4	DI 3.4	DI 3.4
CRD 4.3 Conduct clinical and customer service quality management activities	<p>DI 4.3.1.1 Review regulations for JCAHO as it applies to Dietetic/Food and Nutrition Services. (C1)</p> <p>DI 4.3.1.2 Review policies and procedures for a Quality Improvement (QI) program. (C1)</p> <p>DI 4.3.1.3 Participate in an institutional interdisciplinary or department team monitoring activity through collection, analysis, documentation, and presentation of data to preceptor for a component of an ongoing QI program. Write a summary of the process. Form 37 Portfolio (C1)</p> <p>DI 4.3.2 Collect and evaluate feedback from clients concerning food service using facility's procedure. Based on acceptable standards, make recommendations for change to improve client acceptance. Portfolio</p>	<p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor.</p> <p>Verification of completion by preceptor using Form 37 scoring guidelines.</p> <p>Verification of completion by preceptor using activity scoring guidelines.</p>			
	Inpatient (M2)				
	Cafeteria (M2)				
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data	DI 4.4.1 Participate in outcomes-based research project. Form 5 Portfolio (See DI 1.5.1.1 & DI 2.2.4) (Seminar)	Verification of completion by Tech Faculty using research project scoring rubric. Form 5.	DI 1.5.1.1	DI 1.5.1.1	DI 1.5.1.1

	DI 4.4.2 Use the institution's policies, procedures, and documentation forms for monitoring financial data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. (See DI 4.5.2) Form 40 Portfolio (M2)	Verification of completion by preceptor using Form 40 scoring guidelines.	DI 4.5.2	DI 4.5.2	DI 4.5.2
CRDN 4.5 Analyze quality, financial and productivity data for use in planning	<p>DI 4.5.1 Use the institution's policies, procedures, and documentation forms for monitoring food quality and delivery. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. Form 39 Portfolio (M2)</p> <p>DI 4.5.2 Use the institution's policies, procedures, and documentation forms for monitoring financial data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. Form 40 Portfolio (M2)</p> <p>DI 4.5.3 Use the institution's policies, procedures, and documentation forms for monitoring productivity data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. Form 41 & Form 4 Portfolio (M2)</p>	<p>Verification of completion by preceptor using form 39 scoring guidelines.</p> <p>Verification of completion by preceptor using Form 40 scoring guidelines.</p> <p>Verification of completion by preceptor using Form 41 & Form 4 scoring guidelines.</p>			
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	<p>DI 4.6.1.1 Conduct a plate waste study. Based on results of the plate waste study determine overall cost of products and cost of amount not consumed (wasted). Form 42 Portfolio (M1) (See DI 1.3.1.3 - Product)</p> <p>DI 4.6.1.2 Share results of plate waste study and cost analysis with foodservice administrators and make suggestions for decreasing waste. Portfolio (M1) (See DI 1.3.1.3 – Product)</p> <p>DI 4.6.2 Develop a "Go Green" and recycling plan for reducing waste management as part of seminar assignment. Evaluate and include each of the following areas in the plan: employees, money, time, water, energy, food and disposable goods. Form 43 Portfolio Seminar</p>	<p>Verification of completion by preceptor. Form 42</p> <p>Verification of completion by preceptor using activity scoring guidelines.</p> <p>Verification of completion by Tech faculty using Form 43 guidelines.</p>			
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits	DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)	Verification of completion by Tech faculty using Form 6 guidelines.			
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies	DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)	Verification of completion by preceptor using Form 6 scoring guidelines.			

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetic services to obtain reimbursement from public or private payers, fee-for-service and value-based payment.	DI 4.9 Participate in discussion/activity of Medical Nutrition Therapy reimbursement procedures in seminar class. Through participation in assigned activities be able to explain the process for coding and billing for nutrition and dietetic services to obtain reimburse from public or private payers, fee-for-service and value-based payment. Form 44 Seminar	Verification of completion by Tech Faculty, using Form 44 Scoring Guidelines.			
CRDN 4.10 Analyze risk in nutrition and dietetics practice.	<p>DI 4.10.1 During seminar class participate in case studies/scenarios where analysis of risk in nutrition and dietetics is used. (Seminar)</p> <p>DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)</p>	<p>Verification of completion by Tech faculty.</p> <p>Verification of completion by preceptor using Form 6 scoring guidelines.</p>	DI 4.8	DI 4.8	DI 4.8

*An initial by the preceptor indicates a score of "2" or above was attained by the intern based on activity scoring guidelines form. Preceptor initials indicate satisfactory completion of the project/assignment. Key: C1 = Clinical First Rotation; C2 = Clinical Second Rotation; FS = Floor Supervision; M1 = Management First Rotation; M2 = Management Second Rotation; NSR = Non Rotation Specific; P= Pediatric; D= Diabetes; R=Renal

APPENDIX C

References

REFERENCES

A professional dietitian is expected to maintain a personal library to use as a source of information in the practice of dietetics. Students are expected to begin the development of this library with the textbooks used in college classes.

The following is a list of reference books that the student is expected to use in completing the experience component. Students should consult with the instructor to determine which books need to be purchased. In some instances, a student may have a reference book similar to one that is listed, which may be substituted.

In some instances, specific assignments in references are made. However, the student should not limit reading to the assignment. Dietitians are expected to assume the responsibility for adequate self-preparation.

Spears, Marian C. Foodservice Organizations: A Managerial and Systems Approach. Prentice-Hall. Latest Edition

Mahan, L. Kathleen and Sylvia Escott-Stump. Krauses's Food, Nutrition & Diet Therapy. W.B. Saunders Company. Latest Edition

Boyle, Marie A. and Diane H. Morris. Community Nutrition in Action. West Publishing Company. Latest Edition

American Psychological Association. Publication Manual of the American Psychological Association. American Psychological Association. Latest Edition

Escott-Stump, Sylvia. Nutrition and Diagnosis - Related Care. Lippincott Williams & Wilkins. Latest Edition

Powers and Moore's Food Medication Interaction. Food Medication Interactions. Latest Edition

Academy of Nutrition and Dietetics. Pocket Resource for Nutrition Assessment. Latest Edition

Academy of Nutrition and Dietetics. International Dietetics and Nutrition Terminology (IDNT) Reference Manual: Standardized Language for the Nutrition Care Process. Latest Edition

Texas Children's Hospital. Pediatric Nutrition Reference Guide. Latest Edition

Breeding and Associates Educational Resources 2017 RD Exam Review

APPENDIX D

Summary of Supervised Practice

SUMMARY OF SUPERVISED PRACTICE: For DI

Type of Experience	Practice Hours
Professional Relationships in the Practice of Dietetics: includes professional meetings	15
Education to Consumers, Clients, other Professionals, and Support Personnel	25
Research	40
Continuous Quality Improvement	20
Political, Legislative and Economical Factors	5
Code of Ethics and Standards of Practice	5
Nutrition Care Process: Nutrition care which includes screening, assessment, nutrition diagnosis, planning, intervention, evaluation, monitoring and documentation	275
Nutrition Counseling and Education: Concept Mapping	
Cardiovascular	
Diabetes (Type 1 Peds)	
Diabetes (Type 2 Overweight/Obese)	
Gastrointestinal	
Oncology	
Trauma/Surgery/Critical Care –	
Enteral &/or Parenteral	
Renal	
Infant	
Pregnancy	
Lactation	
Multi-Disease	
Cultural Diversity	
Clinical Floor Supervision	80
Specialty Rotations (Renal and Diabetes Camp)	120

SUMMARY OF SUPERVISED PRACTICE: For DI (continued)

Type of Experience	Practice Hours
Cost Effective	15
Community	170
Quality Control: Meeting the food and nutrition needs of target groups	12
Menu Development and Control	40
Food Service Management: Procurement, food production, distribution and service	175
Management/Supervision: Human, material, physical and operation resources	100
Management Theme Day	40
Feasibility Study/Program Development	25
Alternate Practice Experiences (Seminar/Orientation)	42
Total hours for Dietetic Internship	1246
*Estimated hours for competency completion (practicum rotations and/or seminar class)	

APPENDIX E

Facility Key

Potential facility rotations by city.

FACILITY KEY**ALEXANDRIA**

Central Louisiana Medical Center
Health South Rehabilitation Hospital
Office of Public Health
Perdue Kidney Center
Rapides Parish School Board
Rapides Regional Medical Center
St. Francis Cabrini Hospital
VA Medical Center

MONROE/RUSTON

Eat to Lose, Inc.
Glenwood Iasis Regional Medical Center
Northern Louisiana Dialysis Center
P&S Surgery
Louisiana Public Health Service
Ruston Kidney Center
St. Francis Medical Center Community Health Center
St. Francis Medical Center
Aramark – Louisiana Tech University
Ouachita Parish School Board
Health Hut

SHREVEPORT

Caddo Parish School Board
Christus Schumpert Medical Center – Highland
Fresenius Dialysis Center
LSU-Ag/Cooperative Extension Service
University Health Medical Center
Northwest Regional Office of Public Health
Overton Brooks Veterans Administration Medical Center
Shriners Hospital for Children
Willis Knighton Medical Center and Wellness Centers

APPENDIX F

Sample Course Outline

Interns will be provided current FNU 592: Internship in Nutrition and Dietetics.

Appendix G
PROGRESSIVE DISCIPLINE FOR STUDENT PERFORMANCE PROBLEMS
AND
ACTIVITY SCORING GUIDELINES

Louisiana Tech University
PROGRESSIVE DISCIPLINE FOR STUDENT PERFORMANCE PROBLEMS

PROBLEM	WHO IDENTIFIED?	ACTION TAKEN	PRECEPTOR INFORMED?
<u>DIETETIC INTERNSHIP</u>			
Excused Absence	Adjunct Faculty	Dietetic internship practice hours made up, filed	No
Unexcused Absence or Tardiness	Adjunct Faculty or Tech Faculty	Professional Behavior Review; "Complies with DI policies pertaining to attendance and reporting on time": 1 st Offense (1 or 2) - Written plan of action 2 nd Offense - Committee meeting with student	Yes
Problems identified during the DI	Tech Faculty or Adjunct Faculty	Critical Incident Report - Committee meeting after second offense	Yes
Criminal Background Check Drug and/or Alcohol Testing	Preceptor or Tech Faculty	1 st Offense – if an intern fails a criminal background check and/or drug/alcohol test, facility policy will be honored regarding interns ability to remain in facility. Failure to pass criminal background check and/or alcohol/drug testing may impact continuation in program	Usually

LOUISIANA TECH UNIVERSITY
PROGRESSIVE DISCIPLINE FOR STUDENT PERFORMANCE PROBLEMS

PROBLEM	WHO IDENTIFIED?	ACTION TAKEN	PRECEPTOR INFORMED?
Professional Behaviors – Beginning Level	Preceptor or Tech Faculty	1st Offense (1 or 2) - Written Warning; plan of action filed, formal mid point evaluation in next rotation	Yes
		2nd Offense (same behavior) - Committee meeting with student Ex. Possibly relocate student & probation ; Additional coursework and/or supervised practice; counseling	Yes
		3rd Offense - Termination	
Intermediate or Advanced Level	Preceptor or Tech Faculty	1st Offense (0 or 1) - Written Warning, Plan of Action filed, formal mid-point evaluation in next rotation	Yes
		2nd Offense (same behavior) – Committee meeting with student Ex. Possibly relocate student, probation, counseling, additional coursework or supervised practice	Yes
		3 rd Offense - Termination	
Practice Activities (Activities Record)	Preceptor or Tech Faculty	1st Offense (<2 on Activity Scoring Guidelines) - Oral warning; repeat until satisfactory score received. 2nd Offense - Written warning; may require additional supervised practice	No
	Tech Faculty	Individual remedial assignments; Ex. role-playing, case studies	Usually

Plan will be followed in so far as possible. The purpose of the Dietetic Internship is to enable students to develop competencies to achieve requirements Accreditation Council for Education in Nutrition and Dietetics (ACEND). Tech faculty and preceptors are committed to helping each student develop his/her professional potential. However, since supervised practice occurs in actual facilities, the safety of the client is the first priority, and the integrity of relations among facilities and the program is of major importance. Thus nothing in the Plan should be construed to imply that disciplinary action including termination would be delayed if patient safety or program integrity is jeopardized. Interns with a minimal chance for success in the DI Program at Louisiana Tech University will be counselled into career paths that may be more appropriate to their ability.

Appendix H

PRECEPTOR AND TECH FACULTY DOCUMENTATION FORM

PRECEPTOR AND TECH FACULTY DOCUMENTATION FORM

[illegible]

Appendix I

Evaluation Forms Provided During Dietetic Internship on Moodle

Competency Objectives by Rotation

Clinical Objectives First Rotation

Competency 1: Scientific Evidence Base of Practice: Integration of scientific information and research into practice

DI 1.1.1.1 Participate in institution's clinical chart audit. Gather data, compile information, present data including a graph of results and make suggestions for corrective actions. (ex. peer review) **Form 1 Portfolio (C1)**

DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. **Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.3.1)**

DI 1.2.3 Use evidence base guidelines as part of the nutrition care process when developing clinical concept maps. Attach a copy of the nutrition related evidence based guidelines to the Concept Map **(See DI 3.1.1 & DI 1.4.2) (C1)**

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1, C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio (C1, C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.4.1 Attend professional meetings, poster sessions, and exhibits and report on current findings and/or products to preceptors. Provide a copy of the agenda(s) or program(s). **(C1, C2, M1, M2, NRS)**

DI 1.4.2 Demonstrate use of Evidence Based Library through use of articles reviewed and utilized with at least one concept map. **(See DI 3.1.1 & DI 1.2.3) (C1)**

DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. **Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.3.1)**

DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. (See DI 3.1.1) **Forms 14, 15, 16 Portfolio (C1, C2, R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian level of practice

DI 2.1.3 Demonstrate ability to perform within the Scope of Dietetics Practice and Code of Ethics in accordance with the values of the Academy of Nutrition and Dietetics while in practice setting(s). **(C1)**

DI 2.2.1 Review facility policies and procedures. Write an assigned policy & procedure using facility format for a clinical and management rotation. **Portfolio**

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.3.1.1 Demonstrates active participation and teamwork with professionals & staff on an ongoing basis during clinical rotations. **(C1)**

DI 2.4.1.1 Attend and participate in interprofessional team or family meetings to facilitate individual client or organizational goals. **(NRS – C1,C2,FS)**

DI 2.4.1.2 Assist with the nutrition component of an interprofessional team or family meetings to facilitate individual client or organizational goals & document plan of action for working towards goal(s). **(NRS-C1,C2,FS)**

DI 2.5.1 Demonstrate understanding of facilities system for providing various diets. **(C1 or M1)**

DI 2.5.2 Participate in meal rounds and communicate findings to diet office and demonstrate follow-up. **(C1)**

DI 2.5.3 Participate in obtaining food preferences at clinical facility, communicate findings to diet office & demonstrate follow-up. **(C1)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with

dietitian/nutrition services of the following personnel (see activity record). As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.3 Demonstrate ability to refer patients/clients to appropriate community services for general health and/or nutrition needs. (NRS – C1, C2, FS)

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well-being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps Form 14 and Form 15 and Form 16 Scoring

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. (C1, C2, FS, R) Form 18 **Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. (C1, C2, FS, R) Form 18 **Portfolio**

DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. **Form 2 and Form 3 Portfolio**

DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. (NRS – C1, C2, M1, M2, P, D, R)

DI 3.3.4 Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities. (C1, C2, P, D, R) Form 21, 22, 23. **Portfolio**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.6.2 Provide counseling session on all concept maps that require mandatory education. (See DI 3.1.1) (C1, C2, D, P, R)

DI 3.6.3 Demonstrate use of effective education and counseling skills.

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4 Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. (NRS -- C1, C2, M1, M2, P, D, R)

DI 4.3.1.1 Review regulations for JCAHO as it applies to Dietetic/Food and Nutrition Services. (C1)

DI 4.3.1.2 Review policies and procedures for a Quality Improvement (QI) program. (C1)

DI 4.3.1.3 Participate in an institutional interdisciplinary or department team monitoring activity through collection, analysis, documentation, and presentation of data to preceptor for a component of an ongoing QI program. Write a summary of the process. **Form 37 Portfolio (C1)**

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 44 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 44 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Clinical Objectives Second Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. **Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.2.1)**

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio(C1,C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.4.1 Attend professional meetings, poster sessions, and exhibits and report on current findings and/or products to preceptors. Provide a copy of the agenda(s) or program(s). **(C1,C2, M1, M2, NRS)**

DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. **Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.2.1)**

DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. (See DI 3.1.1) **Forms 14, 15, 16 Portfolio (C1, C2, R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.3.1.1 Demonstrates active participation and teamwork with professionals & staff on an ongoing basis during clinical rotations.

DI 2.4.1.1 Attend and participate in interprofessional team or family meetings to facilitate individual client or organizational goals. **(NRS – C1,C2,FS)**

DI 2.4.1.2 Assist with the nutrition component of an interprofessional team or family meetings to facilitate individual client or organizational goals & document plan of action for working towards goal(s). **(NRS-C1,C2,FS)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. (See Activity Record) As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.3 Demonstrate ability to refer patients/clients to appropriate community services for general health and/or nutrition needs. **(NRS – C1, C2, FS)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring**

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. **(C1, C2, FS, R) Form 18 Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. **(C1, C2, FS, R) Form 18 Portfolio**

DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. **Form 2 and Form 3 Portfolio**

Clinical Objectives Second Rotation

Form 3 Portfolio (See DI 1.2.2 & DI 1.4.4)

DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. (NRS – C1, C2, M1, M2, P, D, R)

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities. (C1, C2, P, D, R) **Form 21, 22, 23. Portfolio**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.6.2 Provide counseling session on all concept maps that require mandatory education. (See DI 3.1.1) (C1, C2, D, P, R)

DI 3.6.3 Demonstrate use of effective education and counseling skills for each of the following:

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4 Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. (NRS -C1, C2, M1, M2, P, D, R)

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 44 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 44 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Floor Supervision

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.6.3 During clinical floor supervision demonstrate and document as an attachment to the clinical floor supervisors checklist how critical thinking skills were used in practice. (See DI 2.10.2) **Form 8 Portfolio (FS)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.3.1.2 During the two week clinical floor supervision demonstrates active participation, teamwork and contributions to the facility/healthcare teams.

DI 2.4.1.1 Attend and participate in interprofessional team or family meetings to facilitate individual client or organizational goals. (NRS – C1,C2,FS)

DI 2.4.1.2 Assist with the nutrition component of an interprofessional team or family meetings to facilitate individual client or organizational goals & document plan of action for working towards goal(s). (NRS-C1,C2,FS)

DI 2.5.4 Demonstrate ability to identify and assign patient care activities to NDTR's and/or to nutrition department support personnel as appropriate. **Form 8 Portfolio (FS)**

DI 2.6.3 Demonstrate ability to refer patients/clients to appropriate community services for general health and/or nutrition needs. (NRS – C1, C2, FS)

DI 2.6.4 Demonstrate ability to refer patients/clients to other primary care providers during clinical floor supervision. **Form 8 Portfolio (FS)**

DI 2.7.1 During clinical floor supervision demonstrates leadership to effectively achieve desired outcomes. **Form 8 Portfolio (FS)**

DI 2.8 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background for those clients provided MNT during two weeks of clinical floor supervision. **Form 8 Portfolio (FS)**

DI 2.10.2 During clinical floor supervision demonstrate and document as an attachment to the clinical floor supervisors checklist how various professional attributes were demonstrated: advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic. (At least 3 attributes must be included) **Form 8 Portfolio (FS)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. **(C1, C2, FS, R) Form 18 Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. **(C1, C2, FS, R) Form 18 Portfolio (MNT Concentration)**

Management Objectives First Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.1.2.2 Participate in a facility safety and sanitation health inspection using facility's forms. **(See DI 4.2.1.2) Portfolio (M1)**

DI 1.1.2.3 Follow facility procedures for documenting and taking action on area identified for correction from health inspection. **Portfolio (M1)**

DI 1.1.3 Identify facilities cleaning schedule, participate in use and enforcement. **Portfolio (M1)**

DI 1.1.4 Identify or develop facilities HACCP plan and measure achievement of plan's outcome. **Form 1 Portfolio (M1)**

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.4.1 Attend professional meetings, poster sessions, and exhibits and report on current findings and/or products to preceptors. Provide a copy of the agenda(s) or program(s). **(NRS: C1,C2, M1, M2)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.1 Review facility policies and procedures. Write an assigned policy & procedure using facility format for a clinical and management rotation. **Portfolio**

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.3.2.1 Demonstrates active participation and teamwork with professionals/staff on an ongoing basis during management rotations.

DI 2.5.1 Demonstrate understanding of facilities system for providing various diets: **(C1 or M1)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. **(NRS – C1, C2, M1, M2, P, D, R)**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities

considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio DI 3.7** Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.9.1 Complete management checklists for each of the following areas: **Portfolio M1, M2**

DI 3.10.1.1 Plan a patient cycle menu for an assigned season of the year or other preceptor assigned cycle menu for a **minimum of one week (7 days)** to include the regular diet and modified diets for: **Form 31 Portfolio M1**

DI 3.10.1.2 Plan holiday menu(s) for the regular diet assigned by facility. **Form 31 (M1) Portfolio**

DI 3.10.1.3 Evaluate the nutrient content of the planned cycle menus using a nutrient analysis program for 1 week (7 days). Compare to institution's standards. **Must include regular diet and at least one listed modified diet. Form 31 Portfolio (M1)**

DI 3.10.1.4 Evaluate the planned **regular diet cycle menu** for cost compared to budget/allowance for 1 week (7 days). **Form 31 Portfolio (M1)**

DI 3.10.2 Develop or modify a standardized recipe and participate in preparation, costing and evaluation of the following for a **modified diet: Portfolio (Can be done during Management Theme Day) (M2)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.1 Determine various methods used in an institution to recruit employees. **(M1)**

DI 4.1.2 Provide a brief description of the following laws and explain how they pertain to employees and/or employment at the institution: Social Security Act, Medicare Act, Unemployment Insurance, Workers Compensation, National Labor Relations Act, Fair Labor Standards Act, Equal Pay Amendment Act, Title VII of the Civil Rights Act, Occupational Safety and Health Act, Americans with Disabilities Act and Family Medicare Leave Act. **Portfolio (M1)**

DI 4.1.3.1 Review job descriptions and job specifications for various employee positions in an institution and analyze the differences between the different positions. **(M1)**

DI 4.1.3.2 Observe various employees conducting their jobs & compare performance/responsibilities to that of their job description. **(M1)**

DI 4.1.3.3 Write a job description and job specification or time and duty schedule for an assigned position. **Form 32 Portfolio (M1)**

DI 4.1.4.1 Analyze staffing and calculate FTE's of a facility and compare to industry standards. Calculate productive and non productive time. **Portfolio (M1)**

DI 4.1.4.2 Participate in shift scheduling a group of employees for one week /period. **Form 33 Portfolio (M1)**

DI 4.1.5.1 Review institutions' performance standards for various job requirements. **(M1)**

DI 4.1.5.2 For selected task compare performance standards to actual employee performance ex. Time taken to conduct tray line, time to deliver trays, etc. **Portfolio (M1)**

DI 4.1.6.1 Participate in an actual or simulated employee screening and selection process. **Form 34 Portfolio (M1)**

DI 4.1.6.2 Develop an interview checklist to include all components needed when interviewing and hiring a new employee. Include what is entailed in each step of the interview process, what questions can and cannot be legally asked and information needed prior to making a formal offer. **Portfolio (M1)**

DI 4.1.7 Review and discuss with preceptor content regarding diversity in the workplace. **(M1)**

DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. **(NRS -- C1, C2, M1, M2, P, D, R)**

DI 4.1.9.1 Review institutional orientation/training guidelines. **(M1)**

DI 4.1.9.2 Participate in an actual or simulated orientation training of a new employee. **Form 35 Portfolio (M1)**

DI 4.1.10.1 Discuss with preceptor standard information that is maintained in an employee's personnel file. **(M1)**

DI 4.1.10.2 Identify legal requirements and policies relevant to maintenance of personnel records. **(M1)**

DI 4.1.11.1 Observe an employee counseling session. **Form 36 Portfolio (M1)**

DI 4.1.11.2 Observe an employee performance appraisal/review. **(M1)**

DI 4.1.11.3 Observe procedure for documenting:

DI 4.2.1.2 Participate in a minimum of one safety and sanitation inspection. **(See DI 1.1.2.2) (M1)**

DI 4.2.2 Review institution's Safety Data Sheets (SDS) manual/hotline and discuss with preceptor(s) purpose and use in the foodservice institution. **(M1)**

DI 4.6.1.1 Conduct a plate waste study. Based on results of the plate waste study determine overall cost of products and cost of amount not consumed (wasted). **Form 42 Portfolio (M1) (See DI 1.3.1.3)**

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 44 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 44 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D,**

R)

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Management Objectives Second Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.4.1 Attend professional meetings, poster sessions, and exhibits and report on current findings and/or products to preceptors. Provide a copy of the agenda(s) or program(s). **(C1,C2, M1, M2, NRS)**

DI 1.6.2 During preparation for and execution of the Management Theme Day demonstrate/document critical thinking skills used. (See DI 2.3.2.2) **Form 7 Portfolio (M2)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.4 Using a facility's format for documenting employee or service related problems: identify a problem, document identified problem(s), provide recommendations for improvement and as appropriate document problem resolution(s). **Portfolio (M2)**

DI 2.2.6 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.3.2.1 Demonstrates active participation and teamwork with professionals/staff on an ongoing basis during management rotations.

DI 2.3.2.2 During preparation for and execution of the Management Theme Day demonstrate active participation, teamwork & contributions to the facility/foodservice department. **Form 7 Portfolio (M2)**

DI 2.4.2 For Management Theme Day develop evaluation form(s) to solicit feedback from participants/clients, compile results, and document plan of action for addressing problems, changes needed etc., and share with preceptor and support staff. **Form 7 Portfolio (M2)**

DI 2.7.2 During the preparation for and execution of the Management Theme Day identify and document situations where leadership principles were used to effectively achieve desired outcomes. **Form 7 Portfolio (M2)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.1 During Management Theme Day demonstrate and report how various professional attributes were demonstrated: advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic. (Include all) **Form 7 Portfolio (M2)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. **(NRS – C1, C2, M1, M2, P, D, R)**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities

considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio DI 3.7** Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.9.1 Complete management checklists for each of the following areas: **Portfolio M1, M2**

DI 3.9.2 Coordinate procurement, production, distribution and service of goods & services demonstrating and promoting responsible use of resources through execution of management theme day. **Form 7 Portfolio M2**

DI 3.10.2 Develop or modify a standardized recipe and participate in preparation, costing and evaluation of the following for a **modified diet: Portfolio (Can be done during Management Theme Day) (M2)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. (NRS -- C1, C2, M1, M2, P, D, R)

DI 4.2.1.3 Teach an in-service class for employees concerning safety or sanitation. **Form 19 and Form 20 Portfolio (See DI 3.4) (M2)**

DI 4.2.3.1.1 Plan, implement and evaluate Management Theme Day. **Form 7. Portfolio (M2)**

DI 4.2.3.1.2 During documentation of the Management Theme Day, indicate how and what goals were set, what decisions were made to achieve goals and outcomes of the established goals and decisions. **Form 7 Portfolio (M2)**

DI 4.2.3.1.3 Based on challenges/problems that occurred during the Management Theme Day, determine contributing factors, solutions that were discussed and implemented, communication that occurred during problem resolution, and what feedback was provided. **Form 7 Portfolio (M2)**

DI 4.3.2 Collect and evaluate feedback from clients concerning food service using facility's procedure. Based on acceptable standards, make recommendations for change to improve client acceptance. **Portfolio**

DI 4.4 Gain experience in the use of informatics technology to develop, store, retrieve and disseminate information and data through various internship required projects. **Forms 6, 22, 38 Portfolio (See DI 1.5.1.1, DI 3.4, DI 4.6.2) (Seminar, M2)**

DI 4.5.1 Use the institution's policies, procedures, and documentation forms for monitoring food quality and delivery. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. **Form 39 Portfolio (M2)**

DI 4.5.2 Use the institution's policies, procedures, and documentation forms for monitoring financial data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. **Form 40 Portfolio (M2)**

DI 4.5.3 Use the institution's policies, procedures, and documentation forms for monitoring productivity data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. **Form 41 Portfolio (M2)**

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Seminar/Class Objectives

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.1.2.1 Participate in lecture on State Health Codes and inspections. (See DI 4.2.1.1) (Seminar)

DI 1.2.1 Participate in the Academy's Evidence Analysis Library Tutorial during HEC 504. **Portfolio (Seminar)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. Care Provided **Form 4 Portfolio**

DI 1.4.3 Participate in and complete all course requirements for HEC 504 Research Methodology graduate course. (See DI 2.2.2) (Seminar)

DI 1.5.1.1 Participate in outcomes-based research project. Form 5 **Portfolio (See DI 2.2.5) (Seminar)**

DI 1.5.1.2 Develop a power-point (poster format) of research findings for a presentation to the FNU 592 seminar class. Poster must be approved for appropriateness to potentially be displayed at the ANS Research Day and/or LA FNCE meeting. (See DI 3.2.2) **Form 5 (Seminar)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

- DI 2.1.1** Participate in the lecture on the Code of Ethics and Scope of Dietetics Practice during seminar class. **(Seminar)**
- DI 2.1.2** Participate in lecture on confidentiality during seminar class. **(Seminar)**
- DI 2.2.2** Write a research proposal during HEC 504 Research Methodology class based on established class guidelines. **Portfolio (See DI 1.4.3) (Seminar)**
- DI 2.2.4** Outcomes Based Research Project **Form 5 Portfolio (See DI 1.5.1.1) (Seminar)**
- DI 2.8.2** During seminar class participate in class activities that demonstrate ability to use negotiation skills in clinical, community, and management scenarios. **(Seminar)**
- DI 2.9.2** Maintain affiliate membership in the Academy of Nutrition & Dietetics at the district, state, and national level. Provide documentation of Academy membership to Tech Faculty. **Portfolio (Seminar)**
- DI 2.9.3** Attend and participate in professional activities at district meetings. Provide a list of meetings attended, activities participated in, and number of hours attended. This must be provided to Dietetic Internship director at end of DI program. Mandatory attendance required at district meetings. **Form 9 Portfolio (Seminar)**
- DI 2.11.1** Participate in computer –based activity on cultural diversity. **Portfolio Seminar**
- DI 2.12** During seminar class perform self-assessment and develop goals and objectives to be completed during the Dietetic Internship **Form 10 Portfolio Seminar**
- DI 2.13.1.1** Participate in presentation on Professional Development Portfolio Guidelines during seminar class. **Seminar**
- DI 2.13.1.2** By the end of the Spring quarter, provide a self-copy of the Professional Development Portfolio. Forms will be provided in seminar class. **Form 11 Portfolio Seminar**
- DI 2.13.2** Prepare an electronic portfolio documenting internship competencies and professional development. **Seminar**
- DI 2.14.1.1** Participate in discussion/public policy activity regarding legislative and regulatory initiatives as part of seminar class. **(Seminar)**
- DI 2.14.1.2** Participate in legislative and public policy processes as they affect food, food security and nutrition by writing legislator regarding nutrition related legislation issues(s), talking to legislators at a legislative event, etc. Provide a copy of letter to legislator or written summary of discussion. **Form 12 Portfolio (Seminar)**
- DI 2.14.2** Participate in class activity regarding dietetic licensure. **(Seminar)**
- DI 2.15** Participate in role play mentoring and precepting activity during seminar class. **Form 13 Portfolio (Seminar)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

- DI 3.1.2** Perform & document the nutrition care process (A-D) for an adolescent group population. **Form 17 Portfolio (See DI 3.3.1) (Seminar)**
- DI 3.3.2** Present assigned/selected seminar topics to the seminar class. **Form 19 Portfolio (Seminar)**
- DI 3.8** Participate in writing an article for an assigned seminar activity in response to common consumer questions regarding emerging trends. **Form 26 Portfolio (Seminar)**
- DI 3.10.3.1** Participate in a sampling of various oral formulas in seminar class. **(Seminar)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

- DI 4.2.1.1** Participate in lecture on State Health Code Regulations. **(See DI 1.1.2.1) (Seminar)**
- DI 4.4** Gain experience in the use of informatics technology to develop, store, retrieve and disseminate information and data through various internship required projects. **Forms 6, 22, 38 Portfolio (See DI 1.5.1.1, DI 3.4, DI 4.6.2) (Seminar, M2)**
- DI 4.6.2** Develop a “Go Green” and recycling plan for reducing waste management as part of seminar assignment. Evaluate and include each of the following areas in the plan: employees, money, time, water, energy, food and disposable goods. **Form 43 Portfolio Seminar**
- DI 4.9** Participate in discussion/activity of Medical Nutrition Therapy reimbursement procedures in seminar class. Through participation in assigned activities be able to explain the process for coding and billing for nutrition and dietetic services to obtain reimburse from public or private payers, fee-for-service and value-based payment. **Form 45 Seminar**
- DI 4.10.1** During seminar class participate in case studies/scenarios where analysis of risk in nutrition and dietetics is used. **(Seminar)**

Objectives for Renal Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. **Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.2.1)**

DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. **Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.2.1)**

DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. (See DI 3.1.1) **Forms 14, 15, 16 Portfolio (C1, C2, R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.2 Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. **Portfolio**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.3 During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) **Portfolio (P,D,R)**

DI 2.11.2 During implementation of Renal concept map document how cultural competence/sensitivity was demonstrated. Attach comments to concept map. **Form 14 Portfolio (R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring- Renal**

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. **(C1, C2, FS, R) Form 18 Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. **(C1, C2, FS, R) Form 18 Portfolio**

DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. **Form 2 and Form 3 Portfolio**

DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. **(NRS – C1, C2, M1, M2, P, D, R)**

DI 3.3.4 Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. **Portfolio (P,D,R)**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities. **(R, C1, C2)**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.1 At clinical and community rotation observe a counseling session by the RD.

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.6.2 Provide counseling session on all concept maps that require mandatory education. (See DI 3.1.1) (C1, C2, D, P, R)

DI 3.6.3 Demonstrate use of effective education and counseling skills for each of the following:

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. (NRS -- C1, C2, M1, M2, P, D, R)

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Objectives for Diabetes/Wellness

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.2 Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. **Portfolio**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.3 During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) **Portfolio (P,D,R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring**

DI 3.3.3 Participate in career talk/recruitment activity for marketing the profession of dietetics. (NRS – C1, C2, M1, M2, P, D, R)

DI 3.3.4 Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. **Portfolio**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities.

- DI 3.4** Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**
- DI 3.5** Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**
- DI 3.6.1.1** At clinical and community rotation observe a counseling session by the RD.
- DI 3.6.1.2** Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**
- DI 3.6.2** Provide counseling session on all concept maps that require mandatory education. (See DI 3.1.1) (C1, C2, D, P, R)
- DI 3.6.3** Demonstrate use of effective education and counseling skills for each of the following:
- DI 3.7** Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

- DI 4.1.8** Participate in a mock interview process for the position of an entry level dietitian. (NRS -- C1, C2, M1, M2, P, D, R)
- DI 4.7** Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**
- DI 4.8** Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**
- DI 4.10.2** Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Objectives for Public Health/WIC Rotation and/or Pediatric

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

- DI 1.6.4** Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

- DI 2.2.5** Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**
- DI 2.6.1** Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**
- DI 2.6.2** Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. **Portfolio**
- DI 2.9.1** Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**
- DI 2.9.4** Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**
- DI 2.10.3** During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) **Portfolio (P,D,R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

- DI 3.1.1** Concept Maps **Form 14 and Form 15 and Form 16 Scoring**
- DI 3.3.3** Participate in career talk/recruitment activity for marketing the profession of dietetics. (NRS – C1, C2, M1, M2, P, D, R)
- DI 3.3.4** Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS**

– D,R,P)

DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. **Portfolio**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities.

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.1 At clinical and community rotation observe a counseling session by the RD.

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.6.2 Provide counseling session on all concept maps that require mandatory education. (See DI 3.1.1) (C1, C2, D, P, R)

DI 3.6.3 Demonstrate use of effective education and counseling skills for each of the following: Outpatient – New Education, Outpatient – Follow-ups

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site that promote consumer health, wellness and lifestyle management. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio**

(See DI 2.2.5 & DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.8 Participate in a mock interview process for the position of an entry level dietitian. (NRS -- C1, C2, M1, M2, P, D, R)

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6**

Portfolio (NRS – C1, C2, M1, M2, P, D, R)

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements

Portfolio Requirements - Clinical First Rotation

Competency 1: Scientific Evidence Base of Practice: Integration of scientific information and research into practice

DI 1.1.1.1 Participate in institution's clinical chart audit. Gather data, compile information, present data including a graph of results and make suggestions for corrective actions. (ex. peer review) **Form 1 Portfolio (C1)**

DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. **Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.3.1)**

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1, C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio (C1, C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. **Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.3.1)**

DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. (See DI 3.1.1) **Forms 14, 15, 16 Portfolio (C1, C2, R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian level of practice

DI 2.2.1 Review facility policies and procedures. Write an assigned policy & procedure using facility format for a clinical and management rotation. **Portfolio**

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel (see activity record). As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well-being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring**

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. (C1, C2, FS, R) **Form 18 Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. (C1, C2, FS, R) **Form 18 Portfolio**

DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. **Form 2 and Form 3 Portfolio**

DI 3.3.4 Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities. (C1, C2, P, D, R) Form 21, 22, 23. **Portfolio**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4 Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.3.1.3 Participate in an institutional interdisciplinary or department team monitoring activity through collection, analysis, documentation, and presentation of data to preceptor for a component of an ongoing QI program. Write a summary of the process. **Form 37 Portfolio (C1)**

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 44 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 44 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements - Clinical Second Rotation

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. **Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.2.1)**

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio(C1,C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. **Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.2.1)**

DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. (See DI 3.1.1) **Forms 14, 15, 16 Portfolio (C1, C2, R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. (See Activity Record) As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring**

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. (C1, C2, FS, R) **Form 18 Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. (C1, C2, FS, R) **Form 18 Portfolio**

DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. **Form 2 and Form 3 Portfolio**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities. (C1, C2, P, D, R) **Form 21, 22, 23. Portfolio**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. **Form 19 and 20. Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4 Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 44 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 44 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements - Floor Supervision

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.6.3 During clinical floor supervision demonstrate and document as an attachment to the clinical floor supervisors checklist how critical thinking skills were used in practice. (See DI 2.10.2) **Form 8 Portfolio (FS)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.5.4 Demonstrate ability to identify and assign patient care activities to NDTR's and/or to nutrition department support personnel as appropriate. **Form 8 Portfolio (FS)**

DI 2.6.4 Demonstrate ability to refer patients/clients to other primary care providers during clinical floor supervision. **Form 8 Portfolio (FS)**

DI 2.7.1 During clinical floor supervision demonstrates leadership to effectively achieve desired outcomes. **Form 8 Portfolio (FS)**

DI 2.8 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background for those clients provided MNT during two weeks of clinical floor supervision. **Form 8 Portfolio (FS)**

DI 2.10.2 During clinical floor supervision demonstrate and document as an attachment to the clinical floor supervisors checklist how various professional attributes were demonstrated: advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic. (At least 3 attributes must be included) **Form 8 Portfolio (FS)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. (C1, C2, FS, R) **Form 18 Portfolio**

DI 3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. (C1, C2, FS, R) **Form 18 Portfolio (MNT Concentration)**

Portfolio Requirements - Management First Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.1.2.2 Participate in a facility safety and sanitation health inspection using facility's forms. (See DI 4.2.1.2) **Portfolio (M1)**

DI 1.1.2.3 Follow facility procedures for documenting and taking action on area identified for correction from health inspection. **Portfolio (M1)**

DI 1.1.3 Identify facilities cleaning schedule, participate in use and enforcement. **Portfolio (M1)**

DI 1.1.4 Identify or develop facilities HACCP plan and measure achievement of plan's outcome. **Form 1 Portfolio (M1)**

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.1 Review facility policies and procedures. Write an assigned policy & procedure using facility format for a clinical and management rotation. **Portfolio**

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. **Form 19 and 20. Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.9.1 Complete management checklists for each of the following areas: **Portfolio M1, M2**

DI 3.10.1.1 Plan a patient cycle menu for an assigned season of the year or other preceptor assigned cycle menu for a **minimum of one week (7 days)** to include the regular diet and modified diets for: **Form 31 Portfolio M1**

DI 3.10.1.2 Plan holiday menu(s) for the regular diet assigned by facility. **Form 31 (M1) Portfolio**

DI 3.10.1.3 Evaluate the nutrient content of the planned cycle menus using a nutrient analysis program for 1 week (7 days).

Compare to institution's standards. **Must include regular diet and at least one listed modified diet. Form 31 Portfolio (M1)**

DI 3.10.1.4 Evaluate the planned **regular diet cycle menu** for cost compared to budget/allowance for 1 week (7 days). **Form 31 Portfolio (M1)**

DI 3.10.2 Develop or modify a standardized recipe and participate in preparation, costing and evaluation of the following for a **modified diet: Portfolio** (Can be done during Management Theme Day) **(M2)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4 Portfolio (NRS-C1, C2, M1, M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.1.2 Provide a brief description of the following laws and explain how they pertain to employees and/or employment at the institution: Social Security Act, Medicare Act, Unemployment Insurance, Workers Compensation, National Labor Relations Act, Fair Labor Standards Act, Equal Pay Amendment Act, Title VII of the Civil Rights Act, Occupational Safety and Health Act, Americans with Disabilities Act and Family Medicare Leave Act. **Portfolio (M1)**

DI 4.1.3.3 Write a job description and job specification or time and duty schedule for an assigned position. **Form 32 Portfolio (M1)**

DI 4.1.4.1 Analyze staffing and calculate FTE's of a facility and compare to industry standards. Calculate productive and non productive time. **Portfolio (M1)**

DI 4.1.4.2 Participate in shift scheduling a group of employees for one week /period. **Form 33 Portfolio (M1)**

DI 4.1.5.2 For selected task compare performance standards to actual employee performance ex. Time taken to conduct tray line, time to deliver trays, etc. **Portfolio (M1)**

DI 4.1.6.1 Participate in an actual or simulated employee screening and selection process. **Form 34 Portfolio (M1)**

DI 4.1.6.2 Develop an interview checklist to include all components needed when interviewing and hiring a new employee. Include what is entailed in each step of the interview process, what questions can and cannot be legally asked and information needed prior to making a formal offer. **Portfolio (M1)**

DI 4.1.9.2 Participate in an actual or simulated orientation training of a new employee. **Form 35 Portfolio (M1)**

DI 4.1.11.1 Observe an employee counseling session. **Form 36 Portfolio (M1)**

DI 4.6.1.1 Conduct a plate waste study. Based on results of the plate waste study determine overall cost of products and cost of amount not consumed (wasted). **Form 42 Portfolio (M1) (See DI 1.3.1.3)**

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 44 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 44 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements - Management Second Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.3.1.1 Identify areas to evaluate cost effectiveness for a program, product, service and care provided and develop a plan for collecting data needed to evaluate cost effectiveness for area identified. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.2 Implement a plan to evaluate cost effectiveness; collect and analyze data, report findings, make recommendations. **Form 4 Portfolio (C1,C2, M1, M2)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. **Form 4 Portfolio**

DI 1.6.2 During preparation for and execution of the Management Theme Day demonstrate/document critical thinking skills used. (See DI 2.3.2.2) **Form 7 Portfolio (M2)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills

were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**
Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.4 Using a facility's format for documenting employee or service related problems: identify a problem, document identified problem(s), provide recommendations for improvement and as appropriate document problem resolution(s). **Portfolio (M2)**

DI 2.2.6 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.3.2.2 During preparation for and execution of the Management Theme Day demonstrate active participation, teamwork & contributions to the facility/foodservice department. **Form 7 Portfolio (M2)**

DI 2.4.2 For Management Theme Day develop evaluation form(s) to solicit feedback from participants/clients, compile results, and document plan of action for addressing problems, changes needed etc., and share with preceptor and support staff. **Form 7 Portfolio (M2)**

DI 2.7.2 During the preparation for and execution of the Management Theme Day identify and document situations where leadership principles were used to effectively achieve desired outcomes. **Form 7 Portfolio (M2)**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.1 During Management Theme Day demonstrate and report how various professional attributes were demonstrated: advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic. (Include all) **Form 7 Portfolio (M2)**

DI 2.11.3 During Management Theme Day demonstrate and report how cultural competency/sensitivity in interactions with others was demonstrated. **Form 7 Portfolio (M2)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. **Form 19 and 20. Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 3.9.1 Complete management checklists for each of the following areas: **Portfolio M1, M2**

DI 3.9.2 Coordinate procurement, production, distribution and service of goods & services demonstrating and promoting responsible use of resources through execution of management theme day. **Form 7 Portfolio M2**

DI 3.10.2 Develop or modify a standardized recipe and participate in preparation, costing and evaluation of the following for a **modified diet: Portfolio (Can be done during Management Theme Day) (M2)**

DI 3.10.3.2 Conduct a cost analysis of oral formulas used in facilities. Compare price based on an established serving of all formula's used in the facilities formulary. **Form 4 Portfolio (NRS-C1,C2,M1,M2) (See DI 1.3.1.3)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.2.1.3 Teach an in-service class for employees concerning safety or sanitation. **Form 19 and Form 20 Portfolio (See DI 3.4) (M2)**

DI 4.2.3.1.1 Plan, implement and evaluate Management Theme Day. **Form 7. Portfolio (M2)**

DI 4.2.3.1.2 During documentation of the Management Theme Day, indicate how and what goals were set, what decisions were made to achieve goals and outcomes of the established goals and decisions. **Form 7 Portfolio (M2)**

DI 4.2.3.1.3 Based on challenges/problems that occurred during the Management Theme Day, determine contributing factors, solutions that were discussed and implemented, communication that occurred during problem resolution, and what feedback was provided. **Form 7 Portfolio (M2)**

DI 4.3.2 Collect and evaluate feedback from clients concerning food service using facility's procedure. Based on acceptable standards, make recommendations for change to improve client acceptance. **Portfolio**

DI 4.4 Gain experience in the use of informatics technology to develop, store, retrieve and disseminate information and data through various internship required projects. **Forms 6, 22, 38 Portfolio (See DI 1.5.1.1, DI 3.4, DI 4.6.2) (Seminar, M2)**

DI 4.5.1 Use the institution's policies, procedures, and documentation forms for monitoring food quality and delivery. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. **Form 39 Portfolio (M2)**

DI 4.5.2 Use the institution's policies, procedures, and documentation forms for monitoring financial data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. **Form 40 Portfolio (M2)**

DI 4.5.3 Use the institution's policies, procedures, and documentation forms for monitoring productivity data. Document outcomes, analyze data, and develop an action plan for improving identified areas that could be improved. **Form 41 Portfolio**

(M2)

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution.

Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements - Seminar/Class

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.2.1 Participate in the Academy's Evidence Analysis Library Tutorial during HEC 504. **Portfolio (Seminar)**

DI 1.3.1.3 Prepare a presentation related to cost control. Present at a meeting of appropriate person(s) to review data, consider need for possible changes in procedures. Care Provided **Form 4 Portfolio**

DI 1.5.1.1 Participate in outcomes-based research project. **Form 5 Portfolio (See DI 2.2.5) (Seminar)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.2 Write a research proposal during HEC 504 Research Methodology class based on established class guidelines. **Portfolio (See DI 1.4.3) (Seminar)**

DI 2.2.4 Outcomes Based Research Project **Form 5 Portfolio (See DI 1.5.1.1) (Seminar)**

DI 2.8.2 During seminar class participate in class activities that demonstrate ability to use negotiation skills in clinical, community, and management scenarios. (Seminar)

DI 2.9.2 Maintain affiliate membership in the Academy of Nutrition & Dietetics at the district, state, and national level. Provide documentation of Academy membership to Tech Faculty. **Portfolio (Seminar)**

DI 2.9.3 Attend and participate in professional activities at district meetings. Provide a list of meetings attended, activities participated in, and number of hours attended. This must be provided to Dietetic Internship director at end of DI program. Mandatory attendance required at district meetings. **Form 9 Portfolio (Seminar)**

DI 2.11.1 Participate in computer –based activity on cultural diversity. **Portfolio Seminar**

DI 2.12 During seminar class perform self-assessment and develop goals and objectives to be completed during the Dietetic Internship **Form 10 Portfolio Seminar**

DI 2.13.1.2 By the end of the Spring quarter, provide a self-copy of the Professional Development Portfolio. Forms will be provided in seminar class. **Form 11 Portfolio Seminar**

DI 2.14.1.2 Participate in legislative and public policy processes as they affect food, food security and nutrition by writing legislator regarding nutrition related legislation issues(s), talking to legislators at a legislative event, etc. Provide a copy of letter to legislator or written summary of discussion. **Form 12 Portfolio (Seminar)**

DI 2.15 Participate in role play mentoring and precepting activity during seminar class. **Form 13 Portfolio (Seminar)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.2 Perform & document the nutrition care process (A-D) for an adolescent group population. **Form 17 Portfolio (See DI 3.3.1) (Seminar)**

DI 3.3.2 Present assigned/selected seminar topics to the seminar class. **Form 19 Portfolio (Seminar)**

DI 3.8 Participate in writing an article for an assigned seminar activity in response to common consumer questions regarding emerging trends. **Form 26 Portfolio (Seminar)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.4 Gain experience in the use of informatics technology to develop, store, retrieve and disseminate information and data through various internship required projects. **Forms 6, 22, 38 Portfolio (See DI 1.5.1.1, DI 3.4, DI 4.6.2) (Seminar, M2)**

DI 4.6.2 Develop a "Go Green" and recycling plan for reducing waste management as part of seminar assignment. Evaluate and include each of the following areas in the plan: employees, money, time, water, energy, food and disposable goods. **Form 43 Portfolio Seminar**

Portfolio Requirements - Renal Rotation

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.2.2 Present a research article, as part of a clinical case study presentation, from the scientific literature. Research article

presentation will include in-depth discussion of article content, strengths and weaknesses of the article and how it pertains to the patient. **Form 2 and 3 Portfolio (See DI 1.4.4 & DI 3.2.1)**

DI 1.4.4 Evaluate and present information from emerging research during journal presentations in clinical case study presentations. **Form 2 and Form 3. Portfolio (See DI 1.2.2 & DI 3.2.1)**

DI 1.6.1 Demonstrate critical thinking skills through the development of the Renal and Multi Disease Concept Map. **(See DI 3.1.1) Forms 14, 15, 16 Portfolio (C1, C2, R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.2 Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. **Portfolio**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.3 During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) **Portfolio (P,D,R)**

DI 2.11.2 During implementation of Renal concept map document how cultural competence/sensitivity was demonstrated. Attach comments to concept map. **Form 14 Portfolio (R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring- Renal**

DI 3.2.1 Participate in nutrition focused physical exams during clinical or renal rotation. **(C1, C2, FS, R) Form 18 Portfolio**

3.2.2 Demonstrate ability to independently conduct a nutrition focused physical exam on a minimum of 5 patients. **(C1, C2, FS, R) Form 18**

DI 3.3.1 Prepare and present in-depth complex case studies and literature reviews in the area of clinical nutrition and dietetics practice to clinical preceptors at two clinical facilities and Renal rotation. **Form 2 and Form 3 Portfolio**

DI 3.3.4 Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. **Portfolio (P,D,R)**

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities. **(R, C1, C2)**

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements - Diabetes/Wellness

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.2 Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. **Portfolio**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.3 During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) **Portfolio (P,D,R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring**

DI 3.3.4 Provide presentations for at least **two** of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. **Portfolio**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities.

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 25 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

Competency 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.6) (NRS – C1, C2, M1, M2, P, D,**

R)

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Portfolio Requirements

Objectives for Public Health/WIC Rotation and/or Pediatric

Competency 1: Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

DI 1.6.4 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. Document how critical thinking skills were used in development of the plan. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

Competency 2: Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionists level of practice.

DI 2.2.5 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 2.6.1 Shadow, observe and document: the roles of, counseling techniques of and relationship with dietitian/nutrition services of the following personnel. As indicated determine when it is appropriate to make referrals to these personnel. **Portfolio (4 Required) (C1,C2,P,D,R)**

DI 2.6.2 Document community services available for general health and/or nutrition needs of the specific client population of the organization: include name of organization, contact information, services they provide & who is eligible for services. **Portfolio**

DI 2.9.1 Participate in an organized promotional activity such as: Health Fair, National Nutrition Month, Food Service Week, etc. Provide documentation of participation i.e. handouts, flyers, etc. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.9.4 Contact and volunteer to participate with a community organization(s) that provides services that benefit directly or indirectly the nutritional well being of the population. Write a brief summary of activities participated in. **Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 2.10.3 During community rotation demonstrate and document advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization & work ethic. (At least 2 attributes must be included for a community rotation) **Portfolio (P,D,R)**

Competency 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations

DI 3.1.1 Concept Maps **Form 14 and Form 15 and Form 16 Scoring**

DI 3.3.4 Provide presentations for at least two of the following groups. Form 19 and Form 20 Guidelines **Portfolio (C1, NRS – D,R,P)**

DI 3.3.5 In community/clinical rotations develop educational material(s) that can be used for educating individuals and/or groups of people that are reusable by the dietitian. **Portfolio**

DI 3.3.6 Participate in assessment, nutrition intervention and education of clients in clinical or community rotations through assigned activities.

DI 3.4 Design, implement and evaluate group in-service/education sessions for both inside and outside of practice facilities considering life experiences, cultural diversity and educational backgrounds of target populations. Form 19 and 20. **Portfolio**

DI 3.5 Develop a nutrition educational material for clinical and community rotations based on facility need and format that are culturally and age appropriate and designed for the literacy level of the population. **Portfolio (See DI 3.2.5)**

DI 3.6.1.1 At clinical and community rotation observe a counseling session by the RD.

DI 3.6.1.2 Provide a patient counseling session for evaluation by preceptor. **Form 24 Portfolio**

DI 3.7 Devise a plan to provide or develop a product, program or service in a practice site that promote consumer health, wellness and lifestyle management. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.5 & DI 4.8) (NRS- C1, C2, M1, M2, P, D, R)**

DI 4.7 Conduct a feasibility study for a product, program or service taking into consideration costs and benefits to the institution. **Form 6 Portfolio (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.8 Devise a plan to provide or develop a product, program or service in a practice site. Include development of a budget, staffing needs, facility requirements, equipment and supplies. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

DI 4.10.2 Devise a plan to provide or develop a product, program or service in a practice site. Include how analysis

of risk was determined, evaluated, and documented. **Form 6 Portfolio (See DI 2.2.5 & DI 3.7) (NRS – C1, C2, M1, M2, P, D, R)**

LOUISIANA TECH UNIVERSITY DIETETIC INTERNSHIP TIME SHEET GUIDELINES

Time sheets are provided for each individual intern for documenting practicum hours for: 7/10/17 - 5/16/18.

1. At the top of each month include your full name.
2. For **each day** you have fulfilled practicum hours for, fill in the times:
 - * **From** (time you started for the day)
 - * **To** (time you ended for the day)
 - * Document in 15 minute increments
 - * Lunch – the DI is required to provide a 30 minute lunch break. Even if you voluntarily work through lunch, we cannot count as practicum time. Examples for documenting potential lunch breaks:
 - 30 minute lunch break:** 8:00 a.m. to 4:30 p.m. (total 8 hours of practicum time)
 - 60 minute lunch break:** 8:00 a.m. to 5:00 p.m. (total 8 hours of practicum time)
3. At the end of **each week** have your preceptor validate your hours and sign that they are correct.
4. At the end of **each month**, total the hours and place in the line designated at the bottom of the form.
5. At the end of **each month**, sign and date to verify that the information is correct.
6. If you are attending a function that will have you out of the facility all day(s) i.e. FNCE, Wellness Fair, etc. the DI Director can initial for that day(s).
7. For July and August composite hours were provided as each intern's schedule was slightly different.
8. The DI Director will ask to see DI time sheets at the end of each quarter, but have them available for each site visit. If time allows they will be reviewed at that time.
9. For any days taken (i.e. sick days, doctor's appointments, extra vacation day, etc.) personal days must be used first. If all three personal days are used and additional days are needed, that time will need to be made up during approved DI time.
10. At the end of the internship each intern should have completed a minimum of 1204 hours (1228 with personal days counted in). Personal days cannot be saved up and taken the last week of the quarter unless approved by the DI Director prior to spring quarter schedules being planned.
11. If you have questions at any time regarding how to fill out, have the time verified, etc. please contact the DI Director for clarification.

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
July 2017
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
															1			0 hours	
3			4			5			6			7			8			0 hours	
10			11			12			13			14			15			12 hours	
17			18			19			20			21			22			40 hours	
24			25			26			27			28			29			16 hours	
31																		0 hours	
																		Total 68 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
August 2017
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
			1			2			3			4			5			16 hours	
7			8			9			10			11			12			8 hours	
14			15			16			17			18			19			0 hours	
21			22			23			24			25			26			0 hours	
28			29			30			31									0 hours	
																		Total 24 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
September 2017
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
												1			2				
4			5			6	FNU 592 Seminar		7			8			9			16 hours	
11			12			13			14			15			16			40 hours	
18			19			20			21			22			23			40 hours	
25			26			27			28			29	FNU 592 Seminar		30			32 hours Total 128 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
October 2017
Timesheets Due: End of Each Quarter**

Intern

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Weeks Total	Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total		
2			3			4			5			6			7			40 hours	
9			10			11			12			13	FNU 592 Seminar		14			32 hours	
16			17			18			19			20			21			40 hours	
23			24			25			26			27			28			40 hours	
30			31															16 hours Total 168 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
November 2017
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
						1			2			3			4			24 hours	
6			7			8			9			10	FNU 592 Seminar		11			24 hours	
13			14			15			16			17			18			32 hours	
20			21			22			23			24			25			0 hours	
27			28	FNU 592 Seminar		29			30									16 hours Total 96 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
December 2017
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Weeks Total	Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total		
												1			2			8 hours	
4			5			6			7			8			9			40 hours	
11			12			13			14			15			16			40 hours	
18			19			20			21			22			23			16 hours	
25			26			27			28			29			30			0 hours	
																		Total 104 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
January 2018
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Weeks Total	Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total		
1			2			3			4			5			6			24 hours	
8			9			10			11			12	FNU 592 Seminar		13			32 hours	
15			16			17			18			19			20			32 hours	
22			23			24			25			26			27			40 hours	
29			30			31												24 hours	
																		Total 152 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
February 2018
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Weeks Total	Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total		
									1			2			3			16 hours	
5			6			7			8			9	FNU 592 Seminar		10			32 hours	
12			13			14			15			16			17			16 hours	
19			20			21			22			23			24			40 hours	
26			27			28												16 hours	
																		Total 120 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
March 2018
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
									1			2			3			0 hours	
5			6	FNU 592 Seminar		7			8			9			10			24 hours	
12			13			14			15			16			17			40 hours	
19			20			21			22			23	FNU 592 Seminar		24			32 hours	
26			27			28			29			30			31			32 hours	
																		Total 128 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
April 2018
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
2			3			4			5			6			7			32 hours	
9			10			11			12			13	FNU 592 Seminar		14			32 hours	
16			17			18			19			20			21			40 hours	
23			24			25			26			27			28			40 hours	
30																		8 hours	
																		Total 152 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date

Form 47

**Louisiana Tech University
Dietetic Internship
Supervised Practice Hours Form
May 2018
Timesheets Due: End of Each Quarter**

Intern _____

Monday			Tuesday			Wednesday			Thursday			Friday			Saturday				Preceptors Sign.
From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	From	To	Total	Weeks Total	
			1			2			3			4			5			32 hours	
7			8			9			10			11	FNU 592 Seminar		12			32 hours	
14			15			16			17			18	DI Grad- uation		19			24 hours	
21			22			23			24			25			26				
28			29			30			31									Total 88 hours	

I certify that I personally listed the hours that I have worked during this time period; that the hours shown are an accurate accounting of the hours worked and that the total of such hours worked is: _____

Student's Signature

Date