



Georgia Department of Public Health  
Dietetic Internship Handbook  
2014-2015#

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## **I. PROGRAM ACCREDITATION**

The GDPH Dietetic Internship Program is accredited by the Accreditation Council on Education for Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (AND). The GDPH DI is approved for 16 interns to participate each year.

Contact information:

Accreditation Council on Education for Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
1-800-877-1600 Ext. 5400  
Fax: 312/899-4817  
E-mail: [education@eatright.org](mailto:education@eatright.org)

Effective March 2012, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) has placed the Georgia Department of Public Health Dietetic Internship Program on Probationary Accreditation because of noncompliance with the Accreditation Standards.

Based on a focused site review and corrective actions on the part of the internship, in May 2013, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) reinstated the accreditation to the GDPH DI with interim reporting due August 2013 and another review to be scheduled at the end of 18 months.

## **II. PHILOSOPHY**

### **Philosophy of the Georgia Department of Public Health Dietetic Internship Program**

The Dietetic Internship Program provides an opportunity for employees of the Georgia Department of Public Health WIC Program and our contracted WIC agency at Grady Hospital who have met the admission requirements for Registered Dietitian (RD) eligibility, to complete the Core Competencies for Dietitians (CRD) through supervised practices. A minimum of twenty-four (24) hours per week should be released from employment responsibilities to allow interns to participate in planned program experiences to achieve basic competencies.

Emphasis is placed on the development of competence in providing nutrition services as integral parts of health programs, especially public health programs.

Individualized study permits interns to achieve professional development goals. Program flexibility provides opportunity for meeting individual needs and interests.

Self-Assessment and faculty evaluation assist in improving practice and professional development. A base is provided for lifelong self-development to improve knowledge and skills.

The staffs of the Georgia Department of Public Health WIC Program, , Nutrition and WIC Section and participating Health Districts are committed to assisting those interns/employees who wish to overcome financial, geographical, or personal barriers to verify their professional competence through the Academy of Nutrition and Dietetics (AND) credentialing process.

Interns who successfully complete the GDPH Dietetic Internship and obtain registration are encouraged to serve as mentors and preceptors for future GDPH Dietetic Interns

The Dietetic Internship Program's primary goal is to achieve improved health outcomes of Georgians through the promotion of quality nutrition care practice. This will be accomplished by workforce development aimed at increasing the number of Registered and Licensed Dietitians of currently employed nutritionists.

### **III. MISSION AND GOALS**

#### **The GDPH Dietetic Internship Mission**

To improve the health outcomes of Georgians through promotion of quality nutrition care practice by assisting qualified employees of the Georgia Department of Public Health to become Registered Dietitians.

#### **Program Goals and Outcome Measures**

**GA DPH DI Goal 1:** The GA DPH DI will prepare graduates to be competent at an entry level through high quality educational offerings.

##### Outcome Measures – Goal 1:

- Over a five-year period, 80% of the dietetic intern graduates will pass the CDR Registration Examination on the first attempt.
- 50% of Interns achieve an average ranking of 3.5 or above (scale of 1-4) on core and community nutrition emphasis competencies.
- 90% of employers will rate program graduates as competent at entry level.

**GA DPH DI Goal 2:** The GA DPH DI will attract and retain well qualified candidates.

Outcome Measures – Goal 2:

- 90% of the interns will complete the program in 18 months or 150% time planned for completion.
- 90% of graduates seeking employment will be employed within 90 days of graduation.

**GA DPH DI Goal 3:** The GA DPH DI will prepare graduates who will continue to practice in community nutrition care services in Georgia after program completion.

Outcome Measures - Goal 3:

- 80% of program graduates will indicate working/volunteering in nutrition within Georgia Department of Public Health 2 years after program completion.

**IV. PROGRAM CONCENTRATION**

The program concentration for the GDPH Dietetic Internship is **Community Nutrition/Public Health**, which includes 1200 hours of supervised practice: 504 hours in community nutrition, public health research, life-cycle and health promotion; 504 hours in medical nutrition therapy; and 192 hours in food service.

**V. ACADEMY OF NUTRITION AND DIETETICS REGISTRATION REQUIREMENTS**

Requirements for Registration are established by the Commission on Dietetic Registration (CDR). The present eligibility requirements include:

**A. Academic Preparation**

1. Completion of the ACEND didactic program in dietetics and a minimum of a Baccalaureate degree from a United States Regionally accredited college or university.
2. A completed Verification Statement
3. Supervised practice requirement obtained through one of the ACEND accredited or approved experience pathways.
  - a. Accredited Dietetic Internship
  - b. Accredited Coordinated Program
  - c. ISSP pathway
4. Successful completion of the Registration Examination for Dietitians. Site locations can be obtained at [http://www.cdrnet.org/programdirector/act\\_centers.cfm](http://www.cdrnet.org/programdirector/act_centers.cfm).

5. Continuing education participation is mandatory for maintenance of registration. Dietitians must accumulate 75 hours of approved continuing education every 5 years.

#### B. Verification of Educational Program

Upon completion of the Dietetic Internship, the Dietetic Internship Director will issue to the graduate a Verification Statement that will be needed to apply for the national registration examination. Interns desiring to apply for the registration examination should contact the Internship Director for information about the procedures required.

#### C. Academy of Nutrition and Dietetics Membership Information:

As an intern enrolled in an accredited Dietetic Internship, you are eligible for STUDENT MEMBERSHIP in the Academy of Nutrition and Dietetics. Membership is required for the Georgia Department of Public Health Dietetic Internship.

Membership benefits include:

- \*Monthly issues of the Journal of the Academy of Nutrition and Dietetics
- \*Access to the AND Evidence Analysis Library
- \*Reduced fees for AND's Annual Meeting and other educational programs
- \*Automatic membership in the state dietetic association
- \*Discounts on professional publications and merchandise
- \*Toll-free number to call AND for assistance (Center for Nutrition and Dietetics can provide you with research information.)
- \*Applications are available from the GDPH Dietetic Internship program or at [www.eatright.org](http://www.eatright.org).

## VI. ADMISSION REQUIREMENTS OF THE GDPH DIETETIC INTERNSHIP

### **Prospective Interns**

The following information about the GDPH DI is available to prospective students on the GDPH DI website located at <http://dph.georgia.gov/dietetic-internship>

- a. Description of the program, including mission, goals and objectives that will be monitored for program effectiveness
- b. A statement that program outcomes data are available on request.
- c. Description of how the program fits into the credentialing process to be a registered dietitian and state certification/licensure for dietitians, if applicable
- d. Cost to student, such as estimated expenses for travel, housing, books, liability insurance, medical exams, uniforms and other program-specific costs, in addition to application fees and tuition
- e. Accreditation status, including the full name, address, and phone number of ACEND

- f. Admission requirements for all pathways and options for which the program is accredited
- g. Academic and program calendar or schedule
- h. Graduation and program completion requirements for all pathways and options for which the program is accredited

### **Criteria for Application to the program**

The Dietetic Internship program has established eligibility criteria for admission to the program.

An intern must have:

- Current full-time status as a GDPH employee in the WIC Program with at least one FTE year of working experience in the WIC Program. (The one year period is from hire date to internship application date).
- Letter of support from the Health Director in the public health district in which the applicant is employed
- Letter of support from the Nutrition Services Director in the public health district in which the applicant is employed.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. (Submit a copy of the most recent PMF)
- Signed community preceptor agreement. (*See in appendices page 45-46*)
- Complete academic requirements as defined by ACEND for an undergraduate didactic program verification statement.
- A Baccalaureate Degree from an AND accredited didactic program
- A reliable laptop computer, e-mail address and internet service
- A Overall GPA of 2.80 or above\*
- Completion of recency of education requirement if applicant has been out of college more than five years\*\*

An applicant who meets the following criteria may still be considered:

*\*Guideline for low grade point average-*

- Earn a GPA of 3.0 or higher in each course; complete a minimum of 9 semester hours in upper level dietetics courses from an accredited college or university after graduation and prior to application to the Dietetic Internship Program. Transcripts must include evidence of this course work. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

*\*\*Recency of Education requirements*

- If an applicant has graduated from college more than five years prior to the time of submission of application, the applicant is required to



take one college-level course (a minimum of 3 semester hours) from an accredited college or university in the area of dietetics and to earn an A or B in that course prior to applying to the internship program. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

- If an applicant has graduated from a graduate program in nutrition and/or dietetics more than five years prior to the time of submission of application, the applicant is required to take one college-level course (a minimum of 3 semester hours) from an accredited college or university in the area of dietetics and to earn an A or B in that course prior to applying to the internship program. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.
- If an applicant has been out of school for ten years or more at the time of submission of application, two college-level courses (a minimum of 6 semester hours) from an accredited college or university are required. Course work must be in the area of dietetics and must be completed by the application deadline with proof of coursework in the transcripts. Classes must have been completed no more than 4 years prior to application deadline. Prospective interns will need to obtain prior approval from GDPH Dietetic Internship Director on acceptable coursework to meet this requirement.

### **Application Procedures**

The Application packet may be requested from:

GDPH Dietetic Internship  
Nutrition Unit  
2 Peachtree Street NW, Suite 10-283  
Atlanta, GA 30303-3142  
404-657-2884

**The following items must be submitted** (One original for each of the following):

- Official verification of completion of ACEND approved academic requirements from an accredited college or university.
- Official transcripts from all universities attended for undergraduate and graduate coursework. Transcripts must show the date of graduation and major. Interns should order official transcripts in a sealed envelope from the universities and include the unopened transcripts in the application packet.
- Recommendations from one academic professor and two recommendations from employers with one of them from the current supervisor. If the applicant agrees for the recommendation to remain confidential as indicated on the recommendation request form, the unopened, sealed letters should be included in the application packet.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. (Submit a copy of the most recent PMF)

- Public Health Dietetic Internship Contract signed by District Health Director.
- Community Rotation Preceptor Agreement signed by applicant, community preceptor and District Nutrition Services Director.
- A folder containing copies of each of the following documents
  1. Completed GDPH Application for Dietetic Internship, Supervised Practice Program
  2. Personal statement (following GDPH Personal Statement guidelines)
  3. Letters of support from District Health Director and District Nutrition Services Director
  4. One page resume

Applications must be postmarked no later than March 31st to be considered. Incomplete application packets will not be considered. All materials submitted for application to the GDPH Dietetic Internship Program become the property of the Georgia Department of Public Health and will not be returned to the applicant.

<b>Date</b>	<b>Action</b>
January	Intern Open House
March – end of month	Applications due
April - middle of month	Applicants notified of applicant status <sup>1</sup>
May - early to mid-month	Conduct interviews <sup>2</sup>
May - end of month	Notification of acceptance or rejection sent to all eligible candidates
June – middle of month	Accepted applicants notify internship management of their intent to enter and complete the internship and submits additional documents
August – first week	Internship Orientation
August – second week	Internship Orientation
August – third week	/Community Rotation Orientation
August – fourth week	Internship begins

<sup>1</sup>Applicants who will be considered for the internship will receive a letter verifying receipt of their application packet and instructions on scheduling a date and time for an interview with the selection panel. Applicants who will not be considered will receive a letter stating the reason(s) they are not eligible for consideration.

<sup>2</sup>Applicants will be interviewed by a panel comprised of the Dietetic Internship Director, Dietetic Internship Management Team, and former graduate of the program. Each interviewer will rate the applicants using a standardized scoring sheet. Applicants will be ranked based on their performance in the interview, grade point average (overall and

didactic), letters of recommendation and references, length of service in public health, work experience, extracurricular involvement, professional membership and service, personal statement, and overall quality (neatness and completeness) of application

### **Selection of Interns**

A coordinating committee comprised of the DI Director and the DI management team, and a former graduate of the program will select interns. At the conclusion of the review process, the coordinating committee will rate the applicant pool and make decisions regarding each intern's acceptance/rejection. Ratings will be based on the following factors:

- GPA cumulative undergraduate, and food/nutrition/dietetics coursework
- GPA science and graduate degree – bonus points may be awarded for GPA of 3.0 or better in science courses and for a completed graduate degree
- Extracurricular activities
- Work Experience in dietetics/nutrition
- Personal statement
- Recommendation rating scores from college professor and supervisor(s)
- Interview

### **Acceptance/rejection letters**

Internship applicants are informed by letter of their acceptance/rejection by mail. This letter is sent to the address noted on the application form. Applicants accepted as interns are required to inform the DI Director in writing of their acceptance/rejection of the appointment and to provide any other requested documentation. The intern will be required to sign and date a commitment agreement (see Intern Commitment Agreement in appendices page 47). If the DI Director has not heard from each intern within the specified time frame, the intern will lose placement in the program.

### **Pre-Entrance Requirements**

Once the intern accepts placement into the GDPH dietetic internship, the intern will be required to send a photo proof of AND student membership, driver's license, health insurance, automobile insurance, medical clearance, proof of immunization to MMR, tetanus, Hep B, and varicella as well as PPD results and current CPR card.

Interns will be sent an orientation module (see in appendices page 48-53) which must be completed prior to attending general orientation. The homework is assigned to provide an opportunity for, self- assessment, code of ethics and standards of practice.

## **VII. FINANCIAL AID AND COST TO INTERNS**

There is no tuition fee at this time to participate in the GDPH Dietetic Internship. Participation in the Dietetic Internship Program may allow college loans to be deferred. Also, because of the internship status, educational loans may be

requested through the Academy of Nutrition and Dietetics (AND) or a lending institution. Seeking financial aid is the responsibility of the dietetic intern.

GDPH interns continue to receive their full-time salary and fringe benefits from their District Public Health employer during the internship. Dietetic interns do not receive stipends in addition to their salaries provided by their employer. Interns must provide their own transportation, lap top, and internet service. When WIC funds are available, the intern’s District Public Health office can assist the intern with WIC-allowable expenses such as lodging, travel, conference fees, books, etc., but this is not an expectation. The following costs to the intern are estimates and subject to change:

<b>Estimated Internship Cost</b>	
Books (provided by employer or provided by intern)	\$ 0 - 500
Medical Insurance (provided by employer or provided by intern)	\$900 - 1,500
Liability Insurance (provided if a GDPH employee)	\$ 0
Automobile Insurance	\$ 500 - 1,000
AND Student Membership (required) and student membership to a local Georgia academy of Nutrition and Dietetic Association and student membership to Georgia Public Health Association (recommended)	\$ 50 - 100
Laboratory Coats or Uniforms (if required by site)	\$ 150
Medical Exam and vaccinations	\$ 200
Criminal background check (if required by site)	\$ 50-100
Drug testing (if required by site)	\$ 50-100
Laptop computer and internet access	\$ 1,500
Printing or copying cost	\$ 100
Transportation/Mileage to orientation sessions, training sessions and rotation sites (provided by employer or provided by intern)	\$ 0 - 1,000
Lodging/Meals to orientation sessions, training sessions and rotation sites (provided by employer or provided by intern)	\$ 0 - 1,000
Conference/Training Registration Fees (provided by employer or provided by intern)	\$ 0 - 1,000
Meals and Parking at rotation facilities (if required by site)	\$ 0 – 100
<b>Registration Examination</b>	<b>\$ 200</b>
<b>TOTAL COST</b>	<b>\$ 3,700 – 9,350</b>

**VIII. INTERNSHIP CONTRACT**

Prior to beginning the internship, the intern/employee must sign a legal binding contractual agreement with his/her employer, e.g., District Public Health office. This affirms his/her understanding that, upon successfully completing the internship, he/she will continue to work with his/her respective Georgia Public Health District. The contract maintains that the intern remain employed by their respective agency for a minimum of twenty-four (24) full months after passing the dietetic registration examination. If the intern/employee terminates his/her employment with his/her agency prior to completing the obligated time, or fails to meet the terms of the contract, it is expected that the intern will reimburse their employer/agency at the rate of \$25 per hour of completed supervised practice experiences (maximum of 1200 hours/\$30,000). All payments are expected in full.

Interns who choose to leave the internship within the initial probation period (the first 96 hours of supervised experience) will not be required to make monetary restitution to their employer/agency. Interns who choose to leave the internship after the initial probation period (the first 96 hours of supervised practice) have lapsed will be required to make monetary restitution to their employer/agency. Interns who are dismissed from the internship at any time during the program will be required to make monetary restitution to their employer/WIC local agency.

The reimbursement rate is \$25 for each hour of supervised experience completed. No expenses involved with the internship will be returned to an intern who leaves the internship. All payments are expected in full.

**IX. INTERNSHIP SCHEDULE**

- The 2014 Internship Rotation Schedule is 54 weeks total. Interns will participate in supervised practice hours of the internship for up to 24 hours per week and work in their respective jobs for 16 hours per week.
- Didactic hours and internship documentation (logs, reports, evaluations, etc.) will require additional hours beyond the 40 hour internship/work week.
- Interns are expected to be present for each scheduled rotation, orientation and training. If circumstances beyond an intern's control (i.e., illness, car trouble, illness or death of an immediate family member) occur, the preceptor will assist the intern to reschedule these experiences. There is no guarantee that these experiences can be made up without repeating the rotation, but every reasonable effort will be made.

Rotation	Didactic Hours	Practice Hours	Dates
RD Review	16	0	August 5 – 6, 2014
General Orientation	24	0	August 11 – 13, 2014
Community Rotation Orientation	24	0	August 18 – 20, 2014
Community Rotation	100+	504	August 25, 2014 – January 16, 2015
Food Service Rotation	50	192	January 19 – March 20, 2015
Clinical Orientation	24	0	March 25-27, 2014
Clinical Rotation(s)	50	432	March 30 – July 31, 2015
Renal Rotation	30	72	August 3 – 21, 2015
<b>Total</b>	<b>302</b>	<b>1200</b>	
Graduation	0	0	August 27, 2015

**Note: Rotation schedules may be subject to change**

**X. TIME COMMITMENT**

The designated practice hours in each facility do not include travel time, outside preparation, **didactic lessons** or the orientation training. The intern will work the schedule which best facilitates learning which could include weekends and early or late hours.

**Practice hours may be required beyond this minimum depending on the demands of the rotation and assignments.**

**Interns are expected to complete all didactic assignments. The didactic hours above are only estimates and the didactic assignments may require hours beyond this estimate. In addition to practice hours and didactic hours, interns should expect to expend “other” (typing reports, typing activity logs, etc.) hours on a regular basis and should plan their schedules accordingly.**

**XI. ORIENTATION**

A. Preceptors are provided with information on the purpose of the ACEND accreditation process and the intent of accreditation standards as well as the preceptor handbook, appropriate curriculums and evaluation tools ahead of intern site rotations. All preceptors are provided with a handbook, curriculum(s), and curriculum instructions. All preceptors are encouraged to complete the 8 hour training provided online by the Academy of Nutrition and

- Dietetics. All preceptors may schedule as needed a phone conference with the Dietetic Internship Director
- B. Internship orientation will take place at the beginning of the internship program. Orientation will be held for three (3) days. The GDPH DI notebook, including internship policy and procedures will be reviewed during the orientation. During orientation the intern will also begin exploring various learning styles and personality types and theories that they will be observing and applying throughout the internship.
  - C. A three (3) day rotation-specific orientation will take place the week before each rotation begins (community and clinical/food service)
  - D. The GDPH rotation curriculum and evaluation process will be reviewed during orientation and the intern will be provided with an overview and introduction to specific clinical, community, and food service skills which will be required of the student in rotation site supervised practice.

## XII. **COMPETENCIES/INTERN LEARNING OUTCOMES**

There are four broad Intern Learning Outcomes (ILOs) and one Community/Public Health Concentration Learning Outcome that are tied directly to the curriculum. This allows for assessment of intern learning and provides a measure for assessing program goal effectiveness. The ILOs illustrate how outcome measures are used to assess the interns' progress and achievement of the 38 Core Competencies for Dietitians and 5 Community/Public Health Emphasis Competencies.

### **Intern Learning Outcome 1: Scientific and Evidence Base of Practice:**

- Integration of scientific information and research into practice.

### **Intern Learning Outcome 2: Professional Practice Expectations:**

- Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

### **Intern Learning Outcome 3: Clinical and Customer Service:**

- Development and delivery of information, products and services to individuals, groups and populations.

### **Intern Learning Outcome 4: Practice Management and Use of Resources:**

- Strategic application of principles of management and systems in the provision of services to individuals and organizations.

### **Intern Learning Outcome 5: Community/Public Health Emphasis:**

- Development and delivery of nutrition intervention programs to culturally and ethnically diverse communities.

*See the 2012 Core Knowledge and Competencies for the RD in the appendices page 48-50.*

**XIII. SUPERVISED PRACTICE HOURS/ CURRICULUM**

The GDPH DI is comprised of 1200 hours of supervised practice hours through two internship areas:

- Community/Public Health (504 hours)
- Clinical/Food Service (696 hours)

Interns may be divided into Group A and Group B depending on available rotation site schedules and may complete rotations on opposite schedules (group A completes community while Group B completes food service and clinical). Individual and group work will be conducted by each intern during the internship. Interns complete 24 practice hours per week participating in the GDPH dietetic internship.

Interns will complete the Community/Public Health rotation supervised practice hours within the public health district where they are employed and throughout the communities they serve. The intern will also work in groups for some community projects.

Interns will complete the Clinical/Food Service rotation supervised practice hours in hospitals, school systems, medical clinics, renal dialysis clinics and diabetes centers through-out the state of Georgia. Interns assist the GDPH DI Director in locating rotation facilities in close proximity to the intern's location.

The GDPH DI will also offer supervised practical training sessions for each intern. Examples of practical training include:

- Community Needs Assessment with hands-on practice with the Rollins Emory Public Health Center Training Experts
- A 3-day Pediatric Nutrition Practicum at Children's Health Care of Atlanta
- Nutrition Care Process
- Monitoring and quality improvement
- Grant Writing

*See the DI Training Schedule in the appendices page 51.*

**Four curriculums have been developed for the GDPH DI:**

- **Community/Public Health**
  - 21 weeks of supervised practice
  - Can be completed in the public health district and in local community agencies
  - Includes grant writing, community needs assessment and interdisciplinary focused activities
- **Clinical**
  - 18 weeks of supervised practice



- Can be completed in a hospital and in other clinical settings like a, Diabetes Clinic, Bariatric Clinic, Oncology Outpatient Clinic, etc.
- **Renal**
  - 3 Weeks of supervised practice
  - Can be completed in a hospital and/or dialysis facility
- **Hospital Food Service or School Food Service**
  - 8 weeks of supervised practice
  - Can be completed in a hospital setting or in a school system

#### **XIV. DIDACTIC HOURS**

The GDPH DI will provide didactic hours throughout the internship. Examples include:

- 3-day Dietetic Internship Orientation (includes some practice hours)
- 3-day Rotation Specific Orientations (includes some practice hours)
- CourseSites.com – an on-line course for didactic assignments
  - Nutrition Modules
  - Journal Articles
  - Reading Assignments
  - Internship Resource Links
  - RD Practice Exams

User training for CourseSites.com will be provided at the internship orientation. Each intern will be provided the URL and log in information for CourseSites.com. The intern is expected to check the CourseSites.com website daily for assignments and announcements. *See the DI Training Schedule in the appendices page 51.*

#### **XV. REQUIRED TEXTBOOKS**

Book expenses are the responsibility of the intern. Internship-related books are WIC allowable expenses, if funds are available, the District Public Health office may choose to pay for them, but this is not an expectation. Books must be purchased prior to the internship orientation.

- Nutrition Therapy and Pathophysiology, 2<sup>nd</sup> edition (by Nelms)
- Nutrition and Diagnosis Related Care, 7th edition (by Escott-Stump)
- Food Medication Interaction, 16th edition (by Pronsky)
- ADA Pocket Guide to Nutrition Assessment/ 2nd Edition (By Charney)
- International Dietetics & Nutrition Terminology (IDNT) Reference Manual, 4<sup>th</sup> edition
- Foodservice Organizations: A Managerial and Systems Approach, 8<sup>th</sup> edition (Gregoire)

**XVI. EVALUATION PROCEDURES**

Evaluation procedures are a very important part of a dietetic internship. The evaluation process aids in the assessment of the interns abilities to be successful in the program as well as in the profession of dietetics. The evaluation process additionally provides for early detection of academic difficulty and improvement. It allows important feedback to the intern to allow them to build dietetic practice skills. Communication and feedback through-out the internship is considered best practice.

**Evaluation opportunities include both formative and summative:**

- Activity Logs
- 
- Peer Evaluation
- Self -Evaluation
- Intern Midpoint Evaluation
- Preceptor Evaluation
- Rotation Evaluation
- Intern Final Evaluation
- Orientation, Training, and Didactic Assignment Evaluation
- Dietetic Internship Program Evaluation

**Evaluations completed by the intern:****A. Internship Time Logs**

- Supervised Practice and Didactic Hours must be logged by the intern and verified by the preceptor
- Completed time logs which have been verified by the preceptor are to be turned in weekly and with the final evaluation and rotation paperwork at the completion of the rotation. *See the Time Log Form in the appendices page 52.*

**B. Orientation, Training, and Didactic Assignment Evaluation –**

*See the evaluation form for Orientation, Training and Didactic Assignments in the appendices page 53*

**C. Intern Self-Assessment Evaluation**

- The GA DPH DI will utilize the University of Minnesota Self-Assessment Tool for Public Health/Community Nutritionist Modules.  
<http://www.epi.umn.edu/let/assessment/index.html>
- The intern self-assessment evaluation will be conducted **prior to and** during the internship orientation at the beginning of the internship.
- The self-evaluation is an on-line tool and requires the intern to bring a lap top to the orientation meeting
- The modules will provide the GA DPH dietetic intern with an opportunity to systematically identify strengths and weaknesses in specific areas of

public health and community nutrition practice. It will also provide guidance and resources to assist individuals in career development planning.

- **Module 1** guides individuals through a self-reflection exercise to assist in articulating personal and professional goals that may impact career development.
  - **Module 2** contains an interactive self-assessment that allows individuals to determine specific areas of strength and weakness in public health and community nutrition practice.
  - **Module 3** provides guidance in analyzing and interpreting the results of Module 2.
  - **Module 4** consists of resources that can be used by students and practitioners to identify agencies and resources that can assist them with career development.
- Once completed, the intern would need to print the self-assessment and action plans for the Internship file.

#### A. Rotation Goals and Reflections

This form is completed and reviewed by the intern and preceptor at the beginning of each rotation. The completed and signed Rotation Goals and Reflection form should be turned in to the internship director at the end of every rotation with rotation paperwork for each intern. (*Rotation Goals and Reflection form in the appendices page 54*)

#### B. Preceptor/Rotation Evaluation

This form is completed at the end of each rotation and is used to assess whether the intern perceived that the preceptor/rotation provided an adequate supervised practice experience.

*See Preceptor/Rotation Evaluation Form in the appendices page 55-56*

- The Preceptor/Rotation Evaluation should be sent electronically to the Internship Director within one-week of the end of the rotation.
- The evaluations are treated as confidential and will not be shared with the preceptor. Feedback from the evaluations will be used to coach preceptors, guide preceptor training needs, revise supervised practice experiences, and to prepare future interns for supervised practice.

#### C. Program Exit Evaluation

- At the completion of the program each intern is asked to complete a program exit evaluation and a post-internship self-evaluation.
- The Self-Evaluation tool examines how the intern feels about the overall internship program and whether or not experiences were provided that have prepared him/her for the registered dietitian exam. The intern can compare the self-evaluation tool completed at the beginning of the internship with the post-internship self-evaluation.
- The Program Exit Evaluation tool is used to evaluate the intern's views and opinions about the internship and its many components. This is an opportunity for the intern to voice any concerns about the program, the rotations, supervised practice hours, assignments, trainings and preceptors.

### **Evaluations completed by the Preceptor**

#### **A. Project Evaluation**

- Individual and group projects will be evaluated by the preceptor using a standardized evaluation tool or rubric, when appropriate. Evaluation guidelines are provided for most supervised practice activities.
- The grading scale is 1-4. In order to pass a particular competency, interns should not achieve a '3' or higher. In order to pass a rotation, interns must achieve >75% or an average of '3' on all activities. This is determined by adding up the scores for all competencies and dividing by the number of activities listed for that particular rotation.

#### **B. Mid-Point Evaluation (Revised)**

- The Preceptor will evaluate the performance of the intern at the mid-point of the rotation
- The preceptor and intern should meet in person to discuss the mid-point rotation evaluation.
- Immediately following the meeting, both preceptor and intern should sign and date the evaluation form and electronically submit it to the Dietetic Internship Director and/or Internship Coordinator.
- If adequate progress is not being made, steps needed to correct the deficiencies will be established as part of the mid-point evaluation documentation.
- Early feedback and preceptor suggestions for improvement are strongly encouraged before problems develop.
- Mid-point evaluations are not required for rotations of six weeks or less. *See Mid-Point Evaluation form in the appendices page 57-58.*

#### **C. Final Evaluation**

- Must be conducted at the end of each rotation.

- The Preceptor will evaluate the performance of the intern. Professional behavior, knowledge/skills, and core competencies comprise the three components of the evaluation.
- The final evaluation consists of the Rotation Grading Sheet which compiles all the project grades from the rotation, and the Professional Behavior Evaluation from the rotation.
- The Final Evaluation paperwork should be sent electronically to the Internship Director within one week of the end of the rotation. A final evaluation form is included with each curriculum.

## **XVII. GRADUATION REQUIREMENTS**

Graduation from the internship is expected by the end of the 54-week program with successful completion and documentation of Intern Learning Outcomes and Competencies. If the intern is not able to complete the program in this time due to an authorized reason, the internship may be extended to a maximum of 18 months.

For completion of the program, interns must meet the following requirements:

- Complete the 1200 hours of planned supervised practice hours.
- Complete didactic learning experiences
- Obtain a satisfactory rating on all rotations and examinations
- Submit documentation for all CRDs for each rotation to the preceptors, and the program director, at the end of each rotation.
- Submit all required time logs, evaluation forms, self-assessments by the assigned due dates.
- The intern must demonstrate no misconduct, academic or non-academic, and must perform ethically in accordance with the values of the Academy of Nutrition and Dietetics.

## **XVIII. RD EXAM REVIEW**

The GDPH DI desires for each intern to successfully pass the RD exam. Each intern will be provided opportunities to assist them with passing the exam which may include:

- RD Exam Review Materials (flash cards, on-line tutorials, study guides and frequent practice exams)
- RD Exam Review Course (offered the week of the internship graduation)

**XIX. VERIFICATION STATEMENT AND REGISTRATION EXAMINATION  
ELIGIBILITY**

After completion of the program by the intern the director of the program will provide the student with a student exit packet. The student must then do the following:

- A. Complete the Name/Address Verification Forms provided by the Program Director.
- B. Return the CDR Copy (this copy to be returned to CDR by the Program Director) to the Program Director on or before the deadline. The Program Director will submit this original form to CDR.
- C. Retain the Name/Address Verification Form, Student Copy for your records.
- D. The "Student Copy" is to be used when you have a name/address change after you have submitted the original CDR copy to your Program Director.
- E. When a name/address change occurs, notify the Program Director of the change(s) via FAX so that he/she can revise your student record and advise CDR by attaching this fax copy to your original form. Make sure you complete ALL areas of the Change Form, including previous address (the address you submitted to your Program Director) and new address, Program Director's name and four-digit program code found on your Verification Statement from your Program Director indicating completion of your supervised practice.
- F. Program Directors will forward the *Computerized Registration Eligibility Application* to CDR. You will receive a letter confirming your registration eligibility from CDR approximately two to three weeks following Program Director submission to CDR.
- G. Refer to the February 1999 *JADA*, page 156, for an article entitled, "*Computer-based testing: A new experience in 4 easy steps*" and the October 1998 *JADA*, page 1102, for an article entitled, "*Computer-based certification tests integrate testing and scoring, increase convenience*" for a detailed description of the eligibility process.
- H. The Registration Examination for Dietitians is given year round at over two hundred approved Sylvan Learning Corporation sites nationwide. All test sites are open Monday through Friday and the eligible candidate must call the Sylvan testing site to schedule an appointment to take the examination.
- I. Applicants should keep the following in mind:
  - Make certain the Commission on Dietetic Registration is furnished with a current mailing address.
  - The examination fee is approximately \$200.
  - The test is multiple-choice and has a minimum of one hundred and twenty five questions.
  - The authorization to take the examination expires after the test is taken one year after authorization.

- J. Following completion of the above requirements, the program director will verify completion of the program to the Commission on Dietetic Registration (CDR) and provide the intern with a verification statement.
- At that time, interns will be eligible to write the Registration Examination of the Commission on Dietetic Registration.
  - After successful completion of the Registration Examination for Dietitians, interns have completed the requirements for becoming a Registered Dietitian.
- K. The GDPH DI Director will maintain one verification statement in the intern's permanent file and will provide five verification statements to each graduate. Statements are needed when applying to:
- Academy of Nutrition and Dietetics for membership
  - States for licensure
  - Potential employers

In addition to the above, each intern should keep an original signed verification statement in a secure place as a permanent record.

- L. In order for the GDPH Dietetic Internship to help future interns, each graduating intern is encouraged to:
- Inform the program director of any change of address
  - Sign the release form allowing the testing center to release individual test scores to the GDPH Dietetic Internship
  - Sign the release and ask your employer to share your performance evaluation with the GDPH Dietetic Internship
  - Complete and return periodic program evaluations that are sent to former interns of the Dietetic Internship

Such information is very useful in evaluation and improvement of the program for future interns. Data from specific informants will be compiled with that from other former interns to identify characteristics and trends. The identity of individual respondents will be protected.

## **XX. SITE SELECTION AND AFFILIATION AGREEMENTS**

The GDPH DI Director will select new rotation sites based on need or the ability of the site to provide a unique experience to the rotation offerings. The Internship Director will meet (via phone or in person) with the lead preceptor and review relevant competencies and learning activities appropriate to the site's emphasis area.

Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the GDPH DI and primary preceptor. An affiliation agreement must be signed by both parties before interns may be placed in rotation at that site. Site evaluation will occur through intern evaluations and correspondence with the primary preceptor.

The affiliation agreements have been developed by the Georgia Department of Public Health's Legal Services. The GDPH DI must abide by all the rules and guidelines set and mandated by the Georgia Department of Public Health's Legal Services. The affiliation agreements are maintained in good standing and filed in the GDPH DI office. Once the affiliation agreement is signed, it will automatically renew annually unless otherwise terminated.

## **XXI. ROLES AND RESPONSIBILITIES**

### **Dietetic Intern**

The dietetic intern will acquire the skills and knowledge to function as an entry-level dietitian or manager in all areas of dietetics. Failure to follow these rules may result in termination from the program.

- Present himself/herself in a professional manner and appearance at all times.
- The intern assigned to each rotation site is responsible for contacting the main Preceptor to arrange the time and location for the first day of the rotation. Preceptors are asked to be as detailed as possible when providing directions and instructions to interns.
- Be punctual and available throughout the internship.
- Complete objectives, learning experiences, reading assignments, and projects by due dates.
- Be prepared for each rotation by reading required texts and articles and by completing modules prior to or during each rotation.
- Follow department, rotation facility and internship program policies and procedures.
- Maintain confidentiality of all information discussed within the department or rotation facility.
- Ask for the preceptor's approval to leave his/her area of responsibility.
- Communicate to the preceptor when attending meetings or other internship related activities during the rotation.
- Inform the preceptor of any change in his/her schedule in a timely manner.
- Accept any change in the preceptor's schedule that may arise.
- Maintain respect for positions of authority.
- Function as a team player.
- Seek guidance when needed.
- Research and look up information as needed.
- Accept constructive criticism.
- Completely accept responsibility for all actions.
- Maintain a positive and hard-working attitude.
- Maintain open and frequent communication.
- Attend all required teleconferences, meetings, training sessions, etc.
- Maintain electronic Dietetic Internship rotation files.

### **Preceptors**



On the first day of the rotation, preceptors are asked to complete the *New Intern Rotation Facility Orientation Checklist*. This details the information that should be reviewed with each intern upon arrival at a rotation site. It includes information about facility access, workspace, parking, dress code, scheduling, general work hours, rules regarding rest breaks and meal periods, attendance expectations (i.e. sick policy, procedures for advanced notice of absence, making up missed work), and any other relevant policies and procedures. In addition, preceptors are asked to provide interns with a tour of the facility, discuss proper channels of communication (i.e. who to contact with questions, grievances, etc.). Preceptors should provide the intern with appropriate contact information and review the competency grid with them.

*See the New Intern Rotation Facility Orientation Checklist in the appendices page 59.*

If there are any concerns or questions, preceptors and interns are asked to contact internship staff immediately. Names and contact information for internship staff members are listed below.

Rhonda Tankersley, MPH, RD, LD  
Dietetic Internship Director  
Georgia Department of Public Health  
2 Peachtree ST., NW  
10-283 Atlanta, GA 30303  
(404) 657-2884  
(404) 657-2886 (fax)  
[Rhonda.Tankersley@dph.ga.gov](mailto:Rhonda.Tankersley@dph.ga.gov)

It is the expectation that the preceptor will:

- Assess the educational needs of the intern (this may be done by providing a pre-rotation module which can be used to introduce the intern to the subject matter and create a baseline for the supervised practice, or the preceptor may give a quiz, question/answer, or case study to assess knowledge and level analysis/synthesis performed by the intern at the rotation start).
- Each GDPH DI Interns identifies his/her learning style at the beginning of the internship. Work with the student to incorporate educational methods that meet the needs of the learner as well as addressing the required competency.
- Focus on entry level concepts that you apply in your daily work and assist the intern in developing the knowledge and skills needed for entry level practice competence.
- Allow interns adequate opportunities to practice what they have learned

- Provide one on one guidance for the intern that supplements and enhances information interns receive from their didactic training
- Evaluate the both formally (i.e., at midpoint and final using the GDPH DI intern evaluation tools) and informally (i.e. provide daily feedback on progress and praise the intern for achieving competency where applicable or highlight areas of needed improvement)
- Assist the intern in addressing noted deficiencies with a plan (i.e., readings, case studies, more practice time, etc.).
- Solicit feedback from the intern throughout the rotation to gain insight on how they feel they are doing and if they feel they are getting the direction and practice opportunities needed for them to achieve competence
- Respect and treat the intern as an individual and unique adult learner
- Provide clear guideline on rotation rules, policies, and procedures as well as your expectations of the intern
- Yield to another dietetics professional when needed (i.e., if you are asked to evaluate an intern project that you are not or do not feel competent to evaluate, ask for help)

### **Dietetic Internship Director**

The Dietetic Internship Director is responsible for the planning, administration and evaluation of the GDPH Dietetic Internship Program.

- Develop and update recruitment and application information for prospective interns.
- Provide program information and meet with prospective interns.
- Orient the intern to the program.
- Organize the rotations throughout the year.
- Coordinate with the preceptor the objectives, learning experiences and projects for the intern for that rotation.
- Monitor and evaluate the intern's progress in each rotation throughout the year.
- Provide ongoing support and advice for all interns during their placement.
- Remain in constant communication with the interns via telephone, email, scheduled site visits, and facilitates meetings with all current interns to provide further support, guidance, counseling, and advice.
- Develop the interns' rotation schedules.
- Plan and schedule didactic hours via training sessions and CourseSites.com.
- Maintain records pertaining to the maintenance of the program including intern complaints and resolutions.
- Serve as a role model and mentor to the intern.
- Act as a liaison between the preceptor and intern as needed.
- Serve as an advocate for the intern when appropriate and justified.
- Enforce policies and procedures.
- Direct the selection and procession of new dietetic interns.
- Enforce the role and responsibilities of both the intern and the preceptor.
- Recruit adequate and appropriate preceptors.

- Facilitate the negotiation of all contacts between the program and the supervised practice sites.
- Recruit members of the Dietetic Internship Advisory Board.
- Complete all official forms, studies, reports, RD exam registration, etc., necessary for maintenance of DI program.
- Conduct continuous internal and external program evaluations.
- Develop new and/or modify current curriculum based on the ongoing achievement of intern learning outcomes, expected competence of the interns, program goals, and changes impacting dietetic practice.
- Review the progress of the DI and program. Decide on future goals and implementation plans.

The Georgia Department of Public Health will maintain a full time employee as program director. In addition the program will utilize an advisory board to support internship planning activities. The advisory board will include previous interns, preceptors, other DI Directors, and dietetic/Public Health professionals among whom some will be GDPH employees who are RD's.

In the event that the Program Director is unable to meet responsibilities the Program Administrator (supervisor of Program Director) will ensure that an appropriately credentialed and trained employee of the organization who is also an advisory board member be designated as interim Program Director. The interim designee will work with advisory board members and other organization staff to ensure that all evaluations and paperwork are completed in a timely manner and that intern's progress adequately through the program. In the unlikely event that an appropriately credentialed individual is not available within the organization to resume the program Director responsibilities the program intends to establish a short term contract until the position is filled.

## **XXII. ADVISORY BOARD**

The GDPH DI will recruit board members from the following:

- Previous Interns
- Preceptors
- Other DI Directors
- Dietetic Professionals
- Public Health Professionals

### **Advisory Board Meetings**

1. The GDPH Dietetic Internship will have a yearly Advisory Board Meeting conducted by the Internship Director.
2. The format of the yearly Advisory Board Meeting will include, but not be limited to:
  - Introductions

- History of the GDPH Dietetic Internship
  - Facts and Figures about Applicants and Graduates
  - Career Paths of Graduates
  - Current Learning Model
  - Broad Program Goals and related Outcome Measures
  - Strengths and Weakness of the program
  - Discussion
3. The Internship Director will solicit open feedback by all advisory board members.
  4. The Internship Director will report back to the preceptors about results of advisory board meeting and possible program modifications.
  5. Minutes of the Advisory Board meeting will be filed in Internship files.

### **XXIII. POLICIES and PROCEDURES**

#### **Internship Handbook Acknowledgement Form**

At the completion of the internship orientation, each intern is required to:

- a. Acknowledge receipt of the internship handbook, and
- b. that they understand the policies and procedures of the GDPH Dietetic Internship Program, and
- c. That they have had an opportunity to ask questions regarding the program.
- d. The signed acknowledgement form will be kept in the intern file at the GDPH Dietetic Internship office.

*See the Internship Handbook Acknowledgement Form in the appendices page 60.*

#### **Attendance at Professional Meetings**

Membership in the organizations provides opportunities for participation in workshops and conferences at the national, state and regional level. It also provides for extended learning opportunities through group interactive experiences.

Each rotation provides numerous opportunities for interns to interact with a wide variety of professionals in the dietetic profession.

Dietetic Interns are required to become a student member of the Academy of Nutrition and Dietetics. Student applications with the required internship director's

signature will be distributed at the internship orientation. Student membership is \$50 and runs from June 1-May 31. <http://www.eatright.org/>

### **Vacation, Annual and Sick Leave Requirements:**

- Interns are expected to be present for each scheduled rotation, seminar and training. If circumstances beyond an intern's control (i.e., illness, car trouble, illness or death of an immediate family member) occur, the preceptor will assist the intern to reschedule these experiences. There is no guarantee that these experiences can be made up without repeating the rotation, but every reasonable effort will be made.
- Annual leave that does not conflict with scheduled internship activities may be requested from the employee's supervisor.
- If sick leave is taken during the 24-hours of internship activity, the intern is required to notify the supervisor and preceptor. The sick leave request form must be completed and submitted to the supervisor.
- If a scheduled internship day falls on a State holiday and the preceptor or designated alternate is scheduled and available to supervise the Intern's practice, then Interns are required to adhere to the internship schedule. However, if Interns wish to observe a State holiday, arrangements must be made with their preceptor in advance of the holiday and those arrangements must also be approved by the Intern's supervisor, preceptor, and the PD. If an Intern's request to make alternative arrangements to observe a State holiday is not approved, the Intern must adhere to the original schedule. Participation in an internship day that falls on a State holiday does not qualify an Intern to "make up" its observance on another day. Interns are required to complete a set number of hours for all rotations in a 12-month period. Therefore, Interns are encouraged to make up time allocated to internship related activities during weekends or evenings, where possible. Unless an internship day falls on a State holiday, based on a pre-approved rotation schedule approved by the preceptor, supervisor, and PD, Interns have the discretion to use State holidays to make up internship hours.

- September 1, 2014 – Labor Day
- October 13, 2014– Columbus Day
- November 11, 2014 – Veterans Day
- November 27, 2014 – Thanksgiving Day
- November 28, 2014 – Robert E. Lee's Birthday (observed)
- December 25, 2014 – Christmas Day
- December 26, 2014 – Washington's Birthday (observed)
- January 1, 2015 – New Year's Day
- January 19 2015 – Martin Luther King's Birthday
- April 27, 2015 – Confederate Memorial Day
- May 25, 2015 – Memorial Day
- July 4, 2015 – Independence Day

## Punctuality

The intern is expected to be ready for work at the scheduled starting time for supervised practice, training or didactic experiences. Lateness will not be tolerated. If the intern expects to be late, he/she should call the preceptor to inform him/her of lateness and expected time of arrival. Since late arrival is disruptive to training, the Dietetic Internship Director has the option to exclude the intern from the learning activity. Exclusion from training/clinical learning activity due to tardiness results in absence and will be treated as such. Punctuality is monitored by site preceptors and reflected on Intern Evaluations. The Dietetic Internship Director counsels the intern, documents the lateness and places the information in the intern's file.

## Communication

**Interns are responsible to check e-mail and CourseSites.com daily** and promptly provide information requested by the internship staff. Current e-mail and telephone numbers must be provided to the Internship Director and preceptors.

While on internship duty, the use of personal cell phones/text messaging is **prohibited**. Avoid discussions of a private, personal or confidential nature, and never in the presence of patients, employees, visitors, and personnel from other departments

- Telephones at the rotation sites are for business only. No personal calls are allowed without permission.
- Any personal calls must be restricted to break time. Receiving personal calls is limited to emergencies only.
- The interns must follow the facilities' policy regarding long distance calls.
- Cell phones are not permitted during training or at rotation sites.
- Computers at rotation sites are for business only. No personal use of the computer is permitted. Checking email is limited to personal time – at home, before or after starting internship work.

## Personal Computer

Interns are required to have their own computer, printer and access to the Internet. MS Word and PowerPoint software are required. Some preceptors require students to have their own laptop computer with them. If you do not have personal lap-top, you either need to buy or borrow a laptop. The preceptor reserves the right to dismiss a student until personal lap-top is either purchased or taken to the site.

## **HIPAA**

GDPH employees should already have received training on HIPAA (Health Insurance Portability and Accountability Act of 1996) requirements. Some rotations facilities will require each intern to participate in HIPAA training. The privacy of a patient or client's health information is protected by this federal law.

The intern **MUST REMOVE ALL IDENTIFYING DATA** from copies of patients' nutritional assessments, MNT plans of care, etc., to use for evaluation purposes.

## **Universal Precautions**

GDPH employees should already have received training on Universal Precautions. Some rotation facilities will require each intern to participate in additional training.

## **Dress Code**

Interns must follow established dress code policies set by each supervised practice facility they are assigned to.

To promote a professional image, the intern will wear professional attire at clinical and community rotations and while in attendance of training sessions and professional meetings. The following general policies apply to all GDPH dietetic interns:

- Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors, and others the intern works with.
- Lab coats or scrubs can be used if required in the clinical facility.
- Dress is business casual. No jeans, revealing clothing, form-fitting leggings, short skirts, bare arms, bare shoulders, bare midriffs or athletic wear is allowed.
- Shoes must have closed toes and closed heels.
- GDPH name badges must be worn at all times when on duty.
- During food service rotations, hair covering, minimal jewelry, and no artificial fingernails may be required.
- No gum chewing is allowed in the facilities or during times interns are participating in professional activities.
- Hair must be worn in a neat simple style, clean, and appropriate for professional activity.
- Beards and mustaches are acceptable if they are short, clean, and well groomed, but they may not be "grown" during time of contact with patients or clinical facilities.
- Preceptors have the right to determine if the attire worn is consistent with the image desired. Interns who do not follow facility guidelines for dress

code will be sent home and counted absent. It is the intern's responsibility to arrange to make up any supervised practice experience to which he/she was denied access due to personal appearance.

- It is the responsibility of the intern to contact each rotation facility to inquire about the dress code prior to the rotation.
- Professional dress with specific examples will be discussed in detail during dietetic internship orientation.

### **Program Withdrawal and Refund**

- Interns can withdraw from the internship program at any time. An intern who wishes to withdraw from the GDPH Dietetic Internship should inform the Internship Director in writing of his/her intent.
- Because the majority of the program costs are covered by the District which the intern works, refunds are not applicable for this program. However, payback to the District will be required of the intern as defined in the GA DPH DI contract.
- Interns will be allowed to withdraw at or before 96 supervised practice hours without monetary penalty.
- Prior to withdrawal, the intern, DI program director and District supervisor will meet to determine if withdrawal is necessary or if other arrangements can be made.

### **Protection of Privacy**

- The GA DPH DI ensures the importance of protecting interns' privacy. Access to the intern's file will be limited to the intern, the Internship Director or other internship personnel. Preceptors will have access only to those portions of the intern's file deemed necessary by the Internship Director for the provision of appropriate supervision and evaluation of the intern.
- In the case of an intern whose performance is in question, the Internship Director will have the authority to share portions of the file with a select committee in order to aid in reviewing the intern's performance and make a determination regarding the eligibility of the intern to continue in the program. Personal information about an intern may be released outside of the GA DPH DI only with the written consent of the intern, except to verify employment or student status or satisfy legitimate investigatory, regulatory or other legal obligations.
- Personal records for all dietetic interns currently admitted to the program and former interns who have graduated will remain on file in the GA DPH DI office. Only information pertinent to maintaining regulatory agency compliance and accreditation status of the program will be retained indefinitely. Information not retained for these purposes will be destroyed.



**Access to Personal Files**

Dietetic Interns have the right to access any personal, academic, or advisement records maintained by the Internship Director. Any intern wishing to review his/her records should submit the request in writing to the Internship Director, and make an appointment to access the records. If the intern waived the right to review the letters of recommendation in the application process, the intern will not have access to these letters.

**Record Retention**

- Internship records are maintained by the DI Director and Administrative Staff of GDPH
- Internship records (hard copies) are housed in locked files at the GDPH state office, (soft copies) are housed in e-files on the laptop of the DI Director and in the Internship share drive (note: files with SSN are kept in hard copy only and in locked files)
- Records will be retained according to the following schedule

Name of Record	Method of Retention	Retention Timeframe and Location	Document Destruction
Application and selection	Hard copies	5 years; locked file	Secure document shredding
Acceptance and entrance (i.e. immunization, insurance, background check)	Hard copies	5 years; locked file	Secure document shredding
Intern assignments and projects	E copies	5 years; my documents J drive	Samples will be retained by DI Director for purposes of accreditation site visit, marketing, etc. Remaining documents will be deleted
Verification statements (DPD program and Internship), RD misuse form, final transcripts, consent and acknowledgement forms	Hard copies	Permanent; locked file	N/A
Evaluations (intern surveys, employer surveys, rotation final evaluations, mid- point evaluations)	E copies and some hard copies (rotation final evaluations/mid-point evaluations)	5 years; my documents J drive and locked file	Samples will be retained by the DI Director for purposes of accreditation site visit, marketing, etc. Remaining documents will be deleted

### Access to Student Support Services

- The Employee Assistance Programs (EAP) is available to GDPH employees.
- There is no tuition for the GDPH DI and interns retain their full salary and benefits while completing part time internship activities. At the completion of the internship, the intern is required to provide two years of services as a Registered Dietitian to the supporting Public Health District.
- Interns will have access to on-line education and training using CourseSites.com. Log-in and password information will be given during the internship orientation.
- Extensive training is provided by the GDPH DI throughout the year. Financial support is provided by the GDPH DI, when available for conference registrations and travel expenses. However, some cost may be the responsibility of the intern.
- Interns will have access to the on-line Nutrition Care Manual. Log-in and password information will be given during the internship orientation.
- Books and other internship resources may be provided to the intern through the Public Health District office. However, some cost may be the responsibility of the intern.
- The GDPH DI will provide an RD Exam Review Course during the internship at no cost to the intern.

### Evidence of Health Status/Medical Clearance Form and CPR Certification

Before entering the program, interns must provide the program director with documentation of the following:

- A current medical history, including blood pressure, height and weight (See Medical Clearance Form in the appendices page 121-122).
- A Tuberculin (TB) skin test or chest x-ray within the last year. **This must be kept current throughout the internship.**
- A Tetanus Booster within the last ten (10) years
- Proof of Tdap vaccination
- MMR vaccination (documentation of two doses or MMR titer)
- Proof of Varicella vaccination or Varicella titer (history of disease is not accepted) Hepatitis B vaccine series or documentation of decline (only declinations for documented medical reasons verified by a physician will be accepted)
- Seasonal flu shot (optional, but recommended and **may be required by some facilities**)
- **CPR/BLS certification card**

Interns may have these tests performed at the health department or by their private physician. **Interns who do not provide medical information are not**

**allowed to begin the internship. Medical clearance forms must be completed and submitted to the program director at the time of internship acceptance by the employee.**

The affiliation agreement (Facility MOU) states that the program will document the health status of interns. The program director provides each facility with a letter stating that all interns assigned to that facility are in good health. Facilities may refuse educational access when the intern's health status does not meet its employee standards for health. Some rotation sites may require additional medical tests. Interns are responsible for the cost and must provide documentation to that facility for any testing required.

### **Insurance Requirements**

#### **a. Professional Liability**

- The Georgia Department of Public Health has a comprehensive general liability insurance policy that will protect the intern/employee from legally imposed liability when such liability arises as a result of error, omission or negligence in the performance of his or her duties and professional training responsibility.
- A copy of the liability policy from the GDPH Administrative Policy and Procedure Manual is included in the appendices.
- Interns that are not covered by GDPH liability coverage are required to purchase professional liability insurance from a company who covers dietetic interns. Proof of liability insurance must be provided once he or she is accepted into the internship program. Preceptors may also require interns to present evidence of insurance. Interns will be responsible for obtaining any required coverage over and above the amount provided by DPH.

#### **b. Health Insurance**

- Evidence of current health insurance (wallet card, copy of the policy or any record showing clearly that the intern is covered by a health insurance policy) must be provided once he or she is accepted into the internship program. Health insurance must be maintained throughout the internship. Interns are required to submit a new insurance card for the new plan year.
- Preceptors at rotation facility sites may also require interns to present proof of health insurance.

#### **c. Automobile Insurance**

- Evidence of current automobile insurance (wallet card, copy of the policy or any record showing clearly that the intern is covered by an automobile

insurance policy) must be provided once he or she is accepted into the internship program.

- Automobile insurance must be maintained throughout the internship. Interns are required to submit a new automobile insurance card or proof of automobile insurance upon expiration of the previously submitted card/proof.

### **Liability for Safety in Travel to and from Assigned Areas**

If the intern uses a state or county-owned automobile, the intern must comply with all GDPH policy and procedural rules regarding state or county-owned vehicles. Vehicle accidents must be reported to the insurance company designated by the State or County immediately. Failure to report an accident could result in disciplinary action. Interns employed by GDPH will be covered under the GDPH Compensation Law

If the intern uses a personal vehicle, proof of liability insurance is required by the GDPH DI and must be kept on file in the internship program office.

### **Injury or Illness in Facility for Supervised Practice**

All job-related dietetic internship illness or injuries, including those involving operation of state, county or personal vehicles on official business must be reported to the intern's supervisor and the preceptor for the rotation as soon as possible. If the injured intern does not report the incident to the immediate supervisor within 30 days, coverage may be jeopardized. Upon receipt of a report of a job/dietetic internship related injury or illness, the supervisor must immediately complete and transmit the Employee's First Report of Injury Form; Worker's Compensation Form No. WC - 1.

### **Workers Compensation**

Workers' Compensation provides benefits in the event you incur a work-related injury or occupational disease. If you are injured on the job, no matter how minor the injury, you should report it as promptly as possible to your supervisor.

Injured employees may choose to receive weekly Workers' Compensation for the compensable injury or disease, or they may use accumulated leave. If you elect to accept Workers' Compensation, you must notify your department in writing that you have decided to use this option. Otherwise, it will be presumed that you have elected to use accrued leave. If you have any question concerning Workers' Compensation, contact your personnel officer or:

Department of Administrative Services Workers' Compensation  
Capitol Hill Station Atlanta, Georgia 30334  
(404) 656-6245

### **Drug Test and Criminal Background Test**

- a. All GDPH employees must have a drug test and criminal background test as a condition of employment.
- b. Interns who participate in this program are assigned to off-site clinical and food service facilities. They may be required to obtain a criminal background check before attendance is permitted. A drug screen may also be required by some facilities.
- c. Some facilities have specific requirements and vendors for background checks and drug screening. The Program Director will notify the intern of the requirements of their respective rotation sites.
- d. The intern is responsible for completing the requirements of the rotation facility prior to the start date of the rotation.
- e. The GDPH DI will support the facility if they reject an intern whose criminal background check and/or drug screen raises any concern.

### **Meals and Parking Costs at Facilities**

Interns follow the policies of each rotation site in regard to meal and parking costs. These policies vary with the facility. Parking fees and meals during internship rotations are the intern's responsibility.

### **Educational Purpose**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the program director.

### **Grievances/Complaints from Interns and Preceptors**

This policy exists to define how the GDPH DI files and handles grievances/complaints from interns and preceptors to prevent retaliation

- a. When an intern has a grievance it should first be reported to the rotation preceptor. The second course of action is to bring it to the attention of the GDPH Internship Director. If the director deems it appropriate a meeting will be arranged with the preceptor, the intern and the Dietetic Internship Director. If the matter remains unresolved to the satisfaction of the intern, the next step is to bring the grievance to the attention of the GDPH Nutrition Unit Manager. If the Nutrition Unit Manager deems it appropriate, a meeting will be arranged with the intern, the Dietetic Internship Director and the

Nutrition Unit Manager. If the grievance again remains unresolved, the matter will be brought to the Deputy Director of Programs for the Nutrition and WIC unit of the Maternal and Child Health Program of the Department of Public Health.

- b. If a preceptor needs to file a grievance regarding the GDPH DI staff, they should first bring it to the attention of the Internship Director. The second course of action is to bring the grievance to the attention of the GDPH Nutrition Unit Manager. If the Nutrition Unit Manager deems it appropriate, a meeting will be arranged with the preceptor, the Dietetic Internship Director and the Nutrition Unit Manager. If the grievance cannot be resolved, the preceptor can meet with the Deputy Director of Programs for the Nutrition and WIC unit of the Maternal and Child Health Program of the Department of Public Health.
- c. Interns should submit complaints directly to ACEND only after all other options through the GDPH DI have been exhausted.
- d. The GDPH DI will maintain a record of all student complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years.
- e. The GDPH DI will allow inspection of complaint records during on site evaluation visits by ACEND.

### **Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a Dietetic Internship program's compliance with accreditation standards. ACEND is interested in the sustained quality of continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting ACEND at:

The Accreditation Council for Education in Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
1-800-877-1600 Ext. 5400

### **Credit for Prior Experience**

The GDPH DI does not allow exemption from any dietetic internship rotations, supervised practice hours, or assignments because of prior education courses or work experiences.

### **Extension of Internship**

An intern may request an extension of time beyond the twelve months allotted for the internship for hardship cases. Examples of hardship include, but are not limited to: illness of intern, illness or death of family member, personal problems. The following procedures must be followed:

- Intern submits a written request for an extension of time to the program director.
- A committee comprised of the DI Director, DI management team, and preceptor will review the request.
- The intern will be notified of the decision of the committee.

### **Remediation, Probation and Termination**

#### **A. Remediation**

If the Internship Director and Preceptor judge that the intern has not met core competencies for dietitians at the end of any rotation, they may request that the intern do remedial work and/or repeat the rotation.

- Interns may be placed on probation during a rotation if the preceptor and Internship Director judge that adequate progress toward core competencies are not being met.
- Interns may be placed on probation during a rotation if the preceptor and/or Internship Director determine that the intern is failing to maintain professional behavior and/or academic integrity.
- A written summary will be placed in the intern's file.
- The preceptor and/or the Internship Director will identify specific educational activities and supplemental resources to aid the intern in remediation.
- Competence of the intern during or at the end of this remedial experience is evaluated before an intern is allowed to move into the experiences of the next rotation.
- If the intern does not meet the criteria for completion of experiences and attainment of identified competencies, he or she will be given the opportunity to repeat the rotation or counseled out of the Dietetic Internship Program.

#### **B. Probation**

Interns who are not performing at a competent level and/or are failing to maintain professional behavior and/or academic integrity may be placed on probation. The internship director, internship management team, and preceptor may initiate the request for probation. The following procedures must be followed.

- A written request to place an intern on probation will be submitted to the Internship Director. The request must contain the following:

- a. Specific violations of internship policy/procedures and/or examples of failure to perform competently along with appropriate documentation. Examples:
  - Two preceptor evaluations indicate that the performance in a significant area is less than satisfactory in the rotation evaluation report.
  - Failure to show up to a rotation facility without contacting the preceptor
  - Plagiarism is observed on the submission of internship work
- b. Terms of probation.
- c. Consequences for failure to meet terms of probation.
- d. The Internship Director will review the request and allow or disallow the probation.
- e. Students with minimal chances of success in the program should be counseled into career paths that are appropriate to their ability
- f. The intern will be notified of the probation.
  - If the intern fails to meet the terms of the probation at any time during the probation period, the intern may be counseled out of the program.

### C. Disciplinary Action

Disciplinary action is for the purpose of calling to the attention of the intern the need to correct, improve or change behavior or productivity. The degree of discipline applied will be consistent with the necessity of corrective behavior change rather than inflict punishment for unsatisfactory behavior. Records of Progressive Disciplinary action are kept in the intern file and in a locked file cabinet.

Examples of unsatisfactory behavior that may warrant disciplinary action and/or dismissal include: failure to maintain quality or quantity of work required; excessive absenteeism and tardiness; failure to maintain appropriate or professional standards of dress or hygiene; disclosing confidential information; and inability to meet internship requirements.

Guideline for Progressive Disciplinary action steps:

1. Verbal warning with counseling
2. Written reprimand with counseling
3. Written warning of dismissal
4. Dismissal

Grounds for immediate dismissal may include but are not limited to mistreatment of patients, clients, preceptors, facility staff, other interns or



the public; drug or alcohol use during internship or working hours; deliberate or willful violation of instructions or safety rules and plagiarism.

#### D. Termination

- The training facility may refuse educational access to its facilities, thus terminating any intern who does not meet and maintain employee standards for safety, health, ethics and behavior.
- Cause for dismissal from the district health department may also result in notice of termination from the Dietetic Internship Program.
- Maintaining GDPH Employment
  - a. Interns must remain employed at their current place of employment from the time of acceptance until completion of the internship. Employment will then continue according to the signed contractual agreement.
  - b. Failure to remain employed with the originating facility can result in termination of the internship position. This policy supports the professional ethics of the Academy of Nutrition and Dietetics and the Georgia Board of Examiners of Licensed Dietitians.
- Written notification will be given to interns about their deficits in the Dietetic Internship Program. The notice of termination will include information about grievance procedures.

### **Problem Solving Skills and Challenges**

The internship may present some problems therefore; interns must be able to resolve problems and conflicts when they occur. There will not be perfect days. On top of a heavy load of work, you will face challenges and people who are not always operating at their best and conflicts may occur as a result. Learning to resolve problems with people is crucial to being a great professional. It is how you choose to resolve the problems that will make you a winner in the situation. It is important to be flexible and know that you will face many situations which may rearrange your plans and schedule. That is part of the internship; learning to work in real situations.

### **Code of Ethics**

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to

outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

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

#### Principles:

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals when appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, interns, professional

- association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetic practitioner provides full disclosure then a real or potential conflict of interest arises.
  13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
  14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
  15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
  16. The dietetics practitioner accurately presents professional qualifications and credentials.
    - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; “CSR” or “Certified Specialist in Renal Nutrition”; and “FAND” or “Fellow of The Academy of Nutrition and Dietetics”) only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continues credentials from the Commission on Dietetic Registration.
    - b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
  17. The dietetics practitioner withdraws from professional practice under the following circumstances:
    - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
    - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
    - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
  18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:

- a. The dietetics practitioner has been convicted of a crime under the laws of the United States, which is a felony or misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
  - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
  - c. The dietetics practitioner has committed an act of misfeasance or malfeasance, which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
19. The dietetics practitioner support and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

### **Statement of Equal Opportunity**

The program adheres strictly to the anti-discrimination policy of the Georgia Department of Public Health. Interns of the Dietetic Internship program are subject to the provision of the federal civil rights, equal employment, vocational rehabilitation/handicapped, equal pay and age discrimination based on race, sex, color, religion, physical or mental handicap, national origin, age or political affiliation.

### **Standards of Professional Behavior**

Interns are exposed to the code of ethics and the guidelines for professional conduct of the Academy of Nutrition and Dietetics (AND) in their orientation to the program.

Interns are expected to adhere to the following guidelines:

1. Interns will not disrupt the operation of the cooperating facility.
2. Interns are expected to dress and conduct themselves in a professional manner for each facility. Standards are set by the facility and/or preceptor and should be communicated to the intern at the beginning the rotation.
3. The institution reserves the right to adjust intern's experience if conduct and/or dress do not meet standards.

4. The number of interns assigned to a facility, intern schedules, and objectives will be determined in cooperation with the cooperating department supervisor.
5. Interns will be provided an orientation to the cooperating facility including employee dress, confidentiality, human rights, ethical considerations, and liability.
6. Interns will function within the organizational framework of the cooperating facility; policies and procedures for the institution will be available to the interns.
7. The cooperating facility has the right to withhold use of the facility for failure to follow its policies and procedures as well as accepted standards for health and behavior.
8. Transportation to cooperating facilities is the responsibility of the individual intern.
9. Work hours may vary from rotation to rotation and within rotations so it is important for interns to be flexible. Preceptors should communicate expectations to the intern at the beginning of the rotation and provide updates as necessary.

## 2012 Core Competencies for the RD

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

CRD 1.1: Select indicators of program quality and/or customer service and measure achievement objectives

CRD 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

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

CRD 1.4: Evaluate emerging research for application in dietetics practice

CRD 1.5: Conduct projects using appropriate research methods, ethical procedures, and data analysis

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

CRD 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

CRD 2.2: Demonstrate professional writing skills in preparing professional communications

CRD 2.3: Design, implement, and evaluate presentations to a target audience

CRD 2.4: Use effective education and counseling skills to facilitate behavior change

CRD 2.5: Demonstrate active participation, teamwork, and contributions in group settings

CRD 2.7: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

CRD 2.8: Apply leadership skills to achieve desired outcomes

CRD 2.9: Participate in professional and community organizations

CRD 2.10: Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services

CRD 2.11: Demonstrate professional attributes within various organizational cultures

CRD 2.13: Demonstrate negotiation skills

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

CRD 3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings

- a. Assess the nutritional status of individuals, groups, and populations in a variety of settings where nutrition care is or can be delivered
- b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis
- d. Monitor and evaluate problems, etiologies, signs, symptoms, and the impact of interventions on the nutrition diagnosis
- e. Complete documentation that follows professional guidelines, guidelines required by the health care systems and guidelines required by the practice setting

CRD 3.2: Demonstrate effective communication skills for clinical and customer services in a variety of formats

CRD 3.3: Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management

CRD 3.4: Deliver respectful, science-based answers to consumer questions concerning emerging health trends

CRD 3.5: Coordinate procurement, production, distribution and service of goods and services

CRD 3.6: Develop and evaluate recipes, formulas and menus for acceptability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

CRD 4.1: Participate in the management of human resources

CRD 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food

CRD 4.3: Participate in public policy activities, including both legislative and regulatory initiatives

CRD 4.4: Conduct clinical and customer service quality management activities

CRD 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data

CRD 4.6: Analyze quality, financial, or productivity data and develop a plan for intervention

CRD 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment

CRD 4.8: Conduct feasibility studies for products, programs or services with consideration of costs and benefits

CRD 4.9: Analyze financial data to assess utilization of resources

CRD 4.10: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

CRD 4.11: Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

## **5. GDPH DI Core Competencies**

CC 5.1: Apply principles learned in core public health and DI courses to the multidisciplinary application of public health nutrition

CC 5.2: Evaluate emerging public health research and develop evidence based solutions to current public health issues



### Training/Practice Session Schedule

Name of Session	Date of Session
RD Review Course	8/4 and 8/5/14
General Orientation Day 1	8/6/14
General Orientation Day 2 <ul style="list-style-type: none"> <li>• Code of Ethics/SOP presentations from interns (AM)</li> <li>• Intro to Behavioral Science Research (PM)</li> </ul>	8/11/14
General Orientation Day 3 <ul style="list-style-type: none"> <li>• MBTI/Learning Styles</li> </ul>	8/12/14
Community Rotation Orientation Day 1 <ul style="list-style-type: none"> <li>• Curriculum and Competencies (AM)</li> <li>• Behavioral Based Interviewing (PM)</li> </ul>	8/13/14
Community Rotation Orientation Day 2 <ul style="list-style-type: none"> <li>• Introduction to Community Needs Assessment</li> </ul>	8/18/14
Community Rotation Orientation Day 3 <ul style="list-style-type: none"> <li>•</li> </ul>	8/19/14
Introduction to Grant Writing	8/20/14
National WIC Association	9/7/14 – 9/10/14
CHOA Practicum Group A	9/17/14 – 9/19/14
Community Needs Assessment	9/24/14
Nutrition Care Process	9/25/14 – 9/26/14
Healthy Mothers Health Babies	10/8/14
Community Needs Assessment	10/9/14
CHOA Practicum Group B	10/15/14 – 10/17/14
FNCE	10/18 – 10/21
Clinical Orientation	Week of March 23rd

**GEORGIA DEPARTMENT OF PUBLIC HEALTH DIETETIC INTERNSHIP  
Activity Log**

DATE	TIME	ACTIVITY	CRD # (s)	PRACTICE HOURS
<b>Total Hours</b>				

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Intern Name: \_\_\_\_\_

Rotation: \_\_\_\_\_ Facility: \_\_\_\_\_

### Georgia Department of Public Health Dietetic Internship Presentation Evaluation Form

This form is used by the intern to evaluate program orientation(s) and training(s). This form is also used by the intern in group education presentations for audience evaluation

<b>Presenter Name</b>	
<b>Date</b>	
<b>Topic</b>	

Strongly Agree = 5, Agree = 4, Neutral = 3, Disagree = 2, Strongly Disagree = 1

<b>The Presenter</b>	5	4	3	2	1	N/A
Was well prepared						
Provided an overview or purpose of the training						
Presented materials in a logical sequence						
Paced the lesson/presentation appropriately						
Presented beneficial subject matter						
Provided adequate time to cover subject matter						
Gave clear explanation of subject matter						
Encouraged participation and maintained audience attention and interaction						
Showed enthusiasm and interest in subject matter						
Gave adequate time for questions						
Responded to questions appropriately						

What suggestions do you have for improving this presentation?

Other comments?

**GEORGIA DEPARTMENT OF PUBLIC HEALTH DIETETIC INTERNSHIP**

**Rotation Goals and Reflection**

To be completed at the start of each rotation by dietetic intern and preceptor. This serves as a guide for current rotation and will be reviewed with preceptor and internship director following completion of experience.

**1. Prior evaluation and curriculum have been reviewed and discussed at start of rotation. Experiences planned build on previous rotation experiences to show progression of learning:**

Yes  No  this is the first rotation

\_\_\_\_\_  
Intern Signature Date

\_\_\_\_\_  
Preceptor Signature Date

**2. The following 3 goals have been identified for current rotation:**

- 1.
- 2.
- 3.

**3. Goals have been reviewed and discussed at end of rotation:**

Yes  No

If no, explain\_\_\_\_\_

\_\_\_\_\_  
Intern Signature Date

\_\_\_\_\_  
Preceptor Signature Date

**4. Comments on achievement of goals and plans for continued growth:**

**Georgia Department of Public Health**

**Preceptor/Rotation Evaluation**

Intern: \_\_\_\_\_ Rotation Name/Dates: \_\_\_\_\_

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

<b>Evaluation Criteria</b> <b>(1) Strongly Disagree; (2) Disagree; (3) Neutral; (4) Agree; (5) Strongly Agree</b>	<b>Score:</b>
I was appropriately oriented to the area <ul style="list-style-type: none"> <li>• Introduced to key people</li> <li>• Priorities explained</li> <li>• Resources identified</li> <li>• Expectations discussed</li> </ul>	
I was appropriately trained by my preceptor at my rotation site, before being expected to handle responsibilities	
Preceptor demonstrated a strong foundation of knowledge	
Preceptor utilized current theory in practice	
Preceptor effectively mentored me <ul style="list-style-type: none"> <li>• Provided rationale behind decisions</li> <li>• Regularly informed me of my progress</li> <li>• Encouraged me to enhance strengths and fortify weaknesses</li> <li>• Challenged me to increase quality and quantity of work</li> </ul>	
Preceptor was sufficiently able to facilitate learning	
Preceptor considered me to be a valuable team member	
As the result of this rotation, I have a good understanding of the practitioner's role in this area of practice	
As the result of this rotation, I have developed a deeper foundation of knowledge in this area of practice	
As a result of this rotation, my ability to apply knowledge and skills from on situation to another has grown	
I am satisfied with this preceptor	

Please comment on statements receiving a 3 or lower:

What experiences would enhance this rotation?

Additional comments:

**Georgia Department of Public Health Dietetic Internship Program  
Midpoint Evaluation Form**

Intern: \_\_\_\_\_ Rotation: \_\_\_\_\_

Preceptor: \_\_\_\_\_ Facility: \_\_\_\_\_

The purpose of the mid-point evaluation is to determine if the intern is making adequate progress towards completing the rotation. It is expected at midpoint that professional and personal traits should at least meet expectation; approximately half of the activities are completed and have been submitted to you for review and grading.

Please rate your satisfaction with the intern’s performance to date by circling the number that best represents their performance. Calculate the score. Review with intern and intern to submit electronically to DI Director

<b>Professional /Personal Traits</b>	<b>Exceeds Expectation for Midpoint</b>	<b>Meets Expectation for Midpoint</b>	<b>Below Expectation for Midpoint</b>	<b>Unsatisfactory for Midpoint</b>
Interpersonal skills/establishing rapport/attitude	4	3	2	1
Team player	4	3	2	1
Time management/organizational skills	4	3	2	1
Punctuality and preparedness	4	3	2	1
Appropriate dress	4	3	2	1
Follows facility procedures	4	3	2	1
Shows initiative/resourceful	4	3	2	1
Ability to work Independently	4	3	2	1
Enthusiastic/motivated	4	3	2	1

Comments:

**Midpoint Evaluation form- continued**

<b>Abilities/Skills</b>	<b>Exceeds Expectation for Midpoint</b>	<b>Meets Expectation for Midpoint</b>	<b>Below Expectation for Midpoint</b>	<b>Unsatisfactory for Midpoint</b>
Oral Communication	4	3	2	1
Written Communication	4	3	2	1
Technical/Computer	4	3	2	1
Critical thinking/Problem solving	4	3	2	1

Comments:

<b>Quantity/Quality of Work</b>	<b>Exceeds Expectation for Midpoint</b>	<b>Meets Expectation for Midpoint</b>	<b>Below Expectation for Midpoint</b>	<b>Unsatisfactory for Midpoint</b>
Appropriate number of activities completed	4	3	2	1
Appropriate number of	4	3	2	1
Knowledge required for rotation	4	3	2	1
Overall performance	4	3	2	1

Comments:

Total possible points = 68      Total points \_\_\_\_\_/17 = \_\_\_\_\_ Average score

If the average is below 3, please indicate specific steps the intern would take to correct deficiencies

\_\_\_\_\_  
Preceptor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date



**GEORGIA DEPARTMENT OF PUBLIC HEALTH**

**Rotation/Facility Orientation Checklist**

\_\_\_ To whom to report (Main Preceptor) \_\_\_\_\_

\_\_\_ Parking

\_\_\_ Facility access

\_\_\_ Tour of facility

\_\_\_ Workspace

\_\_\_ Dress code

\_\_\_ Schedule

\_\_\_ General work hours

\_\_\_ Rest breaks and meal period rules

\_\_\_ Attendance expectations: sick policy, advance notice

\_\_\_ Communication procedures and contact information

\_\_\_ Relevant policies/procedures

\_\_\_ Curriculum/learning activities

---

Intern Signature

Date

---

Preceptor Signature

Date