



**ADVENTHEALTH
DIETETIC INTERNSHIP
(AHDI)**

COHORT 6

DIETETIC INTERN HANDBOOK
JANUARY 2019

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PROGRAM MISSION AND GOALS

PROGRAM MISSION STATEMENT

To develop entry level dietitians that are equipped with nutrition expertise to extend the healing ministry of Christ.

ADVENTHEALTH MISSION STATEMENT

“To extend the healing ministry of Christ...”

The AdventHealth dietetic internship, hereafter referred to as AHDI, mission statement is a natural evolution of AdventHealth’s mission statement. AdventHealth is affiliated with the Seventh- Day Adventist Church. Thus, Christ’s ministry is at the forefront of the culture and care extended to the patient. Furthermore, the AHDI mission statement aligns with the Academy of Nutrition and Dietetics’ Scope of Practice for the Registered Dietitian. Specifically the mission statement directly correlates to sections 1-2, 4, 7-13, 18, and 21-22, upon RD Roles: Services and Activities.

The AHDI at AdventHealth is dedicated to the education of the next generation of Registered Dietitian leaders. The AHDI supports the education and development of dietetic practitioners through a dedicated, knowledgeable, and experienced faculty and preceptors working together as a team to uphold the program goals and outcomes.

PROGRAMS GOALS

The Dietetic Internship goals for the AHDI reflect program direction for the faculty, staff, and preceptors. The AHDI commits to the following goals:

GOAL ONE:

To prepare graduates to become leaders, life-long learners, and become service minded individuals through community involvement.

GOAL TWO:

To cultivate confident and professional entry level dietitians.

OUTCOME MEASURES

GOAL ONE:

- At least 20% of graduates will serve in dietetic related service positions such as the local and national dietetic associations
- At least 10% of graduates with a BS degree will be admitted to a graduate program within 2 years of internship completion
- At least 10% of graduates will volunteer in nutrition organizations of their choice

GOAL TWO:

- Over a five-year period, program graduates will achieve a first-time pass rate of at least 80%
- Over a five-year period, 80% of graduates will pass the RD exam within one year of graduation
- 100% of interns will complete the AHDI within 12 months
- Over a five-year period, at least 80% of graduates will be employed in a dietetics or related field within 12 months of graduation
- At least 80% of graduates will rank themselves as adequately prepared for their dietetic position
- Over a five-year period, at least 10% of graduates will be hired by AdventHealth

ACCREDITATION STATUS

The AHDI is a new internship program with candidacy for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.), a specialized accrediting body recognized by the United States Department of Education. Contact information for ACEND:

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995
312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400
ACEND@eatright.org, www.eatright.org/ACEND

GENERAL PROGRAM INFORMATION

ADMINISTRATION OF THE INTERNSHIP

The AHDI has a Program Director and a Program Manager who report to the System Nutritional Services Executive Director and the System Vice President of Facilities for AdventHealth.

CAMPUS ASSIGNMENT

The intern may be placed in any of the 8 AdventHealth campus locations within a 30-mile radius. Currently, interns are assigned to Altamonte, Celebration Health, Kissimmee, East Orlando, Winter Park Memorial, and Orlando etc. Upon acceptance into the AHDI, the intern will be given the opportunity to rank their preference. The campus assignment will be prioritized and communicated by the AHDI Director.

CLASS SIZE

Each year, AHDI will admit two classes of interns, with up to eight students in July and up to eight students in January. This ensures close one-on-one instruction and a comprehensive educational experience.

ADMISSION STANDARDS AND PROCEDURES

Admission requirements for the AHDI include the following:

- Minimum of Bachelor's Degree
- Verification of completion of the Didactic Program in Dietetics (DPD) or the intent to complete form from an accredited DPD
- Completion of DPD verification must be less than 5 years prior to the application date
- DPD GPA of 3.0 or above
- ASSESSMENT OF AND CREDIT FOR PRIOR LEARNING IS NOT ACCEPTED

The AHDI seeks to fill internship positions via the computer matching program. Thereafter, if there is availability for additional interns, other applications will be reviewed and considered.

Applicants to the AHDI should complete the on-line centralized internship application (DICAS) which can be accessed at <https://portal.dicas.org>. The application materials can be found on the AHDI website <https://www.FloridaHospital.com/dietetic-internship>.

Interns are matched with a program through the national D & D matching program in spring (Application period is open from December 1 to February 15) and fall (August 1 to September 25.) Interns who match in spring will enroll in the internship in July, and interns who match in the fall will enroll in January. Applicants who are matched must have completed a Bachelor's degree from a US accredited college or university or foreign equivalent *and* have fulfilled the Didactic Program in Dietetic (DPD) requirements. A Verification Statement from a DPD indicates that the student has met the requirements of ACEND of the Academy of Nutrition and Dietetics (www.eatright.org/ACEND). If an applicant has not completed the educational requirements at the time of application, an Intent to complete document from a DPD is required. Once

matched to the AHDI, interns must meet all admission criteria including health and medical clearances and criminal background search. Interns will be required to be ServSafe Manager certified prior to the beginning of supervised practice rotations.

D & D DIGITAL SYSTEMS COMPUTER MATCHING

AHDI participates in the computer matching process which is handled by D&D Digital Systems. Applicants will rank their choice of internship using a code number. The code number is obtained through D&D. There is a \$50 fee for using the computer matching process. Once you have identified your internship choices, enter them online at www.dnndigital.co. Registration dates for this process TBA by D&D. D&D can be reached at 515-292-0490 or dnd@sigler.com.

HOW TO SUBMIT YOUR APPLICATION

The completed application packet must be submitted to DICAS by February 15 for the April match notification date and by September 25 for the November match notification date.

The AHDI begins in July and in January. A checklist is available on the website which must be completed and sent with your application packet. All application material and application fee of \$100.00 must be sent to:

*Fran Mann MS, RDN
Director, AdventHealth Dietetic Internship
AdventHealth
Nutritional Services System Administration
221 NE Ivanhoe Blvd, Suite 300
Orlando, Florida 32804*

DIETETIC INTERNSHIP CENTRALIZED APPLICATION SYSTEM (DICAS)

The AHDI will be using the online centralized internship application (DICAS) which can be accessed at <https://portal.dicas.org>; email DICASinfo@DICAS.org. The fee to use DICAS is \$40 for the first application submitted and \$20 for each additional application.

APPLICANTS MUST SUBMIT THE FOLLOWING VIA THE DICAS WEBSITE:

- Personal Statement
- References
- Resume
- Transcripts
- Verification Statement or Intent to Complete

PERSONAL STATEMENT:

Applicants who apply to internships using DICAS will be asked to complete a personal statement of 1,000 words or less. Questions to be addressed in the personal statement include:

- Why do you want to enter the dietetics profession?
- What are some experiences that have helped to prepare you for your career?
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?
- Why are you applying to the AHDI?
- What qualities separate you from other applicants interested in a clinical focused internship program?

REFERENCES:

When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same references for all applications. For the AHDI, you must submit 3 references from each of the following:

1. DPD faculty (preferably the DP Director)
 2. Any other faculty
 3. Employment or volunteer reference*
- *Personal references will not be accepted

RESUME:

A current resume must be uploaded on the DICAS website.

TRANSCRIPTS:

Official transcripts from all colleges and universities should be sent to:

- DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472

VERIFICATION STATEMENT OR INTENT TO COMPLETE:

This documentation must be submitted by your DPD Director.
All application materials become the property of the AHDI and will not be returned.

INTERN POLICIES

The following AHDI Intern Policies will inform and guide intern performance and behavior during the internship.

1. SUPERVISED PRACTICE

The supervised practice hours include all practice hours in each of the five experiences. The five rotations are: Food Service & Management, Community, Clinical 1, Clinical 2, and Staff Relief. The required number of practice hours (1216 hours) must be completed to complete the internship program. Preceptors from each experience will evaluate intern performance.

Furthermore, interns are expected to adhere to AdventHealth dietetic internship's (AHDI) policies.

The purpose of the dietetic internship is educational. Interns in supervised practice cannot be used to compensate for or support employee shortages and/or absences and will not be considered employees during any circumstances.

2. GRADUATION AND CERTIFICATION

Upon successfully completion of the 1216 supervised practice hours, interns receive a certificate of completion from AdventHealth dietetic internship and a verification statement that allows them to take the professional registration exam administered by the Commission of Dietetic Registration (CDR). The Program must be completed successfully prior to taking the registration exam.

3. REQUIREMENTS FOR CONTINUED MATRICULATION AND COMPLETION OF THE INTERNSHIP

Successful completion of the AHDI requires the following:

- Successful completion of 1216 practice hours
- Eight rubrics successfully completed with a score of 2 or greater on a scale of 1-3 where 1 = does not meet expectations, 2 = meets expectations, and 3 = exceeds expectations
- Four exams completed with scores of 80% or above and satisfactory completion of the final exam
- Evaluation scores of 2 or greater on a scale of 1-3
- Completion of the AHDI-approved RD Exam Review Course
- Timeliness of submitting required reports

Successful completion of all projects, rubrics, exams, and evaluations and the RD review course along with the required 1216 hours of supervised practice must occur within 12 months.

Interns and their preceptors conduct a Performance Evaluation and an AdventHealth values evaluation after each rotation. The evaluations include the intern self-evaluation and is due at the completion of Food Service & Management, Community, Clinical 1, Clinical 2, and Staff Relief. Furthermore, each rubric receives a score and is reviewed by the preceptor and intern. The intern is responsible for completing an evaluation of each internship experience. The Program Director and Program Manager will provide feedback to the intern on an informal basis throughout the internship.

4. REMEDIATION

- Interns must pass all evaluations, rubrics, and exams before moving to the next rotation.
- Interns must obtain an 80% or greater score on all 4 exams (Food Service, Community, Clinical 1, and Clinical 2)
- If the intern fails to score 80% on any exam they will have the opportunity to re-test. Failure to pass the second exam will result in dismissal from the program.
- If the intern fails to score 80% on the comprehensive exam, they must re-test.
- Interns must obtain ≥ 2 on a 1-3 scale with no scores of 1 on all rotation evaluations and all rubrics. The five rotation evaluations take place upon the completion of Food Service, Community, Clinical 1, Clinical 2, and Staff Relief.
- Failure to satisfy internship requirements for experience evaluations or rubrics will result in an individualized action plan.
- Failure to successfully complete the following will result in dismissal:
 - An accumulation of four failures to satisfy expectations related to rotation evaluations, action plans, and rubrics

5. MAXIMUM TIME PERIOD OF INTERNSHIP

All Dietetic Interns must complete the program within 12 months of start date.

WITHDRAWAL

An intern may withdraw from the AHDI at any time. Once an intern withdraws, his/her position in the program is closed and is no longer available for re-admittance. If the intern wishes to reenter the program, he/she must reapply as a new intern. Previously paid tuition and fees are not refundable. Should the intern reapply and be accepted, the previous fees and tuition will not be credited toward costs for the internship program. If the intern withdraws within 30 days of the start date of the internship program, he / she will be eligible to obtain 50% of the internship tuition fee as a refund.

REINSTATEMENT

If an intern has been dismissed from the AHDI for any reason, no future application will be considered.

6. ATTENDANCE

SUPERVISED PRACTICE

Interns must be present and on time for each day at each rotation. Punctuality and attendance concerns may be cause for dismissal. If it is necessary for the intern to be absent or late for any reason, the preceptor and internship Manager must be notified within 1 hour of the scheduled arrival time.

All practice hours must be completed by the intern. Practice hours completed at AHDI will be tracked by the intern clocking in and out. Contact AHDI Administrative Coordinator at 407-303-5600, Ext. 112-4180 for all missed clocked events.

Practice hours completed at external sites such as Hebni Nutrition Consultants or WIC will be tracked by the intern who communicates to the AHDI Administrative Coordinator daily via email to report hours.

HOW TO USE THE TIME CLOCKS

TO CLOCK IN

1. Press the "Clock In" (F1) button on the touch screen.
2. Clock will display "SWIPE BADGE". Tap badge on key pad to scan.

Successful Swipe Result:

1. Single beep.
2. Your name will appear with time you clocked in/out
3. Green light near the top center of the clock.

Unsuccessful Swipe Result:

1. Multiple beeps.
2. Your name and clock in/out will not appear
3. Red light near the top center of the clock.
4. Error message will appear on the clock display.

TO CLOCK OUT

1. Press the "Clock Out" (F5) button on the touch screen.
2. Clock will display "SWIPE BADGE". Tap badge on key pad to scan.

7. HEALTHCARE CLEARANCE AND DRUG TESTING

Each intern must have a current physical examination. Both a Health History and Immunization Record form must be signed by a physician. These and all other clearance forms must be completed and submitted 30 to 60 days prior to the internship start date.

AdventHealth health requirements (subject to change per AdventHealth policy) for interns include the following:

- PPD completed within 90 days of internship start date
- Proof of MMR vaccination
- Proof of Varicella (chicken pox) or immunity
- Hepatitis B series (strongly recommended – signed waiver if refused)
- Flu vaccine

Additional AdventHealth requirement to be completed 30 to 60 days prior to internship start date:

- Level 2 background check

AdventHealth intern requirements to be completed at AdventHealth Centra Care located in **Colonial Town** within 5 business days prior to start date:

- Respiratory Fit Test
- Drug Test

If an intern has not submitted all required clearances prior to the deadlines defined above, her / his space in the internship program may be forfeited.

All interns are required to submit to any health and background clearances that are required by individual supervised practice sites such as Long-Term Care or WIC in addition to the AHDI general requirements. Completion of all ancillary testing and checks is the responsibility of the intern.

CONFIDENTIALITY OF INTERN RECORDS

All drug and alcohol testing results will be maintained by AdventHealth and treated by the AHDI as confidential.

To participate in rotations, interns must agree to the release of test results, such as background tests, to external clinical agencies as required by the agency.

8. ILLNESS AND INJURY

In the event of illness requiring the intern to see a physician or nurse practitioner, accident resulting in injury, hospitalization or pregnancy, a statement from the attending physician or medical representative must be presented to the Program Director or Program Manager certifying the intern is physically and emotionally able to continue active participation in the internship program. A clinical clearance form must be submitted and upon approval, the intern may continue in the AHDI.

Interns who require time off due to injury or illness during supervised practice must first exhaust their personal days. The internship allows for a minimum of 10 personal days, including holidays.

If the intern becomes ill while participating in the internship program, he / she will report to the preceptor or the program Manager. The intern will be advised as follows:

- If the illness or injury is emergent – call 911.
- If the illness or injury is not severe or life threatening – request that the intern contact their health care provider.
- Should the intern not have a health care provider direct them to the nearest urgent care or emergency care center.

Any injury must be reported to the preceptor at the facility. If emergency treatment is needed, it will be at the intern's expense. Interns must assume the cost of medical expenses. Documentation of the incident must be completed by the intern, signed by the preceptor, and forwarded (via fax or email of a scanned copy) to the Program Director.

Treatment regarding exposure to blood or body fluids will be in accordance with AdventHealth or the clinical agency policy.

9. TECHNOLOGY REQUIREMENTS

Interns must have adequate internet access and technological capabilities to meet internship requirements including but not limited to the ability to apply to the internship online, access the Academy of Nutrition & Dietetics website, use AdventHealth email, outlook, and Adventist Learning Network, complete literature reviews, and document patient care in the electronic health record.

10. ACADEMY OF NUTRITION AND DIETETICS CODE OF ETHICS

ACADEMY OF NUTRITION AND DIETETICS (ACADEMY)/COMMISSION ON DIETETIC REGISTRATION (CDR) CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION EFFECTIVE DATE: JUNE 1, 2018

The Code of Ethics approved by the Academy of Nutrition and Dietetics in 2009 governs all members of the Academy of Nutrition and Dietetic and all dietetic interns are required to abide by its principle. The AND Code of Ethics provides:

PREAMBLE

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

PRINCIPLES AND STANDARDS:

1. COMPETENCE AND PROFESSIONAL DEVELOPMENT IN PRACTICE (NON-MALEFICENCE)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. INTEGRITY IN PERSONAL AND ORGANIZATIONAL BEHAVIORS AND PRACTICES (AUTONOMY)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. PROFESSIONALISM (BENEFACTENCE)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. SOCIAL RESPONSIBILITY FOR LOCAL, REGIONAL, NATIONAL, GLOBAL NUTRITION AND WELL-BEING (JUSTICE)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

GLOSSARY OF TERMS:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

REFERENCES:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.

<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>

3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

11. ACADEMIC STANDARDS OF INTEGRITY

The AHDI expects interns to set a high standard for themselves and to display the AdventHealth value of integrity at all times.

The following actions are considered breaches of the Academic Standards of Integrity:

1. Cheating. While completing an internship assignment or exam it is dishonest to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the preceptor.
2. Plagiarism. Plagiarism is the act, intentional or not, or misrepresenting the work, research, language, or ideas of another person (published or unpublished) as one's own work.
3. Other forms of academic misconduct. The forms of academic misconduct defined above are not exhaustive, and other acts may be deemed academic misconduct.

12. RESPONSE TO ACADEMIC MISCONDUCT

Interns who breach the Academic Standards are subject to consequences imposed by the Director or Manager of the AHDI. Such consequences may include the expectation to redo a rubric, the assignment of additional work, or termination from the internship program.

13. STANDARDS OF PROFESSIONAL BEHAVIOR

Dietetic interns must adhere to the AdventHealth citizenship behaviors. Dietetic interns will be held responsible for all AdventHealth Dietetic Internship policies related to professional conduct. Failure to comply with Standards of Professional Behavior as outlined will result in disciplinary procedures.

Interns are expected to treat all preceptors in each of their rotations as valued educators and respected professionals. Any intern concerns regarding interactions with preceptors must be immediately discussed with the Internship Manager or Internship Director.

Interns must arrive on time, prepared and ready to begin work by the time scheduled with the assigned preceptor. Interns are responsible to be familiar with the content relevant to a given supervised practice rotation to perform successfully in supervised practice learning experiences. Interns should review concepts related to each practice rotation before the first day in that rotation. If the preceptor identifies concepts/terms/resources that an intern should review, the intern should consider this a requirement for the rotation and should determine a plan in consultation with the preceptor for meeting this requirement.

Interns must avoid all use of cell phones for personal use while on duty during supervised practice. Interns are required to uphold the professional policies and norms of behavior in each supervised practice setting.

14. DISCIPLINARY / TERMINATION

Dietetic interns are informed at regular intervals of their progress related to exams, rubrics, and supervised practice components of the internship program. Failure to meet dietetic internship standards for exams, rubrics, and preceptor evaluation as defined in this document will result in termination.

Dietetic interns must comply with all AHDI policies related to their conduct. Failure to comply will result in an action plan, developed between the dietetic intern, the preceptor and the Internship Manager. Failure to successfully meet action plan stipulations will result in termination. Termination will take place if misconduct continues after three action plans have been developed.

Positive results from any drug screen or unethical behavior that places the health of patients at risk will be grounds for immediate termination. Failure to report for intern duties without notification will be grounds for immediate termination.

The process for actions plans and subsequent termination is as follows:

- a. First written - action plan developed with the intern, preceptor, and dietetic internship Manager
- b. Second written - action plan developed with the intern, preceptor, and dietetic internship Manager
- c. Third written - action plan developed with the intern, preceptor, and dietetic internship Manager
- d. Termination from the dietetic internship program

15. INTERN APPEALS PROCESS / PROBLEM-SOLVING PROCEDURES

One of the goals of the AHDI is to ensure that each dietetic intern has an excellent learning experience. We want to maintain excellent relationships between our interns and AHDI providers. A dietetic intern who attempts to resolve a problem will not be subjected to any form of adverse action, reprimand, retaliation, or negative treatment.

A dietetic intern who has a disagreement related to an academic matter should first attempt to resolve the issue through the chain of command, beginning with a discussion with the preceptor or internship Manager. If the issue is not resolved to the intern's satisfaction, the intern should address the complaint in writing to the internship director. The complaint will be kept on file with the internship program director that will review the complaint and consult with the preceptor and internship Manager. The dietetic internship program director will make a decision regarding the complaint and communicate such in writing to the intern within 30 days. If the intern is dissatisfied with the decision, she/he has 7 business days to appeal in writing to the Nutritional Services System Administrative Director. The intern should submit all related correspondences with the written appeal. The System Nutritional Services Administrative Director will respond in writing to the intern and the Program Director within 30 days regarding the decision of the appeal. The decision of the System Nutritional Services Administrative Director will be kept on file. The decision of the System Nutritional Services Administrative Director is final.

After all steps in the appeals process have been exhausted, if the intern remains dissatisfied with the outcome, she/he may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Contact information for ACEND:

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995
312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400
ACEND@eatright.org, www.eatright.org/ACEND

ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is concerned about the quality and continued improvement of the dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal. A copy of the 2012 Standards for Internship Programs in Nutrition and Dietetics can be accessed by following this link:
<http://www.eatright.org/ACEND>

16. STUDENT TRAVEL / TRANSPORTATION

The AHDI is not responsible for intern safety in travel to campuses or other supervised practice sites. The intern is responsible and assumes liability for transportation.

17. WRITTEN ASSIGNMENTS

All written papers for the Dietetic Internship are required to be in the American Psychological Association (APA) style. The APA Manual is a required text for the AHDI.

18. PROFESSIONAL MEETINGS AND ASSOCIATIONS

Interns are encouraged to attend meetings sponsored by the Academy of Nutrition & Dietetics, whether local, state, or national. Interns may also have the opportunity to attend other professional presentations. Attendance at a professional presentation that interferes with scheduled supervised practice hours must be approved by the Program Manager and Supervising Practice Preceptor before enrolling. Any tuition or fees for the seminar is the intern's responsibility.

THE ACADEMY OF NUTRITION AND DIETETICS

Interns must become members of the Academy for Nutrition and Dietetics (A.N.D.) Information is available at the A.N.D. website at <http://www.eatright.org/> or call 1-800-877-1600 ext. 4841 to request a membership application.

19. VERIFICATION STATEMENT AND CERTIFICATE

Upon successful completion of all internship requirements, the Program Director will provide the graduates with the required registration eligibility paperwork. The Program Director will also provide each graduate with five signed copies for the verification statement. Another original is placed in the graduate's file. The verification statement assures that the intern has completed all work in a satisfactory manner. Upon successful completion of all rubrics, exams, and practice hours, all interns will receive a AHDI Certificate signed by the Program Director.

20. REGISTRATION EXAMINATION AND EXAMINATION PREPARATION

Upon the successful completion of the AHDI, the Internship Manager will provide the intern access to a AHDI-approved RD Review Course in order to help the intern successfully prepare for the Dietetic Registration exam.

The graduate must submit the application to take the Dietetic Registration exam to CDR in a timely fashion.

**THE AHDI IS NEITHER RESPONSIBLE FOR NOR LIABLE FOR A GRADUATE'S FAILURE TO PASS
THE DIETETIC REGISTRATION EXAM.**

21. NON-DISCRIMINATION

AHDI, in accordance with AdventHealth's policies, does not discriminate on the grounds of race, color, national origin, sex, age, or sexual orientation. The AHDI will provide reasonable accommodation to qualified interns, provided the accommodation does not pose an undue hardship on the AHDI.

22. CRIMINAL BACKGROUND CHECK

All interns must undergo a Criminal Record Check to fulfill AdventHealth requirements. Additional background checks are required by supervised rotations such as WIC and are the responsibility of the dietetic intern.

23. HIPAA / CONFIDENTIALITY STATEMENT

The Health Insurance Portability and Accountability Act (HIPAA) dictates how interns maintain patient, client, and resident confidentiality. The intern orientation includes a review of HIPAA. The intern must sign a confidentiality agreement to indicate their agreement and understanding.

Interns are expected to maintain confidentiality regarding each rotation and facility, the Nutritional Services department, employees, patients, clients, peers, mentors, preceptors, and faculty.

24. INTELLECTUAL PROPERTY AND INTERN WORK

Any work created by an intern as part of the required supervised practice rotation experience is considered the intellectual property of the intern. However, as this work is being generated explicitly for use by AdventHealth or other intern rotations site as part of the intern's educational experience, the AdventHealth Internship program or site will also retain the right to use and/or adapt these materials at their facilities at any time.

25. DRESS CODE AND IMAGE STANDARDS

Interns are expected to maintain a personal appearance and dress appropriate for the professional setting whether completing supervised practice rotations or taking exams. Interns are required to follow the AHDI image standards. The AdventHealth image standards will be provided to interns upon acceptance.

Acceptable attire includes a lab coat, comfortable non-slip shoes that agree with AdventHealth and Nutritional Services Image Standards (for safety) and an intern ID badge provided by AdventHealth worn on the upper left-hand collar at all times.

General grooming requirements:

- a. No visible body piercings or multiple ear piercings are allowed.
- b. Hair nets or caps are required when working in food production areas
- c. Only a wedding ring, wrist watch, or small post earrings are acceptable pieces of jewelry
- d. Nails must be clean and neatly trimmed. Only clear nail polish is allowed. When in food production, no nail polish may be worn.
- e. No fragrances (perfume, cologne, after shave, or lotion) may be worn
- f. Chewing gum is not allowed. Consumption of food and drink is limited to designated times and areas.

26. ELECTRONIC COMMUNICATIONS / SOCIAL MEDIA

Electronic communications systems provided by AdventHealth are intended to be used as a business tool to facilitate communication and the exchange of information needed to perform intern tasks. AdventHealth monitors electronic communications for the purpose of ensuring the protection of legitimate business interests, confidentiality, and integrity. Interns may not use the electronic communications provided for personal use.

Electronic communications using the AdventHealth name, logo, or reference is strictly prohibited.

To ensure the privacy and confidentiality of our patients, when interns use electronic communications to share confidential information including, but not limited to, PHI across public networks, they must be protected using a AdventHealth approved method of encryption.

Confidential information is defined as any information owned or managed by any AdventHealth entity which is not publicly available. This includes, but is not limited to, all patient related information, confidential or proprietary technical, and business or personnel information:

- a. Financial statements and other financial information;
- b. Marketing and business plans;
- c. Intellectual property;
- d. User data such as user IDs and passwords; and
- e. The terms of any business agreement.

Personal use of cell phones while on duty is prohibited.

Compliance with this policy is mandatory for all AdventHealth staff and AHDI interns. Violation of this policy and its standards will be subject to disciplinary action up to, and including, termination.

27. HARASSMENT – FREE WORKPLACE

AdventHealth maintains a policy to ensure a workplace free of all types of verbal and nonverbal harassment including but not limited to discrimination, intimidation, and sexual harassment.

All staff, regardless of their job position, and all interns are covered by and are expected to comply with this policy; and must take appropriate measures to ensure that this prohibited and unlawful conduct does not occur.

Appropriate disciplinary action will be taken against any staff member or intern who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment. AH maintains a strict zero tolerance policy regarding harassment, which creates a hostile, intimidating or offensive work environment.

The following are types of harassment prohibited under this policy:

1. DISCRIMINATION:

It is a violation of this policy to discriminate against a staff member or intern based on their race, color, national origin, age, religion, disability, gender, sexual orientation, gender identity, pregnancy, genetic information or marital status.

2. INTIMIDATION:

It is a violation of this policy to discriminate against anyone by creating a “hostile work environment” where the harassment creates an offensive and unpleasant working environment.

3. SEXUAL HARASSMENT: There are two types of sexual harassment, physical/offensive and Quid pro quo.

- a. **PHYSICAL/OFFENSIVE** is unwelcome, unwanted sexual harassment includes but is not limited to touching, tickling, pinching, patting, brushing up against, hugging, blocking, teasing, fondling; touching a person’s body, clothing, or hair with a body part or with an object, or assault.
- b. **QUID PRO QUO** sexual harassment occurs in the workplace when a manager or other authority figure offers or merely hints that he or she will give the staff member or intern something, such as but not limited to raises, promotions or better working hours in return for that staff members or intern’s satisfaction of a sexual demand.

PROGRAM EVALUATIONS

Intern evaluations are completed at the end of each rotation. The entire program will be evaluated by each intern at the end of each rotation; preceptor effectiveness will be evaluated by the intern. Dietetic Internship graduates and their future employers will evaluate the internship program.

ACCESS TO PERSONAL FILES

Intern files are maintained in the internship Manager's office. These files include intern evaluations from supervised experiences, rubric scores, projects, quizzes, and exam scores. Interns may see any/all of their file by making an apt with the Manager, excluding references. The intern files are confidential and are made available only to the intern or faculty required to evaluate the intern.

TUITION AND FEES 2018 - 2019

ADVENTHEALTH DIETETIC INTERNSHIP IS NOT ABLE TO MAKE FINANCIAL AID AVAILABLE TO INTERNS.

EXPENSES: (EXPENSES ARE ESTIMATIONS AND SUBJECT TO CHANGE)

- Tuition: \$12,000 per internship program
- \$1,000 non-refundable payment upon receipt of acceptance into the program
- Application Fee (non-refundable): \$100
- Liability Insurance: \$35 *Securing insurance is the responsibility of the intern
- Health Insurance: Varies *Securing health insurance is the responsibility of the intern
- Academy of Nutrition and Dietetics Student Membership: \$50
- Background check: Varies \$50 to \$100
- Respiratory fit testing & drug screen: \$60.00
- Books and Supplies: a list will be provided the intern upon acceptance into the program
- Lab coat (1): \$50 (*one additional lab coat will be provided to the intern by the Nutritional Services Department*)
- Housing: securing housing is the responsibility of the intern

Make checks payable to "AdventHealth".

ADVENTHEALTH DIETETIC INTERNSHIP SYLLABUS

Instructor Information

Instructor

Ruth Hanson, RD, CDE
Manager, AHDI

Email

Ruth.Hanson@flhosp.org

Office Location

1919 N. Orange Ave, Orlando FL,
32804, 2nd Floor Classroom

External Contacts

Rotation	Contact Person	Contact Information
Women, Infants & Children	Jennifer Tompkins, RD	Jennifer.Tompkins@flhealth.gov
Child & Family Wellness	Christopher Schnell, RD	Christopher.Schnell@flhosp.org
Diabetes Institute	Mike Schurig, RD	Mike.Schurig@flhosp.org
Hebni Nutrition Consultants	Roniece Weaver, MS, RD, LD	roniece@hebninutrition.org
Second Harvest Food Bank	Amanda Sintes, MPH	asintes@feedhopenow.org
Long Term Care	Justin Roy, RD	Justin.Roy@adventistcare.org

General Information

Description

The internship has 5 rotations with a *minimum* of 1,216 supervised hours, occurring in the following order:

- Food Service & Management – 320 hours
- Community – 96 hours (scheduled throughout program)
- Clinical 1 – 360 hours (includes 16 hours Long-Term Care)
- Clinical 2 – 320 hours
- Staff Relief – 120 hours

Didactic hours, generally 2-3 hours per week, do not count toward supervised hours. During didactic hours, interns will experience presentations, reviews, quizzes, and exams.

Required Textbooks

1. [Food Service Organizations, A Managerial and Systems Approach](#); Mary B. Gregoire
2. [Krause's Food & The Nutrition Care Process](#); L. Kathleen Mahan and Janice L. Raymond
3. [The A.S.P.E.N. Adult Nutrition Support Core Curriculum](#); ASPEN (provided)
4. [Inman's Review of Dietetics](#); Jean Inman (provided)

Expectations

1. *Interns will demonstrate the completion of all requirements prior to proceeding to the subsequent rotation.*
2. Interns will actively communicate with AHDI Manager and Campus Preceptors during rotations to discuss assignments and internship issues.
3. Interns are expected to contact the preceptors five (5) business days prior to the start of the rotation to review requirements for the rotation. AHDI Manager must be copied. Contact information will be provided.
4. Assigned reading must be completed prior to the start of the rotation.
5. A scheduled meeting will take place at the end of Food Service, Clinical 1, Clinical 2, and Staff Relief.
6. An intern program review meeting is scheduled at the end of Food Service, Clinical 1, and Clinical 2.
7. Attendance is expected at all scheduled internship experiences, including didactic, unless previous arrangements have been made. Interns must notify preceptor/manager of absence at least one (1) hour prior to the scheduled start time.
8. Assignments will be completed and submitted on or before the stated deadline.
9. Assignments requiring Manager or Preceptor review, or approval will be submitted 3 business days prior to actual due date.
10. Assignments will be prepared using guidelines reviewed during intern orientation.
11. Program evaluations are due every Friday for the preceding week. Evaluations must include:
 - a. how experience has prepared the intern for career as an RD
 - b. areas of opportunity for intern to pursue for self-development
12. Interns will attend a state or local meeting of the Academy of Nutrition & Dietetics.
13. Interns will use the Inman's Review of Dietetics throughout the internship to study/review for the RD exam.
14. Graduates of AHDI will maintain contact with the Program and provide requested information required by AHDI and ACEND for continued accreditation.

Rotation Information:

➤ *Food Service*

Assignments

1. Press Ganey Patient Experience
2. Fad Diets / Functional Foods
3. Financial or Productivity Improvement
4. NS Employee Interview Report
5. NS Retail Wellness Evaluation
6. NS Scorecard Metric
7. Product Evaluation
8. Standardized Recipe Report
9. 3-Day Cycle Menu

Lectures & Quizzes

Topic	Gregoire Chapters
Management & Leadership	9 & 10
Labor/Budget/Scheduling	12
The Menu	3
Food Production	6

Rotation Information:

➤ *Community*

Assignments

Rotation	Duration	Assignment	Comment
WIC	36 hours	Health Message (Use evaluation tool)	WIC Preceptor review
Child & Family Wellness	32 hours	Motivational Interviewing (Use tool provided)	Chris Schnell, RD and AHDI Manager review
Second Harvest Food Bank	12 hours	Participate in Second Harvest Food Bank activities	Amanda Sintes, MPH Ruth Hanson, RD
Diabetes Institute	8 hours	Observation	Mike Schurig, RD
Hebni Nutrition Consultants	8 hours	Provide group education as assigned by the RD Preceptor	Roniece Weaver, MS, RD, LD

Develop cultural specific nutrition education for a specific therapeutic diet such as low sodium. Cultures include Mexican, Indian (Hindu), Puerto Rican, African American (Soul-food), Creole, Middle East Muslim. Provide power point, handout, one day menu.

Lectures and Quizzes

Topic	Krause Chapters
The Individual in the Community	9
Nutrition Diagnosis & Intervention	10
Diet Guidelines...Cultural Competence	11

Rotation Information:

➤ *Clinical 1*

Assignments

1. Written and Oral Case Study
2. Electronic Portfolio
3. Licensure Meeting Minutes. Legislative Days Report if the intern attended.
4. Develop and present 2 self-improvement goals to AHDI Manager and Campus Preceptor mid-way and upon completion of clinical 1
5. Attend lecture on risk management in dietetics; score 80% or greater on quiz
6. Attend lecture on coding and billing; report which explains reimbursement from public or private, fee-for-service, and value-based payment systems.
7. Best Practice Research Grid
8. *Long Term Care* – 16 hours – conduct Safety & Sanitation inspection using tool provided; AHDI Manager will review
9. Use the Academy’s Evidence Analysis Library to evaluate best practice nutrition recommendations

Lectures and Quizzes

Topic	Krause Chapters
Analysis of the Diet (Introduction to Clinical)	4
Clinical Assessment (Introduction to Clinical)	7
Risk in Nutrition & Dietetics	–
Life Cycle Nutrition	15-20
Cardiology	33
Oncology	36
Upper and Lower GIT	27-28
Liver, Kidney, Pancreas, Anemia	29, 32, 35
Enteral Nutrition Support	13
Diabetes	30

Rotation Information:

➤ *Clinical 2*

Assignments

1. Written and Oral Case Study
2. Clinical Process Improvement Project
3. Develop and present two (2) self-improvement goals to AHDI Manager and Campus Preceptor mid-way and upon completion of Clinical 2
4. Prepare a professional development plan (PDP) according to CDR guidelines
5. Submit an approved letter related to nutrition policy to a government representative
6. Participate in role play mentoring/precepting experience during a didactic meeting
7. Participate in mentoring the incoming cohort of AdventHealth dietetic interns

Lectures and Quizzes

Topic	Krause Chapters
Parenteral Nutrition Support	13 + ASPEN Core Curriculum
Fluids and Electrolytes	6 + Lecture + Literature
Acid / Base Balance	6 + Lecture + Literature
Pulmonary	34
Critical Care	38
Diabetes and Insulin	–
Preceptor / Mentoring Role Plan	

AHDI PROGRAM CALENDAR

COHORT 6

EVENTS	DATES
AH INTERN PROCESSING	JANUARY 24, 2019
INTERNSHIP ORIENTATION	JANUARY 25, 2019
ADVENTHEALTH ORIENTATION	JANUARY 28 THRU JANUARY 29, 2019
FOOD SERVICE BEGINS	JANUARY 30, 2019
LEGISLATIVE DAYS	FEBRUARY 2019
SPRING HOLIDAY	APRIL 19, 2019
FOOD SERVICE EXAM	MARCH 22, 2019
COMMUNITY EXAM	APRIL 5, 2019
CLINICAL 1 BEGINS	APRIL 22, 2019
SUMMER HOLIDAYS	MAY 24 THRU MAY 27, 2019; JULY 4 THRU JULY 10, 2019
CLINICAL 1 EXAM	JUNE 17, 2019
CLINICAL 2 BEGINS	JUNE 28, 2019
LABOR DAY	SEPTEMBER 2, 2019
CLINICAL 2 EXAM	AUGUST 26, 2019
STAFF RELIEF	SEPTEMBER 3 THRU SEPTEMBER 23
COMPREHENSIVE EXAM	SEPTEMBER 16, 2019
LAST DAY OF INTERNSHIP	SEPTEMBER 23, 2019
INTERNSHIP CELEBRATION	SEPTEMBER 30, 2019

*** THE ABOVE PROGRAM ALLOWS FOR 10 VACATION DAYS SCHEDULED ABOVE. IF THE INTERN REQUIRES A CHANGE TO THE INTERNSHIP SCHEDULE, PRIOR APPROVAL MUST BE OBTAINED FROM THE AHDI MANAGER AND AHDI CAMPUS PRIMARY PRECEPTOR A MINIMUM OF 1 MONTH PRIOR TO THE REQUESTED DAYS OFF.**

NOTE: INDIVIDUAL INTERN SCHEDULES MAY VARY FROM THE ABOVE DATES. EMERGENCY SCHEDULING AND EXTRAORDINARY CIRCUMSTANCES WILL BE REVIEWED ON A CASE BY CASE BASIS.

INTERN ORIENTATION

Communication related to orientation will be provided to the intern upon acceptance into the dietetic internship program.

FACULTY AND STAFF

AHDI Program Director

Fran Mann, MS, RD
407-590-3801
407-303-5600 Ext. 112-4172
Frances.Mann@flhosp.org

AHDI Program Manager

Ruth Hanson, RD, CDE
407-913-4497
407-303-5600 Ext. 110-7289
Ruth.Hanson@flhosp.org

AHDI Address

AdventHealth
Dietetic Internship Program
1919 N. Orange Ave., Suite B, Box 145
Orlando, Florida 32804
AH.Dietetic.Internship.Program@flhosp.org

AHDI Administrative Coordinator

Sydney Cotton
407-303-5600 Ext. 112-4180
Sydney.Cotton@flhosp.org

DIETETIC INTERNSHIP RESOURCES

The goal of the dietetic internship program is to facilitate interns in cultivating the skills and strategies to become confident, independent, successful and active learners.

Resources available to interns include the following:

- AdventHealth dietetic internship Director
- AdventHealth dietetic internship Manager
- AdventHealth dietetic internship Preceptors
- AdventHealth Online Medical Library
- A.N.D. Nutrition Care Manuals via the AdventHealth Intranet
- A.N.D. eNCP Nutrition Care Process via the AdventHealth Intranet
- Printed reference materials to include:
 - Krause's Food and Nutrition Care Process
 - A.N.D. Oncology reference
 - ASPEN Core curriculum

INTERNSHIP EXPERIENCES

AdventHealth dietetic internship includes Food Service and Management, Community, Clinical 1, Clinical 2, and Staff Relief experiences.

A competency document must be completed during each of the five experiences. The document includes the competency and the intern experience which satisfies the requirement. The intern is responsible for completing the document and providing to the AHDI Manager at the conclusion of the experience. The document will be reviewed during the internship orientation program.

CLINICAL EXPERIENCES

Expectations:

- Interns are expected to work with different members of the health care team including but not limited to: physicians, nurses, speech language pathologists, respiratory therapists, pharmacists, and case managers. It is essential that good communication is established between all members of the interdisciplinary team to ensure optimal patient care. When completing case studies and other intern documents include communication and experiences which occurred with different members of the health care team.
- During clinical experiences, the intern will encounter primarily adult and elderly populations of diverse cultures. Nutrition interventions must be individualized to the patient's life style and culture. When completing intern assignments include documentation of the provision of nutrition care which has been individualized to the patient's culture or religious beliefs.
- Essential dietetic intern skills which must be developed during the clinical experiences include but are not limited to:
 - Develop critical thinking skills to accurately and efficiently complete the nutrition care process
 - Develop communication skills to interact with all levels of employees and disciplines within a healthcare team in a professional manner
- Interns are expected to progress in clinical knowledge and expertise as well as patient acuity during the clinical experiences, starting with Clinical 1 and progressing to Clinical 2 and Staff Relief. The progression should include the ability to assess patients that are more complex and manage a larger case load (a minimum of 10 patients / day) by the time Staff Relief starts. The progression should also include the development of nutrition expertise such that the intern demonstrates the ability to assess and recommend nutrition in the context of the patient's condition, medical priorities and diagnosis.

AdventHealth dietetic internship (AHDl) Clinical 1: Two Week Evaluation Standards

Adult Stratification and Consults

1. Able to appropriately screen for patients with nutrition risk according to policy and standard operating practices.
2. Able to schedule follow-up assessments appropriately according to policy and standard operating practices.
3. Able to verbalize the different types of nutrition consults (PHH, LOS, F/U, WOCN, Edu, Adult Assessment, Braden, etc.)

Electronic Medical Record and Databases

1. Able to locate nutrition assessment related information in the electronic medical record.
2. Able to locate interdisciplinary progress notes and procedure results.
3. Able to efficiently navigate and use resources and databases relevant to evidenced-based practices and hospital approved nutrition education. (Nutrition Care Manual, Lexicomp, Guide to Religion & Culture, etc.)
4. Able to complete patient care including assessment data, patient and health care team interaction, and documentation within one hour.

Assessment

1. Introduces themselves upon entering the patient's room.
2. Appropriately verifies patient with 2 patient identifiers (name and D.O.B).
3. Practices safety and sanitation standards (i.e. foaming in/out, wearing mask/gown, washing hands, etc.)
4. Able to obtain relevant information during patient interviews to support nutrition dx or no NCP problem.
5. Able to identify patient needs, provide nutrition counseling and nutrition education appropriately.
6. Demonstrates he/she can communicate effectively with the interdisciplinary team. This includes speaking to nurses and placing calls to physicians.

Medical Nutrition Therapy

1. Able to help the patients on modified diets such as diabetes, renal, cardiac, and low fiber create goals.

Nutrition Support

1. Observes preceptor complete EN assessment and plan. Verbalizes EN assessment, formula, and calculations. Familiar with TF and oral formulary.

Medical Terminology

1. Understands common medical terminology terms (medical terminology quiz completed during clinical orientation)

SUPERVISED PRACTICE FACILITIES POLICIES

The following AHDI Preceptor Policies will inform and guide the selection of intern experience facilities and dietetic intern preceptors.

AHDI will select external facilities for intern experiences based on the following criteria:

1. Ability to provide intern experiences in accordance with program requirements.
2. Ability to provide a competent registered dietitian preceptor who meets state and federal regulations.
3. The facility is located within a 90-mile radius of the intern hospital assignment.
4. The facility meets state and federal regulatory requirements.
5. Facilities selection will be reviewed annually
6. Approved external practice facilities shall have an approved affiliation agreement with AdventHealth dietetic internship.

The process for writing and approving Affiliation Agreements occurs in the following order. Affiliation Agreements:

1. Are written by the Legal Department of AdventHealth.
2. Are approved by the Human Resources department of AdventHealth.
3. Are sent to the external experience facilities for approval.
4. Any changes made by the external experience facility must be approved by the Legal department and Human Resources department.
5. Are reviewed annually and revised as needed.
6. Are maintained in the Legal department of AdventHealth and in the AdventHealth dietetic internship (AHDI).

PRECEPTOR POLICIES

AHDI will select preceptors based on the following criteria:

1. The preceptor will provide verification of Commission on Dietetic Registration (CDR) and licensure, if applicable, to meet state and federal regulations.
2. New preceptors must complete the AHDI preceptor orientation which reviews the Preceptor Handbook contents and the AHDI curricula.
3. AHDI preceptors who are not employed by AdventHealth System will be required to demonstrate evidence of continued competency for their teaching responsibilities, including:
 - a. The preceptor will provide verification of Commission on Dietetic Registration (CDR) and licensure, if applicable, to meet state and federal regulations.
 - b. The preceptor will provide verification of competency by the signature of the preceptor's employer.
 - c. The preceptor CDR documentation must reflect the completion of required professional continued education.
 - d. New preceptors must complete the AHDI preceptor orientation.
 - e. Annually, the preceptor will attend the AHDI annual Preceptor education and complete the preceptor educator quiz with a minimum passing score of 80%.
 - f. Participation in professional development webinars will be offered by the AdventHealth System. Attendance will be highly encouraged. Preceptors will be provided the opportunity to participate free of charge as a token of appreciation for their service.
 - g. CDR modules – Preceptor Training Program: The AHDI Director and Manager encourage all AHDI preceptors to complete these modules which are available through the Academy at no charge.
 - h. Intern evaluations of the rotation experience, including the preceptor and facility evaluations, will be reviewed with the preceptor at the conclusion of each intern class. Discussion will include expectations, outcomes, and process improvement based on the intern's evaluation.
 - i. The AHDI Manager will retain the above documentation and review with the AHDI Director prior to the beginning of each intern class.

The following guidelines outline the responsibility of all AHDI preceptors:

1. The preceptor will review intern progress and performance at regular intervals.
2. The preceptor will review the written evaluation face to face with the intern at the end of each intern rotation experience.
3. The completed evaluation forms will be provided to the AHDI Manager upon conclusion of the rotation.
4. The preceptor will be responsible for providing supervised training based on the curricula developed for use by the AHDI.
5. The preceptor will communicate intern progress, and any questions or concerns, with the AHDI Director and Manager.

ADVENTHEALTH DIETETIC INTERNSHIP (AHDl)

PRECEPTOR FORM

Instructions: **AHDl Preceptors please complete to demonstrate competency as a AHDl Preceptor. After completion scan to Ruth Hanson at ruth.hanson@flhosp.org. Thank you for your time and help.**

I hereby verify that _____ is a competent
DI Preceptor Printed Name

employee and I recommend this individual as a dietetic internship preceptor for the AdventHealth dietetic internship (AHDl)

Signed: _____

CDR Card Number: _____ CDR Verification Date: _____

Expiration date of current CDR card: _____

Completion of preceptor orientation verification by
AHDl Manager: _____

Completion of annual preceptor education and passing quiz score.

Verification by AHDl Manager: _____

DI Preceptor Printed Name

DI Preceptor Signature

Date

ADVENTHEALTH DIETETIC INTERNSHIP

VERIFICATION OF INTERNSHIP ROTATION / EXPERIENCES

DIRECTIONS: INTERN EXPERIENCES COMPLETED AWAY FROM A ADVENTHEALTH CAMPUS REQUIRE DAILY COMMUNICATION TO THE AHDI ADMINISTRATIVE COORDINATOR FOR PROCESSING HOURS WORKED. HOURS NOT REPORTED MAY NOT BE CREDITED TOWARD INTERNSHIP.

- **COMMUNITY EXPERIENCES:**

- **WIC HOURS**

- I VERIFY THAT I HAVE COMPLETED **36 HOURS** AT THE **WIC** FACILITY:

- INTERN SIGNATURE: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

- **CHILD & FAMILY WELLNESS HOURS**

- I VERIFY THAT I HAVE COMPLETED **32 HOURS** AT THE **CENTER FOR CHILD & FAMILY WELLNESS**:

- INTERN SIGNATURE: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

- **DIABETES INSTITUTE HOURS**

- I VERIFY THAT I HAVE COMPLETED **8 HOURS** AT THE **DIABETES INSTITUTE**:

- INTERN SIGNATURE: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

- **SECOND HARVEST FOOD BANK**

- I VERIFY THAT I HAVE COMPLETED **12 HOURS** AT THE **SECOND HARVEST FOOD BANK**:

- INTERN SIGNATURE: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

- **HEBNI NUTRITION CONSULTANTS:**

- I VERIFY THAT I HAVE COMPLETED **8 HOURS** AT **HEBNI NUTRITION CONSULTANTS**:

- INTERN SIGNATURE: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

- **ATTENDANCE AT LOCAL OR STATE ACADEMY OF NUTRITION & DIETETIC MEETINGS, CONFERENCES, OR OTHER SIMILAR EVENTS:**

- I VERIFY INTERN ATTENDANCE AT THE FOLLOWING EVENT:

- _____

- REGISTERED DIETITIAN: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

- INTERN SIGNATURE: _____ DATE: _____
(PRINT NAME) (SIGNATURE)

AdventHealth Dietetic Internship: Food Service Evaluation (check appropriate box)

Preceptor Evaluation of Dietetic Intern

Intern Self-evaluation

Rotation:

Dates:

Please record the number that corresponds to performance in the related column and row. Record the average score at the bottom.

	③ Exceeds expectations	② Meets expectations	① Does not meet expectations
Exhibits professional behavior to include punctuality, attendance, image standard, appropriate conduct, and effective communication for clinical and customer services. Manages time, prioritizes responsibilities, and exhibits appropriate urgency. Performs ethically in accordance with the Code of Ethics for the profession of dietetics. Shows cultural competency/sensitivity in interactions.			
Establishes good rapport and collaborates with director, supervisors, food service employees & patients or customers.			
Assignments are complete, excellent, and on-time. Written reports or audits are professional. Verbal communication or presentations are effective. Projects use research methods and data analysis.			
Exhibits knowledge of safety & sanitation. Operates, cleans, and maintains equipment correctly. Demonstrates elements of a food safety program such as ServSafe or HACCP.			
Demonstrates familiarity with various job routines and responsibilities.			
Knowledge of labor management (schedules, productivity, & resource allocation), human resource management (interviews, coaching, & evaluations), and staff development/education evident.			
Knowledge of food science (cuts of meat, chemical reactions, etc.), recipe development, nutrition informatics, & calculations (scoop size, yields, etc.) apparent. Promotes sustainability, reduces waste and protects the environment.			
Familiar with concepts of ergonomics, work place safety, and kitchen design.			
Demonstrates professional writing skills.			
Average Score			
Passing Score: 2 or greater in all categories			
Dietetic Intern Printed Name	Dietetic Intern Signature	Date	
DI Preceptor Printed Name	DI Preceptor Signature	Date	

AdventHealth Dietetic Internship: Community “A” Evaluation

(check appropriate box)

- WIC Child & Family Wellness
 Preceptor Evaluation of Dietetic Intern Intern Self-evaluation

Rotation:

Dates:

<p>Please record the number that corresponds to performance in the related column and row. Record the average score at the bottom.</p>	③ Exceeds expectations	② Meets expectations	① Does not meet expectations
Exhibits professional behavior to include punctuality, attendance, image standard, appropriate conduct, and effective communication for clinical and customer services. Manages time, prioritizes responsibilities, and exhibits appropriate urgency. Performs ethically in accordance with the Code of Ethics for the profession of dietetics. Shows cultural competency/sensitivity in interactions.			
Establishes good rapport with personnel and clients. Communication is effective. Asks appropriate questions. Refers patients to other professionals when indicated.			
Demonstrates knowledge of age-specific, healthy nutrition guidelines and recommendations.			
Identifies nutrition risks or problems.			
Provides appropriate nutrition education or message.			
Develops or distributes relevant education material that is appropriate for the target audience. Develops and delivers a nutrition health message.			
Understands how to work with some or all of the following: nutrition clerks, technicians, social workers, lactation consultants, psychologists, and physicians.			
Manages time, prioritizes responsibilities, and exhibits appropriate urgency.			
Average Score			
Passing Score: 2 or greater in all categories			
Dietetic Intern Printed Name	Dietetic Intern Signature	Date	
DI Preceptor Printed Name	DI Preceptor Signature	Date	

**AdventHealth Dietetic Internship:
Community “B” Evaluation** (check appropriate box)

- Diabetes Institute
 Hebni Nutrition Consultants
 Second Harvest Food Bank
 Preceptor Evaluation of Dietetic Intern
 Intern Self-evaluation

Rotation:

Dates:

<p><i>Please record the number that corresponds to performance in the related column and row. Record the average score at the bottom.</i></p>	③ Exceeds expectations	② Meets expectations	① Does not meet expectations
Exhibits professional behavior to include punctuality, attendance, image standard, appropriate conduct, and effective communication.			
Performs ethically in accordance with the Code of Ethics for the profession of dietetics.			
Establishes good rapport with personnel and clients.			
Asks appropriate questions.			
Average Score			
Passing Score: 2 or greater in all categories			
Dietetic Intern Printed Name	Dietetic Intern Signature	Date	
DI Preceptor Printed Name	DI Preceptor Signature	Date	

AdventHealth Dietetic Internship: Clinical Evaluation (check appropriate box)

- Clinical 1 (2 weeks)
 Clinical 1 (mid)
 Clinical 1 (final)
 Clinical 2
 Preceptor Evaluation of Dietetic Intern
 Intern Self-evaluation
 Long Term Care
 Intern Self-improvement Goals

Rotation:

Dates:

<p>Please record the number that corresponds to performance in the related column and row. Record the average score at the bottom.</p>	<p>③ Exceeds expectations</p>	<p>② Meets expectations</p>	<p>① Does not meet expectations</p>
<p>Exhibits professional behavior to include punctuality, attendance, image standard, appropriate conduct, and effective communication for clinical and customer services. Apply evidence-based guidelines to the assessment, intervention, and nutrition prescription of patients. Performs ethically in accordance with the Code of Ethics for the profession of dietetics. Shows cultural competency/sensitivity in interactions.</p>			
<p>Establishes good rapport and collaborates with physicians, registered nurses, allied health professionals, and other registered dietitians. Refers patients to other professionals when indicated. Participates in interdisciplinary rounds when appropriate to rotation.</p>			
<p>Assessments include information that is relevant and appropriate to the PES statement or supports "no nutrition problem present" and reflects appropriate comparative standards.</p>			
<p>Selects the best problems based on data available, recognizes etiologies that are the root cause of the nutrition diagnosis and are those that the RD can resolve, and Identifies signs/symptoms that are specific, measurable, and conducive to monitoring.</p>			
<p>Interventions are directed at changing the etiology or improving s/s.</p>			
<p>Selects appropriate monitoring indicators and goals corresponds to monitoring indicators and are tailored to the individual patient.</p>			
<p>For enteral nutrition, appropriate calculations, formula, rate, and schedule present.</p>			
<p>Manages time, prioritizes responsibilities, and exhibits appropriate urgency.</p>			
<p>Utilizes nutrition focused physical assessment.</p>			
<p>Average Score</p>			
<p>Passing Score: 2 or greater in all categories</p>			
<p>Dietetic Intern Printed Name</p>	<p>Dietetic Intern Signature</p>	<p>Date</p>	
<p>DI Preceptor Printed Name</p>	<p>DI Preceptor Signature</p>	<p>Date</p>	

**AdventHealth Dietetic Internship:
Staff Relief Evaluation** (check appropriate box)

Preceptor Evaluation of Dietetic Intern Intern Self-evaluation

Dates:

<p><i>Please record the number that corresponds to performance in the related column and row. Record the average score at the bottom.</i></p>	<p>③ Exceeds expectations</p>	<p>② Meets expectations</p>	<p>① Does not meet expectations</p>
<p>Exhibits professional behavior to include punctuality, attendance, image standard, appropriate conduct, and effective communication for clinical and customer services. Apply evidence-based guidelines to the assessment, intervention, and nutrition prescription of patients. Performs ethically in accordance with the Code of Ethics for the profession of dietetics. Shows cultural competency/sensitivity in interactions.</p>			
<p>Establishes good rapport and collaborates with director, supervisors, food service employees and patients or customers.</p>			
<p>Assessments include information that is relevant and appropriate to the PES statement or supports "no nutrition problem present" and reflects appropriate comparative standards.</p>			
<p>Selects the best problems based on data available, recognizes etiologies that are the root cause of the nutrition diagnosis and are those that the RD can resolve, and Identifies signs/symptoms that are specific, measurable, and conducive to monitoring.</p>			
<p>Interventions are directed at changing the etiology or improving s/s.</p>			
<p>Selects appropriate monitoring indicators and goals corresponds to monitoring indicators and are tailored to the individual patient.</p>			
<p>For enteral nutrition, appropriate calculations, formula, rate, and schedule present.</p>			
<p>Manages time, prioritizes responsibilities, and exhibits appropriate urgency.</p>			
<p>Utilizes nutrition focused physical assessment.</p>			
<p>Average Score</p>			
<p>Passing Score: 2 or greater in all categories</p>			
<p>Dietetic Intern Printed Name</p>	<p>Dietetic Intern Signature</p>	<p>Date</p>	
<p>DI Preceptor Printed Name</p>	<p>DI Preceptor Signature</p>	<p>Date</p>	

AdventHealth Dietetic Internship: Values Evaluation (check appropriate box)

- Food Service
 Community
 Clinical 1
 Clinical 2
 Staff Relief
 Preceptor Evaluation of Dietetic Intern
 Intern Self-evaluation

Rotation:

Dates:

<p><i>Please record the number that corresponds to performance in the related column and row. Record the average score at the bottom.</i></p>	③ Exceeds expectations	② Meets expectations	① Does not meet expectations
<p>Quality and Service Excellence: We consistently deliver exceptional care, and strive for excellence in all we do. By consistently pursuing quality and service excellence, we are able to provide the best possible care to our customers and our colleagues, and remain on the cutting edge of the medical field.</p>			
<p>Community Wellbeing: We are committed to improving the health, prosperity, and wellbeing of the communities we serve. Through the commitment of each of our team members, the opportunity we have to improve the communities we serve is profound.</p>			
<p>High Ethical Standards: We are called to uphold the highest standards, with integrity driving every decision we make and every action we take. The core of this value is “integrity,” defined as “the quality of being honest and having strong moral principles; moral uprightness.”</p>			
<p>Stewardship: We are guided by relentless stewardship in the management of the resources entrusted to us. We are able to multiply our impact within the walls of our facilities and throughout our communities.</p>			
<p>Inclusiveness: We celebrate the diverse backgrounds, cultures, and experiences of our patients, visitors, and colleagues, and embrace opportunities to learn and grow from new perspectives. The uniqueness of individuals and a variety of perspectives and backgrounds can make our lives, our teams, and our entire system better.</p>			
Average Score			
Passing Score: 2 or greater in all categories			
Dietetic Intern Printed Name	Dietetic Intern Signature	Date	
DI Preceptor Printed Name	DI Preceptor Signature	Date	

ADVENTHEALTH DIETETIC INTERNSHIP PROGRAM

INTERN PRESENTATION PROGRAM EVALUATION

PROGRAM NAME: _____ INTERN NAME(S): _____

PLEASE TAKE A MINUTE TO PROVIDE YOUR FEEDBACK ABOUT THE PROGRAM YOU JUST ATTENDED. THIS INFORMATION WILL BE USED TO IMPROVE OUR SERVICES. PLEASE CIRCLE YOUR RESPONSE AFTER EACH STATEMENT.

THE PROGRAM WAS PRACTICAL.

STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE
-------------------	-------------------	-------------------------------	----------------------	----------------------

THE HANDOUTS WERE EFFECTIVE.

STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE
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THE VISUAL PRESENTATION WAS EFFECTIVE.

STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE
-------------------	-------------------	-------------------------------	----------------------	----------------------

THE PRESENTER TOLD ME WHY THE TOPIC IS IMPORTANT.

STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE
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I UNDERSTAND HOW TO APPLY WHAT I LEARNED.

STRONGLY AGREE	SOMEWHAT AGREE	NEITHER AGREE NOR DISAGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE
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YOUR COMMENTS:

THANK YOU!

ADVENTHEALTH DIETETIC INTERNSHIP

AdventHealth Dietetic Internship (AHDl) Internship Rotation Evaluation Form

Dietetic Intern: _____ Date: _____ Cohort #: _____
(print legibly) (00 / 00 / 00 format) (i.e.: C-1)

Internship Rotation Experience

	Clinical 1	Clinical 2	WIC	Child & Family Wellness	Diabetes Institute	Second Harvest Food Bank	Long Term Care	Staff Relief	Food Service
Choose One (1) Rotation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Instructions: Interns must complete this evaluation on a weekly basis, providing the AHDl Manager an electronic copy every Monday. Include comments related to experience assessment and recommended program enhancements.

	Strongly Agree	Neutral	Strongly Disagree
1. I feel that the preceptor consistently provided constructive feedback.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The preceptor was knowledgeable in the specialty area of this experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I feel that I have developed a working knowledge in the specialty area during this experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I feel the preceptor facilitated my learning and development during this experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments about your dietetic experience, recommendations for improvement, and how this experience will apply to your career as an RD:

**AdventHealth Dietetic Internship (AHDl)
Self-Improvement Goals**

Dietetic Intern: _____ (print legibly) Date: _____ (00 / 00 / 00 format) Cohort # _____ (i.e.: C-1)

Choose SMART Goals

- S - Specific
- M - Measurable
- A - Achievable
- R - Relevant and Results-focused |
- T - Time-bound

Clinical Rotation

- Clinical 1
- Clinical 2

Goal Met

- Yes
- No
- If no, plan to meet goal:

Goal 1:

Goal 2:

Preceptor: _____ (print legibly) _____ (signature) Date: _____ (00 / 00 / 00 format)

Nutritional Services Safety Sanitation Inspection Report

AdventHealth Dietetic Internship (AHDl)

Please refer to "NS Sanitation Principles" for education of standards found on this inspection report.	SCORING
Long Term Care Facility:	Meets Standards $\geq 90\%$
VIOLATIONS: 1 point deducted for each violation	Below Standards $\leq 89\%$
CRITICAL VIOLATIONS (in RED): 3 points deducted for each violation	Today's Score: %
REPEAT VIOLATIONS will receive additional deductions	N / A =
	total points =

<small>(print name) Preceptor (signature & date)</small>	<small>(print name) Dietetic Intern (signature & date)</small>

SECTION 1 -- Food Protection - 37 points	Yes	No	Repeat	N/A	COMMENTS
1.1 Product covered, labeled with expiration date					
1.2 No expired product / dented cans					
1.3 Food temp logs are up to date and current					
1.4 Refrigerator / freezer temp logs up to date and current					
1.5 Cooling log up to date and current / proper chilling and thawing procedures					
1.6 Chemicals stored and labeled correctly					
1.7 Correct food storage order					
1.8 Shelving has splash shield on lowest shelf; products stored 6" off of floor					
1.9 Food cooked to proper minimal internal temp					
1.10 Cold food held at 41°F or below, hot food held at 140°F or above					
1.11 Food utensils/contact surfaces are properly washed & sanitized (can opener, blender, coffee urns, robot coupe, knife holders, ice machine, carts and scoops)					
1.12 Thermometers are calibrated					
1.13 Alcohol wipes available, correct sani wipes					
1.14 Any visible sign of altered product					
1.15 R/F free of condensation on product					
1.16 Truck delivery inspections logs completed					
1.17 Approved sources/vendor compliance					

Additional Notes:

SECTION 2 -- Personnel - 16 points		Yes	No	Repeat	N/A	COMMENTS
2.1	Observed proper handwashing					
2.2	Observed proper tasting					
2.3	Personal beverages stored properly, no eating or chewing gum in any area					
2.4	Food is handled w/ suitable utensils (gloves, tongs, deli sheets)					
2.5	Observed proper use of hair covers, beard guards, and hair guidelines					
2.6	Employee wounds are properly dressed					
2.7	Food contact surfaces free of personal items, aprons or hair covers					
2.8	Proper grooming practices, image standards and uniform guidelines, not working when ill					
2.9	Employees know temperature danger zone (above 41°F - 139°F)					
2.10	Employees know dish machine wash, final rinse temps and corrective actions					
Additional Notes:						
SECTION 3 -- Equipment/Utensils - 19 points		YES	NO	Repeat	N/A	COMMENTS
3.1	Equipment properly cleaned / free of dust, visible soil and grease					
3.2	Dish machine final rinse, 180°-194°F					
3.3	3 sink sanitizer concentration ~ 200ppm					
3.4	Sanitizer bucket, spray bottle and cart sprayer concentration ~ 200ppm					
3.5	Dish machine log complete and current					
3.6	3-compartment sink log complete and current					
3.7	Litmus / heat / veggie wash test strips available					
3.8	Thermometers present in refrigerators / freezers / hot holding equipment					
3.9	Food containers and serving utensils are intact (not chipped, cracked or broken) and properly handled					
Additional Notes:						

Section 4 -- Sanitary Facilities & Controls - 17 pt		YES	NO	Repeat	N/A	COMMENTS
4.1	Master Cleaning Schedule is in use & current					
4.2	Floors, walls, drains and behind equipment clean					
4.3	Wet floor signs properly used and available					
4.4	Hand sinks accessible and clean					
4.5	Hand sinks stocked with soap and paper towels					
4.6	Light covers intact / free of cracks above exposed food					
4.7	Ceiling tiles and vents intact and stain free					
4.8	Sprinkler heads free of dust and rust					
4.9	Automatic fire doors / safety latches work properly					
4.10	Regulatory Compliance Daily Shift Checklist used daily and current					
4.11	Potential contamination from construction, repair set up prevents cross contamination					
4.12	Evidence of roof or vent leaks					
4.13	Any evidence of pests, pest log complete					

Additional Notes:

Section 5 -- Safety - 28 points		Yes	No	Repeat	N/A	COMMENTS
5.1	Clear hallways, stairwells, or fire exits					
5.2	Fire door clearance: not blocked or propped open, exit sign visible					
5.3	CO ₂ gas cylinders individually secured to the wall					
5.4	Electrical panels accessible, closed and locked					
5.5	Box flaps out off or folded in					
5.6	Exhaust hoods and filters are clean with updated vendor sticker					
5.7	Electrical cords in good condition					
5.8	Cut resistant gloves available					
5.9	Bulk flammables stored properly					
5.10	K-class extinguisher available & sign mounted above					
5.11	Fire extinguisher accessible & sign mounted above					
5.12	Eye wash station accessible, clean, and tested weekly, poster current and sign visible					
5.13	Storage: 18" below sprinkler head					
5.14	Current SDS, PPE and spill kit available to staff at all times					
5.15	32 gallon trash cans with lids within a 8 X 8 sq. ft. space					
5.16	Knives and sharps carried and handled safely					
5.17	Patient tray delivery, NPO, diet orders correct					
5.18	Fork lift and pallet jack certificate current posted					
5.19	Ergonomics / proper body mechanics demonstrated					
5.20	Lock out / tag out procedures correct					

Additional Notes:

AHDI Food Service Experiences and Competencies

Intern Name: _____

TOPIC	Activity	Contact Person	Date
PURCHASING, STORAGE & INVENTORY			
	Placing Orders-Supplements, Small wares,		
	FIFO		
	Proper Storage Order		
	Storage Distance-Wall / Floor / Sprinklers		
	Develop an Inventory		
	Develop an Order		
TOPIC	Activity	Aimee Yasses	Date
SAFETY, SANITATION & DISHROOM			
	Safety & Sanitation Principles		
	Inspection Report		
	Logs on SharePoint		
	Dish machine-Temps, Completing Logs		
	Corrective Action for Dish machine		
	Alternate Process		
	3-Compartment Sink		
Chemicals			
TOPIC	Activity	Contact Person	Date
CAFÉ / RETAIL			
	Menu Board / Display		
	Traffic Light Criteria		
	Menu Changes		
	Staffing / Changes / Hours		
	Recipes		
	Work Order Process		
	Cash Registers / POS		
	Receiving Food Deliveries		
	Answer Customer Questions		
	Service Recovery		
	Portion Control		
	Dining-In / To Go		
	Guest Services		
	Visible Leadership		
TOPIC	Activity	Contact Person	Date
CATERING			
	Catering Menu		
	Preparation		
	EventMaster-Ordering System		
	Pricing		
	Customer Satisfaction		
	Doctors' Lounges		
Calculations-As Purchased /Edible Portions			

AHDI Food Service Experiences and Competencies

Intern Name: _____

TOPIC	Activity	Contact Person	Date
DIET OFFICE			
	CBORD, NSS Observe and Participate		
	Review Therapeutic Diets		
	Tray Ticket and Tally		
	Patient Interaction / Phone		
	Service Recovery		
	Menu Item Selection		
	Printer Trouble-Shooting		
	H:drive Job Routine		
TOPIC	Activity	Contact Person	Date
PRODUCTION			
	Sanitizing Buckets / Spray Bottles		
	Production Sheets		
	Temp Logs-All Aspects / Details		
	Cooling Logs		
	Preparation Priority / Timelines		
	Pre-Prep		
	Proper Storage Order		
	Thawing Process		
	Recipes		
	Holding Temps		
	Correction Action-Food Out of Temp		
	Sneeze Guards / Cover for Service		
	Knife Safety Competency		
	Fire Safety Competency		
	Chemical Use and Safety Competency		
	Dish machine Competency		
	Hand Washing Competency		
TOPIC	Activity	Contact Person	Date
TRAYLINE			
	Heating Elements		
	Tray Delivery System		
	Test Trays		
	Work Trayline Positions		
	Trayline Checker		
	Deliver Patient Trays		
	Patient Interactions in Person		
	Service Recovery		
	Work Hostess Role		
	Work Supervisor Role		
	Leadership Rounds		
	Patient Satisfaction Survey		
	Patient Identifiers		

Food Service Experiences and Competencies

Intern Name: _____

TOPIC	Activity	Contact Person	Date
INFOMATICS			
	H:drive		
	SharePoint		
	CBORD FSS		
	CBORD NSS		
	CBORD POS-Vending, Badge Charges		
TOPIC	Activity	Contact Person	Date
LEADERSHIP			
	Press Ganey		
	Regulatory Compliance Daily Shift Checklist		
	Budget-Labor and Food		
	Scheduling		
	Interviewing		
	Leadership Meetings-RDL,NS,Nursing, Areas		
	Process Improvement		
	Job Descriptions / Job Routines		
	Policies and SOPs		
	Patient Service Recovery		
TOPIC	Activity	Contact Person	Date
ADMINISTRATIVE ASSISTANT (8 hours)			
	Campus Orientation		
	Department Organization		
	Position Control		
	Scorecard		
	Job Descriptions		
	Leadership Meetings-Scheduling		
TOPIC	Activity	Contact Person	Date
OTHER			
Dietetic Intern	Dietetic Intern Signature		Date
DI Preceptor Printed Name	DI Preceptor Signature		Date

DIETETIC INTERN COMPETENCY CHECKLIST

DIETETIC INTERNS MUST PERFORM CLINICAL WORK UNDER THE SUPERVISION OF THE DIETITIAN PRECEPTOR.

OBJECTIVES:

AFTER SUCCESSFUL COMPLETION OF CLINICAL 1 ROTATION THE DIETETIC INTERN WILL BE ABLE TO:

1. Verbalize patient orders to dietitian preceptor for patients with nutrition risk, conduct evaluations including physical assessment, provide evidence-based nutrition intervention, and monitor patient outcomes
2. Describe appropriate medical nutrition therapy for various disease states
3. Provide nutrition care that is age-specific, culturally sensitive, and individualized
4. Appropriately estimate the calorie, protein and fluid needs of patients
5. Document clearly and completely using the Academy's Nutrition Care Process according to department policy
6. Develops the most appropriate PES statement
7. State appropriate indications for parenteral and enteral nutrition
8. Select appropriate tube feeding formulas for patients
9. Meet minimum productivity standards outlined by the AHDI

RESOURCES (SHOW DIETETIC INTERN HOW TO LOCATE EACH ONE):

1. AH enteral formulary (oral supplements & tube feedings)
2. Academy's Nutrition Care Manual (adult & pediatric)
3. ASPEN Core Curriculum (adult & pediatric)
4. International Dietetics & Nutrition Terminology (IDNT) Reference Manual and/or eNCPT Online
5. H: drive
6. Lexicomp
7. Medical Library
8. Clinical SOPs and Policies (available online)
9. Guide to Religion & Culture
10. Krause's Food and Nutrition Care Process
11. Interpreter Services
12. Center for Nutritional Excellence
13. SharePoint

DIETETIC INTERN COMPETENCY CHECKLIST CONT.

The competencies below must be completed by the 5th day of Clinical 1

	Date	DI Preceptor Name/ Signature
<input type="checkbox"/> AHDI Clinical Orientation		
<input type="checkbox"/> Nutrition Focused Physical Assessment Module		

P&P (Sign when Dietetic Intern demonstrates competence):

	Date	DI Preceptor Name/Signature
<input type="checkbox"/> Reviews Risk Stratification Grids (adult SOP 210.200B, pediatric SOP 210.200C, rehab SOP 210.200E) and able to locate on SharePoint		
<input type="checkbox"/> Able to access CNR (clinical nutrition report)		
<input type="checkbox"/> Able to access Cerner multi-patient task list (MPTL)		
<input type="checkbox"/> Review time frame for completing consults & tasks (Review SOP 210.200A-210.200E) and able to locate on SharePoint		
<input type="checkbox"/> Prioritizing patients		
<input type="checkbox"/> Able to Check for new tasks/consults in Cerner		
<input type="checkbox"/> Documentation in Cerner (initial evaluation, follow-up, IPOC, education flow sheet)		
<input type="checkbox"/> Review Clinical Competency and Efficiency SOP 210.023 on SharePoint		
<input type="checkbox"/> Review ENS (Enteral Nutrition Support) policy 210.200 and able to locate on SharePoint		
<input type="checkbox"/> Rehab policy SOP 210.200E		
<input type="checkbox"/> Order writing policy & procedure (co-sign scope of practice) Policy 210.244 and able to locate on SharePoint		
<input type="checkbox"/> Able to complete tasks in Cerner		
<input type="checkbox"/> Able to Schedule follow-ups in Cerner		
<input type="checkbox"/> Able to cancel & reorder follow-ups for patients transferred to/from another campus		
<input type="checkbox"/> Able to use CBORD NSS when providing care		
<input type="checkbox"/> Review Clinical (Patient) Event Reporting Process Policy # 305.750 on SharePoint		

DIETETIC INTERN COMPETENCY CHECKLIST CONT.

Tube Feedings/ENS (check when Dietetic Intern is able to demonstrate competence):

	Date	DI Preceptor Name/Signature
<input type="checkbox"/> Indications for enteral vs parenteral nutrition		
<input type="checkbox"/> Tube feeding/med interactions		
<input type="checkbox"/> ENS Pathway		
<input type="checkbox"/> Lab ordering frequency		
<input type="checkbox"/> 929-2087 form "Tube Feeding Power Plan"		
<input type="checkbox"/> Scheduling follow-ups		
<input type="checkbox"/> AH Enteral Formulary		
<input type="checkbox"/> Handling requests for non-formulary tube feeding products		

Types of Consults & Conditions:

- Tube Feeding management (ENS) consult
- PHH (Personal Health History) consult
- WOCN/Braden scale consult
- Pressure ulcer consult
- Tube Feed-Medication interaction consult
- Low Tyramine education consult
- Diabetes diet education consult
- Diet education consult
- Medical/surgical
- Diabetes
- Cardiac
- Oncology
- Neurology
- GI
- Pulmonary
- Musculoskeletal/Ortho
- Renal

Training completed & competency verified:

Dietetic Intern Signature Dietetic Intern Printed Name Date

DI Preceptor Signature DI Preceptor Printed Name Date

DIETETIC INTERN COMPETENCY CHECKLIST CONT.

Nutritional Services – Dietetic Intern Clinical Competency

Instructions: Clinical Competency tracking sheet must be completed prior to the end of Clinical 1 (8 weeks). DI Preceptor to sign off on each line when Dietetic Intern successfully completes. Return to AHDI Manager when completed. Requires 10 verified nutrition focused physical assessments, place check in column when completed.

	Patients required	Completion Date	RD Preceptor Name/ signature	NFPA Verified
Tube Feeding	10			
Diabetes	20			
Wound	10			
Neurology	5			
Surgical	10			
GI	10			
Musculoskeletal/Ortho	2			
Pulmonary	5			
Diet education consult	10			
Medical-surgical/Other	20			
Cardiac	30			
Oncology	15			
Renal	5			
Low tyramine consult	1			
*AHDI: Case Study	Written Case Study Rubric			
	Oral Case Study Rubric			
*AHDI: Nutrition Support	Nutrition Support Rubric			
*AHDI: Nutrition Care Process	NCP Rubric			
*AHDI Motivational Interview	MI Rubric			

Training completed & competency verified:

	Dietetic Intern Signature	Dietetic Intern Printed Name	Date
	DI Preceptor Signature	DI Preceptor Printed Name	Date

Clinical 1 Projects / Activities:

- Best Practice Research Grid
- Develop self-improvement goals mid-clinical 1 and review upon completion. Provide to AHDI Manager and Campus Preceptor.
- Attend lecture on risk management in dietetics; score 80% or greater on quiz
- Report which explains reimbursement from public or private, fee-for-service, and value-based payment
- Prepare an electronic draft portfolio
- Interns dial into a Florida Department of Health and Dietetics meeting. Attend local or state RD legislative day if schedule allows; provide report. Review Florida State licensure law for dietitians.
- Interns attend nutrition lectures and take quizzes as assigned. Interns successfully complete per AHDI policies the Clinical 1 exam

AdventHealth Dietetic Internship Program: Safety & Sanitation

Campus Monthly Inspection Report

Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)	Final Score	
Safety & Sanitation Campus Monthly Inspection Report	Can effectively explain the purpose of the report and how it relates to Federal, Florida State Food Code & AH Guidelines	Has some understanding of the purpose of the report and how it relates to Federal, Florida State Food Code & AH Guidelines	Does not have a clear understanding of the purpose of the report or which organizations it relates to Federal, Florida State Food Code & AH Guidelines		
Safety & Sanitation Rubric Quiz	Has completed and passed the safety & Sanitation Principles test with a 90% or higher score	Has completed and passed the safety & Sanitation Principles test with a 80% or higher score	Did not complete the Safety and Sanitation Principles test or did not receive a passing score		
HACCP Program	Can provide detail on active managerial controls; HACCP program	Can provide a summary on active managerial controls; HACCP program	Has limited knowledge of a HACCP program and its benefits		
Food Protection	Can provide several examples and guidelines set by Federal, Florida State Food Code & AH Guidelines	Can provide examples but unclear on guidelines set by Federal, Florida State Food Code & AH Guidelines	Unable to provide information or guidelines for food protection set by Federal, Florida State Food Code & AH Guidelines		
Hand Hygiene/PPE	Identified cause & effect of improper hand hygiene and can demonstrate proper hand hygiene techniques	Can somewhat explain purpose for proper hand hygiene and can demonstrate basic hand wash	Has a limited understanding of cause & effect of improper hand hygiene or lacks ability to demonstrate correctly		
Equipment	Identify effective use of equipment, preventative maintenance plans and proper cleaning agents (SDS)	Can identify some equipment limited understanding or use or preventative maintenance plans and proper cleaning agents (SDS)	Unable to provide information on equipment use, preventative maintenance plans or proper cleaning agents (SDS)		
Personnel	Verbalizes Federal, Florida State Food Uniform Guidelines & AH Guidelines	Verbalizes Federal, Florida State Food Uniform Guidelines & AH Guidelines	Not able to verbalize Federal, Florida State Food Uniform Guidelines & AH Guidelines		
Safety	Has a clear understanding of basic fire safety, procedures, codes, extinguishers and pull stations	Has some understanding of basic fire safety procedures, codes, extinguishes and pull stations	Needs more training on basic fire safety procedures or codes or extinguishers or pull stations		
Comments:			Passing Score: Greater than or equal to 2 in all categories Score →		
DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature	Date

AdventHealth Dietetic Internship Program: Recipe Rubric

Components	1	2	3	Final Score	
Recipe Ingredients	Recipe ingredient key names align with actual. Ingredients are compliant to central order guide if applicable and cataloged in CBORD. Ingredient units of measure are conducive to production and expected outcome.	With 1 exception: Recipe ingredient key names align with actual. Ingredients are compliant to central order guide if applicable and cataloged in CBORD. Ingredient units of measure are conducive to production and expected outcome.	With >1 exception: Recipe ingredient key names align with actual. Ingredients are compliant to central order guide if applicable and cataloged in CBORD. Ingredient units of measure are conducive to production and expected outcome.		
Recipe Instructions	Recipe instructions are organized, descriptive, and complete. Instructions include pans, containers, etc. required, specify equipment, and include usual cooking time. Storage until service, garnish/finishing instructions, and service instructions to include serving size are present.	With 1 exception: Recipe instructions are organized, descriptive, and complete. Instructions include pans, containers, etc. required, specify equipment, and include usual cooking time. Storage until service, garnish/finishing instructions, and service instructions to include serving size are present.	With >1 exception: Recipe instructions are organized, descriptive, and complete. Instructions include pans, containers, etc. required, specify equipment, and include usual cooking time. Storage until service, garnish/finishing instructions, and service instructions to include serving size are present.		
Purchase Order	Collaboration with the buyer to submit the purchase order or transfer requisitions is evident and timely.	Purchase order and/or transfer requisitions are submitted.	Confusion regarding purchase order or transfer requisition evident.		
Production Schedule	Production is forecasted and planned. Communication with managers, supervisors, and servers is evident. Food for service and sampling is on time and in sufficient quantity to avoid short-term or complete outages.	Food for service and sampling is on time and in sufficient quantity to avoid short-term or complete outages.	Food for service and sampling is not on time or there is insufficient quantity to avoid short-term or complete outages.		
CBORD	The recipe is submitted for entry at least 2 weeks before scheduled production. The item and its sales price is submitted for entry into the Micros POS system at least 1 week before scheduled production.	The recipe is submitted for entry at least 7 business days before scheduled production. The item and its sales price is submitted for entry into the Micros POS system at least 4 business days before scheduled production.	The recipe is submitted for entry at least <7 business days before scheduled production. The item and its sales price is submitted for entry into the Micros POS system <4 business days before scheduled production.		
Financial Evaluation	Evaluation of food cost, labor costs, sales price and volume, and waste evidence profit.	Evaluation of food cost, labor costs, sales price and volume, and waste suggests understanding.	Evaluation of food cost, labor costs, sales price and volume, and waste do not suggest understanding.		
Market Evaluation	Consumer survey distribution and collection evident (≥ 30 for ≤150 beds; ≥ 40 for 151-400 beds, ≥ 50 401-800 beds; ≥ 60 ≥801 beds).	Consumer survey distribution and collection evident (≥ 20 for ≤150 beds; ≥ 30 for 151-400 beds, ≥ 40 401-800 beds; ≥ 50 ≥801 beds).	Consumer survey distribution and collection evident (< 20 for ≤150 beds; < 30 for 151-400 beds, < 40 401-800 beds; <50 ≥801 beds).		
Comments:			Passing Score: Greater than or equal to 2 in all categories	Score	
DI Preceptor Printed Name		DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern

AdventHealth Dietetic Internship Program: Motivational Interview (check appropriate box) Community Clinical 1 Clinical 2 Staff Relief

Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)	Final Score
Open Questions	Encourages the patient to talk about whatever is important to them. Builds relationship, gathers information and increases understanding.	Encourages the patient to talk. Builds rapport.	Asks yes or no questions. Does not build rapport.	
Affirmations	Enhances patient's self-confidence and esteem. Supports patient's strengths. Acknowledges change efforts to enhance behaviors that lead to positive change.	Does not discourage or encourage the patient's efforts that lead to positive change.	Does not acknowledge and may discourage the efforts the patient has made to lead to change.	
Reflective listening	Reinforces change talk by helping the patient deal with a challenging issue by making feelings and thoughts more visible. Repeats, paraphrases, or reflects feelings.	Actively listens with attention and body language. Does not ensure understanding or illicit and clarify feelings with repetitions, paraphrasing, or reflections.	Does not actively listen. Body language is disengaging. Reflective listening is not evident.	
Summarizing	Points out change when the patient has not recognized it as such. Ensures there is clear communication between speaker and listener. Includes statements that indicate a summary. Makes a summary with invitation.	Misses some opportunities to point out change. Incorrectly summarizes or misses the opportunity to clarify communication.	Does not summarize or clarify communication.	
Eliciting change talk	Asks evocative questions, uses the importance ruler, employs decisional balance, elaborates, questions extremes, looks back & forward, and explores goals & values.	Misses the opportunity or demonstrates discomfort asking evocative questions, using the importance ruler, employing decisional balance, elaborating, questioning extremes, looking back & forward, and exploring goals & values.	Does not ask evocative questions, or misses the opportunity to use the importance ruler, employ decisional balance, elaborate or question extremes, may not look back & forward, and may not explore goals & values.	
Stages of Change	Recognizes stages of change: pre-contemplation, readiness, contemplation, planning, action, & maintenance.	Has difficulty identifying stage of change.	Unable to identify stage of change.	

Comments:

Passing Score: Greater than or equal to 2 in all categories Score →

DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name Dietetic Intern Signature Date

AdventHealth Dietetic Internship Program: Nutrition Care Process (check appropriate box)

Clinical 1
 Clinical 2
 Staff Relief

Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)	Final Score	
Nutrition Assessment	Includes information that is relevant & appropriate to the PES statement	Includes most of the information that is relevant & appropriate to the PES statement	Missing information that is relevant & appropriate to the PES statement		
Nutrition Problem	Best nutrition problem is selected based on available data	Acceptable nutrition problem selected based on available data	Best nutrition problem is not selected based on available data		
Etiology	is the root cause the DI can resolve	Question if the root cause can be resolved by the DI	Is not the root cause the DI can resolve		
Signs & Symptoms	S/S are specific, measurable, & conducive to M/E	S/S are specific, measurable, but not conducive to M/E	S/S are not specific, measurable, or conducive to M/E		
Intervention	Directed at changing the etiology or improving S/S	Question if directed at changing the etiology or improving S/S	Not directed at changing the etiology or improving S/S		
Goal	Corresponds to ME & uses reference standard or is tailored to individual need	Question if corresponds to M/E & uses reference standard or is tailored to individual need	Does not correspond to M/E or does not use reference standard or is not tailored to individual need		
Monitoring & Evaluation	Appropriate M/E identified. M/E indicators reflect progress or lack of progress	Appropriate M/E identified. M/E indicators progress or lack of not evaluated	Appropriate M/E not identified. M/E indicators reflect progress or lack of not evaluated		
Comments:			Passing Score: Greater than or equal to 2 in all categories Score →		
DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature	Date

ADVENTHEALTH DIETETIC INTERNSHIP (AHDI)

Case Study Outline

- Title page
- Table of contents
- Introduction
 - Patient's initials, age, sex, height, weight
 - Chief complaints leading to admission
 - Diagnosis and past medical history relevant to diagnosis
- Social history
 - Living situation at home
 - Who buys food and prepares meals
 - Standard of living
 - Cultural or religious beliefs / practices
- Normal anatomy & physiology of applicable body parts
 - Example: patient with pancreatitis, discuss how a normal pancreas functions
- Past medical history
 - Any other medical problems patient has been diagnosed with previously
 - Note any previous hospital admissions
- Present medical status (textbook)
 - Discuss process of the disease condition
- Usual treatment of the condition (textbook)
 - Include nutrition and medical treatment per textbook
- Interdisciplinary communication and collaboration
 - Physician, nursing, pharmacy, respiratory therapy, speech language pathology, case management
- Laboratory findings (textbook)
 - List clinical indicators that would be seen with this particular condition
 - List labs that patient has corresponding with condition
- Medications (textbook)
 - List common meds, uses, descriptions, and possible side effects for this condition
 - List meds that patient has corresponding with condition
- Observable physical and psychological changes in the patient
 - Examples include weight loss, denial about condition, etc.

ADVENTHEALTH DIETETIC INTERNSHIP (AHDI)

Case Study Outline CONT.

- Treatment for patient
 - Include medical treatment such as XRs, CT scans, etc. and their results
 - Include surgical treatment and outcomes
- Nutrition history
 - Discuss patient's diet at home including any food avoidances
- 24-hour recall
 - Ask for 24-hour recall and evaluate calorie and protein intake comparing with needs
 - Compare patient's intake of vitamin C, vitamin A, calcium, iron, & fiber, with needs
- Prescribed diet
 - Discuss patient's diet during hospital stay and explain any changes such as clear liquid to solid, etc.
- Nutrition-related problems
 - Write out NCP
- Evaluation of present nutritional status
 - Explain recommendations for patient's calorie and protein needs
- Other nutrients to address
 - Does research suggest increasing intake of a particular nutrient for patient's specific diagnosis
 - Is patient deficient in a vitamin/mineral
- Goals, interventions, monitoring, evaluation
 - List intervention and goals along with how you will monitor and evaluate
- Patient's nutrition education process
 - Is patient able to comprehend information and recite it back
 - Does patient have a language barrier, cognitive deficit, motivation, family support/hindrance
- Prognosis
 - What is the outlook given all the information acquired
- Current emerging research
 - Any new techniques or thoughts for nutrition with this particular condition
- Summary and conclusion
 - What was learned from this study
 - Written in the 1st person
- Bibliography
 - Use http://libguides.bju.edu/ld.php?content_id=919294 for citation
 - Sources should be no more than 5 years old

AdventHealth Dietetic Internship Program: Written Case Study (check appropriate box)

			<input type="checkbox"/> Clinical 1	<input type="checkbox"/> Clinical 2	
Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)	Final Score	
Cover Page	Has title and author's name	Missing title or author's name	No cover page		
Introduction	Includes all relevant information presenting the overall topic clearly	Missing some relevant information or topic is presented only somewhat clearly	Most requested information is missing or topic is not presented clearly		
Content	Content is clear and concise, progresses logically, contains supporting information, all elements from the case study outline are addressed	Content is somewhat not concise or unclear, parts of the case study do not follow a logical progression, missing supporting information, missing some elements from the case study outline	Content is unclear, illogical progression of idea, no supporting information, most elements from the case study outline are missing		
Knowledge	Shows knowledge of the disease process and recommends appropriate interventions	Shows some knowledge of the disease process and recommends appropriate interventions most of the time	Shows no knowledge of the disease process and may recommend inappropriate interventions		
MNT	Applies evidence-based guidelines	Some elements of evidence-based guidelines are missed	Did not use evidence-based guidelines		
Calculations	All of the nutrient calculations are accurate	1 of the nutrient calculations is incorrect	2 or more nutrient calculations are incorrect		
Layout	Fonts are easy to read, layout is visually appealing, 1 or no errors in grammar, capitalization, punctuation, and spelling	Fonts are easy to read, layout is visually appealing, 2-3 errors in grammar, capitalization, punctuation, and spelling	Fonts are not easy to read, layout is average, more than 3 errors in grammar, capitalization, punctuation, and spelling		
Comments:			Passing Score: Greater than or equal to 2 in all categories Score →		
DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature	Date

AdventHealth Dietetic Internship Program: Oral Case Study (check appropriate box)

			<input type="checkbox"/> Clinical 1	<input type="checkbox"/> Clinical 2	
Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)		Final Score
Content	Topic is well researched. Understanding of topic is clearly demonstrated. Credible citations and reference are present and correct.	Topic is researched. Fundamental understanding of topic is evident. Citations and reference are present but limited, or from less credible sources.	Topic is poorly researched or understood. Citations and references are missing or from unreliable sources.		
Preparation	Presenter is ready to begin on-time. The environment is made comfortable and conducive to presentation. Rehearsal is evident. The presenter is familiar with their notes and slides. Professional appearance. The presenter is able to answer questions comfortably.	Presenter is ready to begin with few or minimal delays. Little effort to lend the environment to presentation is evident. The presenter relies on notes and slides. The presenter is able to answer questions with little or no hesitation.	The presenter is not ready to begin on time. No effort to ready the environment for presentation is evident. The presenter reads entirely from their notes or slides, Appearance is unprofessional. The presenter is uncomfortable answering questions.		
Organization	The presentation is organized in a logical order. The presentation uses the time allotted.	The presentation has some organization. The sequence is less logical. Audience attention is not held throughout.	The organization and sequence is poor. The audience struggles to maintain interest.		
Visual aids	Visual aids assist and enhance the presentation. They do not distract or overtake. They are professional, attractive, and utilize appropriate color contrast and font selection.	Visual aids correspond to the presentation. They neither enhance nor detract from the presentation.	Visual aids do not correspond to or enhance the presentation. They are unprofessional, are difficult to see or read, and /or overtake the presentation.		
Speech	Speech is organized, audible, clear, and without hesitation or timidity. Vocal pauses are absent. Behaviors or body language do not distract. Pronunciation is correct.	Speech is organized, less audible, and with some hesitations. A few vocal pauses are detected. Minor distraction such as pacing is present. Pronunciation is mostly correct.	Speech is poorly organized, speaker is not audible, or many hesitations are present. Major distraction or vocal pauses noticed. Pronunciation is poor.		
Audience	Delivery considers the audience.	Delivery is mostly appropriate to the audience.	Delivery does not consider the audience.		
Comments:			Passing Score: Greater than or equal to 2 in all categories Score →		
DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature	Date

AdventHealth Dietetic Internship Program: Nutrition Support Rubric (check appropriate box)

<input type="checkbox"/> Clinical 1 <input type="checkbox"/> Clinical 2 <input type="checkbox"/> Staff Relief					
Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)	Final Score	
Assessment	Able to assess and discuss recommendation for enteral. Assessment is complete to include route for EN, key labs, physical assessment, medications,	Relies on the physician or nurse to guide the optimal route of nutrition. Assessment is mostly complete.	Unable to determine or recommend the best route for nutrition. Assessment is missing key components.		
Comments:					
Calculations	Calculations for anthropometries, comparative standards, kcal & fluid contributions, and tube feeding are correct and /or consistent with ASPEN guidelines.	Calculations for anthropometries, comparative standards, kcal & fluid contributions, and tube feeding are mostly correct and /or consistent with guidelines.	Calculations for anthropometries, comparative standards, kcal & fluid contributions, and tube feeding are not correct and /or consistent with guidelines.		
Comments:					
Formula	Formula recommendation is consistent with condition, guidelines, route/method of delivery, and formulary.	Formula recommendation is mostly consistent with condition, guidelines, route/method of delivery, and formulary	Formula recommendation is inconsistent with condition, guidelines, route/method of delivery, and formulary.		
Comments:					
Plan	Recommendations for rate, advancement, goal, and laboratory values are consistent with hospital standard operating procedures and guidelines. Plan exhibits consideration of hydration/fluid status.	Recommendations for rate, advancement, goal, and laboratory values are mostly consistent with hospital standard operating procedures and guidelines. Plan exhibits some consideration of hydration/fluid status.	Recommendations for rate, advancement, goal, and laboratory values are inconsistent with hospital standard operating procedures and guidelines. Plan does not exhibit some consideration of hydration/fluid status.		
Comments:					
Monitoring	Recommends follow-up consistent with hospital standard operating procedure and guidelines. Verbalizes methodology for assessing tolerance per condition, route of feeding, guidelines, and hospital standard operating procedure.	Requires minimal supervision or suggestions to recommend follow-up consistent with hospital standard operating procedure and guidelines. Needs some support to verbalize methodology for assessing tolerance per condition, route of feeding, guidelines, and hospital standard operating procedure.	Unable to recommend follow-up consistent with hospital standard operating procedure and guidelines. Cannot verbalize methodology for assessing tolerance per condition, route of feeding, guidelines, and hospital standard operating procedure.		
Comments:			Passing Score: Greater than or equal to 2 in all categories Score →		
DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature	Date

AdventHealth Dietetic Internship Program: Collaboration and Communication Rubric (check appropriate box)

Clinical 2 Staff Relief

Category	Exceeds Expectations (3)	Meets Expectations (2)	Does not meet expectations (1)	Final Score
Ready on Time and Prepared	Dietetic Intern arrived ready and prepared consistently	Dietetic Intern arrived ready and prepared most days	Dietetic Intern arrived ready and prepared some days	
Comments:				
Appropriate nutrition knowledge	Dietetic Intern actively participated with relevant nutrition knowledge	Dietetic Intern participated, but would have liked more input	Dietetic Intern passive, quiet, and non-participatory; did not share knowledge	
Comments:				
Demonstrates the ability to access and recommend nutrition in the context of the patient's condition & medical priorities, prognosis	Dietetic Intern's recommendations for nutrition are made in the context of pt's condition & medical priorities & prognosis	Dietetic Intern recommendations are sometimes in the context of pt's medical condition & medical priorities & prognosis	Dietetic Intern recommendations are rarely in the context of pt's medical condition & medical priorities & prognosis	
Comments:				
Ability to communicate effectively w/nursing and allied health	Dietetic Intern demonstrates effective communication style most of the time	Dietetic Intern demonstrates effective communication style some of the time	Dietetic Intern demonstrates effective communication style is rarely demonstrated	
Comments:				
Able to develop an appropriate nutrition plan	Dietetic Intern knowledge base is appropriate for an entry level RD	Dietetic Intern knowledge base has some gaps, but is acceptable.	Dietetic Intern knowledge base needs improvement before continuing	
Comments:			Passing Score: Greater than or equal to 2 in all categories Score →	

DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature	Date
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