

# IOWA STATE UNIVERSITY

## Dietetic Internship

### A Handbook for Interns

**Competency in dietetics is the ability to:**

1. Think critically and analyze and solve complex, real-world problems.
  2. Find, evaluate and use appropriate learning resources.
  3. Work cooperatively in teams and small groups.
  4. Demonstrate effective oral and written communication skills.
  5. Use content knowledge and intellectual skills to become continual learners.
- (Duch, 1998)

#### DEPARTMENT OF FOOD SCIENCE AND HUMAN NUTRITION

**Jointly administered by:**

**College of Human Sciences  
College of Agriculture and Life Sciences**

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## I. INTRODUCTION

Welcome to the Iowa State University Dietetic Internship (ISU DI). You will find the next six months very intense as you complete the requirements to establish eligibility to write the Commission on Dietetic Registration's (CDR) national registration examination for Dietitian and Nutritionists. CDR determines standards for eligibility to write the registration examination, which include academic preparation, supervised practice, and confirmation of academic and practice requirements by verification statement. During the DI, you will receive the materials and information needed to complete the application to take the registration examination. DI faculty members look forward to assisting you to meet the challenges of this program and achieve your educational and career goals. This program handbook provides you with information you will use throughout the program.

## II. THE ACADEMY OF NUTRITION AND DIETETICS

The Academy of Nutrition and Dietetics (the Academy), the professional organization for dietetics practitioners, is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy

<http://www.eatrightpro.org/resources/about-us>

Dietetic Internship (DI) programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®), the accreditation arm of the Academy of Nutrition and Dietetics. ACEND® establishes accreditation standards and competencies for the dietetic internship programs. By assuring the quality and continuous improvement of the nutrition and dietetics education programs, such as the dietetic internships, ACEND® serves and protects the public and the students' interests. The ISU DI complies with these accreditation standards and has adapted the most recent 2017 accreditation standards. ACEND® is recognized by the U.S. Department of Education. The ISU DI is accredited until 2024 by ACEND®, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600 x 5400; [ACEND@eatright.org](mailto:ACEND@eatright.org).

### Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the  
 Academy of Nutrition  
and Dietetics

The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy. CDR determines standards for eligibility to write the registration examination. Present standards are: academic preparation, supervised practice, and confirmation of academic and practice requirements by verification statement. The Academy and CDR have developed a code of ethics to reflect the values and ethical principles that guide the profession of dietetics. The code of ethics can be found [here](#):

**\*\*A copy of the code of ethics is found in Appendix 1; page 37.**

### **III. IOWA STATE UNIVERSITY INFORMATION AND POLICIES**

#### **Intern Privacy and Record Information**

See ISU Registrar webpage for information related to the protection of privacy of intern information and access to personal files:

<http://www.registrar.iastate.edu/policies>. Intern education records are protected under the Family Educational Rights and Privacy Act (FERPA).

#### **Nondiscrimination Policy**

ISU strives to maintain our campus as a place of work and study for faculty, staff, and students that is free of all forms of prohibited discrimination and harassment based upon race, ethnicity, sex (including sexual assault), pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information, or status as a U.S. veteran. Any student who has concerns about such behavior should contact his/her instructor, Student Assistance at 515-294-1020 or email sas.dso@iastate.edu, or the Office of Equal Opportunity at 515-294-7612.

#### **University Resources**

For information contact these offices or check the ISU website at <http://www.iastate.edu>

Resource	Contact Information
Graduate College Resources	<a href="https://www.grad-college.iastate.edu/resources/">https://www.grad-college.iastate.edu/resources/</a>
Distance Education Resources	<a href="https://www.distance.iastate.edu/resources/">https://www.distance.iastate.edu/resources/</a>
The University Library	515-294-3642 <a href="http://www.lib.iastate.edu/info/6000">http://www.lib.iastate.edu/info/6000</a>
Student Counseling Services	515-294-5056
Student Health Center	515-294-5801
Office of International Students and Scholars	515-294-6338
Dean of Students Office	515-294-1120
Student Activities Center	
Academic Success Center	
Student Support Center	
Adult Learner and Community Student Program	
Student Legal Services	
Recreation Services	
<a href="#">Student Records</a>	
<a href="#">Withdrawal</a>	
<a href="#">Nondiscrimination and Affirmative Action Policy</a>	

## IV. THE IOWA STATE UNIVERSITY DIETETIC INTERNSHIP

### Program Information

#### General Description

The ISU DI is an accelerated, 6-month, distance graduate certificate program that is housed in the Department of Food Science and Human Nutrition.

This full-time DI program offers at least 1200 hours\* of supervised practice in medical nutrition therapy, community nutrition and foodservice management. The concentration area is: Technology in Health Promotion. One group of interns are enrolled in the program from January through June and another group from June through November. Throughout the program, interns meet regularly with ISU faculty to discuss program progress. (\*In response to the Coronavirus pandemic, for the duration of January 1, 2020 through June 30, 2022, ACEND has decreased the minimum required hours to 1000 hours)

Successful completion of all requirements of the ISU DI results in the achievement of a Graduate Certificate in Dietetic Internship from ISU and a DI verification statement (for details refer to “*Requirement for Successful Completion*” page 28). Interns successfully completing the DI will be eligible to take the registration examination administered by the Commission on Dietetic Registration (CDR). Successful completion of the internship and passing the national registration examination meet the requirements to be a Registered Dietitian Nutritionist (RDN).

ISU participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA). Although, the ISU DI meets the requirements to become a Registered Dietitian Nutritionist, the intern is expected to verify with the state where the intern wishes to work to determine if the ISU DI meets any additional state licensure requirements.

Licensure requirements by state can be found on CDR’s website:

<https://www cdrnet org/state-licensure>

### Educational Philosophy

#### Accelerated, innovative, and interactive learning.

We designed the ISU dietetic internship as a fast-paced engaging experience to prepare you to be a competent entry-level registered dietitian nutritionist. You will leave our internship confident and fully prepared to pass the registration exam for dietitians and thrive in your chosen dietetic career.

We believe that the best registered dietitian nutritionists exhibit *strong leadership, communication, and collaborative problem-solving skills*. Our interns engage in a hands-on interactive learning experience and receive feedback through supervised practice evaluations, online simulations, and team-based learning activities. Our unique blend of online teaching and independent study focuses on taking a client-centered approach, developing a passion for dietetics, and investing in lifelong

learning.

We recognize the importance of being able to learn where you live and improve the health of your own community, so our program is almost fully online, utilizing technology to maintain personal connections with instructors and colleagues while providing the flexibility to work with preceptors anywhere in the United States. We have designed our six-month program to focus on cultural competency, sustainability, technology, and global nutrition.

## **Program Mission**

The mission of the ISU DI is to enhance human health and quality of life by preparing competent entry-level Registered Dietitian Nutritionists for current and emerging roles in diverse settings.

## **Program Goals**

**Goal 1:** The ISU DI will develop competent entry-level registered dietitian nutritionists who possess skills necessary for success in current and emerging roles in dietetics practice in diverse settings.

### **Outcome Measures:**

- 1.1 At least 90% of program interns complete program requirements within 9.1 months (150% of program length).
- 1.2 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 1.3 The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- 1.4 75% of the responding employers of the program graduates will agree that the graduate exhibits skills related to those of competent entry-level Registered Dietitian Nutritionists.
- 1.5 75% of the responding graduates who participated in the optional international community nutrition rotation will agree that participation resulted in skills development related to cultural diversity.

**Goal 2:** The ISU DI graduates will contribute to the pool of registered dietitian nutritionists (RDN) throughout the nation.

### **Outcome Measures:**

- 2.1 Of graduates who seek employment, 75% of the responding graduates are employed in nutrition and dietetics or related fields within 12 months of graduation.

**Program outcomes data is available upon request.**

The ISU DI has developed the following concentration area:

**Technology in Health Promotion: Fostering health promotion through the use of technology in diverse settings.**

Upon completion of ISU DI, the graduate is able to design, implement, and evaluate nutrition-related interventions in professional practice, which aid individuals and/or groups (populations) to improve health status.

Concentration Area Student Learning Outcomes: During the internship, the intern will:

- 1) Develop evidence-based intervention(s) to enhance human health and quality of life using effective communication through current technology in diverse settings.
- 2) Evaluate evidence-based intervention(s) to enhance human health and quality of life using effective communication through current technology in diverse settings.

**ACEND® Competencies**

The ISU DI utilizes ACEND® competencies and standards in designing the program requirements. The specific competencies that are met in each rotation are shown in the 2017 ACEND® competency checklist located in Canvas. Listed below are the competencies all interns are required to complete satisfactorily during the internship.

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

**Upon completion of the program, graduates are able to:**

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Guidance: Outcomes could include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.)

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

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

CRDN 1.4 Evaluate emerging research for application in dietetics practice

CRDN 1.5 Conduct nutrition projects using appropriate research methods, ethical procedures and data analysis

*CRDN 1.6 Incorporate critical-thinking skills in overall practice*

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

**Upon completion of the program, graduates are able to:**

*CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics*

*CRDN 2.2 Demonstrate professional writing skills in preparing professional communications*

*CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings*

*CRDN 2.4 Function as a member of inter-professional teams*

*CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate*

*CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice*

*CRDN 2.7 Apply leadership skills to achieve desired outcomes*

*CRDN 2.8 Demonstrate negotiation skills*

*CRDN 2.9 Participate in professional and community organizations*

*CRDN 2.10 Demonstrate professional attributes in all areas of practice*

*CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.*

*CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.*

*CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.*

*CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.*

*CRDN 2.15 Practice and/or role-play mentoring and precepting others.*

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

**Upon completion of the program, graduates are able to:**

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

**Assess** the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

**Diagnose** nutrition problems and create problem, etiology, signs and symptoms (PES) statements

**Plan and implement** nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

**Monitor and evaluate** problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

**Complete documentation** that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

CRDN 3.2 Conduct nutrition focused physical exams.

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

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

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

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

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

##### **Upon completion of the program, graduates are able to:**

CRDN 4.1 Participate in management of human resources

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

CRDN 4.3 Conduct clinical and customer service quality management activities

*CRDN 4.4 Use current nutrition informatics to develop, store, retrieve and disseminate information and data*

*CRDN 4.5 Analyze quality, financial or productivity data for use in planning*

*CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment*

*CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits*

*CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies*

*CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.*

*CRDN 4.10 Analyze risk in nutrition and dietetics practice.*

### **Supervised Practice Learning Outcomes**

Upon completion of FSHN 554, 555, 556, the intern will have met the ACEND 2017 Competencies/Learning Outcomes for DI Programs:

1. Demonstrate scientific and evidence based practice by the integration of scientific information and research into all areas of practice including but not limited to health promotion and prevention of chronic disease.
2. Demonstrate professional practice expectations including beliefs, values, attitudes and behaviors found in the professional dietitian level of practice.
3. Provide clinical and customer service in the development and delivery of information, products, and services to individuals, groups and populations of differing ages and health status and in various settings using all components of the nutrition care process.
4. Practice management and use of resources by the strategic application of principles of management and systems in the provision of services to individuals and organizations.

Because of the educational purposes of the supervised practice, the intern does not routinely replace regularly scheduled employees during the internship.

### **Tuition, Fees and Expenses**

Iowa State University interns are considered full-time Iowa State University students and are eligible for any applicable financial aid and/or loan deferment.

For more information, see the ISU Office of Financial Aid website at  
<http://www.financialaid.iastate.edu>

All tuition and fees noted below are subject to change without notice. The applicant/intern is encouraged to visit the Office of the Registrar: Online and Distance

Learning for tuition and fee information at  
<http://www.distance.iastate.edu/programs/tuition-and-fees/> for current tuition and fees.

Information specific to withdrawal from the program and refund of fees follows the university tuition adjustment policy: <http://www.registrar.iastate.edu/fees/tuition-adj>

There is no stipend with the program and the intern should plan for the following expenses:

### **Program Related Fees**

Estimated general expenses:

Estimated cost of books and supplies (lab coat, textbooks, e-NCM, e-NCPT, eatrightPREP for the RDN exam software) \$800

See ISU DI webpage for general expense information:

<https://www.dietetics.iastate.edu/financing/>

Find out about our graduation rates, the median debt of students who completed the program, and other important information in Iowa State's [Gainful Employment](#) section.

### **Policies and Procedures**

#### **Program and Facility Security Requirements**

All related expenses are the intern's responsibility.

All interns are required to have:

1. A background check report conducted prior to the start of the program. Results will be shared with preceptors upon request and/or if the information is deemed necessary to ensure the safety of patients, clients, preceptor and intern.
2. If the facility requires a drug screening or finger printing prior to beginning rotation, the intern must comply.
  - a. Insurance: The ISU DI carries professional liability insurance for the intern. Thus, the intern does not need to purchase professional liability insurance. However, if the facility, agency or state require professional liability insurance coverage in amounts higher than that provided by ISU DI, then interns are required to purchase the additional professional liability insurance coverage.
  - b. The intern is required to carry and provide proof of health insurance. If the intern will be driving an automobile during the internship, then the intern must carry auto insurance also.

### **Communication and Canvas**

Proper use of the electronic Canvas system enhances the internship and provides communication tools for use between interns and faculty. To attain the best possible results:

- 1) Check your ISU email account daily. Canvas is the primary source of feedback from instructors on their submitted assignments. All emails sent through Canvas will go to your ISU email account.
- 2) Contact your instructor if you have questions about or problems in Canvas.
- 3) Advanced notices related to maintenance and updates to Canvas are posted on the Canvas login page. Program faculty also will notify you about scheduled maintenance and updates to Canvas.
- 4) If all electronic systems are down, phone communication is used as the primary communication method in the interim.
- 5) You may contact your instructor by phone or email:

Instructor	Phone	Email
Mridul Datta (Program Director)	515-294-7316	mdatta@iastate.edu
Erin Bergquist	515-294-5324	erin_b@iastate.edu
Janet Johnson	515-294-9798	janetj@iastate.edu
Alison St Germain	515-294-4203	alisonst@iastate.edu
Nicole Tramp	515-294-1506	ntramp@iastate.edu

- 6) **All weekly requirements are due the Saturday of each week identified.** Due dates for specific rotations are identified in the Internship Rotation Checklist located in Canvas. All required materials must be submitted through Canvas. Correct spelling and grammar is expected! You may need to provide additional materials via email. **Note: use of Canvas is the preferred method of turning in assignments.**

### **Emergency and Medical Leave**

Because unexpected life situations arise and illnesses and accidents do occur the following policy is in place in an effort to provide direction related to Emergency and Medical Leave of ISU Dietetic Interns.

Any intern in need of emergency or medical leave must inform the assigned instructor and/or the program director as soon as is feasibly possible (Note: if the intern is unable to contact the program administrators, the intern's designee must provide the contact.) Once the need for leave is established, the intern (or designee) will be required to maintain at least weekly phone or e-mail contact with assigned person. In the case of medical leave, the intern will be required to submit a physician's release before re-starting work in the program.

In most instances the intern must be registered for at least one credit hour in order to

be considered enrolled in ISU and thus eligible for loan deferment if applicable and student medical insurance.

Additional considerations:

1. Written documentation will be filed in the intern's permanent record which contains information that is consistent with state and federal laws and regulations, ISU policies and ACEND® policies governing internship requirements. Medical information will be maintained separately from the intern's general file. Files are confidential and access to them is limited to instructors, or others with administrative responsibilities, persons responsible for maintenance of files or others granted access by ISU policy or requirements.
  2. The ISU DI is committed to providing and maintaining a supervised practice experience for interns to achieve the competencies and objectives of the ISU DI program as well as the ACEND, and as such the timeliness of completion of the program following an approved leave of absence **shall be one year from the incident date unless otherwise agreed to in writing by the intern, assigned instructor, Internship Director and appropriate preceptors**. Note: this policy is regulated by ISU FMLA requirements and policies (<https://www.policy.iastate.edu/policy/leave/fmla>).
- a. If injury or illness occurs, the intern must provide supporting medical documentation at the time a request for leave is made, including the limitations required.
  - b. If an intern believes that he or she will need an extension beyond the one year from start of the program in order to complete the prescribed hours, such request is to be submitted to the Internship Director in writing within 30 days of the scheduled program end date. The Internship Director will evaluate the intern's request for extension, consult with the intern, appropriate instructors and preceptors and provide the intern with a written statement of what steps will be taken to complete the internship experience if appropriate or deny the request for extension of the program. Interns who are not satisfied with the response are referred to the ISU student Grievance Policy (located at the ISU Dean of Students website: <http://www.dso.iastate.edu/> ).
  - c. In the event the preceptor is unavailable to continue working with the intern upon his/her return, the program administrators, together with the intern, will make reasonable efforts to locate an alternate facility and another preceptor and/or program so that the intern can complete the program in a reasonable amount of time.
  - d. The returning intern will be assigned to an instructor as determined by program administrators.

3. Upon granting the desired leave request, the intern, assigned instructor, and the Internship Director will evaluate the intern's accomplishments to date and determine a plan for completion. (*See "Requirements of Successful Completion" policy.*)
  - a. Items that will be considered for the completion plan include, but are not limited to:
    - Number of hours of the program completed by the intern.
    - Specific rotations, assignments, and competencies successfully completed by the intern.
    - Preceptor evaluations of the intern's work and abilities.
  - b. The following will be included in the written completion plan, with an adjusted schedule and assigned location and preceptors as outlined above:
    - Number of hours required by intern in order to meet the prescribed hours by the ISU DI and by ACEND®.
    - Specific rotations, assignments, and competencies and target dates for successful completion required to be successfully completed by intern.

### **Dress Code**

Professional clothing as defined by preceptor including pantyhose/nylons/socks are required at all times with closed toe, slip resistant shoes, hair restraints, minimal jewelry in production and serving areas. If the intern's attire is not considered professional, the preceptor and/or instructor may require the intern to leave; this missed time must be made up at the convenience of the preceptor.

### **Transportation**

Interns are responsible for their own transportation to and from all assigned facilities and experience sites. The University is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

### **Living Arrangements**

Interns are responsible for their own housing throughout the program. Check with faculty about current options that may be available. If you are located outside of the Ames/Des Moines area, you will have housing/meal expenses for one week of internship when you are required to be on campus.

### **Inclement Weather**

Absence from supervised practice activities due to inclement weather is not encouraged and must be reported to ISU faculty and to the supervised practice facility. This absence must be made up at the convenience of the preceptor.

**Other Policies and Procedures:** The following policies address programmatic requirements stipulated by 2017 ACEND® and additional policies governing your time in

the DI and for the successful completion of your supervised practice requirements.

### **Admission Assessment (ACEND® Standard 10.1a)**

Policy: Applicants are assessed for their ability to be successful in the program and in the dietetics profession. Applicants must possess at least a bachelor's degree and a DPD verification statement from an ACEND accredited program within the past five years. Applicants, who graduated more than five years ago, must provide documentation of successful completion of coursework in Diet Therapy/Medical Nutrition Therapy and Nutrition Assessment within the last five years or related continuing education in these areas. Additional coursework may be required to meet the "recency of education" requirements (See policy on recency of education). It is recommended that applicants have an overall GPA of 2.8 and DPD GPA of 3.0 on a 4.0 scale. Applicants for the internship are selected based on grades, work and volunteer experiences, leadership qualities, and representation of personal qualities and skills in a personal letter using a standard review form. A rubric is utilized to rank the applicants in order of preferred skills and attributes. Admission information can be found at <http://www.dietetics.iastate.edu/about/eligibility/>.

The ISU DI offers two Individualized Supervised Practice Pathways (ISPP) for individuals with a doctoral degree. If the PhD applicant does not have a DPD verification statement, knowledge will be assessed to determine which, if any, DPD Foundation Knowledge Learning needs to be completed prior to start of the ISPP. ISPP candidates have the same requirements for successful completion as other interns.

Purpose: To ensure that an objective criteria is used and applied to all potential applicants. Interns are assessed for their ability to be successful in the program.

### **Program length and number of supervised practice hours (ACEND® Standard 1.6)**

Policy: Each intern must complete the full-time ISU DI by the end of 6 months, the scheduled end of the program. In extreme circumstances, which might include COVID-19 pandemic, medical emergency or the need for educational remediation, an intern's individual learning timeframe may be extended beyond 6 months up to 9.1 months (150% of original 6-month plan).

Decisions to extend the intern's time are made on an individual basis by the program director with input by intern's instructors and preceptors. In the event that remediation activities require the intern to remain in the program beyond the planned 6 months, they may be required to enroll in additional ISU DI classes to remain in the Graduate certificate program. All interns are required to complete at least 1000 hours of supervised practice. These hours many include simulation, case studies or role-playing activities and a minimum of 600 hours in direct/hands on supervised practice at a facility or authentic activities in real-world professional settings. The authentic activities in real-world professional settings do not have to be in-person, but must include real

clients/patients and/or entail real-life work situations.

ISPP candidates have the same requirements for successful completion as other interns, however, program length may vary based on whether credit is given for any prior assessed learning (PAL).

Purpose: To define specific timeframe to complete program. To ensure that ISU DI, the intern and preceptors have common expectations of participation and completion requirements.

### **Intern Performance Monitoring (ACEND® Standard 10.1b)**

Policy: To identify academic difficulties early in the internship, certain checkpoints have been established for each rotation. These checkpoints included in the “*Minimum expectation checklist*” include tasks that have to be completed by week two (Food Service Management and Community Nutrition rotations) or week three (Medial Nutrition Therapy rotation) and week seven (all rotations). Additionally, an intern’s performance is monitored throughout the internship using exams/quizzes, preceptor evaluations, performance standards, minimum expectation benchmarks; when appropriate, remedial support is offered. Opportunity to improve performance through such means as additional case study work, additional supervised practice hours in the relevant topic area and study guides. Despite appropriate remediation, if the intern is not able to meet performance criteria, the intern is counseled about other career opportunities/paths. Throughout learning experiences, interns are expected to exhibit professional behavior and integrity as noted in the Academy of Nutrition and Dietetics Code of Ethics and the ISU policy for Academic Integrity.

Purpose: Intern performance is monitored to provide for the early detection of academic difficulty and take into consideration professional and ethical behaviors and academic integrity of the intern.

### **Intern Retention (ACEND® Standard 10.1c)**

Policy: If the intern is unable to meet the rigors of the program after appropriate remediation, then they are advised to pursue alternate professional career pathways. This might include taking the NDTR exam and/or becoming certified as a dietary manager. The program director, instructor and University support services work with the intern to identify potential alternatives.

Purpose: Interns with minimal chances of success in the program must be counseled into career paths that are appropriate to their ability.

### **Supervised Practice Documentation (ACEND® Standard 10.1d)**

Policy: All interns are required to complete and submit a weekly log, documenting time spent in simulations, supervised practice at rotation sites, and the diversity of populations with whom they have interacted. For interns who qualify for PAL, the weekly log will also be used to document PAL hours. Time missed due to illness will also be documented on the weekly log. Interns acknowledge in writing their understanding of and agreement with the

information.

Purpose: To establish procedures for tracking individual intern's supervised practice hours in a professional work settings, simulation, case studies, and role-playing. Hours granted for PAL, if given, are also documented.

### **Insurance requirements, including those for professional liability (ACEND® Standard 10.2a)**

Policy: Interns are required to show proof of health and accident insurance coverage and maintain automobile liability insurance at their own expense. ISU DI maintains professional liability for interns in the amounts of \$1 million individual and \$3 million aggregate using an "A" rated company. In some instances interns may be required to purchase additional liability insurance coverage if the facility, agency or state require higher amounts of coverage. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that interns are covered for health, accident, auto and professional practice concerns.

### **Liability for safety in travel to and from assigned areas (ACEND® Standard 10.2b)**

Policy: Interns are responsible for their own transportation to and from all assigned facilities and experience sites. The University is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that the interns understand responsibilities for their own safety when travelling to and from assigned areas.

### **Injury or illness while in a facility for supervised practice (ACEND® Standard 10.2c)**

Policy: Supervised practice sites are not responsible for care for non-work related accidents or illnesses. If an intern is injured or develops a work related illness in a facility, emergency treatment will be provided according to facility protocol. The intern may be charged a fee for this treatment. The University is not responsible for illnesses or injury interns may have while at the facility for supervised practice. Interns acknowledge in writing their understanding of and agreement with the information. Facilities agree to this responsibility by signing the Affiliation Agreement.

Purpose: To ensure that interns understand responsibilities related to injury or illness while at facility for supervised practice.

### **Drug testing and criminal background checks, if required by supervised practice facilities (ACEND® Standard 10.2d)**

Policy: Interns are required to meet rules and regulations which are applicable to their performance in the facility. This may include drug testing and criminal background check. Interns are responsible for initiating any required

testing/checks and for all related costs. In the event the results are not considered satisfactory by the facility, the intern may not be permitted to complete supervised practice at that facility. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that interns understand responsibilities related rules, and regulations at facility for supervised practice.

**Requirement that interns doing supervised practice must not be used to replace employees (ACEND® Standard 10.2e).**

Policy: Students in supervised practice programs shall not routinely replace employees except for planned professional staff experiences. Supervised practice sites acknowledge this by signing an affiliation agreement and preceptors agree by signing "Memorandum of Understanding and Verification of Review". Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that interns and preceptors understand the educational purpose of supervised practice and do not routinely use interns to replace employees.

**When interns are paid compensation as part of the program, policies must be in place to define the compensation practices (ACEND® Standard 10.2f)**

Policy: The ISU DI does not offer any stipends or other monetary support/compensation to interns in our program. Occasionally, a supervised practice facility may offer a stipend to interns completing supervised practice at their facility. The ISU DI is not involved in either the negotiations or dispensation of the stipend.

Purpose: To provide clarification on compensation practices of the ISU DI.

**The process for filing and handling complaints about the program from interns and preceptors (ACEND® Standard 10.2g)**

Policy: Interns may file complaints according to University procedures (<http://catalog.iastate.edu/academics/#academicgrievancesappealtext>). As noted in University information the intern may file a grievance with the department chair instead of the program director. Preceptors may communicate at any time with the respective intern's ISU instructor or the DI director to discuss any concerns related to the intern's performance. Preceptors may also discuss their concerns with the Chair of the Department of Food Science and Human Nutrition. Retaliation is not permitted by any of the parties: DI program director, faculty or staff, intern, preceptor. A record of intern complaints including the resolution of complaints are maintained electronically on the University's secure system indefinitely.

Purpose: To ensure that interns and preceptors understand their rights to filing complaints and grievances and to define the process for maintenance of complaints and their resolution.

## **Process for submission of written complaints to ACEND (ACEND® Standard 10.2h)**

Policy: After all other options for resolution with the program and ISU have been exhausted; any individual may file a complaint about non-compliance with accreditation standards or policies with Accreditation Council for Education in Nutrition and Dietetics (ACEND®). More information is located on the ACEND® website. A copy of the accreditation standards and/or ACEND®'s policy and procedure for submission of complaints may be obtained by contacting the ACEND® staff via email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).

Purpose: To ensure that interns and preceptors understand their rights to contact ACEND® related to program noncompliance with ACEND® accreditation standards after all other options with the program and institution have been exhausted.

## **Policy for prior assessed learning (PAL; ACEND® Standard 10.2i)**

Policy: The PAL program is designed to grant credit towards supervised practice hours in specific rotations of the internship based on the qualified applicant's learning/knowledge, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge and learning. Experiences considered for PAL must meet competencies required by ACEND® and must not include experiences undertaken during undergraduate/graduate education or in the process of earning a DPD verification statement. PAL credit is not given simply for college coursework. PAL credit, if applicable should be documented on the weekly log.

Purpose: Ensure that the ISU DI has a systematic process to administer, evaluate and document PAL. If the program grants credit, supervised practice hours or direct assessment for interns' prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.

## **Formal assessment of intern learning and regular reports of performance and progress (ACEND® Standard 10.2j)**

Policy: The intern's learning, performance and progress is assessed formally at predetermined intervals through the program; minimally at the beginning, midpoint and end. Assessment includes preceptor evaluation of intern performance and progress, scoring on exams, assessments, assignments, projects and case studies. See course syllabi and "Requirement of Satisfactory Performance" in Canvas. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that interns are aware of and understand the assessment and evaluation process within the ISU DI. To aid intern's progress to entry-level registered dietitian competency.

**Program retention and remediation procedures; interns must have access to remedial instruction such as tutorial support (ACEND® Standard 10.2k)**

Policy: The intern who is not meeting established performance criteria is identified using formal and informal assessment and evaluation information. Interns may be offered the opportunity to improve performance through such means as: additional case study work, additional supervised practice hours in the relevant topic area and/or study guides. In the event that remediation activities require the intern to remain in the program beyond the planned 6 months, they may be required to enroll in additional ISU DI classes to remain in the graduate certificate program. In the event that the intern is not able to meet performance criteria, the intern may be encouraged to withdraw from the program and/or advised to pursue alternate professional career pathways. This might include taking the NDTR exam and/or becoming certified as a dietary manager. The program director, instructor and university support services work with the intern to identify potential alternatives. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that rules and guidelines for retention in program and offers of remediation are available to interns. To aid intern's progress to entry-level registered dietitian competency.

**Disciplinary/termination procedures (ACEND® Standard 10.2i)**

Policy: The intern may be disciplined or terminated for reasons including but not limited to: unsatisfactory academic performance, termination from supervised practice facility, inappropriate and/or criminal behaviors (such as academic dishonesty, plagiarism, harassment, etc.) and breech of Academy of Nutrition and Dietetics code of ethics. See "Unsatisfactory Performance" in "Requirements for Successful Completion" in the ISU DI Handbook. The DI adheres to ISU policies/procedures. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that rules and guidelines for discipline and termination are available to interns. To aid intern's progress to entry-level registered dietitian competency.

**Graduation and/or program completion requirements for all tracks and pathways (ACEND® Standard 10.2m)**

Policy: Interns must complete the required hours of supervised practice and demonstrate satisfactory performance and competency throughout program rotations as evaluated by ISU DI faculty members and facility preceptors. Interns must receive at least a B grade in each of the 3 required courses (FSHN 554: Dietetic Internship I, FSHN 555: Dietetic Internship II, FSHN 556: Dietetic Internship III). Specific components of successful completion of the program requirements are discussed with the interns. In addition to completing assigned coursework, interns must complete a minimum of 1000 hours of supervised practice. Each intern must complete the full-time ISU DI by the end of 6 months, but no later than 9.1 months (150% of original 6-

month plan). Successful completion of the dietetic internship results in receipt of the DI verification statement and an ISU Graduate Certificate in Dietetics Internship. ISPP interns have the same requirements for successful completion as other interns; however, program length may vary based on whether credit is given for any PAL. ISPP interns not enrolled in the Graduate College will only receive the verification statement, upon satisfactory completion on internship requirements.

Purpose: To ensure that interns are aware of components and requirements related to successful completion of all requirements of the ISU DI resulting in the achievement of a Graduate Certificate in Dietetics Internship from ISU and the DI verification statement. To ensure that rules and guidelines for successful completion of the program are provided to interns in a written format and that acknowledgement is received by the DI program of the intern's understanding of successful program completion requirements. Graduation and DI completion requirements include the maximum amount of time allowed to complete DI requirements.

#### **Verification statement requirements and procedures (ACEND® Standard 10.2n)**

Policy: The DI verification statement will be granted to those interns who have met all requirements of the ISU DI including, but not limited to: completion of at least 1000 total number of supervised practice hours, professional performance evaluations demonstrating meeting of all required ACEND® competencies, and completing all assignments and exams.

Purpose: To ensure that rules and guidelines for granting of DI verification statement are provided to interns in a written format.

#### **Programs using distance instruction and/or online testing must employ strategies to verify the identity of an intern (ACEND® Standard 10.2o)**

Policy: Interns are photographed individually with their name during Professional Skills Week. This intern image with name is available in Canvas to all the ISU DI instructors. Additionally, interns take a government issued photo ID to the University Office to obtain a University Photo ID card. Student identity is also verified via use of ISU Net-ID. Only those enrolled in the ISU DI have access to the Canvas courses. The use of Canvas requires that the intern access the course via the student's unique ISU Net-ID and password. Each student is enrolled into Canvas at the start of the internship.

Purpose: To verify the identity of the interns participating in the ISU distance education DI.

#### **Withdrawal and refund of tuition and fees, if applicable (ACEND® Standard 10.2p)**

Policy: Withdrawal from the program and refund of tuition and fees is regulated through ISU policies. Information regarding withdrawal and refund of tuition and fees is provided to the intern through the DI Handbook with relevant ISU Webpage URL's. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that rules and guidelines for withdrawal from the program and refund of tuition and fees are provided to interns in a written format and that acknowledgement is received by the ISU DI Program that the intern understands rules and guidelines for withdrawal from and refund of tuition and fees of the program.

### **Program schedule, vacations, holidays and leaves of absence (ACEND®)**

#### **Standard 10.2q**

Policy: Iowa based interns are provided with an individualized program schedule, whereas interns in the nation-wide rotations create their own rotation schedule. The schedule reflects completion of the minimum required 1000 supervised practice hours and the required domains. Interns follow the holiday schedule observed at their supervised practice facilities and NOT the University breaks (such as spring break and inclement weather breaks). Time lost due to illness or emergencies must be made up in order to complete the required hours of practice. All absences must be reported by phone or email to the ISU DI faculty and to the intern's current preceptor, in advance of their scheduled start date/time. Exceptions will be made only for just cause and with the approval of the program director and the preceptor. Sick time should also be documented on the weekly log. Interns acknowledge in writing their understanding of, and agreement with the information.

Purpose: To ensure that individual schedules are provided to interns in a written format and that acknowledgement is received by the ISU DI program that the intern understands the program's schedule and timeline.

### **Protection of privacy of intern information, including information used for identifying interns in distance learning (ACEND® Standard 10.2r)**

Policy: Intern records and personal information are covered by ISU Registrar policies. Policies conform to the Family Educational Rights and Privacy Act (FERPA). Intern's personal internship files are stored in locked filing cabinet and electronically in the protected ISU electronic domain. Student identity is verified via use of ISU Net-ID. Only those enrolled in the ISU DI have access to the Canvas courses. The use of Canvas requires that the intern access the course via the student's unique ISU Net-ID and password. Each student is enrolled into Canvas at the start of the internship. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that information regarding intern's records and privacy are provided to interns in a written format and that acknowledgement is received by the ISU DI of the interns understanding of, and agreement with the information.

### **Intern access to their own intern file (ACEND® Standard 10.2s)**

Policy: Intern's access to personal files is covered by ISU Registrar policies, which state that the students have the right to review upon request any records that pertain directly to them, and may obtain a copy of the record for a fee. This provision does not apply to records to which the student has waived

his or her right to review, nor does it apply to medical and counseling records. Policies conform with FERPA. Intern's personal internship files are stored in locked filing cabinet and electronically in the protected ISU electronic domain. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that information regarding intern's access to personal files are provided to interns in a written format and that acknowledgement is received by the ISU DI of the interns understanding of and agreement with the information regarding access to their personal files.

### **Access to intern support services, including health services, counseling and testing and financial aid resources (ACEND® Standard 10.2t)**

Policy: All interns regardless of location are considered full time ISU Graduate students and thus, have access to all student support services including but not limited to: health services, counseling, testing, and financial aid.

- [Dean of Students Office](#)
- [Office of Student Financial Aid](#)
- [Thielen Student Health Center](#)
- [Academic Success Center](#)

ISU resources can be found at <https://www.grad-college.iastate.edu/resources/>.

Any fees related to the service is paid by the intern. Interns acknowledge in writing their understanding of and agreement with the information.

Purpose: To ensure that interns have information regarding access to student support services in a written format.

### **Affiliation Agreements (ACEND® Standard 8.1a, d)**

Policy: Written affiliation agreements are required between all supervised practice facilities and ISU DI. An intern may not start their supervised practice experience at a facility until an affiliation agreement has been signed by individuals with appropriate institutionally assigned authority by both ISU DI and the supervised practice facility. A list of all facilities where ISU DI has an active affiliation agreement is available on the DI website. Affiliation agreements are not required with ISU affiliated facilities such as the ISU dining courts, ISU extension. Additionally, when the intern is completing a shadow/observation-only experience, written affiliation agreements are encouraged but not required. In the event the parties enter into no agreement, each party in the shadow/observation-only experience will be responsible for the liabilities arising out of their own conduct and the conduct of their officers, employees and agents.

Purpose: To protect patients/clients, intern/student, the institution/organization.

To ensure that ISU DI and the facility have a common understanding of participation requirements borne by ISU DI, by the facility and by the intern. ISU counsel reviews the affiliation agreement before signatures of the administrators with appropriate authority are obtained.

### **Adequacy of facility evaluation (ACEND® Standard 8.1a)**

Policy: Each facility must have appropriate number of staff to coordinate the intern's learning experiences. Due to the nuances related to different rotations, facilities and learning needs each facility is evaluated individually. For example, if a facility is to be used as part of a renal rotation, there must be proof of renal patients in the facility. The ISU DI program director, faculty and staff review the facility information during the application review process. Interns evaluate preceptors and thus facilities throughout the internship. If a facility is deemed unacceptable, efforts will be made to remedy the situation or totally remove the intern from the facility and place the intern in another location with an affiliation agreement. The ISU DI retains records of these facilities to avoid future intern placement.

Purpose: To outline an evaluation process and timeline for evaluation of adequacy and appropriateness of supervised practice facilities and to protect patients/clients, intern/student, the institution/organization. To ensure that ISU DI and the facility have a common understanding of participation requirements borne by ISU DI, by the facility and by the intern.

### **Applicants from other dietetic internship programs**

Policy: Applications from potential candidates to the ISU DI who had to withdraw from their previous dietetic internship program for non-academic reasons will be considered. Reasons for withdrawal from the previous program should be explained in the personal statement and a letter of recommendation from the previous internship program director should accompany the application to the ISU DI. Applications from candidates who are currently in an internship program will not be considered.

### **Recency of Education**

Policy: Potential DI applicants who completed their didactic education more than five years ago, must show evidence of clinical practice, relevant continued education or submit documentation of successful completion of coursework related to medical nutrition therapy and advanced nutrition. If additional coursework is required to meet "recency of education" requirements, the applicant and the ISU DI Director will discuss and determine the exact requirements. (Typically, this requirement is specific for MNT-related coursework.) Completing the recommended requirements does not guarantee acceptance into the ISU DI program.

Purpose: To provide guidance for admission eligibility for applicants who completed their didactic education more than five years ago.

### **International student enrollment in the dietetic internship**

Policy: International students who have an F-1 visa and/or Optional Practical Training (OPT) status are eligible to apply to the ISU DI. International students must have a completed degree from a US regionally accredited college or university or foreign equivalent, or present documentation of the equivalence of foreign degree(s). Additionally, interested students should also

have or be able to provide a DPD verification statement with their application. Interested students should contact the international student office at their current institution for more information. The ISU international student office is not obligated to assist you unless you are matched to the ISU DI and enrolled at ISU. All “non-native English speakers” who do not have a bachelor’s degree from a US regionally accredited college or university are required to provide a TOEFL or IELTS score (see ISU Graduate school minimum requirements at <https://www.admissions.iastate.edu/intl/index.php>). Additional information can be obtained on the ACEND® website (<https://www.eatrightpro.org/acend/students-and-advancing-education/information-for-students>)

Purpose: To provide guidance for international students relating to admission eligibility to the ISU DI

### **Intern responsible for facility fee, if required**

Policy: Per ISU policy, the DI does not pay facilities or preceptors to provide supervised practice or learning opportunities for dietetic interns. In the event that an intern’s identified facility requires a fee for the intern to complete supervised practice hours and learning activities with its staff and resources, the intern is required to pay that fee in addition to the standard ISU DI tuition and fees. If the facility requires that ISU DI pay the fee, then ISU DI will pay the fee and bill the intern the exact amount. The intern will not receive the DI verification statement until all program requirements are completed including payment of additional facility fees. (This fee is not related in any way to ISU tuition/fees.)

Purpose: To clarify expenses borne by the intern. To ensure that ISU DI, the intern and preceptors have common expectations of expenses paid by the intern.

### **Replacement of Nametags**

Policy: the ISU DI will provide each enrolled intern with an ISU DI nametag during professional skills week. Interns are required to wear the nametag at all time at supervised practice sites during their internship. This ISU nametag is not intended to replace nametags that may have been provided by the supervised practice facility. In the event that the intern loses the ISU DI nametag issued to them, the intern will be responsible for the replacement costs for a new nametag.

Purpose: To clarify expenses borne by the intern. To ensure that ISU DI, the intern and preceptors have common expectations of expenses paid by the intern.

### **Simultaneous employment during the internship**

Policy: As noted in policy 10.2.e students in supervised practice programs shall not routinely replace employees except for planned professional staff experiences. However, interns may receive supervised practice hours while simultaneously working for pay at the facility where they are interning. Intern

must request approval from preceptor, ISU DI instructor and program director. All decisions are made on an individual basis. Routine employment during supervised practice is strongly discouraged.

Purpose: To ensure that interns and preceptors use reasonable judgment and fair labor practices if interns are employed during scheduled supervised practice.

### **Supervised practice requirements for applicants who have passed the CDR exam**

Policy: Applicants who have passed the CDR exam for registered dietitian nutritionist, but have not completed the supervised practice requirements, are eligible to apply to the ISU DI. These applicants should provide correspondence from CDR that they have successfully passed the RD exam. If matched to the ISU DI, these interns follow the same requirements for program completion as other interns. Once these interns have successfully met the graduate college and DI requirements, a DI verification statement is issued and CDR is notified and a copy of the DI graduate certificate and verification statement are provided to CDR.

Purpose: To provide guidance for admission eligibility for applicants who have taken the CDR exam for registered dietitian nutritionist, but have not completed the supervised practice requirements.

### **Issuing replacement/additional verification statements**

Policy: Upon satisfactory completion (see “Requirements for Successful Completion” below; pages 28-34) of the ISU DI and graduate school requirements, interns will be issued six original verification statements at no charge. However, if graduates require additional verification statements, there is an additional charge for issuance of additional verification statements beyond the six original verification statements provided upon graduation.

Purpose: To clarify expenses borne by the intern/graduate.

### **Requirement for Successful Completion**

The ISUDI is committed to developing intern competence in the areas of leadership, time management, critical thinking, assessment/problem solving, and effective communication. At ISU, dietetic interns are required to demonstrate mastery of content areas to the internship faculty via predetermined requirements and projects, while preceptors at approved facilities with current affiliation agreements, assess and evaluate the intern’s day-to-day skill progression in mastering required competencies. The fast pace of the internship dictates that the successful intern is one who communicates clearly, is self-directed, and demonstrates knowledge, theory and technical competence and appropriate professional behaviors. Successful completion of all requirements of the ISU DI results in the achievement of a Graduate Certificate in Dietetic Internship from ISU and the DI verification statement. The requirements for completing the graduate certificate and the DI are outlined below:

## **A. Requirements for the Graduate Certificate in Dietetic Internship**

Completion of the required graduate level courses with a grade of B or higher results in the achievement of the Graduate Certificate in Dietetic Internship from ISU. Information related to the ISU Graduate College requirements for the graduate certificate are found on this website: <http://www.grad-college.iastate.edu/>.

## **B. Requirements for a Dietetic Internship Verification Statement**

The ISU DI verification statement that establishes eligibility to take the national registration exam is granted only when the dietetic intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled supervised practice rotations, projects and requirements. Although the typical time for completion of the internship requirements is six-months, some interns may be given additional time to complete supervised practice experiences, pending approval of DI director and preceptors. Interns must complete all internship requirements no later than 3.1 months (9.1 months total; 150% of time designated in the individual Program Completion Plan) following the scheduled time for completion of the program. In the event that an intern does not complete the program in the scheduled timeframe (six-months) and/or receives an "INCOMPLETE" grade for any required course, the intern may be required to register for up to 3 graduate credits in the next consecutive semester. The intern is responsible for additional expenses incurred including tuition and fees. If the program requirements cannot be completed by the end of that additional semester, they will not receive a DI verification statement.

In order to receive the DI verification statement, the dietetic interns must complete the required graduate courses and:

- Meet all ACEND competencies prior to completion of the internship. The competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably in the professional practice setting. See course syllabus (in Canvas) for a discussion of the course requirements to meet the competencies.
- Exhibit satisfactory performance in accordance with the [Professional Code of Ethics for the Profession of Nutrition and Dietetics](#) (Appendix 1) on all required assignments, projects, curricula, rotation objectives, case studies, presentations, and exams.
- Comply with the policies and procedures of ISU, the DI and all affiliating institutions. It is important that interns familiarize themselves with all policies and procedures of ISU, the internship and all supervised practice facilities.
- Demonstrate professional behavior competence in the areas of communication, time management, problem solving and critical thinking.

Time management skills are critical for interns to be able to complete all the didactic components to earn a graduate certificate in Dietetic Internship as well as master the required ACEND competencies. Time management is also a critical skill for a Registered Dietitian Nutritionist along with effective communication, problem solving and critical thinking. In order to be a successful entry-level dietitian nutritionist, practitioners need to be able to critically evaluate the scientific evidence and effectively

communicate it to professionals as well as the public. Additionally, problem solving and critical thinking skills will also be required during project management and task completion during the internship and your professional and personal life. Thus, within the confines of the DI, professional practice and performance competence are assessed as follows:

**Leadership** (ethics, self-directed learning, initiative, mentoring, customer service) as evidenced by:

- Demonstrating self-directed learning and initiative for setting personal goals in the Professional Development Portfolio assignment, RD exam study plan and review of RD exam.
- Completing simulations as required related to individual internship schedule and rotations.
- Taking the initiative to solve problems that need to be addressed (in consultation with the preceptor)
- Taking the initiative to schedule professional evaluations and presentations with preceptors.
- Providing relevant and helpful feedback to peers in individual and/or group settings including conference calls, professional reflections, online discussion boards and group activities.

**Effective time management** as evidenced by:

- Attendance at prescheduled appointments and professional meetings.
  - Any absences must be reported to the preceptor and instructor, prior to the event.
  - If intern is unable to keep the prescheduled appointment, it must be cancelled appropriately and re-scheduled.
- Completing assignments, projects, and other internship requirements within the assigned time-frame. If additional work on the assignment or requirement is necessary to achieve mastery or entry-level competence, this work is completed within the agreed upon time-frame.
  - Intern will be required to continue to work on each assignment as noted by instructor until intern is deemed to have reached the appropriate mastery.
  - Intern is required to complete additional work, assigned learning activities and review as necessary to achieve the expected level of mastery and competence.
  - Learning activities are outlined for each rotation. Additional assignments may be added/substituted at the discretion of the site preceptor or instructor.
- Respectful of other people's time: preceptors, instructors, and other interns.
  - Schedules appointments, prepares questions and concerns in advance, and is prepared for all meetings.

**Critical thinking** as evidenced by:

- Writing thoughtful and complete responses to reflection questions after completing simulations and assignments (Nutrition Care Process worksheets)

- Earning satisfactory scores on application exams
- Developing appropriate interventions and measurable outcomes in projects

**Assessment** (Community and/or resource needs assessment, Nutrition care process, PES, identification) as evidenced by:

- Meeting standard for competency in assessment activities
- Creating relevant nutrition diagnosis statements based on assessment information in clinical assignments
- Completing audits and/or action plans as part of food service management experiences

**Problem solving** (team dynamics, negotiation) evidenced by:

- Participating in group activities and discussions
- Initiating discussion with preceptors to complete assignments and gather information
- Contributing to group project(s)
- Identifying areas for improvement and appropriate activities to support growth and learning from professional evaluations

**Effective communication** (oral and written, individual and team, formal and informal) as evidenced by:

- Participating in all required communication **with ISU DI faculty and preceptors.**
- Reflections due according to the instructions listed in Canvas.
- Active participation in individual and group discussions either in person or via website to demonstrate knowledge and understanding of topic.
- Successful completion of oral and written reports as assigned.
- Completion of rubrics for self-assessment of professional progress.
- All interns are responsible for checking their ISU email account in a timely manner and when communicating via email with DI instructors/staff or preceptors observing proper email etiquette at all times. Email is considered an official means of communicating with interns.

Interns are expected to complete these responsibilities with or without accommodation.

#### **Special Accommodations** <https://sas.dso.iastate.edu/>

Iowa State University complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. Please request that a Disability Resources (Students Services Building, Room 1076, 515-294-7220) staff send a SAAR form verifying your disability and specifying the accommodation you will need. *No retroactive accommodations will be provided in the internship classes.*

#### **EVALUATION OF SATISFACTORY PERFORMANCE**

Evaluation is an important component of the internship and continues throughout the professional career. The professional practice expectations are evaluated in a variety of ways. Interns will have the opportunity to develop skills in self-evaluation during the internship course work and planned experiences. Interns can expect to receive oral and

written feedback from preceptors and instructors throughout the internship.

All evaluations should be viewed as positive opportunities for feedback to encourage continued growth and performance of dietetics practitioner skills. Internship faculty are available to participate in the evaluation process via phone or video conference call.

### **Informal (formative) Evaluation**

Many opportunities exist for informal information about intern performance from preceptors and/or instructors throughout the rotation. These should be viewed as positive opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback/discussions with preceptors on skill development, clinical documentation, presentations, and projects.

### **Formal (summative) Evaluation**

Interns, preceptors and/or ISU faculty participate in summative performance evaluation using specifically prepared ISU DI forms. These evaluations include assessments of the intern's knowledge and performance in rotations as well as achievement of rotation specific competencies, areas of strength and areas lacking preparation and experience.

It is the intern's responsibility to be familiar with the timing of each evaluation and the evaluation forms so that they are aware of the evaluation criteria. The tool is returned to the assigned internship instructor; whenever possible this should be done via Canvas Grade Center or email attachment.

Interns can expect to receive formal evaluations in the following formats:

- written evaluations from preceptors/instructors,
- rubrics measuring performance and communicating feedback for presentations, worksheets and other assignments,
- exams and quizzes,
- graded assignments such as but not limited to projects, case studies and simulations.

Interns should demonstrate continued improvement throughout the internship, as evidenced by evaluations and scoring on assignments, quizzes/exams, simulations, and projects.

University policy dictates that the instructor shall inform the students/interns at the beginning of each course of the evaluation procedures planned for use in the course. See Course Syllabus (in Canvas) for course information and other requirements. Additional university policy information related to grading, evaluation and record keeping is found at this website: <http://catalog.iastate.edu/>

### **Intern Evaluation of Rotation**

Electronic evaluation forms are provided for the intern to evaluate their experience in each rotation. These forms are used to evaluate future improvements in the program as well as provide feedback to preceptors.

## **Letter Grades**

The intern is graded according to the following scale:

- A: >93%
- A-: 90-92%
- B+: 87-89%
- **B: 83-86%**
- B-: 80-82%
- C+: 77-79%
- C: 73-76%
- C-: 70-72%
- < 70% not acceptable

**You must maintain a minimum B average.**

The first time an intern's academic work and/or performance is evaluated as unsatisfactory (or below a B level) by the instructor or preceptor, the intern will be provided with an opportunity to improve to a satisfactory level (refer to assignment checklist and minimum expectations for projects and assignments; in Canvas). This may require increased faculty contacts, additional readings, completion of worksheets or other assignments as deemed necessary by the instructor or preceptor . If the intern's performance does not improve despite repeated instructions/coaching, the disciplinary process outlined below will be followed:

- A warning to the intern that evaluations of written assignments and/or performance are not within the satisfactory range, despite previous coaching.
- Documentation of the warning will be placed in the intern's permanent file.
- A remedial plan is developed with the intern and/or preceptor outlining the terms and conditions for improvement with a time-line for review. Copies of the agreed upon plan are provided to the preceptor and intern and are part of the intern's permanent file.
- Upon receipt of a second warning or failure to meet the agreed upon terms and conditions for improvement within the specified time-line, the intern shall be dismissed from the program. Throughout this process, the intern, ISU faculty member and preceptors are involved in the remedial process that may have to include termination of the intern for non-compliance and failure to meet academic standards of the program.

Note also that interns can receive unsatisfactory performance in relationship to inappropriate behavior and perceived unprofessional attitudes. This includes, but is not limited to, chronic tardiness and/or missed work, and insubordination to faculty, preceptors, or facility staff.

**Interns will be immediately dismissed from the internship for the following:**

- HIPAA violations
- Theft
- Bringing any type of weapons to the supervised practice facility or ISU campus
- Verbally or physically threatening or harassing patients/clients, faculty, preceptors, facility staff or fellow-interns
- If released or terminated from the precepting site.

Interns have the right to appeal a dismissal for these reasons under the Iowa State

University Academic Grievance procedures (located at the ISU Dean of Students website: <https://www.dso.iastate.edu/>).

NOTE: In order to receive the verification statement, necessary for eligibility to sit for the examination for Registered Dietitian Nutritionist credential, **the intern must complete all assignments and rotations at the satisfactory (B average) level with demonstration of competence.** Merely completing the internship program's required hours does not guarantee receipt of the verification statement.

## V. RDN Exam Resources

All interns are required to attend the [Inman RD exam](#) review course during Professional Skills Workshop week and purchase the [EatrightPREP](#) for the RDN exam software. However, if you wish to utilize additional preparatory material to study for the RD exam, listed below are some resources that previous interns have found useful.

- i. Study Guide for the Registration Examination for Dietitians -  
<http://www.eatright.org/>
- ii. RD in a Flash - <http://www.rdinashash.com/>
- iii. Pocket Prep (cell phone app) - <https://www.pocketprep.com/exams/cdr-rd/>
- iv. Breeding and Associates Education Resources - <https://www.rdexam.us/>
- v. RD Practice exam CD-ROM - <http://www.visualveggies.com/>
- vi. Review of Dietetics - <https://culinarynutritionpublishing.com/review-of-dietetics/>
- vii. Registered Dietitian Exam Secrets Study Guide by Mometrix –  
<http://www.mo-media.com/rd/>

## **VI. INDIVIDUALIZED SUPERVISED PRACTICE PROGRAM (ISPP)**

The ISU ISPP is approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®), and is for holders of doctoral degrees in nutrition or related fields, who desire to become a Registered Dietitian Nutritionist. If an applicant with a doctoral degree does not have a DPD verification statement, knowledge are assessed to determine which, if any, of the DPD Foundation Knowledge Learning needs are to be completed prior to the start of the supervised practice experience. ISPP candidates have the same requirements for successful completion as other interns, with the exception of meeting the ISU Graduate College requirements. ISPP interns do not receive any educational credit beyond completion of the supervised practice hours. In order to be eligible for educational tax credits, loan deferment and federal financial aid, applicants have the option to enroll as a full-time graduate student.

Costs for this ISPP option are the same as the regular DI costs (available <https://www.dietetics.iastate.edu/financing>). Cost for ISPP applicants not enrolled in ISU graduate college is \$9000 and is non-refundable.

Additional general expenses: \$800 (may include cost of books, supplies and other program requirements, such as the eatrightPREP for the RDN exam software)

ISPP interns are required to sign and abide by the DI (Appendix 2) and ISPP Memorandum of understanding (Appendix 9).

International ISPP applicants, who are in the US on a visa, must submit work/employment authorization with their application material. Questions related to work authorization or whether their visa status qualifies them to complete the ISU ISPP, must be directed to the immigration/human resources professionals at their current institution.

Program details, application and required materials can be found at <https://www.dietetics.iastate.edu/individualized-supervised-practice-pathways>.

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## Appendix 1: Code of Ethics for the Nutrition and Dietetics Profession

## Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

### Commission on Dietetic Registration

the credentialing agency for the  
 Academy of Nutrition  
and Dietetics

#### **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 (Beneficence)**

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.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

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

**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.<sup>2</sup>

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

**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 serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."<sup>4</sup>

**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.<sup>2</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

#### **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).

## Appendix 2: Dietetic Internship: Memorandum of understanding

# Iowa State University

## Dietetic Internship

### Memorandum of Agreement between the intern and Iowa State University Dietetic Internship Program:

I understand that

#### Initial

- 1. All Policies & Procedures specific to the Iowa State University (ISU) Dietetic Internship (DI) are available for my review at any time through the online DI course.
- 2. As an intern completing part or all of the ISU DI supervised practice requirements within an organization or facility, I am also subject to the conduct regulations of that institution and agree to abide by those regulations.
- 3. As an ISU dietetic Intern, I must successfully complete all rotation, project, attendance, and behavior requirements and must follow all policies and procedures of the ISU DI in order to receive the verification statement from the ISU DI.
- 4. I agree to participate fully in all portions of the program and agree that any deviation I desire to make from the program design must be approved in advance in writing by the program director.
- 5. I agree that the program director may terminate my participation in the program if: 1) I engage in actions endangering myself or others; 2) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program or the Affiliated Facility where I am placed; 3) my work and level of academic performance is below acceptable competence levels.
- 6. ISU will work to finalize and retain affiliation agreements required to complete supervised practice in a timely manner but cannot guarantee participation by any given facility. In the case where a facility determines it is unable to accept an intern, no matter the reason, I understand that if I am participating as a Nationwide intern it will be my responsibility to make other arrangements; if I am participating as an Iowa-based intern my instructor will assist with other arrangements which may require moving and living in a different location than planned.
- 7. I am responsible for:
  - a. my own transportation, meals and living arrangements during the internship.
  - b. communicating with preceptors and supervisors at the facility site as well as internship faculty.
  - c. wearing the appropriate clothing required but which is not provided by the facility.
  - d. reporting to the facility on time and following all established regulations during the regularly scheduled operating hours of the facility.
  - e. reviewing the Code of Ethics and Standards of Practice for the Profession of Nutrition and Dietetics (which I have been provided) and practice in accordance with the established standards of practice.

- f. following the administrative policies of the facility, including purchasing additional liability insurance beyond what is provided by ISU, components of HIPAA and confidentiality.
- g. providing proof of and maintenance of health insurance, obtained at my own cost, during the entire period of the DI.
- h. providing current health status and immunization records.
- i. maintenance of auto insurance and providing proof of such upon request.
- j. providing authorization for a felony and misdemeanor background inquiry conducted by the company contracted through ISU.
- k. cost of Medical care if needed for work/non-work related accidents/illness.
- l. contacting preceptors one week in advance of scheduled rotation site/preceptor.
- m. completing required readings and assignments prior to the start of the rotation, including those that may be assigned by the individual preceptor.
- n. completing any additional facility requirements prior to the start of the scheduled rotation. (Examples might include facility specific HIPAA or orientation training, providing documentation of immunization, and so on)
- o. communicating any changes in schedule/illness/late/weather delays to both my preceptor and ISU instructor as quickly as I am aware of the situation
- p. providing a copy of the evaluation form to my preceptor in a timely fashion (at the beginning of the rotation) and to make an appointment to discuss the evaluation prior to the end of the rotation.
- q. completing the ACEND Core Competencies checklist
- r. completing and submitting the weekly log documenting life stages, conditions and time spent in
  - supervised practice hours at the facility
  - Thinkspace simulations
  - prior assessed learning, if applicable
  - sick time, if any

My signature below indicates that I have read this document and agree to comply with the stipulations herein.

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

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

## Appendix 3: Dietetic Internship: Conditions of Participation

# Iowa State University

## Dietetic Internship

### **CONDITIONS OF PARTICIPATION**

**Attendance at all professional courses is necessary to meet the program standards.** Faculty members have assumed the responsibility for assuring that each student receives at least 1200 experience hours distributed among designated areas of dietetics practice. It is your responsibility, as part of your professional commitment to the program, to attend all scheduled activities. Please see the "Requirements of Successful Completion" policy for details.

**If, for reasons of illness, family emergencies, or inclement weather, you cannot attend a scheduled activity you must notify the instructor and preceptor in the facility, prior to the activity.** Missed supervised practice activities must be made up at the convenience of the course instructor and the preceptor at the participating facility. Please see the "Emergency/Medical Leave" policy for details.

Iowa State University (ISU) and the Colleges of Human Sciences and of Agriculture and Life Sciences have entered into agreements with medical facilities, public health agencies, selected businesses, and school districts whereby these agencies agree to provide preprofessional, supervised practice experience in dietetics for interns enrolled in the ISU Dietetic Internship (DI).

All interns are asked to review, initial and sign the following statements, which constitute conditions for participation in the ISU DI.

#### **Statements pertaining to agreement between intern and Iowa State University:**

##### **Initial**

1. I understand and agree that as a participant in an ISU DI that I am subject to the ISU Student Disciplinary Regulations described in the Student Information Handbook (available from the Dean of Students Office, 210 Student Services Building, and on the World-Wide Web at:  
<http://policy.iastate.edu/policy/SDR>
2. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be timely met.
3. I understand that ISU reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. ISU also reserves the right to make changes to the Program (such as program leader) or alterations in the Program's proposed schedule and itinerary. I further understand that should the Program, or any portion of the Program, be canceled, ISU shall have no responsibility beyond the refund of all deposits made and monies paid to ISU by participants. Minor alterations in Programs will not result in refunds.
4. I understand that if I withdraw from the program, refund of tuition and fees is regulated through ISU policies.
5. I understand that formal assessment of my learning is conducted through preceptor evaluation of my performance and progress, scoring on exams, assessments, assignments, projects and case studies.
6. I understand that I am not entitled to employee benefits including wages and Worker's Compensation.

- \_\_\_\_ 7. I understand that ISU participates in the National Council for State Authorization Reciprocity Agreements (NC-SARA) and that the DI meets the preparatory requirements for becoming a Registered Dietitian Nutritionist. I also understand that it is my responsibility to check with the state where I wish to work to determine if the ISU DI will meet any additional state licensure requirements. <https://www cdrnet.org/state-licensure>

I have read and understand the conditions governing my participation in ISU DI.

---

Dietetic Intern

---

Date

## Appendix 4: Dietetic Internship: Consent to Disclose Records

# Iowa State University

## Dietetic Internship

### INTERN CONSENT TO DISCLOSURE OF EDUCATION RECORDS AND APPROPRIATE MEDICAL INFORMATION

I, the undersigned Iowa State University (ISU) student, plan to enroll, or have enrolled, in the Dietetic Internship (DI) Program sponsored by the Department of Food Science and Human Nutrition of the ISU Colleges of Human Sciences and of Agriculture and Life Sciences. To facilitate my participation in the DI, I hereby consent to the disclosure of my educational records and appropriate medical information at ISU to preceptors in Affiliated Facilities that have contracted with ISU to provide supervised practice experiences for students enrolled in the ISU DI. I also consent to the Affiliated Facility where I am placed disclosing my educational records back to ISU. The purpose of this disclosure is to provide information about my educational background to prospective Affiliated Facilities for assistance in placing me and, once placed in an Affiliated Facility, to promote cooperation between the Colleges Human Sciences and of Agriculture and Life Sciences and the Affiliated Facility concerning my learning experience during the DI. Once I am placed in an Affiliated Facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to ISU.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of my student educational records and limits access to the information contained in those records.
2. My educational records and appropriate medical information may only be disclosed to Affiliated Facilities on the condition that the facility will not re-disclose the information to any other party without my written consent, unless specifically allowed by law.
3. The Affiliated Facilities involved in the ISU DI have agreed, as part of a contract with ISU, to maintain the confidentiality of student educational records and appropriate medical information as required by law.
4. I have the right not to consent to the disclosure of my educational records or appropriate medical information.
5. I recognize that a copy of my educational records must be provided to me upon my request.
6. This Consent remains in effect unless revoked by me, in writing, and delivered to ISU, but that any such revocation shall not affect disclosures previously made by ISU prior to the receipt of my written revocation.

---

Intern's Name (Type or Print)

---

Intern's Signature

---

Date

## Appendix 5: Dietetic Internship: Consent to Use Photo

# Iowa State University

## Dietetic Internship

### Consent Form for Use of Photo

I hereby consent and agree that Iowa State University; the Board of Regents, State of Iowa; their officers, servants, agents, or employees (hereinafter referred to as RELEASEES) may use, reuse, publish and republish my picture or likeness and/or recording of my voice in whole or in part, individually or in conjunction with other photographs or recordings from the production described below, in any manner or form, in any medium for any legitimate purpose, and at any time or place so desired.

I release and discharge RELEASEES from any liability I may have arising from any alteration that may occur in the marketing and editing of said production. Furthermore, I agree to indemnify and hold RELEASEES harmless from any liability arising from the use or dissemination of said production due to anything I may have said or communicated in same. I agree that I am to receive no further consideration other than that already received for any further or future uses by said RELEASEES.

I intend for this agreement to be binding on my heirs, successors, and assigns, and it represents the entire agreement between the RELEASEES and me regarding the matters herein agreed.

- Yes, I give my consent to use my picture or likeness.

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

- No, I do not** give my consent to use my picture or likeness.

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

## Appendix 6: Dietetic Internship: Consent to Use Work

# Iowa State University

## Dietetic Internship

### Consent Form for Use of Internship Work in Reporting and Assessment Activities

I, \_\_\_\_\_, consent to the use of my Iowa State University Dietetic Internship work for outcomes assessment, accreditation reporting purposes, and program evaluation research to improve the quality of the program, such as online performance evaluations. I understand that any data gathered from my work as an intern will be kept confidential so that no individual intern could be identified. I understand that this work may be shown to internal and external evaluators as examples of intern work in Dietetic Internship curricula.

- Yes, I give my consent to use my internship work.

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

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

- No, I do not** give my consent to use my internship work.

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

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

## Appendix 7: Dietetic Internship: Intern Reference Consent to Release

**Iowa State University**  
**Dietetic Internship**

**Reference - Consent to Release**

I wish to have my instructor or her designee provide telephone and/or written references of my participation and performance in the Dietetic Internship program to any potential employers. I hereby waive any and all access rights granted me by the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978.

---

Signature

---

Date

## Appendix 8: Dietetic Internship: Waiver of Liability and Hold Harmless

# Iowa State University

## Dietetic Internship

### **WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT**

Please read this carefully. It affects any rights you may have if you are injured or otherwise suffer damages while involved with or traveling to an Iowa State University Dietetic Internship Program.

WHEREAS I, (indicate full name) \_\_\_\_\_ am about to participate in Iowa State University's Dietetic Internship program and I acknowledge that I understand that in consideration for my being permitted to participate in the Dietetic Internship, I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, acknowledge and ASSUME THE RISK of participation in the program, and do hereby RELEASE AND FOREVER DISCHARGE the State of Iowa, State Board of Regents, Iowa State University of Science and Technology, and all their officers, faculty or employees (herein after referred to as "RELEASEES"), whether accompanying the program or otherwise, from any and all claims, demands, actions or causes of action on account of any injury to me or my property or on account of my death which may occur from any cause during the said program, or any continuances thereof; and I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of the RELEASEES on account of any and all such claims, demands, actions or causes of action.

I further AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability damage or cost, including court costs and attorney's fees that they may incur due to my participating in said program.

IN SIGNING THIS RELEASE I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own, free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement have been made: I am at least eighteen (18) years of age and fully competent and I execute this Release fully intending to be bound by same.

---

Intern's Signature

---

Date

## Appendix 9: Individualized Supervised Practice Program Memorandum of Understanding

# IOWA STATE UNIVERSITY

## Individualized Supervised Practice Pathway Internship

I choose to register for the Iowa State University (ISU) Individualized Supervised Practice Pathway (ISPP) Dietetic Internship through the ISU conference services. The program cost is \$9000.00 (non-refundable) and is due in two installments. First installment of 25% is due upon acceptance and the remainder prior to start of supervised practice (payment links will be provided by the program). In addition, additional cost associated with the program may apply.

I understand that as an ISPP registrant,

- I am required to follow the policies and procedures of the dietetic internship program (included in the handbook).
- Be required to complete all outstanding requirements within 1 month of finishing supervised practice.
  - If additional time is required to complete the program requirements, additional fees may be assessed.
- Upon satisfactory completion of all ISPP requirements, I will be issued a verification statement, making me eligible to take the RD exam.
- **I will not** be eligible to
  - Enroll in the ISU Graduate College, be registered as a full-time ISU graduate student, for federal financial aid, tuition tax credit, defer any existing educational loans, or have access to military education and living expense benefits.
  - Have the ISU DI noted on my college transcript.
  - Participate in the optional ISU DI International Community Nutrition Rotation.
  - Have access to ISU student services such as e-Library, copyrighted materials not supported by ISU e-Library, student health center, ISU student health insurance, student photo ID, IT services, legal services, career services, disability services, etc.

Signed: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_