

Individualize Supervised Practice Pathway (ISPP) Internship Handbook



FLORIDA STATE UNIVERSITY

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DESCRIPTION OF THE FSU ISPP DIETETICS INTERNSHIP

Florida State University (FSU) ISPP Program is intended to provide opportunities to qualified students to complete the supervised practice component of their education from an ACEND accredited program. This internship provides interns with supervised practice experience required to fulfill the competencies for becoming a Registered Dietitian. Upon successful completion of the ISPP, interns will receive a verification of completion and be eligible to take the national Registration Examination for Dietitians.

The ISPP program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics. The internship includes 1200 hours of supervised practice in the areas of clinical, community, food service management plus the specialty of choice by the intern.

- Florida State University ISPP has an Individualized Supervised Practice Pathway within the Dietetic Internship (DI) Program.
 - This ISPP is only available to graduates who **were not matched** to a dietetic internship program (**no match proof is required**) and possess a DPD Verification Statement
 - OR
 - This ISPP is only available to graduates of a nutrition related Doctoral degree without a DPD verification statement. Adequate nutrition-based knowledge is determined by the Internship Director. Additional education may be required.
- The length of the program is dependent on the intern's ability to locate preceptors, obtain approval from the Program Director, obtain signed affiliation agreement(s), and complete the required number of practicum hours (1200) within a reasonable amount of time (**not to exceed 24 months.**)
- Interns not matched in the April or November D & D Digital match or within the past 5 years are eligible to submit an Application Packet to Florida State University ISPP program during the period of mid-April to mid-May for Fall start or in November for Spring start.
- Applications will be reviewed as submitted.

Florida State University ISPP provides graduates of a didactic program in dietetics (DPD) or a doctoral degree with an opportunity to increase their knowledge of food and nutrition science, and to acquire competencies needed to practice dietetics in a variety of settings. Graduates of the ISPP are expected to be able to function as entry level practitioners in clinical, food service, and community dietetic roles. Each is expected to operate independently with high levels of professionalism and integrity.

MISSION STATEMENT

The mission of the Florida State University's Internship in Dietetics which is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) is to provide a pathway to prepare entry-level registered dietitians through supervised practice for positions in clinical nutrition, community nutrition, and food service systems management.

The mission of the ISPP Internship in Dietetics is consistent with the mission of the University, which is to serve as a center for advanced graduate and professional studies. It is also consistent with the mission of the College of Health and Human Sciences and the Department of Nutrition and Integrative Physiology which is to enhance the well being of individuals and families through educational activities focused on research, health, the environment and technology. The philosophy of the program is to prepare graduate students who desire advanced academic and professional training to meet the need for registered dietitians, and to become professionals who can seek innovative solutions to the challenges of contemporary society.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

Florida State University (University) is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University's community on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans' status, marital status, sexual orientation, gender identity, gender expression, or any other legally protected group status. This policy applies to faculty, staff, students, volunteers, visitors, applicants, and contractors in a manner consistent with applicable laws, regulations, ordinances, orders, and University policies, procedures, and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the University strives to create and maintain a harmonious, high performance work and educational environment. Conduct that discriminates, harasses, or intimidates by threat, is contrary to our commitment. Further, workplace behavior that is disruptive to the operations of the University or that impairs workplace discipline interferes with this mission.

It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination, harassment, or retaliation. The University will continue to reinforce its commitment of non-discrimination to all groups protected by local, state, and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve.

The University further recognizes that discriminatory or harassing behavior may create an intimidating or hostile environment that interferes with the University's mission. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate university-wide compliance, I have appointed Renisha Gibbs, Associate Vice President for Human Resources/Finance and Administration Chief of Staff to develop, administer, and coordinate university-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Title IX Director; Dean of Students Department; the Office of Faculty Development and Advancement; the Athletics Department; and all University divisions, colleges, and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or rgibbs@fsu.edu

Signed: President John Thrasher

ACCREDITATION STATUS

The Florida State University ISPP Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Academy of Nutrition and Dietetics
120 S. Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
1-800-877-1600 (ext. 5500)
<https://www.eatrightpro.org/acend>

ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS

The accrediting agency for



Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.

GOALS AND OBJECTIVE MEASURES

Goal 1: Graduates will become successful, competent registered dietitians in a timely manner.

- Objective 1: 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 least 80%.
- Objective 2: At least 90% of employers/supervisors who responded to the survey will express satisfaction with the performance of the FSU DI program graduates.
- Objective 3: At least 80% of program interns complete the program/degree requirements within twenty-four months (200% of the program length).
- Objective 4: At least 80% of the program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of the program completion.
- Objective 5: At least 80% of program interns will agree that their dietetic internship experiences provided opportunities to practice core competencies expected of the entry level dietitian

Goal 2: Graduates will advance the dietetics profession through professional participation.

- Objective 1: Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 2: Of graduates in the dietetics profession, at least 80% will participate in a professional organization at the local, state, or national level.

ADMISSION REQUIREMENTS

Florida State University ISPP is an Individualized Supervised Practice Pathway within the Dietetic Internship Program in Dietetics (DI). This ISPP is only available to graduates who were not matched to a dietetic internship program (no-match proof is required) and possess a DPD Verification Statement. Individuals with Doctoral Degrees in a nutrition-related field are also eligible to apply to FSU's ISPP. Florida State University's Department of Nutrition and Integrative Physiology has been approved to accept seven (7) interns per year as part of this model.

Interns are expected to find all preceptors for their rotations. The length of the program is dependent on the intern's ability to locate preceptors, obtain approval from the Program Director, obtain signed affiliation agreement(s), and complete the required number of practicum hours (1200 hours) within a reasonable amount of time. (24 month maximum)

Interns not matched in the D & D Digital match or have completed a Doctoral degree in a nutrition related field are eligible to apply anytime to Florida State University ISPP program. Acceptance is ongoing until all positions have been filled for that year.

Requirements to apply to FSU ISPP program

- Individuals with nutrition-related doctoral degrees from a U.S. regionally accredited college or university without a verification statement and needing supervised practice or with a foreign doctoral degree with an official evaluation (i.e. WES, AACRAO) stating equivalency to a U.S. nutrition-related degree.
- Recent and past DPD graduates with verification forms but not matched to an internship. These interns must have completed a Didactic Program in Dietetics that has been approved or accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), have obtained a verification form, and were not matched to an internship.
- FSU's ISPP program is considered a distance track, in that interns can apply and gain experience across the country within their respective states. The ISPP is therefore subjected to regulations of State authorization of distance education, which is a complex and dynamic environment.
- Create account on D&D Digital – dnndigital.com (ONLY IF HAVE A DPD VERIFICATION FORM)

Required Application Materials for FSU ISPP program

For the Interns with Doctoral Degrees, you must submit the following:

- FSU ISPP Application
- Two letters of recommendation. References should indicate your ability to work independently and efficiently.
- Transcripts of a doctoral degree in nutrition or dietetics-related field from an accredited college or university, plus official transcripts of all other colleges and/or university coursework with final degree posted. Foreign degrees/transcripts must have an official evaluation (i.e. WES, AACRAO) stating equivalence to a U.S. degree.
- A professional vita.
- Personal statement indicating why you want to become a Registered Dietitian and the qualities that will help you excel in the FSU ISPP program.
- FSU will evaluate and credit Prior Learning Activities - See Appendix C for application

For the DPD Graduates with a Verification Form, you must submit the following:

- FSU ISPP Application
- Two letters of recommendation. References should indicate your ability to work independently and efficiently.
- Official transcripts of all college and/or university coursework with final degree. Foreign degrees/transcripts must have an official evaluation (i.e WES, aacrao) stating equivalency to a U.S. degree.
- An original verification form from an ACEND approved/accredited Didactic Program in Dietetics (DPD). An "Intent to Complete Form" can be used if you have not received an official DPD Verification form yet. An original form must be submitted to the ISPP Director prior to starting any practical experience.
- Evidence of not being matched from D&D Digital
- A professional vita.
- Personal statement indicating why you want to become a Registered Dietitian and the qualities that will help you excel in the FSU ISPP program.

FSU ISPP Application Timeline

The ISPP admits on a rolling application. Start date is based on time of acceptance and when the ISPP candidate chooses to start their rotations.

To access the ISPP application, go to: <https://fsu-nfes.smapply.us/>

EXPENSES AND FEES

INTERNSHIP COSTS	
PROGRAM FEE FOR SUPERVISED PRACTICE (1200 hrs)	\$10,000 one-time fee (non-refundable)
Name Tag	Provided
EXXAT Computer Program Access	\$185.00
PERSONAL COSTS	
Housing	Variable based on where internship sites are located
Travel to internship sites	Variable based on where internship sites are located
Health Insurance	Variable
Auto Insurance	Variable
Liability Insurance (per year)	~\$35.00
Student Membership to Academy of Nutrition & Dietetics	~\$50.00
ADDITIONAL FEES THAT MAY APPLY	
Background test if required by the facility	\$70.00
10 panel Drug test	Varies
PPD test	Varies
FLU shot	Varies - only during flu season

Other items may be required by the precepting facility

Payment of Internship Costs

- Registration will be paid directly to FSU Dietetic Internship Auxiliary fund

Financial Assistance

No financial assistance is available through FSU for the ISPP

Health Insurance

All interns are required to have health/medical insurance coverage and will need to provide proof of insurance prior to starting any internship rotations. All interns are expected to obtain prompt medical care to treat any accident, illness, or injury that occurs while in the DI, including illness and injury occurring while in a facility for supervised practice. Interns are responsible for all follow up care. Expedient emergency care will be obtained as needed. Interns are responsible for all costs incurred for emergency care, treatment of an illness or injury, and any follow up care.

Injury at Assigned Facility

Any injury must be reported immediately to the facility preceptor and DI Director. Emergency treatment will be given as needed at the DI intern's expense. If hospitalization is required, interns must assume the cost. When an DI intern is injured at the supervised practice site:

1. Notify the preceptor or supervisor at the facility.
2. Obtain emergency medical care.
3. Preceptor and ISPP intern will complete an accident report from the facility
4. Notify the DI Director regardless of how insignificant the accident is.
5. Fax the report to the director.

Professional Liability Insurance

It is necessary for you to purchase liability insurance for your internship year. Marsh Affinity Group Services is the carrier who currently handles liability insurance for members of the Academy of Nutrition and Dietetics. Contact them on their web site at

<http://www.proliability.com/professional-liability-insurance/dietetic-practitioners>

OR you can download the application at

http://www.proliability.com/forms/healthcare.aspx?profession=dietitian&association=no_association&inquiry=form&

You should request \$1,000,000/\$3,000,000 malpractice. Be sure to select the "Student Dietitian" category, which entitles you to policy coverage for ~\$35.00 (cost may change).

Insurance date must be valid on or before start of rotations. All interns are required to submit proof of Liability insurance prior to start of internship rotations.

Criminal Background Check

All schools and most hospitals require a criminal background check. If required by the precepting facility, the intern is responsible for obtaining at least 30 days in advance of the rotation start date. Some facilities pay for this service, some do not.

Level 1 or Limited Background Check can be obtained at:

<https://www.clearchecks.com/index.html#screening-solutions> - \$19.99

<https://cchinet.fdle.state.fl.us/search/app/default?4> - \$25.00

Limited background checks are through the state. If you live outside of Florida you will need a background completed through your local law enforcement.

Level 2 Background check must be initiated by the precepting facility

A Level 2 Background is a national data base check requiring fingerprinting. Cost is typically ~ \$70.00

Drug Testing

Most facilities will require a drug test. Some facilities will pay for this, some will not. Your primary physician can also order a 10 panel drug test or there are drug testing centers you can go to.

ISPP students will need to comply at any subsequent time when a drug test is required by supervised practice facilities where the intern is placed. If the intern fails to produce the requested sample by the date and time designated, the intern will be treated as if the test result was positive. Any intern who tests positive for drugs, or who does not comply with any notice, request, or procedure related to drug testing, shall be withdrawn from the DI program. If the intern is not dismissed from the DI program, the intern will not be permitted to participate in supervised practice until the intern undergoes rehabilitation.

Auto Insurance

ALL interns must provide proof of valid auto insurance prior to the start of any internship rotations.

Other Testing

For the protection of all parties involved with dietetic training, affiliation agreements are negotiated with each practice site. Since the affiliation agreements are unique to each practice site, interns need to be prepared to undergo testing not otherwise required for the DI. Examples of additional testing could include: FLU vaccination, TB test, Chicken pox immune status, additional finger printing tests, or additional alcohol/drug testing. The intern is responsible for all costs incurred to meet these additional requirements.

Interns will be notified in advance of a proposed start date if additional testing is required. If additional testing is not completed by the timeframe established by the supervised practice facility, the supervised practice start date may be delayed or possibly the opportunity to complete a rotation at the supervised practice facility may be cancelled. This may extend program completion and graduation date.

POLICIES AND PROCEDURES

All Interns must complete a minimum of 1200 hours of supervised practice which includes at least 480 hours of clinical nutrition, 240 hours of community nutrition, and 120 hours of food service systems management experience. An additional 320 hours in a specialized nutrition area.

Ethics and Professional Conduct

All interns are expected to be familiar with and conform to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics. In additions, interns are expected to demonstrate ethical, personal conduct and to respect the rights of all clients and employees to confidentiality.

Guarantee of Fair Treatment

Each DI intern will have a complaint file. If an intern has a problem or complaint, then he or she should:

Step 1: Notify the preceptor. During this discussion, the intern should be open and honest about the situation. The preceptor is required to listen in a friendly, courteous manner to understand and aid in solving problems which arise. In most cases, the preceptor and intern will be able to resolve the issue together.

Step 2: If the issue cannot be resolved with the preceptor, the intern is encouraged to contact the DI Director. They will obtain all facts to resolve the problem in a fair and equitable manner. The DI Director may seek input from the Chair of the Department, and/or Dean of the College of Health and Human Sciences. All intern suggestions and complaints will be given full consideration. There will be no discrimination against any student for presenting a complaint or problem.

Step 3: If the issue cannot be resolved with the DI Director, Chair, or the Dean, the intern may contact the Accreditation Council for Education and Dietetics (ACEND).

Interns enrolled in the DI program shall not routinely replace employees in the workplace except during planned professional experiences. If the intern feels that he or she is routinely used in place of employees, he or she should contact the DI Director to discuss the rotation.

Intern or Preceptor Grievances/Complaints

In addition to the policy on fairness, the grievance policy is as follows:

1. Interns and Preceptors are encouraged to bring their grievance(s) or complaint(s) to the attention of the DI Director in a timely manner for prompt attention. This is completed in an informal manner.
2. If the complaint is not addressed to the satisfaction of the DI intern or preceptors after step 1, the intern or preceptor will go the department chair. This is considered as a formal complaint and a typed report of the meeting and outcome is maintained in the Department chairs files.
3. If the issue is not yet resolved, the intern/preceptor is invited to bring the matter to the Dean of the College of Health and Human Sciences, who will make the final ruling.
4. Interns or Preceptors should submit complaints directly to ACEND only after all other options with the DI and institution have been exhausted.
5. The DI Director or sponsoring institution must maintain a chronological record of intern complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of seven years.
6. The DI director or sponsoring institution must allow inspection of complaint records during on-site evaluation visits by ACEND.

Confidentiality

Interns are expected to maintain confidentiality with respect to the supervised practice facility, the university, patients, clients, employees, peers, mentors, and faculty.

Access to Personal Files

DI Intern Records

The rights of interns under the Family Educational Rights and Privacy Act of 1974 include the following:

- (a) the right to inspect and review education records,
- (b) the right to request to amend education records,
- (c) the right of protection from Disclosures by Florida State University of personally identifiable information contained in education records without permission of the DI intern involved,
- (d) the right to waive certain rights under the Act, and
- (e) the right to file complaints concerning alleged failure by FSU to comply with the Act.

Protection of Privacy

ISPP Intern Information

Interns are advised that certain personally identifiable information is considered by FSU to be directory information and, in response to public inquiry, may be disclosed in conformance with state law, at FSU's discretion, without prior consent of the intern unless the intern requests that FSU not disclose such information. This includes

- (a) name of DI intern,
- (b) current address and ZIP code,
- (c) telephone number,
- (d) email address,
- (e) educational status,
- (f) dates of attendance,
- (g) most recent educational institution attended, and
- (h) degrees and awards received.

An intern has the right to request that any or all the above items not be designated directory information with respect to that DI intern. Should an intern wish to exercise this right, he or she must do so in person and in writing no earlier than the first day of instruction, no later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the DI Director which of the above items are not to be disclosed without the prior consent of that intern. A parent or spouse of an intern is advised that information contained in educational records, except as may be determined to be directory information, will not be disclosed to him/her without the prior written consent of the DI intern.

Health Insurance Portability and Accountability Act – HIPAA

This act affects how the interns need to retain the patient/resident/client confidentially. HIPAA applies to Protected Health Information (PHI) that is individually identifiable health information. Each facility/site may request that the DI intern assigned attend an in-service in their facility on HIPAA.

FSU DI Interns will follow these guidelines:

- Under no circumstances shall any patient identifiers be placed in any academic documents prepared by the DI intern.
- Interns will not divulge or communicate in any manner any health information.
- Interns will protect all health information and treat it as strictly confidential.
- Interns are expected to maintain confidentiality with respect to the supervised practice facility, the university, patients, clients, employees, peers, mentors, and faculty.

Any DI intern found to violate these policies, whether for malicious or non-malicious reasons, may be subject to removal from the facility and may be subject to potential civil penalties. All interns will be required to sign a Confidentiality Agreement for each facility visited. This agreement will be kept in the DI intern's file and be available to any preceptor who requests it.

Professional Dress Code for Interns

The dress code has been established so that interns will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions.

A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste, and appropriateness. Interns should adhere to the dress code of the facility to which they are assigned.

Some general guidelines include:

Jewelry: rings limited to wedding rings/bands one ring per hand; watch; plain, post-type (no dangling) earrings.

Hair: combed daily and arranged neatly; no brightly un-natural colors; hair must be completely covered by a hair net or surgical cap when in food production areas including beard net if applicable.

Shoes: comfortable shoes in good condition that provide support and protection.

Shoes are to be low heeled and closed toes, clean and polished. Tennis or sport shoes may be allowed depending on the specific rotation.

Miscellaneous: Gum chewing is not allowed, excessive make up and perfume should not be used, nail polish is not allowed, name tag must always be worn. Non-skid shoes for Food Service.

ATTENDANCE POLICY

Absences from the facilities due to illness must be reported to the Director and the Preceptor. The facility should be notified before the time the DI intern is expected to be on duty. Special requests, absences for personal reasons, etc. must be approved in advance by both the Director and Preceptor. The time missed must be made up at a time convenient to the Preceptor. Make any special requests in writing to the Director as much in advance as possible. These must be kept at a minimum!!

Emergency absences related to serious illness or injury to an intern or a member of the intern's immediate family will be restricted to a maximum of three days. Immediate family members include parents, grandparents, children, brothers, sisters, and spouse. All time missed must be made up at a time agreed upon by you and the Preceptor you are working with. If possible, the time must be made up during the rotation in which it occurs. Personal days are limited and must be approved by the Preceptor.

If an intern has been scheduled with a preceptor and does not follow through with attendance, the intern may be subject to dismissal from the program.

TARDINESS

Transportation to and from the supervised practice facilities and campus is the responsibility of the ISPP intern. The ISPP intern is expected to maintain a vehicle in reliable operating condition, so that tardiness is not due to vehicle failure. All interns are responsible for their own automobile insurance. Additionally, the ISPP intern is expected to schedule return trips from weekend travel, so that Monday morning punctuality is maintained. The DI intern must be in the appointed place at the appropriate time. It is suggested that the DI intern be in a supervised practice facility about 10 or 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility, which will not be tolerated. Repeated tardiness will warrant a verbal warning leading up to dismissal.

ISPP Program Completion Policy

Interns are expected to complete the program within 24 months whether participating in a full or part-time capacity. If an intern fails to perform in a rotation, and the preceptor determined that the learning competencies for that rotation is not met; then the intern is expected to repeat that rotation and successfully complete the required learning competencies and receive a "4 (competent)" or higher rating for that rotation before program completion can be granted. This may result in an extension of the DI program and additional credit hour costs.

Communication Response Times

Interns are expected to respond to emails, phone calls, and requests for information from the FSU DI director and office staff within forty-eight hours of receipt of the communication. Acceptable exceptions to this policy are illness or extenuating circumstances. Some situations may require documentation supporting these exceptions. Failure to promptly respond to communication from the DI director within a reasonable time frame may result in delay of rotation assignments and/or disciplinary actions.

Use of Drugs or Alcohol

Any use of illegal drugs or nonprescription use of controlled drugs by an intern will result in disciplinary action. Warnings will be issued, and dismissal from the internship may result. Interns will abide by the state liquor control laws. No intern will report to rotation or any program sponsored function while under the influence of alcohol or drugs.

Rotation Objectives and Evaluations

All assignments and objectives must be submitted via Google docs at the end of each rotation in order to be cleared for the next rotation and ultimately completion of the program.

Change of Name or Address

Please notify the DI Director of any change in name or address as soon as possible after it occurs. As a student member of the Academy of Nutrition and Dietetics, a change of name or address form should be completed as well.

Housing

Housing and meal costs are the responsibility of the intern. The DI does not provide or arrange for housing for interns.

Telephone Use

Personal telephone calls should be made only during the interns breaks or lunch periods. The intern may not accept incoming calls or text messages during working hours. Mobile phones are to be placed on silent mode. Personal e-mails via the facility's resources are not allowed.

Mail

All personal mail should be delivered to the interns personal residence.

Smoking

Smoking is only allowed per preceptor facility policy and only during the intern's breaks or lunch periods.

Noise

Interns must consider the need of patients for rest and must avoid loud talking in patient areas.

Personal Dietary Restrictions

It is important for a foodservice manager to be directly involved in the evaluation of food quality. Interns are expected to set aside preferences and are encouraged to set aside lifestyle commitments with respect to food, to try small amounts of the food being served by the department to patients and the public.

Miscellaneous

- Interns are not allowed to solicit or accept monetary tips for any services rendered to clients.
- Pregnancy - An intern may remain in the DI with written permission from her attending physician stating she is able to perform the assigned responsibilities. Interns should notify the Director of a pregnancy as soon as possible.
- Passwords/usernames created at the worksite must be professional & appropriate.

REQUIRED DOCUMENTATION

Students are required to submit the following on Canvas prior to beginning any internship rotation:

- 1) provide the Director with proof of health and car insurance,
- 2) provide the Director with proof of immunization record
- 3) copy of valid Driver's License
- 4) complete the internship agreement during orientation
- 5) be responsible for their own transportation to the practice facilities,
- 6) purchase student liability insurance coverage for the duration of their internship,
- 7) depending on which facility you are going to, background checks, drug screening and other clearance requirements may be an out of pocket expense for the intern.
- 8) be responsible for program related expenses.

THE SEMINOLE CREED

Truthfulness

I will be honest and truthful at all times and work for personal and institutional integrity at Florida State University.

Respect

I will show respect for others, the University, the community, and myself.

Excellence

I will pursue excellence in my learning and living in the University and beyond.

Freedom of Speech and Inquiry

I will support academic freedom, including the right of dissent and freedom of speech.

Diversity

I will learn from and about those who are different and work to make the University inclusive.

Justice

I will treat others in a fair manner and strive to make the University a community of justice.

Citizenship

I will act as a responsible citizen in the University and beyond, participating in those activities fostering citizenship.

Discovery

I will take time for adventure, discovery, fun, excitement, and friendship.

INTERNSHIP ROTATION DESCRIPTIONS

ALL ISPP interns are responsible for locating preceptors and rotation facilities and obtain approvals from preceptor for each supervised experience. Each rotation must have a Registered Dietitian overseeing the practical experience. After locating and obtaining approvals for the rotation sites, the intern will submit the list of facilities and preceptor with signatures on the forms provided to the ISPP Director. The forms with the preceptor's address, contact information, and names and contact for signatory for the affiliation agreement will be submitted to the ISPP Director and/or Coordinator. The ISPP Director will seek and obtain a signed affiliation agreement for each facility submitted by the intern. ISPP individuals cannot begin a rotation until signed affiliation agreements are obtained.

If an intern begins rotation activities prior to affiliation agreement approval and rotation payment, those hours will not count towards the completion of the internship hours.

FOOD SERVICE MANAGEMENT (160 hours)

- Description: Practicing marketing, procurement, storage, preparation, delivery, service, and management that include retail operations. Interns practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities; activities include practical hands-on experience as well as investigative research to prepare for in-depth management responsibilities.
- This rotation also focuses on food service within an inpatient setting for people who have medical needs related to their diets; interns will practice menu planning, taking meal orders, tray preparation and delivery, patient promotions, marketing of menus, and all aspects of producing and delivering nutrition to patients.

CLINICAL NUTRITION I (80 hrs)

- Pre-requisite – Orientation, complete Clinical I Module
- Description: Introduction to clinical nutrition in an inpatient hospital setting such as long-term care or rehabilitation where there is a slower work pace and the preceptor has more time to work with DI intern. Intern will practice the nutrition care process with populations with common medical conditions impacted by diet including obesity, diabetes, hypertension, cardiovascular, and gastrointestinal disorders.

CLINICAL NUTRITION II (400 hrs)

- Pre-requisite: CLINICAL NUTRITION I rotation, complete Clinical II Module
- Description: Practicing the nutrition care process with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease. Completed in inpatient hospital setting.

COMMUNITY NUTRITION (240 HRS)

- Pre-requisite – Orientation, complete Community Nutrition Module and WIC Module
- Description: Developing skills to provide nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling, nutrition education, nutrition assessment, and wellness programs. Interns also develop skills in evaluating and applying government program guidelines and policies.
- 40 hrs required at a WIC location.
- At least two different public health/wellness sites other than WIC

SPECIALTY CONCENTRATION (320 HRS)

- Pre-requisite: CLINICAL NUTRITION I & II
- Description: Practicing the nutrition care process with populations with more specific conditions such as dialysis, diabetes education, pediatrics, geriatrics, cancer, obesity, sports, wellness, public health, sports nutrition, research, or government.
- Completed in inpatient or outpatient settings

Rotation	Type of Facility	Comments	Hours	Weeks
Community	Extension Office, WIC, Food Bank, Schools, Corporation. Child Adolescent Education: WIC, School, After School Program, YMCA	WIC rotation required (40 hrs) Intern must rotate at a minimum of 2 different practice sites	240	6
Food Service Management	Institutional food service at college, hospitals, restaurants, or schools		160	4
Clinical I and II	Hospital; long term care facility. Inpatient rotation Pre-rotation hours as needed based on experience	Clinical I required prior to starting clinical II rotation	480	12
Specialty Concentration	Disease or population specific. Ex. Cancer center, metabolic center, eating disorders, sports nutrition, pediatrics	Inpatient or outpatient Ideally the last rotation	320	8

Additional hours to meet any additional competencies may be required

DI director may adjust the rotation schedule as needed

PRACTICE SITES

Selection requirements of a facility to be a practice site are:

- a. A philosophy of supervised practice education that is compatible with FSU's DI Program.
- b. Adhere to legal and ethical guidelines for nutrition and dietetics practice.
- c. Value supervised practice education.
- d. Provide resources and learning opportunities that allow the students to achieve specific supervised practice learning objectives.
- e. Demonstrate a willingness to support timely evaluation of FSU's DI interns.
- f. Facility preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, for the area in which they are supervising.

Retention of practice sites:

- a. Provide summary of intern rotation evaluations to facility preceptor(s) annually.
- b. Discuss with facility preceptor(s), any recommended adjustments to objectives or on-site preceptor requirements to improve the learning environment.
- c. If facility preceptor(s) are unable or unwilling to make recommended adjustments, dietetic internship committee will discuss dissolution of the agreement with that facility.

AFFILIATION AGREEMENTS

- a. All affiliation agreements are securely stored within the EXXAT program
- b. A spreadsheet of current supervised practice sites is maintained for reference.
- c. Affiliation agreements are not required for placements within FSU.
- d. Prior to placing students at supervised practice sites, the DI Director verifies that there is a signed, current affiliation agreement on record by reviewing the contract spreadsheet and/or through EXXAT
- e. The DI program in FSU's College of Health and Human Sciences is required to have an affiliation agreement on file prior to placing students at sites; students are not placed in sites without affiliation agreements.

ROTATION OBJECTIVES & EVALUATIONS

Objectives

- Objectives are based on ACEND required competencies for practical experience
- Facility specific objectives will be explained during Orientation and will be available on Google Docs
- If an objective list does not exist due to a new type of preceptor site, the DI will create one
- The intern should provide the preceptor with the objective list at the start of the rotation
- It is the responsibility of the intern to ensure all objectives are completed and signed off by the preceptor
- It is the responsibility of the intern to ensure all objectives are turned in after each rotation is completed
- Interns may not be able to start the next rotation if objectives of current rotation(s) are not completed. Students will not be able to complete the program and obtain the DI verification statement until all objectives for all rotations are submitted, verified, and approved by the ISPP director.

Intern Evaluations

- Intern evaluations will be available on Google Docs site. This evaluation is of the ISPP intern by the preceptor and a self-evaluation by the ISPP intern.
- The ISPP intern should provide the preceptor with the intern evaluation at the start of the rotation
- It is the responsibility of the intern to ensure the intern evaluation is completed and signed by the preceptor. It is strongly encouraged the intern and preceptor review the evaluation together. The intern should complete the self-evaluation prior to reviewing the intern evaluation with the preceptor.
- It is the responsibility of the intern to ensure all intern evaluations are turned in on Google Docs after each rotation is completed
- Interns may not be able to start the next rotation if the evaluation(s) of current rotation(s) are not completed. Students will not be able to complete the program and obtain the DI verification statement until all intern evaluations for all rotations are submitted, verified, and approved by the ISPP director.

Rotation Evaluations

- A link to the rotation evaluations will be available on Google Docs site. This evaluation is of the preceptor and facility by the ISPP intern.
- It is the responsibility of the intern to ensure the rotation evaluation is completed.
- It is the responsibility of the intern to ensure all rotation evaluations are submitted after each rotation is completed
- Interns may not be able to start the next rotation if the evaluation(s) of current rotation(s) are not completed. Students will not be able to complete the program and obtain the DI verification statement until all rotation evaluations for all rotations are submitted and verified by the ISPP director.

PROGRESSION AND EVALUATION

Performance Rating

It is acknowledged that this is a period of professional but also personal growth for the intern. The goal of the ISPP at FSU is to prepare interns for entry-level positions as dietitians. Thus, performance ratings are based on the intern's professional performance at the supervised practice site. The rating scale (1-5) used by the preceptor to evaluate the intern's performance of competencies is:

5 – Exceeds expectations

4 – Competent. Meets all expectations. Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions.

3 – Applies major principles and concepts accurately most of the time, however requires support to consistently use principles and/or methodology accurately in all practice applications.

2 – Does not consistently demonstrate an understanding of major principles and concepts. Does demonstrate some correct practice methodology.

1 – Requires frequent support and directive cues. Needs direction to consistently identify principles and application.

The intern must receive an overall mean score of 3 or higher at the end of the rotation to successfully pass the rotation and continue to the next rotation.

Formal Assessment of Intern Learning

Formal assessment of ISPP intern learning and regular reports of performance and progress are provided at specified intervals such as segments or rotations of a planned learning experience. Formal evaluation occurs at pre-determined times throughout supervised practice rotations using specifically prepared forms. Evaluations include both assessments of the ISPP intern's progress as well as assessments of the ISPP intern's knowledge and performance. Preceptors completing the evaluation will use the provided form and review with the ISPP intern prior to signatures.

It is the ISPP intern's responsibility to be familiar with the various evaluation forms so that he or she is aware of the criteria and timing for each evaluation. The form is returned to the preceptor and/or Director. ISPP intern forms are provided for the ISPP intern to evaluate his/her experience in the rotation as well. These forms are used to facilitate improvements in the ISPP and provide feedback to Preceptors.

Many opportunities exist for informal feedback about performance. 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. A self-evaluation by the ISPP intern is also required at the end of each rotation.

Interns with continued inadequate evaluations that have minimal chance of successfully completing the program will be counseled into other career paths such as Diet Technician, Certified Dietary Manager, or other professions that are more appropriate to their abilities.

Internship Rotation Hour Log

- All interns are required to maintain an hour log for all rotations
- Any rotation completed on site must be documented on the hour log
- Any rotation completed virtually must be documented on the hour log
- Any additional time spent completing additional competencies must be documented on the hour log
- All interns must submit completed hour log upon completion of the program for final approval by the DI Director

REQUIREMENTS FOR PRECEPTORS AND FACILITIES

Preceptor Responsibilities

- The preceptor must be a full-time employee at the selected facility. The primary preceptor may be a part-time employee if a qualified secondary preceptor is available to supervise the ISPP intern when the primary preceptor is not available.
- All preceptors will provide a resume/CV to the ISPP director for ACEND records
- Preceptors need to read all objectives required for the ISPP intern and determine they are able to complete those objectives during the rotation.
- Preceptors must have adequate time to supervise, mentor and evaluate the ISPP intern.
- The preceptor is responsible for scheduling all learning experiences for the ISPP intern during the specified rotation.
- It is expected that the preceptor will provide feedback to the DI intern regarding observed strengths and weaknesses on a regular basis. The Preceptor will conduct the intern evaluation of the ISPP intern and act as the point of contact in the facility with the DI director.
- ISPP director will schedule a time to discuss the performance evaluation by meeting with the ISPP intern and/or preceptor as determined by the ISPP director.
- DI Interns must not be used to replace employees during rotations
- DI Interns shall not be paid for time spent during rotations
-

DI Director Responsibilities

- Ensure affiliation agreement are current and in place for each preceptor facility
- Provide objective and evaluation materials.
- Review all objectives and evaluations are completed and signed by preceptor
- Ensure all pre-rotation requirements are completed
- Contact preceptor and/or ISPP intern periodically to discuss rotation experiences.
- Be available for consultation as necessary.
- Ensure all program completion material is submitted
- Issue DI verification upon completion of program
- Submit verification of program completion to CDR for all DI interns

APPLIED LEARNING CREDIT

- Applicants for ISPP may also apply for Prior Learning Credit (See Appendix E)
- PLC form must be fully completed and submitted to DI Director for evaluation
- DI Director will determine which competencies have been met and award appropriate credit of hours towards completion of internship program
- If agreed upon by applicant, an official offer letter with Prior Learning Credit will be issued

DISCIPLINARY/TERMINATION PROCEDURE

- ISPP Pathway interns are regularly informed regarding their progress in supervised practice components of the ISPP.
- The ISPP Director reviews the supervised practice progress of all interns.
- If an ISPP intern fails to meet the criteria for satisfactory performance for the supervised practice or the health status of an ISPP intern is a detriment to the ISPP intern's successful completion of the ISPP, the ISPP intern may be placed on probation at the discretion of the ISPP Director.
- If at any time the conduct of an ISPP intern is judged to unfavorably affect the morale of other participants in the ISPP and/or results in an unsatisfactory level of performance, a conference shall be held between the ISPP Director and appropriate representatives to determine remedial action.
- If a ISPP intern does not meet the competencies and objectives of the supervised practice experience, the ISPP intern will be assigned to continue with additional experiences, until the desired level of expertise is accomplished. Should this occur, the director in consultation with the preceptors of the facility will provide in writing specific steps and action(s) that are to be required of the ISPP intern. If the ISPP intern does not meet competencies at this point the ISPP intern may be dismissed from the ISPP.
- For an ISPP intern who fails to submit the completed objectives and evaluations, the intern will receive an incomplete for that semester until those items have been completed.
- ISPP interns that fail to satisfactorily complete ISPP competencies and/or performance evaluations may be required to repeat portion of the rotation which may delay completion of the program and graduation. This may result in additional credit hours and cost to the intern.
- ISPP interns that are in danger of exceeding the twenty-four month ISPP program maximum will be counseled with regular monthly calls, Skype, or in-person meetings with the ISPP Director to aide and track intern progress.

Probation and Dismissal Process

A verbal and then a written warning will be issued before the ISPP intern is placed on probation. Justification for a warning can include (but not exclusively) an observed undesirable performance including an uncooperative, unprofessional and/or unethical behavior. Instances of this may be insolence, habitual tardiness, refusal to cooperate, leaving the facility before the assigned time, disregard for the attendance policies of the ISPP or academic or supervised practice deficiencies. The purpose of this procedure is to record a fair and consistent procedure for termination of interns from the ISPP. Interns can file a grievance at any point in the disciplinary procedure. (See "ISPP Intern or Preceptor Grievances/Complaints.")

Step 1: A verbal warning will be given to the ISPP intern. At this time the director will provide verbal counseling informing the ISPP intern of the conduct or performance problem. A performance problem consists of any evidence of undesirable performance, one unacceptable rating or verbal report by a preceptor. (The unacceptable rating is to

be noted by the preceptor on the Performance Evaluation form.) The in-person warning will be conducted from the Director's private office. The ISPP intern will be given the opportunity to give his or her side of the situation. Specific expectations of improved performance or conduct will be outlined for the ISPP intern. This meeting will be documented. For those in danger of exceeding the 30 month maximum, and for those who have exceeded the five day module portfolio submission window, a verbal warning will be issued and a correction action plan will be developed.

Step 2: If the behavior continues, a written warning will be given to the ISPP intern. The Director will give a written warning to the ISPP intern after formal counseling. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter and reviewed with the ISPP intern. A copy of the corrective action will be provided to the department chair. The ISPP intern will be given the original letter and a file copy will be kept in the intern's official folder. A written warning shall be given for those in danger of exceeding the 30 month maximum, and for those who have exceeded the five day module portfolio submission window if they have failed to meet the timeline schedule developed in step 1.

Step 3: An ISPP intern may be placed on probation when there is evidence that he or she has difficulty in complying with the corrective action as defined in step 2, or is unable to complete didactic components of the ISPP. The Director will notify the ISPP intern privately of his or her probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The ISPP intern may be placed on probation for a period of up to four weeks. If, after this period there is no resolution it may be necessary to change the preceptor or rotation schedule. Only one probationary period will be permitted during the ISPP.

Step 4: If after all the above steps are followed and the ISPP intern again receives an unacceptable rating or verbal report by a preceptor, the ISPP intern will be dismissed from the ISPP. The ISPP intern may also be dismissed when he or she is unable to satisfactorily complete the ISPP requirements in a period equal to 150% of the length of the DI or within 200% of the length of the ISPP in extenuating circumstances. The ISPP intern will receive a written notice of termination.

PROGRAM COMPLETION PROCEDURES

Following the successful completion of all of the rotation objectives, all ISPP interns must pass an exit exam with at least an 80% in order to receive the verification statement. Interns will have two attempts to pass the exam with the required score. If the intern fails both attempts a plan of action will be developed to assist the intern. Also, the ISPP Director or Coordinator will conduct an exit interview in person or by phone or teleconference for ongoing curricular improvements. The intern will also fill out an electronic survey about the program and complete all CDR official forms including:

- RDE form
- After January 1st, 2024 - official Transcript with Degree Confirmation

The intern will also be required to join the FSU NIP linked in page to assist with future intern and job placements and for collection of ACEND required statistics.

PROGRAM COMPLETION REQUIREMENTS

The Verification Statement from Florida State University's ISPP that establishes eligibility to take the national registration exam is granted only when the intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all components of all scheduled supervised practice rotations, projects and requirements. Interns may be given additional time to complete supervised experiences, pending approval of the ISPP Director and preceptors.

In order to receive the verification statement, the ISPP within the FSU ISPP requires that the interns:

- Meet all ACEND core competencies prior to completion of the ISPP. These core competencies specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably in the professional practice setting;
- Demonstrate professional behavior competence in the areas of communication, time management, problem solving and critical thinking;
- Exhibit satisfactory performance in accordance with the Professional Code of Ethics for the Profession of Dietetics on all required assignments, projects, curricula, rotation objectives, case studies, presentations, and exams;
- Comply with policies and procedures of the ISPP as specified in this handbook as well as the policies and procedures established by all affiliating institutions. It is important that interns familiarize themselves with all policies and procedures of the ISPP and all facilities. Complete the required hours of supervised practice
- Meet professional practice expectations
- Demonstrate expert performance and competency throughout ISPP rotations as evaluated by ISPP faculty members and facility preceptors

PROGRAM COMPLETION - ISPP Completion and Verification Statement

Upon completion of the ISPP programs, interns will receive a verification of completion certificate and be eligible to take the national Registration Examination for Dietitians. The Director will notify Commission on Dietetic Registration (CDR) when interns have completed all requirements for eligibility for the Registration Examination. Upon notification from CDR, it will be the graduate's responsibility to make arrangements to take the exam. The ISPP director will mail 5 original signed ISPP verification statements to the address on file in the ISPP intern's records. Additional copies may be given upon request.

ISPP CHECKLIST

Log onto ISPP application web site: http://fsu-nfes.smapply.us/prog/ispp_application

- ❖ Create an account
- ❖ Locate the award for ISPP Application
- ❖ Fill out application

Upload:

- ❖ Resume
- ❖ Transcript of Highest degree (must be Doctorate degree if you do not have a DPD verification statement). Can be unofficial transcript if currently enrolled in classes.
- ❖ No Match Form from D&D digital (for applicants with a DPD verification statement)
- ❖ Original DPD verification form or intent to complete form from DPD director (if applicable)
- ❖ Letter of Intent - explain why you are applying to the ISPP and why FSU should accept you
- ❖ 2 Recommendation Letters

If accepted as an FSU ISPP intern:

- ❖ Pay ISPP Registration fee \$10,000
- ❖ Schedule meeting with ISPP Director- Dr. Lisa Trone
- ❖ Attend Orientation
 - Review ISPP Handbook
 - Sign ISPP Internship Agreement Form
 - Discuss completing objectives for each rotation
 - Discuss completing evaluations for each rotation
 - Submit copies of:
 - Current Health Insurance
 - Current Auto Insurance
 - Current Liability Coverage
 - Drivers License
 - Immunizations

Before starting a Rotation:

- ❖ Preceptor and Facility Information Form must be approved by ISPP Director
- ❖ Affiliation Agreement must be completed
- ❖ Submit an original DPD verification form if not submitted in application
- ❖ Submit an official transcript of highest degree if not submitted in application
- ❖ Complete module for rotation
- ❖ Obtain objectives and evaluations for rotation off Google Docs
- ❖ Complete any on-boarding paperwork for facility
- ❖ Contact preceptor to confirm schedule

APPENDICES

APPENDIX A

Competencies/Learning Outcomes for Dietetic Internship Program at FSU.

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice. Upon completion of the DI, graduates are able to:

- CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6: Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. Upon completion of the DI, graduates are able to:

- CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4: Function as a member of interprofessional teams.
- CRDN 2.5: Assign patient care activities 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.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations. Upon completion of the DI, graduates are able to:

- CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2: Conduct nutrition focused physical exams
- CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4: Design, implement and evaluate presentations to a target audience.
- CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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 DI, graduates are able to:

- CRDN 4.1: Participate in management of human resources
- CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3: Conduct clinical and customer service quality management activities.
- CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5: Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
- CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10: Analyze risk in nutrition and dietetics practice.

APPENDIX B

THE DIETETICS REGISTRATION EXAM

Computer Based Testing Fact Sheet

<http://cdrnet.org/certifications/computer-based-testing-fact-sheet>

Q. Why Did CDR choose to implement computerized testing for its entry level examinations?

A. The Commission made the decision to implement computerized testing for the entry-level examinations because it recognized the many advantages it offers to examinees. These include:

- Flexible test administration dates: examinees can schedule testing throughout the year.
- Re-testing available forty-five days following the previous test date.
- Unique examination based on each examinee's entry-level competence.
- Score reports distributed to examinees as they leave the test site
- Eliminating the six-week waiting period required with paper and pencil testing.

Q. What is the difference between computer-based testing (CBT) and computer adaptive testing (CAT)?

A. Computer based testing (CBT) is an umbrella term used to describe several types of examinations administered by computer. These tests may range from conventional multiple-choice tests administered on a personal computer to virtual reality simulations. Computer adaptive testing (CAT) is a specific type of computer-based testing.

An adaptive test is commonly shorter than a traditional paper-and-pencil test. CAT also results in more measurement efficiency as it administers questions that provide the most important information about the examinee's competence.

Q. Where will the computerized examinations be administered?

A. CDR's testing agency, ACT, Inc., has developed their own testing network to administer the examinations at over two hundred twenty-five (225) approved test sites nationwide, located in universities and community colleges. More centers are scheduled to become available in the future. Interns will receive the most updated test center listing at the time of test registration. Centers are subject to change.

Q. How often will the computerized examinations be administered?

A. The examinations will be administered year-round at over two hundred twenty-five (225) ACT Centers nationwide. All test sites are open Monday through Friday with some centers also open on Saturdays. Eligible interns will be instructed to call a toll-free number to schedule an appointment to take the examination.

Q. How much is the application fee?

A. The application fee for Dietitians is \$200 and \$120 for Dietetic technicians.

Q. Will the examination application, sent with the Handbook for Interns by ACT, expire?

A. The examination application expires one year after it is issued by ACT. (Refer to page 1 of the Handbook for Interns.) If you do not complete and return the examination application within this one-year period, you must contact the Commission on Dietetic Registration to request a new application.

Q. Does the authorization to take the examination expire?

A. Yes. The CDR Authorization to Test expires after the test is taken or one (1) year after authorization, whichever occurs first. This means that if examinees are unsuccessful, they must contact CDR to take the test again. It is important to note that some employers and licensure boards may establish shorter limits on the testing authorization period.

Q. How many questions will be on the Registration Examination for Dietitians?

A. The examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and twenty-five questions: one hundred (100) scored questions and twenty-five (25) pretest questions for the examination to be scored. The maximum number of questions possible is one hundred and forty-five (145): one hundred and twenty (120) scored questions, and twenty-five (25) un-scored pretest questions.

Q. How many questions will be on the Registration Examination for Dietetic Technicians?

A. The examination will be variable length. Each examinee will be given, and must receive, a minimum of one hundred and ten (110) questions; eighty (80) scored questions and thirty (30) pretest questions for the examination to be scored. The maximum number of questions possible is one hundred and thirty (130); one hundred scored questions and thirty (30) un-scored pretest questions.

Q. How often does the examination content outline (test specifications) change?

A. The content outline changes following the review and analysis of the Dietetics Practice audit. The last audit was conducted in 2005. The current content outline took effect in January 1, 2007

(Domain I - Food and Nutrition Sciences – 12%; Domain II - Nutrition Care Process and Model – Simple and Complex Conditions – 40%; Domain III - Counseling, Communication, Education and Research – 10%; Domain IV - Foodservice Systems – 17%; Domain V - Management – 21%)

Dietetic technician (Domain I -Food and Nutrition Sciences – 8%; Domain II - Nutrition Care Process and Model – Simple Conditions –40%; Domain III - Counseling, Education and Training – 7%; Domain IV - Foodservice Systems – 21%; Domain V - Management – 24%).

Q. Why are there more pretest questions on the Registration Examination for Dietetic Technicians than the Registration Examination for Dietitians?

A. It is important that new questions be pre-tested for both examinations on a regular basis. The Registration Examination for Dietetic Technicians was only administered once per year until 1996 and coupled with a small examinee volume reduced the number of pretest questions administered each year. With computerized testing and year-round administration, CDR can pretest more questions and increase the bank of questions.

Q. How much time will examinees have to complete the examination?

A. Examinees will be allowed three (3) hours to take the examination and complete an introductory tutorial. The timer/clock will begin with question one of the examinations. Examinees will have two and one-half (2 ½) hours to complete the examination once the timer/clock begins. The examinee will have the option to hide the clock during the examination.

Q. Will a calculator be provided at the test center?

A. Yes. A simple calculator is provided at each computer workstation. Examinees are not permitted to bring their own calculator. Each calculator should be examined and tested prior to the beginning of the examination.

Q. Will the test questions be in multiple-choice format?

A. Yes. The question format continues to remain the same as it had been on the pencil-paper examination. (Refer to the Handbook for Interns sample questions.)

Q. Will the test questions be numbered?

A. Yes. The examination questions will be numbered.

Q. Will examinees be allowed to change question responses, skip questions, or review question responses?

A. No. Each question will require a response to continue the examination process. Once an examinee answers a question and continues to the next question, the examinee is not permitted to review or change previous examination questions/responses.

Q. Will there be staff available at the test center in case the computer malfunctions?

A. Yes. Each test center will be staffed with personnel to assist examinees in the event of a computer malfunction. Examinees will be asked to wait approximately forty-five minutes while the computer problem is investigated. If it is not possible to resolve the problem in this timeframe, examinees will be rescheduled to test as soon as possible.

Q. How should I report scheduling or onsite testing problems?

A. If you have trouble either during scheduling or testing, please contact ACT at 319/337-1315.

Q. Will the Commission continue to make special accommodations for examinees with disabilities?

A. Yes. The Commission will continue to make reasonable accommodations for interns with disabilities, provided appropriate medical documentation is submitted with the request for special testing accommodations. Refer to the Handbook for Interns for specific documentation requirements.

Q. When will examinees receive their score report?

A. Score reports will be distributed to examinees as they leave the test center.

Q. Is the score report distributed by the testing center official?

A. No, the examination results are subject to verification by CDR.

Q. What information will be included on the examinee score report?

A. The examinee score report will include the examinee's scaled score and the scaled score required to pass the examination. In addition, scaled sub-scores for the Food and Nutrition Sciences (Domains I, II, and III) and Foodservice Systems/Management (Domains IV and V) areas will be reported.

Q. Will examinees be given an opportunity to become familiar with the computer before beginning the test?

A. Yes. Examinees will be allowed to take a tutorial on the computer prior to beginning the actual examination. This tutorial will include detailed instructions on taking the computerized examination and provide an opportunity to respond to practice questions.

Q. Are there any other materials available to assist examinees in preparing to write the examination?

A. The Commission on Dietetic Registration publishes two study guides; Study Guide for the Registration Examination for Dietitians; and Study Guide for the Registration Examination for Dietetic Technicians. Both study guides include a comprehensive study outline, references, and practice examination. The practice examination is provided in both hard copy and CD-ROM versions. The CD-ROM has been designed to simulate the actual computerized examination.

Q. Will Dietetics education DI Pathway Directors receive institutional score reports?

A. Yes. DI Pathway Directors will receive institutional reports in February and August of each year. The institutional score report will include scaled scores for DI graduates (examinee names will only be included if the examinee authorized release of scores with examinee name), percentile ranks, national mean scores, institutional examinee mean scores, and scaled sub-scores for Food and Nutrition Sciences (Domains I, II, and III) and Foodservice Systems/Management (Domains IV and V).

Q. Will the scaled score required to pass the examination change from the current minimum passing scaled score of twenty-five (25)?

A. The scaled score required to pass the examination will remain twenty-five (25) on a scale of one (1) to fifty (50).

Q. How soon can unsuccessful examinees retake the registration examination?

A. Examinees will be allowed to retest forty-five (45) days after taking the examination unsuccessfully. They must contact the Commission on Dietetic Registration to be reauthorized as examination-eligible and pay the current examination application fee.

Q. If the examinee decides to stop before responding to the minimum number of questions required to make a pass/fail decision, will the examinee's score be reported as a "fail?"

A. No. If an examinee does not respond to the minimum number of questions required to make a pass/fail decision, the examination will not be scored. The examinee will receive a form documenting their decision to quit the examination. The examinee must contact the Commission on Dietetic Registration to be reauthorized to test. No refunds will be provided.

Q. Under what conditions must the examinee contact the Commission on Dietetic Registration to be reauthorized to test?

- A. The examinee must contact the Commission to be reauthorized to test:
- when the examinee fails the examination,
 - when the examinee's one-year authorization period ends,
 - when the intern fails to cancel the testing appointment within the specified timeline,
 - when the intern arrives late for the scheduled testing appointment,
 - when the intern does not complete the examination during the test appointment.

Q. How long after interns complete registration eligibility requirements will it take to be authorized to test?

A. The entire process from the time the Commission on Dietetic Registration receives the eligibility application to the time the intern receives the Authorization to Test letter is 3 to 6 weeks dependent on first-class mail delivery and prompt intern response to the examination application mailing.

Please refer to the February 1999 JADA article entitled Computer-based testing: A new experience in 4 easy steps, for a description of the application process.

Q. How often may examinees take the registration examination?

A. Once an examinee establishes eligibility to take the examination there is no limit on the number of times an examinee may take the examination, provided the examinee waits the required forty-five (45) days between test dates. Please check with your state licensure board for state specific requirements regarding retesting for licensure purposes.

Q. Why did CDR choose to give examinees different questions and a variable length test?

A. The Commission made the decision to administer a unique variable length test to examinees for two reasons:

- Reducing the number of examinees who “see” each question enhances test security and ultimately the credibility of both the RD and DTR credentials.
- Administering only the number of questions needed to accurately assess the individual examinee’s competence to practice results in a shorter testing time for all examinees: maximum of 2½ hours versus the maximum of four hour and twenty minute testing time with the paper pencil test.
- The length of the test will be shorter for those examinees that clearly pass or clearly fail after responding to the minimum number of questions (110 questions for DTR and 125 questions for RD).

Q. Is a variable length test with different questions for each examinee equitable?

A. The Commission made the decision to administer a unique variable length test to examinees for two reasons:

- Reducing the number of examinees who “see” each question enhances test security and ultimately the credibility of both the RD and DTR credentials.
- Administering only the number of questions needed to accurately assess the individual examinee’s competence to practice results in a shorter testing time for all examinees: maximum of 2½ hours versus the maximum of four hour and twenty minute testing time with the paper pencil test.
- The length of the test will be shorter for those examinees that clearly pass or clearly fail after responding to the minimum number of questions (110 questions for DTR and 125 questions for RD).

Q. Is a variable length test with different questions for each examinee equitable?

A. The computerized examinations are fair to all examinees for the following reasons:

- Flexible test administration dates: examinees can schedule testing throughout the year.

- All examinees are given the opportunity to respond to the precise number of questions required to measure accurately their competence to practice at the entry-level.
- The minimum/maximum number of questions presented to examinees has been established based on actual simulation studies.
- All examinations are scored following the same passing standard.
- All examinations conform to the test specifications (content outline) for either the Registration Examination for Dietitians or the Registration Examination for Dietetic Technicians.

Q. Will the questions change in Difficulty as I progress thru the CBT exam?

A. No. The purpose of CDR's computerized examinations is to classify interns as ready to practice or not ready to practice safely. Consequently, the item selection process chooses items that are most discriminating at the cut score. If an intern is borderline, then all items will seem difficult.

Q. Does the Difficulty level of the computer-based exam become more difficult if an intern takes it more than one time?

A. No. The CDR exams are computer-based exams and there is nothing in the administration algorithm that identifies an intern as a repeat intern. The nature of the items or questions that an intern receives is not based on the number of times the exam is taken.

If you analyze item performance after the fact, it is true that repeat interns do not perform as well as the total population, but that would be true if we were to look only at failing interns. When repeat interns are mixed in with the total population, the high performance of the majority cover over the performance of the few.

Q. Have the computer-based registration examinations been pilot-tested?

A. In preparation for the implementation of computer-based testing for the entry-level registration examinations, CDR's testing agency, ACT Inc., conducted simulation studies of both the dietitian and dietetic technician question pools.

These studies were designed to validate that the questions would provide the information required to make a valid pass/fail decision on a computer-based examination.

Computer-based examinations have been used by many professions for both licensing and certification, since the early 1990's. Based on the experience of these professions, the psychometric community recognizes computer-based and paper-pencil examinations as comparable.

APPENDIX C

FSU SUPERVISED PRACTICE FACILITY WORKSHEET

STUDENT NAME: _____

Supervised-practice activities must occur in a variety of settings. It is required for completion of the FSU ISPP program to complete rotation at inpatient acute care with pediatrics, critical care, long-term care, WIC or equivalent for pregnancy and lactation nutrition, institutional food service, and at least two different public health/wellness sites.

Directions: Use the first and second pages of this worksheet to plan the rotations and the settings. The first page lists core rotations. The second page lists the specialized rotation. Interns should use the forms on the following pages to submit preceptor and facility information for approval by the program director during preceptor and facility selection

Write the facility name in the correct box to identify the rotation and setting. It is required to complete supervised practice in all of the asterisked (*) settings listed in the left column. Shaded areas are not applicable for the specified rotation. Many of the rotations may be completed in the same facility. The rotations allow flexibility in finding a variety of settings if hours are not available in one facility for multiple rotation activities.

Facility/Setting	Food Service Management (160 hrs)	Clinical I Rotation (80 hrs)	Clinical II Rotation (400 hrs)	Community Nutrition I (80-120 hrs)	Community Nutrition II (80-120 hrs)	WIC Nutrition Rotation (40 hrs)	Specialized Concentration (320 hrs)
*Acute Care							
*Critical Care							
*Long-term Care							
Hospital							
School (K-12)							
University, college, or other large facility							
*Public Health : Community Center, outreach services							

Food Service Management must be a minimum of 240 hrs

Community Nutrition must be a minimum of 240 hrs – (includes Community Nutrition I, II, & WIC rotations)

Clinical Nutrition must be a minimum of 480 hrs – (includes Clinical I and II rotations)

Specialized Concentration must be a minimum of 240 hrs

APPENDIX D

FSU SUPERVISED PRACTICE FACILITY WORKSHEET – SPECIALIZED CONCENTRATION

STUDENT NAME: _____

The Specialized Concentration Rotation is a chance to gain practical experience in an area of your choice.

- Advanced Medical Nutrition Therapy – inpatient or outpatient, disease specific
- Public Health/Wellness
- Food Service Management
- Research
- Sports Nutrition
- Government

Facility/Setting	Specialized Concentration	Specialized Concentration	Specialized Concentration
Acute Care			
Critical Care			
Long-term Care			
Hospital			
School (K-12)			
University, college, or other large facility			
Public Health : Public Health Pgm. Com. Center, outreach			
Research			
Sports			



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List of Work and Volunteer Experience

Directions: List the facility, job or position title, and very brief description of each job that you obtained relevant experience in. Fill out one line per job.

Job #	Facility	Job/Position Title	Brief Job Description	Length of Time Job Held
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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ACEND Competency Requirements for Entry-Level Dietitians

Directions: Below is a list of required core competencies for entry-level dietitians. For each competency, describe work and volunteer experience that has provided advanced knowledge and skills in areas of nutrition and dietetics. Fill out a **separate** competency list for each area in which you are applying for credit.

The “Competency” section in the chart indicates which practice area each competency is related to. Only fill out the competencies that you believe you have met through experience and are related to the area of dietetics in which you are applying for prior learning.

ACEND Core Competencies:

Competencies	Job and Appendix Number	Activities Completed	Experience and Knowledge Gained
<p>Review the list of ACEND core competencies for entry-level dietitians.</p> <p>The text in parenthesis lists the practice areas in which each competency is applicable to. Only complete the competencies that are related to the area of dietetics in which you are applying for prior learning.</p> <p>Key: FS- Foodservice, C- Community, MNT- Clinical</p>	<p>State the corresponding job number from the list you completed on page 3.</p> <p>List the appendices including the materials that helped you meet that competency.</p>	<p>Describe the experiences you had that helped you meet the competency and obtain advanced knowledge in the area.</p>	<p>Describe what was learned by your experience and how you have a deeper understanding in that area of practice. How did you grow as a professional?</p>

Area in which you are applying for credit (community, foodservice, MNT): Community			
DOMAIN 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice			
Competencies	Job and Appendix Number	Activities Completed	Experience and Knowledge Gained
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.		



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	(FS, C, MNT)			
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature. (FS, C, MNT)			
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data. (FS, C, MNT)			
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice. (FS, C, MNT)			
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis. (FS, C, MNT)			
CRDN 1.6	Incorporate critical-thinking skills in overall practice. (FS, C, MNT)			

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

Competencies		Job and Appendix Number	Activities Completed	Experience and Knowledge Gained
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as			



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	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. (FS, C, MNT)			
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications. (FS, C, MNT)			
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings. (FS, C, MNT)			
CRDN 2.4	Function as a member of interprofessional teams. (FS, C, MNT)			
CRDN 2.5	Assign duties to NDTRs and/or support personnel as appropriate. (FS, C, MNT)			
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. (C, MNT)			
CRDN 2.7	Apply leadership skills to achieve desired outcomes. (FS, C, MNT)			



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CRDN 2.8	Demonstrate negotiation skills. (FS, C, MNT)			
CRDN 2.9	Participate in professional and community organizations. (C)			
CRDN 2.10	Demonstrate professional attributes in all areas of practice. (FS, C, MNT)			
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff. (FS, C, MNT)			
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program. (FS, C, MNT)			
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. (C)			
CRDN 2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. (C)			



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CRDN 2.15	Practice and/or role play mentoring and precepting others. (C)			
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DOMAIN 3: Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Competencies		Job and Appendix Number	Activities Completed	Experience and Knowledge Gained
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. (C, MNT)			
CRDN 3.2	Conduct nutrition focused physical exams. (MNT)			
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. (FS, C, MNT)			
CRDN 3.4	Design, implement and evaluate presentations to a target audience.			



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	(FS, C, MNT)			
CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. (C)			
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change. (C, MNT)			
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (FS, C, MNT)			
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends. (FS, C, MNT)			
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. (FS, C)			
CRDN 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural			



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	diversity and health needs of various populations, groups and individuals. (FS)			
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DOMAIN 4: Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Competencies		Job and Appendix Number	Activities Completed	Experience and Knowledge Gained
CRDN 4.1	Participate in management of human resources. (FS)			
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. (FS, C)			
CRDN 4.3	Conduct clinical and customer service quality management activities. (FS, C, MNT)			
CRDN 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. (MNT)			
CRDN 4.5	Analyze quality, financial and productivity data for use in			



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	planning. (FS, C)			
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. (FS, C)			
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits. (FS, C)			
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. (FS, C)			
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. (MNT)			
CRDN 4.10	Analyze risk in nutrition and dietetics practice. (C, MNT)			



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Appendices



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