

OSU Dietetic Internship Policies 2020

INTRODUCTION

The Dietetic Internship (DI), which includes both the Master of Science (MS) in Nutritional Sciences (NSCI) graduate program and the supervised practice rotations, provides a special opportunity to develop professional skills and prepare individuals for a career in the Dietetics field. The NSCI faculty and internship preceptors are available to serve as instructors and mentors as an intern develops into a professional. Guidelines and directions are provided along the way to assist in growth, but it is ultimately the intern's responsibility to take on the challenges provided and mature into the professional that they desire to become.

INTERN ORIENTATION

Interns will attend an orientation at the beginning of the internship and are required to attend additional orientations throughout the internship program. The initial orientation is generally provided in conjunction with the NSCI Graduate Student Orientation and provides a broad overview of the internship. Additional orientations will be provided before the interns begin supervised practice rotations. As with all DI required events, attendance is required.

Web access to the DI handbook, including all forms and policies, is available through the Canvas Community. Interns are automatically enrolled in this community. To access, log into Canvas (canvas.okstate.edu) and click on the STW Dietetic Internship Community. Notify the DI Director immediately if the "STW Dietetic Internship Community" is not shown.

REQUIRED INTERNSHIP DOCUMENTS

Interns are to provide a variety of documents to the OSU Dietetic Internship Program at the beginning of the program, including:

- Completed and signed intern profile page, including contact information, verification of current medical and automobile insurance, preferred name for nametag and emergency contact information
- Yearbook release form signed by intern
- DPD verification statement, if not previously provided
- Final official transcript showing completion of the bachelor's degree and all DPD coursework
- Verification of required immunizations; official immunization records are required. They will be scanned and returned to the intern..
- Signed Acknowledgement Statement regarding the DI Policy Handbook, information release and completion of the Thesis or Non-Thesis option.

These documents are either required for program accreditation through the Accreditation Council for Education in Nutrition and Dietetics (ACEND) or are needed by rotation sites. Intern information, including these documents, is maintained in the DI Director's office in a

secure file. Interns may request access to their own file from the DI Director; however, **interns are expected to maintain their own records for rotations.**

IMMUNIZATIONS, TESTS & MEDICAL CARE

Prior to beginning the master's degree portion of the internship, interns must provide the internship director with verification of immunizations and tests that are required by rotation sites.

Documentation required by the beginning of the program are:

- Hepatitis B (completed series of 3)
- Hepatitis A (completed series of 2)
- MMR (2 vaccines) or positive antibody titer
- Tetanus (current, within the last 10 years)
- Varicella (chickenpox) or positive antibody titer (*Note: Rotation facilities will not accept a written note from a parent or physician that the intern have had chicken pox*)

Documentation required by January 1 of the 2nd year or before beginning rotations include:

- Seasonal flu vaccine for those doing rotations October 1 through March 31
- Negative TB skin test (or chest X-ray if required) – must be updated annually for rotations. Some sites require 2 negative TB tests within the previous 12 months.
- Negative 10-panel urine drug screen (authorization may be obtained from the same company as the background check, Trak-1)
- Others may be required by individual rotation sites (check with each rotation for requirements)
- Background check (completed within one-year)
- HIPAA documentation (completed within one-year)
- Liability insurance documentation
- Copy of health insurance card
- Emergency contact information
- CPR certification documentation

Interns must provide the DI Director with their official immunization records. These will be scanned and returned. The intern must maintain the records and have them ready to present at the beginning of each rotation, in the event the rotation site preceptor requires verification of immunizations.

If there are any missing immunizations or required titers, most may be obtained at the University Health Center and charged to the intern's bursar account. The University Health Center can also keep track of immunizations and provide official documentation once they have been provided to them with previous immunization records. Varicella titers may be obtained through the local Health Department; the varicella vaccine may be less expensive than a titer.

If an intern is injured at a medical facility, that facility will furnish emergency care and treatment until the intern can be transferred to the care of their personal physician; however interns are responsible for the payment for any necessary evaluation and/or treatment. If an intern sustains a needle stick injury or other substantial exposure to another person's bodily fluids, the facility

will follow their general policy for evaluation and/or treatment. In most cases, the intern is not covered by the facility's insurance or OSU's insurance. For this reason, it is imperative for interns to carry their own health insurance (see below).

INSURANCE REQUIREMENTS

Interns are required to carry health insurance for the duration of the internship. Health insurance may be obtained through OSU Student Insurance or another insurance group. If an intern becomes ill or is injured at a facility other than a medical facility, they may call the DI director or assistant director for advice, but interns are ultimately responsible for their own health care. In addition to carrying adequate health insurance, interns should also understand the provisions of their individual healthcare policy.

Oklahoma law requires that all residents who drive motor vehicles must carry at least liability insurance on their vehicle. Liability insurance coverage must provide a minimum of \$25,000 for injuries sustained by one person, \$50,000 for all injuries and \$25,000 for property damage caused by the liable person.

The OSU Dietetic Internship provides professional liability insurance coverage, as required by rotation facilities, for all dietetic interns while they are active in the dietetic internship. A copy of the "Certificate of Liability Insurance" is provided in the DI Handbook online and updated annually on the Canvas site for interns to provide to rotation sites that request it.

INTERNSHIP FEES

Dietetic interns pay a program maintenance fee to participate in the internship program. The purpose of the maintenance fee is to provide funding for the activities of the dietetic internship, including ACEND Accreditation Maintenance Fee; Professional Liability Insurance, CPR training and educational resources for interns; food for internship meetings; office supplies and communications and partial salaries and benefits for the DI director, assistant director and student assistant.

This fee is charged in full to the intern's bursar account at the beginning of the internship (September- first year), However, this fee may be split into two payments one due in September and one due in January of the first internship year. If an intern opts to split the fee into two payments they need to indicate this on the *Dietetic Intern Check List* (number 9) they receive in their welcome packet and return the form to the DI Director. If an intern withdraws from the internship after the first semester, but before the beginning of the second semester, the second half of the fee will not be charged to the intern, but the first half will not be refunded. No part of the maintenance fee may be refunded once it has been charged to the bursar account.

Students who do not complete the internship within three (3) years of beginning the program, but desire to continue in the program, will be charged an additional maintenance fee, equal to one-half of the original fee.

In addition to the program maintenance fee, interns pay tuition and fees for all courses required to earn the MS in NSCI or a MPH. The fees allow access to OSU facilities and resources, including six credit hours of practicum courses.

Interns are required to enroll in three, two-hour supervised practicum courses. Students must be enrolled in the respective practicum course to earn related credit towards the 1200 practicum hours' requirement.

NSCI 5412 – Management Practicum

NSCI 5422 – Clinical Practicum

NSCI 5432 – Community Practicum

Some course fees are waived if interns are not concurrently enrolled in other OSU on-campus courses. For information on OSU tuition and fees, including refunds, please see the OSU Catalog at <http://bursar.okstate.edu/tuition.html>.

FINANCIAL AID OPPORTUNITIES

OSU dietetic interns who are full-time NSCI graduate students are eligible for college and departmental scholarships, as well as other financial aid for courses required by the degree program, including the practicum courses.

- The College of Human Sciences (COHS) scholarship application is usually due around December 15 for the next school year. Information may be found on the COHS website. All COHS graduate students are eligible to apply for these scholarships.
- The Oklahoma Academy of Nutrition and Dietetics also has scholarships for member graduate students. Information is available on the OkAND website, <http://www.oknutrition.org/>. OkAND scholarship applications are due January 31.
- The Academy of Nutrition & Dietetics Foundation scholarship application is due on April 17; all student members are eligible to apply. Information and forms are available at <https://eatrightfoundation.org/scholarships-funding/>.
- Remember to allow adequate advance notice when asking faculty members for letters of recommendation for scholarships (preferably before the winter break).

Because dietetic interns are graduate students at OSU, they may be eligible for deferment of student loans while enrolled in courses; however, interns should be familiar with the requirements for their specific loans. Interns may also be eligible to apply for financial aid by submitting the FAFSA and required documents. OSU scholarship and financial aid applications and information may be found at: <https://financialaid.okstate.edu/> or <https://financialaid.okstate.edu/students/grad>.

PROGRAM COMPLETION REQUIREMENTS

Internship completion requires that interns complete both the requirements for the MS in NSCI degree and the requirements for the internship supervised practice courses as outlined in the curriculum for supervised practice for the OSU dietetic internship. These requirements include:

1. Prior to beginning supervised practice rotations, interns must complete the requirements for the MS in NSCI or the Masters' in Public Health in the Graduate College, including all courses listed on their plan of study; including the practicum courses described below. The Graduate Program Coordinator serves as the intern's initial advisor, and then will obtain an advisor for either the thesis or non-thesis creative component or the MPH.
 - a. Those who are completing the thesis option must defend their thesis and have the final, signed copy of their thesis submitted to the OSU Graduate College before beginning rotations. The intern must communicate with the DI director and assistant director regarding the scheduling of the thesis defense and thesis revision timeline so that the rotation starting dates may be realistically scheduled.
 - b. Those who choose the non-thesis option must complete NSCI 5843 – Non-thesis Capstone with a grade of “B” or better, prior to beginning the clinical rotation. Interns in the non-thesis option may complete one rotation (management or community) during the summer between the first and second years of the program, upon recommendation of the intern's advisor and the DI director/assistant director.
 - c. NSCI 5643 – Advanced Medical Nutrition Therapy, is a core course and must be on the plan of study. The course must be taken on the OSU-Stillwater campus in the fall semester immediately preceding the clinical rotation. Interns must earn a “B” or better before proceeding to supervised practice. Interns earning lower than a “B” may request to repeat the class one time. The request must be in writing and submitted electronically to the Dietetic Internship Director. The request will be forwarded to the NSCI Graduate Faculty for consideration and vote at the next regularly scheduled meeting. Interns (e.g. non-thesis plan) who complete a portion of the practicum hours prior to enrolling in NSCI 5643 and earn lower than a “B” must retake the course prior to continuation of practicum rotations.
 - d. Interns who are international students should work with the OSU Office of International Students and Scholars (ISS) regarding the timing of the MS/DI Program completion to assure that their student status is maintained while completing rotations.
 - e. Interns coming in to the program with a previously completed MS in NSCI may go directly into the supervised practice rotations, provided the MS is equivalent to the OSU MS NSCI degree. The degree equivalency is determined through a degree audit performed by the Graduate Coordinator. Students will enroll as a special student in the practicum courses described below and must receive a passing grade in these courses to successfully complete internship requirements.
2. The DI Director and Assistant Director will work with each intern on scheduling supervised practice rotations, taking into consideration personal goals and the availability of supervised practice rotation sites, and ACEND required experiences. With the intern's input, the director and assistant director plan individualized supervised practice experiences for each intern in regard to site location, start date and estimated time of completion. Care is taken to provide the most appropriate experience for each intern, while assuring the consistency of rotation

experiences for all interns. Interns are not always graded their first choice in rotations but all efforts will be made to accommodate interns.

3. Interns must successfully complete all rotation requirements in order to be eligible for DI a verification statement and to sit for the RD Exam.
 - a. Interns must receive a grade of “Pass” in the practicum courses NSCI 5412 (Management), NSCI 5422(Clinical), and NSCI 5432(Community). Interns will work with the DI Director as to when to enroll in these practicum courses. A grade of “I/F” may initially be given for these courses, if all work is not completed during the semester that the intern is enrolled in the course; however, the grade will be changed to “P” once the rotation has been successfully completed. Courses graded with an “I/F” must be completed within one (1) year of the end of the semester in which they were taken; otherwise the default grade of “F” will remain. The OSU Policy on incomplete grades is available at:
https://registrar.okstate.edu/?option=com_content&view=article&id=38&Itemid=26.
 - b. Rotation completion requires that interns demonstrate competency in each of the ACEND competencies and the Concentration Competencies for the OSU Dietetic Internship. Achievement of the competencies requires that interns complete all required projects as described in the curriculum for each rotation and receive a rating of three (3) or greater for each competency on the project evaluations and achieve an overall rating of three (3) on the Evaluation of Professional Behavior. If a competency is not met at a three (3) or above, interns will not pass the rotation in which the competency is not met; it does not matter if the competency can be met in another rotation. If an intern has below an average score of three (3) on a final behavioral evaluation the intern will be dismissed from the internship program.
 - c. If an intern does not pass one rotation; Community, Management or Clinical, they will not advance to the next rotation and will be dismissed from the internship.
 - i. The Community rotation includes experiences at a variety of different sites. An intern must pass all rotations in order to proceed to the next rotation. An intern may not pass a rotation site for a variety of reasons. Some examples of behavior that may lead to failing a rotation (clinical, management, or community) are (but are not limited to):
 1. unprofessionalism as deemed by the preceptor or by an OSU faculty member
 2. not practicing at a level equal to an entry level RD
 3. not meeting competencies at a level three (3)
 4. not upholding the Academy of Nutrition and Dietetics’ Code of Ethics or OSU’s Student Code of Conduct
 5. other reasons, but not limited to, which are outlined in the policies.

If an intern does not pass one community site rotation, the director and assistant director will meet with the intern to develop a plan for improvement. Additionally, the intern must request, in writing to the DI director, to move on to the next community site rotation. Depending on the reason for the rotation failure, the intern may or may not be granted approval to move to an additional community rotation. Permission or denial of permission will be communicated in writing from the DI director. If permission is denied, the entire community rotation is failed and the intern will be dismissed from

the internship. If the intern is granted an opportunity for an additional community rotation after failure of a rotation and does not pass the additional rotation, the intern will not pass the entire community rotation and will be dismissed from the internship.

6. Management and clinical rotations are all in one location and there is no moving to the next rotation if one competency is not met at a three (3) or above. An intern will be dismissed from the internship if a competency is not met at a (3) or above regardless if the competency is can be met in another rotation. If an intern does not practice professionalism as stated in these policies they will be removed from the rotation and will not be allowed to move forward in the internship. They will be dismissed from the internship. If the preceptors feel the intern is not able to practice at an entry level RD level and the preceptor's document this on an intern's evaluation the intern will be dismissed from the internship. Dismissals from management and clinical rotations will be immediate with no written request to move forward accepted.
- d. A **minimum** of 1200 hours of supervised practice experience must be documented on the Dietetic Intern Log of Activities. All logs must be signed by both intern and the preceptor to verify completion of hours.
 - e. Minimum rotation hours requirements include:
 - Management - 320 hours
 - Clinical - 400 hours
 - Community Nutrition - 480 hours (which includes 160 hours for thesis research or 40 hours for the non-thesis course research)
 - f. All planned experiences for each rotation must be completed as described in the Dietetic Internship Curriculum for each rotation. This includes submission of the required original projects and evaluations for each rotation as designated in the curriculum.
4. Upon successful completion of all the program requirements, the Dietetic Internship Director will schedule an Exit Interview with the intern.
 - a. During the Exit Interview the Director will ensure that all requirements for program completion have been met, and will assist the intern in completion of the paperwork required by the Commission on Dietetic Registration (CDR) to sit for the Registration Exam for Registered Dietitians. The Director will submit the required documents to CDR.
 - b. Interns must also complete the program evaluation for the Dietetic Internship and may provide suggestions for improvement for the program.
 - c. Interns will be required to take a practice RD exam at the exit interview to help identify areas that need improvement and to help them become more comfortable taking such an exam.
 - d. Only after all requirements have been completed will the DI Director complete the Dietetic Internship Verification Statement. The graduate will be provided with five (5) original verification statements; one original will be kept in their graduate file indefinitely.
 - e. Following completion of all program requirements, the DI Director will submit the required information to CDR to enable the graduate to be eligible to take the RD exam.

5. The maximum amount of time allowed to complete requirements for the Dietetic Internship is three (3) years. If an intern does not complete the internship within three (3) years, they will be dismissed from the internship; in some cases it may be appropriate to reapply to the internship program if the intern wishes to continue after the three (3) year timeframe. Some cases where it is appropriate to reapply would include but are not limited to, maternity leave, extended military leave, genuine extenuating circumstances.

CREDIT FOR PRIOR LEARNING

The OSU Dietetic Internship may grant credit toward supervised practice hours for prior learning and/or work experiences that are closely related to an area of dietetic practice and that has been completed within the last five years. This does not include work done for an undergraduate degree. The dietetic intern must contact the DI director and request an assessment of the intern's prior learning and/or work experience to count towards rotation hours. This request must be submitted in writing within the first three (3) months of the internship and must describe in detail the education and/or work experience that is to be assessed, including dates of the experience. Documentation of the work must be verified by a signature from the work supervisor. Credit will be assigned on an individual basis depending on the breadth and depth of the prior experience (see Credit for Prior Learning policy), but may not count for more than 40% of the required supervised practice hours. If an intern is granted credit toward supervised practice it will be approved by the DI Director, Assistant DI Director and Graduate Coordinator.

TRAINING REQUIRED PRIOR TO ROTATIONS

Interns will be provided with training programs that must be completed prior to beginning supervised practice rotations. A schedule of these training programs will be provided at the beginning of the internship and will include dates that each must be completed. These training programs include but are not limited to medical terminology, HIPAA, CPR, Microsoft Publisher and Excel, blood-borne pathogens, counseling skills, media training, diabetes management and the Professional Development Portfolio.

ROTATION SCHEDULES & ATTENDANCE

Interns are expected to attend rotations as scheduled by the DI Director, Assistant Director, and site preceptors. Interns do NOT schedule their own rotations. The intern's requests for specific sites, experiences, and rotation dates will be considered, but are not guaranteed. Rotations and schedules will vary for each intern depending upon rotation start dates and the schedules of the sites where the interns are assigned. Interns will be working with a designated preceptor at each rotation site to plan specific assignments on a weekly basis so that they can complete the competencies indicated for that rotation. Preceptors are generally aware of the activities that must be accomplished during the rotation but the intern must take responsibility for monitoring their own progress toward completion of all required activities.

Rotation schedules are planned so that interns will be able to complete the total of 1200 minimum practice hours in the three rotations. **In order to gain hours an intern must be working at the same time as their preceptor.** Interns are not allowed to substitute for employees. Unscheduled days off from the internship rotations are **NOT** allowed except for emergencies and illness as this tends to create scheduling issues for the internship rotation sites. Any missed time must be made up at the convenience of and under the direction of the rotation preceptor.

Interns are expected to have adequate transportation and appropriate housing arrangements to provide safe and timely arrival at rotation sites in accordance with the work schedule assigned by the site preceptor. Interns are liable for their own safety when traveling to and from supervised practice facilities, as well as to and from university classes and internship meetings.

- **Interns must report any unplanned absence to the DI director AND the site preceptor as soon as possible.** Any planned deviations from the rotation schedule must be discussed with the DI director and site preceptor prior to beginning the rotation, but are generally not allowed. Deviations from the schedule, such as sick days, must be documented on activity logs and communicated to the DI director for clinical and management rotations. **During Community rotations,** communicate about absences (planned or unplanned) with the Assistant DI Director.

Rotation sites operate for the purpose of their primary work and not to accommodate the internship. Preceptors have volunteered to work with our program and interns are expected to be professional and considerate in working with them.

During the management and clinical rotations, interns will provide staff relief as outlined in the curriculum; however, interns are not to be used to replace staff on a regular basis.

- **Daily Schedules** vary from site to site. Generally, interns are at the site from 8:00 a.m. to 5:00 p.m., although interns usually work the schedule that their preceptor works. Some days may begin as early as 4:30 a.m. or may end as late as 2:00 a.m., and some weekend work may be required. Interns are expected to abide by the schedule assigned by the preceptor, arrive early to be prepared to begin on time, and not ask to leave early. If work is completed early, the intern should ask to assist others or prepare for the next day.
- **Lunch breaks and travel time are NOT counted as rotation time.**
- **Spring Break:** Spring Break is **NOT** observed by interns during rotations so that all rotations may be completed as scheduled.
- **Holidays:** Interns may take off holidays that are observed by their rotation sites, unless preceptors require the intern to work during those holidays. All rotation hours missed during holidays must be made up by interns, as arranged by the site preceptor and intern.
- **Illness:** Interns must email or call their preceptor and the DI director immediately if they are ill and must be absent from a rotation. Any absence that reduces the number of rotation hours must be made up.
- **Military Duty:** Interns who are in the military reserves are usually on duty only during weekends. If the intern must be away from a rotation for military duty, inform the internship director immediately. If military duty is required, rotations will be rescheduled.
- **Pregnancy leave** and program completion must be arranged individually with DI director.

- **Inclement Weather:** Oklahoma’s weather is unpredictable at best; interns are encouraged to watch the weather forecast nightly to be prepared for severe weather, particularly in the winter and spring months. Interns are to use their own judgment regarding the advisability of traveling during adverse weather conditions. Any missed hours must be made up.
- **Personal days** are not allowed during rotations. Interns are considered to be professionals, and as professionals, are obligated to the rotation site to work as scheduled. However, the preceptors and DI director realize that there are family emergencies, weddings, funerals, and other circumstances for which an intern must be absent. It is imperative that interns have open communications about these situations with preceptors, the DI director, and assistant DI director. However, **NO** vacations may be scheduled during either the management or clinical rotation. As always, any time missed must be made up.
- **Employment** outside the internship is strongly discouraged during rotations. This allows interns to focus on work within the rotation and allow time for required “homework”.
- **A total of 1200 hours of supervised practice are required to complete the program.**

ETHICS, CONFIDENTIALITY AND PROFESSIONALISM

Dietetic interns with Oklahoma State University Dietetic Internship are expected to exhibit professional behavior, and to read and abide by the Code of Ethics for the profession of Dietetics provided in this manual. These policies provide directions to follow, but in general, interns should conduct themselves with behavior expected of a professional registered dietitian.

Interns must follow regulations set forth in the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. Protected health information (PHI) and clinical activities at rotation sites must remain **CONFIDENTIAL**. Patient information may be discussed only for treatment, follow-up and continuing services. It is unlawful to discuss patient information for any other reasons. Care should be taken to discuss patient information with preceptors only in private areas, and never in elevators, dining areas, hallways or other public areas. Discussions and counseling should be carried out in a low voice, unless otherwise required by the patient’s hearing limitations. Patient information and documentation must never leave the healthcare facility where interns are practicing, even if patient identification is removed. Rotation sites may ask interns to sign a confidentiality agreement to assure that they are aware of these requirements. Any breach of confidentiality regarding PHI must be reported immediately to the rotation preceptor. Each intern will complete HIPAA training and provide completion documentation to the DI Director prior to beginning rotations.

MEDICAL RECORD DOCUMENTATION

Even though interns are allowed to provide documentation of medical nutrition therapy in medical charts during rotations, preceptors are required to cosign all intern documentation. Each facility should have specific policies and procedures concerning intern documentation in the medical record; however, in most cases interns will sign their entries with their full name (signature) followed by “intern”. This is the method preferred and recommended by CDR. The

preceptor will then review the entry and, if acceptable, will co-sign that entry. If the entry is not acceptable, the preceptor will require the intern to make appropriate changes. Some preceptors may have the intern write out their chart note prior to entry into the medical record. It is beneficial to refer to the Academy of Nutrition and Dietetics Standards of Practice in Nutrition Care and the Standards of Professional Performance periodically throughout rotations.

ROTATION ACTIVITIES

During internship rotations, interns may only perform duties and procedures for which they have been prepared academically and which are performed under the direct supervision of a preceptor.

Interns are never allowed to accept orders from physicians or other health care professionals in person or by telephone, or call a physician or physician's office to obtain an order. Additionally, interns are not permitted to conduct any nursing activities including:

- double-check on medications or blood products; or
- begin or discontinue blood products, chemotherapy, or experimental drugs and therapies
- administer tube feedings or TPN

PROFESSIONAL RELATIONSHIPS

Internship rotations are a perfect time to develop relationships with other dietetic professionals. Interns performing to the best of their ability may result in excellent recommendations when job hunting and may lead to a job. Above all, behavior should reflect the concern for the rights and welfare of patients/clients and their families.

It is important for interns to develop a positive perspective during the supervised practice to get the most out of the experiences and to leave a favorable impression on preceptors. When requesting references from past preceptors, interns should ask for permission to put their name on their reference list and help the preceptor remember who they are.

Interns should also realize and remember that preceptors and rotation sites receive NO payment for their participation in the internship program. In fact, it often costs them additional time and effort to provide the internship rotations for our interns. Most preceptors feel that this is their opportunity to "pay back" the opportunities that were provided to them as dietetic interns.

Some guidelines for professional conduct include:

- Always be on time during rotations; complete assignments on time
- Accept all tasks with eagerness to learn; consider how all duties fit into the big picture
- Use issues or problems that arise as opportunities to grow as a professional
- Ask questions when they arise, but seek out the answer first, then confirm the answer with the preceptor
- Use positive body language and good listening skills
- Be flexible and respond positively to changes in schedules or assignments
- Look around for things to do, or ask what to do; don't wait to be told what to do – anticipate what needs to be accomplished
- Establish rapport with employees at every level

- Volunteer to help whenever possible
- Willingly accept recommendations for improvement offered by preceptors
- Send “Thank You” notes to preceptors following rotations in appreciation of their time, expertise and direction. OSU “Thank You” notes are available for free from the Human Sciences Center for Student Success or OSU Career Services.

While working with preceptors, it is often helpful to think “What is their reasoning behind their actions?”. This may help to fully understand the depth of their practice, and to understand what they are doing and why they are doing it. This will also help interns prepare to answer questions other healthcare providers may ask of their own work. **It is imperative, however, to never question the work or the authority of the preceptors. This can lead to immediate dismissal from the internship program.**

Interns must show the utmost respect for the site preceptors and not disagree with them nor interrupt them while they are counseling a patient or conversing with other healthcare professionals. Interrupting and disrespecting preceptors can lead to dismissal from the program. If interns have issues with site preceptors, physicians, allied health professionals, or any rotation site staff, these issues should be discussed with the Nutrition Services Director and/or the DI Director immediately. If issues arise, discussions should take place in private offices as possible. Discussing fellow interns, dietitians, employees, patients, doctors, and others is considered unprofessional and may lead to dismissal from the internship program.

COMMUNICATION

Most communication with the DI Director to and from interns occurs via e-mail. Interns are expected to **check their OSU designated e-mail** or other e-mail address provided to the Dietetic Internship **daily** to access information provided by the internship or by the university. OSU e-mail may be forwarded to another e-mail address. E-mail accounts can fill up if old e-mails (received and sent) are not deleted and if “deleted” mail isn’t sent to the recycling bin. The OSU e-mail system is able to accommodate some attachments that some free e-mail accounts cannot.

The University also asks that all students go to their O-Key account and enter emergency numbers for the reverse 911 system. The O-Key website is <https://app.it.okstate.edu/okey/>.

Because cell phones are often used for professional communication, it may be necessary to update voicemail messages to reflect a professional image. Use of cell phones at rotation sites is NOT allowed, unless used for internal communication (as a pager), or used during breaks or for emergencies. Playing games or using the internet either on a cell phone or computer during work times is unprofessional and is grounds for immediate dismissal from the internship program. Also, remember that social networking sites are often viewed by professionals, so interns should be cautious about information posted on sites such as “Facebook/Instagram”.

RD EXAM REVIEWS

The OSU Dietetic Internship maintains RD Exam Review material for interns to use in studying for the RD Exam. These materials are purchased with the DI Maintenance Fee so they belong to all interns equally. These materials may be checked out by any intern but must be returned as arranged with the DI director. If materials are not returned in a timely manner, the intern's Bursar account may be charged the cost of the review material.

The internship will purchase an RD Exam review program for each intern, which will be used throughout the internship to help interns prepare for rotations and for the RD Exam. Information on registering for this program, along with additional information on RD exam reviews is provided during the first group practice exam.

DIETETIC REGISTRATION and OKLAHOMA LICENSURE

Only after an individual has completed the requirements of the Dietetic Internship, received verification from the DI director, and passed the registration exam administered by the Commission on Dietetic Registration may they be considered a registered dietitian and use the credentials "RD" or "RDN". The registration process will be explained in depth by the DI Director at the exit interview held following completion of all dietetic internship program requirements.

The State of Oklahoma "Registered Dietitian Act" requires that anyone who calls themselves a 'registered dietitian' must be a dietitian registered by the Commission on Dietetic Registration. Likewise, a person may not use the title of "licensed dietitian" or "provisional licensed dietitian" unless they are so licensed by the State of Oklahoma. The process for licensure in the State of Oklahoma will be explained in depth by the DI Director during the final internship meeting, for those who intend to be licensed in Oklahoma. Information on Oklahoma licensure may be found at <http://www.okmedicalboard.org/>. Information on licensure in other states is available on the state licensure board sites. This list can be found on the AND website at <http://www.eatrightpro.org/resource/advocacy/legislation/all-legislation/licensure>.

PROFESSIONAL ASSOCIATIONS

Interns are required to join the Academy of Nutrition and Dietetics as student members for the duration of the internship, which also provides membership in the Oklahoma Academy of Nutrition and Dietetics or other state affiliate. The Academy provides a wealth of resources, as well as scholarships. State and District Dietetic Associations are also a source of networking and education. Interns who are not from Oklahoma may access their profile on the Academy website (<http://www.eatright.org/>) and change their state affiliation to Oklahoma for the internship or they may stay with their home affiliate. Additionally, interns are encouraged to continue with membership in the Academy and other professional organizations throughout their career.

STUDENT CODE OF CONDUCT

The dietetic internship will follow the disciplinary guidelines set forth by Oklahoma State University, as well as those outlined in this handbook. Information regarding the Student Code of Conduct, including information on appeals and grievance procedures is available at <https://studentconduct.okstate.edu/code>. If an intern does not abide by the OSU Student Code of conduct it will lead to immediate dismissal of the internship program.

DISCIPLINARY ACTION

Disciplinary action will be taken if interns engage in conduct that is inappropriate according to the policies of the various rotation sites, the Dietetic Internship policies, or the OSU Student Code of Conduct. If a conflict arises between an intern and a preceptor, the DI Director will work with the preceptor to resolve the issue. The facility may require that the intern be immediately removed if it is determined that the intern exhibited inappropriate behavior, is disruptive, does not comply with the facility policies or poses a threat within the facility. If an intern has an unfavorable record with a particular facility from previous employment, the intern should notify the DI Director at the beginning of the internship so that they will not be assigned to that facility. If the DI Director or Assistant Director is notified by a preceptor that an intern is participating in unethical behavior as outlined in ACEND's Code of Ethics or OSU's Code of Ethics, a student will be asked to leave the program and will receive a dismissal letter. Reasons a student can be dismissed from the program include but are not limited to the following:

- Failing to meet a competencies at a three (3) or above
- Not meeting the requirements to obtain an MS degree in Nutrition or MPH at OSU or not meeting the requirements for degree equivalencies as individually outlined by the Graduate Coordinator.
- Fraternizing with preceptors or those in the work place
- Falsifying documentation including but not limited to: Sign in sheets, signature pages, hour logs, etc
- Academic integrity offense while attending OSU at any level
- Unprofessionalism including but not limited to: Sending rude unprofessional emails or any other unprofessional communication, wearing inappropriate clothing, not wearing a lab coat during clinical rotations, not wearing an OSU name tag and rotation site name tag, not listening to preceptors, mentors and faculty/staff members, not giving guest speakers undivided attention, not showing respect to preceptors, faculty/staff members and fellow interns.
- Harming others
- Drug or alcohol use while participating in an OSU/intern events
- Committing an offense that would prevent obtaining an Oklahoma State License (example: felony)
- Attempting to schedule own rotations
- Not communicating with the DI Director or Assistant DI Director of absence from rotations or tardiness to rotations.
- Not upholding any part of the Academy of Nutrition and Dietetics Code of Ethics or OSU's Student Code of Ethics
- Intern needs to be removed from a rotation site for any reason

- See page 5-10 of the OSU Student Code of Conduct. If an intern commits any offense included but not limited to those stated in the OSU Student Code of Conduct the intern will be immediately dismissed from the Dietetic Internship.
 - <https://studentconduct.okstate.edu/code>.

INTERN COMPLAINTS AND CONCERNS

Interns have the right to address any complaints or concerns they may have regarding the dietetic internship without any concern about retaliation. If the complaint/concern involves any part of a rotation, the first person to discuss it with is the site preceptor. If an intern has a complaint or concern about any portion of the dietetic internship or those associated with the program, those concerns should first be addressed to the Dietetic Internship director as soon as possible so that issues may be quickly resolved.

If the intern does not feel comfortable discussing concerns with the DI director, the assistant DI director, the Nutritional Sciences Department Head, or the Dean of the College of Human Sciences, then the Graduate College Associate Dean for Academic Affairs, the OSU Provost and Senior Vice President may also be contacted, generally in that order. If interns believe that the DI is not meeting ACEND accreditation standards, they may also address concerns to the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, 312-899-0040 ext. 5400, once University contacts have been utilized.

ACCOMMODATIONS FOR SPECIAL NEEDS

Oklahoma State University, through the Student Disability Services (SDS) is committed to providing a community that ensures full participation for students. SDS provides assistance to students that will facilitate their independence and academic progress. Academic support services include specialized testing, classroom accommodations, accessible textbooks, access to/assistance with Assistive Technology (AT), and other services as necessary. Information regarding accommodations for special needs is available from the Student Disability Services at <http://www.sds.okstate.edu/>.

DIETETIC INTERNSHIP PROGRAM IMPROVEMENT

In an effort to continually improve the OSU Dietetic Internship, various surveys are conducted with interns and their first employer. Interns are provided with an exit survey that will be completed prior to the exit interview. This survey gathers feedback regarding the internship. One year after graduation, graduates will receive another survey requesting feedback on how well the OSU Dietetic Internship prepared them entry level practice as a registered dietitian. Honest input is appreciated as this helps the program maintain its strengths and identify areas that need improvement.

At the exit interview, interns will be provided a postcard to be completed and returned after obtaining their first professional position. This information is gathered so that the internship can survey first employers to obtain their input as to how well the OSU Dietetic Internship prepares interns for entry level practice. Results of these surveys are anonymous and are focused on program improvement.

ADDITIONAL POLICIES

Additional university policies relevant to dietetic interns may be found in the OSU Catalog at <https://registrar.okstate.edu/> in the following sections:

- University Academic Calendar
- Institutional Diversity
- Registrar
 - Withdrawal and refund of tuition and fees
 - Protection of privacy of intern information
 - Access to personal files
- Special Academic Services, Programs and Facilities
 - Testing services
- Student Services
 - Access to student (intern) support services including health and counseling services
- Graduate College (requirements)

PREPARATION FOR ROTATIONS

Update Required Paperwork

The following must be up-to-date:

- Background Check (Supervised practice rotation sites require that interns provide background check reports that are not more than one year old. Background checks must be obtained through Trak-1 Technology {<http://trak-1.com>} as was done for the Dietetic Internship application. The DI Director will provide an electronic copy of this report which can be provided to rotation sites.)
- TB test(s) – one or two, depending on facility – if more than a year old
- List of immunizations, if the intern has had additional vaccines
- Flu shot, if completing rotations from October through March, or if facility requires it
- CPR training, if not current
- HIPAA certificate (within one-year)

Contact the Preceptor

Interns are expected to contact their preceptors either by phone or email at least two weeks prior to beginning rotations for Clinical and Management and one-week-to-ten days prior to Community to clarify certain information about each rotation.

- Confirm when and where to meet the preceptor on the first day.
- Confirm where to park at the rotation site.
- Ask what to bring but at least be ready with a pen (black if documenting in charts), notebook, calculator, Food/Drug interaction reference, clinical reference material, lab coat, name tag and *Internship Handbook*
-

Also, always have the following on the first day of rotations, as most facilities require these documents:

- Official immunization records and records of any required lab tests (drug screen, TB test, etc.)
- Official background check report
- Liability Insurance Certificate
- CPR card
- HIPAA certificate

Review Appropriate Information

Preceptors expect interns to have the knowledge required to complete the appropriate work during rotations. Interns should adequately prepare for each rotation by reviewing information contained in the curriculum for each rotation and information from college coursework. If interns are unsure of what to expect during the rotations, the intern should ask their preceptor to provide guidance. Community preceptors may assign tasks, such as presentations, in advance so that the intern can be prepared to present on-site. A list of recommended references is included in this handbook.

Appropriate Dress

During rotations, interns are to wear appropriate attire as directed by the rotation sites. Dietetic interns will dress in a way that does not detract from carrying out their duties in a professional manner. This generally means that clothing is either business or clinical attire, which includes closed-toe shoes (for sanitation and safety), socks or hose, and non-revealing, well-fitting clothing. Professional attire may vary, depending on the rotation site but generally includes appropriately confined hair, modest jewelry (only ear piercings), and well-trimmed fingernails (no false nails or fingernail polish), especially while working in food production and service areas. Most management rotations require interns to wear restaurant-quality shoes that are slip-resistant on wet and oily surfaces. Interns must always be well-groomed and maintain a neat appearance while at rotation sites.

Problems with attire usually include tops that expose cleavage or skirts that are too short. The site preceptor may also ask interns to cover any tattoos. It is better to be too conservative than to appear unprofessional. Preceptors may dismiss interns if they report to rotations inappropriately dressed or if their appearance is inappropriate in any way. Any time missed due to inappropriate dress must be made up.

The following items are considered **inappropriate** for rotation sites:

- Stained, torn, excessively worn, unclean or untidy clothing;
- T-shirts with writing, other than rotation facility or college logos;
- Halter tops, spaghetti straps, strapless tops, bralettes;
- Tank tops (with shoulders less than 2.5" wide) worn without a jacket;
- Dresses or any other tops exposing cleavage, the back or midriff, or see-through clothing;
- Short skirts or dresses (more than 2.5" above the knee);
- Shorts, cutoffs or overalls;
- Blue jeans;
- Athletic gear including leggings, jeggings, yoga pants, sweat pants, sweat shirts, sweat suits or jogging suits;
- Anything that shows undergarments;
- Caps or hats;
- Sunglasses worn inside buildings (except for a documented medical condition);
- Visible body piercings (eyebrow, tongue, lip, including ear gauges). Stud ear and nose piercings are acceptable;
- Distracting, profane, sexually graphic, violent or otherwise offensive tattoos;
- Flip flops, slides, clogs, mules, house shoes, or tennis shoes.

All interns must have a short or mid-thigh laboratory coat as required by various rotation sites, and must bring it on the first day of rotations. Generally, long laboratory coats are reserved for wear by physicians only. Some sites may also allow interns to wear scrubs for their rotation. It is best to check with the rotation site to confirm the requirements for appropriate dress.

Name Tags

Interns will be provided with an official OSU Dietetic Internship nametag. The official nametag must be worn when participating in rotations unless another official nametag is provided by the rotation site. If the OSU nametag is lost, the intern will be responsible for paying for the replacement nametag.

Pagers

Some rotations sites require that interns carry electronic pagers. Interns must ask their preceptors if they need to have a pager during the rotation. If pagers are required, interns may be responsible for obtaining their own pager and paying for pager service. Most rotation sites that require pagers provide them for the interns.

Tulsa Food Handlers Course

Interns who are scheduled to do their management rotation in Tulsa are required to complete the Tulsa City-County Health Department (TCCHD) Food Handlers course **before** beginning the rotation. The 2 hour course costs \$15 cash (no checks). A schedule and other information may be found on the TCCHD website at <http://www.tulsa-health.org/food-safety/food-classes-permits/schedule>. Classes are held Monday-Friday with 6 pm classes on Mondays.

Updated: August 7, 2019

I have read the information presented in the 2018 OSU Dietetic Internship Policies and the OSU Students Rights & Responsibilities. I understand and agree to abide by the policies set forth in this handbook throughout the OSU Dietetic Internship. I further understand that infractions of these policies or the policies of any supervised practice site may adversely affect my completion of the OSU Dietetic Internship and I will be dismissed from the program.

I give my permission to the OSU Dietetic Internship Director and Assistant Director to provide my personal information, including immunization information and background reports, to preceptors as required for my supervised practice rotations.

Dietetic Intern Signature

Date

Dietetic Intern Printed Name

Witness

Date