

# **Policies and Procedures**

## **Virginia Tech Internship Program in Nutrition and Dietetics**

### **Mission**

Prepare confident, competent entry-level registered dietitian nutritionists who can balance evidence-based practice with client-centered care.

### **Program Goals**

1. Prepare graduates for effective professional practice.
2. Position graduates to function successfully in their preferred area of practice within a rapidly changing profession.
3. Enable graduates to be leaders within the dietetics/nutrition profession.

### **Curriculum/Schedule/Supervised Practice Hour Documentation**

Interns complete the internship program following a modified academic calendar, August-May, on a full-time basis, unless other arrangements are made in advance. Breaks are scheduled throughout the year (Thanksgiving break, winter break, and spring break). Additionally, the Labor Day and Martin Luther King holidays are observed.

To begin the internship on time in August, the director begins planning for the interns' experiences in the spring and summer prior to the program start date. Interns need to be available during this time for occasional conversations and timely email correspondence. Additionally, interns are expected to complete approximately 40 hours of self-paced, skill-based preparatory work in the summer to prepare for the program.

The program includes over 1000 hours of supervised practice divided into the following components: approximately 40% medical nutrition therapy/clinical dietetics, 30% community nutrition, and 30% management and leadership. At least 700 of these hours occur in professional work settings. Hours occurring in a professional work setting and those gained through alternate supervised practice experiences (i.e. simulation, case studies, and role-playing) are denoted separately on the curriculum checklist. The curriculum checklist enables the tracking of each intern's completion of required competencies and is stored in the intern's file.

A practice-based orientation occurs at the beginning of each component. Orientation experiences prepare interns to begin with adequate training and confidence. Interns also have the option to design a 2-week elective rotation, typically scheduled at the end of the program. The program includes a leadership and professional development emphasis which is woven into the three main curriculum components. An individualized supervised practice pathway (ISPP) is offered as a separate pathway of the program with the same curriculum. There is a separate policies and procedures document for the ISPP due to differing eligibility criteria, timeline, and other requirements.

The program combines didactic instruction and supervised practice. Interns typically work four days per week (approximately 32 hours) in supervised practice settings according to the schedule the director and preceptors provide. Individuals who are concurrently completing a graduate degree and those who are completing the internship part-time based on pre-established arrangements will have an adapted schedule to promote success. While working in these practice settings, interns progress to entry-level competency measured through performance evaluations and assignments. Supervised practice experiences are scheduled according to geographic considerations, interns' learning needs and interests, and site availability. Rotation sites include hospitals, outpatient clinics, school nutrition programs, universities, nonprofit organizations, government funded programs, businesses, and other nutrition and dietetics practice sites.

One day per week (unless noted otherwise in the internship schedule), interns participate in class activities that address topics related to their supervised practice experiences. Class activities also allow for exposure to professionals and settings beyond the experiences scheduled in the sites. Class sessions, which include in-person activities, synchronous virtual meetings, and asynchronous independent work, involve a range of learning approaches including discussions, presentations, case studies, role-playing, and simulations. These are documented on the curriculum checklist accordingly.

### **Application Eligibility/Admission Requirements**

The following criteria have been established as minimum prerequisites to enable success in the program. Applicants must:

1. Have earned a graduate level degree or complete a graduate degree before finishing the internship. The length of the program will vary depending on the intern's progress towards completing a graduate degree.
2. Provide a verification statement from an accredited Didactic Program in Nutrition and Dietetics (DPD) indicating that all DPD requirements have been met before the start of the program. (See the recency of education policy below.)
3. Earn a grade point average (GPA) of at least 3.0/4.0 in DPD coursework.
4. Have paid or unpaid work experience in food and nutrition practice settings.

### **Recency of Education/Documentation of DPD Requirements**

Applicants must submit a DPD verification statement indicating they have met all requirements. In cases where an applicant's DPD requirements are in progress, an "Intent to Complete Statement" must be included in the application. Accepted interns must send a final verification statement when all coursework is complete and before the internship begins.

In cases where an applicant's DPD verification statement was issued more than 5 years prior to the internship start date, additional documentation of recent dietetics coursework is required with the internship application to demonstrate that the applicant's knowledge base is current:

- Proof of completion or current enrollment in a medical nutrition therapy (MNT) course worth at least 3 credits, and
- Proof of completion or current enrollment in at least one additional upper-level dietetics course of at least 3 credits.

This additional coursework must have occurred within 5 years of the internship start date and must be from a university with a Didactic Program in Nutrition and Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The applicant must earn a grade of B or better in these courses and must provide evidence of such before the start of the internship program. Applicants are strongly encouraged to contact the internship director to discuss this coursework in advance to ensure it will meet the requirements. Completion of this additional coursework does not guarantee acceptance to the program.

### **Graduate Degree Requirement and OMALS Degree Option**

Interns must complete a graduate degree to receive the internship verification statement which is needed to schedule the national registration exam for dietitians. Students admitted to the internship without a graduate degree or an approved plan to finish a graduate degree before the end of the internship are expected to enroll in Virginia Tech's Online Master of Agricultural and Life Sciences (OMALS) with a concentration in Applied Nutrition and Physical Activity. The OMALS program and internship are completed concurrently in 15 months for those starting coursework in May, and 18 months for those starting in January. Interns pursuing the OMALS degree will complete a 6-credit Project and Report. In most cases, the topic will be an expansion of a major project completed for the internship. Anyone enrolled in the internship program is guaranteed acceptance to the OMALS program

through established procedures. The graduate school application cost is waived for interns. Interns completing the OMALS program will pay tuition for that program separately.

Approximately half of the 30-hour OMALS degree program is coordinated within internship supervised practice experiences; however, the internship and OMALS are two separate programs. Specific details related to the OMALS program are available on the OMALS website, OMALS Canvas site, and through contacting OMALS Assistant Director Jennifer Jones ([jejone18@vt.edu](mailto:jejone18@vt.edu)). OMALS program policies apply to all OMALS coursework. When internship work is incorporated into OMALS coursework, then policies of both programs apply.

To meet the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND), interns enrolled in the OMALS program are expected to make sufficient progress towards the graduate degree throughout the internship such that they finish the graduate degree within 150% of the internship duration. They are expected to pursue a course load that enables them to complete the OMALS program within 15 months of the internship start date unless the internship director approves an alternative plan. Interns who begin the OMALS program in May should plan to complete the degree by the following August. Interns who are simultaneously completing the OMALS degree should refer to the recommended plan of study and consult with their director to ensure that both programs are completed according to the established schedule. Inability to follow the recommended plan of study may delay completion of the internship, the graduate degree, and eligibility to take the national registration exam for dietitians.

### **Costs Associated with the Internship**

(Interns completing the OMALS program will have additional fees associated with that degree program. See OMALS resources for details.)

Internship Program Fee*	\$9,000
<i>(additional expenses associated with the application process are displayed on the program website)</i>	

#### **Other Estimated Expenses/Requirements**

Rent (~\$900-1100/mo in Blacksburg/Roanoke, \$1100-1500 in NOVA), plus utilities**	varies
Food (estimated at \$100/wk)	~\$3,600
Transportation expenses (ex: gas, parking, etc.)***	varies
Student membership in the Academy of Nutrition and Dietetics	\$58
Textbooks (reusing DPD books will reduce this cost)	\$200
Health insurance	varies
Pre-placement immunizations and physical exam****	varies
Background checks, drugs screens, and other site-specific requirements	~\$250
Laptop computer, printer (or reliable printing access), and reliable Internet access	varies
Lab coat (if required at practice site)	~\$20
ServSafe certification (if not already certified)	\$179
Professional development registration fees*****	varies

\*Interns submit program fees directly to Virginia Tech Continuing and Professional Education (CPE). There are no refunds. Fees must be paid according to a payment contract established with CPE. Supervised practice placements are contingent upon payment of fees. Interns are responsible for communicating with CPE about any payment delays.

\*\*A roommate will likely be needed to maintain this budget for housing.

\*\*\*Many rotation sites are not easily reached on public transit. A vehicle or other means of private transportation will be needed to get to many supervised practice sites and some class meetings. The actual expenses incurred will depend on the intern's living location and the travel necessary to reach

each supervised practice site. Interns are encouraged to discuss geographic considerations prior to any relocation to reduce transportation demands.

\*\*\*\*Interns are required to provide documentation of immunizations to meet affiliation agreement requirements with supervised practice sites. Inability to meet these requirements will result in dismissal from the program.

\*\*\*\*\*Interns are expected to participate in professional development events and networking events as part of the program's curriculum. The program will cover costs associated with events that are included on the internship schedule (e.g. Virginia Academy of Nutrition and Dietetics annual meeting). If an intern chooses to meet the professional development in an alternate way, the cost may be their responsibility.

### **Documentation Required**

Interns will provide the following documentation before beginning the program:

1. **Health insurance** - proof of coverage for duration of the program
2. **U.S. issued driver's license or other U.S. government issued identification**
3. **Student membership card for the Academy of Nutrition and Dietetics** - valid for the duration of the program
4. **Immunization/Medical Clearance Form** - proof of required immunizations and physical exam completed by a qualified medical professional
5. **DPD verification statement** with original signature of the DPD director
6. **Final official transcript for highest degree earned** - DICAS version is acceptable if it is a final transcript; an unofficial transcript of completed DPD coursework is also required if DPD coursework is not reflected in the transcript for the highest degree earned
7. **Clear criminal background check and drug screen** - according to instructions provided by the director and/or practice sites in order to meet the requirements of the intern's specific practice sites
8. **Any other documentation required by the intern's supervised practice sites** - documentation may include but may not be limited to Basic Life Support certification card, ServSafe Food Handler certification card, Virginia Department of Health TB Risk Assessment Form, and other requirements.

### **Intern Compensation**

The Virginia Tech Internship Program in Nutrition and Dietetics does not provide compensation to interns. Compensation from supervised practice sites may occur in various forms such as complimentary meals or parking. In rare cases, practice sites may offer financial compensation. Any form of compensation may vary from year to year and is never guaranteed. Compensation is not tracked by the director and is not considered in site placement decisions.

### **Intern Status Within the University and Access to Support Services**

The Internship Program in Nutrition and Dietetics is a non-credit program. Internship fees are used for direct support of program expenses. Interns are not considered Virginia Tech students unless they are simultaneously enrolled in the OMALS program. Interns who are not OMALS students are entered into the university system using a unique classification. Interns do not pay tuition or student activity fees, and as such, are not eligible for student resources that are supported by student activity fees (including the gym, health center, counseling services, and student athletic tickets). Interns should seek health and counseling services, as needed, through a provider outside the university. Interns who are simultaneously enrolled in the OMALS program should refer to OMALS program information regarding university services. All interns have access to online library resources, the learning management system (Canvas), and a university ID card (Hokie Passport). Testing services are not required or provided since testing is not a part of the internship program. The Office of Scholarships and Financial Aid provides a resource sheet to answer interns' questions about financial aid.

## **Equity and Inclusion**

The Internship Program in Nutrition and Dietetics does not discriminate against employees, students, or applicants on the basis of age, color, disability, ethnicity, genetic information, gender, gender expression, gender identity, military status, national origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, size, or socioeconomic status. The internship program and its affiliates, including the directors, interns, and preceptors, receive training to recognize and monitor biases in self and others to reduce incidences of microaggressions and discrimination. Individuals involved in the program who experience discrimination are encouraged to discuss their experiences with the directors without risk of retaliation for the purpose of seeking an inclusive environment for all.

## **Competencies Attained by Graduates**

Interns completing the program will achieve the competencies identified in the Accreditation Standards for Internship Programs in Nutrition and Dietetics (2022) established by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. The core competencies for the RD/RDN are listed at the end of this document. The program curriculum identifies the activities the intern will complete to meet these required competencies.

## **Accreditation Status**

The Internship Program in Nutrition and Dietetics is currently granted Accredited status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-5400, [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend).

## **Program Completion Requirements/Issuance of Verification Statement**

Interns who successfully complete all supervised practice requirements, pay all fees, and demonstrate completion of a graduate degree will be issued a verification statement and will be eligible to take the registration examination for dietitians offered by the Commission on Dietetic Registration.

## **Maximum Time for Program Completion/Leave of Absence**

Interns are expected to complete the program within the established schedule. Interns who are enrolled in the OMALS program or another graduate degree program during the internship are also expected to earn that graduate degree within the established schedule. In extenuating circumstances, such as medical necessity, internship program extensions may be granted to accommodate a leave of absence. Rotation experiences are subject to site availability. If a leave of absence is required, the intern must submit a written request specifying the reason for the absence and the length of time requested. If a leave of absence is granted, the intern must complete all program requirements within six months of the originally scheduled completion date to receive a verification statement.

## **Drug Screens, Background Checks, and Other Site-Specific Requirements**

Different practice sites have different on-boarding requirements for interns. Interns are expected to complete all on-boarding requirements for their sites, which may include criminal background checks, drug screenings, CPR training, orientation classes, or other documentation. Interns must follow their director's instructions for obtaining background checks and/or drug screens using the correct procedures.

The program has made arrangements with the PreCheck Company to complete independent background checks and drug screens when sites require them. The fee (approximately \$55 for each) is the responsibility of the intern and must be paid by credit or debit card. In other cases, the practice site administers the background and/or drug screen at no cost to the intern.

Interns who cannot pass a background check or random drug screen will not be able to complete the program and will be immediately terminated from the program without refund of fees.

### **Special Note about Cost**

In most cases, the total cost of background checks, drug screens, and other site-specific on-boarding requirements will not exceed \$250 per intern. Interns who are asked to spend more than \$250 throughout the year should notify their director before incurring the additional cost. Expenses incurred for on-boarding requirements associated with the elective rotation are the responsibility of the intern regardless of the costs already incurred throughout the year for other site placements.

### **Liability for Safety in Travel To or From Assigned Areas**

The intern is responsible for transportation to all classes and supervised practice work sites and any liability incurred. In cases where transportation is provided by university-funded vehicles, the university maintains liability for travel.

### **Health Insurance Requirements/Injury or Illness on the Job**

Interns are required to provide proof of health insurance coverage before the internship begins. If an intern requires emergency medical attention while at an internship facility, treatment will be provided the same as for the facility's personnel at the intern's expense. Interns are responsible for treatment of personal illness. Interns are not entitled to worker's compensation.

### **Professional Liability Coverage**

Virginia Tech covers professional liability for any professional responsibilities completed by the intern as required by the Virginia Tech Internship Program in Nutrition and Dietetics. Liability coverage for any professional work completed outside of the requirements of the program is the responsibility of the intern.

### **Scheduling Intern Experiences**

The director schedules supervised practice experiences by considering each intern's previous experiences, learning needs, interests, geographic location, and the program's current available practice facilities. Interns are notified of each rotation location and preceptor contact information at least two weeks in advance of each component (MNT/Clinical, Community, and Management) via their schedule in their checklists. Rotations will generally be on weekdays, however occasional weekend attendance may be required. Interns are expected to follow the work schedules of their preceptors, which may begin or end outside of regular business hours.

It is the intern's responsibility to obtain their work schedule in advance by contacting their preceptor at least two weeks prior to each scheduled experience. They are also expected to obtain information about other logistics such as parking information, and to inquire about any preparation that may be expected. Interns will not be used to replace paid staff members. Preceptors are notified that interns are not to be used to replace paid employees in the preceptor orientation materials.

Interns who enter the program with significant previous work experience are encouraged to consider the Assessment of Prior Learning (APL) policy to waive practice hours in areas where the intern can document competency.

### **Assessment of Prior Learning (APL)**

Interns are expected to achieve all competencies identified in the Accreditation Standards for Nutrition and Dietetics Internship Programs established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The APL policy provides a system to evaluate and award credit for learning that occurred prior to the internship through either or both of the following:

- At least one year (or 2,000 hours) of employment in a pertinent professional setting.
- Graduate level research, practicum, or field experience related to food, nutrition, or public health

## Steps:

1. The intern documents learning that has occurred which relates specifically to the Core Competencies for Internship Programs in Nutrition and Dietetics (2022).
  - a. Documentation must be provided in the form of a portfolio of sample projects and/or professional achievements. Alternatively, interns may submit a letter from a supervisor or academic advisor attesting how specific competencies were achieved.
  - b. The APL packet must be submitted at least two months prior to the internship program start date.
  - c. APL will not be considered to replace MNT/clinical competencies.
2. The director will review the request to determine the number of hours that will be waived.
  - a. A waiver of up to 250 practice hours may be awarded based on the number of hours in the internship curriculum that are devoted to completing the specific activities and achieving the specific competencies under review.
  - b. Appropriate plan of supervised practice experience would be established and followed to ensure completion of all competencies of the program.
  - c. The intern will be notified of the final decision within 15 working days.
3. There is no appeal process. All internship fees will remain the same.

If a waiver is granted, interns are still expected to attend all class meetings or substitute with equivalent learning experiences. Equivalent learning experiences must be proposed and arranged by the intern and approved by the program director.

### **Schedule Deviations and Personal Days**

Each intern will have an established supervised practice schedule. It is the intern's responsibility to document all approved changes in their supervised practice schedule. This includes any days when the intern is not working for the site due to a scheduled personal day, unexpected absence, inclement weather, or a facility holiday.

#### Using personal days for planned absences:

Interns are expected to follow their supervised practice schedule as identified in "Scheduling Intern Experiences". They may take up to three personal days (24 hours) as a deviation from the established schedule according to the guidelines described below. Personal days may be used for illness, funerals, job interviews, religious holidays, or reasons of a personal nature. Personal days are not vacation days. The internship program establishes three specific vacation times (Thanksgiving, Winter, Spring) and two additional holidays (Labor Day, Martin Luther King Day) for interns to schedule personal travel.

Interns are responsible for requesting any scheduled personal days as far in advance as possible, first with the director and then with the preceptor. The intern is responsible for documenting the absence in their supervised practice schedule.

- Interns may not schedule personal days during staff relief experiences.
- Approval of personal days is at the discretion of the director.
- Personal days will not be approved for absences occurring on class days.

Any classes that are missed due to an unexpected absence or observance of a religious holiday must be replaced with an equivalent educational experience within four weeks. Additional information about missed classes is located under "Guidelines for unexpected absences."

Personal days do not need to be made up in practice hours unless the absence interferes with accomplishing required performance activities. If replacement experiences are required, the intern will document the additional hours in their schedule based on the plan developed with the director and preceptor, as applicable.

#### Using personal days for unexpected absences:

- Interns will notify both the preceptor **and** the director as soon as an emergency event arises. The director and intern will determine the make-up schedule, if necessary, based on the individual situation.
- The intern is responsible for documenting the absence in their schedule.
- A personal day will be applied to any unexpected absence that is not a class day. If the intern has already used three personal days when the absence occurs, then they will email a written proposal to the director within 5 working days with a plan to make up the practice hours. The proposal will be approved at the discretion of the director and the preceptor.
- If the unexpected absence occurs on a class day, then the class must be replaced with an equivalent educational experience within 4 weeks. If the scheduled class is less than 4 weeks before the program end date, then the content must be replaced before the program ends. The intern will email a written proposal to the director within 5 working days of the missed class with a plan to replace the content of the class. The proposal will be approved at the discretion of the director.

#### Inclement weather:

- If inclement weather poses a travel risk on a scheduled in-person class day, the director will notify interns of the class cancellation or delay by 6:00 a.m. The director may assign independent study activities, hold class using remote conferencing tools, or reschedule the class as needed.
- If inclement weather occurs on a day when interns are scheduled to work at their sites, interns are expected to follow their individual sites' inclement weather policies.
  - o It is the intern's responsibility to know the site's inclement weather policy and to be familiar with alternate travel options if their usual transportation is not available.
  - o Anytime an intern does not report to work due to inclement weather, they are expected to notify the director by 9:00 a.m. and to determine a plan to make up the lost practice hours.

#### Facility holidays that are not Virginia Tech Internship Program in Nutrition and Dietetics holidays:

When a facility holiday occurs on a day that is not an internship holiday, interns are expected to work in an alternate setting or work remotely on a project for the facility. If an intern does not make arrangements to accomplish alternate work, they may document a personal day on their schedule.

#### **Qualification of Supervised Practice Sites and Preceptors**

Supervised practice sites and preceptors are selected based on their ability to provide high-quality learning experiences that are aligned with the program's curriculum. Each director assesses these qualifications through review of staffing, discussions with potential preceptors, and review of the completed preceptor qualification form. The preceptor qualification form provides documentation of the preceptor's education, experience, credentials, and professional development activities. The directors continuously evaluate the quality of supervised practice experiences based on feedback from interns, ongoing communication with preceptors, and evidence of interns' learning as demonstrated by assignments and progression toward professional competencies.

Feedback is received from interns at the end of each experience. In cases where a supervised practice experience has an overall rating at 3 or below (on a scale of 1-5) the director pursues improvements, if deemed necessary, before another intern is scheduled in that setting. At the end of each program year, the feedback from interns is summarized and considered in planning for future use of supervised practice settings. Evidence that a preceptor is unable to provide high-quality learning experiences or that staffing at a facility is inadequate to support intern learning will result in discontinuation of a supervised practice site use until staffing becomes adequate. Preceptors are oriented to the internship program's curriculum and the associated ACEND standards and competencies. Preceptors are given feedback as needed, or at least annually, along with additional training, based on program evaluation and feedback from interns.



## **Affiliation Agreement Requirements**

An affiliation agreement between Virginia Tech and the supervised practice site is required prior to the intern's placement at the site. Each affiliation agreement is signed by individuals with institutionally assigned authority to do so. For Virginia Tech, the designated signer is the Human, Nutrition Foods, and Exercise (HNFE) Department Head when the agreement is with the internship program or HNFE dietetics programs, and the University Provost when the agreement is university-wide. All agreements address the rights and responsibilities of both Virginia Tech and the supervised practice site.

A standard Virginia Tech affiliation agreement is used when acceptable to the supervised practice site. In cases where the standard agreement is not acceptable to the site, the Office of University Counsel at Virginia Tech reviews the facility's agreement before signature by the designated signer. All signed affiliation agreements are stored electronically and are accessible by the program director, the Northern Virginia director, and the program support staff.

Exceptions to the requirement for an affiliation agreement can occur in cases where the intern is placed at a site for no more than four days (or 32 work hours) and the experience is 1) observational in nature, or 2) completed remotely. In cases where the intern is placed in a facility for observational exposure, it is the intern's responsibility to obtain, understand, and abide by all policies stipulated by each facility regarding observational roles.

## **Elective Opportunities**

Interns can develop their own supervised practice experience based on individual interests during a 2-week *optional* elective rotation. Guidelines for arranging electives are available in the leadership and professional development curriculum. It is the intern's responsibility to make arrangements with the site and identify objectives and learning activities for the rotation. The plan must be approved by the director and will be contingent upon obtaining an affiliation agreement between Virginia Tech and the facility.

Considerations for scheduling elective experiences include:

- Geographic networking – in some cases, it may be possible to obtain an elective experience in another geographic location where an intern plans to seek employment
- Cost – any costs required to complete an elective will be the responsibility of the intern
- Affiliation agreement - sites that have existing affiliation agreements with the program are encouraged
- Clinical update - Interns planning to seek employment in clinical dietetics are encouraged to plan an elective experience that reviews or expands clinical skills, ideally in a facility where the intern has already fulfilled the on-boarding requirements.

Timetable for planning elective rotations that will take place in the final two weeks of the program:

- By January 15 – discussion with director regarding elective options
- By February 15 – intern selects elective and communicates with site to determine preliminary goals of the experience; the intern must obtain the director's approval of the elective experience in writing.
- By March 15 – affiliation agreements secured
- By April 1 – intern submits final goals of the elective in writing to both the preceptor and director for approval

(The director will specify a modified timeline for elective rotations occurring earlier in the year.)

## **Expectations for Class Engagement**

The internship program involves one class day most weeks, which usually takes place on Mondays. Approximately 50% of classes are held in person and 50% occur through video conferencing and other virtual learning modalities. Interns are expected to be prepared for all class experiences so they can participate fully in discussions, ask relevant questions, and engage in all active learning activities.

When class activities are held through video conferencing, interns are expected to have a functional webcam and to keep their video turned on throughout the class unless instructed otherwise. If there are circumstances when an intern is unable to turn on their video, they are expected to communicate this with the director through the chat feature of the conferencing platform.

### **Expectations for Assignments**

The internship is a professional preparation program and assignments must be completed accordingly. At a minimum, assignment guidelines must be followed and the needs of the facility must be met. When major assignments are submitted, it is expected that they will be free of grammar, typing, and spelling errors. Major assignments will be returned to the intern without further review if four or more errors are noted or if the assignment guidelines are not met. Work will be returned to the intern for revision until the necessary level of quality is met. All revisions are due within three working days unless the director specifies otherwise. Projects for the facility should be error-free. Peer review is encouraged to ensure these criteria are met. A persistent pattern of poor work will result in further counseling. See the “Discipline/Termination” section for more details.

- **Assignments must be submitted on time. When assignments are due on a class day, they must be submitted before class begins unless otherwise noted.** If at any time an intern is faced with conflicting demands and is unable to complete an assignment on time, they are expected to propose a plan for completing the assignment to the satisfaction of all involved. The plan must be submitted in writing 48 hours before the original due date.
- **Assignments completed for the facility must meet the needs of the facility.** Interns will be expected to complete all projects to the satisfaction of the facility prior to completing each component of the program. Interns are expected to schedule times to show the preceptor regular drafts of the project to ensure that the facility’s expectations are being met. In addition, interns are expected to provide the facility an electronic version of any resource designed for their use. Interns must coordinate with the preceptor to ensure that the electronic version is compatible with the facility’s software capabilities. Documents must contain the date, name of the intern, and name of the internship.
- **Interns are expected to have all assignments completed before proceeding to the next component (MNT, community nutrition, management).** This policy supports commitment to the new rotation and ensures competency in the former rotation. The intern will be required to take personal days to complete any assignments before proceeding to the next component.
- **Any assignment submitted with one or more elements missing is an incomplete assignment.** The assignment will be given back to the intern to be completed.
- **Assignments that are late, incomplete, or do not meet the satisfaction of the facility will be documented on the intern’s checklist.** More than one late or ineffective assignment will result in disciplinary action. The director continually provides support and counseling to assist interns in meeting the expectations of the program.
- **Incomplete assignments may delay completion of the dietetic internship program.**

### **Meetings and Other Communication with Director**

The director will meet with interns approximately every month. Meetings may occur at the intern’s supervised practice site, during or after class, or through video conferencing. Additional meetings will be scheduled as needed. In between scheduled meetings, the director will communicate with interns over email, text, or phone. The main purposes of meetings between interns and the director are:

1. Assess progress of intern in current rotation (director)
2. Provide feedback on completed assignments (director)
3. Determine status of assignments (intern to present current status to director)
4. Clarify upcoming assignments (intern will be prepared to ask questions concerning upcoming assignments)
5. Discuss any issues or questions relative to rotations, classes, or other program experiences (director and intern)

## **Intern Performance Monitoring/Evaluation**

Directors schedule supervised practice rotations and monitor each intern's progress. The directors have regular communication to ensure that scheduled experiences and classes are comparable between all interns. A curriculum checklist is used to document completion of all activities and competencies throughout the internship and is separated according to program components (MNT/clinical dietetics, community nutrition, management, and leadership/professional development). Meetings and conferences between the intern and director related to progress, completion of internship activities, problems and action taken on behalf of the intern are documented on the checklist. Checklists and performance evaluations will be retained in the intern's file. The intern and director will meet at the end of each component to review the checklist and performance evaluations to ensure that the intern has completed all required activities. Any activities not completed or not meeting expectations must be completed before progression to the next component and before completing the program.

Evaluation of intern performance occurs in various ways including feedback from the director and preceptors, self-evaluation, and peer evaluation. These evaluations monitor progress in achieving academic and professional competencies. Evaluations provide a mechanism for early detection of any academic difficulty or deficits in skills, professional/ethical behavior, or academic integrity. Individual assignment guidelines describe evaluation criteria and outline the person(s) responsible for grading. The established system described below allows for ongoing feedback to support progress and successful performance.

**The director** evaluates many projects/assignments. Major assignments are graded on a 100-point scale. Any assignment receiving a grade below 85% requires modifications that raise the score to at least 85%. Other assignments are graded as "Meets Expectations" or "Needs Improvement." Any assignment that receives a grade of "Needs Improvement" must be revised until it meets expectations. Interns are expected to document all assignments on the curriculum checklist.

**Peer evaluation** is provided for certain assignments as identified by the director.

**Self-evaluation** - Interns complete a self-evaluation approximately once every two weeks. Opportunities also include self-evaluation of nutrition counseling skills, leadership skills, and other experiences.

**Preceptors** provide two types of **performance evaluations** to interns:

1. **Formative Evaluation**: Throughout the rotation, the preceptor provides the intern with daily feedback regarding performance and progress toward achieving competency in specific skills (e.g. interviewing, counseling, professional skills, etc.) It is important that interns are observed frequently so that meaningful feedback can be given. The director will also seek feedback from preceptors about the intern's performance through scheduled site visits, video conference, or email contact.
2. **Written Evaluation**: A formal, written evaluation must be provided during the final week of each rotation, or at least every 3 weeks during the MNT/clinical component. Written evaluations are documented in the intern's checklist and kept in the intern's file. Preceptors use the following evaluation forms to provide written feedback on specific skills (e.g., interviewing, counseling, communication, professional skills, and ethical behavior):
  - **Intern Performance Evaluation** – to be completed at the end of each rotation by the preceptor (5 or more for MNT/clinical dietetics, 2 or more for community nutrition, 1 or more for management, and 1 for the optional elective rotation; total = 8 or more). If a rotation lasts longer than 3 weeks, a mid-point evaluation is encouraged.
  - **Group Teaching Evaluation Tool** – intended to be completed by preceptors once during each major program component

- Project Evaluation Tool – to be completed by preceptors to evaluate projects for the facility (as needed)
- There are also specific evaluation tools for assignments that are graded by the preceptor, including the Medical Nutrition Therapy Quality Improvement Project Evaluation and Theme Meal Evaluation.

The following process will facilitate documentation of the intern's performance:

- At the beginning of each rotation, the intern will provide preceptors all blank evaluation forms needed during the rotation. A few days before the performance evaluation is due, the intern will ask the preceptor to identify a time for an evaluation conference. At the end of each evaluation period, the intern submits the completed evaluation form to the director.
- The facility preceptor is responsible for assigning performance evaluation scores. Average performance level for the initial rotation in each component must be  $\geq 2.0$  in each section to be considered acceptable. As an intern progresses throughout the component, it is expected that performance evaluation scores will increase so that they reach  $\geq 3.0$  in each section by the end of the component. The average score for staff relief performance must be  $\geq 3.0$  in each section to be considered acceptable.
- It is the responsibility of the director to initiate any scheduling adjustments to allow for remedial work and disciplinary actions for performance or assignments that are not acceptable.

### **Intern Retention/Remediation**

All interns are required to perform in a professional manner, to follow all policies described in this document, and to meet expected performance standards as indicated on the Intern Performance Evaluation. The director will counsel interns who do not perform in this manner to identify remedial instruction and an action plan for improvement to encourage progression in the program. Possible remediation efforts may include extending or adjusting a rotation, identifying tutorial resources, or completing additional assignments to support intern success. A remediation plan may involve extending the program beyond the originally scheduled end date, if needed.

### **Discipline/Termination**

If an intern receives an unacceptable evaluation or assignment grade, the director and preceptor (when applicable) determine a plan for improvement. The plan is discussed with the intern within 5 working days and is documented on the intern's curriculum checklist.

If an intern receives a second unacceptable evaluation or assignment grade, he/she may be placed on probation. A probationary period will not exceed one month. Only one probationary period is permitted. Written documentation of all conferences and disciplinary actions will be provided to the intern as requested.

Behavioral misconduct will lead to disciplinary action. This includes poor performance in assigned facilities; ineffective assignments; poor attitude; inappropriate interaction with preceptors, other facility employees, or patients; failure to adhere to facility policies; plagiarism or lack of academic integrity; alcohol or drug misuse; unsatisfactory attendance; or any other behavioral misconduct or unethical behavior. A conference will be scheduled with the director and outcomes of the meeting will be documented. Inappropriate behavior or failure to follow directions presented by a preceptor or the director will result in a formal written warning. A second offense will result in written notification of probationary status. A third offense will result in dismissal from the program with no refund of fees. Any major infraction or misconduct may result in immediate probationary status or dismissal from the program without refund of fees.

### **Withdrawal from the Program**

If an intern withdraws from the program, there will be no refund of fees.

## **Program Evaluation/Improvement**

The following strategies are used to collect data for program evaluation and improvement:

1. **Monitoring of Intern Competency Achievement** - The director monitors trends related to interns' performance in each assignment and activity throughout the year to guide program improvement efforts that are made each summer. Assignments, classes, supervised practice experiences, and other operational aspects of the program are updated accordingly.
2. **Intern Feedback** - Interns are required to provide feedback on classes, assignment, and rotations. The intern is also asked to provide feedback to the director at the end of the program to assist in program improvements.
3. **Preceptor Feedback** - Preceptor feedback occurs through meetings, email communications, and surveys throughout the year and is used to improve the curriculum and clarify processes.
4. **Alumni and Employer Feedback** - Alumni and employers of graduates are surveyed one year after program completion to obtain information about how well prepared program graduates are to work in the field of nutrition and dietetics. This feedback is used to guide program updates.
5. **Dietetics Committee Input** - The dietetics committee serves in an advisory role to the program and to all accredited dietetics programs within the Department of Human Nutrition, Foods, and Exercise. Any major internship program policy changes are approved by the dietetics committee through a majority vote.

## **Grievances/Complaints**

Interns and preceptors are encouraged to share grievances without risk of retaliation. Any disagreement regarding performance evaluations, assignment grades, site placements, or other grievances and complaints may be processed in the manner described below.

1. The intern or preceptor must state the problem in written form with the reason for appeal and submit it to the director. If the grievance is related to a performance evaluation or assignment grade, the request for appeal must be submitted within 5 working days of the event. The director will discuss the problem with the intern and/or the preceptor and document a written response within 5 working days.
2. If the problem remains unsolved as deemed satisfactory by the intern or preceptor, then the problem may be referred to the next level along with the previous documentation, progressing until the grievance is solved. The levels are as follows: Assistant director (if applicable), internship program director, head of the Department of Human Nutrition, Foods, and Exercise; and dean of the College of Agriculture and Life Sciences.

Any grievances from preceptors or other representatives or employees of the rotation sites will be processed according to the terms stated in the affiliation agreement between Virginia Tech and the site, when applicable.

All records of complaints are maintained in the director files. After all other options are exhausted, interns can submit complaints regarding program noncompliance to Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-5400, [www.eatrightpro.org/acend](http://www.eatrightpro.org/acend).

## **Protection of Privacy Information**

Interns' files are kept in a secure location (locked office and/or secure electronic location). Intern requests to review files, excluding documents for which access has been waived, will be granted as soon as possible, or within two working days.

## **Attire/Dress Code**

Appropriateness of dress is dependent on the work setting. While in the facilities, the intern must maintain a professional appearance and follow facility dress codes. Dress requirements depend on the facility to which the intern is assigned and the type of rotation. Interns are expected to become informed

of and adhere to each facility's dress code. Some facilities do not allow for unnatural hair color or visible tattoos and piercings other than ear piercing. The following chart is a guide to appropriate dress during the internship year.

<b>Internship Setting</b>	<b>Dress Code</b>	<b>Examples*</b>
Professional meetings, if presenting, and meetings with legislators	Business attire	Suits or professional slacks/dresses, blouses/button-down shirts, blazers, sweaters
Work days or class meetings in facilities; class meetings with guest speakers, including virtual meetings; and attending conferences or professional meetings (not presenting)	Business casual	Professional slacks/skirts, blouses/shirts with sleeves, sweaters. (No mini skirts, t-shirts, tank tops, jeans, sweatshirts, athletic shoes, or sandals. No tight clothing. No shirts that reveal cleavage or midriff.) Some facilities allow interns to wear scrubs.
Class meetings on campus <u>without speakers</u>	Casual	Jeans, shorts, sweats, and t-shirts
*Cultural and religious clothing and styles are allowed in all settings.		

Clothing should be clean, an appropriate fit, and free of holes and tears to convey a positive, professional image. Interns' hair must be clean and neatly styled. If required, a clean and pressed white lab coat should be worn over street clothes. Name tags will be provided and must be always worn while in the facilities and during class when guest speakers are present.

Dress Requirements in Food Service Settings: Hairnets or other hair covering must be worn when working in food production or service areas, or when walking through those areas, and all hair must be contained. If present, facial hair must be neatly trimmed and covered in food production or service areas. Fingernails must be short, clean, and unpolished. Non-slip shoes may be required. Jewelry may not be allowed in food production or service areas for health and safety reasons.

If the preceptor or director considers an intern's appearance to be in violation of the dress code, the intern will be required to correct the situation before participating in scheduled activities and will be required to make up the time lost.

### **Electronic Communications**

Cell/smart phone usage, email and texting are not allowed during work or class hours. Allowed times and location for these activities (breaks, lunch) will be determined by each facility. When interns use other communication platforms such as blogs, social media sites, and social or professional distribution lists, no site-identifying information may be used without documented approval of the facility. Examples include the name of facilities, clinics/units, preceptors, patients/clients, or other identifying terms including the name of the Virginia Tech Internship Program in Nutrition and Dietetics.

# General Expectations for Interns, Preceptors, and Program Directors

## Interns will:

1. Be on time for experiences and remain in the facility according to the established schedule.
2. When unexpected absences occur (illness or other emergency events), the intern is required to contact both the preceptor and director according to those individuals' preferred methods.
3. Review all materials available to them prior to each rotation and refresh their DPD knowledge base. Inability to demonstrate DPD knowledge competencies will result in remediation.
4. Interact professionally with peers, instructors, patients, preceptors, and other facility staff.
5. Practice ethical behavior including protecting the confidentiality of patient and facility issues.
6. Learn and apply policies and procedures practiced in their assigned facility.
7. Communicate proactively with the director to promote timely resolution of any challenges or concerns.

## Preceptors will:

1. Orient interns to each new rotation, explaining facility-specific policies, procedures, and expectations.
2. Outline learning activities for the rotation, and when possible, incorporate the checklist assignments.
3. Adapt teaching strategies to meet the needs of interns with differing learning styles.
4. Provide guidance and timely feedback on drafts of projects completed at the facility.
5. Provide guidance and formative evaluation for interns through observation of their performance.
6. Provide summative evaluation at the end of the rotation using the designated forms.
7. Notify the program director immediately of any unacceptable intern performance or behavior.

## Directors will:

1. Monitor the intern's progress on achieving required competencies.
2. Confer with preceptors regarding interns' achievement of competencies and overall performance.
3. Meet with the intern regularly to evaluate progress, address questions, and assist in solving problems.
4. Facilitate adequate and acceptable completion of projects for facilities.

# Outline of Activities

## I. Introduction

With the understanding that individuals learn best in a positive and supportive environment, all interns, preceptors, and other employees are expected to treat one another with dignity and respect. Interns will be treated as individuals with numerous roles to fulfill and with life experiences to offer. The Virginia Tech Internship Program emphasizes the need for open communication to encourage problem solving, program suggestions and feedback, and evaluation of the ongoing experience between interns, preceptors, and facility staff.

## II. Nutrition Care Process

The Nutrition Care Process is the basis of dietetics practice and is used in all components of the Internship Program in Nutrition and Dietetics. The Academy of Nutrition and Dietetics developed this standardized process for providing nutritional care with the steps identified below:

- Screening and Referral – a patient/client/group is identified to be at nutritional risk
- Nutrition Assessment and Reassessment – data is collected, interpreted, and documented using evidence based standards
- Nutrition Diagnosis – assessment data guides the identification and documentation of the nutrition problem(s) and associated causes, signs, and symptoms
- Nutrition Intervention – identifying goals and strategies to address the root cause(s) of the nutrition problem(s) that will reduce or eliminate the signs and symptoms of each nutrition diagnosis
- Nutrition Monitoring and Evaluation – establishing a plan to measure progress toward the goals and outcomes of the interventions

*Reference: EatrightPro.org*

## III. Medical Nutrition Therapy (MNT)/Clinical Rotations

The primary goal of the medical nutrition therapy component of the Internship Program in Nutrition and Dietetics is to facilitate the development of confident, competent, entry-level dietitians who can accurately and effectively provide nutritional assessment, medical nutrition therapy, education, and counseling using a client centered approach. This goal is met through working in clinical facilities, completing assignments, and attending classes.

Rotations will allow for experience working with the following diagnoses and settings: medicine/surgery, diabetes, cardiovascular disease, cancer, long-term care, nutrition support, and outpatient/ambulatory care. Specialty areas, such as renal, long-term care, and pediatrics, will be scheduled as available.

Before beginning the rotation, the intern will complete the associated independent learning worksheet or resource to ensure adequate preparation for the rotation experience. The intern will complete the rotation planning tool in their checklists and discuss it with the preceptor at the beginning of each rotation week.

Preceptors will work daily with interns, providing guidance and feedback regarding their progress. During the first day of each rotation, preceptors are responsible for orienting interns to each clinical setting. At this time, an overview schedule for the day, week, and rotation will be discussed and policies/procedures, resources, and references will be introduced. Any specific requirements regarding appropriate communication channels or policies and procedures for documentation of patient care and patient education will be reviewed in detail.

### **Selection of Patients**

Preceptors will identify patients who will constitute the intern's initial caseload. By the end of the first rotation/two weeks, a caseload of 3-4 patients is suggested. This caseload will increase throughout the rotations until a full caseload is achieved by the final weeks of the clinical



component (staff relief). What constitutes an appropriate caseload may vary by site and will depend on factors including, but not limited to, patient acuity level, time spent in patient care rounds, and other intern responsibilities during the rotation. Interns will collaborate with their program director and preceptors to identify patient number goals for each week of the rotation with the goal of full coverage during staff relief.

Working with this assigned caseload, the intern's first task is to set priorities for delivering nutritional care to these patients using the approach of the facility. Interns are expected to keep an organized file of their caseload and maintain their Patient/Client Log. This log serves as a tool to document the variety of medical and nutrition diagnoses, type of care provided, and progression of the intern's level of involvement/independence in providing care. The program director will periodically review interns' Patient/Client Log.

#### Interns will manage patient nutritional care in a progressive way:

**Level 1** - The preceptor provides nutritional care of the patient and explains the process to the intern. The intern observes and asks questions.

**Level 2** - The intern compiles information from the patient, the medical record, and other sources. The preceptor makes suggestions regarding additional information needed.

**Level 3** - The intern compiles information about the patient and attempts an assessment. The preceptor provides guidance on the assessment before they jointly develop a plan of care.

**Level 4** - The intern compiles information, completes the assessment, and develops a plan. The preceptor gives feedback to the intern.

**Level 5** - The intern completes the total nutritional care of the patient and requires very little or no input from the preceptor. The preceptor cosigns the chart note.

In many cases an intern will document mostly Level 1 and 2 care during the first few days of a rotation and mostly Level 3, 4 and 5 at the end of the rotation. As interns near staff relief, they will be performing mostly at Level 4 and 5.

Preceptors evaluate interns' skills related to nutrition assessment, interviewing/counseling, documentation, and group teaching skills on an ongoing basis. Interns will follow each facility's guidelines regarding documentation in a patient's medical record. It is the intern's responsibility to obtain a preceptor's co-signature on all documentation.

#### **Guidelines for Staff Relief**

The goal of the staff relief rotation is for the intern to build confidence and competence for entry-level clinical practice. Staff relief provides the opportunity for the intern to work independently for 1-2 weeks in an area where competency has been established. The intern is expected to work independently to identify, prioritize, and complete the daily workload. Staff relief is not intended to introduce the intern to a new practice area or to learn new approaches but to apply the skills they have already gained during the clinical rotations.

**Identifying the clinical coverage area and intern readiness:** The coverage area should be a clinical unit or patient population in which the intern has already worked and has earned an acceptable performance evaluation score. Ideally, the supervising registered dietitian for staff relief should be the same preceptor that supervised the intern in that clinical area during the earlier rotation. To support success, it may be appropriate to schedule one day of joint coverage as re-orientation to the clinical area before the staff relief rotation begins. An intern who is not deemed ready for staff relief can be provided an extra week of preparation with closer supervision at the discretion of the director and primary clinical preceptor or clinical nutrition manager.

**Providing feedback on performance:** The supervising dietitian provides feedback to the intern throughout staff relief.

- The MNT/Clinical Performance Evaluation form is intended for use during staff relief. By the

mid-point of the staff relief rotation, the supervising dietitian is expected to identify any skills/behaviors the intern is not performing most of the time (a score of at least 3.0 on the performance evaluation) and communicate this to the intern and the director. The director, supervising dietitian, and intern will then discuss strategies for improvement, as needed.

- The supervising dietitian will complete a final performance evaluation for the intern at the end of staff relief. If an intern does not achieve a score of at least 3.0 for staff relief performance, the director and supervising dietitian will discuss remedial plans.

### **MNT/Clinical Assignments**

Interns complete assignments and projects during the MNT/Clinical component to develop and demonstrate key competencies. These include, but are not limited to, nutrition care summaries, case studies, and a quality improvement project.

## **IV. Community Nutrition Component**

The primary goal of the community nutrition component is to facilitate the development of confident, competent entry-level dietitians who can assess the needs of a target population, evaluate resources available, and plan, implement, and evaluate effective programs for the population. This goal is accomplished by utilizing the Nutrition Care Process.

Class activities and assignments during the community component expand the intern's understanding of food insecurity, community programming, policy and advocacy issues, and unique practice roles for dietitians. Skills are gained through various assignments including the major project, a community program plan, which demonstrates competency in community nutrition practice. Interns plan and implement a variety of programs using the Program Planning Log to document their work.

## **V. Management of Food and Nutrition Services Component**

The primary goal of the management component is to facilitate the development of confident, competent, entry-level dietitians who can ensure that foodservice operations meet high standards of quality and safety, tailored to the population they serve. This component also facilitates an awareness of the integration of management principles into clinical and community roles. Projects and assignments include the theme meal, quality improvement efforts, and others.

## **VI. Leadership and Professional Development Component**

The primary goal of the leadership and professional development component is for interns to develop insights into their own leadership values, strengths, and vision through readings, reflection, and discussion. Class activities addressing leadership in a variety of settings are integrated throughout the year to prepare interns to be leaders in the profession.

**Core Competencies for Internship Programs in Nutrition and Dietetics (est. 2022)**  
**Accreditation Council for Education in Nutrition and Dietetics**  
**Academy of Nutrition and Dietetics**

<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice</b>	
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
CRDN 1.5	Incorporate critical-thinking skills in overall practice.
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice</b>	
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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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	Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply management strategies to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.
CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
<b>Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations</b>	
CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as part of the clinical workflow elements 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	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B <sub>12</sub> or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a

	variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement, and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs, or services that promote consumer health, wellness, and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14	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.
<b>Domain 4.</b>	<b>Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations</b>
CRDN 4.1	Participate in management functions of human resources (such as hiring, training, and scheduling).
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current information technologies to develop, manage, and disseminate nutrition 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	Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
<b>Domain 5.</b>	<b>Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner</b>
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2	Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
CRDN 5.3	Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines.
CRDN 5.4	Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating salary or wage, or asking for a promotion).
CRDN 5.5	Demonstrate the ability to resolve conflict.
CRDN 5.6	Promote team involvement and recognize the skills of each member.
CRDN 5.7	Mentor others.
CRDN 5.8	Identify and articulate the value of precepting.