

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. Prepare graduates to be leaders within the dietetics/nutrition profession.

Curriculum/Schedule/Supervised Practice Hour Documentation

Interns complete the program following a modified academic calendar, August-May, on a full-time basis. Four weeks of scheduled breaks are included throughout the year (1-week Thanksgiving break, 2-week winter break, and 1-week spring break). Additionally, the Labor Day and Martin Luther King holidays are observed.

The program includes 33 weeks of supervised practice. Interns are scheduled for 14 weeks of MNT/clinical dietetics, 8 weeks of community nutrition, and 6 weeks of management of food and nutrition services. A practice-based orientation occurs at the beginning of each component. Orientation experiences totaling three weeks prepare interns to begin each component with adequate training and confidence. Interns also 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 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.

In order to begin the program 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 combines didactic instruction and supervised practice. Four days per week (approximately 32 hours), interns work in supervised practice settings. While working in these practice settings interns progress to entry-level competency measured through performance evaluations and assignments. Rotations for interns enrolled in the Blacksburg site of the program are located within a 60-mile radius of Virginia Tech's main campus. Sites may be available outside this region to meet individual interns' geographical and learning needs. Interns enrolled in the Northern Virginia (NOVA) site complete their rotations within the Washington, D.C. metropolitan area, which includes Virginia, Maryland, and West Virginia. 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, interns participate in class activities that address topics related to their supervised practice experiences. Classes also allow for exposure to professionals and settings beyond the experiences scheduled in the sites. Classes, which include in-person meetings, synchronous virtual meetings, and asynchronous independent work, involve a range of learning approaches such as discussions, presentations, case studies, role-playing, simulations, and other experiences. These are documented on the curriculum checklist accordingly.

The program provides over 1000 hours of supervised practice with over 700 hours in professional work settings. Supervised practice hours are documented on a curriculum checklist that outlines the activities and competencies associated with each major component of the program: MNT/Clinical Dietetics, Community Nutrition, Management of Food and Nutrition Services, and Leadership and Professional Development. 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 ACEND required competencies (see page 17-18) and is stored in the intern's permanent file.

Application Eligibility/Admission Requirements

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

1. Complete a bachelor's degree before the start of the program. (Beginning in 2023, applicants will need to have earned a graduate level degree or complete a graduate degree before finishing the internship.)
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 that all requirements have been completed. In cases where an applicant's DPD requirements are in progress, an "Intent to Complete Statement" must be included in the application. A final verification statement must be sent prior to the program start date when all coursework is complete.

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
- 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). A grade of B or better must have been earned in these courses and evidence of such must be provided 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.

Costs Associated with the Internship

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

Other Estimated Expenses/Requirements

Rent (approx. \$700-1100/mo in the Blacksburg/Roanoke area, \$1000-1400 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)	\$250
Health insurance	varies
Pre-placement immunizations and physical exam****	varies
Background checks, drugs screens, and other site-specific requirements	~\$200
Computer (laptop recommended), printer (or reliable printing access), and reliable Internet access	varies
Lab coat	~\$20

*Program fees are paid by check and submitted directly to Virginia Tech Continuing and Professional Education (CPE). No refunds are given. Fees must be paid according to the 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 related to financial aid disbursements.

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

***Many rotation sites are not easily reached on public transportation. A vehicle or other means of private transportation will be needed to get to most supervised practice sites and some classes. The actual expenses incurred will depend on the living location of the intern 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 in order to meet affiliation agreement requirements of our supervised practice sites. Inability to meet these requirements will result in dismissal from the program.

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 duration of the program
4. **Immunization and Physical Exam 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, 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, 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 are entered into the university system using a unique classification to allow for 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.

Program Completion Requirements/Issuance of Verification Statement

Interns who successfully complete all rotations and assignments, pay all fees, and participate in all classes 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. In extenuating circumstances, such as medical necessity, 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. Requests will be reviewed and, if approved, the plan will be documented in the intern's permanent file. If a leave of absence is granted, the intern must complete all program requirements within 6 months of the originally scheduled graduation date in order 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 \$200 per intern. Interns who are asked to spend more than \$200 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 prior to beginning the program. 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 current available practice facilities. Interns who enter the program with significant previous work experience are encouraged to consider the Assessed Prior Learning (APL) policy to waive practice hours in areas that the intern can document competency. Interns are notified of each rotation location at least two weeks in advance of each

component (MNT/Clinical, Community, and Management). Interns are expected to contact their preceptor at least two weeks prior to each scheduled experience to determine where and when to report to work on the first day of the experience and to inquire about any preparation that may be required. 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 preceptor's work schedule in advance. Interns completing supervised practice 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.

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 site 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.

Assessed Prior Learning (APL)

The APL policy provides a system to evaluate prior learning and plan optimal experiences for interns who have had significant work experience (one year or more of full-time work in a single food or nutrition-related position) prior to entering the internship. All interns are expected to complete all competencies established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. An intern may propose a waiver of up to 250 practice hours at least 3 months ahead of the planned experience. The proposal and required documentation is reviewed by the program directors for approval.

The intern must be able to document one year of full-time work experience in one food or nutrition-related position and the learning that has occurred (as specifically relates to the ACEND Core Competencies for the RD/RDN). Documentation must be provided in the form of a portfolio of sample projects, reports, presentations, and professional practice to document specific

curriculum activities/ACEND competencies that were met. Interns may also submit a letter from a supervisor outlining specific competencies achieved. The APL packet must be submitted at least 3 months prior to the scheduled component.

The program director and the Northern Virginia site director will review the request. Based on this review, the actual number of hours to be waived, if any, will be awarded based on the number of hours in the curriculum that are devoted to completing the specific activities and achieving the specific competencies under review. The intern will be notified of the final decision within 15 working days. There is no appeal process. If credit is awarded, all fees and the completion date of the internship will remain the same.

In the event that 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.

Elective Opportunities

Interns have the opportunity to develop their own supervised practice experience based on individual interests during a 2-week 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. Interns who do not plan according to the prescribed deadlines will be scheduled for an additional two weeks in the management rotation or other experience at the discretion of the director.

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. Clinical updates are best completed at facilities 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 December 15 – discussion with director regarding elective options before or during clinical exit interview
- By January 31 - 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 February 28 – affiliation agreements secured
- By April 10 – 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 any elective rotation to be scheduled 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 classes 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 quality 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 by the due date, 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 facility preceptor to ensure that the electronic version is compatible with the facility’s software capabilities. All documents must contain the date, name of the intern, and name of the internship program.

Interns are expected to have all assignments completed before proceeding to the next component (MNT/clinical dietetics, community nutrition, management). This policy supports total 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.

Meetings and Other Communication with Director

The director will meet with each intern approximately every month. Meetings may occur at the intern’s supervised practice site, during or after a scheduled 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

Each director (program director for Blacksburg interns and Northern Virginia site director for Northern Virginia interns) schedules supervised practice rotations and monitors 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 permanent 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. The established system described below allows for ongoing feedback to support progress and successful performance.

The director evaluates projects/assignments that are not completed directly for a supervised practice site, including but not limited to the oral and written case studies, facilitated and journal club discussions, nutrition care summaries, book review,

written program plan, and federal legislative issue presentation. 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, including the oral and written case studies.

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 permanent 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 elective rotation; total = 9 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, Theme Meal Evaluation, and Management Quality Improvement Project 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 ≥ 2.0 in each section in order to be considered acceptable. As an intern progresses throughout the component, it is expected that performance evaluation scores will increase so that they reach ≥ 3.0 in each section by the end of the component. The average score for staff relief performance must be ≥ 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 and maintained in the intern's permanent file.

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 complete "Class & Assignment Feedback" and "Rotation Feedback" forms. The intern is also asked to provide feedback to the director at the end of the program to assist in program improvements.
3. 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.
4. Preceptor Feedback - Preceptor feedback occurs through meetings, email communications, and surveys throughout the year and is used to improve the curriculum and clarify processes.
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.

Grievance/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: Northern Virginia site 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.

Protection of Privacy Information

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

Absences, Schedule Deviations and Sick/Personal Days

It is the intern's responsibility to document all approved changes to the supervised practice schedule on the "Schedule Deviation Form." 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.

Guidelines for use of personal days:

Each intern may take a maximum of three sick/personal days (24 hours) during the program. These days may be used for illness, funerals, job interviews, religious holidays, or reasons of a personal nature. Personal/sick days are not vacation days. The internship program establishes three specific weeks of vacation leave (Thanksgiving, Winter, Spring) and two additional holidays (Labor Day, Martin Luther King Day) for interns to schedule personal travel. Sick/personal days do not need to be made up in practice hours unless the absence interferes with accomplishing required performance activities. If applicable, the make-up schedule will be reflected on the "Schedule Deviation Form." The intern is responsible for documenting all personal days and other schedule deviations on the "Schedule Deviation Form".

- Interns are responsible for requesting 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 on the "Schedule Deviation Form."
- Interns may not schedule personal days during staff relief rotations.
- Interns may not take consecutive personal days except in emergency situations.
- Interns may not use more than one personal day per rotation or more than two days during any major component of the program, except in emergency situations.
- 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."

Guidelines 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 on the "Schedule Deviation Form."
- 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 submit 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 submit 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.

Guidelines for 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. It is the intern's responsibility to become informed of the site's inclement weather policy at the beginning of the rotation and to be familiar with alternate travel options if driving conditions are not

ideal. Anytime an intern does not report to work due to inclement weather, he/she is expected to notify the director by 9:00 a.m. The intern will also document the event in the "Schedule Deviation Form" and will note whether supervised practice hours were missed.

- Interns are generally not expected to make up lost practice hours due to inclement weather **if** they are told not to report to work by their preceptor or director **and** they are provided with work they can complete away from the worksite. However, if total hours fall below program requirements or if performance objectives are not met, additional hours will be planned. The make-up schedule will be reflected on the "Schedule Deviation Form."

Guidelines for facility holidays that are not Virginia Tech Internship Program in Nutrition and Dietetics holidays:

Interns are expected to work in an alternate setting or use the facility holiday to accomplish work on a project for the facility. If an intern does not make arrangements to accomplish alternate work or does not communicate these arrangements with the director in writing, then a personal day will be applied to the missed hours.

Attire/Dress Code

Appropriateness of dress will be dependent on the setting of the work or class day. 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 and adhere to each facility's dress code. Some facilities do not allow for visible tattoos and piercings other than ear piercing. The following chart is a guide to appropriate dress during the internship year.

Internship Setting	Type of Dress	Examples*
Professional meetings (if presenting) and meetings with legislators	Professional dress	Suits, tailored dresses, sport coats/ties
Working in facilities, class days in facilities, class days with guest speakers (including virtual classes), and attending professional meetings (if not presenting)	Business casual	Tailored pants/slacks/skirts, blouses/shirts with sleeves, professional sweaters. (No mini-skirts, t-shirts, tank tops, jeans, sweatshirts, tennis shoes, hiking boots, or flip-flops. No clothing that is tight fitting or that reveals cleavage or midriff.)
Class days on campus with <u>no 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 worn at all times 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 networking 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.

Virginia Tech Internship Program in Nutrition and Dietetics

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 be arranged to allow for experience in as many of the following settings as possible: medicine/surgery, diabetes, cardiovascular disease, cancer, long-term care, nutrition support, and outpatient/ambulatory care. Specialty areas will be scheduled as available.

At least two weeks prior to arriving at a rotation, each intern will contact the preceptor to introduce themselves and ask for preparation instructions, dress code, and scheduling information. Before beginning the rotation, the intern will complete the associated Resource Worksheet to ensure adequate preparation for the rotation experience. The intern will complete the Rotation Planning and Self-Evaluation tool and discuss it with the preceptor on the first day of the rotation. When working with a preceptor for longer than two weeks, the intern is expected to review (and revise if needed) the Rotation Planning and Self-Evaluation tool to facilitate planning for the remainder of the rotation.

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. During the first day of a rotation, particularly rotations early in the year, interns will be primarily observing the preceptor's approach. As rotations progress, less observation time is necessary and the intern's level of independence increases.

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 minimum 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.

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.

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.

Because the preceptor will be the primary resource person during the workdays, they evaluate interns' assessment, interviewing/counseling, documentation, and group teaching skills as frequently as possible. Interns should have an opportunity to observe an interviewing/counseling session and a group teaching session prior to being assigned to do such activities independently. Interns will follow each facility's guidelines regarding documentation in a patient's medical record. Such guidelines will be reviewed during the orientation period. Nutrition notes are to be evaluated by the preceptor before they are made available to other members of the healthcare team in the 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 demonstrate preparedness 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.

- In certain cases 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.
- At least one week of staff relief is required. Two weeks may be appropriate if the schedule allows for it.
- The area of coverage and the expected caseload should be communicated in advance to the intern.
- Successful completion of staff relief is the culmination of the intern's gradual professional growth while supervised by clinical registered dietitians. Rotations leading up to staff relief should support progressively increased independence of the intern in order to build confidence and mastery of skills.

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

The following are the major assignments that interns will complete during the MNT/Clinical Component:

1. A **Nutritional Care Summary (NCS)** must be completed approximately every two weeks so that four of them are completed by week 8 of MNT rotations. The NCSs are submitted to the director for feedback.
2. Interns are required to complete a comprehensive **written and oral case study**. The intern selects these cases with approval by the preceptor and director. Typically, the same case is used for both the written and oral case study. At the director's discretion, the intern may be required to select a different case for the written case study. Case studies are submitted for director and peer feedback.
3. **Medical Nutrition Therapy Quality Improvement Project** This is an administrative, education, or research project designed to enhance some aspect of clinical nutrition care at the intern's primary clinical site. In most cases, the preceptor selects the project. The project should be determined by week 3 of the clinical component and completed no later than one week before the end of the clinical component.

IV. Community Nutrition Component

The primary goal of the community nutrition component is to facilitate the development of confident, competent entry-level dietitians who are able to 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.

Each intern will participate in orientation to community nutrition at the beginning of the component. The orientation is intended to discuss the application of the Nutrition Care Process in the community setting, review resources that are available in the community setting, and provide an introduction to the facility where the intern will be completing rotations. Interns usually complete two four-week rotations of community practice in two distinctly different settings. In some cases rotation lengths may be adjusted when a facility is not appropriate or not available for use as a four-week rotation.

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 builds on the intern's previous experiences to demonstrate 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 are able to 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.

Each intern will participate in orientation to management prior to beginning the rotation. The orientation activities involve a review of various concepts including management skills, food science principles, and commonly used benchmarking techniques. Interns are scheduled for one rotation lasting approximately 6 weeks. The first two weeks of the management rotation involves the intern experiencing a variety of management responsibilities to gain a comprehensive understanding of the operation.

The following are the major assignments that build on interns' first two weeks of management experience to demonstrate competence in this component:

1. **Theme Meal** (or substitute approach) – allows the intern to manage the facility on a small scale by using all of the

primary foodservice management steps

2. **Quality Improvement Project** – allows the intern to apply knowledge of food and nutrition management by addressing a problem or challenge within the facility

VI. Elective Rotation - See previous description in Policies and Procedures.

VII. 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. Classes and activities addressing leadership in a variety of settings are integrated throughout the year to prepare interns to be leaders in the profession. Interns complete leadership activities throughout the internship. A major assignment during this component is the **Leadership Position/Project**, which gives the intern an opportunity to practice positive leadership approaches while fulfilling a needed role in the internship, within the community, or in a professional organization. Other assignments include the **Facilitated Discussion, Journal Club, and Federal Legislative Issue Presentation.**

General Expectations for Interns, Preceptors, and Program Directors

Interns will:

1. Be on time for experiences and remain in the facility for the full work day (32 hours per week) according to the preceptor's schedule unless the preceptor determines that work can be completed away from the worksite. Interns are expected to locate their preceptor if they arrive to work late or need to leave early due to an emergency.
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 entering each segment of the program (MNT/clinical dietetics, community nutrition, and management) and each rotation. Interns are expected to refresh their DPD knowledge base, as needed, to be effective in the internship. Inability to demonstrate DPD knowledge competencies will result in remediation.
4. Interact professionally with peers, instructors, patients, preceptors, and other facility staff. Interns should use their preceptors as a guide for proper ways to interact with medical staff and other professionals. Interns are expected to practice ethical behavior including protecting the confidentiality of patient and facility issues.
5. Learn and apply policies and procedures practiced in the facility to which they are assigned.
6. 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.

The Director will:

1. Confer with preceptors relative to the intern's achievement of competencies and overall performance.
2. Monitor the intern's progress on all assignments.
3. Facilitate accomplishment of the program objectives.
4. Meet with the intern approximately once per month in person or through video conference to evaluate progress, address questions, and assist in solving problems. Additional phone or email contact will be made as needed.
5. Communicate with preceptors approximately once per month to evaluate intern progress, address questions, and assist in solving problems. Communications may be through in-person meetings, video conferencing, phone, or email. Additional contact will be made as needed.
6. Facilitate adequate and acceptable completion of projects for facilities.

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

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice	
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.
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice	
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.
Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations	
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 ₁₂ 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.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations	
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).
Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner	
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.