

College of Graduate & Undergraduate Studies
Sport Health Science Division
Department of Nutrition



Life University
Dietetic Internship
Student Intern Handbook
2022-2023

Table of Contents

Introduction	5
Getting Started	6-8
Life University	8
Mission Statements	8
Introduction to the Nutrition Department	9
Dietetic Internship Program	9
Accreditation Status	9
Program Goals	9-10
Cost of the Program	10-11
Payment Options	11-12
Description of Program and Hours.....	12-13
Curriculum	13-14
Core Competencies	14-17
Assessment of Learning Activities	17-19
Performance Monitoring of Interns	19-20
Supervised Practice Evaluations	20
Program Policies and Procedures	20
Admission Criteria & Candidate Review	20
Acceptance of Prior Learning	20-21
Academic Center for Educational Success	21
Affiliation Agreements	21
Attendance	21-22
Absence Request	22
Background & Drug Screening	22
Calendar - University Holidays	22-23
Code of Ethics & Professional Standards Procedures	23
Completion of Hours - Tracking Time at Precepted Sites	23
Completion of Staff Relief Hours	23-24
Confidentiality & HIPAA Training Procedures	24
Communication Procedures	24-25
Disciplinary Action	25
Dress Code & Personal Appearance	25-26

Equitable Treatment	26
Infection Control & Bloodborne Pathogens	26-27
Intern Performance Monitoring/Retention	27
Insurance & Injury or Illness	27-28
Maximum Amount of Time Allowed for Program Completion	28
Preceptor Evaluation of Intern Performance	28
Program Completion Requirements	28-30
Program Feedback Procedure	30-31
Program Outcome Data	31
Statement of Responsibility & Waiver of Liability	31
Student Complaint	31-32
Unsatisfactory Performance & Remediation Plan	32-33
Termination	33
Life University Policies	34-35
APPENDICES.....	36
Appendix A – Getting Starting Checklist	37
Appendix B – Dietetic Disclaimer Form	38
Appendix C – Technical Standards Form	39
Appendix D – Admission Criteria Policy	40-41
Appendix E – Accepted Candidate Review Policy	42
Appendix F – Accepted Prior Learning Policy	43
Appendix G – Affiliation Agreements Policy.....	44-50
Appendix H - Preceptor & Site Selection Policy	51-55
Appendix I - Preceptor Training Policy	56
Appendix J – Site & Preceptor Evaluation Policy	57
Appendix K – Attendance Policy	58-59
Appendix L – Absence Request Policy	60-61
Appendix M –Background & Drug Screening Policy.....	62-63
Appendix N – Completion of Hours -Tracking Time at Precepted Sites Policy	64-65
Appendix O – Completion of Staff Relief Hours Policy	66
Appendix P – Disciplinary Action Policy.....	67-68
Appendix Q - Dress Code & Personal Appearance Policy	69-70
Appendix R - Equitable Treatment Policy	71

Appendix S - Infection Control & Bloodborne Pathogens Guidelines 72-74
Appendix T - Intern Performance Monitoring /Retention Policy 75-76
Appendix U - Insurance Requirements & Injury or Illness Policy 77-78
Appendix V - Maximum Amount of Time Allowed for Program Completion Policy 79
Appendix W - Preceptor Evaluation of Intern Performance Policy 80-102
Appendix X - Program Completion Requirements Policy 103-104
Appendix Y - Statement of Responsibility & Waiver of Liability Policy 105-107
Appendix Z - Student Complaint Policy 108-109
Appendix AA - Unsatisfactory Performance & Remediation Plan Policy 110-112
Appendix BB - Termination Policy 113
References 114
Signature Page 115

INTRODUCTION

Welcome to Life University!

Congratulations on reaching this exciting stage of your academic career, and welcome to Life University's dietetic internship program (DI). The faculty of the Nutrition Department has created this document with the intent to outline the essence of the DI program clearly and logically.

Life University, founded in 1974, is a health sciences institution regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, master's, and Doctor of Chiropractic degrees. We are founded on values guiding our vision and daily decisions, from brand identity to degree programs to building construction and café nutritional offerings. These values collectively create a culture unique to Life University: Lasting Purpose, Vitalism, and Integrity.

With its vitalistic vision, clearly defined performance proficiencies, and measurable criteria for success, a Life University education will produce leaders who exemplify humanistic values and, in a world where change is constant, provide innovative approaches to direct that change to elevate society and evolve its healthcare system.

The Nutrition Department's DI program is a fully accredited post-baccalaureate program. The Department of Nutrition at LIFE University is committed to preparing its Dietetic Interns, both academically and professionally, to become competent entry-level registered dietitians. This nine-month program offers a range of learning experiences and supervised practice experiences with preceptors that will prepare you to be successful registered dietitians (RDNs).

We look forward to working with you as an intern and later when you become a registered dietitian.

Sincerely,

Ilana Katz MS, RD, CSSD
Dietetic Internship Director & Assistant Professor

GETTING STARTED

Once you have met all the acceptance requirements for the Life University Internship, the following items must be completed before the start of the program (Appendix A – Getting Started Checklist):

1. **Proof of immunizations-** All affiliated sites for supervised practice rotations require proof of immunizations. The intern must show proof of the following immunization per the Affiliation Agreement (Policy) with the Rotation Sites:

_____ Hepatitis B series (three doses), documentation of positive serology or titers.

_____ Chicken Pox (Varicella): 2 doses or documentation of positive serology or titers. Verification of a history of varicella or shingles by a provider.

_____ MMRs (measles, mumps, rubella): 2 doses or documentation of positive serology or titers.

_____ Tetanus, Diphtheria, Pertussis (T-Dap or Td): Initial TDAP or tetanus booster within the past ten years.

_____ Tuberculosis Test (TB/PPD): Classic tuberculin PPD, also known as purified protein derivative. Initially, a 2-step skin test, then an annual TB skin test. If a year is missed, the 2-step is repeated. Documentation of negative results of Quantiferon or Spot testing. If the test is positive, contact the health department for evaluation and a treatment plan. You may wish to obtain a chest x-ray beforehand and/or a negative respiratory examination. Once obtained, you must upload the plan and your immunization records.

_____ Influenza Vaccination during flu season (typically October through April). Therefore, this can be completed within the first two weeks of starting the program but must be completed before any clinical rotations. Vaccinations are good for one year.

There are NO EXCEPTIONS to these requirements as most facilities do not accept waivers. No determination on COVID vaccinations at this date. A copy of the immunizations must be provided to the Program Director. You will upload these documents into the system if the clinical/supervised practice site utilizes the ACEMAPP platform.

2. **CPR-BLS certification** – All dietetic interns are responsible for providing a copy of a current BLS certification card (it must be valid for the duration of the program). If you are currently not certified in CPR, please contact the Red Cross and plan to complete the CPR training to obtain certification.

3. **Background Check and Drug Screen** – All dietetic students must complete a background check and 11-panel drug screen. The intern must follow this procedure:

Student Instructions: Visit www.Advantagestudents.com

- a. Select Student – Create a New Account.
- b. You will be required to validate your email address before placing an order.
- c. Once you validate the account, click on Get Started Place Order.
- d. Affiliated School Listing – get started – Scroll down to find Life University and select Select program – default.
- e. Select package – student package (Dietetic Intern, MAT program, and all SHS clinical internships require both background and drug screen).
- f. Hospital Listing – Do not select a site for DI interns and MAT students; leave the affiliated hospital blank, as you will be placed at multiple locations. Find the hospital or clinic where you will complete your internship and select all SHS internship students.
- g. Life University Logo Appears in the window with the student package – check the box to certify.
- h. Click Next and Enter your Personal, address, and employer information as prompted.
- i. Follow the prompts; check the box to indicate that the information you entered is correct.
- j. Click continue to pay.
- k. You will authorize the background check by clicking Accept.
- l. Enter your payment method. The cost of the student package is \$78.00.
- m. The student will receive updates through email regarding the procedures for the drug screen and the progress of the reports.

4. **Physical Exams or Medical Health Waiver (Wellstar).**

5. **Health Insurance** – Proof of insurance must be provided to the Program Director during the program's first week.

6. **Liability Insurance** –Dietetic interns must purchase and maintain health and professional liability insurance coverage for the duration of the program. Liability must be a minimum of \$2,000,000 for each incident/occurrence and \$4,000,000 annual aggregate. We recommend Proliability by Mercer. You can contact them at 1-800-375-2764 or via the website:

https://proliability.mercer.com/ahc/prol/?APPLICATION=PROL&professionCode=STUDENT&associationAbbreviation=STIP-S&_ga=2.146793906.704859790.1534427574-1451129021.1533239036&isRedirected=y

7. **Academy Membership** - Dietetic Interns are required to have an Academy of Nutrition and Dietetics Student Membership (AND). The annual fee is approximately \$60.00. Review requirements and benefits here: <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>.

Membership includes automatic enrollment into the Georgia Academy of Nutrition and Dietetics (GAND) and will provide additional benefits for conferences and resources.

Dietetic Interns are highly encouraged to join the Greater Atlanta Dietetic Association. Student memberships are available for \$20 per year. <https://www.eatrightatlanta.org/>

8. Sign the Disclaimer and Technical Standards Forms –

a. **Admission Forms** –

i. **Click on the Dietetic Disclaimer Form– sign electronically. (Appendix B)**

ii. **Click on Bachelor of Science Dietetics – sign the Technical Standards form electronically. (Appendix C)**

9. Didactic Program in Dietetics (DPD) Documentation –

a. Verification Statement- After completing a DPD program, you will receive a verification statement from an ACEND-accredited program. You must bring this verification statement document and submit it to the Dietetic Internship Director.

b. Official Transcripts-Two copies of your official undergraduate transcripts showing degree conferral/date awarded. These must be sealed documents.

LIFE UNIVERSITY

LIFE University Mission Statements

The mission of LIFE University is to empower each student with the education, skills, and values needed for career success and life fulfillment based on a vitalistic philosophy. Life University is committed to a global vision and excellence in teaching, learning, and research, providing an exceptional student experience leading to a life of Integrity and Lasting Purpose.

The Mission of the Life University College of Graduate and Undergraduate Studies is to empower students to achieve successful careers and meaningful lives, based on a vitalistic philosophy that promotes optimum performance and transformational leadership to produce a positive impact in a dynamic world.

The mission of the Dietetic Internship Program at LIFE University is to ensure graduates are prepared to practice as entry-level Registered Dietitian Nutritionists (RDs/RDNs) through didactic and supervised practices where they will apply evidence-based expertise to promote the health of both communities and individuals.

Introduction to the Nutrition Department

The Nutrition Department is one of two departments within the Division of Sport Health Science in the College of Graduate and Undergraduate Studies. Life University has offerings that prepare students for careers in nutrition, dietetics, and sport health sciences. The Department offers three undergraduate degrees: a Bachelor of Science in Nutrition, a Bachelor of Science in Nutrition and Dietetics, a Bachelor of Science in Culinary Nutrition, a post-baccalaureate Dietetic Internship, and a Master of Science in Clinical Nutrition.

DIETETIC INTERNSHIP PROGRAM

The Dietetic Internship (DI) in Nutrition and Dietetics at Life University is a post-baccalaureate, non-degree granting, 9-month program with supervised practice experiences to prepare you to be a successful registered dietitian. It is designed to provide the knowledge, practical skills, and professional values that meet the standards of the core competencies for registered dietitians established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). It consists of approximately **1144 hours** (didactic and supervised practice).

Accreditation Status

The Dietetic Internship Program at LIFE University has been granted full accreditation through June 2024.

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics
visit:

120 South Riverside Plaza

Chicago, IL 60606-6995

800/877-1600 ext. 5400

Email: ACEND@eatright.org

For more information about ACEND,

<http://www.eatright.org/ACEND/>

For more information about AND visit:

<http://www.eatright.org/>

Program Goals

Goal #1 - Upon completion, the Dietetic Internship Program (DIP) graduate will be qualified and prepared for a variety of career opportunities in the field of Dietetics.

Objective 1: At least **80%** of the enrolled students will complete the DIP (Dietetic Internship Program) within 13.5 months of starting the program (150% of the 9-month program length).

Objective 2: The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least **80%**.

Objective 3: At least **80%** of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Goal #2-Graduates of the Dietetic Internship Program (DIP) who seek employment will obtain a position in the field of Dietetics and will have the knowledge and skills to effectively meet the responsibilities of the position.

Objective 1: Of graduates who seek employment, **80%** are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 2: **80%** of employers that responded to the survey will be satisfied with the graduate's preparation for entry-level practice.

COST OF the PROGRAM

Below is Table 1.0 Estimated Expenses of the program for the upcoming year. Depending on personal needs or preferences, these costs may vary slightly and are always subject to change. Please find detailed information on all the Costs to Attend LIFE University online at <https://www.life.edu/admissions-pages/cost-of-attendance/>. You can find more detailed information about the Dietetic Internship Cost of Attendance cost, along with disbursement dates and federal loan amounts, online at studentaccounting@life.edu OR call the student accounting office at 770-426-2700 option #3.

Use the following links to assist in obtaining information regarding [Financial Aid](#) and [Instructions on how to apply for aid](#), everything from completing the Free Application for Federal Student Aid (FAFSA), codes specific for Life University, use of EagleNet to track documents needed, and eligibility, federal loans, and connection to a financial aid counselor.

Table 1.0 Estimated Expenses for the DI Program

Expense	Estimated Expenses
Program Tuition	\$ 10,400 (10% Deposit of \$1040 with the remainder of \$9,360 to be paid according to the student account payment plans)
Loan Fees	\$45 - \$60
Liability Insurance	\$50 - \$60
Housing*	\$800 -1200 per month
Parking & Transportation	\$450 - \$500 per month
Textbooks	\$600 - \$700
Lab Coat	\$60-100
Background Check & Drug Screen	\$78 -108
Rotation Sites Fees	\$50-100
Typhon Administrative Fee (one-time)	\$90
CPR Certificate	\$50 - \$60
ACEMAPP (if needed for rotation)	\$50
Academy Membership (required)	\$50
Registration Examination	\$200 - \$250
Examination Testing Material	\$100-400
Health Insurance (Required)	Costs will vary

PAYMENT OPTIONS FOR THE DI PROGRAM

1. Submit the Free Application for Federal Student Aid (FAFSA) to be reviewed for undergraduate loan eligibility online at www.studentaid.gov. . You can track your progress under the Financial Aid tile in EagleNet (<https://EagleNet.LIFE.edu>). Private loans are another option for financial assistance, and you can find more information and apply online at www.ElmSelect.com. If you encounter any issues or have questions, please contact the **Financial Aid Department** at **770-426-2700**.
2. Enroll in the Dietetic Internship Payment Plan each quarter through EagleNet. It's easy to sign up with no interest, flexible payment options, and an affordable setup fee of \$25 per quarter. Payments are spread over two months each quarter you are enrolled.

Pay with credit/debit/electronic check by logging in to EagleNet, clicking on the Student Accounts tile, then selecting "Make a Payment." A deposit of \$1040 is due by July 4, 2022. The first quarter payment for the program is due by September 1, 2021. For Fall, Winter, and Spring quarters, due dates for all tuition, housing, meal plan, and student fees/fines can be found in EagleNet under Student Accounts by term or in the Quarterly Announcements.

For your convenience, you can view your most up-to-date account activity, make payments, store payment methods, get your billing statement, and select parents as authorized users in EagleNet under the Student Accounts tile.

Additional information related to Financial Aid, Housing, and Payments will be presented in the Life University Policy section.

Program Description and Hours

Supervised Practice Experiences	Number of Weeks	Hours per Week	Total Hours
Community Nutrition	7 weeks	40	280
Food Service Management	8 weeks	40	320
Clinical Nutrition (may include critical care, oncology, renal, general medicine, endocrinology, pediatrics, etc.)	8 weeks	40	320
Elective/Private Practice	2 weeks	40	80
			1000
Didactic Portion of Program	# of weeks	Hours per day	Total hours
Orientation/Skills/All Didactic	3 weeks (14 days)	6	84
Didactic days during the program (not included in the program totals)	14 Mondays		
Exam Review & RD Practice Exam, Final Presentations, Career Week, External Seminar & Graduation <i>(Hours included in the program total)</i>	2-3	6	60
Total			1144

As outlined above, the internship program is 9-months of didactic and supervised practice rotations. The program starts in September (summer term) and is completed in May (spring term). A typical workload is about 40 hours per week.

The interns will attend an orientation and didactic program for three weeks in September, followed by 25 weeks of scheduled rotations. Interns are expected in supervised practice rotations for 40 hours (maximum) per week, generally planned for Monday through Friday, with every other Monday being utilized for the academic work associated with the program. The rotations and didactic work will include readings, assignments, simulations, modules, case studies, other learning activities, assessments, and guest speakers scheduled for on-campus programming. The intern will be responsible for completing these, but they may seek advice from preceptors. The DI faculty will review and grade modules and assignments.

Homework is not included in the contact hours towards the total 1144 contact hours, nor is driving to/from sites included in contact hours. The site preceptor and the DI Director determine the intern's working schedule. Interns must document their total number of hours per week in the professional work setting using the computer system (Typhon). The evaluation process will be discussed in a later section. Interns may perform planned staff relief during some rotations as outlined in a later section.

No intern will be allowed in a supervised practice setting without meeting the internship site requirements (current physical, immunization record, background check, drug screen, and all other clearance forms on file with the Program Director).

CURRICULUM:

The dietetic internship curriculum simultaneously offers supervised practice rotation experiences and didactic learning to meet the core competencies. The DI program has supervised practice in clinical, community, food service management, and electives. The program ensures that interns meet all the core competencies and provides learning experiences reflecting the range of the dietetics profession. These core competencies provide a broad base of diverse experiences necessary for future career opportunities.

The learning experiences included in the DI program will build on the didactic portion of the intern's undergraduate education (as outlined above). The purpose of the supervised practice rotations is to provide learning experiences supervised by preceptors and other professionals to gain mastery of competencies. Therefore, the internship has been designed so that the intern's knowledge, skills, and abilities progress with adequate time provided during the supervised practice to ensure competency.

The intern will be expected to perform a variety of duties consistent with the function of a registered dietitian and other tasks that may enhance their overall learning experience. It is not the intention of the program to replace employees.

Interns will rotate through various prearranged sites and work with registered dietitian nutritionists or experts in the area. The supervised practice rotation will vary in length from 2 to 8 weeks per site, and every effort is made to place interns at sites that are of interest to them. Interns will complete approximately 1000 hours of supervised practice experiences in the following areas:

- Community Nutrition
- Clinical Nutrition (includes inpatient, outpatient, and long-term care)
- Food Service Management
- Elective/Private Practice

Community Nutrition

In community nutrition, Dietetic Interns will participate in experiences relating to public health, health promotion, and policy of federal, state, and local programs, including senior centers, the state department of health, school nutrition programs, Women Infant and Children (WIC), farm to school, food banks, and other community organizations.

Clinical Nutrition

Dietetic Interns will perform nutrition assessments, nutrition education and work with various interdisciplinary teams within cardiology, endocrinology, neurology, oncology, general medicine, GI, renal, critical/ICU, nutrition support, and long-term care.

Extended Clinical rotations (when possible) will focus on high-acuity patients and those with complex comorbidities such as renal, critical care/ICU, and nutrition support.

Food Service Management

In the food service rotation, Dietetic Interns will apply their knowledge of food systems management and administration in different settings that range from hospitals and school nutrition programs to campus dining. The interns will plan, organize, staff, direct, and monitor food preparation and service. Interns will perform marketing functions, modify, test and cost recipes, specify and order food, serve food, and evaluate outcomes. Throughout the rotation, interns will participate in inventory control, food production, sanitation inspections, menu planning, employee training, sensory evaluations, and kitchen design.

Elective/Private Practice

Dietetic Interns can select an area of special interest (elective) and complete a supervised practice rotation. Areas of interest may include pediatric, eating disorders, sports nutrition wellness, diabetes, employee wellness, bariatrics, and private practice settings.

Core Competencies

Interns will complete a set of Core Competencies for the RD, required by ACEND, throughout supervised practice experiences. The following ACEND Core Competencies (2022) for entry-level practice as a registered dietitian nutritionist will be achieved through

supervised practice and didactic learning; upon completion of the internship program, students will be able to:

Domain 1: Scientific Evidence-Based Practice: Integration of scientific information and translation of research into practice:

- CDRN 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 the individual scope of practice.
- CRDN 2.7: Apply change 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 & Customer Services: Development and delivery of information, products, 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 a 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 a nutrition-focused physical assessment.
- 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, B12 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 tub.
- CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for a 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 & 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, customers, patients, facilities, and food.
- CRDN 4.3: Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5: Analyze quality, financial, and productivity data for use in planning.
- CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
- CRDN 4.7: Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.

- CRDN 4.8: Develop a plan to provide or develop a product, program, or service that includes a budget, staffing needs, equipment, and supplies.
- CRDN 4.9: Engage in the process of 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 Commission on Dietetic Registration guidelines.
- CRDN 5.4: Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a 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.

Assessment of Learning Activities

Throughout the program, the intern will complete a variety of assignments (outlined below) during the didactic sessions and supervised practice rotations.

Medical Terminology Review - A medical terminology and abbreviation review will be given during the first week of orientation. A quiz evaluating comprehension thereof will be given. Dietetic Interns must pass with a grade of 80% or better before starting supervised practice.

Modules - Dietetic Interns will be required to complete modules for clinical, food service management, and selected community rotations. Modules are designed to prepare students for supervised learning experiences and assist with mastering competencies. Modules must be completed and submitted at the end of each rotation.

Rotation Quizzes & Exams -Quizzes and exams are incorporated into clinical and food service management rotations to ensure mastery of information. It is recommended that interns complete modules before taking quizzes and exams. Quizzes and exam scores must be 80% or higher.

Patient Case Study Presentation & Paper -Dietetic Interns will be required to select a patient for a case study during their acute care rotations. The patient should have various comorbidities, a disease that warrants significant nutrition intervention, nutrition education, and counseling (how will you intervene and help foster change in the patient's current health) and have been a patient intern had the opportunity to spend time researching their needs and developed and followed patient and nutrition plan of care. The case study presentation must be 30 minutes and includes a 5-7-page paper outlining the case.

Self-Assessment Mapping Tool

The interns will be provided with a template of all the CRDNs (as described above). They will be required to complete in which rotations, and what activities were accomplished, for each of the CRDNs. Many of the competencies will be met in multiple places and with multiple activities.

Case Studies (NCP resources)

The DI program has purchased software that enable interns to complete comprehensive case studies covering multi-faceted patient disease states and clinical concerns. These are a backup to face-to-face preceptor work, and only deployed on a case-by-case basis if needed. Hands-on, real-life patients are always prioritized, however restrictions and challenged that were a barrier to in-person hours required the program to have an alternative means to meet supervised practice hours requirements.

RD Practice Exam

Simulated Mini RD-like exams will be given at various checkpoints throughout the program to assess the intern's knowledge and skills in dietetic nutrition. These evaluations will be used as pre-testing scenarios, so that a final evaluation and post-test can objectively define efficacy of the DI program in preparing interns for their credentialing.

Simulation of the RDN credentialing exam has been designed and will be deployed as a post-test evaluation during the final phase of the DI program. Pre and post testing is used as the objective evaluation of interns' progress before completion of all requirements to meet verification standards and enable DI faculty to assess areas of improvement.

Dietetic Interns must score 80% or better on the comprehensive practice exam.

Literature Review, Social Marketing and Advocacy – This combination of assignments is designed to familiarize interns with the history and current applications of health communication theory and strategies to public health practice and research. These projects will entail a research proposal/review, analysis of social media and a debate assignment to develop skills for structuring, developing, and evaluating social marketing,

media advocacy, risk communication, and other effective skills required to make positive changes in their profession of dietetics.

Professional Development Assignment-Dietetic Interns are expected to participate in professional development opportunities, including organization and practice group meetings, conferences, or workshops. Dietetic Interns must attend two professional development events during the internship and submit a brief one-page synopsis of the experience.

Additional Assignments- Dietetic Interns may be required to complete additional assignments, including in-class role playing, clinical interviewing, presentations, lectures, participate in legislative advocacy, and develop educational and marketing materials at any time during the program.

RD Examination Review Course-Dietetic Interns will be required to purchase and complete a review course for the RD examination. RD examination practice will be provided throughout the internship.

For all didactic assignments described above, emphasis is placed on critical thinking skills to help students analyze and utilize these skills in research and practice.

Intern Performance Monitoring

Evaluation provides a mechanism to identify strengths and weaknesses in the preparation of the dietetic intern. The interns will be assessed during the didactic and supervised practice rotations using a variety of learning assessment tools as outlined above. In addition to the learning assignments, competency mapping and preceptor evaluations are completed. The Intern's performance is monitored throughout the program (refer to the Program Policy section). The following is a breakdown of the assessment plan:

1. **Learning Assessment Activities** – which are complete during the didactic sessions and during the supervised practice rotations.
2. **Preceptor Evaluations** – are completed at the **mid-point** of the rotation and **at the end** of the rotation. The Preceptor will evaluate the intern at each rotation on the core competencies that are related to the rotation.
3. **Self-Assessment Mapping Tool** – is completed by the Intern and as they achieve each competency/learning objective. This tool requires the intern to document and provide examples on how they met each competency at the rotation site. Documentation must be sufficient to demonstrate competency; failure to properly document experience to satisfy the competency/learning objective may delay program completion. This process assures that the competencies are being met.
4. **CRDN Tracking Document** – is completed by the DI Director in consultation with the Preceptor final rotation evaluation. This document is utilized throughout the program and is updated at the end of each rotation.

5. **Mid & Exit Program Reviews** – The DI Director holds planned meetings with the Intern to discuss progress in the program. As part of this meeting, all completed assignments and grades are discussed, the Self-Assessment Tool is compared to the CRDN Tracking Document on competency attainment, and Preceptor Evaluations.

Supervised Practice Evaluations by Preceptors (Core Competencies)

Students are evaluated by their preceptors on the core competencies as part of the supervised practice rotations. The supervising Preceptor will evaluate each intern at the **mid-point** (if the placement is longer than two weeks) and at the end of each rotation (**final**). Interns will be evaluated on their progress in all areas of the core competencies that apply to that rotation, including professionalism, communication, and work ethic.

The supervised practice experience is designed to increase skills to entry-level competency, building upon the intern's existing foundation of didactic knowledge. Throughout each supervised practice rotation, the goal is to increase the intern's level of responsibility, proficiency, independence, and competency.

The intern's performance on the competencies is evaluated based on the expectation that the student's level is progressing to one considered equivalent to entry-level practice. Students are not compared to each other but the expectation of equivalency to entry-level practice. The Preceptor will schedule a meeting with the intern to discuss and review the final evaluation. Once completed, signed, and reviewed with the student, all preceptor evaluations will be given to the student to upload the document into the Blackboard system.

PROGRAM POLICIES & PROCEDURES

Admission Criteria Policy (Appendix D)

All candidates must have an undergraduate degree and a DPD verification from a U.S. Accredited College/University or foreign equivalent.

All accepted candidates undergo a review before the Dietetic Internship Program starts to ensure that all required documents have been received by Life University (**Accepted Candidate Review Policy- Appendix E**).

Acceptance of Prior Learning Policy (Appendix F)

Life University does not allow exemption from any dietetic internship didactic class days, rotations, assignments, or projects based on prior learning, competence, or experience. Prior learning experience or earned credits from a graduate program cannot waive the requirements for the supervised practice or any portion of the didactic sessions of the Dietetic Internship Program. Prior learning from employment will not be considered a

partial waiver of credit or supervised practice. There will be no credit granted for previous experience. All interns must complete all the supervised rotations and assignments the Program requires. Therefore, the Program does not have a policy on assessing prior learning or competence.

Academic Center or Educational Success (ACES) & Disability Services

Interns have full access to all services the Academic Center for Educational Success (ACES) provides. ACES offers various services to support students in achieving their academic goals. In addition to helping students improve their study skills and develop learning strategies to enhance academic achievement, there are other programs such as Multicultural Academic Support and academic workshops. For more information on the support services, click this link for the [ACES programs](#).

Any student with an identified learning problem or needing special accommodations should discuss this with the Student Success Center. Individualized attention and assistance are available from the Center. Still, the student is responsible for communicating and providing the necessary documentation to this office for accommodations to be granted. All such conversations are confidential. Click on this link for [Disability Services](#), which has the most up-to-date information on services, applications, and resources.

Affiliation Agreement Policy

No Life University student/intern can be placed at any off-campus site for educational training as part of a CGUS Program without a signed and executed affiliation agreement. Program Administrators are responsible for securing agreements, conducting preceptor and site selection, providing preceptor training, and evaluating sites per policies (**Appendices G-J**). Each affiliation agreement has specific requirements that the intern must comply with to complete the supervised practice rotations. These requirements were outlined in the first section of this manual titled Getting Started.

Attendance Policy (Appendix K)

All interns are expected to attend all didactic sessions and supervised practice rotations. To meet the completion requirements, an intern must successfully participate in all sessions to demonstrate competency equivalent to entry-level practice. You cannot meet this standard without regular and consistent attendance. In addition to achieving the knowledge and skills necessary for this profession, our program must adhere to the hour requirements set forth by ACEND.

The Dietetic Internship Program is a full-time program, and interns must be available for a minimum of 8 hours per day, five days per week, for the duration of the program. Intern schedules may include early mornings, late nights, and occasional weekends. Often

Dietitians must work additional unexpected hours to help get the work done. As professionals, Dietetic Interns are also expected to get this work done.

Interns must be present each day at each rotation, arrive on time, stay the entire scheduled time, and be prepared to work for all assigned supervised practice experiences. Personal business and doctor/dentist appointments are unacceptable reasons for an absence, and all appointments must be made on off-duty. No allowances are made for vacation leave during scheduled supervised practice experiences. If this is unavoidable, the intern must obtain permission from the DI and Preceptor using the Absence form (planned absence, see below). If an intern is dismissed from a site for a day because of weather, facility day off, legal holiday, etc. Interns must contact the DI Director as soon as possible.

The DI program will enforce the **Attendance Policy**, which summarizes the procedures for illness, emergency situations, and unplanned absences. The Preceptors document all missed hours (for any reason). All time missed, regardless of the reason, must be made up with the approval of the DI Director and Preceptor. The Preceptor schedules the make-up time based on their availability.

Repeat tardiness or Unexcused absences will result in **disciplinary action** and/or dismissal from the program due to lapses in professional judgment.

Absence Request Policy and Procedures (Appendix L)

Any student enrolled in the DI or MAT program who must miss didactic sessions (or class) or time at a supervised practice rotation/clinical education site must seek approval from the Program Administrator and Preceptor for at least two weeks (2) in advance. This is generally not allowed; however, if permission is granted, the Preceptor schedules the make-up time based on availability. Make-up time may be scheduled at the end of the rotation, end of the Program (time not to exceed 150% of program completion time), or during the university-recognized holiday/break schedule with prior approval. The student must complete the Planned Absence Request Form.

Background Checks and Drug Screening Policy

All interns must complete a drug screen and background check to be cleared for placement at supervised practice rotations as established by the Affiliated Sites. The organization determines the acceptance and clearance of the intern at their facility. The policy and procedures are clearly outlined in **Appendix M**.

Calendar - University Holidays

The Dietetic Internship follows the [Life University Academic Calendar](#) and observes the following schedule:

Dietetic Internship Holidays for Academic Year 2022-2023	
Labor Day	September 5, 2022
Thanksgiving Week	November 21-25, 2022
Winter Break	December 19,2022-Jan 3, 2023,
Martin Luther King Jr Day	January 16, 2023
Spring Break	March 27 – March 31, 2023
Spring Holiday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Day	June 19, 2023

Code of Ethics & Professional Standards Procedures

Dietetic Interns must follow the professional standards that govern the program and the Code of Ethics of the Nutrition and Dietetics Profession. Nutrition and dietetics practitioners have voluntarily adopted the [Code of Ethics](#) to reflect the values and ethical principles of the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues, and other professionals. The dietetic intern must adhere to the [Scope of Practice](#) which outlines the roles, activities, and regulations within which nutrition and dietetics practitioners perform. See the LU Policy section for more information on **LU's Academic Integrity, Honor Code, Standard Conduct, and Code of Conduct.**

Completion of Hours - Tracking Time at the Supervised Practice Rotation Policy

A Typhon account will be created for you to use throughout the DI program. You are expected to enter all time completed at the rotation sites daily using the electronic system (Typhon). At the end of each week, you will provide the Preceptor with a copy of a time log (excel spreadsheet) for approval. Your preceptor will approve hours weekly on the time log. It is your responsibility to obtain the Preceptor's signature for approval of the time log. Only hours that have been approved will count toward the total hours required for the supervised practice rotations (Appendix N – Track Time Policy).

Completion of Staff Relief Hours Policy (Appendix O)

Each rotation type (clinical, food service, and community) may utilize the intern to complete staff relief hours at the rotation site. If the intern chooses to complete staff relief at the rotation site,

this should be discussed early to determine the timeframe and expectations.

Staff relief involves the intern taking on at least 50 – 75% of the regular duties of an entry-level dietitian or manager at your facility for 3 – 5 full workdays. Staff relief allows the intern to work mostly independently (gaining autonomy) with support as needed to gain the confidence to step into an entry-level professional role following graduation. At no point, is it allowed to use an intern to replace any facility employee. No compensation is permitted to be provided to the intern.

Confidentiality and HIPAA Training Procedures

1. HIPAA

The information in the health record belongs to the patient, and the patient has a protected right of information per the federal Health Insurance Portability and Accountability Act (HIPAA). All information concerning patients, their health, and personal affairs is confidential. Dietetic Interns are authorized to access all patient information to accurately assess the patients' nutritional needs and are required by federal law (HIPAA) to be trained in privacy practices. All interns will receive training on HIPAA compliance during orientation.

2. Confidentiality -Student Intern Files and Electronic Records

The DI program will maintain program documents of all interns in secure files in the Nutrition Department. Students shall have the right to keep academic and disciplinary records confidential subject to state and federal law (refer to the Life University Policy Section within this Handbook).

No official student records shall be available to unauthorized persons without the student's express consent, except in cases where disclosure of records or their contents is required or allowed by law. In accordance with FERPA (refer to LU policies), the intern's records are kept strictly confidential. **FERPA will be covered in a later section of this handbook as it is a University Policy.** Other than verifying the dates that the student participated in the Internship Program in Nutrition and Dietetics, outside parties or agencies are not provided any information in **the educational** record except as specifically authorized in writing or as required by law. The information in the student **intern's** file is available for review at any time. It is preferred that an appointment be made with the Program Director in advance.

Communication Procedures

Dietetic Interns must maintain regular communication with the Internship Director and Internship Coordinator throughout the internship. Communication may occur in person, through the LIFE University email system (Blackboard), or Typhon. Modules, evidence of

learning experiences, and completed projects must be regularly submitted to Blackboard and Typhon.

Dietetic Interns are expected to communicate with the Internship Director about any issues that may interfere with the successful implementation and completion of the internship. Failure to do so may result in dismissal from the program. Dietetic Interns must **email their Preceptor two- weeks in advance** to learn about any supervised practice experience site and preceptor requirements.

Disciplinary Action Policy (Appendix P)

All academic programs adhere to the University Standard of Conduct and Honor Code (refer to the LU Policy section of this handbook). These procedures will be followed should a conduct or honor code violation occur. The University has clearly defined procedures for handling student disciplinary issues (use this link [Student Disciplinary Procedures - Life University - Acalog ACMS™](#)).

In addition to these standards, several situations may warrant disciplinary action, such as lapses in professional judgment (tardiness and/or unexcused absence for clinical assignment, violation of the Professional Dietetic Code of Ethics, Scope of Practice, dress code violations), failure to meet assigned deadlines, violation of program policies and procedures, and other actions as determined by the Preceptor or DI Administrators.

Dress Code & Personal Appearance Policy (Appendix Q)

All interns and students must practice good hygiene. Hands and fingernails should be kept clean, and students are strongly encouraged to keep fingernails relatively short and trimmed. Hair should be kept clean, neat, and out of the way, and facial hair must be kept neatly trimmed.

Individuals working in clinical-type settings are expected to use make-up, perfume, cologne, and jewelry with discretion. A student's appearance should not detract from their professionalism. All Interns must wear professional clothes that are neat, clean, and appropriate in style for their assigned clinical education/rotations and on designated didactic days. Very casual attire or clothes of extreme style may not be acceptable. Some rotations (clinical and non-clinical) have more stringent policies to protect the welfare of their clients/patients and their safety. Contact the Program Administrator or Preceptor immediately if any student/intern has concerns.

Any student/intern who is not dressed appropriately will be sent home to change into appropriate clothing and report back within a reasonable amount of time set by the Preceptor, and loss of hours will occur. A Disciplinary Action form will be written up.

General Information about Dress Code for DI Interns:

1. Lab Coats are required for all clinical rotations, and you can purchase a lab coat at a local medical uniform supply store.
2. Shirts must be tucked in at all times unless designed to be worn outside the trousers (ankle length) or skirts.
3. DI interns are allowed to wear skirts, but the bottom of the skirt should be at or below the point where the fingertips touch the thigh while standing normally.
4. At Foodservice rotations, you may be required to wear a hairnet, uniform, and special shoes; fake nails and nail polish are not acceptable.

Review the policy for a list of prohibited items for all DI Interns, which can be found in **Appendix Q**.

Equitable Treatment Policy (Appendix R)

Life University complies with federal and state law and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship, or veteran status. The University also prohibits sexual harassment. This nondiscrimination policy applies (**LU.004**) to all employment practices at Life University and to the admission, access to, treatment in, and employment in LIFE's education program.

Life University's Dietetic Internship program is also committed to upholding all federal regulations regarding equal opportunity and diversity management relevant to the dietetic internship. The program utilizes the ACEND recommended training modules and resources for Diversity, Equity, and Inclusion (DEI) for training (interns and preceptors).

The Director of the Diversity, Equity, and Inclusion (DEI) Office presents a program as part of the intern orientation. A similar program is conducted for faculty at the Faculty Staff Development Program, which is held several times per academic year. The Chief Diversity Officer provides many resources for faculty, staff, and students, which can also be found on the University's website. The DEI Office extends an open-door policy for all Life University Community members to participate in programs and training offered by this office.

Infection Control & Bloodborne Pathogens Policies

All faculty and students are to comply with infection control guidelines using universal precautions during laboratory sessions, clinical education sites, and supervised practice sites:

1. Wash hands thoroughly with soap and water before and after each contact.
2. A disinfectant and universal precautions should be used for contact with blood or body fluids.
3. Contaminated materials are to be kept in a covered receptacle.

4. Equipment and materials should be cleaned and disinfected at the end of each use or in keeping with established equipment-specific policies.

The intern is to follow all site-specific guidelines. Refer to the policy for detailed procedures. If an intern or faculty member is exposed to bloodborne pathogens, one should follow the procedures outlined for post-exposure and complete the incident form (Appendix S).

Intern Performance Monitoring/Retention Policy (Appendix T)

As discussed earlier, under the curriculum section of the handbook, the intern's performance will be continually monitored throughout the program. During the didactic sessions, the intern has many opportunities to identify strengths and weaknesses with the DI Administrators.

The interns are given a **SELF-ASSESSMENT MAPPING TOOL** to track and document how they complete each competency at the rotation site. The DI Director reviews the mapping document with the Intern to discuss the progress and to verify progression on competencies.

As the **learning assessments** are completed associated with Didactic sessions, grades are awarded and posted in the learning management system (Blackboard) to provide the intern with constant feedback on progress and standing within the Program.

During the supervised practice rotations, Preceptors are encouraged to provide meaningful feedback to the interns as they progress through the rotation. The Preceptors conduct formal evaluations on the Intern's performance, which tracks all competencies and overall performance. If issues arise with an intern's performance, the Preceptor is encouraged to speak with the DI Administrators. The Intern, Preceptor, and DI Administrator(s) will meet to understand the situation better and identify strategies that the Intern can utilize to solve the problem. If the Preceptor determines that it requires a remediation plan, one will be created in collaboration with the Preceptor and DI Director/Coordinator.

As each rotation is completed, the DI Director reviews the Preceptor's evaluation and updates each Intern's **CRND Tracking Document**. If, at this time, the DI Director finds any deficiencies in competencies, skills, knowledge, projects, or hour completion, a meeting will be scheduled with the Intern to address these concerns. If the Intern's performance is deemed unsatisfactory, a remediation plan is created, and the process is outlined in the Unsatisfactory Performance Policy. In either situation identified above, every effort is made to resolve the concern and promote the Intern's success.

Insurance Requirements & Injury or Illness Policy

All GCUS students utilizing an off-campus affiliated site to obtain an internship, clinical education, and/or supervised practice hours must be compliant with the requirements of the affiliation agreement for that site.

The standard requirement for most affiliated sites (per agreement) is as follows: 1) the student will purchase and maintain health insurance (must show proof before the start of the DI Program), and 2) the student show proof of professional liability insurance coverage (minimum 2 million dollars for each incident/occurrence, and 4 million dollars annual aggregate). This coverage must be maintained for the duration of the Program.

Students are liable for all medical and health care (emergency or otherwise) while at Life University or rotation sites. Each facility has a policy for injury or illness on the job. The student/intern must alert the Preceptor of the injury or illness, and the Preceptor will guide the student/intern through the proper protocol. Life University requires the student/intern to complete an incident report and submit it to the Program Administrator. Refer to **Appendix U** for all procedures and forms for this policy.

Maximum Amount of Time Allowed for Program Completion Policy

It is expected that the DI program will be completed in 9 months. If interns have an excused emergency and cannot complete their experience within the usual time frame, they may complete their experience following the originally planned completion date. The Internship Director will complete arrangements for the extended experience in cooperation with the Preceptors and the intern. **Dietetic Interns must complete all the requirements of the internship program within 13.5 months (150%) of starting the program (Policy V).**

Preceptor Evaluation of Intern Performance Policy (Appendix W)

Preceptors will formally evaluate the interns' performance and achievement of competencies at **two** points during the rotation (**mid and final of each rotation**). For rotations lasting longer than **two weeks**, preceptors will complete a **mid-point evaluation**. All rotations will have a **final** preceptor evaluation that evaluates core competencies.

Program Completion Requirements Policy (Appendix X)

In order to successfully complete the DI program, each intern is expected to meet the following program requirements:

- Achieving a minimum MET COMPETENCY (M) rating in all supervised practice rotations Preceptor Evaluations. The Met competency is defined as the intern demonstrating sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice.
- Satisfactory completion (grade of 80% or higher) on all learning assessment activities.

- Completion of the Preceptor and Site Evaluations for all rotation sites.
- DI Director confirmation that all ACEND Competencies have been met through the use of the SELF-ASSESSMENT MAPPING TOOL and the CRDN TRACKING DOCUMENT.
- Achieve 80% or better on the comprehensive RD practice exam.
- Completion of all didactic work and 1,000 hours of supervised practice within 150% of program length (13.5 months).
- Adherence to all behavioral and academic integrity standards are expectations for successful completion of the dietetic internship, as outlined in the Academy's Code of Ethics and Standards of Professional Performance and the Life University's Honor Code policy outlined in the student handbook.
- Completion of the Mid and Exit Program Review with the DI Director of the dietetic internship program.

Program Completed – Procedure for Awarding Verification Statement

- At the completion of the Dietetic Internship, the Internship Director will verify the intern eligibility status with the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition & Dietetics, which will allow interns to take the Registration Examination for Dietitians. Interns should meet with the Internship Director after completing all program requirements to provide the necessary information and signatures required for the CDR. Program graduates will receive paper copies of the Verification Statement. For more information about Verification Statements, visit
- <https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Program Completed – Procedure for Registration Examination Eligibility

Dietetic Interns that have successfully completed all supervised hours and requirements will be eligible to apply for the registered dietitian exam. The director will submit the intern's name (as it appears on a government-issued ID and permanent email address to the Commission of Dietetic Registration (CDR). The procedure will be as follows:

1. Dietetic Interns will receive an email notification from CDR requesting demographic information. This will need to be completed by the intern, and the program director will be notified.

2. After graduation, the program director will upload the following forms to CDR for review:
 - DPD Verification Statement
 - DI Verification Statement
 - Official Transcript (Indicating Completion of a Bachelor's or Master's Degree)
3. Once the CDR review process is completed (approximately 1-2 weeks), Dietetic Interns will receive an email confirmation to apply for the RD exam at an approved Pearson VUE testing location of their choice.
4. Dietetic Interns will receive five copies of the DI verification statement to retain for their records. An original copy will be maintained by the program indefinitely.

Applicants should keep the following in mind:

- Provide the official name (same as a government-issued ID and correct email address to the Commission of Dietetic Registration.
- The examination fee is \$200.
- The exam is multiple choice, with a minimum of 125 questions.
- Authorization to take the examination expires after the exam is taken once or one year after authorization.

Licensure for Registered Dietitians

Upon passing the Registration Examination for Dietitians, Dietetic Interns will be eligible to practice as Registered Dietitians. Registered Dietitians practicing in the state of Georgia must be licensed with the State of Georgia; many other states also require licensure or certification. For more information on Licensure for Registered Dietitians in the State of Georgia, visit: sos.georgia.gov/plb/dietitians.

Program Feedback Procedure

Throughout the internship, Dietetic Interns will be asked to provide feedback about didactic presentations, supervised practice experiences, and the program in general. This information is used to help improve the internship. At the end of each supervised practice experience, interns are asked to evaluate each of their supervised practice experiences. The *Rotation Site Evaluation Form* is located on Blackboard. These forms are to be turned into the Internship Director. This information is for the Internship Director's use and is kept confidential.

After completing the internship, program graduates will also be asked to complete the Program Graduate Survey. The survey asks graduates to assess the internship and report on their passage

of the RD exam, employment, continuing education, and community service. This information is very important and is used to help improve the internship.

Program Outcome Data

Data is available when requested in writing. Requests can be sent via email to llana.katz@life.edu. The Dietetic Internship Program Outcome Data can also be found on the University's website under the student achievement section.

Statement of Responsibility and Waiver of Liability Policy

Students are responsible for their safety to and from the University and rotation sites and must take all precautionary measures to assure safety. Students are liable for all medical or health care (emergency or otherwise) while at Life University or rotation sites. Each facility has a policy for injury or illness on the job. The dietetic interns are required to alert the Preceptor if injury or illness occurs, and the Preceptor will then guide the intern through the proper protocol. The dietetic intern must also notify the Internship Coordinator and Director of the incident, injury, or illness. The dietetic intern must complete the Waiver of Liability Form (Appendix Y – Statement of Responsibility and Waiver of Liability Policy).

Student Complaint Policy (Appendix Z)

The DI program abides by the procedures outlined by the University. The DI program also has a program policy to support each student's right to a fair and impartial evaluation of their academic work and to petition for redress of grievances. A student wishing to resolve grievances concerning policies and practices for didactic, clinical education, program completion, or other issues not covered by other University policies shall proceed as follows: complete a student action form and discuss the issue with the Program Director. The DI Program Director will work on an agreeable solution. If there is no resolution with the DI Program Director, the student action form is then elevated to the Assistant Dean, Associate Dean, and ultimately the Dean of the College of Graduate and Undergraduate Studies (CGUS) for reconciliation.

Complaints regarding ACEND

Complaints should first be filed internally to the appropriate Life University authority and then, if necessary, to external authorities. Interns may submit complaints directly to ACEND only after all other options with the program and institution have been exhausted, and the issue cannot be resolved. Complaints may be sent to ACEND staff at:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: 800/877-1600 X 5400
Fax: 312/899-4817
Email: ACEND@eatright.org

As required by ACEND, the Dietetic Internship will maintain a chronological record of student complaints related to the ACEND accreditation standards and the resolution of those complaints for a period of **seven years**.

Failure to follow the outlined hierarchy for reporting a grievance may result in disciplinary action.

Unsatisfactory Performance & Remediation Plan Policies (Appendix AA)

Interns are expected to make sufficient progress during supervised practice rotations, meeting each ACEND-required CRDNs competencies at the “met-competent” level for entry-level practitioners. Interns are expected to promptly inform the DI Director and their Preceptor if they feel they are struggling in their rotation. The Preceptor or DI Program Administrator is expected to work with the intern on key performance issues continually. The Intern should not be surprised that their performance was unsatisfactory during the final evaluation.

Interns must adhere to a high standard of professionalism and conduct as they complete the LU Dietetic Internship Program. The Code of Ethics and Scope of Practice (Nutrition and Dietetics Profession) and the Life University Honor Code Policy have been reviewed with the Interns during orientation and outlined in the Intern Handbook.

A **remediation plan** will be created if the intern is consistently not meeting the requirements of the program, which may include but are not limited to lack of clinical competency (CRDNs), academic jeopardy (didactic), lapses in professional judgment, (tardiness, absenteeism, unprofessional behavior), etc.

1. Any time during a rotation, if a Preceptor identifies that an intern is demonstrating unsatisfactory progress, this procedure will be followed:
 - The preceptor at the affiliating institution will notify the intern of their unsatisfactory performance. The preceptor at the affiliating institution will notify the DI Director of the intern’s unsatisfactory performance.
 - A conference will be held, including the intern, the affiliating institution’s preceptor, and the DI Director. At this time, a written plan for remediation identifying specific knowledge and skills that must be satisfactorily demonstrated and the expected time

frame for completion will be developed and signed by all the parties at the conference.

2. The student's performance will be considered unsatisfactory if the final preceptor evaluation denotes any competency performance below the "MET-COMPETENT" rating (P, NM, NO).

- The DI faculty will review each preceptor's final evaluation as completed during the program. If any competency is below the met level, a meeting will be scheduled with the student, preceptor, and DI faculty.
- A **remediation plan** will be created, identifying the competencies and strategies for the student to address to ensure the intern is competent in all areas according to the 2022 ACEND Standards for dietetic internships.
- IF the intern does not meet all the required core competencies at the acceptable performance level before the end of the program, they must repeat and pass part or all of a rotation that offers **said** competencies. The make-up rotation will be completed during the intern's scheduled off time or after the regular program year's conclusion, not exceeding the 150% program completion time. There is no guarantee that the same site or rotation will be available. Verification statements and graduation from the program may be delayed.

For additional guidelines for the remediation plan, refer to the policy and procedure (Appendix AA).

Termination Policy (Appendix BB)

Dietetic Interns may be terminated for any of the following:

- If in violation of the Academy of Nutrition and Dietetics professional Code of Ethics or Life University's Honor Code.
- For inability to meet the minimum requirements for didactic or clinical, food service, community nutrition, for any supervised practice rotation assignments.
- Failure to meet the required number of supervised practice hours and other program requirements within 13.5 months (150% of the program length).
- Failure to meet the requirements of a remediation plan.
- Failure to meet the corrective action plan mandated through the disciplinary action policy;
- IF in violation of HIPAA and/or FERPA violations.
- Or any other egregious action;
- For jeopardizing the continuation of a partnership between Life University and affiliates.

LIFE UNIVERSITY POLICIES

A brief description of Life University (LU) Policies and a link to the University webpage (policy index) has been provided for your review:

1. **Nondiscrimination Policy** – LU complies with federal and state law. It does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship, or veteran status. The University also prohibits sexual harassment, and these policies apply to all employees and students of Life University. For more details, click on this link [Non-discrimination Policy UL.004](#).
2. **Code of Conduct for LU Students** – One of LU's guiding principles is integrity which is at the core of our mission. LU recognizes five essential components to personal and academic integrity and expects faculty members, staff, and students to embrace these concepts and live them daily, on and off campus. The components are responsibility, respect, honesty, trust, and fairness. For the complete code of conduct, click on this link [Life University Code of Conduct](#).
3. [Technical Standards for Nutrition and Dietetics](#) – Each intern must complete as part of the onboarding process.
4. [Life University and FERPA Policy SS.010](#) – Students are afforded privacy as outlined in The Family Educational Rights and Privacy Act.
5. [Student Records Policy SS.020 – Students shall have the right to keep academic and disciplinary records confidential, subject to state and federal law.](#)
6. [Financial Aid Awarding Policy SS.016 – The intern must meet the eligibility requirements as the University will adhere to this policy awarding financial aid.](#)
7. **Mandatory Direct Deposit Policy** – LU requires all students to set up direct deposits from their banking accounts to receive any financial aid refunds (living expense monies). For more information regarding this policy, click this link: [Direct Deposit Policy SS.011](#).
8. **Payment Options the DI Program and Payment Policy**– (a) can enroll in the payment plan each quarter through EagleNet. It's easy to sign up with no interest, flexible payment options, and a setup fee of \$25 per quarter, or (b) you can pay with a credit/debit/electronic check through EagleNet. Select Student Accounts, and all due dates for tuition, housing, meal plan, and student fees can be found. Additional payment information can be found at this link: [Payment Policy SS.012](#).
9. **Campus Housing – Housing is available at Life University. You may apply through this link:** <https://www.life.edu/campus-life-pages/housing-overview//> There are several off-campus options around Marietta and the Metro Atlanta area. Information regarding the Housing Policy can be found at [Life University General Housing Policy AS.037](#).
10. [Withdrawal From Life University Policy SS.014](#)

11. [Student Complaint Procedures – Life University – Acalog ACMS™](#) - The mission of LU is to empower each student with the education, skills, and values needed for career success and life fulfillment based on a vitalistic philosophy. LU takes all student and consumer complaints very seriously. The University works with students to resolve all complaints expeditiously, fairly, and pleasantly. The complaint process allows students to discuss academic and non-academic concerns or register formal complaints or grievances.
12. **Student Disciplinary Procedures:** LU recognizes the importance of protecting the rights of students who have been charged with but are not yet found responsible for the violation(s) of the LIFE University Standards of Conduct. All processes can be found in [Student Disciplinary Procedures](#).

APPENDICES

- A. Getting Started Checklist
- B. Dietetic Disclaimer Form
- C. Technical Standards Form
- D. Admission Criteria
- E. Accepted Candidate Review
- F. Acceptance of Prior Learning
- G. Affiliation Agreements
- H. Preceptor and Site Selection
- I. Preceptor Training
- J. Site and Preceptor Evaluation
- K. Attendance
- L. Absence Request
- M. Background Checks and Drug Screening
- N. Completion of Hours - Tracking Time at Precepted/Internship Site
- O. Completion of Staff Relief Hours
- P. Disciplinary Action
- Q. Dress Code & Personal Appearance
- R. Equitable Treatment
- S. Infection Control & Bloodborne Pathogens Guidelines
- T. Intern Performance Monitoring/Retention
- U. Insurance Requirements & Injury or Illness
- V. Maximum Amount of Time for Program Completion
- W. Preceptor Evaluation of Intern Performance
- X. Program Completion Requirements
- Y. Statement of Responsibility & Waiver of Liability
- Z. Student Complaint
- AA. Unsatisfactory Performance & Remediation Plan
- BB. Termination

Appendix A – Getting Started Checklist

	Date received and Date of Expiration (if applicable)	Date Received by Life DI / Comments
BLS/CPR certification (Basic Life Support)		
Health Insurance (may be on parents plan)		
Liability Insurance (policy number xxx-xxx-xxx)		
Background Check/drug screen (Advantage Student)		
TB		
MMR x2		
Chicken Pox /Varicella		
Hepatitis B x3		
Verification Statement (DPD)		
Transcript w/ Degree Conferral Date		
AND Membership Card (Academy of Nutrition and Dietetics)		
Flu Shot		
Covid-19 Vaccine x2 Booster x1		
Typhon Registration		
ACEMAPP Registration		
Internship Agreement/disclaimer		
Lab Coat (bring on first day)		

Appendix B. Dietetic Disclaimer Form



DISCLAIMER

BS DIETETICS

Life University's Dietetics program is fully accredited by the Academy of Nutrition and Dietetics (ACEND). This educational requirement certifies that the program's curriculum meets the standards required by the United States and its respective territories.

I understand and acknowledge that admissions to the Bachelor of Science dietetics degree at Life University and subsequent completion of the requirements necessary for conferring of the degree does not guarantee eligibility for licensure in all US states and territories. As a Bachelor of Science dietetics degree applicant and student, I accept personal responsibility for ensuring that I have met any additional licensure requirement in the state(s) of choice that may be required prior to application and prior to completion of the program.

By providing your legal electronic signature, you confirm you have read and understood Degree and Internship Disclaimers. Please sign this document and upload the form to your apply.LIFE.edu account to complete your application file. If you have any questions, please contact the Office of Admissions.

Legal Student Name:

Student ID:

Student Signature:

Date:

Appendix C. Technical Standards Form



Technical Standards for Undergraduate Dietetics, Dietetic Internship and Nutrition

Life University, Office of Enrollment, 1269 Barclay Circle SE, Marietta, Georgia 30060 USA www.LIFE.edu

Life University complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended and the ADA 2008. These laws provide a framework for qualified individuals with documented disabilities to request reasonable accommodations needed to participate in a program. Reasonable accommodations are defined as adjustments or modifications that enable a qualified individual with a documented disability to participate as fully as possible in an educational program. An adjustment or modification must be reasonable and may not be provided if it would alter essential academic or technical requirements or result in undue financial or administrative burdens.

Qualified candidates with documented disabilities who wish to request accommodations under the American with Disabilities Act or the Rehabilitation Act must follow the University's procedure for requesting an accommodation. This procedure requires the submission to the Student Success Center of a written request for accommodations, along with supporting documentation from a licensed professional demonstrating the existence of a disability, the functional limitations resulting from the disability, and the need for specific accommodations. Documentation must meet specific Guidelines, which are set forth in the Student Handbook.

Technical Standards for Admission

In addition to the general requirements for admission and continued enrollment, all applicants to Life University must be able to meet and maintain the University's technical standards for the specific program for which they are applying or enrolled. Technical standards are those physical, behavioral, emotional, and cognitive criteria that an applicant must meet at the time of application to and during enrollment in that specific program at the University. These standards are essential requirements needed to participate fully and satisfactorily complete the entire spectrum of study, training and experiences within an educational program offered by the University.

Applicants should review the technical standards that apply to the specific educational program in which they intend to enroll to ensure that they are able to meet and maintain the standards of that program with or without a reasonable accommodation. This information is provided in order to help every applicant be aware of the required performance and expectations established and required by different educational programs that the University offers. All official clinical and academic communications will be in English.

Technical Standards for Dietetics, Dietetic Internship and Nutrition Students

The study of nutrition and dietetics involves the integration and application of principles from a broad area of study including food science, nutrition, management, communication, biological, physiological, behavioral and social sciences. Therefore, individuals receiving a BS Degree in Nutrition/Dietetics, a certificate of Dietetic Internship Completion or a Master's Degree in Nutrition/Dietetics must meet all academic and clinical course requirements. To matriculate, students seeking a BS Degree in Nutrition/Dietetics, a certificate of Dietetic Internship Completion or a Master's Degree in Nutrition/Dietetics must have the following abilities and skills in order to meet the full requirements of the program's curriculum:

- 1. Sensory/Observation:** A student must have sufficient sensory capacity to observe and participate in demonstrations and experiments in the basic and applied sciences including, but not limited to, demonstrations on human cadavers, animals, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A student must be able to utilize all assessment parameters in order to assess the nutritional status of the clients and implement a nutritional care plan to achieve optimal nutritional status (i.e., obtaining the client's history, performing physical assessments, anthropometric measurements and analysis of laboratory data). In addition, a student must have sufficient vision to observe physical changes such as in skin and eye color or changes in other areas of the body.
- 2. Communication:** A student must be able to communicate effectively with patients and their family members, in order to elicit information, describe changes in affect, mood, activity, and posture and to perceive nonverbal communications. A student must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. The student must be able to communicate effectively and efficiently in oral and written form. A student must have verbal and written communication skills sufficient to conduct patient interviews and record clinical histories, communicate results of diagnostic findings, and make assessments and plans known to patients, their family members, and members of the health care team.
A graduate student is expected to analyze, conceptualize and summarize complex relationships as ascertained from patient records, research studies and other written reports and be able to communicate that information effectively.
- 3. Motor/Strength/Coordination:** A student must have sufficient dexterity and motor function to elicit information from clients by palpation, auscultation, percussion and to perform diagnostic procedures including, but not limited to obtaining the client's history, performing physical assessments, anthropometric measurements and analysis of laboratory data.
- 4. Conceptual, Integrative and Quantitative Abilities:** A student must have sufficient conceptual, integrative and quantitative abilities. These abilities include but are not limited to measurement, calculations, reasoning, analysis, and synthesis. Additionally, a student must be able to understand the spatial relationships of the nutritional status, nutrient intake and any special conditions. Problem solving in group, individual, and collaborative settings requires all of these intellectual abilities. Testing and evaluation of these abilities in the Department of Nutrition employ examinations as an essential component of the curriculum. Successful completion of these examinations is required of all candidates as a condition for continued progress through the curriculum. Examples of these assessments include but are not limited to essay, oral and/or extended multiple choice tests, compositions, oral presentations, and lab practicals designed to assess a variety of cognitive and non-cognitive skills in a simulated or supervised clinical settings. All written or word processed information must be in a comprehensible format.
A student must be able to critically analyze, synthesize and evaluate /interpret psychosocial research and be able to utilize available data to conduct evidence based studies in the field of nutrition and dietetics.
- 5. Behavioral and Social Attributes:** A student must possess the emotional health required for utilization of his/her intellectual abilities. Students must be able to exercise good judgment in the prompt completion of all academic and clinical responsibilities. Students must be able to develop mature, sensitive, ethical and effective relationships. Stressors may include but are not limited to environmental, chemical, physical or psychological. Students must also be able to adapt to change, display poise and flexibility in the face of uncertainties and stressful situations, and to independently demonstrate empathy, integrity, compassion, motivation, and commitment commensurate with the habits and mannerisms of professional training to become a nutritionist or dietitian. Students must portray attributes of professionalism that include but are not limited to honesty, caring, respect, trustworthiness, competence, and responsibility to and for their colleagues and patients.

I hereby certify that I have read and understand the Technical Standards Policy as listed above and in the Life University Catalog and am able to perform the essential and fundamental functions, requirements and tasks of the program with or without a reasonable accommodation.

STUDENT NAME (Please Print)

SIGNATURE OF APPLICANT

STUDENT ID

DATE SIGNED

This electronic signature is your confirmation that you have read and understand the Technical Standards Policy applicable to your intended program and you are certifying that you are able to perform the essential and fundamental functions, requirements and tasks of the program with or without a reasonable accommodation. Once you type your name and the date in the corresponding fields and upload the form to your apply.LIFE.edu account, this will be legally considered your signature.

Appendix D.

ADMISSION CRITERIA for DIETETIC INTERNSHIP PROGRAM (DIP)

Effective Date: 2015

Revised Approval Date: 8/25/2022

Revised Date: 7/22/2022

Purpose: Establish admission criteria for the Dietetic Internship Program (non-degree or certificate Program).

Scope: All students applying for the Dietetic Internship Program

Policy title: Admission Criteria for Dietetic Internship Program (DIP)

Life University participates in the Dietetic Internship Centralized Application Service (DICAS) online system for the spring match. Prospective interns are selected based on the specific requirements identified below.

AY 22-23

All candidates must have an undergraduate degree and a DPD verification statement from a U.S. Accredited College/University or foreign equivalent. Specific Requirements are:

- Completion of a BS or MS degree from a U.S. Accredited College/University or foreign equivalent.
- Verification statement or Declaration of Intent issued by the DPD Program Director. Must have the original verification statement prior to the start of the DI program.
- Minimum overall 3.0 GPA
- Three written letters of reference: two academic and one from a work supervisor or personal colleague.
- A personal statement of 1000 words or less answering the following questions:
 - Why do you want to enter the dietetics profession?
 - What are some experiences that have helped to prepare you for your career?
 - What are your short-term and long-term goals?
 - What are your strengths and weaknesses or areas needing improvement?
- Two copies of all official transcripts (if you had not completed the BS degree when you applied to the DICAS System, you must bring those copies on the first day of the DI program, indicating degree completion).
- A \$65 non-refundable application fee must be sent to Life University.

The above admission criteria will expire on September 5, 2022.

AY 23-24

The criteria utilized to select the candidates for the academic year 23-24 will be as follows:

-Candidates must have an undergraduate degree, a DPD verification statement, and earned at least a master's degree by a U.S. Accredited College/University to be considered for selection into the LU DI Program; or

- Candidates must have an undergraduate degree, a DPD verification statement, and are in the process of completing a graduate degree in one of L.U.'s graduate programs (Clinical Nutrition practitioner tract, or SHS with a concentration in Nutrition and Sport Science) and have completed all of the required coursework with only electives and the comprehensive exam remaining.

Procedures:

Procedures:

Life University participates in the Dietetic Internship Centralized Application Service (DICAS) online system for the spring match. Prospective interns are selected based on their GPA, personal statement, letters of recommendation, and additional DICAS requirements.

1. Prospective students must apply through the DICAS system. The application must be completed by the deadline as posted on the DICAS site (usually February of each year). There is a \$50 fee to use DICAS for the first application and \$25 for each additional application. DICAS can be accessed here: <http://portal.dicas.org/>.
2. Prospective students using the DICAS system must also participate in computer matching through D & D Digital Systems. Applicants should input preferences and application fee of \$55 to D & D Digital by the deadline established on the DICAS site (usually February of each year). Life University's program code is 210. Any special requests to D & D Digital can be sent to the following address: D & D Digital -3100 S. Riverside Drive., P.O. Box 887, Ames Iowa 50010; phone 515-292-0496; email: dnd@sigler.com; website: www.dnndigital.com
3. The DICAS System will identify all the requirements and documents needed for selection. You will be required to upload the following documents: transcripts, verification statement or declaration of intent, three recommendation letters (2 academic and one work or personal colleague), and 1000 words or less personal statement addressing the questions outlined above.
4. The Program Administrator will assemble a committee to review all the applicants through the DICAS system that have selected Life University. Once all candidates are reviewed using a rubric and interviews, the candidates are then designated within the DICAS and D&D Digital as preferred candidates for the program.
5. Once the intern is matched and selected with Life U, the candidate must confirm with the DI Director.
6. The DI Director will send a packet of information on how to start the program with fees, dates, etc.

Other Notes:

Appendix E.

ACCEPTED CANDIDATE REVIEW

Effective Date: 2015

Approval Date: 8/11/2022

Revised Date: 8/11/2022

Purpose: Establish a procedure to ensure all candidates matched and accepted have all required admission criteria: official transcript that confers undergraduate degree granted by a U.S. accredited college/university or foreign equivalent; and DPD verification statement.

Scope: All students accepted into the Dietetic Internship Program.

Policy title: Accepted Candidate Review

All candidates matched and accepted for the DI program will receive information from the DI Director once accepted into the Program. The DI Program Director is responsible for communicating with the student to fully inform them of all pending requirements to start the Program. The student must submit two copies of their official undergraduate transcripts and the original Verification Statement awarded at completing their DPD undergraduate program. The DI Program Director is responsible for reviewing all transcripts to confirm that an undergraduate degree was conferred by a U.S.-accredited college/university or foreign equivalent and confirming receipt of the DPD Verification Statement. All required documents will be housed in the student's file. No student will be able to start the DI program without receipt of the necessary documents, confirmation that a degree was awarded, and holds a DPD verification statement.

Procedures:

Other Notes:

Appendix F.

ACCEPTANCE of PRIOR LEARNING

Effective Date: 2015

Revised Approval Date: 8/11/2022

Revised Date: 7/22/2022

Purpose: To establish guidelines on the acceptance of any prior learning experiences for the Dietetic Internship Program.

Scope: Applies to the Dietetic Internship based on ACEND Accreditation Standards.

Policy title: Prior Learning

Life University does not allow exemption from any dietetic internship didactic class days, rotations, assignments, or projects based on prior learning, competence, or experience. Prior learning experience or earned credits from a graduate program cannot waive the requirements for the supervised practice or any portion of the didactic sessions of the Dietetic Internship Program. Prior learning from employment will not be considered a partial waiver of credit or supervised practice. There will be no credit granted for previous experience. All interns must complete all the supervised rotations and assignments the Program requires. Therefore, the Program does not have a policy on assessing prior learning or competence.

Procedures:

Other Notes:

Appendix G.

AFFILIATED SITE AGREEMENT – Precepting Facilities and Organizations

Effective Date: 2007

Revised Approval Date: 8/11/2022

Revised Date: 7/22/2022

Purpose: Establish a standard process for securing a formal affiliation agreement for the placement of students/interns at sites for internships, fieldwork, practica, supervised practice (dietetics), and clinical education training (athletic training).

Scope: All students in any CGUS program that requires placement at an off-site facility as part of their educational Program. This policy applies to all students (including internships) but is more specific for ACEND and CAATE-accredited programs.

Policy title: Affiliation Site Agreement - Precepting Facilities and Organizations

The program administrator will select new rotation sites based on the ability of the site to provide the students/interns with practical experiences that facilitate the achievement of the program mission, goals, objectives, learning outcomes, and core competencies. The program administrator with relevant expertise will review competencies and learning activities appropriate to the site's specialty area with the lead preceptor. Site requirements (such as immunizations, background/drug screens, liability insurance), scheduling procedures, length of rotation, and learning activities will be mutually agreed upon by the L.U. program administrator and the Preceptor (s) at that facility.

An affiliation agreement will be obtained for all internship placements, rotation sites providing clinical education, supervised practice rotations (clinical experience), and/or which will have an ongoing relationship for training throughout the Program. The exception is that all on-campus learning sites (L.U.) do not require an agreement. The affiliation agreements must be signed (fully executed) before any students/interns may be placed in a rotation at that site. When the administrative oversight of the Preceptor differs from the affiliated site, an affiliation agreement must be obtained by all parties.

Formal affiliation agreements have been developed. In the event the contract is prepared by the precepting site, the agreement will be reviewed by Life University's Executive Vice President and legal representative. Individuals signing the agreement must have signing authority at the site. Once the facility/organization has signed the agreement, the contract is forwarded to the Dean's office for processing by the Executive Office. The affiliation agreements are maintained in good standing and filed in the office of the Dean (also uploaded in Blackboard, so program directors/coordinators have access). The duration of each affiliation agreement is one year, with two additional one-year renewals.

Procedures:

The formal agreement is in effect when the following have occurred:

1. The site indicates a willingness to precept dietetic interns, athletic training students, and any other student within a CGUS program.
2. The site provides a listing of all requirements for the intern/student, such as background checks, drug screening, health insurance, liability insurance, and other site-specific onboarding items.
3. The policies and procedures for the Program have been reviewed.
4. All accreditation standards regarding site requirements have been reviewed, and the site can comply with all guidelines and regulations.
5. Signed agreements with both entities.

Other Notes: Standard Life University Agreement

INTERNSHIP, SUPERVISED PRACTICE, & CLINICAL EDUCATION AFFILIATION AGREEMENT

(Sponsoring Organization, Life University)

This agreement is made this (date) _____, by and between Life University (hereinafter referred to as University), and the Sponsoring Organization:

Name of Organization

(Address)

(City)

(State)

(Zip)

WHEREAS, the University desires to establish a program at the Sponsoring Organization to provide a clinical learning experience ("Learning Experience) for its students;

WHEREAS, the Sponsoring Organization is willing to cooperate with the University to establish a program for the University's students;

NOW, THEREFORE, in consideration of the foregoing, of the mutual promises contained herein, and of other good and valuable consideration, the receipt, sufficiency and adequacy of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

Learning Experience

1. To establish the educational objectives for the Learning Experience, advise methods for implementation, and evaluate the effectiveness of the Learning Experience.
2. Not to discriminate on the basis of race, color, creed, age, national origin, or sex, nor will either party discriminate because of handicap under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. Prior to the Learning Experience, the University shall provide the participating students with basic training regarding confidentiality and privacy of protected health information under the Health Insurance Portability and Accountability Act, and all regulations issued thereunder (collectively, "HIPAA"), and the Sponsoring Organization shall provide students with specific training in its HIPAA policies upon the student's arrival at the Sponsoring Organization.
4. Both the Sponsoring Organization and the University agree to abide by all applicable laws and regulations in carrying out their respective obligations under this Agreement. Both parties agree that they shall refrain from disclosing the student's educational records except with the student's consent or as permitted under the Family Educational Rights and Privacy Act and all regulations thereunder. As applicable, the University agrees to have each student complete appropriate consent forms for the exchange/disclosure of educational records or medical records as may be required under this Agreement.

The University agrees:

1. To assume the responsibility for assuring continuing compliance with the educational standards established by the applicable licensing and accrediting bodies, including but not to obtaining or assisting each student to obtain criminal background checks prior to the Learning Experience upon the Sponsoring Organization's request.
2. To establish and maintain ongoing communications with the Sponsoring Organization on items pertinent to the Learning Experience, (such as communication may include, but is not limited to, a description of the curriculum, relevant course outlines, policies, faculty, and major changes in this information) and to provide on-site faculty supervision as deemed necessary by the Sponsoring Organization. Such faculty members shall be subject to all provisions of this Agreement that pertain to students.
3. To notify the Sponsoring Organization of the planned student assignment, level of academic preparation, and length and dates of the Learning Experience. In furtherance of the foregoing, the Learning Experience and student assignments shall be planned by the University in consultation with representatives designated by the Sponsoring Organization and shall be subject to final approval by both parties before the commencement of any such assignment. Written plans for the Learning Experience and student assignments shall be submitted to the Sponsoring Organization by the University at least 30 days prior to the anticipated commencement of the assignments, or as otherwise mutually agreed by the parties, and shall specify the number of students for each assignment. The students in the Learning Experience shall work at all times under the supervision of designated Sponsoring Organization personnel or licensed professionals as required by the policies, rules, and regulations of the Sponsoring Organization and/or applicable law and pursuant to the applicable guidelines of any Learning Experience as agreed to by the parties. Designated personnel or the licensed professionals of the Sponsoring Organization who agree to be responsible for student training hereunder shall have the ultimate responsibility of client/patient care. The Sponsoring Organization is under no obligation to pay the students or the University for Services provided by students hereunder, and the students are not to be considered employees or agents of the Sponsoring Organization for any purpose whatsoever. While at the Sponsoring Organization, the students will not be covered by Social Security, Unemployment Compensation or Worker's Compensation coverage, nor shall they be entitled to any benefits (in any form or fashion) provided to full or part-time employees of the Sponsoring Organization.
4. To refer to the Sponsoring Organization only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum which is applicable to the Sponsoring Organization.
5. To inform the student of the Sponsoring Organization's requirements for acceptance regarding health status. Student must provide documentation of the basic physical examination completed within the past year, annual T.B. test, immunization documentation and/or waiver forms prior to the commencement of the assignment and Learning Experience.
6. To inform students enrolled in the Learning Experience that any and all medical costs which the students may incur while participating in the Learning Experience with the Sponsoring Organization will be the responsibility of the student. The Sponsoring Organization will not be liable for any medical expenses incurred by a student.

7. To advise the assigned student of the responsibility for complying with the existing pertinent policies, rules and regulations of the Sponsoring Organization, including but not limited to confidentiality of records and individually identifiable patient health information, personal conduct, dress code, identification badges, protocols and safety.
8. To require the assigned student to have proof of coverage during the term of this Agreement for negligence, malpractice and professional liability insurance (in the amount of \$1,000,000 per occurrence, \$3,000,000 annual aggregate) during the term of the Agreement and to provide a copy of the declarations page evidencing this coverage as requested from time to time. Notwithstanding the foregoing sentence, the parties agree and understand that the professional liability insurance requirement in this subsection 8 does not apply to students in "observation only" Learning Experiences.
9. To supply the Sponsoring Organization with appropriate forms to be used in evaluation of the performance of the assigned student.
10. To assure the student will function under the guidance of the designated Sponsoring Organization personnel or a licensed professional (as the case may be).
11. No form of payment or remuneration will be provided by the University, the Sponsoring Organization or the preceptor/mentor/sponsor for the students' participation in the Learning Experience and the student is responsible for all of his/her respective expenses.
(strike# 11 if this is a paid internship experience)

Sponsoring Organization agrees

1. To designate personnel or a licensed professional who will be responsible for planning and implementation of the Learning Experience. This individual will be called the internship mentor.
2. To provide personnel or a licensed professional with time to plan and implement the Learning Experience including, when feasible, time to attend relevant meetings and conferences.
3. To provide the physical facilities and equipment necessary to conduct the Learning Experience being offered.
4. To advise the University of any changes in its personnel, operation, or policies that may affect the Learning Experience.
5. To provide the assigned student with a copy of the Sponsoring Organization's existing pertinent rules, regulations and policies with which the student is expected to comply.
6. To evaluate the performance of the assigned student on a regular basis as agreed upon with the University using the evaluation form or on-line forms developed by the University (completed evaluation will be forwarded to the University within one (1) week following conclusion of the student's Learning Experience).
7. To advise the University by mid-assignment of any serious deficit noted in the ability of the assigned student to progress toward achievement of the stated objectives of the Learning Experience.

8. To have the right to terminate immediately any student who violates the Sponsoring Organization's policies, including any policy pertaining to student conduct, or whose health, behavior or performance is a detriment to patient well-being, the Sponsoring Organization, or to achievement of the stated objectives of the Learning Experience, or is otherwise not in the best interest to the Sponsoring Organization for the student(s) to continue in the Learning Experience, with contemporaneous or subsequent communication to the University as the situation warrants.
9. To support continuing education and professional growth and development of those staff who are responsible for student supervision.

Additional Terms of Agreement:

1. This Agreement shall be effective when executed by both parties, and unless terminated sooner as provided herein, it shall remain in effect for a period of one (1) year. This Agreement shall automatically renew for two additional one (1) year periods, unless either party provides written notice of intent not to renew to the other party at least thirty days (30) prior to the end of the then-current term.
2. This Agreement constitutes the entire agreement between parties regarding the subject matter hereof and superseded all previous agreements and understandings, either oral or written. This Agreement may only be modified in writing and signed by authorized representatives of both parties.
3. This Agreement may be terminated under any of the following conditions:
 - i. by either party with or without cause at any time upon thirty (30) days prior written notice to the other party; provided, however, that such termination shall be effective with respect to any student who is participating in a Learning Experience at the Sponsoring Organization on the date of such notice, until the end of the student's Learning Experience as previously scheduled; or
 - ii. by both parties at any time with mutual written agreement; or
 - iii. by either party immediately upon any breach of the Agreement by the other party. The Sponsoring Organization facility may also terminate the participation of a student upon written notice if such facility determines, in its discretion, the health or safety of patients may be jeopardized by the continued participation of such student, or the student fails to behave in accordance with the Sponsoring Organization's policies and procedures. IF this Agreement is terminated pursuant to this paragraph, participation by the student in the current Learning Experience shall immediately cease.
4. This Agreement may not be assigned or transferred by either party without the prior written consent of the other party. This Agreement shall insure to the benefit of and shall be binding upon the parties hereto and their respective heirs, executors, legal representative, successors and permitted assigns.
5. IF any provision is held invalid, illegal or unenforceable with respect to particular circumstances, the Agreement shall nevertheless remain in full force and effect in all other circumstances.
6. Waiver by a party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation hereof.
7. This Agreement shall be governed by and construed in accordance with the laws of the State of Georgia. The parties acknowledge, understand and agree that the exclusive venue for any disputes pursuant to this Agreement shall be proper within the jurisdiction of the Superior Court of Cobb County, Georgia. The parties hereby waive any and all objections that they may otherwise have

(or may raise) to venue and jurisdiction within the State of Georgia. The prevailing party in any action to enforce rights or obligations under this Agreement shall be entitled to recover its costs and expenses from the other party, including reasonable attorney's fees.

- 8. The Sponsoring Organization reserves the right to cancel students' assignments should it become necessary to implement a Disaster Plan or as otherwise deemed necessary by the Sponsoring Organization for the protection of its patients or otherwise.
- 9. The Sponsoring Organization, its affiliates, their respective officers, trustees, employees, agents, and physicians on its medical staff do not assume liability for any death, injuries, or damage to the students.
- 10. The Sponsoring Organization and University understand and agree that the University and the students enrolled in the Learning Experience pursuant to this Agreement are at all times independent contractors of the Sponsoring Organization and are not agents, representatives or employees of the Sponsoring Organization. As independent contractors, the University and students are responsible for their own actions and the Sponsoring Organization shall not be liable for the acts or omissions of the University or its employees, agents, or students. The Sponsoring Organization disclaims any and all liability for how students enrolled in the Learning Experience are trained or for the Learning Experience.
- 11. This Agreement is non-exclusive and does not affect either party's ability to enter into a similar agreement with other persons or entities.
- 12. Whenever any notice, demand, or consent is required or permitted under this Agreement, such notice, demand, or consent shall be in writing and shall be deemed sufficiently given:
 - i. On the day personally delivered; or
 - ii. Three (3) days after deposit in the U.S. mail if mailed by registered or certified mail, return receipt requested, postage prepaid; or
 - iii. On the day delivered if sent by recognized overnight courier service to the following addresses:

University: Life University
 1269 Barclay Circle
 Marietta, GA 30060

Sponsoring Organization:

[insert name and address]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed under seal, by and through their duly authorized representatives, as of the day and year first above written.

University:
 Signature: _____
 Name: William Jarr
 Title: Executive VP Finance
 Date: _____

Sponsoring Organization:
 Signature: _____
 Name: _____
 Title: _____
 Date: _____

Appendix H.

PRECEPTOR & SITE SELECTION

Effective Date: 2017

Revised Approval Date: 8/11/2022

Revised Date: 07/22/2022

Purpose: Establish a standard evaluation process for selecting appropriate and credentialed preceptors and sites/facilities/organizations that can provide the necessary learning environments for the educational programs with specific competencies that must be accomplished through the planned rotation.

Scope: Specific for ACEND and CAATE accredited programs.

Policy title: Preceptor & Site Selection

The program administrator will select new rotation sites based on the ability of the site to provide the student/interns with practical experiences which facilitate the achievement of the program mission, goals, objectives, learning outcomes, and competencies.

The program administrator with relevant expertise will review competencies and learning activities appropriate to the site's specialty area with the lead preceptor. Site requirements (such as immunizations, background/drug screens, liability insurance), scheduling procedures, length of rotation, and learning activities will be mutually agreed upon by the L.U. program administrator and the Preceptor (s) at that facility.

The program administrator will screen the potential Preceptor(s) at the site to ensure that the individual(s) possess the required credentials to supervise the intern/student according to the Accreditation Standards for the Program. These requirements will be defined for the various rotations on the site/preceptor selection form.

Procedures:

1. Complete the Form (attached).
2. Review the accreditation standards regarding the need for preceptors with the appropriate credential for the placement of interns/students.
3. Facility and preceptor credentialing/expertise have been confirmed (RDN number, licensure number, BOC certification number, resume, etc.).
4. Review the Program mission, goals, objectives, and rotation-specific competencies to determine the site's appropriateness.
5. Review the competencies and agree on which ones are applicable for this type of setting.
6. The program administrator has visited the facility, conducted an in-depth review to ensure adequacy, and provided or scheduled preceptor onboarding training.
7. The facility personnel and Preceptor acknowledge it can meet expectations for intern/student learning experiences and sign the agreement.

Dietetic Internship (DI) Preceptor Selection and Site Form

General Selection Criteria for Supervised Practice/DI Preceptors

1. Preceptors must have the education and experience to provide appropriate guidance for supervised practice experiences. Preceptors must be licensed, as appropriate, to meet state and federal regulations, or credentialed, as needed, for the area where they supervise interns.
 - a. Prospective clinical preceptors for Clinical Nutrition (in-patient acute, outpatient, clinics, or long-term care) are required to be RDNs.
 - b. The food service preceptor, who may be extension personnel, a food service manager or supervisor, a Certified Dietary Manager, or a professional with a health promotion background, is not required to hold the RDN credential but must have a minimum of 1 year of experience. The Preceptor and/or another RDN on staff must be available the entire time of the rotation.
 - c. The community nutrition preceptor may be either an RDN or hold a nutrition-related position with a minimum of 1 year of experience.
 - d. Elective: Sports Nutrition and/or Outpatient Wellness in a private practice OR an elected area of interest defined by the Intern. The special interest preceptor must be either an RDN or work under the supervision of an RDN with a minimum of 1-year experience.
2. The prospective Preceptor must demonstrate the willingness to take on the extra responsibility of interns, including assignments, teaching, mentoring, evaluations, and time management skills.
3. The prospective Preceptor must demonstrate strong communication skills (orally and written) and collaborate with the DI director on a continual basis.
4. The prospective Preceptor must demonstrate good people skills and the desire, patience, and understanding to teach interns the required knowledge and skills.
5. The prospective Preceptor must support the Academy of Nutrition and Dietetics practice standards and changes and preferably is a member of the Academy if an RDN.

Site/Facility criteria

Community Nutrition Rotation – minimum seven (7) weeks

Community Nutrition should be completed at a facility with a primary focus on nutrition and community/public health. Recommended Community sites include but are not limited to: Senior Centers, WIC (Women, Infant, and Children) Centers, Food Distribution Programs (i.e., Atlanta Food Bank, Open Hand Atlanta, Meals on Wheels), Community Gardens, Camp Rad (non-profit providing nutrition and life-skills for adolescents with disabilities), Camp Kudzu (non-profit serving children and teens living with type 1 diabetes).

Food Service Management (FSM) Rotation – minimum eight (8) weeks

The food service management (FSM) rotation will be a facility that will provide the Intern with exposure to multiple aspects of food service management. The FSM rotation may be completed at a hospital, long-term care facility, school nutrition services program, university dining service, commercial food service operation, or corporate food service operation. School Lunch Program, School Breakfast Program, Summer Food Service Program

Clinical Nutrition (acute) – minimum eight (8) weeks

The clinical rotation will be at a facility that exposes the Intern to various experiences with different disease states. Recommended facilities include large hospitals, small community hospitals, or long-term care facilities. To meet the clinical competencies, the clinical facility or facilities must be able to provide the Intern with access to all the activities for outpatients and /or in-patients. It is anticipated that at the end of the rotation, the Intern will be able to function as staff relief with minimal supervision.

Elective/Private Practice – minimum two (2) weeks

An elective is defined as a rotation in which the Intern may be interested and seek out a special request to be placed. A typical setting would be a private practice or wellness outpatient facility that exposes interns to an area that may interest them outside the typical clinical, food service, or community rotation.

Specialty areas may include but are not limited to sports nutrition (such as NutriFit, a dietetic center that promotes performance for recreational and elite athletes), Campus RD (Life University Dietitian serving the athletic population on our campus), OR specialized dietetic practice such as plant-based nutrition (Planted in Nutrition-Women's, children's and plant-based nutrition services), The Migraine Dietitian (specializes in nutrition care with patients who suffer from migraine).

An elective rotation could also be a request for an intern to extend one of their clinical nutrition, food service management, or community nutrition because they may be interested in specializing in one of those and may want to use the elective time to enhance their experience.

**Life University Dietetic Internship Program
Preceptor Information and Facility-Site Selection Forms**

Preceptor Information

SECTION 1

Prospective Intern Name: _____

Facility: _____ Facility Type: _____

Facility address: _____

Primary Preceptor Name: _____

Position Title: _____

Years in current position: _____ Hours per week the Preceptor works for this employer: _____

Has this Preceptor previously supervised students or interns? _____

Registration and/or license number (if applicable) _____

of CEU's in profession obtained in the last 5 years, or other professional development or certifications related to the employment position or supporting students: _____

Phone number: _____ Fax number: _____

Email address: _____

Supervised Practice/Rotation type: Clinical Nutrition Foodservice
 Community Nutrition Elective

Dates of internship rotation: _____

Number of 8-hour days to be completed at this location for internship: _____

Name and email address of contact person for affiliation agreement if different than the Preceptor: _____

SECTION 2

Brief description of facility/agency/institution: _____

Please list the **requirements for all interns** (required clearances, background checks or medical information) that your facility requires of the dietetic Intern before starting.

Are there any **specific COVID-19 requirements?**

Please check which (if any) of the following experiences will be provided at this site:

- | | | |
|---|---|---|
| <input type="checkbox"/> Overweight/obesity | <input type="checkbox"/> Endocrine Disorders | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Cardiovascular Disease | <input type="checkbox"/> Gastrointestinal Disease | <input type="checkbox"/> Renal Disease |
| <input type="checkbox"/> Malnutrition | <input type="checkbox"/> Acute care | |
| <input type="checkbox"/> Infants | <input type="checkbox"/> Children | <input type="checkbox"/> Adolescents |
| <input type="checkbox"/> Adults | <input type="checkbox"/> Pregnant/lactating females | <input type="checkbox"/> Older adults |
| <input type="checkbox"/> Critical care | <input type="checkbox"/> Outpatient nutrition care | <input type="checkbox"/> Long-term care |
| <input type="checkbox"/> Wellness program | <input type="checkbox"/> School nutrition (foodservice) | <input type="checkbox"/> Nutrition Support (EN &/or PN) |
| <input type="checkbox"/> Low-income populations | <input type="checkbox"/> Diverse populations | <input type="checkbox"/> Other _____ |

SECTION 3

Please review the list of **competencies** per rotation type listed in the **Checklist & Evaluation forms** and indicate whether the Intern will be able to complete all or most of them. An example of a planned experience that can meet the competency is included; however, these examples should not be considered the only method of meeting competence.

Intern can meet all or most of the competencies at this facility?	Yes	No
Identify exceptions:		

Affiliation Agreement: Note to Preceptors

The entity and Life University must sign a formal affiliation agreement. Provide the name and contact information for the office or person that has signing authority for your organization:

Name of Contact: _____

Contact Information: (phone & email):

Once both parties sign the formal agreement, then the placement of interns may occur.

*Please provide a **current resume** and/or the **RDN credential** (copy of card) for the primary Preceptor, in addition to **completing this Form**. Primary– will be required to attend preceptor training (initial and annual). A handbook will be provided for all new and returning preceptors annually. The DI director will provide all training before the DI rotations begin.*

Signature SECTION for Preceptor

I agree to the roles and responsibilities as Preceptor (printed name, original signature & date):	
---	--

Once these pages are completed, the DI Director will contact the site preceptor to complete an affiliation agreement/contract before the Intern can begin at the site.

Appendix I.

PRECEPTOR TRAINING

Effective Date: 2017

Revised Approval Date: 8/11/2022

Revised Date: 7/22/2022

Purpose: Establishes the standard for Preceptor Training for All Clinical-type Programs

Scope: All students or interns in CGUS programs that require precepted rotations as part of their educational Program.
Specific for ACEND and CAATE accredited programs.

Policy title: Preceptor Training

All programs that involve preceptors as part of the educational Program will have planned and ongoing education from the Program designed to promote a constructive learning environment.

All preceptors will attend regular training sessions provided by the Program Administrator.

Preceptor training will include (1) initial onboarding, (2) annual, and (3) ongoing training as needed per program and accreditation standards.

Each Program must have a detailed training plan with modules and a documented tracking system to ensure that all preceptors complete the required training as established by the Program. A preceptor must demonstrate understanding of and compliance with the Program's policies/procedures, updates to any accreditation standards, and the core or clinical competencies the intern/student must demonstrate for compliance with ACEND/CAATE accreditation standards for applicable programs.

Procedures:

Other Notes:

SITE & PRECEPTOR EVALUATION

Effective Date: 5/2012

Approval Date: 5/2012

Revised Date: 8/11/2022

Purpose: Establish a procedure to evaluate all affiliated sites and preceptors regularly.

Scope: For ACEND and CAATE accredited programs.

Policy title: Site & Preceptor Evaluations

All educational programs that utilize preceptors and off-campus sites for clinical training/supervised practice rotations must have an evaluation plan. The site and preceptor are evaluated by the Intern and the Program Administrators.

The **Clinical Coordinator** makes at least one site visit per quarter to each active clinical education/supervised practice rotation site. The Clinical Coordinator then completes a written evaluation of the physical site and the Preceptor. Any concerns regarding the Preceptor are noted on the evaluation form and addressed with the Preceptor. If immediate changes need to be made, the coordinator discusses them with the Preceptor.

The Program must evaluate all clinical education sites and supervised practice rotation sites on an annual basis with planned evaluations that serve as part of the Program's comprehensive assessment plan.

The **intern/AT students** complete an evaluation form at the end of the clinical education/supervised practice rotation, which assesses their experience with the Preceptor and the sites. Feedback from these evaluation forms, information gained from meetings between the Program Administrator and the student, and the Clinical Coordinator's review is used to assess the Preceptor's compliance with the competencies and Program's policies and procedures.

The information from the evaluation (student and coordinator) is used annually to determine whether sites provide the students with the necessary experiences. Based on that assessment, the Program Administrators determine whether changes need to be made at the site and whether or not a site should be utilized for future placements.

Procedures:

Other Notes:

Include the student evaluation forms for both the site and Preceptor and the Clinical Coordinator Evaluation Form.

Appendix K.

ATTENDANCE

Effective Date: 5/2012

Revised Approval Date: 8/25/2022

Revised Date: 7/22/2022

Purpose: To provide guidelines for the Dietetic Internship and Athletic Training Programs that require a certain number of clinical education/supervised practice hours.

Scope: Applies to the DI Internship and Athletic Training programs per accreditation standards.

Policy title: Attendance

All students accepted into the Dietetic Internship and Master of Athletic Training Programs must complete approximately 1100 and 1200 hours, respectively. The ACEND and CAATE accrediting bodies have established minimum hours that must be completed by the students/Interns to obtain the necessary competencies, skills, and abilities for their respective fields of study.

To maintain the integrity of the academic experience and requirements, all students/interns are required to attend all courses, didactic sessions, clinical education, and/or supervised practice rotations as outlined by the Program. Interns/AT students must be present each day at each rotation, arrive on time, stay the entire scheduled time, and be prepared to work for all assigned supervised practice/clinical education experiences.

Personal business, Doctor, or Dentist appointments are not acceptable reasons for an absence. Please schedule all appointments during free-periods or off days.

Specific for DI - All interns are expected to attend all didactic sessions and are assigned supervised practice rotations. To meet the completion requirements, an intern must successfully participate in all sessions to demonstrate competency equivalent to entry-level practice. You cannot meet this standard without regular and consistent attendance. In addition to achieving the knowledge and skills necessary for this profession, our Program must adhere to the hour requirements set forth by ACEND.

The Dietetic Internship Program is a full-time program, and interns must be available for a minimum of 8 hours per day, five days per week for the duration of the Program. Intern schedules may include early mornings, late nights, and occasional weekends. Often Dietitians must work additional unexpected hours to get the work done.

Procedures:

- If the intern/AT student must be absent for any reason (including illness) from their supervised practice rotation, the Director and the rotation Preceptor must be notified before the scheduled arrival time.
- Emergency circumstances for which a student may be excused from the clinical education experience may include the following: death of an immediate family member, religious observances, or natural disasters. The intern/AT student must contact the Program Administrator and Preceptor. The Program Administrator will require specific documentation.

- If an intern/AT student will be late or needs to leave earlier than the scheduled time required by the Preceptor, the Intern must email both the supervising Preceptor and the Program Administrator at the earliest possible time.
- For a planned absence, the Intern must request in writing approval from the Program Administrator and Preceptor at least **two weeks** in advance, but this is generally not allowed. An **Absence Request** form must be completed.
- Supervising Preceptors must document all hours missed for any reason.
- Should an unplanned absence extend for three or more days (for any reason), the Program Administrator will meet with the student to determine the need for further documentation (medical excuses, etc.) and discuss an action plan.
- All time missed, regardless of the reason, must be made up with the approval of the Program Administrator and Preceptor. The Preceptor schedules the make-up time based on their availability.
- Repeated absences, tardiness, or not completing the full scheduled time at a rotation site may result in disciplinary action, including but not limited to dismissal from the Program.
- Please notify the Program Administrator immediately if you have concerns regarding the interns' attendance and tardiness.
- Each Program has recognized holidays; refer to the University Calendar.

Other Notes:

Appendix L.

ABSENCE REQUEST

Effective Date: 2012

Revised Approval Date: 8/25/2022

Revised Date: 7/22/2022

Purpose: Establish a procedure for students/interns to follow when a planned absence is necessary for a clinical type of Program.

Scope: For students enrolled in the Dietetic Internship or the Master of Athletic Training Program.

Policy title: Absence Request Policy

Any student enrolled in the DI or MAT program who must miss didactic sessions (or class) or time at a supervised practice rotation/clinical education site must seek approval from the Program Administrator and Preceptor for at least two weeks (2) in advance. This is generally not allowed; however, if permission is granted, the Preceptor schedules the make-up time based on availability. This may be scheduled at the end of the rotation, end of the Program (time not to exceed 150% of program completion time), or during the university-recognized holiday/break schedule with prior approval.

Procedures:

1. The student must complete the Planned Absence Request form (attached).
2. Submit the completed Form to both the Program Administrator and Preceptor for Approval.
3. If approved, work with the Preceptor to determine a schedule that accounts for all missed time and work during the planned absence timeframe.

**Planned Absence Request Form
DI/Athletic Training Program**

Any DI intern or athletic training student (ATS) who knows of a specific date they need to miss time from a supervised practice rotation or clinical education responsibilities must submit this Form to their supervising Preceptor and Program Administrator. This Form must be submitted **two (2) weeks in advance**, and it is the student's responsibility to obtain a schedule from the Preceptor to make up all missed time. Any student who fails to complete this Form will receive a Disciplinary Action Form (no exceptions).

NOTE: Incomplete forms will NOT be approved – all content below is required.

Please PRINT

Student's Name: _____

Date(s) and Day(s) requesting OFF: _____

Time(s) requesting OFF: _____

All Didactic/Class Sessions Missed (or none): _____

(If missing class – list all courses (codes):

Detailed Reason for Absence: _____

Student's Signature: _____ / ____/____

Decision: **Approved ()** **Disapproved ()**

Preceptor's Signature: _____ / ____/____

Course Instructor's Signature(s): _____ / ____/____

Coordinator's Signature: _____ / ____/____

Program Director's Signature: _____ / ____/____

BACKGROUND CHECKS & DRUG SCREENING

Effective Date: 5/9/2011

Revised Approval Date: 8/11/2022

Revised Date: 7/22/2022

Purpose: Set forth the guidelines and procedures for conducting background checks and drug screens for students placed in healthcare settings as part of their educational Program and meet the affiliation agreements' conditions.

Scope: All students or interns in CGUS programs that utilize healthcare facilities that specify the requirement of background checks and drug screens for placement. Specific for ACEND and CAATE accredited programs.

Policy title: Background Checks and Drug Screening

Life University established an account (number 101610051) in 2011 to place Sport Health Science students as interns at local hospitals and clinics. Most healthcare organizations in the metro Atlanta area require the use of Advantage Students (InfoMart) as it is the preferred screener for students. This platform allows both the site (preceptor or education office) and Life University faculty to view the reports to clear students to participate in the clinical education rotations and obtain necessary skills as part of the educational Program. All programs utilizing supervised practice and clinical education rotations must comply with the Organization's placement requirements as outlined in the affiliation agreement.

Procedures:

Student Instructions:

1. Visit www.Advantagestudents.com
2. Select Student – Create a New Account
4. You will be required to validate your email address before placing an order
5. Once you validate the account, click on Get Started Place Order
6. Affiliated School Listing – get started – Scroll down to find Life University and select
6. Select Program – default
7. Select package – student package (Dietetic Intern, MAT program, and all SHS clinical internships require both background and drug screen).
8. Hospital Listing – for DI interns and MAT students, leave the affiliated hospital blank as you will be placed at multiple locations - **do not select a site**. Select the hospital or clinic where you will complete your internship.
7. Life University Logo Appears in the window with the student package – check the box to certify.
8. Click Next and Enter your Personal, address, and employer information as prompted.
9. Follow the prompts; check the box to indicate that the information you entered is correct.
10. Click continue to pay.
11. You will authorize the background check. Click Accept
11. Enter your payment method.
12. The cost of the student package is \$78.00.
13. The student will receive updates through email regarding the procedures for the drug screen and the progress of the reports.

Administrator Instructions:

1. Once the background check and drug screen are complete, you can review the reports in the Advantage Students system and share them with the affiliation site. You may need to enter the site to share the information, especially if the student is placed at multiple sites.
2. To view report status, click view under Shared Background Checks. Click on the column heads to sort by category. To limit the results, select the reports to be viewed from the drop-down menu at the top.
 - a. Report number (#): by clicking the report #, you can see a Student Profile Summary. From this summary, you can see the student's order summary with the status of each of the services ordered. You can also see the student's profile with a hospital/clinical site from this page.
 - b. Status: Complete, Pending, or Processing. Click on the Pending link for pending profiles, or click on Complete to see the completed profile. Processing indicates that the student has not yet paid for the service, so the background search has not yet begun. You can click on Complete or Pending to view the student's full profile.
 - c. Hospital Review: IF the student's profile has been shared with any hospitals, the names of the hospitals will appear here. If the hospital name is red, the hospital has rejected the student. If the hospital is in green, the hospital has accepted the student. If the hospital is in black, the hospital has not reviewed the student.
 - d. School Review: The drop-down menu displays the school review status. To change the status, simply click Edit. Use the menu to select the new status, and then click Update.
3. To search reports: type in first name, last name, or social security.

Other Notes:

Appendix N.

COMPLETION of HOURS -TRACKING TIME at a PRECEPTED/INTERNSHIP SITE

Effective Date: 2007

Revised Approval Date: 8/25/2022

Revised Date: 7/22/2022

Purpose: Establish a procedure to track hours completed by any CGUS student/intern as required by their respective educational Program.

Scope: All students or interns in a CGUS program that utilizes an affiliated site or on-campus setting to obtain practical hours (supervised practice rotations, clinical education experiences, etc.) as required by the education program. Specific for ACEND and CAATE accredited programs or any degree program that requires internship hours.

Policy title: Completion of Hours - Tracking Time at a Precepted/Internship Site

Life University Programs require tracking all hours completed during an internship, practica, supervised practice, or clinical education program. Each Program is responsible for developing a tool to account for all completed hours. The Preceptor Internship/ Mentor must approve all hours. It is the responsibility of the student/intern to record all hours daily using the method determined by the Program. For example, the internship program has a completed daily log, whereas the DI and MAT programs utilize an electronic tracking system. The student/intern is also responsible for obtaining the approval (signature) of the preceptor/mentor on the required documentation. The time logs must be approved weekly.

Procedures:

DI program:

1. Utilizes the Typhon System.
2. The Intern will enter all time completed at the rotation site daily.
3. At the end of the week, the Intern will provide the Preceptor with a copy of the excel spreadsheet (from Typhon) for approval and signature. It is the Intern's responsibility to obtain the approval.
4. Once the Preceptor signs the Form, the Intern will upload it into the L.U. learning management system (Blackboard).
5. All hours approved will count toward the total hours required for the supervised practice.

MAT Program:

1. Utilizes the ATrack System.
2. The AT student will enter all completed time in the system daily.
3. The deadline for all hours to be entered into the system is Monday at 8 am for the previous week, as the Preceptor will approve at this time.

Internship for CGUS Degree Programs:

1. Utilize Daily Logs (on Blackboard Internship Site INT 493/499).
2. The student enters all time and captures experiences on the daily log form.
3. At the end of the week, the student obtains the signature of the Mentor (site) on the daily log forms.
4. It is the responsibility of the student to submit the signed logs weekly to the supervising professor.

SAMPLE TIME LOG for DI Program

Interns are expected to enter all time completed at the rotation sites through the electronic system daily. At the end of each week, the intern will provide the Preceptor with a copy of an excel spreadsheet for approval. Preceptors will approve hours weekly on the time log). It is ultimately the intern's responsibility to obtain your signature for approval of the time logs.

Below is a sample of the report for your signature.

STUDENT Name									
DATE RANGE									
CLINICAL SITE									
PRECEPTOR -									
Your daily time logs, most recent first, formatted in hours .									
Date	Course	Clinical Site	Preceptor	1st Clock IN	1st Clock OUT	2nd Clock IN	2nd Clock OUT	Shift Time Duration	Approval Status
8/23/2022	Clinical Acute Care	Life - Didactic Day	Katz, Ilana	8:00	17:00			9	Pending
8/16/2022	Clinical Acute Care	Life - Didactic Day	Katz, Ilana	8:00	17:00			9	Pending
Totals								18	

By signing this form (actual spreadsheet), the preceptor acknowledges that the information is correct.

Preceptor Signature: _____ Date: _____

Once the preceptor signs the form, the intern will upload it into the LU learning management system (Blackboard). The DI Director confirms receipt of the preceptor's signature, and hours are approved in the Typhon to be counted towards the total required supervised practice rotation hours.

Appendix O.

COMPLETION of STAFF RELIEF HOURS

Effective Date: 2012

Revised Approval Date: 8/11/2022

Revised Date: 7/22/2022

Purpose: Establish guidelines for utilizing an intern at an affiliated site as a temporary staff assignment (staff relief).

Scope: Applies to the Dietetic Internship Program.

Policy title: Completion of Staff Relief Hours

Each rotation site may utilize the Intern to complete some hours as staff relief. If the Intern chooses to complete staff relief hours at the rotation site, this must be discussed with the Intern. The expectations and timeframe of hours must be clearly outlined with the Intern. Staff relief is defined as the Intern taking on at least 50-75% of the regular duties of an entry-level dietitian or manager at your facility for 3-5 full workdays. Staff relief allows the Intern to work mostly independently (gaining autonomy) with support as needed to gain the confidence to step into an entry-level professional role following graduation. At no point, is it allowed to use an intern to replace any facility employee. No compensation is permitted to be provided to the Intern.

Procedures:

Other Notes:

Appendix P.

DISCIPLINARY ACTION

Effective Date: 2016

Revised Approval Date: 8/26/2022

Revised Date: 7/22/2022

Purpose: Establish guidelines for any disciplinary action in addition to the University Code of Conduct and Honor Code.

Scope: Applies to the Dietetic Internship (DI) and Master of Athletic Training Program (MAT)

Policy title: Disciplinary Action

All academic programs adhere to the University Standard of Conduct and Honor Code. Any violation of these will result in student disciplinary actions. The procedures for disciplinary actions are outlined in the catalog. The link for this is as follows: <https://catalog.life.edu/content.php?catoid=8&navoid=296>. The University has a clearly defined process for handling these issues, which range from informal & formal resolutions to hearings with the Administrative Hearing Office and Conduct Review Board.

In addition to these standards, several situations may warrant disciplinary action, such as unexcused tardiness and/or absence for clinical assignment and or other DI/MAT activity, dress code violations, failure to meet assigned deadlines, and other actions as determined by the DI/MAT faculty or staff or as specified in the MAT program policies and procedures, and at affiliated C.E. sites.

Procedures:

Disciplinary Action Procedures

In the event that a DI intern or athletic training student (ATS) commits any of the offenses mentioned above or any other offense(s) as determined by a faculty or staff member or Preceptor, they may be disciplined with one or more of the following actions:

- Verbal Warning – 1st time ONLY;
- Written Disciplinary Incident Report Form – this is REQUIRED for each instance after the first Verbal Warning (see Form) with a correction action plan. All incident reports and corrective action plans will be monitored by the Program Administrator and kept within the student file. However, if the incident involved a Code of Conduct, the incident report may be filed with Conduct Officer within the Student Affairs Division; and/or
- Termination.

Other Notes:

Disciplinary Action Form

Dietetic Internship Program Life University

Student Name _____ ID# _____

Incident Location _____ Incident Date: ____/____/____

Witnesses _____

Reason for Report:

- | | |
|--|---|
| <input type="checkbox"/> Insubordination or defiance | <input type="checkbox"/> Falsifying Records |
| <input type="checkbox"/> Unprofessional Ethical/Behavior | <input type="checkbox"/> Academic Dishonesty |
| <input type="checkbox"/> Breach of Duty | <input type="checkbox"/> Substance Abuse |
| <input type="checkbox"/> Unexcused Absences | <input type="checkbox"/> Dress Code Violations |
| <input type="checkbox"/> Chronic Tardiness | <input type="checkbox"/> Theft / Vandalism |
| <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Inappropriate Relationship |
| <input type="checkbox"/> Conduct Unbecoming a Dietitian | <input type="checkbox"/> Confidentiality or HIPPA |
| <input type="checkbox"/> Other (please specify) _____ | |

Incident Description _____

DI Program.

Action Taken: Meeting with C.P. Meeting w/P.D. & CC Probation Withdrawal

I, the undersigned, understand that my signature below **IS NOT** an admission of guilt but rather an acknowledgment of the report. Each deficiency report will be reviewed on a case-by-case basis. I also understand that any refusal to sign this document by the aforementioned athletic training student will be considered an admission of guilt, and subsequent disciplinary action will be taken.

DI Student Signature _____ Date ____/____/____

Staff / Faculty Signature _____ Date ____/____/____

Reviewed By: _____

Comments/Remarks:

Reviewer Signature _____ Date ____/____/____

DRESS CODE & PERSONAL APPEARANCE

Effective Date: 2015

Revised Approval Date: 8/29/2022

Revised Date: 7/22/2022

Purpose: To provide guidelines on appropriate dress for clinical education type programs.

Scope: Applies to the DI and MAT programs.

Policy title: Dress Code and Personal Appearance

DRESS CODE & PERSONAL APPEARANCE POLICY

All interns and students must practice good hygiene. Hands and fingernails should be kept clean, and students are strongly encouraged to keep fingernails relatively short and trimmed. Hair should be kept clean, neat, and out of the way, and facial hair must be kept neatly trimmed.

Individuals working in clinical-type settings are expected to use make-up, perfume, cologne, and jewelry with discretion. A student's appearance should not detract from their professionalism. All Interns must wear professional clothes that are neat, clean, and appropriate in style for their assigned clinical education/rotations and on designated didactic days. Very casual attire or clothes of extreme style may not be acceptable. Some rotations (clinical and non-clinical) have more stringent policies to protect their clients'/patients' welfare and safety. Contact the Program Administrator or Preceptor immediately if any student/intern has concerns.

Any student/intern who is not dressed appropriately will be sent home to change into appropriate clothing and report back within a reasonable amount of time set by the Preceptor, and a loss of hours will occur. A Disciplinary Action form will be written up.

General guidelines for all off-campus sites:

- Adhere to the off-campus site's dress code.
- All are to wear closed-toed shoes at all times
- Dress and look professional at all times.
- Must wear your official Life University identification badge at sites (or name badge provided site or Program).

Prohibited Items for all students/interns regardless of Program

- Jeans or jean shorts
- Cut-off or frayed jeans, pants, and shorts
- Excessively baggy pants and shorts
- Excessively tight-fitting clothing/yoga pants
- Cut-off or mid-drift belly shirts
- Tank tops, sports bras, and/or spandex worn as outerwear
- Open-toed shoes, flip flops, and sandals

- Clothing with holes, stains, etc.
- See-through clothing
- Vulgar apparel and apparel promoting alcohol, tobacco, sex, and other lifestyles which negatively impact professionalism
- No hats should be worn inside facilities.

Procedures:

General Information about Dress Code for DI Interns:

1. Lab Coats are required for all clinical rotations. You can purchase a lab coat at a local medical uniform supply store.
2. Shirts must be tucked in at all times unless designed to be worn outside the trousers (ankle length) or skirts.
3. DI interns are allowed to wear skirts, but the bottom of the skirt should be at or below the point where the fingertips touch the thigh while standing normally.
4. At Foodservice rotations, you may be required to wear a hairnet, uniform, and special shoes; fake nails and nail polish are not acceptable.

General Information about Dress Code for ATS in the MAT Program:

Students will either be provided or required to purchase a uniform, including apparel such as t-shirts, collared shirts, trousers, shorts, and shoes. Students must be uniform during all clinical / field experience activities unless specified by the student's supervisor. In addition, for certain activities such as competitions, the supervisor will specify which uniform the student should wear or whether alternate apparel is required. If a uniform is not provided or required, students should wear clothing that meets the other dress code requirements. Life University apparel worn by an AT student must be officially licensed and be either specific to the sport to which the student is assigned or generic to Life. When rotating off-campus sites, students should wear trousers, collared shirts, and closed-toed shoes or adhere to the off-campus site's dress code. It is extremely important that all athletic training personnel (including students) dress and look professional. Those athletic training students not acceptably attired will be instructed to change into their acceptable uniform or will be asked to leave the athletic training facility without recording their clinical ed hours.

Dress Code Guidelines for the ATS at Clinical Education Sites:

1. Shirts must be tucked in at all times unless designed to be worn outside the trousers or shorts.
2. The bottom of the legs of shorts should be at or below the point where the fingertips touch the thigh while standing normally.
3. When uniform shoes are unavailable, athletic training students are to wear closed-toe, comfortable, athletic-type shoes at all times. Shoes of the team sponsoring brand are preferred but not required. For contractual purposes, students may be required to cover logos of non-sponsoring brands.
4. When traveling with athletic teams, athletic training students are expected to adhere to the athletic team's dress code. However, if no dress code exists for the athletic team, athletic training students should keep in mind they are representing Life University, the MAT program, and the athletic training profession.
5. Students may wear clothing with the Life MAT program logo if permitted by the clinical site. Students should not wear Life MAT program logo clothing when working outside of the MAT program and clinical education sites.

Game/Event:

Check with the CP in charge. The NCAA does not allow clothing with commercial brand names on display during athletic events. Check with the supervising CP for appropriate dress for game or event coverage. Students should not wear skirts, low-cut shirts, or high heels. Travel attire must be consistent with the team's apparel (check with the coach or supervising CP).

The disciplinary action policy will be followed if an intern does not adhere to the dress code policy.

Appendix R.

EQUITABLE TREATMENT and TRAINING

Effective Date: 9/1/2022

Approval Date:8/29/22

Revised Date:

Purpose: To provide a framework for equitable treatment for all individuals and required program training.

Scope: Applies to all Life University Programs.

Policy title: Equitable Treatment & Training

Life University complies with federal and state law, and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship, or veteran status. The University also prohibits sexual harassment. This nondiscrimination policy applies (LU.004) to all employment practices at Life University, and to the admission, access to, treatment in, and employment in LIFE's education program. Life University has a campus-wide policy located on the Policy Index website.

Life University's Dietetic Internship program is also committed to upholding all federal regulations regarding equal opportunity and diversity management relevant to the dietetic internship. The program utilizes the ACEND recommended training modules and resources for Diversity, Equity, and Inclusion (DEI) for training (interns and preceptors).

The Chief Diversity Officer (Diversity, Equity, and Inclusion -DEI) presents a program as part of the intern orientation. A similar program is conducted for faculty at the Faculty Staff Development Program, which is held several times per academic year. The Chief Diversity Officer provides many resources for faculty, staff, and students, which can also be found on the University's website. The DEI Office extends an open-door policy for all Life University Community members to participate in programs and training that is offered by this office.

Procedures:

Other Notes:

Appendix S.

INFECTION CONTROL & BLOODBORNE PATHOGENS GUIDELINES

Effective Date: 2017

Revised Approval Date: 8/24/2022

Revised Date: 7/22/2022

Purpose: Establish and implement procedures for controlling disease hazards for those working in clinical-type settings. All faculty serving as preceptors, students, and interns are to follow these procedures during class, didactic sessions, clinical education sites, supervised practice rotation sites, and internship sites to protect those individuals providing care to others.

Scope: All students or interns in a CGUS program that provides care to others (clients, patients, etc.).

Policy title: Infection Control and Bloodborne Pathogens Guidelines

Infection Control Policy and Bloodborne Pathogens Guidelines

All faculty and students are to comply with infection control guidelines during laboratory sessions, clinical education sites, and supervised practice sites:

1. Wash hands thoroughly with soap and water before and after each contact.
2. A disinfectant and universal precautions should be used for contact with blood or body fluids.
3. Contaminated materials are to be kept in a covered receptacle.
4. Equipment and materials should be cleaned and disinfected at the end of each use or in keeping with established equipment-specific policies.

Procedures:

Universal Precautions

- A. Blood and body fluids are considered potentially infectious. Prudent practices should be followed routinely.
 1. When the possibility of exposure to blood or other fluids exists, appropriate barrier precautions to prevent skin and mucous membrane exposure should be followed. LATEX GLOVES should be worn for touching blood and body fluids or non-intact skin and handling surfaces soiled with blood or body fluids. Gloves should be changed after contact with each patient, turned inside out, and properly disposed of in a biohazard container.
 2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed after the removal of gloves.
 3. Sharp items should be considered potentially infectious and handled with extreme care. After use, syringes, needles, and scalpel blades should be placed in a sharp's box and not bent or broken by hand.
 4. To minimize infection potential from saliva, mouthpieces, resuscitation bags, and mouth-mouth ventilation devices should be used. Proper disposal and clean-up procedures should be followed, including washing hands.
 5. Staff members with lesions, open weeping dermatitis, and other potentially infectious skin conditions should refrain from direct patient care and/or wear proper protective barriers.

B. Should a student, Intern, or faculty member be exposed to bloodborne pathogens, one should follow the procedures outlined for post-exposure and complete the incident form (attached).

For DI interns follow below:

- The student should immediately wash the area with soap and water or flush or irrigate the affected area, such as the nose, eyes, and/or mouth.
- The incident report must be completed immediately following the incident and filed with the clinical site and Life University.
- The Preceptor and Program Administrator(s) must be notified immediately.
- If needed, the student will be referred to the nearest emergency medical facility.
- Confidentiality regarding exposure, incident, and student will be maintained at all times.

SHS Division Incident Report Form

Student Information

Name: _____ Student ID#: _____
DOB: _____ Cell Phone: _____
Address: _____ Email: _____

Incident Information

Date: _____ Time: _____
Location of Incident: _____ Type of Incident: _____

Name of Preceptor present: _____

Detailed Description (be specific): _____

Action/Care provided during/after incident by Preceptor: _____

Action taken by the Program Administrator: _____

Signatures of student/DI Intern, Preceptor, Program Administrator:

Student/Intern Date

Preceptor Date

Program Administrator Date

INTERN PERFORMANCE MONITORING /RETENTION

Effective Date: 9/1/2022

Approval Date: 8/29/2022

Revised Date:

Purpose: Establish a procedure for monitoring the DI Intern Performance throughout the Program.

Scope: Specific for the Dietetic Internship Program

Policy title: Intern Performance Monitoring /Retention

Intern Performance Monitoring is conducted throughout the Program.

Didactic Sessions: Once the rotations start, the Intern meets every other Monday for didactic sessions. At each of these sessions, the DI Administrators discuss with each Intern the projects and competencies currently being completed at the rotation site. Within those discussions, interns are encouraged to discuss their perceived areas of weakness, and the DI Administrators will address those concerns with strategies to achieve the skills or complex concepts. The interns are given a **SELF-ASSESSMENT MAPPING TOOL** to track and document how they complete each competency at the rotation site. The DI Director reviews the mapping document with the Intern to discuss the progress and to verify progression on competencies.

As **learning assessments** are completed that are associated with Didactic sessions, grades are awarded and posted in the learning management system (Blackboard) to give the intern constant feedback on progress and standing within the Program.

Rotation Sites: The Preceptors are encouraged to provide meaningful feedback to the interns as they progress through the rotation. Formal evaluations (**mid-point and a final rotation evaluation**) are conducted on the Intern's performance, which tracks all competencies and their overall performance. If issues arise with an intern's performance at any time, the Preceptor is encouraged to speak with the DI Director and/or Clinical Coordinator. The Intern, Preceptor, and DI Director/Coordinator will meet to understand the situation better and identify strategies that the Intern can utilize to solve the problem. If the Preceptor determines that it requires a remediation plan, one will be created in collaboration with the Preceptor and DI Director/Coordinator. As each rotation is completed, the DI Director reviews the Preceptor's evaluation and updates each Intern's **CRND Tracking Document**. If, at this time, the DI Director finds any deficiencies in competencies, skills, knowledge, projects, or hour completion, a meeting will be scheduled with the Intern to address these concerns. If the Intern's performance is deemed unsatisfactory, a remediation plan is created, and the process is outlined in the Unsatisfactory Performance Policy. In either situation identified above, every effort is made to resolve the concern and promote the Intern's success.

The DI Director also tracks all completed supervised practice hours to ensure the Intern meets the desired number of hours weekly.

DI Director Meetings throughout the Program: In Addition to the Preceptor evaluations, the DI Director/Coordinator meets with each Intern for a **Mid-Program Review** to discuss progress in the Program. The **CRDN Tracking Document** is reviewed and compared with the 'Intern's **Self-Assessment Mapping Tool**. The DI Director reviews the Intern's performance on all learning assessments completed to date. Hence, the Intern understands progress and areas for improvement.

After rotations are completed for all precepted hours, competencies are reviewed with the Director to ensure knowledge, skills, and abilities of all required CRDNs have been met (occurs within an individual intern meeting during the **Exit Program Review**. Within the exit program review, if any specific competency needs strengthening, an opportunity for the Intern to accomplish this will be given in this final phase before a verification statement is issued. All program requirements are reviewed with the Intern.

Procedures:

Other Notes:

Appendix U.

INSURANCE REQUIREMENTS & INJURY or ILLNESS

Effective Date: 7/2012

Revised Approval Date:8/25/2022

Revised Date: 7/22/2022

Purpose: To provide insurance guidelines for any student placed at an affiliated site as part of their educational Program. Most clinical education training sites require students/interns to have health and liability insurance.

Scope: To be compliant with executed Affiliated Agreements for clinical education placements.

Policy title: Insurance Requirements

All GCUS students utilizing an off-campus affiliated site to obtain an internship, clinical education, and/or supervised practice hours must be compliant with the requirements of the affiliation agreement for that site.

The standard requirement for most affiliated sites (per agreement) is as follows: 1) the student will purchase and maintain health insurance (must show proof before the start of DI or MAT programs), and 2) the student show proof of professional liability insurance coverage (minimum 2 million dollars for each incident/occurrence, and 4 million dollars annual aggregate). This coverage must be maintained for the duration of the Program.

Students are liable for all medical and health care (emergency or otherwise) while at Life University or rotation sites. Each facility has a policy for injury or illness on the job. The student/intern must alert the Preceptor of the injury or illness that occurs, and the Preceptor will guide the student/intern through the proper protocol. Life University requires the student/intern to complete an incident report and submit it to the Program Administrator.

Procedures:

The Dietetic Interns – recommend Proliability by Mercer Insurance. The contact information is 1-800-375-2764 or via the website: [Professional Liability \(mercer.com\)](https://www.mercer.com/professional-liability). The Intern will show proof of health and liability insurance during the Program's first week (orientation). Dietetic Interns are liable for all medical and health care (emergency or otherwise) while at Life University or rotation sites.

SHS Division Incident Report form is attached.

Other Notes:

SHS Division Incident Report Form

Student Information

Name: _____ Student ID#: _____

DOB: _____ Cell Phone: _____

Address: _____ Email: _____

Incident Information

Date: _____ Time: _____

Location of Incident: _____ Type of Incident: _____

Name of Preceptor present: _____

Detailed Description (be specific): _____

Action/Care provided during/after incident by Preceptor: _____

Action taken by the Program Administrator: _____

Signatures of Student, Preceptor, Program Administrator:

Student/Intern

Date

Preceptor

Date

Program Administrator

Date

Appendix V.

MAXIMUM AMOUNT OF TIME FOR PROGRAM COMPLETION

Effective Date: 2015

Revised Approval Date: 8/26/2022

Revised Date: 7/22/2022

Purpose: To define the length of time allowed to complete the Dietetic Internship Program

Scope: Applies to the DI Program

Policy title: Maximum amount of time for Program Completion

It is expected that the DI program will be completed within nine months. In extenuating circumstances, an intern may be allowed to meet the program requirements outside the nine-month timeframe with appropriate Program Administrator approval. If approval is granted, the Program Administrator will work with all parties involved to create the program progression plan for completion. **Dietetic Interns must complete all the requirements of the internship program within 13.5 months (150%) of starting the Program.**

Procedures:

Other Notes:

PRECEPTOR EVALUATION PROCEDURES of Intern Performance

Effective Date: 2015

Revised Approval Date: 8/29/2022

Revised Date: 7/22/2022

Purpose: Establish a procedure for Preceptors to conduct timely evaluations of Interns at affiliated sites.

Scope: Applies to the Dietetic Internship.

Policy title: Preceptor Evaluation Procedures of Intern Performance

Preceptors will formally evaluate the interns' performance and achievement of competencies at **two** points during the rotation (**mid and final of each rotation**). For rotations lasting longer than **two weeks**, preceptors will complete a **mid-point evaluation**. All rotations will have a **final** preceptor evaluation that evaluates core competencies.

If the rotation length is insufficient for a mid-point evaluation to be completed by the Preceptor, the DI Director will solicit informal feedback from the Preceptor. This has been implemented to increase intern success and identify potential concerns early. If concerns are expressed, the Director will discuss appropriate next steps with the Preceptor and carry out the plan as needed. If necessary, the DI director will follow the procedure for **unsatisfactory supervised practice performance** may result in a **remediation plan**.

All evaluation forms must be reviewed with the Intern, and both parties must sign the form. Once completed, signed, and reviewed with the Intern, a copy of the preceptor evaluation will be given to the Intern. It is the responsibility of the Intern to upload the document into the Blackboard system. Failure to submit all completed, signed intern evaluations on the last day of the rotation may result in an incomplete. Interns may not be able to start the next rotation if the evaluation of the current rotation is not completed. The Intern will not be able to complete the Program and obtain the DI verification statement until all intern evaluations for all rotations are submitted, verified, and approved by the DI Director.

Procedures:

- A. Mid-point evaluation – is conducted if the rotation duration exceeds **two weeks**. The form is attached.
- B. The final evaluation – is completed by the end of the rotation. This assessment tool is utilized to formally evaluate the Intern's performance and achieve the core competencies for the entry-level RDN (CRDNs) performed during the supervised practice rotation under your supervision. The evaluation forms are specific to the type of rotation, and the forms are attached.

Interns are evaluated using the following competency rating scale:

E – Exceeded/Exceptional – Intern demonstrates additional knowledge, skills, and experience in the Area and is considered above entry-level practice.

M – Met/Competent – The Intern demonstrates sound knowledge, confidence, and effective use of entry-level skills;

seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice

P – Progressing /Approaching Competency – The Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not entirely independent and is considered to be approaching entry-level practice.

NM – Not Met/Unsatisfactory – Requires frequent supportive cues; identified principles but needs direction to identify the application and is considered well below entry-level practice

NOO – No Opportunity to Observe. Skill was not observed during this rotation

Interns must achieve an E, or M, to determine a competent rating to demonstrate readiness for entry-level practice. The unsatisfactory supervised practice performance procedures may be followed for a student with any competencies rating consistency below the met level.

Other Notes:

Preceptor Mid-Rotation Evaluation Form

Facility _____ Date _____

Preceptor _____ Intern _____

Please evaluate the Intern on overall performance to this point. **Circle the number** corresponding to your rating.

1 – weak,

2 – doing well, performing as expected for student/intern level

3 – above average, doing better than expected

4 – outstanding, doing much better than expected for the level

List/describe areas in which the Intern is performing well.

List/describe any specific competencies (CRDN) that are weak and need to improve to complete the rotation at the level expected for interns:

Suggest Activities to be completed that will assist in improving the performance of those identified as weak (CRDN) to achieve competency: (Areas for Improvement)

Satisfactory _____ Unsatisfactory _____

If unsatisfactory, Action Plan:

Signatures:

Preceptor: _____ Date: _____

Intern: _____

Date: _____



Clinical Nutrition Rotation

Interns Name: _____ Preceptor: _____
 Facility: _____ Dates: _____

The Intern will communicate the module requirements provided by internship faculty, in order to provide Preceptor with recommendations on assignments, projects, discussions, etc., to cover the competencies (CRDNs) listed in this evaluation, over and above Preceptor assigned duties. Please evaluate how well each competency is being performed by Intern with regards to the clinical nutrition competencies using the following criteria:

- Key:**
- E** – Exceeded/Exceptional – Intern demonstrates additional knowledge, skills, and experience in the Area and is considered above entry-level practice.
 - M** – Met/Competent – The Intern demonstrates sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice
 - P** – Progressing /Approaching Competency – The Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not entirely independent and is considered approaching entry-level practice.
 - NM** – Not Met/Unsatisfactory – Requires frequent supportive cues; identified principles but needs direction to identify the application and is considered well below entry-level practice
 - NOO** – No Opportunity to Observe. Skill was not observed during this rotation

		E	M	P	NM	NOO
CDRN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.					
CDRN 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					
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 2.3	Demonstrate active participation, teamwork and contribution in group setting					
CRDN 2.4	Function as a member of an inter-professional team					
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.					
CRDN 2.6	Refer clients to other professionals and services when needs are beyond individual scope of practice.					
CRDN 2.7	Apply change management strategies to achieve desired outcomes.					
CRDN 2.8	Demonstrate negotiation skills <i>Note to Preceptor: (justify rationale for nutrition recommendations)</i>					
CRDN 2.10	Demonstrates professional attributes in all areas of practice include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.					
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 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a 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, B12 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 3.10	Use effective education and counselling skills to facilitate behavior change					
CRDN 3.12	Deliver respectful, science-based answers to consumer questions concerning emerging trends					
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 4.10	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).					
CRDN 5.4	Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a 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.					

OVERALL EVALUATION: (Preceptor)

Additional comments from Preceptor:

Comments from Intern:

Signature of Preceptor Date

Signature of Intern Date

Student _____ Preceptor _____

Rotation Dates _____ Facility _____

Rate your satisfaction with the student's performance based on each of the following performance indicators:

ME = Meets Expectations

P = Progressing

U = Unacceptable

		ME	P	U
1.	Prepared for rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Performed in ethical manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	A team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Oral Communication skills (concise, professional, diplomatic, respectful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Written communication skills (organized; correct spelling/grammar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Critical thinking/problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Time management skills (completes work in a timely manner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Dressed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Followed procedures of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Contributions to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Sought out opportunities for additional learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of days tardy _____ Number of days absent _____ Were hours made up? _____

Please comment on strengths and any needs improvement checks.:

Signature of Preceptor _____ Date _____

Signature of Dietetic Intern _____ Date _____



Community Nutrition Rotation

Interns Name: _____ Preceptor: _____
 Facility: _____ Dates: _____

Instructions: The Intern will communicate the module requirements provided by internship faculty, in order to provide Preceptor with recommendations on assignments, projects, discussions, etc., to cover the competencies (CRDNs) listed in this evaluation, over and above Preceptor assigned duties. Please evaluate how well each competency is being performed by Intern with regards to the Community Nutrition competency requirements using the following criteria:

- Key:**
- E** – Exceeded/Exceptional – Intern demonstrates additional knowledge, skills, and experience in the Area and is considered above entry-level practice.
 - M** – Met/Competent – The Intern demonstrates sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice
 - P** – Progressing /Approaching Competency – The Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not entirely independent and is considered approaching entry-level practice.
 - NM** – Not Met/Unsatisfactory – Requires frequent supportive cues; identified principles but needs direction to identify the application and is considered well below entry-level practice
 - NOO** – No Opportunity to Observe. Skill was not observed during this rotation

		E	M	P	NM	NOO
CRDN 1.1	Select indicator of program quality and/or customer service and measure achievement of objective					
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data					
CRDN 1.5	Incorporate critical-thinking skills in overall 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 skill in patient documentation and/or education material					
CRDN 2.3	Demonstrate active participation, teamwork and contribution in group setting					
CRDN 2.4	Function as a member of an inter-professional team					
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.					
CRDN 2.6	Refer clients to other professionals (SW, RN...) and services as appropriate					
CRDN 2.7	Apply leadership skill to achieve desired outcomes Note to Preceptor: (make appropriate nutrition recommendations)					
CRDN 2.8	Demonstrate negotiation skills (justify rationale for nutrition recommendations)					

CRDN 2.10	Demonstrates professional attributes in all areas of practice Note to Preceptor: include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.					
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 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a 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 examination					
CRDN 3.4	Design, implement and evaluate presentation to a target audience.					
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience					
CRDN 3.10	Use effective education and counselling 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 questions concerning emerging trends					
CRDN 3.14	Develop and evaluate recipes, formulas and menu for acceptability and affordability that accommodate the cultural diversity and health needs of various population, groups and individuals					

CRDN 4.1	Participate in management functions of human resources (such as hiring, training and scheduling).					
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 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 5.4	Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).					
CRDN 5.5	Demonstrate the ability to resolve conflict.					
CRDN 5.7	Mentor others.					
CRDN 5.8	Identify and articulate the value of precepting.					

OVERALL EVALUATION: (Preceptor):

Additional comments from Preceptor:

Comments from Intern:

Signature of Preceptor Date

Signature of Intern Date

Rate your satisfaction with the student's performance based on each of the following performance indicators:

ME = Meets Expectations

P = Progressing

U = Unacceptable

	ME	P	U
1. Prepared for rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Performed in ethical manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Oral Communication skills (concise, professional, diplomatic, respectful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Written communication skills (organized; correct spelling/grammar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Critical thinking/problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Time management skills (completes work in a timely manner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Dressed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Followed procedures of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Contributions to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Sought out opportunities for additional learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of days tardy _____ Number of days absent _____ Were hours made up? _____

Please comment on strengths and any needs improvement checks.:

Signature of Preceptor _____

Date _____

Signature of Dietetic Intern _____

Date _____



Food Service Management Rotation

Intern Name: _____ Preceptor: _____
 Facility: _____ Dates: _____

Instructions: The Intern will communicate the module requirements provided by internship faculty, in order to provide Preceptor with recommendations on assignments, projects, discussions, etc., to cover the competencies (CRDNs) listed in this evaluation, over and above Preceptor assigned duties. Please evaluate how well each competency is being performed by Intern with regards to the Food Service Management competency requirements using the following criteria:

Key:

E – Exceeded/Exceptional – Intern demonstrates additional knowledge, skills, and experience in the Area and is considered above entry-level practice.

M – Met/Competent – The Intern demonstrates sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice

P – Progressing /Approaching Competency – The Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not entirely independent and is considered approaching entry-level practice.

NM – Not Met/Unsatisfactory – Requires frequent supportive cues; identified principles but needs direction to identify the application and is considered well below entry-level practice

NOO – No Opportunity to Observe. Skill was not observed during this rotation

		E	M	NI	DNM	NOO
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. (temp monitoring, plate waste study, patient satisfaction survey)					
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice					
CRDN 1.3	Justify Program, product, service, and care using appropriate evidence or data.					
CRDN 1.5	Incorporate critical-thinking skills in overall 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 documentation and/or education material					
CRDN 2.3	Demonstrate active participation, teamwork, and contribution in group setting					
CRDN 2.4	Function as a member of an inter-professional team					
CRDN 2.7	Apply change management strategies to achieve desired outcomes.					
CRDN 2.8	Demonstrate negotiation skills					

CRDN 2.10	Demonstrate professional attributes in all areas of practice include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic					
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 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 presentation 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 3.12	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/Evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals?					
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.					
CDRN 4.5	Analyze quality, financial and productivity data for use in planning					
CRDN 4.6	Proposes procedures as appropriate to the practice setting to promote sustainability reduce waste and protect the environment.					
CDRN 4.7	Conduct feasibility studies for products, programs or services with consideration of cost 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 4.10	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).					
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 5.4	Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a 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.					

OVERALL EVALUATION: (Preceptor):

Additional comments from Preceptor:

Comments from Intern:

Signature of Preceptor Date

Signature of Intern Date

Rate your satisfaction with the student's performance based on each of the following performance indicators:

	ME = Meets Expectations	P = Progressing	U = Unacceptable		
			ME	P	U
1. Prepared for rotation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Performed in ethical manner			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interpersonal skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A team player			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Oral Communication skills (concise, professional, diplomatic, respectful)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Written communication skills (organized; correct spelling/grammar)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Technical skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Critical thinking/problem-solving skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Organizational skills			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Time management skills (completes work in a timely manner)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to work independently			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Punctual			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Dressed appropriately			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Followed procedures of the facility			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Contributions to the facility.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Sought out opportunities for additional learning.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of days tardy _____ Number of days absent _____ Were hours made up? _____

Please comment on strengths and any needs improvement checks.:

Signature of Preceptor _____

Date _____

Signature of Dietetic Intern _____

Date _____



Elective - Private Practice

Interns Name: _____ Preceptors Name: _____
 Facility: _____ Dates: _____

Instructions: Evaluate how well each competency is being performed by Intern with regards to the private practice/wellness competency requirements.

- Key:**
- E** – Exceeded/Exceptional – Intern demonstrates additional knowledge, skills, and experience in the Area and is considered above entry-level practice.
 - M** – Met/Competent – The Intern demonstrates sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice
 - P** – Progressing /Approaching Competency – The Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not entirely independent and is considered approaching entry-level practice.
 - NM** – Not Met/Unsatisfactory – Requires frequent supportive cues; identified principles but needs direction to identify the application and is considered well below entry-level practice
 - NOO** – No Opportunity to Observe. Skill was not observed during this rotation

		E	M	P	NM	NOO
CDRN 1.1	Select indicators of program quality and/or consumer service and measure achievement of objective					
CDRN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.					
CDRN 1.3	Justify Program, product, service and care using appropriate evidence or data.					
CRDN 1.5	Incorporate critical-thinking skills in overall 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 skill in patient documentation and/or education material					
CRDN 2.3	Demonstrate active participation, teamwork and contribution in group setting					
CRDN 2.4	Function as a member of inter-professional teams.					
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice					
CRDN 2.7	Apply leadership skill to achieve desired outcomes Note to Preceptor: (make appropriate nutrition recommendations)					
CRDN 2.8	Demonstrate negotiation skills					
CRDN 2.10	Demonstrates professional attributes in all areas of practice include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic					
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 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a 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 3.7	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.					
CDRN 3.8	Design implement and evaluate presentation to a target audience.					
CDRN 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 counselling 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 questions concerning emerging trends					
CRDN 3.14	Develop and evaluate recipes, formula and menus for acceptability and affordability that					

	accommodates the cultural diversity and health needs of various populations and groups					
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.					
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 5.7	Mentor others					
CRDN 5.8	Identify and articulate the value of precepting.					

OVERALL EVALUATION: (Preceptor):

Additional comments from Preceptor:

Comments from Intern:

Signature of Preceptor Date

Signature of Intern Date

Rate your satisfaction with the student's performance based on each of the following performance indicators:

ME = Meets Expectations

P = Progressing

U = Unacceptable

	ME	P	U
1. Prepared for rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Performed in ethical manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. A team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Oral Communication skills (concise, professional, diplomatic, respectful)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Written communication skills (organized; correct spelling/grammar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Technical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Critical thinking/problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Organizational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Time management skills (completes work in a timely manner)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Dressed appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Followed procedures of the facility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Contributions to the facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Sought out opportunities for additional learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Number of days tardy _____ Number of days absent _____ Were hours made up? _____

Please comment on strengths and any needs improvement checks.:

Signature of Preceptor _____

Date _____

Signature of Dietetic Intern _____

Date _____



Elective - Sports/Wellness Nutrition Rotation at Life University – Campus RD

Interns Name: _____ Preceptor: _____
 Facility: _____ Dates: _____

The Intern will communicate the module requirements provided by internship faculty, in order to provide Preceptor with recommendations on assignments, projects, discussions, etc., to cover the competencies (CRDNs) listed in this evaluation, over and above Preceptor assigned duties. Please evaluate how well each competency is being performed by Intern with regards to the clinical competencies using the following criteria:

- Key:**
- E** – Exceeded/Exceptional – Intern demonstrates additional knowledge, skills, and experience in the Area and is considered above entry-level practice.
 - M** – Met/Competent – The Intern demonstrates sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice
 - P** – Progressing /Approaching Competency – The Intern occasionally requires supportive or directive cues to apply principles; works at acceptable standards but is not entirely independent and is considered approaching entry-level practice.
 - NM** – Not Met/Unsatisfactory – Requires frequent supportive cues; identified principles but needs direction to identify the application and is considered well below entry-level practice
 - NOO** – No Opportunity to Observe. Skill was not observed during this rotation

		E	M	P	NM	NOO
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					
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 skill in patient documentation and/or education material					
CRDN 2.3	Demonstrate active participation, teamwork, and contribution in group setting					
CRDN 2.4	Function as a member of an inter-professional team					
CRDN 2.7	Apply leadership skill to achieve desired outcomes Note to Preceptor: (make appropriate nutrition recommendations)					
CRDN 2.8	Demonstrate negotiation skills Note to Preceptor: (justify rationale for nutrition recommendations)					

CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.					
CRDN 2.10	Demonstrate professional attributes in all areas of practice. Note to Preceptor: include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic)					
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.					
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 presentation to a target audience.					
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the educational 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 questions concerning emerging trends					
CRDN 3.14	Develop and evaluate recipes, formulas and menu for acceptability and affordability that accommodate the cultural diversity and health needs of various population, groups and individuals					

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 5.5	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.					

OVERALL EVALUATION: (Preceptor):

Additional comments from Preceptor:

Comments from Intern:

Signature of Preceptor Date

Signature of Intern Date

Appendix X.

PROGRAM COMPLETION REQUIREMENTS

Effective Date: 2015

Revised Approval Date: 8/29/2022

Revised Date: 7/22/2022

Purpose: To provide requirements for program completion.

Scope: Applies to the Dietetic Internship Program.

Policy title: Program Completion Requirements

To successfully complete the DI program, each Intern is expected to meet the following program requirements:

- Achieving a minimum MET COMPETENCY (M) rating in all supervised practice rotations Preceptor Evaluations. The Met competency is defined as the Intern demonstrating sound knowledge, confidence, and effective use of entry-level skills; seeks assistance after investigating potential solutions; little to no guidance or supervision is needed and is considered an entry-level practice.
- Satisfactory completion (grade of 80% or higher) on all learning assessment activities.
- Completion of the Preceptor and Site Evaluations for all rotation sites.
- DI Director confirmation that all ACEND Competencies have been met through the use of the SELF-ASSESSMENT MAPPING TOOL and the CRDN TRACKING DOCUMENT.
- Achieve 80% or better on the comprehensive RD practice exam.
- Completion of all didactic work and 1,000 hours of supervised practice within 150% of program length (13.5 months).
- Adherence to all behavioral and academic integrity standards are expectations for successful completion of the dietetic internship, as outlined in the Academy's Code of Ethics and Standards of Professional Performance and the Life University's Honor Code policy outlined in the student handbook.
- Completion of both the Mid-program and Exit-program reviews of the dietetic internship program.

Procedures:

Program Completed – Procedure for Awarding DI Verification Statement

At the completion of the Dietetic Internship, the Internship Director will verify the intern eligibility status with the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition & Dietetics, which

will allow interns to take the Registration Examination for Dietitians. Interns should meet with the Internship Director after completing all program requirements to provide the necessary information and signatures required for the CDR. Program graduates will receive paper copies of the Verification Statement. For more information about Verification Statements, visit

<https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Program Completed – Procedure for Registration Examination Eligibility

Dietetic Interns that have successfully completed all supervised hours and requirements will be eligible to apply for the registered dietitian exam. The Director will submit the intern name (as it appears on a government-issued ID and permanent email address to the Commission of Dietetic Registration (CDR). The procedure will be as follows:

5. Dietetic Interns will receive an email notification from CDR requesting demographic information. This will need to be completed by the Intern, and the program director will be notified.
6. After graduation, the program director will upload the following forms to CDR for review:
 - DPD Verification Statement
 - DI Verification Statement
 - Official Transcript (Indicating Completion of a Bachelor's or Master's Degree)
7. Once the CDR review process is completed (approximately 1-2 weeks), Dietetic Interns will receive an email confirmation to apply for the RD exam at an approved Pearson VUE testing location of their choice.
8. Dietetic Interns will receive five copies of the DI verification statement to retain for their records. An original copy will be maintained by the Program indefinitely.

Applicants should keep the following in mind:

- Provide the official name (same as a government-issued ID and correct email address to the Commission of Dietetic Registration.
- The examination fee is \$200.
- The exam is multiple choice, with a minimum of 125 questions.
- Authorization to take the examination expires after the exam is taken once or one year after authorization.

Licensure for Registered Dietitians

Upon passing the Registration Examination for Dietitians, Dietetic Interns will be eligible to practice as Registered Dietitians. Registered Dietitians practicing in the state of Georgia must be licensed with the State of Georgia; many other states also require licensure or certification. For more information on Licensure for Registered Dietitians in the State of Georgia, visit: sos.georgia.gov/plb/dietitians.

Appendix Y.

STATEMENT of RESPONSIBILITY & WAIVER OF LIABILITY

Effective Date: 2013

Revised Approval Date: 8/25/2022

Revised Date: 7/22/2022

Purpose: To provide guidelines for all CGUS programs that require students to travel to off-campus activities.

Scope: For all CGUS students that attend any off-campus activity.

Policy title: Statement of Responsibility and Waiver of Liability

All educational programs that require students to travel for any off-campus activity must sign a waiver form. The student must sign these forms before attending any off-campus event. The program faculty will maintain the signed forms in the department.

The Program Administrators will keep this signed form as part of the student's academic file for students in the MAT or DI Dietetic Internship programs.

Students are responsible for their safety to and from the University and rotation sites. All students must take all precautionary measures to ensure safety.

Procedures:

Each student/intern must complete the Waiver of Liability form.

Other Notes:

Form from the Executive Office – Mr. Bill Jarr.

Participant Waiver of Liability,
Assumption of Risk & Indemnification Agreement
Revised June 2013

Name: _____

Date: _____

Life University Event (Course field trip/Internship/Clinical Ed): _____

1. In consideration of being permitted to participate in the activities of the abovenamed activity, I, for myself, and on behalf of my heirs, personal representatives estate, administrators and assigns, do hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Life University, Inc., its Trustees, officers, directors, employees, agents, and representatives release from any and all liability for any and all damages, losses or injuries to persons or property, which arise out of, occur during or result from my participation in athletic activities or while I am in transit to or from the premises where activities are being conducted.

2. To the best of my knowledge, I am not aware of any physical disability or health-related reasons or problems that would preclude or restrict my participation in the activities. I am fully aware of the risks and hazards associated with participating in these activities, and I understand that certain, inherent risks cannot be eliminated regardless of the care taken to avoid injuries. I understand that specific risks vary depending on the level and nature of the activity, and can range from minor personal injuries such as cuts, scratches, bruises, and sprains, to major injuries such as eye injuries, broken limbs and back or joint injuries, or catastrophic injuries resulting in paralysis or death. I understand that my participation in this athletics activity is purely voluntary, and notwithstanding the risk of injury to my person and property, I elect to participate in the activity, and I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE AND PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me as a result of my participation in such activities.

3. I have sufficient health insurance coverage to provide for pay any medical expenses that may directly or indirectly result from my participation in the above named activities. I understand that Life University provides no insurance coverage and does not take responsibility for the payment of any such medical expenses.

4. I agree to INDEMNIFY AND HOLD HARMLESS Life University, its Trustees, officers, employees, agents and representatives from any and all claims, actions, costs, expenses, damages and liabilities, including attorney's fees, that may be incurred as a result of my participation in these activities.

5. I understand and agree that if I furnish transportation to or from the above named activities in my privately owned vehicle, I will be responsible for any personal injury to myself, my passengers, or

other persons or damages to my personal property, or the property of others, that may be incident to such transportation.

6. I understand and agree that medical personnel will not be available at the location of the activities or on campus. I hereby grant permission for the Releases to authorize emergency medical treatment, if necessary, and that such action shall be subject to the terms of this agreement. I further understand and agree that Releases assume no responsibility for any injury or damage that might arise out of or in connection with such authorized emergency medical treatment.

7. I further understand that this agreement is intended to be as broad and inclusive as is permitted by the law of the State of Georgia, and that if any portion hereof is held invalid, it is agreed that the remaining terms shall continue in full legal force and effect.

8. By my signature below, I acknowledge and represent that I have read this WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT, fully understand and accept its terms and sign it voluntarily.

Participant Name (Print): _____

Participant Signature: _____

Date: _____

Witness: _____

Appendix Z.

STUDENT COMPLAINTS

Effective Date: 22-23 Catalog

Approval Date: 9/1/2022

Revised Date: 7/22/2022

Purpose: Provide a process for filing and handling complaints about the Program from interns and preceptors that includes recourse to an administrator other than the program director and prevents retaliation.

Scope: All Life Programs and ACEND accredited programs.

Policy title: Program Complaints.

This is a University-Wide Procedure housed in the 2022-2023 Student Handbook (<https://catalog.life.edu/content.php?catoid=28&navoid=>). Students are encouraged to resolve issues within the University. Complaints should first be filed internally to the appropriate Life University authority and then, if necessary, to external authorities.

Complaint Resolution related to Academic Matters

The student should first go to the instructor involved in academic questions or complaints. A student action form is completed to document the steps taken throughout the process. If questions are not satisfactorily handled or the complaint adequately addressed, the student should go to the instructor's immediate supervisor (the assistant Dean). The next step in the student complaint process is for the student to go to the associate Dean of the college in which the student is enrolled and then to the Dean of the appropriate college if needs are not satisfactorily met through the associate Dean. If students wish to appeal the decision of the Dean, they should contact the Vice President for Academic Affairs. The Vice President for Academic Affairs will make the final decision.

Complaint Resolution related to Non-Academic Matters

Students with grievances relating to non-academic matters should confer with the Dean of Students. The Dean of Students will facilitate a review of the issue as it relates to Life University policy. The role of the Dean of Students is to facilitate a resolution to each issue presented and ensure that each individual is treated fairly and in accordance with all Life University policies, procedures, and standards of conduct. If a resolution cannot be achieved, the Dean of Students may refer the student to the appropriate department to determine what additional steps may be available.

Complaint Resolution related to Title IX

In keeping with its mission, Life University is dedicated to cultivating and maintaining an environment free from all forms of discrimination and harassment. Sexual harassment and sex-based discrimination are prohibited by federal law and university policy. Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in educational programs and activities, including various forms of sexual misconduct and discrimination for failure to conform to sex-stereotypes. Title IX applies to every member of the Life University community. Anyone with a complaint of discrimination should contact the Title IX Coordinator, by phone at: 770-426-2686.

The DI program abides by the procedures outlined by the University. The DI program also has a program policy to support each student's right to a fair and impartial evaluation of their academic work and to petition for redress of grievances. A student wishing to resolve grievances concerning policies and practices for didactic, clinical education, program completion, or other

issues not covered by other University policies shall proceed as follows: complete a student action form and discuss the issue with the Program Director. The DI Program Director will work on an agreeable solution. If there is no resolution with the DI Program Director, the student action form is then elevated to the Assistant Dean, Associate Dean, and ultimately the Dean of the College of Graduate and Undergraduate Studies (CGUS) for reconciliation.

Complaints regarding ACEND

Complaints should first be filed internally to the appropriate Life University authority and then, if necessary, to external authorities. Interns may submit complaints directly to ACEND only after all other options with the Program and institution have been exhausted and the issue cannot be resolved.

Complaints may be sent to ACEND staff at:

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

Phone: 800/877-1600 X 5400

Fax: 312/899-4817

Email: ACEND@eatright.org

As required by ACEND, the Dietetic Internship will maintain a chronological record of student complaints related to the ACEND accreditation standards and the resolution of those complaints for a period of **seven years**.

Failure to follow the outlined hierarchy for reporting a grievance may result in disciplinary action.

Procedures:

Related Online Forms

- Online Form to report an **Academic Misconduct violation**
- Online Form to report an alleged behavioral violation of the **Honor Code or for General Complaints**
- Online Form to report a student of Concern to the **Student Behavioral Assessment Team (SBAT)**
- Online Form to report a **Sexual Misconduct Violation**

[View the LU Student Handbook here.](#)

Other Notes:

UNSATISFACTORY PERFORMANCE & REMEDIATION PLAN

Effective Date: 8/29/2022

Approval Date: 8/29/2022

Revised Date:

Purpose: To provide guidelines for determining unsatisfactory performance and the procedure for a remediation plan.

Scope: For all clinical education type programs (ACEND)

Policy title: Unsatisfactory performance and remediation plan

Students and Interns are expected to make sufficient progress on their knowledge, skills, abilities, and competencies during the Program's clinical education/supervised practice rotations and/or didactic portion. The student/interns must adhere to a high standard of professionalism and conduct (as defined by the Professional Organization Code of Ethics (ACEND/CAATE) and LU Code of Conduct and Honor Code).

If a student is not meeting the Program's expectations, the Preceptors or Program Administrator(s) will address the deficiencies and create a remediation plan if warranted. A **remediation plan** will be created if the Intern is consistently not meeting the requirements of the Program, which may include but are not limited to lack of clinical competency (skills/CRDNs), academic jeopardy (didactic), and/or lapses in professional judgment, (tardiness, absenteeism, unprofessional behavior), etc.

Procedures:

1. Any time during a rotation, if a Preceptor identifies that an intern is demonstrating unsatisfactory progress, this procedure will be followed:
 - The Preceptor at the affiliating institution will notify the Intern of their unsatisfactory performance and the Program Administrator.
 - A conference will be held with the Intern, the affiliating institution's Preceptor, and the DI Director. At this time, a written plan for remediation identifying specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion will be developed and signed by all the parties at the conference.
2. The student's performance will be considered unsatisfactory if the final Preceptor evaluation denotes any competency performance below the "MET-COMPETENT" rating (P, NM, NO).
 - The DI faculty will review each Preceptor's final evaluation during the Program. If any competency is below the met level, a meeting will be scheduled with the student, Preceptor, and DI faculty.
 - A remediation plan will be created, identifying the competencies and strategies for the student to address to ensure the Intern is competent in all areas in accordance with the 2022 ACEND Standards for dietetic internships.
 - Suppose the Intern does not meet all the required competencies' acceptable performance level before the end of the Program. In that case, they must repeat and meet the competency identified as deficient or all of a rotation that offers *said* competencies. The make-up rotation will be completed during the Intern's scheduled off time or after the regular program year's conclusion, not exceeding the 150% program completion time. There is no

guarantee that the same site or rotation will be available. Verification statements and graduation from the Program may be delayed.

Remediation Plan Guidelines

If a student is struggling in multiple areas, separate remediation plans are established for each at-risk behavior. The DI Director initiates the remediation process in consultation with the Preceptor or faculty as soon as an at-risk intern is identified. The DI Administrator is responsible for meeting with the Intern to discuss the identified concerns and develop an individualized remediation plan. The remediation plan must be documented on the form "DI Intern Remediation Agreement" (see attached) and meet the following guidelines:

- The Remediation Plan must clearly describe the Area (s) of deficiency.
- Remediation outcomes must identify specific, measurable goals the student/intern must attain or perform to demonstrate success.
- Remediation activities must be individualized to the Intern's Area of weakness. They may include, but are not limited to, completion of suggested computer-based practice tests, written review materials, modules, practice questions, instructor-developed materials, hands-on skill practice, or any other materials/methods suggested by the Preceptor and/or DI Administrator.
- A time frame for completion must be agreed upon and documented in the remediation plan.
- The remediation form must be signed by DI Director, Preceptor, and Intern.

Once the remediation plan is signed, the Intern has until the established deadline for completion to meet the remediation outcomes. The DI Administrators and Preceptors will be available to support the Intern during this time. Still, it is the Intern's responsibility to contact the Preceptor/DI Administrators to request additional assistance if/when needed. When the deadline for completion has passed, the faculty member is responsible for meeting with the student to determine whether the remediation outcomes have been met. If the evidence supports the successful attainment of remediation outcomes, the remediation plan will be considered complete once Preceptor/DI Administrator and Intern sign it. If the evidence does not support the successful attainment of remediation outcomes, the remediation will be regarded as unsuccessful. Unsuccessful remediation signifies the Intern is unable to master a core competency or requirement, which may delay graduation and attainment of the verification statement or termination from the Program.

Other Notes:



DI INTERN REMEDIATION PLAN & AGREEMENT

Intern Name: _____ Preceptor/DI Administrator: _____

Remediation: Specific Area of Remediation:

_____ Lack of Clinical Competence (Core Competencies) _____ Academic jeopardy _____ Lapse in Professional Judgement

Describe Area(s) of Concern:

Date Implemented	Remediation Outcome(s)	Remediation Plan	Deadline for Completion	Confirmation of Agreement
	<i>The Intern will:</i>			Intern Signature:
				Preceptor Signature:
				DI Administrator Signature:
Evaluation Date	Review of Remediation Outcome(s)	Evaluation of Remediation Plan		
		Successful		Unsuccessful
		Intern Signature:		Intern Signature:
		Preceptor & DI Signature:		Preceptor & DI Signature:



Appendix BB.

TERMINATION

Effective Date: 2015

Revised Approval Date: 8/26/2022

Revised Date: 7/22/2022

Purpose: To provide guidelines for termination of an Intern in the Dietetic Internship program.

Scope: Dietetic Internship Program

Policy title: Termination

A Dietetic Intern may be terminated for any of the following:

- If in violation of the Academy of Nutrition and Dietetics professional Code of Ethics or Life University's Honor Code;
- For inability to meet the minimum requirements for didactic or clinical, food service, community nutrition, or elective rotation assignments;
- Failure to complete the required number of supervised practice hours and other program requirements within 13.5 months (150% of the program length);
- Failure to meet the requirements of a remediation plan;
- Any violation of HIPAA and/or FERPA violations;
- Failure to meet the corrective action plan mandated through the disciplinary action policy;
- Or any other egregious action;
- For jeopardizing the continuation of a partnership between Life University and affiliates.

Procedures:

Other Notes:

References

1. Brigham Young University, Dietetic Internship, and Preceptor Handbooks; <https://ndfs.byu.edu/0000017b-2c88-d65c-adff-fdca575f0000/preceptor-handbook-2021-2022-pdf>; <https://ndfs.byu.edu/dietetics/current-intern-forms-and-handbook>
2. Commission on Dietetics Registration. Dietetics Preceptor Training Program. Retrieved from <http://cdrnet.educationdirector.com>
3. Fontbonne University. Department of Family and Consumer Sciences. Preceptor Handbook (2022) . Retrieved from <https://www.fontbonne.edu/academics/college-education-allied-health-professions/http://www.cedarcrest.edu/academics/nutrition/pdf/di/2016-2017PreceptorHandbook.pdf>
4. Life University, Sport Health Science Department, preceptor Handbook. Provided internally.
5. OSU, Dietetic Internship Policies 2020. https://education.okstate.edu/site-files/documents/nutritional-sciences/di_policies20.pdf
6. NDEP Development Committee, Wojcik, B. & Sarcona, A. Orientation Checklist.
7. Samford University, Dietetic Internship Handbook; <https://www.samford.edu/publichealth/files/Dietetic-Internship-Handbook-2020.pdf>
8. University of Connecticut Dietetic Internship Intern Handbook; https://dietetics.alliedhealth.uconn.edu/wp-content/uploads/sites/2406/2019/01/2018-2019_Dietetic_Internship_Handbook
9. West Chester University – MSCN Dietetic Internship Manual: <https://health-sciences.wcupa.edu/healthSciences/nutritionAndDietetics/dieteticPreceptor.aspx>
10. UNLV Nutrition Sciences – Dietetic Internship Program Student Manual; <https://www.unlv.edu/sites/default/files/media/document/2022-07/KNS-DieteticInternship-StudentManual.pdf>
11. Florida State University – Dietetic Internship Handbook; <https://healthandhumansciences.fsu.edu/wp-content/uploads/2021/05/FSU-Dietetic-Internship-Handbook.pdf>
12. New Mexico State University Internship Handbook - <https://dieteticinternship.nmsu.edu/documents/di-handbook-august-2020-2021-final.pdf>
13. University of Central Arkansas – Dietetic Internship Preceptor Handbook; <https://uca.edu/nfs/files/2014/06/UCA-Preceptor-Handbook-1.pdf>

Privacy, Confidentiality Training, and Handbook Agreement

As a Dietetic Intern, you will have access to private, confidential, and secure information. This information may include, but is not limited to:

Patient Records, Employee Information, Academic Records, Proprietary Information, Financial Information, and Company Records.

This privacy, confidentiality agreement requires you to agree to:

- Complete all privacy, confidentiality, and HIPAA training required by the DI and Supervised Practice Sites.
- Not disclose or discuss any private, confidential or secure information with others, including family and friends.
- Not divulge, copy, release, sell, loan, alter, or destroy any information unless authorized to do so.
- Not discuss private, confidential, or secure information in a setting that others can overhear the conversation (hallways, cafeteria, elevators, nursing stations, etc.).
- Only access information that you legitimately need to know.
- Report to the appropriate leadership any breach of the above, either by you or someone else.
- Not allow someone else to use your access codes or authorizations including computer logins or passwords to systems containing PHI.
- Never leave medical records unattended in public areas
 - Dispose of items containing PHI appropriately
 - Be sure to log out of computer or data systems containing PHI
 - Follow security systems for remote accessing of PHI
 - Activate the security settings of PDAs if they contain PHI

Failure to comply with the agreement may result in disciplinary action as per program policy.

Acknowledgement Statement -

1. You have completed all training in the Dietetic Internship Handbook and by the DI Director and will complete any future training required by the internship or supervised practice sites.
2. You understand the training and all contents in the handbook.
3. You agree to abide by the contents of this agreement and all training.
4. You have reviewed the contract and understand that you are responsible for knowing and adhering to all policies, procedures, and codes of conduct.

Please sign and return this acknowledgement statement during the scheduled orientation.

This ____ day of _____, 20 ____.

Intern Name: _____

Address: _____

Phone: _____

Signature of Intern

Supplemental - Support Services offered to Students:

The following services are afforded to every student at Life University:

ACES – Academic Center for Educational Success – which is in the CGUS Building (same building as the Nutrition Department), offers tutoring and workshops centered on student success. The Learning Lab offers sessions on writing and presentations skills.

Library Services – the library offers reference desk assistance, anatomical models, periodicals, search resources, and inter-library loans. There are computer resources available, nutritional analysis software, study areas, and rooms that are available for reserve.

Student Services - which is in the Student Advocacy Center, offers career services with assistance on interviewing and resume building, counseling, and disability services (if accommodations are granted). Other services include student accounts and financial aid.

Health Services – which is located at the Center for Health and Optimal Performance, offers outpatient for students and the community (chiropractic care, health screening services, and physical rehabilitation programs.