

Ohio University Combined Master of Science (MS6473) and Dietetic Internship

**Policies and Procedures and
Graduate Handbook**



College of Health Sciences and Professions

**Division of Food and Nutrition Sciences
School of Applied Health Sciences and Wellness**

2022-2023

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Introduction

Welcome to the Ohio University Combined Master of Science and Dietetic Internship. We are excited to have you as a part of our program. The internship faculty used an extensive selection process to choose interns who are a perfect fit for our program. Faculty members look forward to working with you over the next four semesters.

To ensure your success in the program, you need to be aware of the basics of the program, program policies and procedures and resources available to you. This handbook provides you with information you will use throughout the program. You are responsible for knowing all the information contained in this handbook. This handbook is also available on the Ohio University Combined Master of Science and Dietetic Internship website, under “Contacts and Resources” for reference.

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (the Academy) is the world’s largest organization of food and nutrition professionals. The academy is committed to improving the nation’s health and advancing the profession of dietetics through research, education and advocacy. The Mission of the Academy is to “Empower members to be food and nutrition leaders.”

The Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy of Nutrition and Dietetics’ accrediting agency for education programs preparing students for careers as registered dietitians or diet technicians, registered. ACEND is recognized by the United States Department of Education as a Title IV gatekeeper, meaning that they affirm that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. Additional information on ACEND can be found at <https://www.eatrightpro.org/acend>.

The Commission on Dietetic Registration

The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy. CDR has the sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances and administration. Current standards include: academic preparation, supervised practice and confirmation of academic and practice requirements by verification statement.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). Graduates who successfully complete the ACEND-accredited combined Master of Science and Dietetic Internship program at Ohio University meet this requirement and are eligible to apply to take the CDR credentialing exam to become an RDN.

The Ohio University Combined Master of Science and Dietetic Internship Program

The Ohio University Combined Master of Science and Dietetic Internship Program (MSDI) will provide you with the required ACEND accredited supervised practice experience, Master of Science Degree and the required verification statement to make application to take the entry-level registration examination for Dietetics.

Registered Dietitians in Ohio are also required to be licensed to practice dietetics. The State Medical Board of Ohio manages licensure of dietitians in the state of Ohio. Information regarding Ohio state licensure and contact information for the State Medical Board of Ohio can be found on their webpage, <https://www.med.ohio.gov/>. If you plan to practice out of state, please reference the State Licensure Agency List on the Commission on Dietetic Registration website (<https://www.cdrnet.org/state-licensure-agency-list>) for additional information.

The Ohio University MSDI utilizes the 2022 ACEND competency requirements. These are listed below.

2022 ACEND Core Knowledge and Competencies for the RDN for Nutrition and Dietetic Internship Programs

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply 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 and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as 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 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in 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.

Mission, Goals and Objectives

Ohio University's MSDI is a combined program, upon completion of the program graduates receive their Master of Science in Food and Nutrition Sciences and their verification statement to take the registration examination for Dietetics.

The mission of Ohio University's Dietetic Master's Internship is to provide a distinctive program that integrates theory, research and practice to prepare quality, entry-level registered dietitians who will advance the practice of dietetics and improve the health and wellness of the communities they serve.

This program is granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

To ensure this mission is met, the program has developed three goals and corresponding objectives. These are outlined in the table below.

Program Goals and Objectives

Program Goal 1. The Combined Master of Science and Dietetic Internship Program at Ohio University will prepare quality, entry-level registered dietitians.

Program Objectives:

- "At least 80% of interns complete program requirements within 24 months (150% of planned program length)".
- "Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation".
- "At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion".
- "The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%".
- 90% of employers who respond to the 1-year Employer Survey, will perceive program graduates as functioning as quality, entry-level registered dietitian, as evidenced by an average of three out of five or higher on the related question.

Program Goal 2. Graduates will enhance the health and wellness of the communities they serve

Program Objectives:

- 80% of graduates who respond to the one-year survey will respond yes to a question that stating, "I have a position where I enhance the nutrition status, health, and wellness of patients, clients or customers."

Policies and Procedures

University Policies and Procedures

The Ohio University Graduate Catalog **Academic Policies and Procedures** is your official source for University policies and procedures, <https://www.catalogs.ohio.edu/content.php?catoid=71&navoid=5870>. Many of these are summarized in this handbook. You are responsible for knowing and following current University-wide, college, and departmental/school requirements and procedures. The Office of Community Standards and Student Responsibility is responsible for enforcing the rules of Ohio University, specifically the Student Code of Conduct. Students are responsible for upholding these standards from the time of application to Ohio University, until graduation.

The OHIO Student Code of Conduct

The Student Code of Conduct sets out the behavioral expectations for students enrolled at Ohio University. All students are subject to the provisions in the Code, available at <https://www.ohio.edu/student-affairs/community-standards/student-code-of-conduct>.

Withdrawal and Refund of Tuition and Fees

According to university policy, students can withdraw from classes as needed. More information about this and policies regarding a refund of tuition and fees can be found at <https://www.ohio.edu/bursar/withdraw>.

Scheduling and Program Calendar

Ohio University has academic calendars for students that includes important tuition and fee dates, important class dates, and vacation/holidays. To view university calendars, visit <http://www.ohio.edu/registrar/calendar.cfm> and choose the appropriate academic year. The Ohio University MSDI Program follows this calendar for all graduate classes. Interns will not attend graduate classes during university breaks or official university holidays.

MSDI supervised practice rotation schedules are independent of the Ohio University Academic Calendar. Interns are expected to work when their preceptors are working, which may include some weekends, holidays, and evenings.

Interns will start boot camp approximately one week prior to the official start of classes their first semester in the program. Subsequent semesters, classes will start and end on the first/last day of the semester/finals. Interns will be provided with rotation start and end dates at bootcamp.

Protection and Privacy of Student Information

Students have the right to privacy of their academic information and can choose who can see it. For more information about this policy, also known as the Family Educational Rights Privacy Act (FERPA), visit <https://www.ohio.edu/registrar/ferpa>. All intern files with student information are kept on OneDrive, a cloud storage system that provides encryption and multi-factor authentication for additional security measures, with paper backup files kept in a locked faculty office.

Access to Personal Files

Students can receive access to their academic progress report, Degree Audit Reporting System (DARS) Report, from their Ohio Student Center. For additional records request information, refer to the policy outlined in the FERPA site above. Interns can access their MSDI student file by emailing a request to the program director. Upon receipt of the email, the student file will be made available to the student within 10 business days of the request.

Access to Intern Support Services

- **Health Services** - Information about health services offered can be found at <https://www.ohio.edu/isfs/health-care>.
- **Psychological Counseling** - Information about counseling and psychological services offered can be found at <http://www.ohio.edu/counseling/>.

- **Academic Counseling** - Students are assigned an academic adviser who provides academic and career guidance for progression through a program of study. The academic adviser is noted on the Degree Audit Reporting System (DARS) report of the student. The MSDI Program Director will serve as your academic adviser.
- **Academic Accommodations and Services (including testing)** - Academic accommodations and services are provided by Student Accessibility Services. The mission of Student Accessibility Services (SAS) is to ensure equal opportunity and access for members of the Ohio University community. Central to this mission is the development of an academic environment that is accessible to all people without the need for adaptation. While working toward the goal of full inclusion, accommodations must still be provided on an individual basis. For more information on Student Accessibility Services and how to apply, visit <https://www.ohio.edu/university-college/student-accessibility-services>.
 - The MSDI faculty strongly encourages you to contact Student Accessibility Services if you have a medical condition, disability, or other factors that you feel may require adaptations to ensure equal opportunity.
- **Financial Aid Resources** - Financial Aid resources are provided through the Office of Student Financial Aid and Scholarships. This office has a knowledgeable staff that can assist students with information on financial aid resources including, but not limited to, grants, loans, and scholarships. Students can schedule an appointment to see a financial aid counselor, or if there is a true financial aid emergency a counselor is usually available for walk-ins. Additional information is available at <https://www.ohio.edu/financialaid/grad-students.cfm>.
- **Other Services** - Below are the websites for other services offered at Ohio University:
 - Alden Library: <https://www.ohio.edu/library/>; Health Sciences and Professions Librarian – Hanna Schmillen: https://libguides.library.ohio.edu/prf.php?account_id=52699
 - Allen Student Advising Center: <https://www.ohio.edu/university-college/advising-center>
 - The Academic Achievement Center (AAC) provides services including tutoring, reinforcing good study habits, and overcoming the challenges of academic life: <https://www.ohio.edu/university-college/academic-achievement-center>.
 - Career Network: <http://www.ohio.edu/careerandleadership/>
 - The Writing Commons: <https://www.ohio.edu/university-college/academic-achievement-center/writing>
 - The Office of Global Opportunities: <http://www.ohio.edu/educationabroad/>
 - International Student and Faculty Services (ISFS): <http://www.ohio.edu/isfs/>
 - Lesbian, Gay, Bisexual, Transgender Center: <http://www.ohio.edu/lgbt/>
 - Veteran and Military Student Services Center: <http://www.ohio.edu/military/>
 - Multicultural Center: <https://www.ohio.edu/diversity/multicultural-center>
 - Ombuds: www.ohio.edu/ombuds
 - Ohio University Police Department: <http://www.ohio.edu/police/services/>
 - Dean of Students: <http://www.ohio.edu/deanofstudents/reporting.cfm>
 - Women’s Center: <http://www.ohio.edu/womenscenter/>

Academic Honesty and Integrity

MSDI students are expected to always follow the Ohio University Student Code of Conduct. Cheating and plagiarism, as defined by the code of conduct, will not be tolerated and will be grounds for course failure and subsequent dismissal from the MSDI Program.

Discrimination and Sexual Harassment

Ohio University is committed to promoting and supporting a workplace and educational environment where healthy and respectful conduct is the cultural norm. In support of this commitment, Ohio University prohibits discrimination on the basis of race, color, religion, age, ethnicity, national origin, national ancestry, sex, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, gender, gender identity, gender expression, sexual orientation, military service, veteran status, mental or physical disability, or genetic information. Ohio University's Equal Employment and Educational Opportunity Policy (40.001) and Sexual Harassment and Other Sexual Misconduct Policy (03.004) detail prohibited conduct. Should any member of the campus community experience discrimination or harassment based on a protected class status, including sexual harassment or other sexual misconduct, or retaliation due to a protected disclosure or activity, they are asked to contact the Director of Equity and Civil Rights Compliance and Title IX Coordinator. Links to policies and reporting forms are available at <https://www.ohio.edu/equity-civil-rights>.

Sexual Misconduct and Mandatory Reporting

All OHIO faculty and staff share in the responsibility to create a safe learning environment for students and for the campus as a whole. With the exception of the confidential resources listed below, all OHIO employees are required to report any instances of sexual harassment or other sexual misconduct to the Title IX Coordinator in the Office of Equity and Civil Rights Compliance (ECRC), even if they learn of it through classroom assignments, discussions or the like. Reports are made to the Title IX Coordinator in the Office of Equity and Civil Rights Compliance and can be made electronically at <https://www.ohio.edu/equity-civil-rights> by selecting the "report sexual misconduct" tab, by phone at 740-593-9140, by fax at 740-593-9168, or by email at titleix@ohio.edu or equity@ohio.edu. If you are not yet ready to have something that happened to you or someone else reported to ECRC, you can speak confidentially with the Survivor Advocacy Program (740-597-SAFE or <https://www.ohio.edu/survivor>), Counseling and Psychological Services (740-593-1616 or <https://www.ohio.edu/student-affairs/counseling>) or Campus Care (740-592-7100).

MSDI Policies and Procedures

Supervised Practice Site Affiliation Agreements

An affiliation agreement (a standardized contractual agreement) must be completed by the affiliated agency and signed by individuals with appropriate institutionally assigned authority in advance of placing interns. These agreements delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies. In the College of Health Sciences and Professions (CHSP), all agreements are initiated, completed, managed and renewed by the CHSP Senior Director of Clinical Education. The only situations in which an affiliation agreement is not required is if the supervised practice rotation preceptor is an Ohio University faculty or staff member or if the rotation duration is less than 40 hours. All other situations require an affiliation agreement.

Health and Professional Liability Insurance

Ohio University requires all students enrolled in Athens credit hours to maintain an active health insurance policy. Student health insurance is available, details on the student health insurance requirement and student health insurance are available at: <https://www.ohio.edu/student-insurance>.

During your internship, Ohio University's liability insurance covers you during internship related experiences. Any questions or requests for additional information on Ohio University's liability insurance can be directed to the CHSP Senior Director of Clinical Education (malawist@ohio.edu).

Liability for Safety in Travel

All interns are required to have a safe and functional car for transportation to and from internship sites. The state of Ohio requires all drivers to have valid car insurance, information on insurance requirements can be found here: <http://bmv.ohio.gov/dl-mandatory-insurance.aspx>. The following website provides information regarding safety while traveling and traffic safety laws in Ohio: <https://www.dmv.org/oh-ohio/safety-laws.php>.

Student Travel Registration Policy: Ohio University has a student travel registration policy (<https://www.ohio.edu/policy/22-001>). Based on this policy, you are required to register travel that is beyond 100 miles of the OHIO campus of departure, begins on one calendar day and ends on another, or entails activity in another state. Additional information and the link to register travel is available at <https://www.ohio.edu/goglobal/travel>. Registering travel allows the university to know where students are if there is an emergency. The system also sends alerts to travelers when an emergency arises in their area. You may also elect to register travel that is less than 100 miles if you would like to receive the emergency alerts for the area you will be in. When rotation placements or event information are provided, you will be notified if it requires registration. The intern is responsible for ensuring the travel registration is completed.

Regarding Weather and Safety in Travel: Ohio traditionally has mild winters, but it is still important that you are aware of what weather is forecasted. If a storm is forecasted for the next day, it is best to discuss a plan with your preceptor the day before. First and foremost, we want you to be safe. Our general policy is as follows:

- **Level 1 Snow Emergency** – No change to your rotation schedule.
- **Level 2 Snow Emergency** – This is at the discretion of you and your preceptor. Please talk to them in advance to develop a plan.
 - If your site is >30 miles away and there is a level 2 snow emergency, you do not go.
- **Level 3 Snow Emergency** – You do not go.
 - If there is a Level 3 Snow Emergency in any area that you drive through to get to your rotation site, you do not go.

Remember, you need to communicate with your preceptor what your situation is. Do not assume because it is a Level 3 Snow Emergency that they will know you are not coming in. Still call them.

Absences

- Discuss all potential absences with the Internship Director or Assistant Internship Director. You must obtain permission from the Director or Assistant Director prior to discussing any absence with your preceptor.
- All interns are allowed 2 pre-approved personal days during the internship. Additional days will only be considered in extreme cases. These pre-approved absences must be submitted in writing on the Pre-Approved Personal Day form (located on the 6910 Blackboard Page) to the 6910 Faculty of record within 5 days of the semester starting for any absences related to that semester. Please note, this applies to internship rotations only, NOT CLASSES. Class absences need to be discussed with the course instructor.
- Unexpected Absences
 - On your first day with a preceptor, find out how they would like to be notified if you are ill.
 - Sick Days and Family Emergencies– notify the 6910 instructor and the preceptor.
 - Please see the safety in travel section for weather related information.

Leaves of Absence

Leaves of absence will be addressed on an individual basis. Due to the combination of coursework, internship hours and multiple locations it is unlikely that any leave of absence greater than 4 weeks will be able to be accommodated.

Injury or Illness While in a Facility for Supervised Practice

If you have an injury or become ill while in a facility for supervised practice, follow the policies and procedures of the facility. Notify the Program Director or Assistant Director of the injury or illness.

Drug Testing and Criminal Background Checks

Prior to starting the internship, students must complete a background check and a drug screen. Certiphi will be utilized for the Year 1 background checks and drug screens. For Athens based rotations, interns may be required to complete a second BCI/FBI background check, which can be completed at Bobcat Depot on the Athens Campus.

Immunizations

Prior to starting any rotations, you are required to provide documentation of the following:

- 2 step TB test with negative results*
- Hepatitis B vaccination
- Measles, Mumps, Rubella vaccination
- Tdap
- Varicella
- Documentation of the flu vaccination*

* These are only good for one year, so if you have additional clinical rotations in Athens after they expire you may need to obtain these again.

COVID-19

Information on University COVID-19 resources and testing are available at, <https://www.ohio.edu/coronavirus>. COVID-19 vaccines are strongly encouraged and mandatory at some rotation sites. For those with a medical or religious exemption, you can apply through the university for an exemption. Use this link to access the exemption process, <https://www.ohio.edu/coronavirus>. Please note, some sites will accept an exemption while others do not. Note: This COVID-19 policy is subject to change, written notice will be provided of any changes.

Professional Membership

Being active in a professional organization is important for your professional development and growth and for the development and growth of the profession. These memberships and the networking they provide are vital to your future success. While enrolled in the MSDI you are required to be a member of:

- The Academy of Nutrition and Dietetics/Ohio Academy of Nutrition and Dietetics (all semesters)
- The Columbus Dietetics Association (all semesters)
- The American Society of Parenteral and Enteral Nutrition (starting Semester 2)

Information on membership will be provided on the NUTR 6910 – Supervised Practice for Dietetic Interns blackboard page.

Use of Interns as Replacement Employees

The dietetic internship strictly prohibits the use of dietetic interns to replace employees, with the exception of supervised practice activities that consist of a culmination experience; where the intern must demonstrate supervisory or independent skills, for example clinical staff experience and the Graduate Project. If at any point an intern feels that they are being used as a replacement employee, they should notify the dietetic internship director. The dietetic internship director will contact the rotation site and investigate the complaint. If the complaint is valid and the intern is being used as a replacement employee, a meeting will be scheduled with the preceptor. This meeting will include a discussion focused on the fact that use of the intern as a replacement employee must stop immediately. Additional education will also be provided regarding the roles and expectations of the intern and preceptor. If after the intervention, the intern is still being used as a replacement employee, the intern will be removed from the site and the site will no longer be utilized at an internship rotation site.

Filing and Handling Complaints

If a student wants to appeal a grade received for any course, they must first speak with the instructor. Further information on how to appeal a grade can be found on the College of Health Sciences and Professions web page. The official policy and submission forms can be found under Student Policies and Forms at <https://www.ohio.edu/chsp/policies-and-forms>.

If a student has a complaint related to any non-course related issues or has already spoken with the instructor and feels their issue was not addressed, they are encouraged to speak with the program director, Kim Orben (orben@ohio.edu). If the issue requires further attention, the student may contact the Director of the School of Applied Health Sciences and Wellness, Chad Starkey (starkeyc@ohio.edu). It is our goal to work with students to resolve issues in a transparent, fair, and timely manner.

If a student has a complaint that cannot be resolved by the contacts listed above or is unsure of how to handle a situation, they can use the Office of the University Ombudsperson. This office is a neutral, informal, and confidential service open to all students, faculty and staff. Academic and non-academic concerns are welcome. More information on this service can be found at www.ohio.edu/ombuds.

If an issue related to program noncompliance with ACEND accreditation standards has not been resolved after working with the instructor, program director, Director of the School of Applied Health Sciences and Wellness and the University Ombudsperson, a student may file a complaint against the MSDI program. To do this they should contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This should only occur after all the above options have been utilized. More information about this process can be found at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>.

If a preceptor wishes to file a complaint, they are encouraged to contact the program director, Kim Orben (orben@ohio.edu). If they are uncomfortable directing it to the program director, they may contact the Director of the School of Applied Health Sciences and Wellness, Chad Starkey (starkeyc@ohio.edu). It is our goal to work with preceptors to resolve all issues in a transparent, fair, and timely manner. If after addressing the complaint with the program director, and the Director of the School of Applied Health Sciences and Wellness, a preceptor still wants to file a complaint against the program related to program noncompliance with ACEND accreditation standards; they may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). More information about this process can be found at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>.

A record of all intern and preceptor Program Complaints are maintained by the Dietetic Internship Director and kept electronically on a OneDrive account with paper copy backups located in the MSDI director's office in Dublin, Ohio.

Prior Learning and Competence

The Ohio University MSDI program arranges internship site placements to ensure you are being exposed to new areas and new experiences. If you have extensive work or volunteer experience in a given area that is documented and reinforces numerous ACEND competencies, you may complete a Prior Learning and Competence Portfolio for review by the Internship Director and Assistant Internship Director. Prior learning hours are limited to 300 hours. This limit is set because while these hours are of value and may accelerate your learning in an area, the Ohio University MSDI wants to ensure all interns have similar rotation experiences and feel our rotation sites will challenge all interns regardless of background. In addition, no CRDNs will be met through prior learning and competence. The Prior Learning and Competence Portfolio Development Guide is available on the 6910 Blackboard site. If you plan to apply for > 150 prior learning hours, a meeting with the internship faculty to discuss your experiences is required prior to submitting the Prior Learning and Competence Portfolio.

Formal Assessment of Student Learning and Regular Reports of Performance

Formal assessments of student learning occurs throughout every semester in the form of exams, assignments, and grades. Up to date information on class grades is available on Blackboard. This MSDI Handbook allows students to view all requirements for the Master of Science Degree (MS6473). The specific grading scale for each course is available on the course syllabi. The policy for utilizing grades to calculate GPA at Ohio University can be found at <http://www.ohio.edu/policy/12-040.html>.

Performance at internship rotations is evaluated by the preceptor at the end of each rotation for all rotations except clinical. Clinical rotations receive a mid-point and final evaluation. These evaluations are discussed between the preceptor and intern and made available to the internship faculty. Typhon Group, an electronic secure student tracking system, will be used for these evaluations, <https://www.typhongroup.net/ahst/>.

Program Retention, Remediation and Disciplinary/Termination Procedures

Per graduate school requirements, all students are required to maintain a 3.0 GPA once they have 9 credit hours. Further, no grade below C (2.0) can be used to satisfy any degree or certificate requirement. Additional information on program retention, grades, and other related situations can be found on the Ohio University Graduate College Policies and Procedures page, <https://www.catalogs.ohio.edu/content.php?catoid=71&navoid=5870#probation> and the CHSP Policies and Procedures Page, <https://www.ohio.edu/chsp/policies-and-forms>

The graduate school policy is that if a student falls below an overall B (3.00) GPA, the office of the dean of the college in which the student is enrolled will solicit a written statement from your departmental graduate committee to justify your continuation in the program.

It is the policy of the MSDI, that if a student has an action plan in place to improve their grade and is following all steps in the action plan, one written statement from the department will be written to justify continuation in the program. If the GPA is not brought up to above a 3.0 the following semester, the student will be dismissed from the program. Internship faculty will work with the student to identify alternate career paths that are more appropriate for their ability.

Classroom Grade Issues

Any student who is identified as struggling in a class, will meet with the Internship Director or the Assistant Internship Director and the professor (if needed) to develop an action plan to increase their grade. This action plan may include, but is not limited to, attending the professor's office hours, finding supplemental reading/assignments to fill knowledge gaps and obtaining additional tutoring. In addition to the tutoring individual faculty can provide to students, Ohio University provides numerous additional resources.

- The Writing Commons: <https://www.ohio.edu/university-college/academic-achievement-center/writing>
- The Academic Achievement Center (AAC) provides services including tutoring, reinforcing good study habits and overcoming the challenges of academic life: <https://www.ohio.edu/university-college/academic-achievement-center>.
- The CHSP subject librarian is also available to assist with research related questions, https://libguides.library.ohio.edu/prf.php?account_id=52699.

Complaints Regarding Rotation Site Expectations

All official complaints regarding an intern will be submitted in writing by the preceptor to the Dietetic Internship Director or Assistant Director. Verbal conversations regarding a student and his or her actions will be considered an intern progress conference and not an official complaint, unless the preceptor follows the conversation with a written follow up. If significant concerns are expressed, the preceptor will be encouraged to follow up with a written summary of their concerns. All interns will have access to remedial instruction to address any complaints as outline below.

Professional Expectations:

If a formal complaint is submitted, regarding professional expectations the following steps will be taken:

- **Step 1** – The Internship Director or Assistant Director will investigate the complaint and discuss the situation with the intern and preceptor. If the complaint is valid, the Internship Director or Assistant Director will have a meeting with the student to review professional expectations. This is a review, because professional expectations are addressed in this handbook and reviewed in the Advanced Nutrition Applications (NUTR 6700) class. A detailed action plan will be written and signed by both the student and the advisor. The student's current preceptor will also be provided with the action plan. In some rare instances, the intern may be removed from the

rotation at this step to allow time for individualized interventions to address the issue.

- Step 2 - If the action plan is not followed, and there is another complaint regarding professionalism a second meeting with the Internship Director and/or Assistant Internship Director will be scheduled. The action plan will be reviewed and the student will be placed on probation. In some rare instances, the intern may be removed from the rotation at this step to allow time for individualized interventions to address the issue.
- Step 3 - If there is a third complaint, the student may be dismissed from the program. If dismissed, internship faculty will work with the student to identify alternate career paths that are more appropriate for their ability.

Clinical Expectations:

If a formal complaint is submitted, regarding clinical expectations the following steps will be taken:

- Step 1 – The Internship Director and/or Assistant Director will meet with the student and/or preceptor and create an action plan. Additional assignments and readings will be provided. Individual tutoring may be required by the internship faculty.
- Step 2 - If the knowledge deficit is so great that assignments, reading and tutoring do not improve the skills, an Internship Faculty can go to the internship site (with approval of the preceptor) and work one-on-one with the student at the rotation site for a few days or the intern may be advanced to step 3.
- Step 3 – If the above steps are not enough to increase the intern’s clinical skills to meet expectations, the intern may be removed from the rotation until clinical skills are increased to an acceptable level. If an intern is removed from two clinical sites (primary placement and secondary site) for inability to meet clinical expectations despite intensive interventions from the Internship Faculty, the student may be dismissed from the program. If dismissed, internship faculty will work with the student to identify alternate career paths that are more appropriate for their ability.

In addition to the above scenarios, if an intern is identified at any point during the MSDI program to have minimal chance of success in the program despite interventions by internship faculty, the intern will be counseled into career paths that are appropriate for their ability.

Rotation Site Expectation Student Complaint Documentation

Any complaints, all meetings to address complaints and all action plans are documented in the internship’s Rotation Site Expectations Student Complaints file located on the MSDI OneDrive account with paper copy backups located in the DI director’s office in Dublin, Ohio. In addition to the complaint, all meetings to address complaints and all actions plans being documented, 1 month after the initial complaint a follow up will occur. This follow up can be in the form of a letter or meeting. The follow up will either address that the complaint/issue is resolved or provide a summary of where the intern is currently at with progress. These follow ups and documentation of them will occur monthly until the issue related to the complaint is resolved.

Graduation and Program Completion Requirements – MS6473

Listed below are the requirements for the Master of Science with a Community Nutrition Wellness Concentration, which is what all students enrolled in the Combined Master of Science and Dietetic Internship complete.

**MS6473 Food and Nutrition Sciences:
COMMUNITY HEALTH AND WELLNESS CONCENTRATION**

Fall Semester 1	Spring Semester 2	Summer Semester 3	Fall Semester 4
<p>NUTR 6700 – Advanced Nutrition Applications (4cr) NUTR 6901 - Seminar in Food and Nutrition Sciences (1cr) NUTR 5400 – Research Design and Methods (3cr) Elective-Interdisciplinary Elective* (3cr) NUTR 6940 – Research In Food and Nutrition Sciences (1cr) NUTR 6910 –Supervised Practice for Dietetics Interns (5cr)</p> <p>Total Credit Hours: 17</p>	<p>NUTR 6750 – Advanced Nutrition Support (3cr) NUTR 5908 – Advanced Seminar in Food and Nutrition Sciences (3cr) NUTR 6940 - Research in Food and Nutrition Sciences (2 cr) NUTR 6910 –Supervised Practice for Dietetics Interns (6 cr)</p> <p>Total Credit Hours: 14</p>	<p>EDRE 7200 -Educational Statistics (4 cr) NUTR 6940 - Research In Food and Nutrition Sciences (2 cr) NUTR 6910 –Supervised Practice for Dietetics Interns (6 cr)</p> <p>Total Credit Hours: 12</p>	<p>NUTR 6710 – Synthesis of Professional Practice (3cr) NUTR 6500 – Translational Applications to Diet and Chronic Disease (3 cr) NUTR 6901 – Seminar in Food and Nutrition Sciences (1cr) NUTR 6940 - Research in Food and Nutrition Sciences (1 cr) NUTR 6910 –Supervised Practice for Dietetics Interns (5 cr)</p> <p>Total Credit Hours: 13</p>

* Interdisciplinary electives will be discussed at orientation. This elective can be taken either Fall Semester 1 or Summer Semester 3.

Prior to graduation the following must be completed:

- The above Master of Science degree requirements, which include a minimum of 22 supervised practice credit hours and 34 didactic credit hours.
- A minimum of 1,000 supervised practice hours, consisting of 200-250 Food Service Management, 300-450 Clinical, and 350 – 550 Community hours.
- Successful completion and documentation of all CRDNs in Typhon.
- Graduate Project

Supervised Practice Hour Tracking

All supervised practice hours will be documented in Typhon and signed off on by the preceptor or internship faculty. Only supervised practice hours in professional work settings count towards hours. No credit is given for simulation, case studies and role playing.

Maximum Time Allowed for Program

The maximum amount of time allowed to complete the program is 24 months (2 years). If an intern is identified at any point during the MSDI program to have minimal chance of success in the program despite interventions by internship faculty, the intern will be counseled into career paths that are appropriate for their ability.

Verification Statements

The Dietetic Internship Director issues the verification statements and submits names to CDR for eligibility for the RD examination. Verification statements are issued when the student has completed the ACEND-accredited Dietetic Internship requirements (didactic and supervised practice) and all graduation requirements have been completed. Verification statements and all MSDI records are maintained by the Dietetic Internship Director and kept electronically on the MSDI OneDrive account with paper copy backups located in the intern files.

Applying for Graduation: Students will apply for graduation online. Graduation deadlines are early within the semester in which you plan to graduate. All graduation application deadlines and information can be found at <https://www.ohio.edu/registrar/graduation>. The graduation fee is \$50.00 for Master's candidates. If you do not graduate in the semester for which you have applied, you must reapply for graduation. The reapplication fee is \$5.00.

Professionalism

As healthcare practitioners, dietetic interns are required to conform to the highest standards of ethical and professional conduct. Dietetic interns are expected to adhere to the same ethical and professional standards required of dietitians. All interns are expected to follow the Code of Ethics for the Professions (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>). This document can also be found in your orientation binder and on the Supervised Practice for Dietetic Interns (NUTR 6910) Blackboard Page.

Respect

Dietetic interns are expected to treat all patients, faculty, staff, clinical preceptors, healthcare workers, and fellow students with dignity and respect. For example:

- Dietetic interns must recognize and embrace their role as a member of a team and interact with others on the team in a cooperative, considerate, and professional manner.
- Dietetic interns will promote diversity, equity, and inclusion in all aspects of their clinical and academic activities.
- Students should ask questions and offer suggestions in a thoughtful and reasoned manner that fosters respect and trust.
- When confronted with conduct by another member of the team that may be inappropriate, students are not to respond angrily; rather, they must remain calm and respectful and respond in accordance with the standards of professional practice. Internship faculty are available to talk through situations as needed and interns are encouraged to discuss any issues with internship faculty.

Flexibility

Although every effort is made to provide classroom and training experiences at times and places scheduled in advance, interns need be aware that some changes are unavoidable. For example, clinical sites create the student schedules for each rotation, and schedules may require dietetic interns to work weekends, evenings, and holidays. However, if an intern ever feels they are being used as a replacement employee, this should be discussed immediately with the internship faculty.

Honesty and Trustworthiness

Dietetic Interns shall be honest and truthful in all respects. Students shall not intentionally mislead others.

Dietetic Intern's Role and Accountability

Dietetic interns have a unique role in healthcare delivery. In that role, interns are accountable several areas, including but not limited to:

- Dietetic interns shall perform only those tasks assigned by their direct preceptor.
- Dietetic interns at clinical sites must always work under the supervision of a preceptor.
- Dietetic interns are responsible for timely and effective completion of assignments.
- Dietetic interns are expected to accept and provide constructive feedback.
- Dietetic interns are required to exercise sound judgment.
- Dietetic interns must treat patients and their families with dignity and respect.
- Dietetic interns must use appropriate verbal and non-verbal communication to convey concern, pleasantness and professionalism to patients, preceptors, and all team members.
- The patient's modesty should be always considered.
- Dietetic interns shall deliver unbiased healthcare services to patients regardless of race,

religion, national origin, age, sex, marital status, citizenship, sexual orientation, creed, disability, medical condition, socioeconomic status or political beliefs, or any status protected by law.

- Dietetic interns may not accept gifts or gratuities from patients or their families.
- Sexual or romantic relationships with patients and preceptors are prohibited and will result in disciplinary action.

Professional Communication

E-mail

- Utilize only your Ohio University e-mail address for all e-mails related to the MSDI.
- All e-mails sent should be formal.
- Do not use any slang, emoji's or abbreviations in an e-mail.
- Do not use "!!" or all capitals – these can signify that you are yelling.
- Be clear and concise.
- Remove all tag lines and quotes from your signature unless they are professional.
- Respond to all e-mails from faculty and preceptors in a timely fashion to acknowledge receipt.
- Interns should address preceptors, faculty and lecturers using the appropriate form of address (Mr./Ms./Doctor), unless they are specifically told otherwise. This applies to verbal communications also.
- Never send an e-mail when you are upset or mad. Wait until you have calmed down and can accurately evaluate and assess the situation. Faculty are available to coach you on email communication or review emails prior to sending them if needed.

Phone Etiquette

- Cell phone use in class is prohibited
- No cell phone use (including texting) at rotation sites, unless approved by the preceptor. If you are expecting an urgent call or text, let the preceptor know in advance.
- Keep your cell phone out of sight. If you plan to use your phone as your calculator, you need to confirm that it is okay with your preceptor first.
- Don't look at anything you wouldn't want to show your preceptor.
- If you will be answering phones, remember to use proper etiquette. "6 West Heart, this is Sam. How may I help you?" or "Nutrition Services, this is Mark. How may I help you?"

Conversations

- Keep all conversations professional.
- If employees are gossiping, telling weekend stories, or complaining make sure to not join in.
- Don't talk about anything that you wouldn't want to discuss with your preceptor or teachers.
- Assume everything you say to anyone on the floor will be repeated – to others, to your preceptor, to patients.
- Remember people are still watching and listening to you when you are on break or at lunch.
- Never say anything negative about staff to patients, clients or the community. You are a part of the team and you need to support your team members. If something is happening that causes you concern or you feel poses risk to yourself, patients or staff, discuss this with your preceptor. If you are not comfortable talking with your preceptor, talk to an MSDI faculty member and we work with you to identify the correct course of action.

Professional Appearance

A professional appearance demonstrates respect for your patients and preceptors and helps to build their confidence in you as a provider. Appropriate personal hygiene is required.

Professional Dress

Professional dress is expected at all clinical sites, some community sites and all professional presentations, meetings and events. When in doubt, dress professionally.

- All attire, including lab coats, will be clean, free of stains, and not wrinkled.
- Jeans, shorts, leggings, stretch pants, yoga pants and cutoffs are prohibited at most clinical sites.
- Dietetic interns should wear comfortable dress shoes, no open toed shoes or athletic shoes. For foodservice sites, you may need non-slip dress shoes.
- Nails must be neatly trimmed. Artificial nails and nail polish are prohibited at some sites.
- Clothing that reveals a more than modest amount of the chest, back and/or shoulders such as spaghetti strap, strapless, deep-v cut or see-through style clothing are not appropriate.
- No shorts, tank tops, midriff or halter tops. No hats.
- Maintain optimal personal hygiene. Cologne/Perfume is discouraged.
- Hair should be neatly groomed. Hair color must be in the natural range for some sites.

Additional dress requirements imposed by a site supersede those of the program. Please note, community dress codes may be more lenient and will vary based on rotation site. Interns will be informed of the specific dress guidelines for each community site prior to starting their rotation

Religious or cultural accommodations to attire will be made. Please talk to the program director if any accommodations are needed.

Online Class, Speaker and Rotation Etiquette

- Do not do anything during the online lecture that you would not do in an actual physical lecture. No alcohol, no smoking, appropriate attire.
- Make sure you're prepared for class. If questions are asked, participate.
- Do not talk with roommates or others during the class, even if you are on mute.
- Avoid things that are distracting, pay attention just like you would in an actual class setting.
- Think about your background, what can your classmates see?

Drugs and Alcohol

Dietetic interns must comply with the University's rules as it relates to Alcohol and Drugs and Controlled Substances as outlined in the Student Code of Conduct (<https://www.ohio.edu/student-affairs/community-standards/student-code-of-conduct>) and all other applicable policies and procedures concerning the use of drugs and alcohol at rotation sites. Dietetic interns are prohibited from appearing in class or at any rotation site while under the influence of alcohol or any drug that may affect performance or judgment. Please refer to the Health and Immunization Standards section for specific information regarding mandatory drug screens.

Timeliness and Attendance

Attendance and timeliness are important aspects of professional behavior. Dietetic interns must report to all classes, seminars, rotation sites and other scheduled activities on time. Timely return from designated breaks is required. As professionals in training, interns are expected to return messages from program staff, faculty, clinical preceptors, and clinical sites in a timely manner. Dietetic interns must submit all required assignments and forms on or before the designated date and/or time they are due. Children or other unapproved guests are not allowed in the classrooms or at rotation sites during formal lecture, laboratory or rotation experiences.

Signature Page

Printed Name:

The Ohio University MSDI Policies and Procedures and Graduate Handbook The MSDI Graduate Project Handbook

By signing below, you acknowledge receipt of the Ohio University Combined Master of Science (MS6473) and Dietetic Internship Policies and Procedures and Graduate Handbook and the MSDI Graduate Project Handbook. You further acknowledge that you have reviewed and understand the contents of these handbooks and agree to follow all written policies and procedures. If questions arise, please contact the Dietetic Internship Director or Assistant Director for further review of the materials contained in these handbooks.

Signature

Date

Consent for Use of Internship Work in Reporting and Assessment

By signing below, you consent to the use of your work in the Combined Master of Science and Dietetic Internship program for the purpose of outcomes assessment, accreditation reporting and program evaluation research to promote quality improvement for the program. Any data collected from your work will be kept confidential and reported such that no individual intern can be identified. De-identified work and projects may also be utilized as examples of intern work for internal and external evaluators.

Signature

Date