

# **PURDUE UNIVERSITY INDIVIDUALIZED SUPERVISED-PRACTICE PATHWAY (ISPP)**



## **HANDBOOK 2021**

Updated 8/6/2021



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## **Purdue Honor Pledge**

“As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

## **Protect Purdue Pledge**

“Being a part of the Boilermaker community means that each of must take extraordinary steps to stay well and persistently protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, the protection of others and help keep the Purdue community safe from spread of COVID-19 and other infections as identified and instructed by the university. I pledge to protect myself, protect others and protect our Purdue community.”

## Welcome

Welcome to the Individualized Supervised Practice Pathway (ISPP) at Purdue University! This handbook is posted on the website of the Department of Nutrition Science and is an important document for you as an intern enrolled in the ISPP. You will want to familiarize yourself with the contents of this handbook so that you are prepared for your role as an intern. Please, save this handbook as you will need to refer to it while participating in the ISPP.

The Individualized Supervised Practice Pathway (ISPP) at Purdue University began in 2013 in order to provide the supervised practice component of dietetics education for individuals who received their DPD verification statement from Purdue University, were awarded a baccalaureate degree, and were not matched with a supervised practice program. In 2014, the admission criteria for applicants was expanded. The ISPP at Purdue University is housed in the Didactic Program in Nutrition and Dietetics (DPD) which is an accredited program of the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). Programs accredited through ACEND® must meet established Standards for Nutrition and Dietetics Education which includes core knowledge and competency requirements. ACEND® has accredited Purdue's DPD program through 2026. When an individual successfully completes the ISPP, he/she will receive a Certificate of Completion and a verification statement from the Program Director. Therefore, ISPP graduates are qualified to take the registration examination through the Commission on Dietetic Registration (CDR) and become registered dietitian nutritionists (RDN) upon passing the exam. 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).


If you have questions about the ISPP at Purdue University or need additional information, please contact Dinah Dalder or Alvin Furiya, DPD Director.

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## Pathway Information

### Accreditation Status (Standard 9.3 a)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or nutrition and dietetics technicians, registered (NDTR). ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

<p><b>Accreditation Council for Education in Nutrition and Dietetics</b></p> <p>the accrediting agency for the <b>Academy of Nutrition and Dietetics</b></p> 	<p>The Purdue University Didactic Program in Nutrition and Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics. ACEND® can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x 5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995). <a href="http://www.eatrightACEND.org/ACEND/">http://www.eatrightACEND.org/ACEND/</a></p> <p>ACEND® is recognized by the United States Department of Education as a Title IV gatekeeper. ACEND® is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.</p>
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### Nondiscrimination Policy

Purdue University and its dietetics programs are “committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.”

Purdue University and the ISPP “prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.” The entire Nondiscrimination Policy Statement is available at [http://www.purdue.edu/purdue/ea\\_eou\\_statement.html](http://www.purdue.edu/purdue/ea_eou_statement.html). Any



question of interpretation regarding this Nondiscrimination Policy Statement shall be referred to the Vice President for Ethics and Compliance for final determination.

Purdue University is bound by the provisions of the federal law known as Title IX. This law forbids any sexual discrimination (including sexual harassment) in educational activities/settings. Purdue faculty members are considered mandatory reporters under Title IX and will inform the university of any incident that appears to be a violation of the law. Responsibility for coordination of compliance efforts, procedures for receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act can be found at <http://www.purdue.edu/policies/ethics/iic2.html> or contact the Office of Institutional Equity at 765-494-7253 or [equity@purdue.edu](mailto:equity@purdue.edu).

### **Sexual Harassment Policy**

Purdue University is committed to maintaining an educational and work climate that is positive and free from all forms of Harassment, including sexual harassment. Harassment in the workplace or the education environment is unacceptable conduct and will not be tolerated.

When harassment, including sexual harassment, occurs within the context of supervised practice, it is the responsibility of the site preceptors and ISPP faculty to support the intern and resolve the problem.

According to Purdue University's Anti-Harassment Policy (III.C.1), sexual harassment is

- A. Any act of Sexual Violence
- B. Any act of Sexual Exploitation
- C. Any unwelcome sexual advance, request for sexual favors or other written, verbal or physical conduct of a sexual nature when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education or participation in a University program or activity;
  - 2. Submission to, or rejection of, such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, education or participation in a University program or activity; or
  - 3. Such conduct has the purpose or effect of unreasonable interfering with an individual's employment or academic performance or creating an intimidating, offensive or hostile environment for that individual's employment, education or participation in a University program or activity.

Sexual harassment is unacceptable and illegal. Interns and preceptors are requested to communicate with the Rachel Clark or Dinah Dalder about any concerns. Purdue ISPP

faculty are available to be a resource and a support in resolving the situation. Visit [http://www.purdue.edu/sexual\\_assault/](http://www.purdue.edu/sexual_assault/) to report an incident or to get more information.

### **Mission Statement** (Standard 9.3 b)

*The ISPP mission is to provide a flexible, intern-driven supervised practice experience to prepare competent entry-level registered dietitian nutritionists to promote optimal health and nutritional status of individuals and groups. The curriculum provides the practitioner-based competencies to perform the specialized functions of an entry-level dietitian. The Purdue ISPP prepares competent dietitians for positions in Medical Nutrition Therapy, food service management, and community nutrition as well as to be leaders in the profession. In addition to these three essential rotations, the ISPP requires an Engagement concentration to broaden the experience in various areas of practice.*

The College, Department and the ISPP's missions are in harmony with the University and with the mission for the dietetics profession as stated in the Conceptual Framework for the Profession of Dietetics.

### **Pathway Description** (Standard 9.3 d)

The ISPP provides the supervised practice requirements necessary for graduates to take the Registration Examination through CDR and to obtain the RDN credential. The ISPP provides a minimum of 1,200 hours of supervised practice experience.

Supervised practice is divided into eight rotations (Inpatient MNT 1, Inpatient MNT 2, Outpatient MNT, Inpatient Foodservice, Production, and Management, Retail/Institutional Foodservice, Production, and Management, Community Nutrition, Child/Adolescent Nutrition Education Rotation, and Engagement). Rotation sites for all experiences must be located in the State of Indiana unless special permission is given in advance by Purdue University.

The ISPP at Purdue University is guided by CPD and DPD Program Directors, other faculty members from the Nutrition Science Department, external experts, such as Program Directors of similar programs, and ISPP preceptors.

The philosophy of the ISPP is that interns must demonstrate competent performance as expected of an entry-level dietitian. Every effort will be made to provide guidance and assistance to interns in meeting competencies for successful completion of the ISPP.

### **Concentration**

The Standards of Nutrition and Dietetics Education Programs require supervised practice programs to select one concentration area. Consistent with our Land Grant Mission, the ISPP at Purdue has an *Engagement* concentration, which culminates with

the final *Engagement* rotation. The goal of the *Engagement rotation* is to broaden the intern's knowledge of and skills in an interest area, including opportunities that may be available for the future. The learning activities for the rotation emphasize the development of a primary project and related independent activities to demonstrate entry-level competence. The intern will be provided with one primary project, as well as have the opportunity to work on other projects and duties to obtain a variety of experiences. The intern will locate a facility and preceptor from one of the following areas of practice: long term care; nutrition, fitness, wellness, energy balance; school foodservice; industry; community/public health; Medical Nutrition Therapy; or research.

## **2024 CDR Mandate for Graduate Degree**

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). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

## **The Requirements to Become a Registered Dietitian Nutritionist**

(Standard 9.3 d)

ACEND® sets the guidelines for what every registered dietitian nutritionist (RDN) needs to know and do as an entry-level practitioner. The Commission on Dietetic Registration (CDR) is the governing agency to become an RDN. There are three steps in this process:

1. **In-class learning**: An applicant to the ISPP must have already completed the required core knowledge requirements (KRDN) for entry-level practice in nutrition and dietetics through a Didactic Program in Nutrition and Dietetics (DPD) as documented in a verification statement signed by the applicant's DPD Director. In addition, an applicant must have completed a minimum of a baccalaureate degree\* as documented by submitting an official transcript showing degree and date degree conferred. Applicants who have earned a PhD must arrange a meeting with the DPD director of the ISPP to determine which, if any, DPD knowledge requirements need to be met prior to applying to the ISPP and do not need to have a verification statement.

2. Supervised practice: A minimum of 1200 hours of supervised practice experience must be completed in an ACEND®-accredited program. Individuals eligible for the ISSP must have not been matched to a supervised practice program but will complete the supervised practice requirements through the ISPP. Supervised practice provides hands-on experience in a variety of practice areas following prescribed guidelines and learning experiences to ensure mastery of specific required competencies (CRDN). Upon successful completion of 1200 hours of supervised practice experience and achievement of all competencies (CRDN), ISPP graduates are issued a Certificate of Completion and an official Verification Statement making them eligible to sit for the national registered dietitian examination. 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).
  
3. Pass the exam: Three components are required to register for eligibility for the RDN exam: successful completion of the didactic coursework (DPD Verification Statement), completion of 1200 supervised practice hours (ISPP Verification Statement), and holding a baccalaureate degree.\* Thus, individuals completing the ISPP are eligible to take the national Registration Examination for Dietitians. Prior to completing the ISPP, interns will receive all information and forms required to complete the eligibility requirements to take the RDN exam. Successful completion of this exam allows the individual to indicate that he/she is credentialed and to use the initials RDN after his/her name. The RDN exam is a computer-adaptive test which is available year-round at approved testing centers.

The ISPP at Purdue University is designed to meet the second (supervised practice) mandated step for an individual to become a Registered Dietitian until the requirement of a master's degree to enter the profession takes effect on January 1, 2024.

\*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). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

In addition, the ISPP at Purdue University meets Practice Experience Requirements (IC 25-14.5-3.3) to become a Licensed Dietitian in the state of Indiana. Depending on where the graduate works, licensure in other states may be required. It is ACEND's considered opinion that the program is designed to and does meet all state dietetics

licensure and certification laws. More information on state licensure requirements is available at <https://www.cdrnet.org/state-licensure>. The ISPP meets the required number of supervised practice hours for licensure in all states. The pathway to becoming a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) is depicted in Appendix A.

The ISPP at Purdue University also teaches interns the “Code of Ethics for the Nutrition and Dietetics Profession” and compliance with this Code of Ethics is expected of all interns. The Code of Ethics is available at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics> and the required signature statement is located in Appendix E.

Interns accepted into the ISPP are expected to demonstrate self-directed, responsible performance required of entry-level dietitian nutritionists. Learning activities and assignments are designed to guide the intern towards critical thinking, formation of rational conclusions, professional communication skills and evidence-based practice. Interns are expected to gain independence and professionalism as well as an appreciation of the importance of professional networking, volunteering for leadership positions, and general contribution to the profession.

### **Academic Integrity and Purdue Honor Pledge**

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breeches of this value by either emailing [integrity@purdue.edu](mailto:integrity@purdue.edu) or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern. Alert the DPD Director or Dinah Dalder about the conflict or potential breach

Honor Pledge: On the recommendations of the Purdue Student Government, Purdue Graduate Student Government, University Senate, Office of the Dean of Students, Office of the Provost and the President, all students at Purdue University are required to recite and follow the student created honor pledge (below) to demonstrate academic integrity.

“As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

### **Protect Purdue Pledge**

Being a part of the Boilermaker community means that each of us must take extraordinary steps to stay well and persistently protect each other, on campus and in the community. Accountable together, I pledge to take responsibility for my own health, the protection of

others and help keep the Purdue community safe from spread of COVID-19 and other infections as identified and instructed by the university. I pledge to protect myself, protect others and protect our Purdue community.”

### **Goals and Objectives** (Standard 9.3 b)

The ISPP has two broad goals and specific objectives tied to each goal.

Goal 1: Individuals who complete the Purdue University ISPP will be prepared as competent entry-level dietitians and emerging leaders in the field.

Objective 1: At least 80% of program students complete program requirements within 18 months (full-time) or 36 months (part-time) (150% of program length)

Objective 2: 100 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion

Objective 3: 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%.

Objective 4: Employers will rate 100% ISPP graduates’ preparation for entry-level practice as “satisfactory” or above

Objective 5: 50% of the individuals who complete the ISPP will participate in a leadership activity at their place of employment or in the community (e.g. committee work, presentations, precepting) within 12 months of completing the ISPP

Objective 6: 50% of the individuals who complete the ISPP will indicate active participation in the Academy of Nutrition and Dietetics beyond national and state membership (e.g. district membership, dietetic practice group membership, or elected or appointed office at the district, state or national levels) within 12 months of completing the ISPP

Goal 2: Individuals who complete the Purdue University ISPP will be employed in a broad range of practice areas

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

Objective 2: At least one individual who completed the ISPP will be employed in either Medical Nutrition Therapy, foodservice management, or community nutrition within 12 months of completing the ISPP.

Objective 3: At least one individual who completed the ISPP will be employed in an area of dietetics practice other than Medical Nutrition Therapy, foodservice management, or community nutrition within 12 months of completing the ISPP.

**Program Outcomes** (Standard 9.3 c)

Outcomes data are available by written request to Alvin Furiya at [afuriya@purdue.edu](mailto:afuriya@purdue.edu)

## Application to the Purdue ISPP Pathway (Standards 9.3 f, 10.1 a)

The application process and selection criteria have been developed to assess the applicant's readiness for supervised practice as well as his/her potential to be successful in the ISPP and dietetics profession.

### Admission Requirements for ISPP, Purdue University

#### Applicants with a DPD Verification Statement are required to:

- Have received a Purdue<sup>†</sup> DPD Verification Statement within past 2 years or with director's approval, but no more than within the past 5 years<sup>‡</sup>.
- Have earned at least a bachelor's degree granted by a U.S. regionally accredited college/university or foreign equivalent.
- Have applied for a dietetic internship in the past and not been matched\*; must provide proof of participation in matching, and not receive a match (Contact D&D Digital if you do not have a copy of the notification you received of not having a dietetic internship match)
- Have a GPA of 2.75 or above. Prefer a minimum of a C in all Nutrition Science courses

OR

#### Applicants with a Doctoral Degree are required to:

- Provide transcript from colleges or universities where bachelor and doctoral degrees earned (and master's degree if applicable)
- Arrange meeting with ISPP director to determine which, if any, DPD knowledge requirements need to be met prior to applying to the ISPP

*† Purdue University Interdepartmental Nutrition Program (INP) MS graduates who hold a DPD verification statement from another ACEND® -accredited DPD program are also eligible to apply for the Purdue ISPP if the other application requirements are met. Other interested applicants who hold a DPD verification statement from another ACEND® -accredited DPD program may apply with the director's approval if other application requirements are met. However, priority will be given to Purdue DPD graduates when space is limited.*

*‡ Applicants with DPD verification statements older than 5 years may still be eligible to apply, but additional coursework to update didactic knowledge will likely be required prior to applying to the ISPP.*

*\*or, in extenuating circumstances, applicants may be considered for the ISPP on a case-by-case basis if they have previously applied for a dietetic internship, received a match, but have left their internship before completion.*



All applicants are required to:

- Plan to complete the ISPP within 12 months of the start date for full time supervised practice schedule, or within 24 months of the start date for part time supervised practice schedule
- Complete all supervised practice rotations within the state of Indiana
- Have a variety of dietetics related work experience (e.g. healthcare, foodservice, and community)
- Submit two recommendations (one from current or previous place of employment)
- Have community service/ volunteer/ leadership experience
- Complete an application and personal statement. The personal statement is to address the following:
  - Why do you want to be a Registered Dietitian?
  - Describe your strengths and weaknesses or areas needing improvement.
  - Discuss experiences that have helped prepare you to become an RD.
  - What are your short-term and long-term goals?
- Pay \$50.00 non-refundable application fee at <http://www.eventreg.purdue.edu/online/ISPP>
- Provide official university/college transcript showing degree and date conferred (minimum bachelor's degree)
- Provide documentation of being unmatched for a dietetic internship through D & D digital (exception if you have a PhD)
- Provide original signed official DPD verification statement
- Secure an RDN preceptor working in a hospital to host the applicant/intern for at least 240 hours (6 weeks full time) of MNT supervised practice for the MNT-II rotation. Interns are required to locate all of their preceptors and supervised practice sites, but only the MNT II preceptor needs to be secured for the application process.
- Interview (phone) with selection committee. The purpose of the interview is to ascertain the applicant's knowledge about and interest in dietetics as well as the potential for success in the field. The interview also enables the selection committee to assess the level of maturity, communication skills, poise, professional behavior, human relations skills, and the understanding of the rigors of the ISPP.
- The application is evaluated in its entirety by the selection committee. Areas of strength may compensate for weaker parts of the application.

**Notification of Acceptance Decision**

- The intern will receive written notification of the acceptance decision. A conditional acceptance indicates the applicant needs to submit results of a limited criminal background check and 10 panel drug screen. If the applicant accepts the conditional acceptance offer, he/she needs to respond in writing to accept the offer by the deadline indicated in the offer letter. Applicants who are not accepted may apply again to dietetic internships through DICAS or apply again to the Purdue ISPP when recommendations outlined in decision letter are met (e.g. obtain more work experience, resolve personal issues).
- Final acceptance occurs when the applicant provides evidence of a negative criminal background check and a negative 10 panel drug screen by the date stated in the offer letter. The applicant has the responsibility for meeting all financial obligations incurred with criminal background checks and drug screening.
- Accepted applicants are required to read and agree to the policies and procedures outlined in the ISPP Intern Handbook (see Intern Contract in Appendix B) and complete the medical examination and other prerequisites listed in the handbook prior to the start of supervised practice (see Requirements to Begin Supervised Practice).
- Accepted applicants must complete and sign the Notice Regarding Your ISPP Placement (Appendix H) for each site. The signed/ dated form must be returned to Dinah Dalder prior to the first day of supervised practice at the site.
- Failure to meet any or all of these conditions results in the withdrawal of the offer, which equates to the dismissal from the ISPP. Applicants will be notified in writing by the DPD Director if the offer has been withdrawn. The application fee is not refundable.

### **Assessment of Prior Learning** (Standard 10.2 i)

Credit for prior learning through past academic or work experience may be granted for those individuals who have acquired learning and professional competency that fulfills ACEND® required competencies. The assessment of prior learning occurs only for accepted Purdue ISPP interns who submit the appropriate documentation. Up to 240 hours of supervised practice may be credited based on the documentation provided by the intern. In extenuating circumstances, additional hours of supervised practice may be credited at the discretion of the DPD Director.

1. The documented learning must be directly related to the competency statements required in the current ACEND® Accreditation Standards for Nutrition and Dietetics education programs leading to the RDN credential.
2. The documentation for each competency must be presented in the form of a portfolio that includes the intern's work samples and/or other relevant

documentation (e.g. description of how the competency was met or dissertation). The documentation must be submitted to the Program Director prior to the end of the intern's third ISPP rotation.

3. The portfolio will be reviewed by the Program Director, Dinah Dalder and two preceptors.
4. The amount of supervised practice hours that may be credited will be dependent upon the number of rotation competencies that the intern is able to demonstrate competency. The maximum amount of hours that may be credited is 240 hours.
  - a. Guidelines for awarding credit:
    - i. 100% of the competencies for that respective rotation documented equals credit of 100% of the supervised practice hours for that rotation.
    - ii. 75% of the competencies for that respective rotation documented equals credit of 75% of the supervised practice hours for that rotation.
    - iii. 50% of the competencies for that respective rotation documented equals credit of 50% of the supervised practice hours for that rotation.
    - iv. 25% of the competencies for that respective rotation documented equals credit of 25% of the supervised practice hours for that rotation.
5. The intern will receive written notification of the decision regarding the amount of supervised practice hours that are credited.

## **Requirements to Begin Supervised Practice**

### **Physical Examination**

All interns are required to have a physical examination prior to commencing the supervised practice experience. The intern is responsible for the cost of the physical examination. There are no religious or philosophical exemptions for immunizations for supervised practice. The physical exam form that need to be completed and signed will be provided.

All of the following test/procedures/immunizations are required prior to the start of the ISPP supervised practice:

- Negative QuantiFERON test (past 5 years), annual Mantoux (TB test) or chest X-ray (past 5 year).
- Record of immunizations: MMR vaccines (3), diphtheria, tetanus, and pertussis

- Varicella titer
- Titers to document immunity to Rubeola, Mumps and Rubella
- Hepatitis B vaccine series and titer is required. The Hepatitis B vaccine takes six months to complete
- Other testing: Interns need to be prepared to undergo additional testing specified by practice sites but not otherwise required for the ISPP. Examples of additional testing would be a 2-step TB test, additional alcohol/drug screening or additional criminal background check. The intern is responsible for all costs incurred to meet these additional requirements. Interns will need to contact each subsequent practice site far in advance of a proposed start date so enough time exists to meet additional testing requirements. If additional testing is not completed by the timeframe established by the supervised practice facility, the supervised practice start date may be delayed or possibly the opportunity to complete a rotation at the supervised practice facility may be cancelled. . In this case, the intern will need to secure another supervised practice facility and preceptor to complete the required rotation(s).
- A flu vaccination is required annually each fall for current flu season

The intern has the responsibility for meeting all financial obligations incurred with these requirements.

On the Health Examination form, a credentialed health practitioner (medical physician, nurse practitioner, or a physician's assistant) is asked to comment and provide management guidelines for significant illnesses, disorders, or allergies. Please, be aware that eating disorders, relapse of eating disorders, depression, pregnancy, any diagnosis in the spectrum of autism disorders, exposure to TB or other reportable communicable diseases must be noted on the physical assessment form. If an intern's status with any of these issues changes during the supervised practice experience, the DPD Program Director or Dinah Dalder must be made aware of this change immediately. Likewise, in the instance of an intern experiencing a foodborne illness, the DPD Director or Dinah Dalder is to be informed immediately.

### **Health Insurance, Illness and Injury** (Standards 10.2 a, 10.2 b)

All interns are required to have health/medical insurance coverage and will need to provide proof of insurance prior to the start of supervised practice. Required documentation is the insurance company name and policy number. The intern is responsible for the cost of medical/health insurance.

All interns are expected to obtain prompt medical care to treat any accident, illness or injury that occurs while enrolled in the ISPP and are responsible for all follow up care. Expedient emergency care will be obtained as needed at practice sites. Interns are responsible for all costs incurred for emergency care, treatment of an illness or injury and any follow up care.

### **Transportation and Liability for Safety in Travel to or from Supervised Practice Sites** (Standard 10.2 b)

Interns are required to provide their own transportation to all practice facilities. It is required that interns have a reliable vehicle for transportation at their disposal throughout the time of the ISPP. All interns are responsible for obtaining and paying for their own automobile insurance.

The interns are to follow the rotation sites' rules and regulations for traveling in inclement weather (there are no "snow-days" for employees). Interns are responsible for maintaining liability for safety in travel, i.e. car insurance. Interns accepting rides from preceptors do so at their own risk.

The practice sites and Purdue University accept no responsibility for loss or damage to the intern's personal property, including vehicles in the practice site's parking lot.

### **Professional Liability Insurance** (Standard 10.2 a)

Purdue University has an affiliation agreement with each supervised practice facility on file when required. Among other considerations, the agreement includes a statement of liability insurance. All interns are required to have professional liability insurance and coverage is arranged through Purdue University. The fee for professional liability insurance is included in the program fee.

### **Criminal Background Check and Drug Screening** (Standard 10.2 d)

The applicant must have a negative 10 panel drug screening and a negative criminal background check (including sex offender registries as well as a check of the federal exclusions data bases for full acceptance to the ISPP) The applicant has the responsibility for meeting all financial obligations incurred with criminal background checks and drug screening.

Indiana State Police offers a limited criminal background check and you can get more information at <http://www.in.gov/ai/appfiles/isp-lch/>. A history of criminal convictions will result in withdrawal of the provisional acceptance offer for the ISPP. If an intern is convicted of a criminal offense during supervised practice, the intern will lose placement at the supervised practice site. If the intern is unable to find suitable practice facilities for

all remaining rotations, the intern may be unable to successfully complete supervised practice requirements and thus, not complete the ISPP.

After full acceptance to the ISPP, an intern will need to comply when a drug screening is required by supervised practice facilities. If the intern fails to produce the requested sample by the date and time designated, the intern will be treated as if the screen result was positive. Any intern who screens “positive” for drugs, or who does not comply with any notice, request, or procedure related to drug screening, shall be withdrawn from the ISPP. If the intern is not dismissed from the ISPP, the intern will not be permitted to participate in supervised practice until the intern undergoes rehabilitation. All costs related to rehabilitation are the responsibility of the intern. In addition, future participation in the ISPP is dependent on the intern securing appropriate supervised practice sites.

### **Student Membership in Academy of Nutrition and Dietetics**

Student membership in the Academy of Nutrition and Dietetics is required throughout the ISPP. Academy student membership information is available at <http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member>. The intern is expected to have proof of membership before supervised practice begins. Student membership is \$58 per year and includes free access to educational and training materials, reduced registration fees for professional meetings, and the monthly professional journal. The intern is responsible for the cost of membership in the Academy.

Academy membership automatically allows interns to become members of an Affiliate of the Academy (e.g. Indiana Academy of Nutrition and Dietetics) and provides interns with valuable leadership opportunities at both the local, state (student representative on the IAND board) and national level (Program Liaison). These are some ways for interns to become involved in issues relating to Public Policy and the practice of dietetics in general. Interns are encouraged to explore Dietetic Practice Groups (DPG) within the Academy. Interns may choose to become members of additional professional organizations such as the American Society of Parenteral and Enteral Nutrition, American Diabetes Association, etc.

### **ServSafe Food Protection Manager Certification (or Equivalent)**

Documentation of current certification in ServSafe Food Protection Management (or equivalent) is required to begin supervised practice and must be maintained throughout the ISPP supervised practice rotations. Costs to become certified or to re-certify are the responsibility of the intern.

## Orientation to the ISPP: Preparation for Supervised Practice

The DPD Director and Dinah Dalder help prepare the intern for supervised practice prior to the start of the supervised practice rotations, including the following:

- The DPD Director and Dinah Dalder get to know prospective ISPP intern during the selection process and interview.
- The DPD Director and Dinah Dalder send a letter of conditional offer to the ISPP applicant and the applicant responds with a letter of acceptance within the time frame specified in the letter of offer.
- The intern completes the drug screen, criminal background check and all prerequisites for beginning supervised practice.
- An orientation meeting between the new ISPP intern and the DPD Director and/or Dinah Dalder is scheduled prior to supervised practice. The meeting will be held either on campus or via phone or video conferencing. The focal points of this meeting are a) to provide the incoming intern with necessary materials and guidelines and to b) familiarize the new ISPP intern with the processes and issues he/she will encounter starting with the first rotation.
- The DPD Director and/or Dinah Dalder explain the role and expectations of the intern to prepare him/her to meet the challenge of working alongside preceptors and staff in the rotations.
- During supervised practice, the intern may be exposed to blood and other body fluids of patients/clients. In an effort to avoid transmission of dangerous communicable diseases, the ISPP requires that all interns receive instruction of blood borne pathogens and the use of universal precautions.
- Complete University required COVID-19 training, "COVID-19 Workplace Safety Education".
- Other required orientation topics include *Code of Ethics for the Practice of the Nutrition and Dietetics Profession* and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

The ISPP is designed to provide the intern with hands-on experience. It is impossible to substitute course work for most of the experiences that prepare the intern for an entry-level position as a dietitian.

There will be periods of frustration and normal cycles of "lows" and "highs". How much is gained through this experience is largely based on the intern's ability to adapt, learn, and grow. The DPD Director and Dinah Dalder as well as the preceptor stand ready to help with any problem affecting the intern. This cooperative approach is intended to offer the best possible learning experience for all ISPP interns. However, the interns are expected to be self-motivated and self-evaluate their performance. Each intern should approach the supervised practice with an honest and sincere desire to learn as much as possible about the dietetics profession.

## **Policies and Procedures for Supervised Practice**

### **Interns with Disabilities**

An intern with a documented disability that will impact his/her work in the ISPP needs to make an appointment with DPD Program Director or Dinah Dalder as soon as possible to discuss the intern's needs.

### **Orientation to Supervised Practice Site**

The intern is expected to follow the supervised practice rotation site's policies and procedures for professional conduct as well as the standards of care at healthcare facilities. Many supervised practice sites will request that interns arrange to visit the site for an in-person meeting and orientation prior to the rotation. The intern will need to communicate with the primary preceptor to learn about the location and time to begin the rotation, scheduling of orientation at the site, copies of health information needed, availability of parking and food, and other expectations. It is the intern's responsibility to contact the preceptor by mail, telephone, or email to be prepared for the start of the rotation. These communications are the intern's responsibility but the DPD Director and Dinah Dalder are available for guidance. The intern should be reasonably comfortable with the rotation site prior to the start of supervised practice at the facility. Due to COVID-19 mitigation, some supervised practice activities will occur remotely (e.g. working from home under the direction of a preceptor) rather than on-site.

### **Code of Ethics** (Standard 10.1 b)

The Academy and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct.

The *Code of Ethics for the Nutrition and Dietetics Profession* is available at <https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>. As a student member of the Academy of Nutrition and Dietetics you have agreed to abide by the *Code of Ethics for the Nutrition and Dietetics Profession*. This is so important that prior to starting your supervised practice experience, you will be asked to sign a form indicating you understand and agree to follow the principles outlined in the *Code of Ethics for the Profession of Dietetics*. The form is available in Appendix E; the original signed form is kept in your ISPP file.

### **Academic Integrity and Purdue Honor Pledge** (Standard 10.1 b)

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either emailing [integrity@purdue.edu](mailto:integrity@purdue.edu) or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest



opportunity for the university to investigate the concern. Alert the DPD Director or Dinah Dalder about the conflict or potential breach

Honor Pledge: “As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

### **Intern Identified Supervised Practice Sites** (Standards 8.1, 9.3 I)

The ISPP intern is responsible for locating all of his/her preceptors and practice sites. As part of the application process, the applicant must secure his/her MNT II preceptor and practice site. All practice sites must be located in the state of Indiana. Dinah Dalder will offer resources and advice to the intern for recruiting potential preceptors if needed. The DPD Director and/or Dinah Dalder ensures that adequate learning opportunities are available at a practice site for the intern to achieve and master required competencies prior to approving the site. Questions about the suitability of a practice site for a particular rotation may be referred to Dinah Dalder at any time. Potential preceptors are also encouraged to contact the Dinah Dalder prior to agreeing to host an ISPP intern to clarify expectations and to discuss potential learning opportunities. During COVID-19 mitigation, some supervised practice activities may occur remotely (e.g. working from home) under the direction of the preceptor or ISPP faculty.

Many hospitals and healthcare facilities are closely affiliated with religious organizations. If an intern is not comfortable completing supervised practice in a facility due to religious reasons, the intern needs to take this into account and find another suitable facility.

### **Affiliation Agreements** (Standard 8.1 e)

An affiliation agreement is required between Purdue University and practice site prior to the start of supervised practice at the site. Purdue University’s preference is to provide a Purdue-template affiliation agreement which is pre-approved by the university’s Office of Legal Counsel. Practice site agreements may be used in lieu of a Purdue template but will require review and approval by Purdue University’s Office of Legal Counsel. Any affiliation agreement must be signed by authorized representatives of the parties in order to be considered valid. Prior to intern placement, Dinah Dalder insures the existence of a current affiliation agreement. An affiliation agreement is not required for organizational units under Purdue University (e.g. Purdue Dining and Catering, Purdue Extension, Purdue Division of Recreational Sports, Purdue Athletic Department, Clinical Research Center (CRC), regional campuses (IPFW)).

All supervised practices sites of the ISPP at Purdue University are participating on a voluntary basis. Neither the supervised practice sites nor the preceptors are paid for hosting an intern. The practice sites and Purdue University accept no responsibility for

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loss or damage to the intern's personal property, including vehicles in the practice site's parking lot.

### **Supervised Practice Schedule** (Standards 9.3 g, 9.3 h, 10.2 q)

The required rotations and length of time for each rotation are in the following table. Multiple rotations may be completed at the same facility depending on the opportunities available. Completing more than one rotation at a facility does not shorten the length of supervised practice.

Approximate Hours	Rotation Name	Required Type of Facility/ Program	Description
40 (not counted as supervised practice hours)	Professionalization Seminar	Not applicable - Work with Program Director, or Dinah Dalder throughout supervised practice program	A series of sessions, activities, and communication exchanges that occur throughout their entire supervised practice, making sure to provide the perspective of professionalism so that interns develop and bring professional attitude, behavior, ethics, and values into their roles as professional RDNs.
160	Community Nutrition	Extension office, food bank, school corporation, public health program, community center, hospital outreach	Interns develop skills in providing nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling and education, community nutrition assessment, designing and presenting a wellness program, and applying government program guidelines and policies.
200	Retail/Institutional Foodservice, Production, and Management	Large food service at college, hospital, restaurant, school foodservice	Focuses on marketing, procurement, storage, preparation, delivery, service, and management that include retail

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Approximate Hours	Rotation Name	Required Type of Facility/ Program	Description
			operations. May be completed at same location as Inpatient Foodservice Production and Management rotation.
120	Inpatient Foodservice, Production, and Management	Hospital or long term care facility	Includes all aspects of producing and delivering nutrition to patients including menu planning and marketing, taking meal orders, tray preparation and delivery, quality assessment, and patient satisfaction.
160	Medical Nutrition Therapy I	Hospital. Long term care facility possible for MNT I	Interns practice the Nutrition Care Process with populations with common medical conditions impacted by diet including obesity, diabetes, hypertension, cardiovascular, and gastrointestinal disorders.
240	Medical Nutrition Therapy II	Hospital. Acute care and critical care experience required.	May occur at same facility as MNT I. Interns practice the Nutrition Care Process with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease.
120	Outpatient MNT	Outpatient clinic where MNT is practiced	Interns practice the Nutrition Care Process and Medical Nutrition Therapy with individuals and groups in the outpatient setting.
40	Child-Adolescent Education	School; public health program, community center, outreach	May or may not occur at same facility as other rotations. Interns practice

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Approximate Hours	Rotation Name	Required Type of Facility/ Program	Description
			promoting good health and wellness through nutrition education for school-aged children and adolescents including nutrition support for academic performance and athletic achievement, and the impact of drugs, alcohol, and peer pressure. May occur concurrently during other rotations.
200	Engagement	Facility from one of the following practice areas <ul style="list-style-type: none"> <li>• Long term care</li> <li>• Nutrition, fitness, wellness, energy balance</li> <li>• School foodservice</li> <li>• Industry</li> <li>• Community/ public health</li> <li>• Medical Nutrition Therapy</li> <li>• Research</li> </ul>	Based on interest of intern and the availability of a suitable preceptor and practice site
1240 hours (minimum of 1200 hours required)			

Each ISPP intern is on an individualized schedule. The sequence of rotations allows the intern to progress from introductory to demonstration of entry-level competence. The intern must successfully complete all assignments and competencies prior to advancing to the next rotation. The intern begins with the Community Nutrition Rotation or Retail

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Foodservice rotation to learn the expectations of being an intern and develop confidence. The next rotation is the Inpatient Foodservice Management rotation which prepares the intern for the Medical Nutrition Therapy (MNT) I Rotation. MNT I introduces the intern to the nutrition care process and is a prerequisite for MNT II. The intern implements the Nutrition Care Process with more complex patients in MNT II. MNT II is the prerequisite for Outpatient MNT. The Engagement rotation is the final culminating rotation. Exceptions in the order of rotations may be made with director's approval.

### Rotation Order

1. Community Nutrition or Retail/ Institutional Foodservice, Production, and Management (200 hours)
2. Inpatient Foodservice, Production, and Management Rotation (pre-req for MNT I) (120 hours)
3. MNT I (pre-requisite for MNT II) (160 hours)
4. MNT II (Pre-requisite for Outpatient MNT) (240 hours)
5. Outpatient MNT (120 hours)
6. Community or Retail/ Institutional Foodservice, Production, and Management (intern completes outstanding rotation from #1) (200 hours)
7. Child/ Adolescent Nutrition Education – may be completed concurrently with another rotation or as a stand-alone rotation (40 hours)
8. Professionalization Seminar – completed concurrently throughout all ISPP rotations; does not count towards supervised practice hours
9. Engagement rotation (final rotation) (200 hours)

The intern has several opportunities to demonstrate entry-level competence throughout the supervised practice rotations. Management Staff relief is scheduled in both the Retail/ Institutional Foodservice, Production, and Management rotation and the Inpatient Foodservice, Production, and Management Rotation. Entry level competence is demonstrated in the clinical setting during MNT II. The final, culminating Engagement rotation requires completion of a project for the intern to demonstrate entry level competence.

The length of time to complete all ISPP requirements and supervised practice hours will vary for each intern. Timing of rotations is dependent on the availability of preceptors and sites, but interns may plan ahead to schedule rotations around holidays, vacations, or work schedules if employed. Interns may also request a leave of absence from the ISPP. The goal is completion of all ISPP requirements and supervised practice hours within 12 months for full time supervised practice and within 24 months for part time supervised practice. The maximum time allowed for completing the ISPP is 36 months from the first day of supervised practice.

**Evaluation and Maintenance of Supervised Practice Sites** (Standard 8.1)

The intern is responsible for completing the ISPP Supervised Practice Preceptor and Facilities Information Form for each rotation/facility and submitting to Dinah Dalder for approval. Dinah Dalder evaluates the facility to ensure the availability of qualified preceptors and diverse learning opportunities for interns. In addition, former intern feedback is included in evaluating the proposed supervised practice site.

During the rotations, the intern is encouraged to contact Dinah Dalder if there are any questions or concerns about the availability of learning opportunities to meet the required competencies. The intern is expected to evaluate the site and preceptor at the end of the rotation on the Rotation Evaluation form.

**Educational Purpose of Supervised Practice and Workload** (Standard 10.2 e)

An Intern is in a unique position in the facilities where he/she is completing supervised practice rotations. The primary goal of supervised practice is to provide hands-on learning experiences, however, the intern must expect to contribute to the workload of the facility and follow all guidelines and rules of the facility. The preceptor determines the intern's schedule at the facility. A full-time ISPP intern is expected to work 40+ hours per week; possibly more than full-time commitments will be spent at the rotation site. Furthermore, the intern must expect to work on weekends, holidays, early morning and/or late night hours as scheduled by the preceptors. Interns are expected to volunteer to help in unexpected circumstances as part of professional/skill development but are not to replace employees, except during planned supervised staff relief.

**Competency and Learning Outcomes for Supervised Practice**

The ACEND® Accreditation Standards includes core knowledge and competencies that specify what every dietitian nutritionist needs to know and do as an entry-level practitioner. Competencies and learning outcomes have also been developed for our concentration, the engagement rotation. The competency statements (CRDN) that guide the supervised practice component of Purdue ISPP can be found in Appendix C. During supervised practice, 100% of interns must achieve all competencies at a proficient or exceptional rating. Interns may not advance to the next rotation until all assignments and competencies have been completed at a proficient or exceptional rating.

**Protection of Privacy of Intern Information and Access to Personal Files** (Standards 10.2 r; 10.2 s)

In some cases, the affiliation agreement specifies or the facility requests information relating to the intern's physical examination or social security number. Purdue staff will

bring these requests to the intern's attention and the intern will be responsible for providing this information to the facility's designated person directly.

The Family Educational Rights and Privacy Act (FERPA) helps protect the privacy of education records of the intern. The purpose of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. FERPA affords students certain rights with respect to their educational records. Interns may:

1. Inspect and review their education records within 45 days of their request;
2. Request an amendment to their education records
3. Consent to disclosures of personally identifiable information in their records, except to the extent that FERPA authorizes disclosure without consent;
4. Restrict disclosure of information designated as directory information that may be released without consent of the intern; and
5. File a complaint with the U.S. Department of Education concerning alleged failure by Purdue University to comply with FERPA requirements.

### **Access to Student Support Services** (Standard 10.2 t)

Interns in the Purdue University ISPP are not registered students because the ISPP is a certificate program. Therefore, interns do not have access to student support services on campus such as health services, counseling and testing.

Dinah Dalder, Clinical Assistant Professor, the DPD Director and Assistant Director provide significant support for the ISPP intern. Plan to contact the Dinah Dalder by phone or email at least monthly to provide updates on progress with assignments and competencies, planning for supervised practice evaluations and future rotations. Dinah Dalder can also assist with supervised practice questions and issues.

### **Employment During Supervised Practice**

While completing supervised practice, interns are under the direct supervision of a preceptor(s). Even though you are not an employee of the supervised practice sites, you will be expected to abide by the rules of each assigned facility including, but not limited to, working some holidays and some weekends. Interns cannot have any expectation of employment by the supervised practice facility during or after the completion of the ISPP. Interns are not paid any compensation during supervised practice except in rare circumstances.

During supervised practice, you will be assigned to duties and activities for 40 hours per week (for full time ISPP intern). Greater than 40 hours/week may be spent in the facility. The intern can expect hours to be irregular including early morning hours and late evening hours as determined by the preceptor. The time to complete written tasks and assignments occurs outside of the scheduled hours. If employment occurs during the ISPP, the ISPP supervised practice schedule needs to be planned **in advance** to allow

appropriate division of time between supervised practice and employment. Paid employment is not considered an acceptable excuse for missing scheduled supervised practice hours or a scheduled assignment.

### **Emergency Procedure**

Whenever an intern is involved in an emergency situation, the DPD Director or Dinah Dalder should be notified immediately. He/she will in turn notify the preceptor as the situation warrants. Should questions arise concerning a problem related to the safety or health of the intern, the preceptor should contact the DPD Director or Dinah Dalder at once.

### **Dress Code and Professional Image**

The dress code has been established to help interns to conform to the sanitary requirements of food service and health care. Furthermore, following the dress code will ensure that interns present a professional image while in the supervised practice sites and during videoconferencing if working remotely (e.g. working from home). Interns need to practice good grooming and good hygiene. All uniform items are to be provided and maintained by the interns. Interns are expected to adhere to the dress code of the facility to which they are assigned (variation might occur). Some facilities may specify a certain brand of non-slip duty shoe or uniform pieces.

Additional rules must be followed: a) gum chewing is not allowed, b) the use of cell phones or other communication or texting devices is not allowed, except during breaks c) visible body piercings have to be removed/covered, d) no excessive make-up should be used, e) no perfume or strong scented body lotion should be used, f) the name tag identifying the intern and the affiliation with Purdue University must be worn at all times while performing duties associated with the ISPP. Name tags, including facility specific name tags, are to be worn above the waist and high on the chest when on site and during video conferencing if working remotely (e.g. working from home). Interns are responsible for the replacement cost of any lost name tag or name changes. The official default dress code for all rotations can be found in Appendix F.

### **Responsibilities of Interns in the Supervised Practice Facilities**

1. Interns are expected to recognize the uniqueness of the supervised practice experience and be prepared to meet the demand to complete the scheduled number of hours in each rotation as well as realizing the need to complete all necessary tasks before leaving each day. Working beyond scheduled hours, especially to serve customers, patients or clients demonstrates a professional attitude toward work.



2. Interns are expected to observe and adhere to policies and procedures of the facility as though employed there and to represent the ISPP in a professional manner.
3. Interns are expected to be professional, reliable, punctual, engaged, and enthusiastic.
4. Interns are expected to function as an intern-member of a multidisciplinary health care team of professionals in a safe and effective manner.
  - a. Interns are expected to obtain training and instructions before operating industrial foodservice equipment.
  - b. Interns are responsible for wearing appropriate personal protective equipment (PPE).
  - c. The intern may be exposed to blood and other body fluids of patients/clients. In an effort to avoid transmission of dangerous communicable disease, the ISPP requires that all interns receive instruction of blood borne pathogens and the use of universal precautions.
5. Interns are expected to provide appropriate nutritional care to patients/clients in a professional manner always respectful of the patient's needs and right to privacy and facility specific guidelines.
6. Interns are expected to obtain advice and direction from supervising Registered Dietitians/ Registered Dietitian Nutritionists and other health care professionals when unsure of the correct or most appropriate nutrition care to provide a patient.
7. Interns are encouraged to discuss concerns or questions with their preceptor and/or the DPD program director and/or Dinah Dalder.
8. Interns are expected to assume responsibility for one's own progress, i.e., extra study or time spent if lacking skills or knowledge in certain areas, monitoring opportunities for achievement of the competencies as outlined in the forms provided with each rotation, management of activities to meet specified deadlines.
9. Interns are expected to recognize that many projects must be completed outside of scheduled work hours unless preapproved/arranged with preceptor.
10. Interns are expected to use feedback as an opportunity to learn. Interns are expected to be open to feedback and suggestions from faculty and preceptors for their professional development.
11. Interns are expected to recognize that each intern has divergent capabilities in combining the related skills and knowledge that are being acquired; therefore, each intern shall progress at his/her own rate.
12. Interns are expected to know the competency requirements of the entry-level dietitian nutritionist as stated in the Standards for Nutrition and Dietetics Education Programs published by ACEND® and for each rotation.

13. Interns are expected to come prepared each day during each rotation, review necessary materials pertaining to each rotation before and throughout the rotation.
14. Interns are expected to not remove any materials from the facility without prior approval of the preceptor.
15. Interns are expected to report any absenteeism to the appropriate facility personnel prior to scheduled time for arrival. To maintain the ISPP's required supervised practice hours (1,200 hours minimum), interns must make arrangements with the preceptor to make up all missed time at the facility according to a schedule that is convenient and approved by the preceptor. Interns are required to maintain the Rotation Hours Verification Log (Rotation Hours Verification Log in Appendix G).
16. Interns are expected to maintain the confidentiality of all patients, clients, employees and proprietary information.
  - a. HIPAA guidelines must be followed.
  - b. Some examples of how patient confidentiality is violated include:
    - i. Accessing medical records of patients not assigned to you
    - ii. Accessing medical records of known friends or family members
    - iii. Talking about a patient and/or family member in an unprofessional manner in a public area such as a hallway, elevator, cafeteria or parking areas.
    - iv. Sharing passwords issues to you or created specifically by you to access patient information with someone else.
17. Interns are expected to be alcohol and drug free during working hours.
18. Interns are expected to adhere to the rules and regulations indicated in this handbook (see Intern Contract in Appendix B) and at their rotation facilities.

### **Monitoring Intern Performance** (Standards 10.1 b, 10.1 c, 10.2 j)

During supervised practice, an intern must meet the competencies as designated for that experience by achieving a rating of "4" or "5" for each of the competencies ("4" = proficient; "5" = exceptional). There is a mid-rotation evaluation so that the intern's progress toward meeting the competencies can be reviewed. The intern meets with the preceptor for a final rotation evaluation to review achievement of the competencies. A self-evaluation by the intern is required for all of the evaluation meetings during each rotation. Evaluations are based on the competencies as outlined in the ACEND® 2017 Accreditation Standards for Nutrition and Dietetics Internship Programs available at <http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies/2017-standards> The competency statements are available in Appendix C. The supervised practice experience is designed to allow each intern to develop proficient or exceptional performance of each competency by the end of the ISPP.

Preceptors will likely solicit input from other personnel who have supervised the intern or worked side-by-side the intern, thus, preceptor evaluations will not be limited to personal observations. Interns recognize that the supervisory staff and preceptors are interested in their professional and personal development. Suggestions for improvement are intended to assist the interns' development. Evaluations will include remediation steps for the remainder of the supervised practice rotation if needed. The intern is required to mail, email or fax a copy of the completed evaluation forms to the Dinah Dalder and keep the originals. Dinah Dalder also monitors the interns' progress by reviewing the evaluation forms and following up with preceptors as needed.

The DPD Director and Dinah Dalder are available as a link between the supervised practice sites and the intern. The intern, the preceptor, the DPD Director, and Dinah Dalder function as a team to implement effective learning opportunities and create professional working relationships. It is the goal of the ISPP to prepare interns for entry-level positions in dietetics, which includes having evaluation meetings with their supervisors. Participation of the DPD Director or Dinah Dalder will occur in person for one evaluation in a foodservice rotation and one evaluation in an MNT rotation. If the DPD Director or Dinah Dalder is not able to make a site visit for an evaluation, participation will occur via phone or video-conferencing. ISPP program fees include up to \$500 for the DPD Director or Dinah Dalder to travel to practice sites to meet with the intern and preceptor(s). If travel costs exceed \$500, the intern will be billed for the additional cost of travel and will be responsible for paying the additional costs.

The DPD Director and Dinah Dalder recognize that the primary responsibility of the preceptor is to provide an effective learning situation for the interns. If the activities of the preceptor are not conducive to effective learning, the intern must adjust techniques or perhaps request a meeting with the preceptor and DPD Director and/or Dinah Dalder.

The philosophy of the ISPP pathway is that interns must demonstrate competence in both knowledge and performance. Every effort will be made to provide guidance and assistance to interns with problems in either area. However, if improvement is not shown and the intern continues to demonstrate a lack of ability or commitment, he/she will need to repeat the rotation at another facility. Successful completion of the repeated rotation is needed or the intern will be dismissed from the ISPP. See the procedure described in the "Preceptor Complaints or Non-Compliance/ Performance." Interns dismissed from the ISPP will be counseled about other appropriate career options.

### **Unsafe Practice** (Standard 10.2 I)

An intern might be banned from the supervised practice site when the intern demonstrates unsafe practice. Unsafe food service practice includes behavior that places the health and well being of the customers/patients or the staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm, in this

case by the intern to the customer/patient, family, staff, and other health care personnel. Emotional jeopardy means that the intern creates an environment of anxiety or distress, which puts the customer/patient, family, or staff at risk for emotional or psychological harm. Unsafe practice is an occurrence, or pattern of behavior involving unacceptable risk. Examples of unsafe practice in the food service rotation includes but are not limited to non-adherence to food sanitation standards or inappropriate behavior at the food serving stations towards other staff or the patients/customers; omission of consideration of medication-food or treatment-food interactions, diet prescriptions that put patients at risk based on their diagnosis (e.g. high potassium in renal patients or regular diet in pre- or post-surgery patients), or inappropriate behavior in the patient-intern or family-intern interactions.

Unsafe practice will lead to an immediate ban from the rotation site followed by the procedure described in “Preceptor Complaints or Non-Compliance/ Performance.”

### **Attendance and Absence Policy** (Standard 10.1 d)

Interns are to follow the policies and regulations required of employees of the supervised practice site. Consequently, vacation schedules of the site are observed. The assigned schedules must provide adequate time for the intern to meet the minimum required number of supervised practice hours (1,200 hours minimum total for ISPP) and achieve all competencies.

Scheduling of supervised practice hours within each rotation is determined by the preceptor to meet the needs of the practice site. Interns may be scheduled to work weekends and holidays.

The intern is required to maintain the Rotation Hours Verification Log (located in Appendix G). The intern is to follow the instructions on the log and send a signed copy every two weeks to Dinah Dalder. The log form may be mailed, faxed or emailed. A minimum of 1200 hours must be documented prior to program completion.

Absences not previously approved from any facility must be reported to the supervising Preceptor at the assigned facility. The facility is to be notified before the time you were expected to be on duty.

In general, all absences from the supervised practice rotation must be made up to ensure the experience needed to meet the competencies and standards required by ACEND®. In cases of illness or death in the immediate family, the intern may be excused with proper notification to the preceptor and Dinah Dalder. Arrangements to work the hours missed due to the event will be scheduled on weekends or by extending the final completion date as needed. Excused absences must be made up at a time convenient for the preceptor at the supervised practice facility. Weddings, graduations, or other family events do not qualify for excused absences. No absence will be excused

for personal business barring extraordinary circumstances or emergencies. All absences (including excused absences) must be made up at a time convenient for the supervised practice facility. All requests and reasons for absence must be discussed with the intern's Preceptor.

Interns absent for more than three days are eligible for special consideration of extending the supervised practice period. If the case warrants, this extension may be made upon the recommendation of the DPD Director and Dinah Dalder. Any such recommended extension shall depend upon the approval of the preceptor and adjustment of the rotation schedule. If the preceptor or supervised practice site is unable to extend or adjust the rotation schedule, the intern will be responsible for finding a different preceptor and site to complete the rotation. The rotation may need to be restarted at the new site, depending on the requirements of the preceptor and the ability of the intern to acclimate to a new facility.

### **Professional Activities**

Interns are encouraged to attend professional meetings such as the Academy's Food and Nutrition Conference and Exhibition (FNCE) held in the fall or state or district dietetic association meetings. Attendance at professional meetings needs to be planned in advance as an absence from the supervised practice facility. The registration fee, transportation and expenses for these meetings are the responsibility of the intern.

### **Performance Evaluation** (Standard 10.2 j)

The performance evaluation at the supervised practice rotation sites is primarily based on the interns' ability to apply existing knowledge and contribute in a professional manner. This is a period of professional and personal growth for the intern and the goal of the ISPP at Purdue University is to prepare interns for entry-level positions as dietitians. Thus, performance ratings are based on the intern's professional performance at the supervised practice site. The rating scale used by the preceptor to evaluate the intern's performance of competencies is:

- 5 – Exceptional. Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.
- 4 – Proficient. Meets all rotation expectations and objectives of the activity or assignment by consistently demonstrating thorough, accurate, and appropriate application of knowledge, professional behavior, ethics, and skills. Demonstrates lifelong learning skills through active participation, investigating problems, and proposing solutions.
- 3 – Emergent. Meets most of the expectations and objectives of the activity and assignment by demonstrating accurate application of the core concepts,

knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in consistent application and requires additional instruction or practice. Remediation plan is required.

0 – Failed. Does not meet expectations or objectives of responsibility, knowledge, professional behavior, ethics or skill application. Has demonstrated inappropriate conduct, lack of academic performance, or lack of commitment. Remediation plans are not offered to interns receiving a rating of 0.

The intern must receive ratings of “4” or “5” on each assigned competency statement and assignment at the end of the rotation to successfully pass the rotation and continue to the next rotation. If the intern receives a “3,” remediation plans will be noted and implemented. Remediation plans will result in extended time at the facility to allow opportunities for the intern to meet the expected level of performance.

### **Site Visits by ISPP Faculty or Staff** (Standard 10.2 j)

Purdue faculty or staff (e.g. DPD Director, Dinah Dalder) will travel to supervised practice sites for evaluation visits (goal of one visit during a foodservice rotation and one visit during an MNT rotation). Additional evaluation visits to practice sites may be needed to resolve intern/preceptor conflicts, preceptor complaints, or non-compliance/performance issues of the intern. \$500 of the ISPP fee is allocated for Purdue faculty and/or staff to travel to supervised practice sites. Travel expenses exceeding \$500 during the ISPP will be billed to the intern and is the responsibility of the intern.

### **Remedial Instruction** (Standard 10.2 k)

If at any time the conduct of the intern is judged to unfavorably affect the morale of other participants in the ISPP, result in an unsatisfactory level of performance, or the health status of an intern is a detriment to the intern’s successful completion of the program, a conference shall be held between the DPD program Director, Dinah Dalder and appropriate representatives to determine remedial action. The Non-Compliance/Performance Form (Appendix D) will be completed with the intern. (See section on Preceptor Complaints or Non-Compliance/Performance)

If an intern does not meet the competencies and objectives of the supervised practice experience at a rating of “4” or “5”, the intern will be assigned to continue with additional experiences, not to exceed one (1) month, until the desired level of expertise is accomplished. Should this occur, the DPD Program Director or Dinah Dalder in consultation with the preceptors of the facility will provide in writing specific steps and action that are to be required of the intern. The Non-compliance/Performance Form will be used for documentation (Appendix D).

**Certificate of Completion** (Standard 10.2 m)

A Certificate of Completion will be awarded when all rotations, assignments and required hours of the ISPP are completed and required documentation has been turned in to the DPD Program Director or Dinah Dalder.

The maximum time allowed for completing the ISPP is 36 months from the first day of supervised practice.

**Verification of Pathway Completion** (Standards 9.3 h, 10.2 m, 10.2 n)

A verification statement of completion of the ISPP at Purdue University will be mailed to each ISPP graduate who successfully complete all required components of the pathway:

- Documentation of 1200 hours (minimum) of supervised practice
- Achievement of all competencies at a proficient or exceptional rating
- Complete all rotations

The Commission on Dietetic Registration (CDR) uses the verification statement to determine eligibility for the Registration Examination for Dietitians. The DPD Director or Dinah Dalder will provide the intern with the forms and procedure needed to apply for eligibility to take the Registration Examination. CDR requires that the DPD Director submit the eligibility application through an online system. The verification for eligibility for the exam is submitted to CDR within two weeks of the DPD Director receiving an email that the ISPP graduate has populated his/her demographic information in the online CDR system. Five original verification statements are mailed to the ISPP graduate within two weeks after program completion.

The ISPP verification statement is the form used by The Academy of Nutrition and Dietetics to ensure that the stipulated qualifications for active membership have been met.

The Verification Statement and submission of eligibility to CDR will be held until all fees are paid in full and all other program obligations are met.

**Application to Take the RD Examination**

The DPD Director will submit the required documentation for candidates who have met the supervised practice requirements to the Commission on Dietetic Registration. CDR will verify that the candidate is eligible for the exam and will forward his/her name to Pearson Vue. Pearson Vue will then contact the candidate with specific information on how to find a test site and the necessary steps to register for the RD examination. The

current cost for the Registration Examination for Dietitians can be obtained from the CDR website, <https://www.cdrnet.org/program-director/student-instructions>

ISPP graduate is responsible for making his/her own arrangements to take the RD examination.

Individuals with documented disabilities are encouraged to apply for test accommodations when sitting for the RD exam.

## **Computer Adaptive Testing for National Registration Examination for Dietitians**

The examination is variable in length. Each test-taker will be given a minimum of 125 questions; 100 of these are scored questions and 25 of these are questions that are being pre-tested for use on subsequent examinations and are unscored. The maximum number of questions possible is 145. On the computerized examination, the test taker is not allowed to change answers, skip questions, or review responses.

## **Facility Evaluations**

Interns are encouraged to complete the Rotation Evaluation Form (ACEND® Supervised Practice Kit) at the end of each rotation. The completed form is to be submitted to the Dinah Dalder. This form will help interns reflect on the rotation and evaluate its effectiveness. The interns' comments will be used to improve the experience for future interns and ensure that facilities are adequate to provide learning experiences to achieve competencies.

## **Graduate Evaluation**

Approximately one year following the completion of the ISPP, the graduate will receive an electronic survey through email from Purdue University. Feedback from former interns is valued and used to improve the ISPP

## **Estimated Costs of the ISPP** (Standard 9.3 e)

### **ISPP Fees**

There is a \$50 non-refundable application fee when the ISPP application is submitted, payable at <http://www.eventreg.purdue.edu/online/ISPP>. Once fully accepted to the Purdue University ISPP, the fee for the ISPP is \$18,000 for completion of the program within two years (24 months). \$18000 is due prior to starting supervised practice rotations. There is a service charge if paying in two installments that is included in the fee. If the fee is paid in two installments, \$9500 is due prior to starting supervised practice and the second payment of \$9500 is due within 6 months of starting supervised practice (Total of \$19,000).



If supervised practice hours are not completed within 24 months due to extenuating circumstances, an additional fee of \$9000 is required to continue supervised practice for a third year (total \$27,000). The maximum length of time to complete the ISPP is three years (36 months). All fees must be paid prior to receiving a Verification Statement. All fees are not refundable if the program is completed. In extenuating circumstances, partial fees may be refunded on a case by case basis if the intern does not complete the ISPP.

### **Financial Aid and Scholarships** (Standards 9.3 i, 10.2 t)

The Financial Aid Office at Purdue University can only offer private loans to assist students in the ISPP program. Special set up accommodations must be made to allow for the processing of a private loan for this program. Please contact Kirsten Reynolds at [kdreynol@purdue.edu](mailto:kdreynol@purdue.edu) to get this started. For information on private loans please visit <https://www.purdue.edu/dfa/types-of-aid/loans/index.html>

Individuals enrolled in the ISPP may be eligible for scholarships offered to interns in supervised practice programs. Information on the Academy of Nutrition and Dietetics scholarships is available at <http://www.eatrightpro.org/resources/membership/student-member-center/scholarships-and-financial-aid>. Scholarship information for the Indiana Academy of Nutrition and Dietetics is available at <https://eatrightin.org/>.

### **Loan Deferment** (Standards 9.3 i, 10.2 t)

The Purdue University ISPP qualifies for the Mandatory Medical Forbearance. Note that forbearance only temporarily stops your Federal Loan payments; the interest continues to accrue during the forbearance period, and thus it increases the overall cost of your loan(s).

- The first step in obtaining a Mandatory Medical Forbearance is to contact your loan servicer and request the form. You can find your Federal Loan Servicer by logging into the National Student Loan Data System at [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/)
- Complete any student sections and then submit the forbearance form provided by your loan servicer to Dinah Dalder. Be sure the form has certification instructions and how to return it to the servicer.
- Private loan lenders may also allow you to temporary stop your loan payments. You will have to contact your loan holder to see if they have this type of forbearance.

Please contact Dinah Dalder or Kirsten Reynolds [kdreynol@purdue.edu](mailto:kdreynol@purdue.edu) in the Financial Aid Office at Purdue University if you have questions about loan deferment.

## ISPP Intern Handbook

**Additional Estimated Costs**

Additional estimated costs of the ISPP are explained in the table. Estimated costs are approximate and subject to change.

<b>Item</b>	<b>Explanation</b>	<b>Cost (\$)</b>
Living and General Expenses	Costs include housing, clothing, food, and incidentals	Variable
Textbooks, Supplies, Computer and Internet Access	At a minimum, intern is required to have a current <i>ServSafe Coursebook</i> (National Restaurant Association) and the current resource for <i>International Dietetics and &amp; Nutrition Terminology</i> (Academy of Nutrition and Dietetics). Intern must have accessibility to current textbooks, computer, Internet and other resources to complete assignments and evaluations.	100 minimum
eNCPT	Subscription for student member of Academy of Nutrition and Dietetics	35
Uniform/ Lab Coats	Intern is required to wear and maintain a clean, professional lab coat, black pants, white shirt, black duty shoes, and additional uniform pieces that might be required by supervised practice facilities. Check with preceptor in advance of purchasing uniform pieces or lab coat.	200
Name Tag	Intern is required to wear the Purdue University ISPP name tag in supervised practice locations and at other official functions (e.g. travel to professional meetings). One nametag is provided. Additional or replacement nametags will be ordered by Purdue University but the cost is the responsibility of the intern.	20
Student Membership to the Academy of Nutrition and Dietetics	Student membership is required. Intern is expected to have proof of membership before supervised practice begins. Membership includes free access to educational and training materials, reduced registration fees for professional meetings, and the monthly professional journal.	60
Criminal background check and drug screen	All interns are required to have a negative criminal background check and negative 10 panel drug screen prior to final acceptance to the ISPP. Based on the requirements of the supervised practice facilities, the background check and/or drug screen may need to be repeated for different practice sites and intern is responsible for all costs of additional testing.	100

## ISPP Intern Handbook

<b>Item</b>	<b>Explanation</b>	<b>Cost (\$)</b>
Medical Insurance	Medical insurance is required until the ISPP is completed.	1,400
Professional Activities	Interns are encouraged to attend professional meetings such as the Academy's Food and Nutrition Conference and Exhibition (FNCE) held in the fall or state or district dietetic association meetings. The registration fee, transportation and expenses for these meetings are the responsibility of the intern.	Variable
Registration Exam Preparation Materials	A review course to prepare for the national examination for Registered Dietitians is recommended at the conclusion of supervised practice.	400
Health Examinations and Tests	Interns are required to obtain a complete physical examination, TB test, Hepatitis B vaccine series and titer, and annual flu shot. Additional testing may be required by supervised practice facilities. Interns are responsible for the cost of the health examination and all related tests. Interns are responsible for all costs of additional testing that may be required by practice sites, e.g. additional titers. These tests are unique to the practice site.	Variable
Transportation and Automobile Insurance	Travel of intern to supervised practice facilities (car, gas, insurance, and lodging if necessary) is the responsibility of the intern and the intern bears all cost and liability of transportation. Automobile insurance is required.	Variable
Travel costs for Purdue Faculty to Supervised Practice Facilities	Purdue faculty (e.g. DPD Director and/or Dinah Dalder) will travel to supervised practice sites for evaluation visits (goal of one visit during a foodservice rotation and one visit during an MNT rotation). Additional visits to practice sites may be needed to resolve intern/preceptor conflicts, preceptor complaints, or non-compliance/performance issues of the intern. \$500 of the ISPP fee is allocated for Purdue faculty to travel to supervised practice sites. Travel expenses exceeding \$500 during the ISPP will be billed to the intern and are the responsibility of the intern.	Variable

## ISPP Intern Handbook

Item	Explanation	Cost (\$)
ServSafe Food Protection Manager Certification or equivalent	ServSafe Food Protection Manager Certification or equivalent is required prior to starting supervised practice and must be maintained throughout all ISPP supervised practice rotations. Costs of study material and/or exams for certification or re-certification are the responsibility of the intern.	100

## Housing

Interns are required to select their own housing during the ISPP. The University or the ISPP does not approve or arrange the housing in any official capacity. The accommodations and costs of housing during any rotation are the responsibility of the intern. We recommend that interns find housing that would allow for a commute of no more than one hour to the practice site. All interns are required to attend an orientation to the ISPP (prior to start of supervised practice) and consolidation session (end of ISPP) on Purdue's West Lafayette campus. The sessions are planned in advance and are approximately 3-4 hours in length.

## Transportation

Interns are responsible for arranging their own transportation to the supervised practice sites and are expected to arrive in a timely manner and be prepared to begin work on time. Interns are required to have a reliable vehicle for transportation at their disposal throughout the time of the ISPP.

The intern is to follow the rotation sites' rules and regulations for traveling in inclement weather (there are no "snow-days" for employees). Interns are responsible for maintaining insurance covering liability for safety in travel, i.e. car insurance.

## Procedure for Resolving Intern/Preceptor Conflicts (Standards 10.2 g, 10.2 h)

The mission of the ISPP is to provide interns with the opportunity for supervised practice in order to meet the competency requirements to become an entry-level dietitian. Thus, the ISPP seeks to maintain the goal for interns to complete supervised practice requirements but must also preserve the working relationship with the preceptors, their staff and the rotation site recognizing that each site must enforce their own policies and procedures. Every attempt will be made by the DPD Director and Dinah Dalder to work with the preceptors and the intern to resolve the concerns that might prevent the intern from successfully completing supervised practice.

All intern concerns are handled in a non-retaliatory and private manner between preceptor, intern, and DPD Director and Dinah Dalder. The Head of the Department of

Nutrition Science is consulted as needed by the DPD Director or Dinah Dalder to resolve intern or preceptor complaints. The intern may contact the Department Head of Nutrition Science if there is a conflict with the DPD Director or Dinah Dalder without fear of retaliation.

It is encouraged that conflicts be resolved in the following manner:

1. Schedule an appointment to talk with the preceptor. Discuss the conflict and request guidance as to how to find a resolution. If the conflict cannot be resolved at this level, proceed to the next step.
2. Alert the DPD Director or Dinah Dalder about the conflict. Discuss the conflict and the outcomes of the meeting with the preceptor. Aim to seek conflict resolution. The DPD Director and Dietetics Program Manager may call a meeting with the intern and the preceptor in attendance to clarify all points and to foster the development of a conflict resolution. A plan of action would be formulated and implemented. If the conflict is still not resolved, proceed to the next step.
3. Schedule an appointment with the Head of the Department of Nutrition Science to resolve the situation. The intern may discuss his/her concerns with the Head without fear of retaliation.
4. If all options to address the complaint with the program and institution have been exhausted, interns may submit complaints directly to ACEND®. ACEND® will review complaints that relate to a program's compliance with the accreditation standards. ACEND® is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students. A copy of the accreditation standards and or ACEND®'s policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600, ext. 5400. Written complaints should be mailed to the ACEND® Chair at the above address.

An intern, who has been involuntarily dismissed by the supervised practice facility may appeal the decision through the site's grievance procedures. The Purdue University Grievance Procedure as described in the University Regulations does not apply to interns in the ISPP or off-site locations.

### **Complaint Policy** (Standard 10.2 g)

A chronological record of all intern complaints, including the resolution, will be kept on file in the DPD director's office for a period of seven years and are available for review of ACEND representatives during the site-visit or upon request.

### **Preceptor Complaints or Non-Compliance/Performance** (Standards 10.2 g, 10.2 l)

Preceptors have the right to communicate with the DPD Director and Dinah Dalder any concerns related to the intern's performance at any time. In such cases, the DPD Director and Dinah Dalder will make every effort to mediate the situation and develop a plan of corrective action. Preceptors may also discuss their concerns about an intern's performance, the DPD Director or Dinah Dalder with the Department Head of Nutrition Science or his/her Assistant without fear of retaliation.

If an Intern does not meet the competencies and objectives of the supervised practice experience a conference between the DPD Director or Dinah Dalder, the preceptor, and the intern will be held with the objective to develop a corrective action plan. The Non-Compliance/Performance form will be completed (Appendix D). If the preceptor agrees, the intern may be assigned to continue with additional experiences, not to exceed one (1) month, until the desired level of competence is accomplished. Should this occur, the DPD Program Director or Dinah Dalder will consult with the preceptor of the facility to provide specific steps and action that are required of the intern. The Non-Compliance/Performance form will be completed and the original will be given to the Intern; the copy will be placed in the intern's file. If the intern does not meet competencies within the established time frame, the intern will need to find another facility to repeat the entire rotation. The rotation may only be repeated one time. At the time of the complaint, if the preceptor does not allow the intern to continue with additional experiences to meet the desired level of competence, the intern will need to find another facility to repeat the entire rotation. The rotation may only be repeated one time.

### **Grounds for Dismissal from ISPP** (Standard 10.2 I)

If an intern receives an unsatisfactory evaluation (rating of 1, 2 or 3 on the Competency Evaluation) on end of rotation assessment, the intern will need to find another facility to repeat the entire rotation. If the intern receives an unsatisfactory end of rotation assessment (rating of 1, 2 or 3 on the Competency Evaluation) at the conclusion of the repeated rotation, the intern will be dismissed from the ISPP. A rotation may only be repeated one time.

If an intern acts inappropriately and performs an action that would be equivalent to a reprimand for an employee at the practice site, then specific steps will be followed. Examples of these incidents include (but are not limited to) leaving the building before official work time without properly notifying a supervisor, arriving late without prior and proper notification, repeated use of person communication equipment (e.g. cell phone), or deviating from a rotation site's human resource and departmental policies. The Non-compliance/ Performance form will be completed and kept as documentation in the

intern's ISPP file. A copy will be given to the intern. Similar to any employee, three occurrences of any such incidents will result in dismissal from the ISPP.

All fees are non-fundable.

**Withdrawal and Refund of Fees** (Standard 10.2 p)

An intern may withdraw from the ISPP at any time and for any reason by submitting written notification to the Program Director. The Program Director or Dinah Dalder will conduct an exit interview. Re-entry to the ISPP at Purdue University requires a new application and acceptance.

All fees are non-fundable.

## **Appendices**

**Appendix A: Pathway to Registered Dietitian**

**Appendix B: Intern Contract**

**Appendix C: ACEND 2017 Knowledge and Competency Statements**

**Appendix D: Non-Compliance/Performance Form**

**Appendix E: *Code of Ethics for the Nutrition and Dietetics Profession*  
Signature Statement**

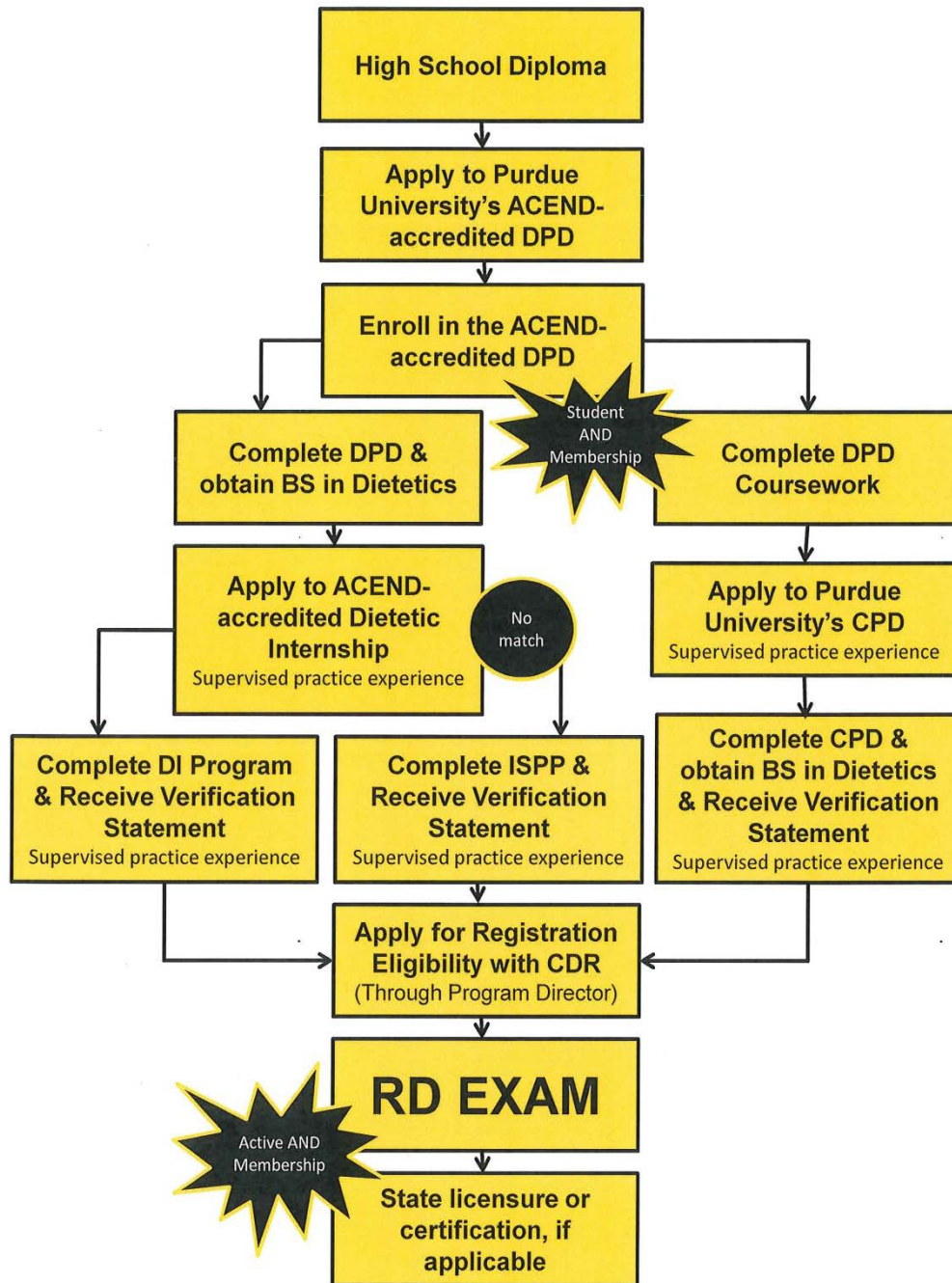
**Appendix F: Professional Dress Code for ISPP Interns**

**Appendix G: Rotation Hours Verification Log**

**Appendix H: Notice Regarding your ISPP Placement**



## High School – Pathway to RD



## ISPP Intern Handbook

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**Intern Contract****Individualized Supervised-Practice Pathway (ISPP)  
Purdue University**

I, \_\_\_\_\_ (print name),

have read the Intern Handbook for the Individualized Supervised-Practice Pathway (ISPP) at Purdue University. I understand its content. I agree to adhere to all of the principles, policies, and procedures throughout my enrollment in the ISPP.

\_\_\_\_\_ \*

(Signature)

\_\_\_\_\_ \*

(Date)

\*Intern must complete this form and give it to the DPD Director Dinah Dalder prior to starting supervised practice. The completed form will be kept in the intern's file.

## ACEND 2017 Core Knowledge and Competency Statements

The program's curriculum must prepare students with the following core knowledge and competencies:

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

### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 1.1 Demonstrate how to locate, interpret, evaluate and use professional literature to make ethical, evidence-based practice decisions.
- KRDN 1.2 Use current information technologies to locate and apply evidence-based guidelines and protocols.
- KRDN 1.3 Apply critical thinking skills.

### Competencies

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 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.

### Knowledge

Upon completion of the program, graduates are able to:

- KRDN 2.1 Demonstrate effective and professional oral and written communication and documentation.
- KRDN 2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
- KRDN 2.3 Assess the impact of a public policy position on nutrition and dietetics practice.
- KRDN 2.4 Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.

## Appendix C

- KRDN 2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
- KRDN 2.6 Demonstrate an understanding of cultural competence/sensitivity.
- KRDN 2.7 Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
- KRDN 2.8 Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.

Competencies

Upon completion of the program, graduates are able to:

- 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 Nutrition and Dietetics Practice 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 Assign duties to NDTRs and/or support personnel as appropriate.
- 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 skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

**Domain 3. Clinical and Customer Services:** Development and delivery of information, products and services to individuals, groups and populations.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 3.1 Use the Nutrition Care Process to make decisions, identify nutrition-related problems and determine and evaluate nutrition interventions.
- KRDN 3.2 Develop an educational session or program/educational strategy for a target population.
- KRDN 3.3 Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
- KRDN 3.4 Explain the processes involved in delivering quality food and nutrition services.
- KRDN 3.5 Describe basic concepts of nutritional genomics.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language 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 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10 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.

Knowledge

Upon completion of the program, graduates are able to:

- KRDN 4.1 Apply management theories to the development of programs or services.
- KRDN 4.2 Evaluate a budget and interpret financial data.

- KRDN 4.3 Describe the regulation system related to billing and coding, what services are reimbursable by third party payers and how reimbursement may be obtained.
- KRDN 4.4 Apply the principles of human resource management to different situations.
- KRDN 4.5 Describe safety principles related to food, personnel and consumers.
- KRDN 4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

### Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management of human resources.
- 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.
- 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 Explain 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.

Source: ACEND Accreditation Standards for Nutrition and Coordinated Programs (CP) Adopted July 29, 2016, Effective 2017, Accreditation Council for Education in Nutrition and

Appendix C

Dietetics  
June 1,  
Dietetics.

## Non-Compliance/Performance Form

### Individualized Supervised-Practice Pathway (ISPP) Purdue University

Name of Intern: \_\_\_\_\_

Supervised Practice Site Name: \_\_\_\_\_

Name of Preceptor filing the complaint: \_\_\_\_\_

This form is completed to provide written documentation of unsatisfactory performance of the above named intern of the ISPP at Purdue University. The unsatisfactory performance of professional tasks or behavior is herewith shared with the intern and documented:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The aforementioned complaint has been discussed with the intern and the following specific interventions (**tasks and timeline** to demonstrate changes) to improve the intern's performance have been suggested (attach additional sheets of papers if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DPD Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Or ISPP Faculty Signature  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix E

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**Academy of Nutrition and Dietetics (Academy)/ Commission on Dietetic Registration (CDR)  
CODE of ETHICS for the NUTRITION and DIETETICS PROFESSION  
STATEMENT**

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I, \_\_\_\_\_, have read the “Code of Ethics for the Nutrition and Dietetics Profession”.

I understand its 4 Principles and Standards. I will adhere to all of these Principles and Standards throughout my supervised practice experience in the Individualized Supervised Practice Pathway (ISPP).

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)



## Professional Dress Code for ISPP Interns

Based on background and training, individuals have differing definitions of professionalism. Professionalism is more than just a uniform. Along with this is attitude, behavior, grooming, uniform fit, and shoes. It is the total picture that you present. Your attire should help you project a professional image.

You are expected to adhere to the dress code of the facility where you are completing supervised practice hours. Variation in dress code between facilities does exist. The “rule-of-thumb” is to adhere to your assigned facility’s dress code. The following is the official default dress code for all of the Purdue ISPP rotations that you are expected to adhere to unless otherwise instructed by your facility preceptor.

### APPEARANCE STANDARDS

- Hosiery or socks must be worn at all times while on duty.
- Watches, rings and small earrings (no more than two per ear), are acceptable. Interns shall consider the safety of patients, self and others when selecting jewelry to be worn on duty.
- When on duty, interns must remove all visible body piercing jewelry, including but not limited to the eyebrows, tongue, nose and cheek.
- Footwear must be closed toe. Avoid high heels and shoes that make a lot of noise on hard flooring. Footwear must be kept clean at all times.

### GOOD GROOMING AND PERSONAL HYGIENE

- Cleanliness and neatness are essential.
- Artificial fingernails or fingernail overlays are not allowed in MNT or in foodservice rotations. Fingernail length shall not impede or interfere with normal work routines. Fingernail color is to be conservative and professional.
- Wearing strong scents, which can trigger allergies in patients or co-workers, such as perfumes, colognes, after-shaves, etc. should be avoided.
- Hair shall have a professional appearance and be neat and clean. Hair must be contained in an appropriate manner that will prevent it from coming in contact with a patient, equipment or field of work. Facial hair will be neat, clean and conservatively trimmed. Extremes in hairstyle are unacceptable.
- Interns with tattoos that are visible are required to cover them while on duty. Any tattoo must be fully covered by an intern’s uniform or professional attire. Tattoos on normally exposed body areas must be covered by acceptable clothing or other approved means.

### DRESS STANDARDS

- “Business” or “Business Casual” – Includes suits, sport coats, dress shirts (with tie as appropriate), professional dresses, skirts or slacks with coordinating sweaters or tops.

## Appendix F

- Casual sports attire, sweatshirts (hooded and non-hooded), jeans, shorts, very short skirts, and/or tops with plunging necklines are not acceptable.
- Tops must cover the entire torso at all times.
- Pants must not drag on the ground.
- Footwear must be appropriate to the setting (usually excluding athletic footwear). Non-slip duty shoes are to be worn in the foodservice rotation.

**DOWN-TIME DRESS STANDARDS**

- If a “casual day” is designated, clothing such as denim, jeans, tee shirts, sweatshirts, sport shirts and tennis shoes are appropriate. Avoid any shirt design/logo/text that could be considered offensive.
- At no time are halter tops, short shorts or other revealing clothing appropriate.

**ADDITIONAL RULES OF CONDUCT**

- Gum chewing is not allowed
- Excessive make-up should not be used.
- Name-tag(s) must be worn at all times. Name-tags are to be worn above the waist and high on the chest.
- Personal e-mailing, texting, social media, smart phone, or other personal communication device use is not allowed during assigned work time. These activities should be only during breaks or before and after scheduled supervised practice time.

**ROTATION HOURS VERIFICATION LOG  
Purdue University  
Individualized Supervised Practice Pathway (ISPP)**

APPENDIX G

Intern (Print): \_\_\_\_\_ Preceptor (Print): \_\_\_\_\_

Preceptor directions:

- Make sure to carefully review and sign this form in accordance with “Intern directions” below.

Intern directions:

- You are expected to work a minimum of \_\_\_\_\_ hours per day, \_\_\_\_\_ days per week, as listed on your Rotation Schedule Form. These times do not include the 30-minute lunch break.
- Make enough copies of this log to cover the weeks of your rotation.
- Each day, write your start and end time, and the hours worked, less your 30-minute lunch break.
- At the end of each week, both you and your preceptor must review and initial your weekly entry as indicated. Every two weeks, both you and your preceptor must review and sign your completed log.
- Send a copy of the signed log to the Dinah Dalder. Keep the original signed log for your records.

Week # __ Date	Facility	Start Time	End Time	Hours Worked	Activity/Notes

Preceptor Initials: \_\_\_\_\_ Intern Initials: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Week # __ Date	Facility	Start Time	End Time	Hours Worked	Activity/Notes

Preceptor Initials: \_\_\_\_\_ Intern Initials: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Intern*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Preceptor*

### NOTICE REGARDING YOUR ISPP PLACEMENT

I am a Purdue University student who wants to participate in the Individualized Supervised Practice Pathway (ISPP) at \_\_\_\_\_ (the “Site Placement”). The Site Placement has been arranged by Purdue’s Department of Nutrition Science and \_\_\_\_\_ [Site].

Purdue has told me, and I am fully aware that, there exist heightened and unpredictable health risks associated with the COVID-19 pandemic. Those risks include exposure to asymptomatic carriers of the COVID-19 virus and the transfer of the virus through interpersonal communications and sharing spaces with others.

I am aware that nearly every day, the Center for Disease Control & Prevention and state and local health departments are reviewing and updating their respective guidance on the pandemic and its impact on various industries and worksites. Basic guidance includes: maintaining a safe personal distance of at least six feet between other people, frequently washing hands and surfaces and could include wearing personal protective equipment such as masks or protective eyewear.

In addition to the basic guidance, I am aware that \_\_\_\_\_ [Site] has specific work rules that I and others are required to follow while I am present at \_\_\_\_\_ [Site]. Those rules have been provided to me and I understand them.

I know it is possible that my Site Placement experience could end early with little or no notice due to federal, state or local COVID-19 outbreaks. I understand that Purdue has no control over, or ability to predict, such events.

#### **Assumption of Risk, Release and Waiver**

I fully understand that participating in the Site Placement entails the above risks and I freely and voluntarily accept those risks. I hereby release and discharge The Trustees of Purdue University, Purdue University, and each of their trustees, officers, appointees, agents, and employees (“Released Parties”) from all claims which I might have for any injury or harm to me arising out of my participation in the Site Placement.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date