

AdventHealth Orlando Dietetic Internship (AHODI)

Cohort 8

Dietetic Internship Handbook

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Program Mission and Goals

Program Mission Statement

"To develop entry level registered dietitian nutritionists that are equipped with nutrition expertise to extend the healing ministry of Christ."

AdventHealth Orlando Mission Statement

"To extend the healing ministry of Christ..."

The AdventHealth Orlando Dietetic Internship, hereafter referred to as AHODI, mission statement is a natural evolution of AdventHealth Orlando's Mission Statement. AdventHealth Orlando is affiliated with the Seventh-day Adventist Church. Thus, Christ's ministry is at the forefront of the culture and care extended to the patient. Furthermore, the AHODI Mission Statement aligns with the Academy of Nutrition and Dietetics' Scope of Practice for the Registered Dietitian Nutritionist. Specifically, the Mission Statement directly correlates to sections 1-2, 4, 7-13, 18, and 21-22, upon RDN Roles: Services and Activities.

The AHODI at AdventHealth Orlando is dedicated to the education of the next generation of Registered Dietitian Nutritionist Leaders. The AHODI supports the education and development of dietetic practitioners through a dedicated, knowledgeable, and experienced faculty and preceptors working together as a team to uphold the program goals and outcomes.

Programs Goals

The Dietetic Internship goals for the AHODI reflect program direction for the faculty, staff, and preceptors. The AHODI commits to the following goals:

Goal One:

To prepare graduates to become leaders, life-long learners, and become service-minded individuals through community involvement.

Goal Two:

To prepare graduates to serve as competent and professional entry-level registered dietitian nutritionists.

Outcome Measures

Goal One Objectives:

- At least 15% of graduates responses will report participation or service in a local or national dietetic association or nutrition organization of their choice

Goal Two Objectives:

- At least 80% of graduates will rank themselves as adequately prepared for their dietetic position.
- At least 10% of graduates will be hired by AdventHealth Orlando.
- At least 80% of program students complete program/degree requirements within 12.75 months
- Of graduates who seek employment, 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 80% percent of program graduates take the CDR credentialing exam for registered dietitian nutritionists within 12 months of program completion
- The program's one-year pass rate on the CDR credentialing exam for registered dietitian nutritionists is at least 80%
- 90% of employers who respond to the survey will rank graduates as adequately prepared of higher

Accreditation Status

The AHODI is a new internship program with candidacy for accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.), a specialized accrediting body recognized by the United States Department of Education.

Contact information for ACEND:

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995
 312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400
 ACEND@eatright.org, www.eatright.org/ACEND

General Program Information

Administration of the Internship

The AHODI has a full-time Internship Director and an Internship Manager who report to the System Nutritional Services Clinical Director and the System Nutritional Services Executive Director who reports to the Vice President of Facilities for AdventHealth Orlando. Hereafter, the internship director will be addressed as internship manager and the internship manager will be addressed as internship instructor per AdventHealth Orlando organizational structure.

Campus Assignment

The intern may be placed in any of the AdventHealth Orlando campus locations within a 30-mile radius. Currently, interns are assigned to Altamonte, Apopka, Celebration Health, Kissimmee, East Orlando, Winter Park Memorial, and Orlando. The campus assignment will be communicated by the AHODI Manager. Note: intern campus assignment may change during the program to support an optimal intern learning experience. In addition, interns may complete foodservice experience and clinical experience at different campus.

Class Size

Each year, AHODI will admit two classes of interns, with up to eight students in July and up to eight students in January. This ensures close one-on-one instruction and a comprehensive educational experience.

Admission Standards and Procedures

Admission requirements for the AHODI include the following:

- Eligible to complete an internship in the United State

- Minimum of bachelor's degree
- Verification of completion of the Didactic Program in Dietetics (DPD) or the intent to complete form from an accredited DPD
- Completion of DPD verification must be less than 5 years prior to the application date
- Minimum cumulative grade point average: 3.0 (based on a 4.0 system); Science GPA minimum: 2.75; DPD GPA minimum: 3.3
- Assessment of and credit for prior learning is not accepted

The AHODI seeks to fill internship positions via the computer matching program.

Applicants to the AHODI should complete the on-line centralized internship application (DICAS) which can be accessed at <https://portal.dicas.org>. The application materials can be found on the AHODI website <https://www.AdventHealth.com/dietetic-internship>.

Interns are matched with a program through the national D & D matching program in spring (Application period is open from December 1 to February 15) and fall (August 1 to September 25.) Interns who match in spring will enroll in the internship in July, and interns who match in the fall will enroll in January. Applicants who are matched must have completed a bachelor's degree from a US accredited college or university or foreign equivalent *and* have fulfilled the Didactic Program in Dietetic (DPD) requirements. A Verification Statement from a DPD indicates that the student has met the requirements of ACEND of the Academy of Nutrition and Dietetics (www.eatright.org/ACEND). If an applicant has not completed the educational requirements at the time of application, an Intent to complete document from a DPD is required. Once matched to the AHODI, interns must meet all admission criteria including health and medical clearances and criminal background search. Interns will be required to be SERV Safe Manager certified prior to the beginning of supervised practice rotations.

D & D Digital Systems Computer Matching

AHODI participates in the computer matching process which is handled by D&D Digital Systems. Applicants will rank their choice of internship using a code number. The code number is obtained through D&D. There is a \$50 fee for using the computer matching process. Once internship choices are identified, they are entered online at www.dnddigital.com. Registration dates for this process TBA by D&D. D&D can be reached at 515-292-0490 or dnd@sigler.com.

How to Submit Your Application

The completed application packet must be submitted to DICAS by February 15 for the April match notification date and by September 25 for the November match notification date.

In addition, a writing sample essay of 450 to 550 words about your own personal hero, and an application fee of \$100 (check made payable to "AdventHealth") must be submitted to:

Gabriela Palou-De Jesus MS, RDN, LDN

Manager, AdventHealth Orlando Dietetic Internship
AdventHealth Orlando
Facilities Building
1919 N Orange. Ave
Orlando, Florida 32804

Dietetic Internship Centralized Application System (DICAS)

The AHODI will be using the online centralized internship application (DICAS) which can be accessed at <https://portal.dicas.org>; email DICASinfo@DICAS.org. The fee to use DICAS is \$45 for the first application submitted and \$20 for each additional application.

Applicants must submit the following via the DICAS website:

- Personal Statement
- References
- Resume
- Transcripts
- Verification Statement or Intent to Complete

Personal Statement

Applicants who apply to internships using DICAS will be asked to complete a personal statement of 1,000 words or less. Questions to be addressed in the personal statement include:

- Why do you want to enter the dietetics profession?
- What are some experiences that have helped to prepare you for your career?
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?
- Why are you applying to the AHODI?
- What qualities separate you from other applicants interested in a clinical focused internship program?

References

When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same references for all applications. For the AHODI application, you must submit 3 references from each of the following:

1. DPD faculty (preferably the DP Director)
2. Any other faculty
3. Employment or volunteer reference*

*Personal references will not be accepted

Resume

A current resume must be uploaded on the DICAS website.

Transcripts

Official transcripts from all colleges and universities should be sent to DICAS as part of the application process.

DICAS - Transcript Dept., PO Box 9118, Watertown, MA 02472

In addition, once degree is awarded upon graduation, request and official transcript which includes the graduation date be send to:

AdventHealth Orlando Dietetic Internship – 1919 N. Orange Ave, Orlando, FL 32804

Verification Statement or Intent to Complete

This documentation must be submitted by your DPD Director.

All application materials become the property of the AHODI and will not be returned.

Intern Policies

The following AHODI Intern Policies will inform and guide intern performance and behavior during the internship.

Supervised Practice

The supervised practice hours include all practice hours in each of the five rotations. The five rotations are: Food Service & Management, Community, Clinical 1, Clinical 2, and Staff Relief. The required number of practice hours (1216 hours) must be accomplished to complete the internship program. Preceptors from each experience will evaluate intern performance.

Furthermore, interns are expected to adhere to AdventHealth Orlando Dietetic Internship's (AHODI) policies.

The purpose of the dietetic internship is educational. Interns in supervised practice cannot be used to compensate for or support employee shortages and/or absences and will not be considered employees under any circumstances.

Graduation and Certification

Upon successfully completion of the 1216 supervised practice hours and/or alternate practice experiences, interns receive a certificate of completion and a verification statement that allows them to take the professional registration exam administered by the Commission of Dietetic Registration (CDR). The Program must be completed successfully prior to taking the registration exam.

Requirements for Continued Matriculation and Completion of The Internship

Successful completion of the AHODI requires the following:

- Successful completion of 1216 practice hours including additional hours as alternate practice experience
- Successful end of rotation evaluation by preceptor for all 5 rotations
- Satisfactory completion of assignments, projects and exams
- Completion of the AHODI-approved RD Exam Review Course
- Timeliness of submitting required reports

The intern is responsible for completing all required work and timely submission to program instructor before moving on to the next rotation. The Program Instructor and Program Manager will provide feedback to the intern on an informal basis throughout the internship to ensure progression of competencies. Failure to successfully meet requirements will result in remediation per policy.

Remediation

- Interns must successfully complete all evaluations, assignments rubrics, formative and summative assessments before moving to the next rotation
- A successful pass rate of 80% or greater is required on any assessment tools. Failure to pass the second exam will result in remediation, re-testing, and potential internship completion delay
- Interns are expected to receive ≥ 2 on a 1-3 scale on the end of rotation evaluations.
- Interns must obtain ≥ 2 on a 1-3 scale with no scores of 1 on all assignment rubrics. A score of 1 requires revision and resubmission
- Failure to satisfy internship requirements for rotation evaluations and rubrics will result in an individualized action plan developed with the interns, preceptor and internship instructor/manager
- An accumulation of three failures to satisfy the action plan expectations will result in dismissal

Every effort is made to enable the intern to successfully complete the program requirements. The internship instructor/manager is available for career guidance

Maximum Time Period of Internship

Following the outlined internship rotation schedule will result in successful completion of all internship requirements within 8.5 months of start date. All dietetic interns must complete the program within 12.75 months (150%) of start date.

Withdrawal

An intern may withdraw from the AHODI at any time. Once an intern withdraws, his/her position in the program is closed and is no longer available for re-admittance. If the intern wishes to re-enter the program, he/she must reapply as a new intern. Previously paid tuition and fees are not refundable. Should the intern reapply and be accepted, the previous fees and tuition will not be credited toward costs for the internship program. If the intern withdraws within 30 days of the start date of the internship program, he/she will be eligible to obtain 50% of the internship tuition fee as a refund.

Reinstatement

If an intern has been dismissed from the AHODI for any reason, no future application will be considered.

Attendance

Interns must be present and on time for each day at each rotation. Punctuality and attendance concerns may be cause for dismissal. If it is necessary for the intern to be absent or late for any reason, the preceptor and internship instructor/manager must be notified 1 hour prior to the scheduled arrival time. Repeated arriving late or leaving early without previous arrangement will result in disciplinary action plan.

All practice hours must be completed by the intern. Practice hours completed at AHODI will be tracked by the intern clocking in and out. Contact AHODI Instructor/Manager via email for all missed clocked events.

Practice hours completed at external sites such as Hebni Nutrition Consultants or WIC will be tracked by the intern who communicates to the AHODI Manager daily via email to report hours. Failure to submit hours within the scheduled period, may result in missed hours.

How to Use Time Clocks

Instructions:

Press the "Clock In" (F1) button on the touch screen.

Clock will display "SWIPE BADGE". Tap badge on key pad to scan.

Press the "Start Meal" (F5) button on the touch screen.

Clock will display "SWIPE BADGE". Tap badge on key pad to scan.

Press the "End Meal" (F6) button on the touch screen.

Clock will display "SWIPE BADGE". Tap badge on key pad to scan.

Press the "Clock Out" (F2) button on the touch screen.

Clock will display "SWIPE BADGE". Tap badge on key pad to scan.

Unsuccessful Swipe Result:

Successful Swipe Result:

1. Single beep
2. Your name will appear with time you clocked in/out
1. Green light near top center of the clock

1. Multiple beeps
2. Your name and clock in/out time will not appear
3. Red light near top center of the clock
4. Error message will appear on the clock

Healthcare Clearance and Drug Testing

An Immunization Record form signed by a physician which contains required immunization documentation must be submitted. These and all other clearance forms must be completed and submitted by the deadline prior to the internship start date per program direction.

AdventHealth Orlando health requirements (subject to change per AdventHealth Orlando policy) for interns include the following:

- PPD completed within 90 days of internship start date
- Proof of MMR vaccination
- Proof of Varicella (chicken pox) or immunity
- Hepatitis B series (strongly recommended – signed waiver if refused)
- Flu vaccine (complete at AdventHealth Orlando if starting in July)

Additional AdventHealth Orlando requirement to be completed 30 to 60 days prior to internship start date:

- Level 2 background check 60 days prior to internship start date

AdventHealth Orlando intern requirements to be completed at AdventHealth **Colonial Town** Centra Care prior to start date:

- Respiratory Fit Test
- Drug Test

If an intern has not submitted all required clearances prior to the deadlines provided, his/her space in the internship program may be forfeited. All interns are required to submit to any health and background clearances that are required by individual supervised practice sites such as WIC in addition to the AHODI general requirements. Completion of all ancillary testing and checks is the responsibility of the intern.

Confidentiality of Intern Records

All drug and alcohol testing results will be maintained by AdventHealth Orlando and treated by the AHODI as confidential. To participate in rotations, interns must agree to the release of test results, such as background tests, to external clinical agencies as required by the agency.

Illness and Injury

In the event of illness requiring the intern to see a physician or nurse practitioner, accident resulting in injury, hospitalization or pregnancy, a statement from the attending physician or medical representative must be presented to the Program Manager and Program Instructor certifying the intern is physically and emotionally able to continue active participation in the internship program. A clinical clearance form must be submitted and upon approval, the intern may continue in the AHODI.

Unexpected absences due to illness must be communicated to the internship instructor/manager. Completion of missed hours must be arranged by the intern in collaboration with the program preceptor, manager/instructor.

If the intern becomes ill while participating in the internship program, he/she will report to the preceptor or the program Manager. The intern will be advised as follows:

- If the illness or injury is emergent – call 911
- If the illness or injury is not severe or life threatening – request that the intern contact their health care provider

- Should the intern not have a health care provider direct them to the nearest urgent care or emergency care center
- Interns must provide emergency contact information to the program which will be utilized as appropriate

Any injury must be reported to the preceptor at the facility. If emergency treatment is needed, it will be at the intern's expense. Interns must assume the cost of medical expenses. Documentation of the incident must be completed by the intern, signed by the preceptor, and forwarded (via fax or email of a scanned copy) to the Program Director.

Treatment regarding exposure to blood or body fluids will be in accordance with AdventHealth Orlando or the clinical agency policy.

Time off Requests

The internship calendar includes scheduled vacation days. Additional time off requests are not accommodated, except in extenuating circumstances.

Technology Requirements

Interns must have adequate internet access and technological capabilities to meet internship requirements, including, but not limited to, the ability to apply to the internship online, access the Academy of Nutrition & Dietetics website, use AdventHealth Orlando email, Outlook, Adventist Learning Network, and complete literature reviews, and document patient care in the electronic health record.

Academic Standards of Integrity

The AHODI expects interns to set a high standard for themselves and to display the AdventHealth Orlando value of integrity at all times. The following actions are considered breaches of the Academic Standards of Integrity:

1. **Cheating.** While completing an internship assignment or exam it is dishonest to use, have access to, or attempt to gain access to any and all sources or assistance not authorized by the preceptor
2. **Plagiarism.** Plagiarism is the act, intentional or not, or misrepresenting the work, research, language, or ideas of another person (published or unpublished) as one's own work
3. **Other forms of academic misconduct.** The forms of academic misconduct defined above are not exhaustive, and other acts may be deemed academic misconduct

Response to Academic Misconduct

Interns who breach the Academic Standards are subject to consequences imposed by the Manager or Instructor of the AHODI. Such consequences may include the expectation to redo a rubric, the assignment of additional work, or termination from the internship program.

Standards of Professional Behavior

Dietetic interns must adhere to the AdventHealth Orlando professional conduct policies including but not limited to rules of conduct. Failure to comply with Standards of Professional Behavior as outlined will result in disciplinary procedures which may include termination.

Interns are expected to treat all preceptors in each of their rotations as valued educators and respected professionals. Any intern concerns regarding interactions with preceptors must be immediately discussed with the Internship Manager or Internship Instructor.

Interns must arrive on time, prepared and ready to begin work by the time scheduled with the assigned preceptor. Interns are responsible to be familiar with the content relevant to a given supervised practice rotation to perform successfully in supervised practice learning experiences. Interns should review concepts related to each practice rotation before the first day in that rotation. If the preceptor identifies concepts/terms/resources that an intern should review, the intern should consider this a requirement for the rotation and should determine a plan in consultation with the preceptor for meeting this requirement.

Interns must avoid all use of cell phones for personal use while on duty during supervised practice. Interns are required to uphold the professional policies and norms of behavior in each supervised practice setting.

Disciplinary / Termination

Dietetic interns are informed at regular intervals of their progress related to exams, rubrics, and supervised practice components of the internship program. Failure to meet dietetic internship standards for exams, rubrics, and preceptor evaluation as defined in this document will result in termination.

Dietetic interns must comply with all AHODI policies related to their conduct. Failure to comply will result in an action plan, developed between the dietetic intern and the Internship Manager or Instructor. Failure to successfully meet action plan stipulations will result in termination.

Positive results from any drug screen or unethical behavior that places the health of patients at risk or insubordination will be grounds for immediate termination. Failure to report for intern duties without notification will be grounds for immediate termination.

The process for action plans and subsequent termination is as follows:

1. Verbal Discussion
2. Written Discussion
3. Written Final Notice
4. Termination

Intern Appeals Process / Problem-solving Procedures

The program strives to maintain excellent relationships between interns and AHODI providers. A dietetic intern who attempts to resolve a problem will not be subjected to any form of adverse action, reprimand, retaliation, or negative treatment.

A dietetic intern who has a disagreement related to an academic matter should first attempt to resolve the issue through the chain of command, beginning with a discussion with the preceptor or internship Instructor. If the issue is not resolved to the intern's satisfaction, the intern should address the complaint in writing to the internship manager. The complaint will be kept on file with the internship program manager that will review the complaint and consult with the preceptor and internship Instructor. The dietetic internship program manager will make a decision regarding the complaint and communicate such in writing to the intern within 30 days. If the intern is dissatisfied with the decision, she/he has 7 business days to appeal in writing to the Nutritional Services System Clinical Director. The intern should submit all related correspondences with the written appeal. The System Nutritional Services Clinical Director will respond in writing to the intern and the Program Manager within 30 days regarding the decision of the appeal. The decision of the System Nutritional Services Clinical Director will be kept on file. The decision of the System Nutritional Services Clinical Director is final.

After all steps in the appeals process have been exhausted, if the intern remains dissatisfied with the outcome, she/he may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Contact information for ACEND:

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995
312-899-0040 ext. 5400, 1-800-877-1600 ext. 5400

ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is concerned about the quality and continued improvement of the dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal. A copy of the [2017 Standards for Internship Programs in Nutrition and Dietetics](#) can be accessed by following this link: <http://www.eatright.org/ACEND>

Student Travel and Transportation

The AHODI is not responsible for intern safety in travel to campuses or other supervised practice sites. The intern is responsible and assumes liability for transportation.

Written Assignments

All written papers for the Dietetic Internship are required to be in the American Medical Association (AMA) style. The AMA Manual is a recommended text for the AHODI.

Professional Meetings and Associations

Interns are encouraged to attend meetings sponsored by the Academy of Nutrition & Dietetics, whether local, state, or national. Interns may also have the opportunity to attend other professional presentations. Attendance at a professional presentation that interferes with scheduled supervised practice hours must be approved by the Program Manager and Supervising Practice Preceptor before enrolling. Any tuition or fees for the seminar is the intern's responsibility.

The Academy of Nutrition and Dietetics

Interns must become members of the Academy for Nutrition and Dietetics (A.N.D.) Information is available at the A.N.D. website at <http://www.eatright.org/> or call 1-800-877-1600 ext. 4841 to request a membership application.

Verification Statement and Certificate

Upon successful completion of all internship requirements, the Program Manager will provide the graduates with the required registration eligibility paperwork. The Program Manager will also provide each graduate with six signed copies for the verification statement. Another original is placed in the graduate's file. The verification statement assures that the intern has completed all work in a satisfactory manner. Upon successful completion of all rubrics, exams, and practice hours, all interns will receive an AHODI Certificate signed by the Program Manager.

Registration Examination and Examination Preparation

The AHODI provides an approved RDN Review Course in order to help the intern successfully prepare for the Dietetic Registration exam. The graduate should submit the application to take the Dietetic Registration exam to CDR in a timely fashion.

The AHODI is neither responsible for nor liable for a graduate's failure to pass the Dietetic Registration exam.

Non-Discrimination

AHODI, in accordance with AdventHealth Orlando's policies, does not discriminate on the grounds of race, color, national origin, sex, age, or sexual orientation. The AHODI will provide reasonable accommodation to qualified interns, provided the accommodation does not pose an undue hardship on the AHODI.

Criminal Background Check

All interns must undergo a Criminal Record Check to fulfill AdventHealth Orlando requirements. Additional background checks are required by supervised rotations such as WIC and are the responsibility of the dietetic intern.

HIPAA / Confidentially Statement

The Health Insurance Portability and Accountability Act (HIPAA) dictates how interns maintain patient, client, and resident confidentiality. The intern orientation includes a review of HIPAA. The intern must sign a confidentiality agreement to indicate their agreement and understanding. Interns are expected to maintain confidentiality regarding each rotation and facility, the Nutritional Services department, employees, patients, clients, peers, mentors, preceptors, and faculty.

HIPAA Minimum Necessary Rule. In terms of access to information, this means EMPLOEES MUST NOT ACCESS:

- The employee's own medical record
- Information on a friend, family member, or coworker
- Information out of curiosity.

Violation to HIPAA is ground for immediate dismissal and enforcement per AdventHealth Orlando policies.

Intellectual Property and Intern Work

Any work created by an intern as part of the required supervised practice rotation experience is considered the intellectual property of the intern. However, as this work is being generated explicitly for use by AdventHealth Orlando or other intern rotations site as part of the intern's educational experience, the AdventHealth Orlando Internship Program or site will also retain the right to use and/or adapt these materials at their facilities at any time.

Dress Code and Image Standards

Interns are expected to maintain a personal appearance and dress appropriate for the professional setting whether completing supervised practice rotations or taking exams. Interns are required to follow the AHODI image standards. The AdventHealth Orlando image standards will be provided to interns upon acceptance.

Acceptable attire includes a lab coat, comfortable non-slip shoes that always agree with AdventHealth Orlando and Nutritional Services Image Standards (for safety) and an intern ID badge provided by AdventHealth Orlando worn on the upper left-hand collar. Intern may use approved scrub per clinical dietitian standards.

General grooming requirements:

- a. No visible body piercings or multiple ear piercings are allowed.
- b. Hair nets or caps are required when working in food production areas
- c. Only a wedding ring, wrist watch, or small post earrings are acceptable pieces of jewelry
- d. Nails must be clean and neatly trimmed. Only clear nail polish is allowed. When in food production, no nail polish may be worn.
- e. No fragrances (perfume, cologne, after shave, or lotion) may be worn
- f. Chewing gum is not allowed. Consumption of food and drink is limited to designated times and areas.

Electronic Communications / Social Media

Electronic communications systems provided by AdventHealth Orlando are intended to be used as a business tool to facilitate communication and the exchange of information needed to perform intern tasks.

AdventHealth Orlando monitors electronic communications for the purpose of ensuring the protection of legitimate business interests, confidentiality, and integrity. Interns may not use the electronic communications provided for personal use.

Electronic communications using the AdventHealth Orlando name, logo, or reference is strictly prohibited.

To ensure the privacy and confidentiality of our patients, when interns use electronic communications to share confidential information including, but not limited to, PHI across public networks, they must be protected using an AdventHealth Orlando approved method of encryption.

Confidential information is defined as any information owned or managed by any AdventHealth Orlando entity which is not publicly available. This includes, but is not limited to, all patient related information, confidential or proprietary technical, and business or personnel information:

- a. Financial statements and other financial information
- b. Marketing and business plans
- c. Intellectual property
- d. User data such as user IDs and passwords
- e. The terms of any business agreement

Personal use of cell phones while on duty is prohibited

Compliance with this policy is mandatory for all AdventHealth Orlando staff and AHODI interns. Violation of this policy and its standards will be subject to disciplinary action up to, and including, termination.

AHODI reserves the right to monitor the intern's use of any social media and take appropriate action with respect to inappropriate or unlawful postings.

Harassment-Free Workplace

AdventHealth Orlando maintains a policy to ensure a workplace free of all types of verbal and nonverbal harassment including but not limited to discrimination, intimidation, and sexual harassment.

All staff, regardless of their job position, and all interns are covered by and are expected to comply with this policy; and must take appropriate measures to ensure that this prohibited and unlawful conduct does not occur.

Appropriate disciplinary action will be taken against any staff member or intern who violates this policy. Based upon the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination of employment. AH maintains a strict zero tolerance policy regarding harassment, which creates a hostile, intimidating or offensive work environment.

The following are types of harassment prohibited under this policy:

Discrimination

It is a violation of this policy to discriminate against a staff member or intern based on their race, color, national origin, age, religion, disability, gender, sexual orientation, gender identity, pregnancy, genetic information or marital status.

Intimidation

It is a violation of this policy to discriminate against anyone by creating a "hostile work environment" where the harassment creates an offensive and unpleasant working environment.

Sexual Harassment:

There are two types of sexual harassment, physical/offensive and Quid pro quo.

- a) **Physical/offensive** is unwelcome, unwanted sexual harassment includes but is not limited to touching, tickling, pinching, patting, brushing up against, hugging, blocking, teasing, fondling; touching a person’s body, clothing, or hair with a body part or with an object, or assault.
- b) **Quid pro quo** sexual harassment occurs in the workplace when a manager or other authority figure offers or merely hints that he or she will give the staff member or intern something, such as but not limited to raises, promotions or better working hours in return for that staff members or intern’s satisfaction of a sexual demand.

Program Evaluations

Intern competency evaluations are completed at the end of each rotation. The program will be evaluated by each intern on a weekly basis and several times throughout the internship. Preceptor effectiveness will be evaluated by the intern. Dietetic Internship graduates and their future employers will evaluate the internship program when completing AHODI surveys.

Access to Personal Files

Intern files are maintained in the Internship Manager’s office. These files include intern evaluations from supervised experiences, rubric scores, projects, and exam scores. Interns may see any/all of their file by making an apt with the Internship Manager, excluding references. The intern files are confidential and are made available only to the intern or faculty required to evaluate the intern.

Support Services

Interns have access to AdventHealth Orlando support services. These services include: Technological support services (AIT), Chaplin, Spiritual Ambassadors, free parking, and lunch meal voucher program. For technical support contact AIT 407-303-8000.

Tuition and Fees

AdventHealth Orlando Dietetic Internship is not able to make Financial aid available to interns.

Expenses: (Expenses are estimations and subject to change) Make checks payable to “AdventHealth Orlando”.

D&D Digital Registration Fee	\$55
DICAS	\$45 for 1 st program, \$20 any additional
Application Fee (non-refundable):	\$100
Non-refundable Deposit	\$1,000
AHODI Internship Tuition	\$12,000
Professional Liability Insurance *Securing insurance is the responsibility of the intern	\$26
Health Insurance: *Securing health insurance is the responsibility of the intern	Varies
Academy of Nutrition and Dietetics Student Membership: Including Florida Academy State Affiliation	\$58

Background check (2): FDLE Form B and WIC	Varies \$50 to \$100
Centra Care: Respiratory mask fit testing	\$45
Centra Care: Drug Screen	\$35
Centra Care: PPD	\$19
Books and Supplies: a list will be provided the intern upon acceptance into the program	Varies
Lab coat (1): will be provided by AHODI program	N/A
Housing: securing housing is the responsibility of the intern	Varies
Scrubs: Butter-Soft Scrub, Color Turquoise from Uniform Advantage at Altamonte	Varies

Supervised Practice Facilities Policies

The following AHODI Preceptor Policies will inform and guide the selection of intern experience facilities and dietetic intern preceptors.

AHODI will select external facilities for intern experiences based on the following criteria:

1. Ability to provide intern experiences in accordance with program requirements.
2. Ability to provide a competent registered dietitian preceptor who meets state and federal regulations.
3. The facility is located within a 90-mile radius of the intern hospital assignment.
4. The facility meets state and federal regulatory requirements.
5. Facilities selection will be reviewed annually
6. Approved external practice facilities shall have an approved affiliation agreement with AdventHealth Orlando dietetic internship.

The process for writing and approving Affiliation Agreements occurs in the following order. Affiliation Agreements:

1. Are written by the Legal Department of AdventHealth Orlando.
2. Are approved by the Human Resources department of AdventHealth Orlando.
3. Are sent to the external experience facilities for approval.
4. Any changes made by the external experience facility must be approved by the Legal department and Human Resources department.
5. Are reviewed annually and revised as needed.
6. Are maintained in the Legal department of AdventHealth Orlando and in the AdventHealth Orlando dietetic internship (AHODI).

Preceptor Policy

The preceptor policy information applies to both external and internal dietetic intern preceptors of the AdventHealth Orlando Dietetic Internship.

AHODI preceptors are invited to participate in the Preceptor Education Program which is offered annually. The Preceptor Orientation Program may also be reviewed as self-study. The AHODI Instructor or Manager will be pleased to share the information with you.

Preceptor Policies

AHODI will select preceptors based on the following criteria:

1. The preceptor will provide verification of Commission on Dietetic Registration (CDR) and licensure, if applicable, to meet state and federal regulations.
2. New preceptors must complete the AHODI preceptor education which reviews the Preceptor Handbook contents and the AHODI curricula.
3. All AHODI preceptors will be required to demonstrate evidence of continued competency for their teaching responsibilities, including:
 - a. The preceptor will provide verification of Commission on Dietetic Registration (CDR) and licensure, if applicable, to meet state and federal regulations.
 - b. The preceptor will provide verification of competency by the signature of the preceptor's supervisor.
 - c. The preceptor CDR documentation must reflect the completion of required professional continued education.
 - d. New preceptors must complete the AHODI preceptor orientation.
 - e. Annually, the preceptor will attend the AHODI annual preceptor education.
 - f. Participation in professional development webinars will be offered by the AdventHealth Orlando System. Attendance will be highly encouraged. Preceptors will be provided the opportunity to participate free of charge as a token of appreciation for their service.
 - g. CDR modules – Preceptor Training Program: The AHODI Manager and Instructor encourage all AHODI preceptors to complete these modules which are available through the Academy at no charge.
 - h. Intern evaluations of the rotation experience, including the preceptor and facility evaluations, will be reviewed with the preceptor at the conclusion of each intern class. Discussion will include expectations, outcomes, and process improvement based on the intern's evaluation.
 - i. The AHODI Instructor will retain the above documentation and review with the AHODI Manager prior to the beginning of each intern class.

The following guidelines outline the responsibility of all AHODI preceptors:

1. The preceptor will review intern progress and performance at regular intervals.
2. The preceptor will review the written evaluation face to face with the intern at the end of each intern rotation experience.

3. The completed evaluation forms will be provided to the AHODI Instructor upon conclusion of the rotation.
4. The preceptor will be responsible for providing supervised training based on the curricula developed for use by the AHODI.
5. The preceptor will communicate intern progress, and any questions or concerns, with the AHODI Manager and Instructor.

New and Ongoing Preceptor Education Will Include:

- An annual preceptor education
- Communication and collaboration between the AHODI Manager and Instructor and the Dietetic Intern Preceptor related to intern curriculum, evaluations, and scheduling
- Discussion of the AHODI intern evaluation related to their rotation and preceptor experience
- CDR modules offered by the Academy of Nutrition and Dietetics. The AHODI recommends all Dietetic Intern Preceptors complete these modules.
- Review of the Intern Handbook which is updated each cohort

Assessment of Intern Learning Policy:

The AHODI intern learning and performance will be assessed based the ACEND core competencies as aligned for each rotation. The competencies are derived from the ACEND Accreditation Standards 2017.

The following serve as means of intern evaluation:

- Preceptor and intern evaluations at the end of each rotation, or more frequently
- Assignments and exams per rotation

The AdventHealth Orlando Dietetic Internship recognizes the key role you play and the value you bring to each intern. We are grateful for your contribution to future registered dietitian nutritionists.

AdventHealth Orlando Dietetic Internship (AHODI) Preceptor Form

Instructions: AHODI Preceptors please complete to demonstrate competency as an AHODI Preceptor. After completion scan to Ruth Hanson at Ruth.Hanson@AdventHealth.com. Thank you for your time and help.

I hereby verify that _____ is a
competent

DI Preceptor Printed Name

employee and I recommend this individual as a dietetic internship preceptor for the AdventHealth Orlando Dietetic Internship (AHODI)

Signed: _____

CDR Card Number: _____ CDR Verification Date: _____

Expiration date of current CDR card: _____

Completion of annual preceptor education.

Verification by AHODI Instructor:

DI Preceptor Printed Name

DI Preceptor Signature

Date

AdventHealth Orlando Dietetic Internship Syllabus

Instructor Information

<u>Instructor:</u>	<u>Email:</u>	<u>Phone:</u>	<u>Office Location:</u>
Ruth Hanson, RD, CDE	Ruth.Hanson@AdventHealth.co m	Office: 407-303-5600 Ext. 112-4208 Mobile: 407-913-4497	1919 N. Orange Ave, Orlando FL, 32804, 2 nd Floor Classroom

Preceptor Contacts

Rotation	Contact Person	Contact Information
Clinical Rotation		
Clinical Manager North Market	Nicole Burton RD	Nicole.Burton@AdventHealth.com
Clinical Manager South Market	Hannah Jackowski, RD	Hannah.Jackowski@AdventHealth.com
Clinical Manager Central Market	Scott Bartlett, RD	Scott.Bartlett@AdventHealth.com
Long Term Care	Justin Roy, RD	Justin.Roy@adventistcare.org
TRI	Rita Emerson, RD	Rita.Emerson@AdventHealth.com
Renal – Transplant	Isabelle Kern, RD	Isabelle.Kern@AdventHealth.com
Renal - Dialysis	Kat Ambrose, RD	Kat.Ambrose-Miyade@AdventHealth.com
Foodservice Rotation		
Market Director – Central Market	Rock Patterson	Rock.Patterson@AdventHealth.com
Market Director – South Market	Joey Quinlan, RD	Joseph.Quinlan@AdventHealth.com
Market Director – North Market	Aurora Gonzalez Bautista	Aurora.GonzalezBautista@AdventHealth.com
Community Rotation		
Women, Infants & Children (WIC)	Jennifer Tompkins, RD	Jennifer.Tompkins@flhealth.gov
Child & Family Wellness (CFW)	Christopher Schnell, RD	Christopher.Schnell@AdventHealth.com
Diabetes Institute (DI)	Mike Schurig, RD	Mike.Schurig@AdventHealth.com
Hebni Nutrition Consultants	Roniece Weaver, MS, RD, LD	roniece@hebninutrition.org
Center for Nutritional Excellence (CNE)	Sherri Flynt, MPH, RD	Cheryl.Flynt@AdventHealth.com
Second Harvest Food Bank (SHFB)	Amanda Sintes-Yallen, MPH	asintes@feedhopenow.org

Rotation Location

Foodservice and Management Rotation	
South Market - East Campus	7727 Lake Underhill Road, Orlando, Florida 32822
North Market - Winter Park Campus	200 N. Lakemont Avenue, Winter Park, FL 32792
Central Market - Orlando Campus	601 E. Rollins St. Orlando 32803
Food Production Center (FPC)	601 E. Rollins St. Orlando 32803 *Back of hospital
Community Rotation	
Second Harvest Food Bank (SHFB)	411 Mercy Dr, Orlando, FL 32805
Child and Family Wellness (CFW)	1801 Lee RD Suite #307, Winter Park, FL 32879
Hebni Nutrition	2009 W Central Blvd, Orlando, Florida
Translational Research Institute (TRI)	301 E Princeton St, Orlando, FL 32804
Center for Nutritional Excellence (CNE)	2415 N Orange Ave #501, Orlando, FL 32804
Diabetes Institute (DI)	2415 N Orange Ave #501, Orlando, FL 32804
Clinical Rotation	
South Market - Celebration Campus	400 Celebration Pl., Celebration, FL 34747
South Market - East Campus	7727 Lake Underhill Dr. Orlando, FL 32822
North Market - Altamonte Campus	601 E. Altamonte Springs Dr, Altamonte Springs, FL 32701
North Market - Winter Park Campus	200 N. Lakemont Ave, Winter Park, FL 32792
North Market – Apopka Campus	2100 Ocoee Apopka Rd, Apopka, FL 32703
Central Market – Orlando Campus	601 E. Rollins St. Orlando, FL 32803
AdventHealth care center Apopka south (LTC)	3355 E Semoran Blvd, Apopka, FL 32703

General Information

Description

The internship has 5 rotations with a *minimum* of 1216 supervised hours: Foodservice Rotation – 4 weeks, Community – 5 weeks, Clinical 1 – 9 weeks, Clinical 2- 9 weeks, Staff Relief – 4 weeks. Alternate practice hours (30) will be based on pre-planned case study, role play and simulation activities. Didactic hours, generally up to 4 hours per week, do not count toward supervised hours. During didactic hours, interns will experience presentations, reviews, assignments, and exams.

Required Textbooks

1. Food Service Organizations, A Managerial and Systems Approach; Mary B. Gregoire
2. Krause's Food & The Nutrition Care Process; L. Kathleen Mahan and Janice L. Raymond
3. The A.S.P.E.N. Adult Nutrition Support Core Curriculum; ASPEN (available online)

Expectations

1. Interns will demonstrate the completion of all requirements prior to proceeding to the subsequent rotation.
2. Interns will actively communicate with AHODI Instructor and Campus Preceptors during rotations to discuss assignments and internship issues.

3. Interns are expected to contact the preceptors five (5) business days prior to the start of the rotation to review requirements for the rotation. AHODI Instructor must be copied. Contact information will be provided.
4. Assigned reading must be completed prior to the start of the rotation.
5. An intern program review meeting is scheduled at the end of Food Service, Clinical 1, and Clinical 2.
6. Attendance is expected at all scheduled internship experiences, including didactic, unless previous arrangements have been made. **Interns must notify preceptor/manager of absence at least one (1) hour prior to the scheduled start time.**
7. Assignments will be completed and submitted on or before the stated deadline.
8. Assignments requiring Instructor or Preceptor review, or approval will be submitted 5 business days prior to actual due date.
9. Assignments will be prepared using guidelines reviewed during intern orientation.
10. Program evaluations are due every Sunday for the preceding week. Evaluations must include:
 - a. How experience has prepared the intern for career as an RD
 - b. Areas of opportunity for intern to pursue for self-development
 - c. Evaluation of preceptor effectiveness
11. Interns will attend a state or local meeting of the Academy of Nutrition & Dietetics or equivalent experience.
12. Interns will use the program approved RDN review course throughout the internship to study/review for the RDN exam.
13. Graduates of AHODI will maintain contact with the Program and provide requested information required by AHODI and ACEND for continued accreditation.

AHODI Program Calendar: Cohort 8

*** Please Note: Individual intern schedules may vary from the above dates. Emergency scheduling and extraordinary circumstances will be reviewed on a case by case basis. See Teams for schedule.**

Week	Dates	Category	Activity	Activity	Activity	Activity	Activity	Activity	Activity	Activity		
0	Jan 23 - Jan 24		Orientation @ AHODI Classroom									
1	Jan 27 - Jan 31	FoodService 4 weeks & Community 5 weeks	CFW	CNE + DI	FS - Retail	FS - Retail	FS - PSA	FS - PSA	SHFB	SHFB	No Class	
2	Feb 3 - Feb 7		CNE + DI	CFW	FS - PSA	FS - PSA	Hebni/TRI	Hebni/TRI	FS - Retail	FS - Cafe	Equipment and Facility planning: Layout equipment	
3	Feb 10 - Feb 14		WIC	WIC	WIC	WIC	CFW	CNE + DI	Hebni/TRI	Hebni/TRI	No Class	
4	Feb 17 - Feb 21		SHFB	SHFB	Hebni/TRI	Hebni/TRI	CNE + DI	CFW	FS - Café	FS - Retail	Finance Management: Activity FTE calculations and Schedule	
5	Feb 24 - Feb 28		Hebni/TRI	Hebni/TRI	SHFB	SHFB	WIC	WIC	WIC	WIC	No Class	
6	Mar 2 - Mar 6		FS - Leader (Aurora @ WP)	FS - Leader (Aurora @ WP)	CNE + DI	CFW	FS -Leader (Rock @ Orlando)	FS -Leader (Rock @ Orlando)	FS (FPC)	FS (FPC)	Food and Nutrition Culture Presentation	
7	Mar 9 - Mar 13		FS - Retail	FS - PSA	CFW	CNE + DI	FS (FPC)	FS (FPC)	FS -Leader (Joey @ Celebration)	FS -Leader (Joey @ Celebration)	No Class	
8	Mar 16 - Mar 20		FS - PSA	FS - Retail	FS (FPC)	FS(FPC)	FS- Retail	FS- Retail	CNE + DI	CFW	Community Lecture: Theories of Education	
9	Mar 23 - Mar 27		FS (FPC)	FS(FPC)	(Wendy @ Orlando)	(Wendy @ Orlando)	SHFB	SHFB	CFW	CNE + DI	Diagnostic Test -FS & Community	
10	Mar 30-Apr 3		Vacation									
11	Apr 6 - Apr 10	Clinical 1 - 9 weeks	Clinical Orientation @ Orlando Day 1								No Class	
12	Apr 13 - Apr 17										Role Playing: MI/NFPA/Malnutrition	
13	Apr 20 - Apr 24										No Class	
14	Apr 27 - May 1										Obesity and Heart Disease: Case Study	
15	May 4 - May 8										No Class	
16	May 11 - May 15										Diabetes: Simulation	
17	May 18 - May 22			Written Case Study Clinical 1 due								No Class
18	May 26 - May 29			May 25 - Off							Journal Club - Renal & Diagnostic Clinical 1 Exam	
19	Jun 1 - Jun 5			Oral Case Study Clinical 1 due								No Class
20	Jun 8 - Jun 12	Clinical 2									TF/TPN Calculation Workshop	
21	Jun 15 - Jun 19										No Class	
22	Jun 22 - Jun 26										GI: Case Study	
23	Jun 29 - Jul 3		Vacation								No Class	
24	Jul 6 - Jul 10	Clinical 2 - 9 weeks	Peds/NICU @ Orlando									Critical Care Journal Club
25	Jul 13 - Jul 17						Peds/Nicu @ Orlando				No Class	
26	Jul 20 - Jul 24			Written Case Study Clinical 2 due								Fluid and Electrolyte Simulation
27	Jul 27 - Jul 31										No Class	
28	Aug 3 - Aug 7			Oral Case Study Clinical 2 due								Biling Simulation
29	Aug 10 - Aug 14			Campus Rotation								No Class
30	Aug 17 - Aug 21		Staff Relief - 4 weeks									Guest Speaker - RD Exam Prep & Diagnostic Clinical
31	Aug 24 - Aug 28											No Class
32	Aug 31 - Sept 4											Interview Simulation
33	Sep 8 - Sep 11			Sept 7 - Off								No Class
34	Sep 14 - Sep 18										Post- Test	
35	Sep 21 - Sep 23	Makeup	Makeup Work. Graduation on September 23 @ 3:30pm									

Rotation Information: Food Service

The Foodservice rotation is a 4-week long supervised practice experience in foodservice systems and the management of food and nutrition programs and services. It will address more than 35% of the RDN examination as described by CDR. Selected topics include but are not limited to: Food Science and Nutrient Composition of Foods, Functions of Management, Human Resources, Financial Management, Marketing and Public Relations, Quality Management and Improvement, Menu Development, Procurement, Production, Distribution, and Service, Sanitation and Safety, and Equipment and Facility Planning. Experiences will be coordinated by the internship leadership in collaboration with the foodservice leadership throughout the different campus to provide the best experience for the interns. (Domain I, Topic A; Domain III, Topics A-E; Domains IV, Topics A-D)

Learning objectives and competencies are aligned to supervised practice experiences, alternate practice experiences, or assigned work as described below. Experiences are grouped to facilitate the intern's learning, service area work flow and preceptor's duties and responsibilities. Rotation experiences are organized by: FS 1: Patient Service Area (NSA, Trayline and Diet Office), FS 2: Retail (Café and Catering), FS 3: Production, Purchasing, Informatics, and FS 4 – Leadership. The schedule will be provided to the intern at the start of the rotation with adjustments made as needed.

In preparation for the rotation experience, interns will complete module assignments within 2 days of the start of the rotation. The module assignments will review selected topics intended to enhance the intern's knowledge of the topic in preparation for the experience and ultimately the RDN examination. The module assignment will be reviewed by the preceptor and the internship faculty.

Expectation: Interns are expected to contact the preceptor at least 5 days prior to the start of their rotation. Module assignments are due by Tuesday. Interns will follow the preceptor's schedule shift (minimum of 8 hours a day) and are expected to perform all tasks successfully. Additional information related to the intern expectations are outlined in the Dietetic Internship Handbook. Interns are expected to demonstrate professional behavior and adaptability when they participate in the foodservice practice experience.

Campus: TBA - Orlando, Winter Park, East. FPC.

Preceptor: The Market Directors will serve as the primary preceptor and be responsible for scheduling, experience details and intern evaluation. The Senior Manager or FS Staff will serve as the daily preceptor. Questions related to the rotation should be addressed to the Market Director and should include the Internship Instructor.

Assignments: Modules, Projects, Learning Activity

Modules: Module assignments will help the intern review and prepare for the upcoming rotation. Therefore, it must be completed prior to the start of the experience and is due by Tuesday to the Internship Instructor. Interns are encouraged to discuss and review modules with preceptors to promote further dialogue and support learning. Modules will be available on Teams.

- Module 1: Procurement, Production, Distribution and Service
- Module 2: Marketing and Public Relations
- Module 3: Food Science (Composition) and Safety/Sanitation
- Module 4: Function of Management and HR

Project: Projects will enhance the intern experience by exposing the interns to additional topic areas. Intern will complete the assigned project individually and submit to the internship instructor by the due date per the didactic schedule. Instructions and grading rubric in available on Teams.

Project: 5-day Child Nutrition Menu

Learning Activities: Alternate practice experiences will be available during the didactic class experience. These activities will provide additional practical experiences to supplement the intern experience.

FS Simulation: Equipment and Facility planning: Layout equipment

FS Simulation: Equipment and Facility planning: Layout equipment

Assignment: Submit to Instructor by within 5 days of last day of rotation

Standardized Recipe Essay and Sustainability Assignment

Exams

A diagnostic exam covering foodservice, management and community will be completed at the end of the rotation experience. Interns are required to pass exams with 80%. Intern will repeat exam if unsuccessful.

1. Diagnostic Foodservice/Community Exam

Textbook

Foodservice Organizations: A managerial and system approach by Mary B. Gregoire

Rotation Description

Note: Intern must contact primary preceptor 5 days before the start of the rotation to receive the schedule.

Rotation: FS 1 - Patient Service Area (NSA, Trayline, Diet office)

Competencies	CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. CRDN 4.1: Participate in management of human resources CRDN 4.3: Conduct clinical and customer service quality management activities
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Note	Dress Code: FS (black polo, black shirt, non-skid shoes)
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Pre-rotation Assignments	Module: Procurement, Production, Distribution and Service. Download Module from Teams. Due Tuesday email to Ruth Hanson
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Supervise Practice Experience	Day 1: Learn and practice the responsibilities of NSA
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	Day 2: Learn and practice the responsibilities of NSA
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	Day 3- Learn and practice the responsibilities of NSA one half day and diet office one half day.
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	Day 4- Learn and practice the responsibilities of Trayline staff.
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	Day 5 – Spend the day with scheduled Supervisor or Manager: •Review the Press Ganey result and do patient rounding (CRDN1.1/4.3) •Review a schedule, employee rounding, observe an interview, if able (CRDN4.1)
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Alternate Practice Experience	FS Simulation: Equipment and Facility planning: Layout equipment. To be complete in class. See Didactic schedule for dates
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Rotation: FS 2 - Retail (Café and Catering)

Competencies	CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. CRDN 4.1: Participate in management of human resources CRDN 4.3: Conduct clinical and customer service quality management activities. CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
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Note:	Dress Code: FS (black polo, black shirt, non-skid shoes)
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Pre-rotation Assignment	Module: Marketing and Public Relations Download Module from Teams. Due Tuesday email to Ruth Hanson
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Supervise Practice Experience	Day 1: Learn and practice the responsibilities of Café as Cafeteria assistant.
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	Day 2: Learn and practice the responsibilities of Café as Cafeteria assistant
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	Day 3: Spend the day with scheduled Supervisor or Manager:
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	<ul style="list-style-type: none"> Review a schedule, employee rounding, observe an interview, if able (CRDN4.1) Review sales report, cash till
	Day 4: Learn and practice of the responsibility of the catering staff to include booking and plan an event (CRDN 4.7) <ul style="list-style-type: none"> Participate in prep and production in time permits
	Day 5: Learn and practice of the responsibility of the catering staff to include booking and plan an event (CRDN 4.7) <ul style="list-style-type: none"> Participate in prep and production in time permits
Assignment	Child 5-day Menu. Refer to Teams for assignment instructions and rubric. Submit via email to Ruth Hanson by due date. See Didactic Schedule
Rotation: FS 3- FPC: Production, Purchasing, Informatics	
Competencies	CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. CRDN 2.7: Apply leadership skills to achieve desired outcomes. CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. 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. CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
Note	Two interns will work together at FPC together all week. No campus FS experience. Dress Code: FS (black polo, black shirt, non-skid shoes)
Pre-rotation Assignment	Module: Food Science (Composition) and Safety/Sanitation Download Module from Teams. Due Tuesday email to Ruth Hanson
Supervise Practice Experience	Day 1: Perform a Standardized Recipe at the bakery. Report to Ashley Craig <ul style="list-style-type: none"> Day 1: AM Jamal and PM Dan/TIA
	Day 2: Perform a Standardized Recipe at the bakery. Report to Ashley Craig <ul style="list-style-type: none"> Day 2: AM Karen and PM Dean
	Day 3: Do standardized Recipe at bakery FPC
	Day 4: Safety and Sanitation experience <ul style="list-style-type: none"> Spend one half morning with Angelica Santiago and inspect FPC (CRDN 4.2) Learn HACCP with Ashley Craig
	Day 5 Work Position at bakery @ FPC <ul style="list-style-type: none"> Complete Sustainability Audit Assignment Submit Standardized Recipe Assignment
Alternate Practice Experience	N/A
Rotation: FS 4 Leadership	
Competencies	CRDN 2.7: Apply leadership skills to achieve desired outcomes. CRDN 2.8: Demonstrate negotiation skills. CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. CRDN 4.1: Participate in management of human resources. CRDN 4.5: Analyze quality, financial and productivity data for use in planning. CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
Note:	Expect to travel with Market Director among campus. Please dress in business casual.
Pre-rotation Assignment	Module: Function of Management and HR Download Module from Teams. Due Tuesday email to Ruth Hanson
Supervise Practice Experience	Day 1-5 Spend the day with Leaders (CRDN 2.7, 2.8, 3.3,4.1) Attend leadership meetings daily. Review budget and scorecard. (CRDN 4.5) Discuss leadership style Review change management strategies and the leader experience Discuss performance improvement Discuss employee recruitment, engagement and retention Discuss project management and the leaders experience.

	Review communication (rich vs virtual) Practice giving and receiving feedback
Alternate Practice Experience	FS Simulation: Finance Management: Activity FTE calculations and Schedule (CRDN 4.8) To be complete in class. See Didactic schedule for dates

Rotation Information: Community

The community rotation is a 5-week long supervised practice experience in the areas of community nutrition, public health and research. It will address more than 40% of the RDN examination as described by CDR. Selected topics include but are not limited to: Nutrition and Supporting Sciences, Education, Communication and Technology, Research Applications and Nutrition Care for Individuals and Groups. Experiences will be coordinated by the internship leadership in collaboration with the Community preceptors throughout the different campus to provide the best experience for the interns. (Domain I, Topic A-D; Domain II, Topics A-D)

Learning objectives and competencies are aligned to supervised practice experiences, alternate practice experiences, or assigned work as described below. Experiences are grouped to in a matter that works in the best interest of the preceptors and interns to facilitate the rotation efficiently. The schedule will be provided to the intern at the start of the rotation with adjustments made as needed.

Each experience will have different intern expectations and will provide a variety of assessments, tasks and responsibilities. The preceptor will provide clear description of each at the beginning of the rotation. Interns are expected to contact the preceptor at least 5 days prior to the start of their rotation to received further detail.

Interns are expected to demonstrate professional behavior and adaptability when they participate in the foodservice practice experience. Interns will not be able to clock their hours using the AdventHealth clocks, and academic honesty is expected. Additional information related to the intern expectations are outlined in the Dietetic Internship Handbook. Preceptor will maintain close communication with AHODI Instructor on intern performance. Unsuccessful or inappropriate performance may result in a failed experience.

Exams

A diagnostic exam covering foodservice, management and community will be completed at the end of the rotation experience. Interns are required to pass exams with 80%. Intern will repeat exam if unsuccessful.

1. Diagnostic Foodservice/Community Exam

Textbook and Reference

Topic	Krause Chapters
The Individual in the Community	9
Nutrition Diagnosis & Intervention	10
Diet Guidelines...Cultural Competence	11
Education and Counseling: Behavioral Change	14

Assignments: Projects, Learning Activity

Learning activities to be completed during rotation experience per guidelines provided by preceptor. Due to Instructor:

1. Essay on Second Harvest Food Bank
2. WIC Presentation Evaluation
3. See below for details

Overall Competencies Community

CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
 CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice
 CRDN 1.6: Incorporate critical-thinking skills in overall practice.
 CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
 CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
 CRDN 2.4: Function as a member of interprofessional teams.
 CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
 CRDN 2.7: Apply leadership skills to achieve desired outcomes.
 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 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
 CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (NOT TRI)
 CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.

* Note: Intern must contact primary preceptor 5 days before the start of the rotation to receive the schedule.

Rotation: Center for Nutritional Excellence and Diabetes Institute

Competencies	See above Competencies CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature. CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
Note	Dress Code: Business Professional. You may follow multiple preceptor RD to enhance your experience. Please discuss the expectation with each to ensure appropriate behavior during the counseling session.
Pre-rotation Assignments	Read Krause Chapter 9, 14
Supervise Practice Experience	Day 1 @ Diabetes Institute. Observe an RD during Diabetes 1:1 counseling session. Take notes on teaching strategies, learning tools and handouts provided and review MNT. For additional experience, evening diabetes classes are available. Request a schedule to the Instructor for scheduling.
	Day 2: Observe an RD perform MNT counseling on a variety of patient. As able discuss counseling strategies, learning theories and MNT for the diseases/condition observed. Review MNT guidelines and recommendations using Nutrition Care Manual (NCM). Discuss questions and concern with preceptor for clarification during downtime. At home, review the knowledge learned using Krause and NCM.
	Day 3: Continue to observe an RD perform MNT counseling on a variety of patients. Practice role play nutrition counseling with RD.
	Day 4-5- Continue to observe an RD perform MNT counseling on a variety of patients. Have an active role in a counseling session as directed by RD.
Alternate Practice Experience	Role play MNT for different diseases and conditions.

Rotation: Second Harvest Food Bank

Competencies	See above Competencies CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data. CRDN 2.9: Participate in professional and community organizations. CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
Note:	Dress Code: Business Professional and White Labcoat Bring Laptop
Pre-rotation Assignment	No Modules
Supervise Practice Experience	Day 1 -5: Interns expectation to be provided during rotation. Please refer to the preceptor's email for further information about the supervised practice experience. Rotation assignments will be completed during rotation and discussed and submitted to preceptor.

Assignment	Complete a 1-2-page essay addressing the following topics: <i>How has this Food Insecurity immersion experience impacted how you plan on fighting hunger as a future dietician? Describe how you believe food insecurity impacts the healthcare system?</i> Please submit essay to Instructor within 5 days of completing rotation.
Rotation: Child and Family Behavior (CFW)	
Description	Advent Health Pediatric Weight and Wellness is exclusively a pediatric weight management obesity program. You will work with a multidisciplinary team that consist of a Pediatrician, Psychologist, Dietitian and Exercise Physiologist. Patients meet with the team in the office every 3 months. In between office visit patients complete a series of cooking, gardening and exercise workshops. We work very closely with the Edible Education Experience and the Emeril Lagasse Culinary Garden and Kitchen House. Many of our workshops are performed at their facility. The children are all considered at least overweight, but most are considered obese with one or more comorbidities. Common comorbidities associated with pediatric obesity include: Blount's Disease, Asthma, Sleep Apnea, Nonalcoholic fatty liver disease, GERD, Insulin Resistance/Pre-Diabetes/Type 2 Diabetes, PCOS, Hypertension, Dyslipidemia and Atherosclerosis
Competencies	See above Competencies CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
Note	Shift starts a 9 AM. Total Week hours minimum of 36 hours. Email preceptor for work hours. Dress Code: Business Professional. Go to TEAMS for more information
Office locations:	Monday, Wednesdays and Thursdays @ 9 am – 5 pm. Winter Park Location ➤ Winter Park Office: 1801 Lee RD Suite #307, Winter Park, FL 32879 Friday: Attend 1 workshop-See workshop calendar for dates and times.
Pre-rotation Assignment	1. Read the following article available on TEAMS before the start of the rotation. Article: Expert Committee Recommendations Regarding the Prevention, Assessment, and Treatment of Child and Adolescent Overweight and Obesity: Summary Report 2. Review the Pediatric Nutrition Care Manual and Diet Education for Lifecycle Nutrition, Nutrition per Age Group, Weight Management.
Supervise Practice Experience	Day 1-5: Refer to preceptor for daily task and responsibility. Attend a workshop Spend the day with Exercise Physiology, Physician and Psychologist Attend a CFW class. See schedule on Teams.
Alternate Practice Experience	Role play nutrition counseling in the event of downtime.
Assignment	Complete a Motivational Interview and complete a Rubric per preceptor. Turn in to Instructor when completed.
Rotation: Hebni Nutrition	
Competencies	See above Competencies CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data. CRDN 2.8: Demonstrate negotiation skills. CRDN 2.9: Participate in professional and community organizations. CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
Description	Hebni Nutrition Consultants, Inc. (Hebni) is a community based, non-profit (501 (c)(3)) agency formed in 1995 to educate high-risk, culturally diverse populations about nutrition strategies to prevent diet-related diseases. In their early beginnings, the Partners of Hebni developed intervention programs and educational tools such as the "Soul Food Pyramid" and "Sisters: Take Charge of Your Health" which address populations, who are at high risk for poor health outcomes. Hebni's programs serve populations who may be at-risk for cardiovascular disease, cancer, diabetes and obesity. http://soulfoodpyramid.org/
Office Location	2009 W Central Blvd, Orlando, Florida
Note:	Dress Code: Business Professional. Rotation to be completed 2 interns at a time. Email preceptor for work hours. Rotations is completed on Mondays and Tuesdays only. Total Week hours minimum of 16 hours. Usually meet 10 am – 7 pm. Additional observation can be completed in addition to assigned schedule.
Pre-rotation Assignment	1. Visit Hebni's website and social media to learn the programs, latest news and involvement in the community. Learn about the staff as they will be your preceptor. 2. Familiarize with African American culture, foods and eating habits, lifestyle and prevalent diseases or conditions.

	<p>3. Read: Obtaining Health Through Heritage — A Diet Rooted in African Traditions May Be the Path to Optimal Health for African Americans By Constance Brown-Riggs, MEd, RD, CDE, CDN; <i>Today's Dietitian</i>, Vol. 14 No. 3 P. 26</p> <p>4. Read and take noted on the following information: https://www.cdc.gov/minorityhealth/publications/index.html</p> <p>5. Module – TBA</p>
Supervise Practice Experience	Day 1-2: Daily tasks and responsibilities to be assigned by preceptor on the first day. Provide group education as assigned by the RD Preceptor
Alternate Practice Experience	None
Rotation: Translational Research Institute (TRI)	
Competencies	See above Competencies CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
Description	The mission of the Translational Research Institute for Metabolism and Diabetes (TRI-MD) is to extend and improve the quality of lives through the conduct of world-class, innovative translational research that leads to discoveries – and ultimately cures – for obesity, diabetes, and cardiovascular diseases.
Office Location	Translational Research Institute for Metabolism & Diabetes 301 E Princeton Street, Orlando, Florida 32804
Note:	Dress Code: Business Professional. Rotation to be completed 2 interns at a time. Email preceptor for work hours. Rotations is completed on Wednesdays and Thursdays only. Total Week hours minimum of 16 hours. Usually meet at 8 am. For additional exposure, please arrange with preceptor and instructor.
Pre-rotation Assignment	<ol style="list-style-type: none"> 1. Visit the TRI website to familiarize with the program, area of research, past and current research: https://www.adventhealthresearchinstitute.com/research/translational-research-metabolism-diabetes 2. View the following video: https://www.youtube.com/watch?v=5CSELV61rJo & https://www.youtube.com/watch?v=LZNoaaC0fes 3. Familiarize with the Academy's mission and resources available to professional: https://www.eatrightpro.org/research 4. Module - TBA
Supervise Practice Experience	<p>Day 1 Objectives: Daily tasks and responsibilities to be assigned by preceptor on the first day.</p> <ol style="list-style-type: none"> 1. Review a study protocol and identify the nutrition component(s). 2. Become familiar with methods and equations used to determine a study participant's caloric requirements for weight maintenance during the outpatient, inpatient and calorimetry phase of a study. 3. Calculate a research study menu for protocol specific calorie and macronutrient content using nutrient analysis software. 4. Understand the difference between various tools used to capture diet intake such as the 24-hour diet recall, 3-Day Food Log and Food Frequency Questionnaire.
	<p>Day 2 Objectives: Daily tasks and responsibilities to be assigned by preceptor.</p> <ol style="list-style-type: none"> 1. Review SOPs related to Metabolic Kitchen operations. 2. Weigh 4 food items on a research diet menu in gram weights. 3. Develop a spreadsheet to compile nutrient intake data. 4. View NARN (National Association for Research Nutrition) Webinar – Metabolomics for Research Dietitians.
Alternate Practice Experience	None
WIC	
Competencies	See above Competencies 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.

Note:	4 interns will participate on rotation together but will be assigned different WIC office. Please email preceptor at least 5 days prior to start of rotation for location and schedule. Rotation to be completed in a minimum of 36 hrs. Dress Code: Business Professional.
Pre-rotation Assignment	Read and complete the pregnancy/breastfeeding, postnatal, preschool and adolescent modules.
Supervise Practice Experience	Day 1-5: Daily task and responsibility per preceptors to be given out via email and on the first day.
Assignment	Nutrition Presentation on Nutrition Topic. Submit evaluation tool to Instructor.
Alternate Practice Experience	Role play nutrition counseling in the event of downtime.

Rotation Information: Clinical 1, 2, and Staff Relief

The Clinical rotation is a 22-week long supervised practice experience in acute clinical setting divided into 9 weeks of Clinical 1, 9 weeks of Clinical 2 and 4 weeks of Staff Relief. It will address nutrition care for individuals and groups nutrition and supporting sciences which accounts for more than 40% of the RDN examination as described by CDR. Interns will experience nutrition screening and assessment, diagnosis, planning and intervention, and monitoring and evaluation; motivational interviewing; and interdisciplinary communication. (Domain I, Topic B; Domain II, Topic A-D).

Clinical 1 Topics: Diabetes, Endocrine, Cardiovascular, Renal, Wounds, Orthopedics, Lower and Upper GI, Hepatobiliary, Pancreatic Disorders, Long Term Care, Enteral Nutrition. May take place in PCU setting.

Clinical 2 Topics: Critical Care, Fluids/Electrolyte balance, Nutrition Support, Oncology, Pulmonary, Hematological Conditions, Transplant, Eating Disorders, Pediatric and NICU. May take place in ICU setting.

Staff Relief: Experience will be assigned by primary preceptor based on intern's performance.

Supervised practice experiences and alternate practice experiences are aligned to promote the intern learning based the ACEND core competencies and AHODI concentration competencies. Rotation experience will build on the intern skill development. A variety of scenarios, preceptors and teaching skills may be used to ensure competencies are met. Interns will be assigned a primary clinical site location but may be relocated to support optimal learning experience.

In preparation for the rotation experience, interns will complete module assignments within 2 days of the start of the rotation. The module assignments will review selected topics intended to enhance the intern's knowledge of the topic in preparation for the experience and ultimately the RDN examination. The module assignment will be reviewed by the preceptor and the internship faculty.

Expectation: Interns are expected to contact the preceptor at least 5 days prior to the start of their rotation. Module assignments are due by Tuesday. Interns will follow the preceptor's schedule shift (minimum of 8 hours a day) and are expected to perform all tasks successfully. Additional information related to the intern expectations are outlined in the Dietetic Internship Handbook. Interns are expected to demonstrate professional behavior and adaptability when they participate in the foodservice practice experience.

A competency document must be completed at the end of each of the five experiences. The document includes the competency and the intern experience which satisfies the requirement. The intern is responsible for completing the document and providing to the AHODI Instructor at the conclusion of the experience. The document will be provided to and reviewed with the intern.

Campus location will vary among Orlando, Winter Park, East, Celebration, Altamonte. Refer to your assign campus location.

Preceptor: The Clinical Manager for each Market will act as the primary preceptor in charge of scheduling, evaluation and overall learning experiences. The clinical dietitians will act a preceptor to facilitate the supervised practice experience. Interns may expect to have 1 or more preceptors per rotation.

Module, Assignments, Project, & Learning Activities

Modules: Module assignments will help the intern review and prepare for the upcoming rotation. Therefore, it must be completed prior to the start of the experience and is due by Tuesday to the Internship Instructor. Interns are encouraged to discuss and review modules with preceptors to promote further dialogue and support learning. Modules will be available on Teams.

Assignments: Projects will enhance the intern experience by exposing the interns to additional topic areas. Intern will complete the assigned project individually and submit to the internship instructor by the due date per the didactic schedule. Instructions and grading rubric in available on Teams.

- Written and Oral Case Study for Clinical 1 and 2
- Attend lecture on coding and billing; report which explains reimbursement from public or private, fee-for-service, and value-based payment systems.
- Electronic Portfolio
- Licensure Meeting Minutes. Legislative Days Report if the intern attended.
- Attend lecture on risk management in dietetics; score 80% or greater on quiz
- Conduct Safety & Sanitation inspection using tool provided during LTC rotation

Learning Activities: Alternate practice experiences will be available during the didactic class experience. These activities will provide additional practical experiences to supplement the intern experience. Please refer to didactic schedule for more information.

Textbook and Reference

Topic	Krause Chapters
Analysis of the Diet (Introduction to Clinical)	4
Clinical Assessment (Introduction to Clinical)	7
Risk in Nutrition & Dietetics	–
Life Cycle Nutrition	15-20
Cardiology	33
Oncology	36
Upper and Lower GIT	27-28
Liver, Kidney, Pancreas, Anemia	29, 32, 35
Enteral Nutrition Support	13
Diabetes	30
Parenteral Nutrition Support	13 + ASPEN Core Curriculum
Fluids and Electrolytes	6 + Lecture + Literature
Acid / Base Balance	6 + Lecture + Literature
Pulmonary	34
Critical Care	38

Exams

A diagnostic exam covering clinical 1 and clinical 2 topics will be completed at the end of the rotation experience. Interns are required to pass exams with 80%. Intern will repeat exam if unsuccessful.

Diagnostic Foodservice/Community Exam (x 2)

Clinical Experiences Expectations

- Interns are expected to work with different members of the health care team including but not limited to: physicians, nurses, speech language pathologists, respiratory therapists, pharmacists, and case managers. Interns may choose to spend time observing a specialty. Please contact Instructor and preceptor to schedule.
- It is essential that good communication is established between all members of the interdisciplinary team to ensure optimal patient care. When completing case studies and other intern documents include communication and experiences which occurred with different members of the health care team.
- During clinical experiences, the intern will encounter primarily adult and elderly populations of diverse cultures. Nutrition interventions must be individualized to the patient's life style and culture. When completing intern assignments include documentation of the provision of nutrition care which has been individualized to the patient's culture or religious beliefs.
- Essential dietetic intern skills which must be developed during the clinical experiences include but are not limited to:
 - Develop critical thinking skills to accurately and efficiently complete the nutrition care process
 - Develop communication skills to interact with all levels of employees and disciplines within a healthcare team in a professional manner
- Interns are expected to progress in clinical knowledge and expertise as well as patient acuity during the clinical experiences, starting with Clinical 1 and progressing to Clinical 2 and Staff Relief. The progression should include the ability to assess patients that are more complex and manage a larger case load by the time Staff Relief starts. The progression should also include the development of nutrition expertise such that the intern demonstrates the ability to assess and recommend nutrition in the context of the patient's condition, medical priorities and diagnosis.

Clinical 1: Two Week Evaluation Standards

Adult Stratification and Consults

1. Able to appropriately screen for patients with nutrition risk according to policy and standard operating practices.
2. Able to schedule follow-up assessments appropriately according to policy and standard operating practices.
3. Able to verbalize the different types of nutrition consults (PHH, LOS, F/U, WOCN, Edu, Adult Assessment, Braden, etc.)

Electronic Medical Record and Databases

1. Able to locate nutrition assessment related information in the electronic medical record.
2. Able to locate interdisciplinary progress notes and procedure results.
3. Able to efficiently navigate and use resources and databases relevant to evidenced-based practices and hospital approved nutrition education. (Nutrition Care Manual, Lexicomp, Guide to Religion & Culture, etc.)
4. Able to complete patient care including assessment data, patient and health care team interaction, and documentation within one hour.

Assessment

1. Introduces themselves upon entering the patient's room.
2. Appropriately verifies patient with 2 patient identifiers (name and D.O.B).
3. Practices safety and sanitation standards (i.e. foaming in/out, wearing mask/gown, washing hands, etc.)
4. Able to obtain relevant information during patient interviews to support nutrition dx or no NCP problem.
5. Able to identify patient needs, provide nutrition counseling and nutrition education appropriately.
6. Demonstrates he/she can communicate effectively with the interdisciplinary team. This includes speaking to nurses and placing calls to physicians.

Medical Nutrition Therapy

Able to help the patients on modified diets such as diabetes, renal, cardiac, and low fiber create goals.

Nutrition Support

Observes preceptor complete EN assessment and plan. Verbalizes EN assessment, formula, and calculations. Familiar with TF and oral formulary.

Medical Terminology

Understands common medical terminology (medical terminology quiz completed during clinical orientation)

Dietetic Intern Clinical Tasks

The following are task objectives to be performed during clinical rotation under the supervision of the Registered Dietitian Preceptor.

Objectives:

After successful completion of Clinical 1 Rotation the Dietetic Intern will be able to:

1. Verbalize patient orders to registered dietitian preceptor for patients with nutrition risk, conduct evaluations including physical assessment, provide evidence-based nutrition intervention, and monitor patient outcomes
2. Describe appropriate medical nutrition therapy for various disease states
3. Provide nutrition care that is age-specific, culturally sensitive, and individualized
4. Appropriately estimate the calorie, protein and fluid needs of patients
5. Document clearly and completely using the Academy's Nutrition Care Process according to department policy
6. Develops the most appropriate PES statement
7. State appropriate indications for parenteral and enteral nutrition
8. Select appropriate tube feeding formulas for patients

Resources:

1. AH enteral formulary (oral supplements & tube feedings)
2. Academy's Nutrition Care Manual (adult & pediatric)
3. ASPEN Core Curriculum (adult & pediatric)
4. International Dietetics & Nutrition Terminology (IDNT) Reference Manual and/or eNCPT Online
5. H: drive
6. Lexicomp
7. Medical Library
8. Clinical SOPs and Policies (available online)
9. Guide to Religion & Culture
10. Krause's Food and Nutrition Care Process
11. Interpreter Services
12. Center for Nutritional Excellence
13. SharePoint
17. Medical/surgical

Types of Consults & Conditions:

1. Tube Feeding management (ENS) consult
2. Diabetes
3. PHH (Personal Health History) consult
4. Cardiac
5. WOCN/Braden scale consult
6. Oncology
7. Pressure ulcer consult
8. Neurology
9. Tube Feed-Medication interaction consult
10. GI
11. Low Tyramine education consult
12. Pulmonary
13. Diabetes diet education consult
14. Musculoskeletal/Ortho
15. Diet education consult
16. Renal

Intern Orientation

Communication related to orientation will be provided to the intern upon acceptance into the Dietetic Internship Program. Orientation hours will not count towards supervised practice experience hours.

Faculty and Staff

AHODI Program Manager

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Dietetic Internship Resource

The goal of the Dietetic Internship Program is to facilitate interns in cultivating the skills and strategies to become confident, independent, successful and active learners.

Resources available to interns include the following:

- AdventHealth Orlando Dietetic Internship Manager
- AdventHealth Orlando Dietetic Internship Instructor
- AdventHealth Orlando Dietetic Internship Preceptors
- AdventHealth Orlando Online Medical Library
- A.N.D. Nutrition Care Manuals via the AdventHealth Orlando Intranet
- A.N.D. eNCP Nutrition Care Process via the AdventHealth Orlando Intranet
- Printed reference materials to include:
 - Krause's Food and Nutrition Care Process
 - A.N.D. Oncology reference
 - ASPEN Core curriculum (Adult and Pediatric)

AdventHealth Orlando Dietetic Internship Verification of Internship Rotation / Experiences

Directions: Intern experiences completed away from an AdventHealth Orlando campus require daily communication to the AHODI Manager for processing hours worked. Hours not reported may not be credited toward internship.

WIC Hours

I verify that I have completed **36 hours** at the **WIC** facility:

Intern Signature: _____ Date: _____
(print name) (signature)

Child & Family Wellness Hours

I verify that I have completed **36 hours** at the **Center for Child & Family Wellness:**

Intern Signature: _____ Date: _____
(print name) (signature)

Center for Nutritional Excellence Hours

I verify that I have completed **36 hours** at the **Diabetes Institute:**

Intern Signature: _____ Date: _____
(print name) (signature)

Second Harvest Food Bank Hours

I verify that I have completed **36 hours** at the **Second Harvest Food Bank:**

Intern Signature: _____ Date: _____
(print name) (signature)

Hebni Nutrition Consultants Hours:

I verify that I have completed **16 hours** at **Hebni Nutrition Consultants:**

Intern Signature: _____ Date: _____
(print name) (signature)

Translational Research Institute Hours

I verify that I have completed **16 hours** at the **TRI facility:**

Intern Signature: _____ Date: _____

Attendance at local or state Academy of Nutrition & Dietetic Meetings, Conferences, or other similar events:

I verify intern attendance at the following event:

Registered Dietitian: _____ Date: _____
(print name) (signature)

Intern Signature: _____ Date: _____

(print name)

(signature)

AdventHealth Orlando Dietetic Internship Program Intern Presentation Program Evaluation

Please take a minute to provide your feedback about the program you just attended. This information will be used to improve our services. Please circle your response after each statement.

The Program Was Practical.

Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
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The Handouts Were Effective.

Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
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The Visual Presentation Was Effective.

Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
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The Presenter Told Me Why the Topic Is Important.

Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
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I Understand How to Apply What I Learned.

Strongly Agree	Somewhat Agree	Neither Agree Nor Disagree	Somewhat Disagree	Strongly Disagree
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Your Comments:

Thank you!

AdventHealth Orlando Dietetic Internship (AHODI) Internship Rotation Weekly Evaluation Form

Dietetic Intern: _____ Date: _____ Cohort #: _____
 _____ (printed name) (mm/dd/yy format) (i.e. C-1)

Internship Rotation Experience

	Food Service	Clinical 1	Clinical 2	WIC	Hebni	Child & Family Wellness	CNE/DI	Second Harvest Food Bank	Long Term Care	Staff Relief
Choose One (1) Rotation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions: Interns must complete this evaluation on a weekly basis, providing the AHODI Manager an electronic copy every Friday. Include comments related to experience assessment and recommended program enhancements.

	Strongly Agree	Neutral	Strongly Disagree
1. I feel that the preceptor consistently provided constructive feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The preceptor was knowledgeable in the specialty area of this experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I feel that I have developed a working knowledge in the specialty area during this experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I feel the preceptor facilitated my learning and development during this experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments about your dietetic experience, recommendations for improvement, and how this experience will apply to your career as an RD:

AdventHealth Orlando Dietetic Internship: Case Study Outline

- I. Title page
- II. Table of contents
- III. Introduction
 - a. Patient's initials, age, sex, height, weight (anthropometric measurements)
 - b. Chief complaints leading to admission
 - c. Diagnosis and past medical history relevant to diagnosis
- IV. Social history
 - a. Living situation at home
 - b. Who buys food and prepares meals
 - c. Standard of living
 - d. Cultural or religious beliefs / practices
- V. Normal anatomy & physiology of applicable body parts
 - a. Example: patient with pancreatitis, discuss how a normal pancreas functions
- VI. Past medical history
 - a. Any other medical problems patient has been diagnosed with previously
 - b. Note any previous hospital admissions
- VII. Present medical status (textbook)
 - a. Discuss process of the disease condition
- VIII. Usual treatment of the condition (textbook)
 - a. Include nutrition and medical treatment per textbook
- IX. Laboratory findings (textbook)
 - a. List clinical indicators that would be seen with this particular condition
 - b. List labs that patient has corresponding with condition
- X. Medications (textbook)
 - a. In a table format, list common meds, uses, descriptions, and possible side effects for this condition
 - b. List meds that patient has corresponding with condition
 - c. Highlight medication with nutrition interaction
- XI. Observable physical and psychological changes in the patient
 - a. Examples include weight loss, denial about condition, etc.
- XII. Treatment for patient
 - a. Include medical treatment such as XRs, CT scans, etc. and their results
 - b. Include surgical treatment and outcomes
- XIII. Nutrition history
 - a. Discuss patient's diet at home including any food avoidances
 - b. Ask for 24-hour recall of food intake prior to admission and evaluate calorie and protein intake comparing with needs

- c. Compare patient's intake of vitamin C, vitamin A, calcium, iron, & fiber, with needs (may use table to show data). Summarize findings comparing to requirements.
 - d. Evaluate nutrient intake such as sodium as appropriate for the patient's condition
 - e. Other nutrients to address
 - i. Does research suggest increasing intake of a particular nutrient for patient's specific diagnosis
 - ii. Is patient deficient in a vitamin/mineral
- XIV. Prescribed diet
- a. Discuss patient's diet during hospital stay and explain any changes such as clear liquid to solid, etc.
- XV. Nutrition-related problems
- a. Write out NCP
 - b. Address NFPA
 - c. Goals, interventions, monitoring, evaluation
 - i. List intervention and goals along with how you will monitor and evaluate
- XVI. Evaluation of present nutritional status
- a. Explain recommendations for patient's calorie and protein needs
 - i. Discuss comparative standards
 - b. Provide evidence based best-practice and recommendations
- XVII. Patient's nutrition education process
- a. Is patient able to comprehend information and recite it back
 - b. Does patient have a language barrier, cognitive deficit, motivation, family support/hindrance
- XVIII. Interdisciplinary communication and collaboration
- a. Physician, nursing, pharmacy, respiratory therapy, speech language pathology, case management
 - b. Discuss your involvement with the interdisciplinary team and provide examples
- XIX. Prognosis
- a. What is the outlook given all the information acquired?
 - i. Provide nutrition related prognosis and response to nutrition care
- XX. Current emerging research
- a. Any new techniques or thoughts for nutrition with this particular condition
 - b. Discuss 2-3 articles related to nutrition intervention with this particular condition
 - i. Include basic review of research methodology for each article used
- XXI. Summary and conclusion
- a. What was learned from this study
 - b. Written in the 1st person
- XXII. Bibliography
- a. Use AMA format
 - i. Sources should be no more than 5 years old
 - ii. Five to six references

AdventHealth Orlando Dietetic Internship Program: Written Case Study Rubric

(Check appropriate box) Clinical 1 Clinical 2

Category	Competent (3)	Advanced Beginner (2)	Novice (1)	Final Score
Cover Page	Has title and author's name	Missing title or author's name	No cover page	
Introduction	Includes all relevant information presenting the overall topic clearly	Missing some relevant information or topic is presented only somewhat clearly	Most requested information is missing, or topic is not presented clearly	
Content	Content is clear and concise, progresses logically, contains supporting information, all elements from the case study outline are addressed	Content is somewhat not concise or unclear, parts of the case study do not follow a logical progression, missing supporting information, missing some elements from the case study outline	Content is unclear, illogical progression of idea, no supporting information, most elements from the case study outline are missing	
Knowledge	Shows knowledge of the disease process and recommends appropriate interventions	Shows some knowledge of the disease process and recommends appropriate interventions most of the time	Shows no knowledge of the disease process and may recommend inappropriate interventions	
MNT	Applies evidence-based guidelines	Some elements of evidence-based guidelines are missed	Did not use evidence-based guidelines	
Calculations	All of the nutrient calculations are accurate	1 of the nutrient calculations is incorrect	2 or more nutrient calculations are incorrect	
Layout	Fonts are easy to read, layout is visually appealing, 1 or no errors in grammar, capitalization, punctuation, and spelling	Fonts are easy to read, layout is visually appealing, 2-3 errors in grammar, capitalization, punctuation, and spelling	Fonts are not easy to read, layout is average, more than 3 errors in grammar, capitalization, punctuation, and spelling	
Comments:				Score →

DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature
			Date	

AdventHealth Orlando Dietetic Internship Program: Oral Case Study Rubric

(Check appropriate box) **Clinical 1** **Clinical 2**

Category	Competent (3)	Advanced Beginner (2)	Novice (1)	Final Score
Content	Topic is well researched. Understanding of topic is clearly demonstrated. Credible citations and reference are present and correct.	Topic is researched. Fundamental understanding of topic is evident. Citations and reference are present but limited, or from less credible sources.	Topic is poorly researched or understood. Citations and references are missing or from unreliable sources.	
Preparation	Presenter is ready to begin on-time. The environment is made comfortable and conducive to presentation. Rehearsal is evident. The presenter is familiar with their notes and slides. Professional appearance. The presenter is able to answer questions comfortably.	Presenter is ready to begin with few or minimal delays. Little effort to lend the environment to presentation is evident. The presenter relies on notes and slides. The presenter is able to answer questions with little or no hesitation.	The presenter is not ready to begin on time. No effort to ready the environment for presentation is evident. The presenter reads entirely from their notes or slides, Appearance is unprofessional. The presenter is uncomfortable answering questions.	
Organization	The presentation is organized in a logical order. The presentation uses the time allotted.	The presentation has some organization. The sequence is less logical. Audience attention is not held throughout.	The organization and sequence is poor. The audience struggles to maintain interest.	
Visual aids	Visual aids assist and enhance the presentation. They do not distract or overtake. They are professional, attractive, and utilize appropriate color contrast and font selection.	Visual aids correspond to the presentation. They neither enhance nor detract from the presentation.	Visual aids do not correspond to or enhance the presentation. They are unprofessional, are difficult to see or read, and /or overtake the presentation.	
Speech	Speech is organized, audible, clear, and without hesitation or timidity. Vocal pauses are absent. Behaviors or body language do not distract. Pronunciation is correct.	Speech is organized, less audible, and with some hesitations. A few vocal pauses are detected. Minor distraction such as pacing is present. Pronunciation is mostly correct.	Speech is poorly organized, speaker is not audible, or many hesitations are present. Major distraction or vocal pauses noticed. Pronunciation is poor.	
Audience	Delivery considers the audience.	Delivery is mostly appropriate to the audience.	Delivery does not consider the audience.	
Comments:				Score →

DI Preceptor Printed Name		DI Preceptor Signature	Date	Dietetic Intern Printed Name	
				Dietetic Intern Signature	

AdventHealth Orlando Dietetic Internship Program: Motivational Interview Rubric (Check appropriate box) <input type="checkbox"/> Community <input type="checkbox"/> Clinical 1				
Category	Competent (3)	Advanced Beginner (2)	Novice (1)	Final Score
Open Questions	Encourages the patient to talk about whatever is important to them. Builds relationship, gathers information and increases understanding.	Encourages the patient to talk. Builds rapport.	Asks yes or no questions. Does not build rapport.	
Affirmations	Enhances patient's self-confidence and esteem. Supports patient's strengths. Acknowledges change efforts to enhance behaviors that lead to positive change.	Does not discourage or encourage the patient's efforts that lead to positive change.	Does not acknowledge and may discourage the efforts the patient has made to lead to change.	
Reflective listening	Reinforces change talk by helping the patient deal with a challenging issue by making feelings and thoughts more visible. Repeats, paraphrases, or reflects feelings.	Actively listens with attention and body language. Does not ensure understanding or illicit and clarify feelings with repetitions, paraphrasing, or reflections.	Does not actively listen. Body language is disengaging. Reflective listening is not evident.	
Summarizing	Points out change when the patient has not recognized it as such. Ensures there is clear communication between speaker and listener. Includes statements that indicate a summary. Makes a summary with invitation.	Misses some opportunities to point out change. Incorrectly summarizes or misses the opportunity to clarify communication.	Does not summarize or clarify communication.	

Eliciting change talk	Asks evocative questions, uses the importance ruler, employs decisional balance, elaborates, questions extremes, looks back & forward, and explores goals & values.	Misses the opportunity or demonstrates discomfort asking evocative questions, using the importance ruler, employing decisional balance, elaborating, questioning extremes, looking back & forward, and exploring goals & values.	Does not ask evocative questions, or misses the opportunity to use the importance ruler, employ decisional balance, elaborate or question extremes, may not look back & forward, and may not explore goals & values.	
Stages of Change	Recognizes stages of change: pre-contemplation, readiness, contemplation, planning, action, & maintenance.	Has difficulty identifying stage of change.	Unable to identify stage of change.	
Comments:				Score →
DI Preceptor Printed Name	DI Preceptor Signature	Date	Dietetic Intern Printed Name	Dietetic Intern Signature
				Date