



Florida Department of Health in Pasco County Dietetic Internship

WIC Track (2160)

Dietetic Internship Handbook Policies & Procedures

The Florida Department of Health in Pasco County Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics through 2025.

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Welcome:

Welcome to the Florida Department of Health in Pasco County Dietetic Internship. You are expected to understand and abide by the contents of this document and will attest to that on the last page. Please ask for clarification from your regional coordinator or the internship director as needed.

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Dietetic Internship: Mission, Goals, and Objectives

Mission:

To prepare entry- level registered dietitian nutritionists for leadership roles in the profession of dietetics committed to improving the health status of the community.

Goals and Objectives:

Goal #1: The FDOH in Pasco County Dietetic Internship will prepare graduates to be competent practitioners in public health and community nutrition.

Objectives for Goal #1:

- "The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%." *
- At least 80% of employed graduates will rate themselves as "well prepared" or "very well prepared" for their first employment position as public health professionals.
- At least 80% of employers will rate graduate employees as "meets expectations" or "exceeds expectations" when evaluating competency level and overall preparation as public health nutritionists. *
- At least 80% of graduates responding to the post-graduation survey respond that they participate in a nutrition or public health related association, organization, or group and/or maintain involvement in the internship through mentorship or precepting.

Goal #2: The FDOH in Pasco County Dietetic Internship will increase the number of registered, licensed dietitians specializing in public health and community nutrition in the state of Florida.

Objectives for Goal 2:

- "At least 80% of interns complete program requirements within 14 months (150% of planned program length)." – full time option *
- "At least 80% of interns complete program requirements within 21 months (150% of planned program length)." – part time option *
- "At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion." *
- "Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation." *
- At least 50% of interns for each class year will be selected from the pool of state-employee applicants.

*ACEND-required objectives

Program outcomes data are available upon request.

Handbook terms and Additional internship policies

Throughout these policies, the terms “internship” and "program" refers to the Florida Department of Health (FDOH) in Pasco County Dietetic Internship (unless otherwise specified), the term “intern” applies to the dietetic intern in the program, and “director” applies to the dietetic internship director of the program. The term "sponsored intern" refers to an employee of the FDOH who was sponsored to participate in the internship by their agency. The term "matched intern" refers to an intern who entered the program through the Spring Dietetic Internship Match and are not currently employees of FDOH.

Additional policies governing the internship are detailed in the Florida Department of Health WIC Procedure Manual, DHM 150-24, Chapter 12. Additional policies related to the recruitment, admission, application, and selection of interns are detailed in the program's website at: <https://pasco.floridahealth.gov/programs-and-services/clinical-and-nutrition-services/dietetic-internship/index.html>

Requests for reasonable accommodations

Interns with disabilities who require reasonable accommodations like program information provided in large print or more time to take exams should work with their sponsoring agency (sponsored interns) or with their assigned agency (matched interns) who will connect them with the appropriate person to start the paperwork. Interns will be asked to complete a request form and provide necessary documentation per that person's instructions. Interns are not to provide the request form or documentation directly to the internship. However, they should let the director know that a request has been made so the program can accommodate the intern while we wait for the decision paperwork. Once the paperwork has been processed and the decision made, interns should provide the director with the decision outlining the reasonable accommodations the program should provide. The director will notify the intern's regional coordinator of the need for accommodations.

If an intern already has a decision related to reasonable accommodations through a state or local agency, the intern should provide that decision to their regional coordinator and the director.

Interns in the graduate degree program may contact the University of North Florida (UNF) Student Accessibility Services. The internship will accept their accommodation decisions as a state agency. Registration and services are voluntary, confidential, and free of charge to all UNF students with documented disabilities. Contact information is as follows: 904-620-2769; SAScenter@unf.edu; <https://www.unf.edu/sas/>

Intern Requirements to Start the Program

Prior to the start of the internship, interns are expected to provide proof of the following items. The orientation packet interns receive after the internship welcome meeting contains a list of these items and any related forms and specific instructions.

- A. **Automobile Insurance and Driver's License.** The State of Florida requires all drivers to carry automobile insurance. Interns will be expected to provide proof of auto insurance and a copy of their drivers' license prior to the start of the internship.

- B. **Medical Insurance.** Proof of medical coverage is required for all interns. Sponsored interns may maintain their medical coverage by working a specific number of hours or using a specific number of leave hours each pay period. They can also pay the full cost of their monthly premiums. Sponsored interns should contact the Human Resource Management Office of their agency for more information on maintaining medical insurance during the internship. Chapter 12 of the WIC Manual also contains information on maintaining medical insurance coverage during the internship. Matched interns cannot get medical insurance through the FDOH but may be able to take advantage of a parent's insurance if 26 years old or younger or a spouse's insurance if applicable. Matched interns may also qualify for Medicaid coverage based on their income during the internship. Major Medical Insurance can also be obtained through the Academy of Nutrition and Dietetics and their partnership with Mercer Consumer. To apply call 1-855-345-0538 or visit <https://www.academymemberinsurancesite.com/health-insurance/major-medical/major-medical-insurance.html>

- C. **Student liability Insurance.** All interns are required to furnish proof of student professional liability insurance prior to commencing supervised work experience with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate. Professional/student liability insurance may be obtained through the Academy of Nutrition and Dietetics and their partnership with Mercer Consumer. To apply call 1-800-375-2764 or visit <https://www.academymemberinsurancesite.com/business-insurance/professional-liability/professional-liability-insurance.html>

- D. **Student Membership in the Academy of Nutrition and Dietetics.** All interns are required to become a student member of the Academy of Nutrition and Dietetics and will be expected to provide a copy of their membership card. The Academy's membership year is June 1 – May 31. Interns can find more information on membership and sign up at: <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

- E. **CPR/AED Certification.** All interns are required to provide proof of recent CPR/AED certification. Recommended resources for finding available classes are the American Red Cross (Adult CPR/AED) or the American Heart Association (Heartsaver CPR AED). Interns are also encouraged to contact their local health department for available classes. The class interns select must meet OSHA requirements for workplace certification which will require an instructor-led skill session in addition to online course work. The American Heart Association does offer a 100% virtual training course called Heartsaver Virtual that will allow interns to order a training kit and complete the hands-on skills session with an instructor online. Here's a link to this course: <https://cpr.heart.org/en/cpr-courses-and-kits/heartsaver/heartsaver-virtual>
- F. **Medical Exam and Vaccination Proof.** All interns must furnish proof of a work clearance physical (signed by a physician) and proof of the required immunizations: Hepatitis B, Varicella, Measles, Mumps, Rubella (MMR), Tetanus, diphtheria, pertussis (Tdap), and Tuberculosis/PPD. Although the Florida Department of Health (FDOH) does not mandate the COVID-19 vaccination or the Influenza (flu) vaccination as a condition of employment or acceptance into the internship, the internship defaults to the vaccination requirements of its facilities since the facilities are where the interns complete their supervised practice rotations. Most of the internship's facilities do require the COVID-19 and flu vaccinations for intern placement. Therefore, interns are expected to be fully vaccinated for COVID-19 and to receive the flu vaccine during the flu season. If an intern wants a medical or religious exemption, they should contact their regional coordinator to see if requesting one is possible. Medical or religious exemptions, although standard practice for employees, may not apply to interns and may not be considered at various facilities.
- G. **Drug Screening and Background Check.** Interns will be required to submit to drug screens and background checks more than once in relation to the internship.
- For access to the Florida Department of Health (FDOH), matched interns will receive the same Federal Level 2 fingerprinting and background check that sponsored interns received prior to employment from the FDOH.
 - To complete their orientation packet, all interns (sponsored and matched) will be asked to complete a drug screening and background check through an outside organization identified by the internship. At a minimum, screening will include a 10-panel drug screening, SSN verification, criminal check, violent sex offender check, check of the US Treasury Department's list of Specially Designation Nationals, and exclusion list checks for state, GSA, and OIG. Federal Level 2 fingerprinting does not negate the need for the pre-internship drug screen and background check.
 - Multiple supervised practice rotations require additional or more extensive background and/or drug screening based on their policies. Interns are expected to cover the additional cost of this screening. Regional coordinators will notify interns

of anticipated additional costs related to this screening when schedules are reviewed.

- Failure of a drug screen or background check required by the internship or individual supervised practice site will result in an automatic termination from the program.

Dietetic Internship Program Agreement/Contract

Prior to the start of the internship, all interns must sign a Dietetic Internship Agreement with the State WIC Office. The agreement lists intern responsibilities and department (State WIC Office) responsibilities. A different agreement is provided to sponsored interns and matched interns. Agreements are reviewed annually prior to the start of each internship class year and are subject to change at each review. Copies of the agreements for the previous internship class year can be found in the Florida Department of Health WIC Procedure Manual, DHM 150-24, Chapter 12.

Interns are provided a non-binding copy of the agreement to review prior to receiving the official agreement for signature via a secure, online medium.

The Dietetic Internship Agreement includes the terms and conditions that an intern must fulfill to participate in the internship, to graduate from the internship, and to pay back the internship after program completion. Pay back includes a 3,120-hour work service obligation in their sponsoring agency for sponsored interns. Matched interns must complete a 5,200-hour work service obligation which can be fulfilled in any Florida WIC agency or the State WIC office. Pay back also includes taking the Registration Exam (RD) for dietitians within six months of program completion and applying for Florida Licensure within three months of passing the RD Exam.

If interns do not meet the responsibilities outlined in the Dietetic Internship Agreement, the State WIC Office will collect a financial recoupment from the intern. How the financial recoupment is calculated is described in detail in the agreement.

Attendance and Leave Contract Log (Sponsored interns only)

Prior to the start of the internship, all sponsored interns must complete an "Attendance and Leave Contract Log" with their sponsoring agency and human resources hub. This log specifies when the intern will work or use leave to maintain benefits, whether the intern will work during internship breaks, and provide an anticipated return date to their agency after program completion. This form is signed by the intern and the intern's sponsoring agency representative, sponsoring agency's human resource management office, regional coordinator, and internship director prior to the start of the internship. The Attendance and Leave Contract

Log is provided with the orientation packet the intern receives after the welcome meeting. It can also be found as Attachment A and in the Florida Department of Health WIC Procedure Manual, DHM 150-24, Chapter 12.

Estimated Costs of the Internship

The cost to the intern of participating in the internship will vary according to the needs and lifestyle of each intern. A list of anticipated costs to the interns is available on the internship website and is as follows. These costs are estimations from the best information we could find and are subject to change:

Application Fee	\$50
Program Fee (WIC Track)	\$250
Medical Insurance ¹	\$450-5265 ¹
Student Liability Insurance ²	\$25 ²
Health Physical/Examination and vaccinations ³	\$199-1000 ³
CPR/AED Certification ⁴	\$90 ⁴
Background Check and Initial Drug Screen ⁵	\$125 ⁵
Academy of Nutrition and Dietetics Student Membership	\$60

Transportation throughout the internship ^A	\$5006 ^A
Lodging and meals for overnight travel including didactic weeks in Pasco County, and the supervised practice rotation at University of Florida (UF expenses are for Duval and Pasco Region only) ^B	\$3424 ^B
FAND Legislative Workshop/Training Registration Fees	\$50
Meals and parking at rotation facilities (if required by site) ^C	\$2960 ^C
Books and supplies	\$240
RD Exam Study Materials (average cost of top three)	\$439
Lab coat	\$50
Graduation contribution (collected in first didactic week)	\$30
Additional screenings (background and drug)	\$250

University of North Florida (UNF) Graduate Program Cost Per Credit Hour ^{**}	\$493.53 ^{**}
UNF Initial Fees: Application, Orientation, Welcome	\$75
Registration Examination for Dietitians cost	\$200
Registration and Licensure fees	\$235

- 1 Health Insurance cost is for nine months of coverage ranging from state employee single contribution (\$50/month) to average cost of premiums in Florida (\$585/month).
- 2 Based on quick quote from Proliability by Mercer with Academy discount for 10 months
- 3 \$1000 based on cost of getting your physical and immunizations at CVS Minute Clinic. Titers are less. Already having proof of all immunizations is considerably less.
- 4 Costs vary between AHA and the American Red Cross. Selected cost included in table was on the high side.
- 5 Cost of Student Package Plus through Advantage Students (including Florida fees and taxes).
- A Transportation costs based on 1250 miles a month (15K a year) for nine months at the FDOH mileage reimbursement rate of \$0.445/mile
- B Overnight costs based on 16 nights in a hotel at \$175 a night (FDOH allowance) and 16 days of meals at \$39 a day (FDOH allowance)
- C Meals and parking cost based on 185 rotation days (37 weeks) at \$11 a day for lunch (FDOH allowance) and \$5 a day for parking (estimated average since not all places will charge to park)
- ** UNF cost is for in-state tuition. Out of state students do have the option to apply for a discounted rate that is close to the in-state tuition. Dr. Lauri Wright, our contact at UNF can assist out of state students with applying for that rate. Sponsored interns (not OPS) can qualify for the State Tuition Waiver which will cover up to six credit hours a semester. Interns should speak to their sponsoring agency on how to apply for state tuition waiver as it is not automatic.

Graduation and Verification Statement Requirements

Graduation and internship completion requirements include:

- A. Completion of a minimum of 1,168 program hours
- B. Completion of all assignments.
- C. Completion of all scheduled rotations with a final competency evaluation rating (average from all rotations) of 3 or above on a 4-point scale.
- D. Completion of each didactic area with an overall average numeric grade of 80 or above in each area.
- E. Attendance at all internship meetings.
- F. Starting with the Class of 2024, interns must provide proof of successful completion of a graduate degree program.

Interns will complete supervised practice rotation hours in the county/region where they have been officially placed. Practice site evaluations will be forwarded to the Florida Department of Health in Pasco County, Dietetic Internship Director, by the Regional Coordinator. Schedules for practice rotations shall be made by the Regional Coordinator.

Interns who fail to attain an overall average numeric grade of 80 or above in any of the didactic areas will be required to complete a remedial activity for that area. The remedial activity will incorporate RD Exam prep related to the failed didactic area. Cost of the remedial activity may vary between \$50-100 and is the intern's responsibility as the internship is unable to provide exam study materials per our funding regulations. Intern's will have one week to complete the remedial activity. Successful completion of the activity will result in a passing of the didactic area with an 80. Failure to successfully complete the remedial activity could result in additional remediation including repeating the failed didactic area the following class year or dismissal from the internship per our remediation procedure (page 13).

Interns must participate in an exit interview with their assigned Regional Coordinator, submit all fees, and return loaned internship materials (books, identification badges, etc.) prior to program completion. Interns will not receive an internship verification statement nor program submission of registration eligibility until all fees and loaned internship materials are received at the DI Administration office in Pasco County and the exit interview has been completed and confirmed to be complete by the Regional Coordinator.

Once completion of all internship requirements has been confirmed by the director, interns will receive a signed program verification statement from the director and will be processed in CDR's Registration Eligibility Processing System (REPS) to sit for the CDR credentialing examination for Registered Dietitians.

Access to Intern Personal Files

The Dietetic Internship Administration maintains confidential electronic and paper records of each intern. Paper files are kept in a secured locked location. Electronic files have limited access to approved persons via a secured username and password. Persons with access to these files include the Internship Staff Assistant, the Internship Director, the Public Health Nutrition Program Director in Pasco County, accreditation agencies for evaluation and audit, and the interns. Interns only have access to their own information. Exceptions to this policy would only transpire in the event of a signed release of information pertaining to a subpoena, court order, or request for information from a government agency with jurisdiction.

Interns can have access to their own files by submitting a request to the Internship Director one week in advance. Interns however are not permitted to review their application materials and program ranking information due to the confidential nature of the ranking. Interns are also not permitted to review letters of recommendation to which the intern has waived their right to review. The requested record review will take place in the presence of the Internship Director or another Pasco Dietetic Internship Administrative staff. The intern may not remove any material from their file. The intern may request to correct information or to insert a statement or document into their file. Records will be kept for a required timeframe in accordance with the applicable retention and destruction policies.

Protection of Private Information

There are policies and laws designed to protect the privacy of intern's confidential information. The procedures as outlined in the policies and laws to secure student information are followed by the FDOH in Pasco County DI. These policies and laws include the Florida Department of Health Information Security and Privacy Policy (FDOH 50-10), the federal HIPAA law (Health

Insurance Portability and Accountability Act), and state public records law protects the disclosure of Social Security numbers.

Remediation/Discipline/Termination Procedures

The purpose of this section is to identify fair and consistent remediation/discipline/termination procedures. Interns are regularly informed regarding their progress in both the didactic and supervised practice components of the program. Actions for which remediation/discipline/termination may be applied include but are not limited to:

- Plagiarism
- Excessive tardiness or absence
- Absence without pre-authorization
- Disruptive conduct
- Willful violation of internship policies
- Illegal activities
- Improper use of facility and/or state property
- Violation of safety practices
- Failure to comply with the Department of Health's information security and privacy policy
- Falsification of records
- Failure to maintain client/patient confidentiality
- Conduct unbecoming of an intern
- Failure to follow reasonable instructions from Preceptors, Regional Site Coordinators, and/or DI Director
- Failure of a drug screen or background check required by individual practice sites (results in automatic termination from the program).
- Failure to meet academic standards, including but not limited to:
 - Failure to obtain an overall average numeric grade of 80 or above for all didactic areas after remedial work
 - Failure to obtain a 3 rating in every category on all supervised practice evaluations
 - Written documentation from a Preceptor requesting intern be removed from a supervised practice rotation before completion due to poor performance or conduct
 - Unfavorable verbal/written report by a Preceptor due to poor performance or conduct

Remediation/Disciplinary Process:

Note: Interns have the right to grieve at any point during the remediation/disciplinary process. See Page 16, Intern Grievance Procedure, of the Handbook.

Step 1: Review of the violation: After a review of the violation resulting in a failure to comply with program expectations by the DI Director, Regional Site Coordinator, DOH-Pasco Administration, and/or the State WIC office, a determination will be made if immediate dismissal is warranted. If immediate dismissal is warranted, a notice of termination from the Internship program will be issued and the intern will be in Breach of the Agreement. If immediate dismissal is not warranted, progressive remediation/disciplinary steps as identified in Steps 2-5 will be followed.

Step 2: Documented verbal warning from Regional Coordinator: A verbal warning will be given to the intern. At this time the Regional Site Coordinator will provide verbal counseling informing the intern of the conduct or performance problem. The intern will be given the opportunity to provide their side of the situation. Specific expectations of improved performance or conduct will be outlined for the intern. This meeting will be documented.

Step 3: Written warning and formal counseling from Internship Director: If the intern continues to not meet performance expectations established between the Intern and Regional Site Coordinator in Step 2, then formal counseling will be given to the intern by the DI Director. The intern will be given the opportunity to provide their side of the situation. Specific performance or conduct problem(s) and proposed corrective action will be documented in a Performance Improvement Plan (PIP) and it will be reviewed with the intern. The PIP will serve as a written warning. The intern will be given the original document and a file copy will be kept in the intern's official folder.

Step 4: Probation: An intern may be placed on probation when there is evidence that they need additional time to comply with the corrective action as defined in step 3. The Director will notify the intern in writing of their probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The intern may be placed on probation for a period of up to four weeks. Only one probationary period will be permitted during the internship program.

Step 5: Dismissal: If the intern continues to not meet the performance expectations established between the Intern and the DI Director, the intern will be dismissed from the program. The intern may also be dismissed when they receive three separate violations or are unable to satisfactorily complete the didactic program requirements. The intern will receive a written notice of termination. Additionally, interns terminated from the program will be

determined to be in Breach of the Dietetic Internship Program Agreement and the terms found in Section II. A. (Intern Responsibilities) and Section III. J. 2. (Payment for Breach of Agreement) of the Agreement apply.

Intern Retention

Every effort will be made to support an intern in completing program requirements. Regional Coordinators assess intern learning via grading of didactic assignments and review of supervised practice evaluation scores and comments. Interns meet with their Regional Coordinator at least seven times during a class year at which interns are provided a coaching form that summarizes their performance in the internship and whether interns are meeting expectations, exceeding expectations, or falling below expectations. If an intern is not meeting program expectations, they will be coached by their Regional Coordinator and asked to develop a Plan for Improvement that is monitored by the Regional Coordinator. Regional Coordinators also have a variety of resources available that can be used to provide additional learning opportunities to the intern as needed.

Interns are provided multiple opportunities to show competence in each of the core and program-specific competences. Interns are provided a review after each exam where questions are discussed, and justifications are provided to further enhance their learning of the material. Interns also can borrow internship resources if there is a subject matter they want to or need to learn more about.

If an intern is dismissed from the internship despite remediation, the intern will receive counseling from the DI director on returning to their sponsoring WIC agency to resume their position as a Nutrition Educator. Interns who are not already employees of WIC will receive counseling on applying to a WIC agency and working as a Nutrition Educator. All interns who have met the qualifications for the internship meet the qualifications to work for WIC as a Nutrition Educator.

Program Withdrawal

Interns are encouraged to maintain communication with the DI Director, Regional Coordinator, and Preceptors so that problems and questions may be addressed and resolved promptly. It is the aim of the internship to seek alternative solutions to dismissal or withdrawal when appropriate.

An intern may withdraw from the Internship by submitting written notification per Section III. L. (Notices) to the DI Director and Bureau Chief of Florida WIC. Provisions stated in Section II. A. (Intern responsibilities) and Section III. J. 2 (Payment for Breach of Agreement) of the Dietetic

Internship Program Agreement apply. An exit conference with the intern will be held with the DI Director and Regional Coordinator. All fees paid to the internship are non-refundable.

Intern and Preceptor Grievance Procedure

The Pasco County Dietetic Internship has grievance procedures in place to assure interns and preceptors that problems or complaints will be evaluated in an efficient, systematic, just, and uniform manner. The procedures ensure that grievances will be heard and that any corrective action needed will be made without reprisal, coercion, or discrimination.

Step 1: If an intern or preceptor has a complaint about another intern or preceptor, they should first address the issue directly with the intern or preceptor. If the problem cannot be resolved, the intern or preceptor should bring the issue to the supervising Dietitian/Preceptor at the supervised practice location and the Regional Coordinator. If the problem is not resolved after five working days, the intern or preceptor may proceed to Step 2.

Step 2: If the complaint remains unresolved after Step 1, the intern or preceptor should discuss their complaint with the Dietetic Internship Director. The Director will investigate the complaint and confer with members of the Pasco County Dietetic Internship Advisory Council to assure objectivity. The Director will inform the intern or preceptor of the resolution within five working days.

Step 3: If the complaint is not resolved to the intern's or preceptor's satisfaction, they may submit a written grievance to the Florida Department of Health in Pasco County's Health Officer/Administrator who will confer with the Internship Director and the Chief of the Bureau of WIC Program Services. The intern or preceptor will receive written notification of the final decision within 15 business days.

Step 4: (Intern grievances only) If the final decision does not resolve the grievance to the intern's satisfaction, the intern may withdraw from the program or may be asked to withdraw by the Dietetic Internship Director. The intern will receive a written notice of the withdraw/termination. Additionally, interns who withdraw or are terminated from the program will be determined to be in Breach of the Dietetic Internship Program Agreement and the terms found in Section II. A. (Intern Responsibilities) and Section III. J. 2. (Payment for Breach of Agreement) of the Agreement apply.

Interns and preceptors may file complaints regarding the Florida Department of Health in Pasco County without fear of retaliation. Interns may also choose to present their grievance directly to the Health Officer/Administrator in Pasco County to not involve the program director.

Documentation of all grievances and resolutions will be kept by the Dietetic Internship for at least seven years.

Grievances directed at the internship's compliance with the Standards of Education or the Dietetic Internship staff are subject to the procedures established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns must only submit complaints directly to ACEND after all other options listed above have been exhausted.

Notice of Opportunity to File Complaints with ACEND

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual: student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty or students. It acts only upon a signed allegation that the program may not comply with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. A copy of the accreditation approval/standards and/or ACEND's policy may be obtained by contacting the ACEND staff at Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606, 800-877-1600, ext. 5400. Further information on this process can be found at: <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

Notice of Opportunity to File Complaints with the USDA for Discrimination

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Director, Center for Civil Rights Enforcement, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Transportation Liability

Interns are responsible for transportation to and from practice facilities and didactic week locations and the associated costs. To satisfy state law, interns are required to carry liability insurance on a registered vehicle, a valid license, and wear a seat belt. A copy of current insurance must be maintained on file in the DI administrative offices. Interns provide a copy of their insurance prior to the internship. Interns are responsible for providing updated information as needed during the internship.

Should a non-serious injury or accident occur in travel to or from assigned areas, the intern should notify the supervising preceptor and their regional coordinator as soon as possible and arrange to be evaluated and treated by their own health care provider. The intern will be liable for medical expenses incurred.

Time, Attendance, Vacation, and Holidays

All interns will begin on the third Monday in August. Full-time interns will typically complete the internship by the fourth Friday of the following year (their class year). Time to complete the internship shall not exceed 24 months. An official schedule will be provided at the start of the internship.

Interns will abide by the schedule and policies of the practice facility when in supervised practice rotations. Courtesy should be granted towards all preceptors and instructors as they have donated their time for the benefit of our program. Attendance at practice hours is required. Interns shall report on time, as tardiness will not be tolerated. In those instances when circumstances prevent the Intern from attending the scheduled work session, the Intern shall provide advanced notice to the Preceptor and the Regional Coordinator. Excessive tardiness or failure to attend work assignments shall be grounds for dismissal from the Internship.

Time/hours lost due to illness, emergencies or other reasons must be made up. Any time taken off while in supervised practice, other than for illness, must be approved by the Regional Coordinator and director, in accordance with the terms of the WIC Work Service Obligation Agreement. If a curriculum exam is missed, interns will be required to make up the missed examination through completion of the didactic remedial activity.

The Florida Department of Health recognizes the following state holidays:

Labor Day

Veterans Day

Thanksgiving Day

Friday after Thanksgiving Day
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Memorial Day
Independence Day

If an intern observes other religious holidays, this need should be discussed with the director to see what accommodations might need to be addressed.

Interns may be required to work on holidays if the facility is open for service. If a facility is closed, interns will be required to make-up supervised practice hours. Interns will also be required to make-up supervised practice hours if the facility is closed for holiday or other reasons not recognized by the state. For example, school food service sites will likely be closed for Columbus Day on and during their Spring Break. **A comprehensive list of holidays including the specific day is included on the intern's rotation schedule for planning purposes.**

A 2-week break is planned in December/January during the internship period. This is not traditional vacation time but time away from the internship activities. Neither rotations nor assignments are scheduled during the internship break and make up of supervised practice hours is not required. Interns do not have the option to waive the internship break to finish earlier. The 2-week internship break is indicated on the intern rotation schedule. The Intern and the Sponsoring Agency shall address the Intern's responsibilities during this mid-term break in the Attendance and Leave Contract Log (Attachment A) prepared prior to the beginning of the Internship. Any modifications to the Attendance and Leave Contract Log must be approved by the Sponsoring Agency, the Sponsoring Agency's Human Resource Management Office, the Regional Coordinator, and the Dietetic Internship Director.

Documenting Internship Time

Interns are responsible for documenting their time spent in supervised practice rotations and time spent on didactic work daily. The internship provides each intern with an Excel spreadsheet containing a Timesheet (Attachment B) for each month of the program. Interns enter time completed daily and categorize that time as didactic, clinical, community, or foodservice time. Interns also record whether time spent during the day was on alternative experience and whether time spent during the day was outside of a professional setting.

Timesheets are submitted on Didactic Fridays for the regional coordinator to review and approve prior to sending to the director.

The intern, regional coordinator, and director update the intern's Timetable monthly to assess the intern's progress towards meeting the minimal supervised practice hours for each area of nutrition and dietetics.

Emergency Preparedness

If a local state of emergency occurs in one of the four regions (Duval, Miami-Dade, Palm Beach, or Pasco), interns in the affected county will cease from internship duties. The Regional Coordinator will contact the interns in their region to notify them of the county and internship closure. Dietetic interns will follow emergency guidance of the region where they are assigned. The Regional Coordinator will perform emergency related duties as determined by their local agency.

During the time the internship has ceased due to the emergency:

- If a state employee dietetic intern is placed in the same DI region as their sponsoring agency, the dietetic intern will be responsible to perform emergency related duties as determined by their local agency. (For example, an intern sponsored by Miami-Dade WIC who is participating in the internship in Miami-Dade County will be expected to assist with emergency duty in Miami-Dade.)
- State employee dietetic interns who are from a sponsoring agency outside of the DI region that they were assigned are not expected to return to their sponsoring agency for emergency duty when a disaster has occurred that impacted the sponsoring agency. (For example, an intern sponsored by Sarasota County WIC who is participating in the internship in Duval County will not be expected to return to Sarasota for emergency duty. The intern should continue fulfilling their dietetic internship obligations in the assigned internship county.)
- If exempt from emergency related duties, interns in the affected area will be responsible for finding a safe location within their assigned region until the state of emergency has been lifted.
- Interns in an affected region will be required to make up any supervised practice hours lost due to the internship closure.

Intern Evaluation

Interns are evaluated by their Preceptors, Regional Coordinators, and the Director during various components of the supervised practice and didactic experiences:

Rotation evaluation: Written evaluations covering the practice competencies for each supervised practice rotation shall be completed at the end of each rotation by the Preceptor and shared with the intern. These evaluations are forwarded to the Regional Coordinator for

review, further discussion with the intern, and entry into the electronic grade book. Cumulative rating scores are calculated in the electronic grade book. If an intern falls below the expectation of a "3" for any competency evaluated by our preceptors in their rotation evaluation, the Regional Coordinator will have the intern write an improvement plan which will be provided to the Regional Coordinator and entered in the intern's record with the Intern Coaching Form found in Attachment C (page 32).

Interns are expected to complete an evaluation of their experiences in each practice facility. They complete an online survey of the practice facility, preceptor, and experience. Interns also complete a self-assessment after each rotation and develop goals for self-improvement.

A template for the rotation evaluation including the list of internship competencies can be found as Attachment D (page 33).

Didactic evaluation: Interns are provided a rubric for didactic assignments on which their didactic work is evaluated. All assignments are evaluated for timeliness (work turned in on time) and accuracy which includes all work asked for was provided and all questions answered were correct. To assist the interns in preparing for internship exams, a pre-test and post-test for each didactic week is provided to highlight areas that need more study time and attention when preparing for the didactic exams. The interns also take seven didactic exams formatted similarly to the RD exam: one exam each Didactic Friday.

Didactic Fridays: On Didactic Fridays, Regional Coordinators meet with interns individually to discuss their progress during the internship. During this time, any intern issues may be addressed. Any action plans needed based on below expectation rotation evaluations or didactic work will be created during this time. A template for these one-on-one meetings can be found as Attachment C (page 32).

Intern Conduct and Work Products

Professional Conduct: Professional conduct and appropriate attire are expected from all interns participating in the Dietetic Internship, in accordance with the policy of each practice facility.

In addition to the quality of their work, the preceptors, regional coordinators, and director expect interns to maintain a high level of professionalism throughout the internship. Professional traits valued include:

- **Coachable:** Being willing to learn and accept guidance towards improving knowledge and skills. Being able to accept feedback and learn from it without becoming angry or feeling dejected.
- **Curious:** Being willing to ask questions that not only show you have been paying attention but that also show you are able to use available resources to try and find an answer on your own first.
- **Courteous:** Being polite and respectful in your interactions and communication with others including fellow interns, preceptors, regional coordinators, director, and faculty of your rotation sites and the program. Being courteous also includes timeliness and keeping your word.
- **Correct, morally:** Being able to do what's right in any situation. This includes maintaining confidentiality of patient, client, and proprietary information. This includes abiding by the four principles of the Code of Ethics for the Nutrition and Dietetics Profession found here: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf>

Social Media: Interns can have social media accounts. Interns shall **not** access social media accounts while receiving supervised practice or didactic internship hours unless given permission to do so for a particular learning activity. Interns shall **not** post pictures, videos, or content pertaining to their supervised practice rotations without written permission from the facility and from each person in the picture, video, or that is referred to in the content of the post. Written permission must be provided to the internship director for additional approval prior to the intern posting. When posting on social media, interns are expected to abide by the same professional conduct standards of the internship as they are representatives of the internship program. When using social media and other online communities, interns are expected to:

- Demonstrate respect to their colleagues and all others.
- Support productive dialogue and positive engagement.
- Discourage the public belittling of their colleagues, even when they do not agree.
- Model professional conduct in all their public communications and actions.

Confidentiality: Confidentiality of pertinent information must be maintained.

Work Products: Interns shall provide work products to their Regional Coordinator and Preceptors as required. The Intern shall be provided the requirement for work products and an expected date of delivery. When the assignment is unclear or necessary information is not provided, the Intern shall ensure a clear understanding is established regarding what is expected and when it is to be delivered. Once the Intern commits to the delivery of a product, they shall ensure compliance with that schedule. When circumstances prevent timely delivery,

the Intern is required to notify the individual expecting the product as far in advance of the original delivery date as possible to provide enough time to accommodate the change in circumstances.

The Intern shall ensure work products are professionally completed, reasonably error free and factually accurate. In those instances where the Intern finds they are unsure of the information, it is the Intern's responsibility to confirm the facts. In those cases where the information cannot be confirmed, ensure the individual receiving the work product is so informed.

Interns in Supervised Practice are Not Employees

Interns are not to be used to replace employees as this violates the minimum wage law and goes against the educational nature of supervised practice.

- A rotation should not use interns as free labor to avoid having to hire paid employees.
- A rotation should not dismiss paid employees because interns are available to do the work.
- Regardless of whether the services performed by interns are billed, interns must be appropriately supervised by a qualified preceptor.

If an intern feels that they are being used to replace employees or as free labor without supervision, they should contact their Regional Coordinator immediately.

Intern advisors

The DI Director and Regional Coordinators will act as advisors and mentors to all dietetic interns. Advising and coaching opportunities are provided at monthly performance evaluation meetings when interns and regional coordinators meet one on one. Interns are also able to contact their Regional Coordinators or the director via phone call or email at any time during typical work hours: Monday-Friday from 8:00am to 5:00pm ET with questions or concerns that cannot wait until the monthly one on one meetings.

Injury and Illness Procedures

Interns must notify their preceptor and regional coordinator of any injury or illness that occurs while in a supervised practice facility as soon as possible and follow facility policies and procedures regarding the injury or illness.

Interns who are state employees may be covered by the workers' compensation regulations while in a non-paid status. Non-employee interns are not eligible for workers' compensation. Injury sustained in a practice facility must be handled using personal health insurance.

Additional Illness Procedures

Although the internship values timeliness and attendance, the health and safety of our interns, faculty, preceptors, and the clients we serve is of paramount importance. If an intern is sick, they should stay home and contact their preceptor and regional coordinator prior to the start of the intern's expected arrival time on site.

Symptoms that typically warrant staying home include:

- Fever
- Feeling feverish with chills
- Cough
- Sore Throat
- Vomiting
- Diarrhea

If an intern has any of the above, they should stay home until symptoms have resolved for at least 24 hours. If an intern will miss more than three consecutive days, they must provide a doctor note confirming the illness and releasing the intern back to the internship. All time missed must be made up.

Special Precautions and Procedures pertaining to COVID-19

People with COVID-19 have had a wide range of symptoms reported ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If an intern is experiencing any of these symptoms, they should notify their preceptor and regional coordinator and use the CDC “Self-Checker” for guidance on whether testing or quarantining is necessary.

If an intern has some of the more serious symptoms as follows, they should seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

If an intern tests positive or comes in direct contact with a person known to have COVID-19, they should notify their preceptor, regional coordinator, and the director immediately and follow the current CDC guidelines to self-quarantine. The internship will work with the intern to adjust their schedule as needed to ensure program requirements are met.

Interns are expected to abide by PPE requirements, including the proper wearing of masks, per facility guidelines.

Access to Student Support Services

Interns requiring assistance during the program should contact the Regional Coordinator or DI Director for guidance and referral as soon as possible. Interns do not need to disclose all details related to the need for assistance; however, the coordinator or director need to be aware in order to best support interns while they complete the program.

The Regional Coordinator and Director will work to ensure confidentiality while counseling and referring the dietetic intern to community resources. Staff from the various divisions within public health are linked to community agencies for a multitude of programs which include health and dental, housing, mental health, legal, clothing, food, education, substance abuse, and domestic violence. The DI program staff will assist interns in finding available services based on need.

State employee interns have the following resources available to them as employees:

- Personnel and Administrative Support: Interns are encouraged to utilize the services of the administrative and human resource management staff to answer questions or address issues related to salary and benefits.

- **Employee Assistance Program (EAP):** Interns are encouraged to utilize the services of the EAP when necessary. Access the EAP here: <https://www.mylifeexpert.com/login>

The Benefits.gov website lists benefits including food and nutrition, healthcare and medical assistance, and financial assistance. Access that resource here:

<https://www.benefits.gov/categories>

A list of Public Health Programs and Services can be found here:

<http://www.floridahealth.gov/programs-and-services/index.html>

Prior Assessed Learning

The Florida Department of Health in Pasco County Dietetic Internship will only grant credit towards supervised practice experience hours, competency attainment, and didactic work to Licensed Dietitian Nutritionists (LDN) licensed in Florida. Interns who qualify for this opportunity will submit a portfolio of their work after acceptance into the internship. The portfolio will contain work samples, attestations from supervisors, and written justifications for how prior work experience led to the attainment of ACEND required and program specific competencies. The director reviews the portfolio and assess the quantity and quality of the work in comparison to the expectations of the internship for program completion. Once assessed, the director will provide the intern with a list of remaining competencies to attain, the list of didactic work that needs to be completed, and the number of hours in each practice area that must be met to graduate from the internship.

Distance Learning and Online Testing

The internship, on occasion, uses distance learning and/or online testing as part of its curriculum. All mediums used are password protected. Online instruction is also completed in front of a video camera where faculty can see the faces of our interns to verify identity. Online testing is typically completed at a Department of Health Facility with supervision of the Regional Coordinator. If completed off-site, interns take the test in front of a video camera monitored by the Internship Director. All tests are password protected with interns receiving the password at the start of the test.

Equitable Treatment

The Florida Department of Health in Pasco County Dietetic Internship strives to provide an inclusive environment by supporting the diverse needs of interns and ensuring their equitable treatment by program faculty and preceptors. As a program funded by the United States

Department of Agriculture (USDA), the internship is prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity.

To remain accessible to a broader range of candidates, our selection process looks not only at scholastic achievement, but also at work and volunteer experience, demonstrated desire to learn and acquire new knowledge, and information provided directly from the candidate in their letter of intent and from their references when assessing the candidate's strengths, weaknesses, and competence. To remain affordable to a broader range of candidates, we place interns in four (soon to be five) regional locations throughout the state of Florida to reduce relocation expenses, provide pay to sponsored interns during their five week WIC rotations, have interns pay back the internship through work service instead of paying a large tuition, and minimize costs through distance learning when possible and allowing interns to borrow resources keeping their book and supply costs low.

During the internship, interns are encouraged to ask for what they need if the program is not meeting their needs. The internship offers a variety of learning options and places interns in a variety of work settings which allows interns to be exposed to working on their own, with their fellow interns, and with multiple preceptors. However, the internship acknowledges that each intern is an individual and may need things explained differently or may not feel comfortable in certain learning settings over others.

At least seven times throughout the year, regional coordinators will meet with interns one-on-one to be able to address any concerns including if they have felt mistreated or misunderstood. To minimize risk of the intern being mistreated, the Florida Department of Health ensures faculty and preceptors have received training on recognizing strategies to recognize and monitor biases in self and others and reduce instances of microaggressions and discrimination. Coaching is also provided annually to preceptors when the regional coordinators share intern feedback on their rotation with each preceptor.

Practice Facility Preceptors

Preceptors are extremely important to the success of this internship. Without their participation the program would not be able to provide the experiences that are needed. Interns are required to treat them with respect and recognize that they are providing these activities voluntarily over and above the normal responsibilities of their jobs. Our Preceptors are all professionals who are eager to mentor and help. Interns are encouraged to thank them for their support and time not only during their rotations but also after the rotation ends via a “thank you” email or handwritten note (preferred).

Dress Code

Dietetic interns shall dress in a professional manner that does not detract from their duties. Accepted standards of dress convey stability, credibility, and competence in dealing with patients and with other health care providers. Dress code standards for the Department of Health in Pasco County are found in Attachment E (page 39) of the handbook and serve as a general guide. Interns are expected to follow dress code standards appropriate to the location in which they are assigned to include their regional site and their practice facilities which may have stricter guidelines that will need to be followed.

Lab jackets and identification badges shall be worn in accordance with Department of Health policy and the policy of the practice facility.

Personal Protective Equipment (PPE) shall be worn in accordance with Department of Health policy and the policy of the practice facility.

Salary and Fringe Benefits

If an intern is an employee of the DOH, the sponsoring agency will pay the salary and fringe benefits of their intern during the five weeks of WIC rotation (200 hours). The five weeks include one week of staff support. Further salary and fringe benefit information are contained in *Department of Health WIC Procedure Manual, DHM 150-24, Chapter 12*.

Employee Activity Record (EAR) Forms

Interns that are DOH employees must submit a completed EAR forms to their Regional Coordinator bi-weekly for sign-off and routing to the appropriate data entry person in the county where the service was provided. A copy of the completed EAR form must also be sent to the WIC Coordinator of the intern's sponsoring agency.

A summary sheet to help employee interns with their EAR documentation can be found as Attachment F (page 41).

Notes:

- Refer to the Department of Health WIC Procedure Manual, DHM 150-24, Chapter 12 for more details about DI Program coding requirements.
- Interns can use ONLY the following codes while they are in a PAID status.
- Interns in a NON-PAID status should refer to the DHP 50-20, HMS Personal Health Coding Pamphlet for a complete list of available codes that can be used.

Nutrition Education

8100	High Risk Contact	# services
Provision and documentation of individual nutritional counseling of a high-risk participant.		
8105	Non-High-Risk Contact	# services
Provision and documentation of individual nutritional counseling of a non-high-risk participant.		
8010	Group NE Classes	# services, FTTY
Group nutrition education activities in group class setting. This includes providing in-service education programs to other health care professionals.		
7500	Community Presentation	# services
Present a program to the community about WIC.		
9040	Nutrition Education (Health) Support	time only
Any other activity done in coordination with the internship program that is not directly related to breastfeeding promotion and support.		
9042	Community Meeting – Nutrition	# services
Attend a community meeting.		

Breastfeeding

8130	Breastfeeding Education: High Risk	# services
Provision and documentation of individual breastfeeding counseling of a high-risk breastfeeding participant.		
8120	Breastfeeding Education: Individual	# services
Provision and documentation of individual breastfeeding counseling of a participant.		
8125	Breastfeeding Education: Group	# services, FTTY
Breastfeeding education in a group class setting. This includes providing in-service education programs to other health care professionals.		
8115	Breastfeeding Support	time only
Any other activity done in coordination with the Dietetic Internship Program that is directly related to breastfeeding promotion and support.		
9043	Community Meeting: Breastfeeding	# services, FTTY
Attend a community meeting.		

Leave Time

9096	Leave Time	time only
Any time on approved leave with pay such as sick leave, annual leave, or personal holiday. Compensatory time that is taken is not coded. Compensatory time earned is coded using the appropriate code to reflect work done.		

Attachment A

Attendance and Leave Contract Log – Page 1

To be completed and approved by all interns before the beginning date of the Internship. The Log will designate the Intern's plan to work additional hours, for pay, over and above the WIC Rotation (and/or their use of Annual/Compensatory Leave), in order to maintain their medical benefits. (The scheduling of the intern's additional hours of work and/or leave is a requirement. Additional work hours cannot exceed 13 eight-hour days during the Internship.) The Log also states the Intern's plan during the mid-term break and their return date back to the Sponsoring Agency upon completion of the Internship.

Name of Intern: _____ Sponsoring Local WIC Agency: _____

	Biweekly Pay Period	# of Hours Will Work for Pay	Date(s) of "Work for Pay"	# of Hours of Leave Taken	Type of Leave	Date(s) of Leave	Description of Assigned Duties to be Performed (if known)	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								

Intern's mid-term break plans (specify each day's status):

Date Intern plans to return to the sponsoring agency after completion of the Dietetic Internship:

Signatures:

Intern

Delegated Authority of Sponsoring Local WIC Agency

Regional Human Resource Office Leave Hours Needed
for Insurance
Premium

Regional Site Coordinator at DI Site Location

Dietetic Internship Director

Attachment C

Intern Coaching Form

Intern:	
Regional Coordinator:	
Date:	

Expectations	Needs Improvement**	Meeting Expectations	Exceeding Expectations
Coachable			
Curious/Resourceful			
Courteous			
Correct, morally			
Work product			
Graduation progress			
Handbook compliance			

** Any areas that need improvement require a "Plan for Improvement" of which intern is expected to respond within 5 business days.

Notable accomplishments: (Provide after review of rotation evaluations, assignments, and didactic exams.)

Plan for improvement: (Required for any expectations that need improvement, any exam scored less than 80%, any competency scored less than "3" on rotation evaluations, and as determined necessary by the Regional Coordinator)

Intern issues/concerns:

Most recent exam score: (Name of exam and score) _____

Items to be submitted by Intern and checked off by Regional Coordinator:

Timesheet from the Prior Month

Rotation Evaluation/s from the Prior Month

Intern Signature: _____

Coordinator Signature: _____

Attachment D

Intern Evaluation

**Florida Department of Health in Pasco County Dietetic Internship
Intern Evaluation**

Intern: _____ **Regional Site:** _____

Rotation Dates:-(MM/DD/YY) - (MM/DAY/YY)- **Rotation Type:** _____

Facility: _____ **Preceptor:** _____

Evaluation Rating Scores:

- 4 - Independent
- 3 - Entry level
- 2 - Below entry level **COMMENT REQUIRED**
- 1 - Incomplete/Not Achieved **COMMENT REQUIRED**

Learning Activities	Rating	Comments (Required for Ratings 1 and 2)
Learning Activities:	1 2 3 4	
CRDN to be met by intern:		
Learning Activities:	1 2 3 4	
CRDN to be met by intern:		

<p><u>SUMMARY & RECOMMENDATIONS:</u> Completed by Preceptor</p>
<p><u>PLAN FOR IMPROVEMENT AND/OR FUTURE USE:</u> Completed by Intern</p>

Signature Date _____ Preceptor

Dietetic Intern Signature Date _____
I have completed the rotation survey for this rotation: _____ (intern initials)
I have uploaded the deliverables for this rotation to SharePoint: _____ (intern initials)

To be evaluated by Regional Coordinator:	1 2 3 4	Comments:
Perform self-assessment and developed goals for self-improvement. CRDN to be met by intern: 2.12		

Regional Coordinator Signature Date _____

Florida Department of Health in Pasco County Dietetic Internship Intern Evaluation

Definitions of Evaluation Ratings

4 = Independent. Learning activity is completed with minimal directions, minimal supporting cues, in an expedient time period, with intern always demonstrating critical thinking skills. The intern thoughtfully analyzes and evaluates all factors and demonstrates a comprehensive approach. Intern demonstrates “linking” previous knowledge to current situation. Learning activity is detailed, organized and complete. Learning activity is completed in a professional manner. The intern consistently displayed a positive attitude.

3 = Entry Level. Learning activity is completed with initial directions and few supporting cues in a reasonable time period with intern frequently demonstrating critical thinking skills. The intern thoughtfully analyzes and evaluates the majority factors and demonstrates a comprehensive approach. Intern demonstrates “linking” previous knowledge to current situation. Learning activity is detailed, organized and complete. Learning activity is completed in a professional manner. The intern consistently displays a positive attitude.

2 = Below Entry Level: Learning activity is completed with initial directions and frequent feedback, frequent supporting cues, and/or over a delayed time period, with intern rarely demonstrating critical thinking skills. Completed activity in a professional manner, usually displaying a positive attitude.

1= Incomplete/Not Achieved: Work is technically inaccurate or incomplete. Learning activity that was submitted did not meet expectations and was thrown together seemingly without much thought. Learning activity lacked detail and/or is unorganized. The intern displayed unprofessional behavior or negative attitude.

The following competencies are associated with entry level dietetics practice as a Registered Dietitian Nutritionist. These competencies will be obtained through intern completion of learning activities offered in supervised practice rotations throughout the internship program. These are the competencies required by ACEND and evaluated during rotations:

Core Competences for the RDN

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

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technology.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

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

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standard of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork, and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use standardized nutrition terminology as part of the clinic workflow elements for individuals, groups, and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modification to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement, and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective educational and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs, or services that promote consumer health, wellness, and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.

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

- CRDN 4.1 Participate in management functions of human resources (such as hiring, training, and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities, and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).

- CRDN 4.4 Apply current information technologies to develop, manage, and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability of foodborne illness).

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

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in the professional setting (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

Community Emphasis Competencies

- CO1. Manage nutrition care for diverse population groups across the lifespan
- CO2. Conduct community-based food and nutrition program outcome assessment/evaluation
- CO3. Develop community-based food and nutrition programs (perform)
- CO4. Participate in nutrition surveillance and monitoring of communities
- CO5. Participate in community-based research
- CO6. Participate in food and nutrition policy development and evaluation on community needs and resources
- CO7. Consult with organizations regarding food access for target populations

- CO8. Develop a health promotion/disease prevention intervention projection (perform)
- CO9. Participate in waived point-of-care testing, such as hematocrit and cholesterol levels
- CO10. Conduct general health assessment, e.g., blood pressure and vital signs

Attachment E

Professional Dress Standards

Dietetic interns will dress in a professional manner that does not detract from their duties. These guidelines are not intended to be all-inclusive but are intended to help set the general parameters for appropriate attire and allow interns to use good judgement and common sense about items not specifically addressed. Dress code guidelines may vary between regions and between practice facilities. Interns are expected to follow the dress code of the location where they are earning hours. Lab jackets and identification badges will be worn in accordance with Department of Health policy and the policy of the practice facility.

Expectations:

- Interns are expected to be neatly, modestly dressed, properly groomed, and practice good personal hygiene. They are expected to dress in appropriate attire consistent with the type of work to be performed.
- Interns shall wear their DOH ID Badge while representing the agency on or off premises, unless otherwise determined by their Regional Coordinator.
- Interns should be conservative when selecting work attire. If there is doubt as to whether a piece of clothing or outfit is appropriate, do not wear it. For example, if an item is too tight, too revealing, too casual, or may be offensive to someone else, do not wear that item when representing the internship.
- All clothes must be in good without tears, stains, or holes.
- Any sleeveless garment with a shoulder strap less than 2.5 inches must be worn with a jacket or cover (shirt, shawl, etc.)
- Since you may meet people having allergies and/or respiratory issues, interns shall refrain from excessive odor on their clothing including body odor, perfume, cologne, and/or tobacco.
- Jewelry may not present a safety hazard while performing duties.
- Visible tattoos may not be graphically violent, culturally offensive, sexually explicit, or contain profanity.

Examples of Everyday Attire:

- Dress pants with a dress shirt, collared shirt or dress pullover top shirt.
- Slacks or skirt with a blouse or sweater, or a dress. Skirts and dresses should be no shorter than 3" above the knee. Capri pants should be no shorter than mid-calf and should not have drawstrings at the bottom.
- Foot ware should be selected according to the type of work performed. Closed toe shoes must be worn in clinic areas at all time. Heels should not exceed 3" in height. Flip flops are not allowed in any situation.

Examples of Unacceptable Attire:

Although far from an exhaustive list, some examples of unacceptable attire include: tube tops, halter tops, muscle shirts, spaghetti straps, spandex pants, sheer clothing, t-shirts, exercise wear, pajamas, slippers, shorts, overly loose or long clothing that poses a safety hazard, hats, and clothing with political, profane, graphically violent, culturally offensive, or sexually explicit images.

Interns will be sent home for non-compliance and will have to make up missed time.

Attachment F

A. Summary Sheet for DI Program Interns based on Department of Health WIC Procedure Manual DHM 150-24 Chapter 12 EARS FORMS for SPONSORED DI INTERNS

Scenario	When pay status is:	If Intern is completing the DI Program work at:	Services to be coded include:	Coding Forms	Codes to use during DI Program	Position Number	Where to submit EARS or other county forms	Where to submit attendance and leave record sheets
1	Paid -WIC Rotation Or -Working additional hours/leave used to maintain benefits	Sponsoring Agency	All services provided directly in the CHD and/or outside the CHD	EAR Note: Indicate DI Program at top of each completed form	See Page 22/23 of this Handbook.	State assigned position number	To Regional Coordinator for sign off/routing to data entry person in county where services provided	To WIC Coordinator at sponsoring agency, along with a copy of the EAR form that documents the time and services provided during that pay period
2	Non-paid -Leave without pay status	Sponsoring Agency	Only those services provided directly in the CHD	EAR Note: Indicate DI Program at top of each completed form	Refer to HMS Guide* for the appropriate code	"S" and 4-digit classification code**	To Regional Coordinator for sign off/routing to data entry person in county where services provided	To WIC Coordinator of sponsoring agency reflecting appropriate periods of "leave without pay"
3	Non-paid -Leave without pay status	Sponsoring Agency	Not required to report services provided outside of the CHD	None	N/A	N/A	N/A	To WIC Coordinator of sponsoring agency reflecting appropriate periods of "leave without pay"
4	Paid -WIC Rotation Or -Working additional hours/leave used to maintain benefits	Non-sponsoring Agency	All services provided directly in the CHD and/or outside the CHD	EAR Note: Indicate DI Program at top of each completed form	See Page 22/23 of this Handbook	"S" and 4-digit classification code**	To Regional Coordinator for sign off/routing to data entry person in county where services provided	To WIC Coordinator at sponsoring agency, along with a copy of the EAR form that documents the time and services provided during that pay period
5	Non-paid -Leave without pay status	Non-sponsoring Agency	Only those services provided directly in the CHD	EAR Note: Indicate DI Program at top of each completed form	Refer to HMS Guide* for the appropriate code	"S" and 4-digit classification code**	To Regional Coordinator for sign off/routing to data entry person in county where services provided	To WIC Coordinator of sponsoring agency reflecting appropriate periods of "leave without pay"
6	Non-paid -Leave without pay status	Non-sponsoring Agency	Not required to report services provided outside of the CHD	None	N/A	N/A	N/A	To WIC Coordinator of sponsoring agency reflecting appropriate periods of "leave without pay"

- HMS Guide refers to the Personal Health Coding Pamphlet, DHP 50-20, July 1, 2015.
- **Interns who are completing internship at a regional site that is not their sponsoring agency, or who are in a non-paid status in their sponsoring agency will need to use a pseudo "student" position number on the EAR/CSR/Encounter form. For example, a nutrition educator would use the pseudo position number "S5212."

**Acknowledgement of Receipt of the
Dietetic Internship Handbook
Policies and Procedures
WIC Track
for the
Florida Department of Health
Pasco County Dietetic Internship**

I hereby agree that I have read the Dietetic Internship Handbook Policies and Procedures WIC Track of the Florida Department of Health Pasco County Dietetic Internship.

I fully understand the content included and will abide by the policies and procedures included in the handbook while as an intern of the Pasco County Dietetic Internship.

Printed Name: _____

Signature: _____

Date Signed: _____

**Please provide this signed/dated acknowledgement form to your Regional
Coordinator prior to the start of the internship.**