

Program Handbook



Florida Department of Health in Pasco County Dietetic Internship

WIC Track (2160)

Program 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) through 2032.

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**Funding for the Program is provided by the Florida Department of Health, Bureau of WIC
Program Services**

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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 program director as needed.

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Program: 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 graduate survey respondents will rate themselves as "well prepared" or "very well prepared" for their work as public health professionals.
- At least 85% of employer survey respondents will rate graduate employees as "meets expectations" or "exceeds expectations" when evaluating competency level and overall preparation as public health nutritionists.
- At least 75% of employer survey respondents will rate graduate employees as having "potential" or "high potential" for a leadership role in the profession.

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 students complete program requirements within 14 months (150% of planned program length)." *
- "At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion." *
- "At least 90% of graduate survey respondents who report seeking employment are employed in nutrition and dietetics or related fields within 12 months of graduation." *
- At least 50% of students 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 program-related policies

Throughout these policies, the terms “program” refer to the Florida Department of Health in Pasco County Dietetic Internship (Pasco-DI), unless otherwise specified. The term “student” applies to a dietetic intern accepted into the program, the term “coordinator” applies to the regional coordinator of one of its regional locations, and the term “director” applies to the program director. The term "sponsored student" refers to an employee of the Florida Department of Health who was sponsored to participate in the program by their local agency. The term "DICAS student" refers to a student who entered the program through the supervised practice application process and was not sponsored by a local agency.

Additional policies governing the program are detailed in the Florida Department of Health WIC Procedure Manual, DHM 150-24, Chapter 12. Additional policies related to recruitment, admission, application, and selection of students are detailed in the program's website at: [Dietetic Internship - Florida Department of Health in Pasco County](#)

Requests for reasonable accommodation

Students with disabilities who require reasonable accommodation like program information provided in large print or more time to take exams should work with their sponsoring agency (sponsored students) or with their assigned agency (DICAS students) who will connect them with the appropriate person to start the paperwork. Students will be asked to complete a request form and provide necessary documentation with that person's instructions. Students do not provide the request form or documentation directly to the program. However, they should let the director know that a request has been made so the program can accommodate the student while waiting for the decision paperwork. Once the paperwork has been processed and the decision is made, students should provide the director with the decision outlining the reasonable accommodation the program should provide. The director will notify the student's coordinator of the need for accommodation.

If a student already has a decision related to reasonable accommodations through a state or local agency, the student should provide that decision to the director.

Students in the graduate degree program may contact the University of North Florida (UNF) Student Accessibility Services. The program 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; SAS@unf.edu; <https://www.unf.edu/sas/>

Student Requirements to Start the Program

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

- A. **Automobile Insurance and Driver's License.** The State of Florida requires all drivers to carry automobile insurance. Students will be expected to provide proof of auto insurance and a copy of their driver license prior to the start of the program.
- B. **Medical Insurance.** Proof of medical coverage is required for all students. Sponsored students 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 cost of their monthly premiums out of pocket. Sponsored students should contact the Human Resource Management Office of their agency for more information on maintaining medical insurance during the program. Chapter 12 of the WIC Manual also contains information on maintaining medical insurance coverage during the program. DICAS students cannot get medical insurance through the Florida Department of Health 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. DICAS students may also qualify for Medicaid coverage based on their income during the program. Major Medical Insurance can also be obtained through the Academy of Nutrition and Dietetics and their partnership with Apollo Insurance Group. To apply call 1-833-993-2975 or visit [Major Medical Insurance - Academy of Nutrition and Dietetics](#)
- C. **Student liability Insurance.** All students 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 Proliability. To apply call 1-800-375-2764 or visit [Dietetic Professional Liability Insurance Defend Your Career | Proliability](#)
- D. **Student Membership in the Academy of Nutrition and Dietetics.** All students 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. Students can find more information on membership and sign up at: [Member Benefits](#)

- E. **CPR/AED Certification.** All students are required to provide proof of recent CPR/AED certification. The American Heart Association Basic Life Support certification is the preferred CPR certification and has been recommended by past students based on their experience. The class selected must meet OSHA requirements for workplace certification which will require an instructor-led skill session.
- F. **Medical Exam and Immunization Proof.** All students 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. Many sites will require you to get the Flu shot prior to Flu season, and some facilities may require the COVID-19 shot. Although the Florida Department of Health does not mandate these immunizations as a condition of employment, the supervised practice facilities we are sending you to require them for placement. The program defaults to the immunization requirements of its facilities since the facilities are where you complete your supervised practice rotations. If you have a medical or religious exemption for immunizations, you will need to provide proof of such exemption as a letter from an appropriate medical or religious authority. The program does not provide exemptions and cannot guarantee placement in facilities that do not accept exemptions for students.

Drug Screening and Background Check. Students will be required to submit to drug screens and background checks more than once for the program.

- For access to the Florida Department of Health (FDOH), DICAS students will receive the same Federal Level 2 fingerprinting and background check that sponsored students received prior to employment. Fingerprinting will typically be completed during your regional orientation and is paid for by FDOH using program funds.
- All students must also complete drug screening and a background check through AdvantageStudents. 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. This is an out-of-pocket expense not covered by the program.
- Multiple supervised practice rotations require additional or more extensive background and/or drug screening based on their policies. Students are expected to cover the additional cost of this screening if not covered by the facility. Your regional coordinator will notify you of anticipated additional costs related to this screening when supervised practice placement is secured.
- Failure of screening at any point during the program could result in your removal from the program.

Student Contract with the Bureau of WIC Program Services

Prior to the start of the program, all students must sign a contractual agreement with the State of Florida, Bureau of WIC Program Services (the State WIC Office). The agreement lists student responsibilities and department responsibilities. A different agreement is provided to sponsored students and DICAS students. Agreements are reviewed annually prior to the start of each class year and are subject to change at each review.

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

The Student Contract includes the terms and conditions that an student must fulfill to participate in the program, to graduate from the program, and to pay back the program after program completion. Payback includes a 3,120-hour work service obligation in their sponsoring agency for sponsored students. DICAS students must complete a 4,680-hour work service obligation which can be fulfilled in a nutrition series position in any Florida WIC agency or the State WIC office. Payback 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 students do not meet the responsibilities outlined in the student contract, the State WIC Office will collect a financial recoupment from the student. How the financial recoupment is calculated is described in detail in the contract.

Attendance and Leave Contract Log (Sponsored students only)

Prior to the start of the program, all sponsored students must complete an “Attendance and Leave Contract Log” with their sponsoring agency. This log specifies when the student will work or use leave to maintain benefits, whether the student will work during the program break, and provide an anticipated return date to their agency after program completion. This form is signed by the student, the student’s sponsoring agency, the student’s regional coordinator, and program director prior to the start of the program. The Attendance and Leave Contract Log is provided with the orientation packet. It can also be found as an attachment to Chapter 12 of the Florida Department of Health WIC Procedure Manual, DHM 150-24.

Estimated costs of the program

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

Costs prior to the program

Application Fee	\$50
Program Fee (WIC Track)	\$250
Medical Insurance ¹	\$450-4590 ¹
Student Liability Insurance ²	\$25 ²
Health Physical/Examination and vaccinations ³	\$1117 ³
AHA Basic Life Support Certification ⁴	\$150 ⁴
Initial Background Check and Drug Screen ⁵	\$129 ⁵
Academy of Nutrition and Dietetics Student Membership	\$60
Laptop with camera and microphone ⁶	\$550 ⁶
Microsoft 365 Business Standard ⁷	\$150 ⁷

Costs during the program

Transportation throughout the program ^A	\$5006.25 ^A
Overnight travel - lodging and meals for overnight travel such as didactic weeks in Pasco County and Public Policy Week in Tallahassee ^B	\$3168 ^B
FAND Legislative Workshop Registration Fee	\$50
Meals and parking at rotation facilities (if required by site) ^C	\$2768 ^C
Books and supplies	\$192
RD Exam Study Materials (average cost of top three)	\$497
Lab coat	\$50
Graduation contribution (collected in first didactic week)	\$30
Additional background and drug screening	\$300 estimate

Costs associated with after the program

Registration Examination for Dietitians cost	\$250
Registration and Licensure fees	\$235

Total cost of the above not including the graduate program or room and board is estimated at:
\$19,617.25

Additional costs associated with the graduate program.

University of North Florida (UNF) Graduate Program Cost Per Credit Hour	\$523.25
UNF Initial Fees: Application, Orientation, Welcome	\$75

Total cost of the graduate program at 30 credit hours: **\$15, 772.50**

Estimated costs associated with housing in the supervised practice regions for 2026-2027 for students having to relocate.

Cost of Living	Miami ¹	New Port Richey ²	Pensacola ³
Rent ⁷	\$2,441.65	\$1,250.00	\$1,477.01
Basic utilities ⁸	\$165.37	\$242.55	\$305.19
Internet ⁹	\$68.88	\$47.50	\$71.15
Gasoline ¹⁰	\$3.52	\$3.29	\$3.48

Total cost of an apartment (rent, utilities, internet) for a typical 12-month lease in Miami: **\$32,110.80**

Key to how we determined estimated cost:

Costs prior:

- 1 Health Insurance cost covers nine months ranging from a single DOH employee's contribution to state health insurance (\$50/month) to the average cost of premiums for a single person in Florida (\$510/month).
- 2 Based on quick quote from Proliability by Mercer using the Academy discount for 12 months with 1M per incident and 5M aggregate coverage.
- 3 We were unable to update the cost of getting immunizations for 2026-2027. Neither CVS nor Publix provide out-of-pocket expenses. Data on the table is from 2023-2024. Most insurances cover immunizations. Already having proof of all immunizations is considerably less. If immunizations records are lost, titers could be a more cost-effective way of showing immunity.
- 4 American Heart Association Basic Life Support certification is the preferred CPR certification and has been recommended by students based on their experience. Costs vary widely between classes so shop around.
- 5 Cost of **Basic Student Package with Drug Test feed included** (includes background and drug screening) through Advantage Students (including Florida fees and taxes). **Some facilities require additional screening specific to the facility. Please check with your coordinator as these can be considerable costs and are not included here.** The screening we are asking you to do covers most of the facilities we work with.
- 6 You will need a laptop with camera, mic, and WiFi for didactic days and weeks and for time in your supervised practice rotations. The price listed here is for a Dell laptop with

15.6" screen rated as a Best Buy Value PC. The costs of laptops vary, and you can typically get a good deal with sales and refurbished models, so please shop around.

Students who are sponsored will receive a laptop from their agency. Students who are not should check with their regional coordinator to see if a laptop is available for them to use. The program does not guarantee laptops for students who are not employees.

- 7 To do assignments, you will need Microsoft Word, Excel, and PowerPoint. To communicate throughout the program, you will need access to Microsoft Outlook, Teams, and SharePoint. Cost is for an annual subscription of Microsoft 365 Business Standard is \$149.99.

Cost during:

- 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 12 nights in a hotel at \$225 a night (FDOH allowance) and 12 days of meals at \$39 a day (FDOH allowance). The 12 nights include: Five nights for Didactic Week 1, Three nights for Didactic Week 3, Two nights for Public Policy Week, and Two nights for the UF pediatric pulmonary clinic for Pasco region or two additional nights for Public Policy Week in Miami-Dade.
- C Meals and parking cost based on 173 rotation days (40 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:

- UNF offers a variety of tuition waivers that can be found here:
<https://www.unf.edu/controller/student-financial-services/university-waivers.html>
- A detailed breakdown of tuition and fees for graduate programs can be found here:
<https://www.unf.edu/controller/student-financial-services/ms-nutrition-market-rate.html>

Cost of living:

1. <https://www.numbeo.com/cost-of-living/in/Miami>
2. <https://www.numbeo.com/cost-of-living/in/New-Port-Richey>
3. <https://www.numbeo.com/cost-of-living/in/Pensacola>
4. Determined by calculating the average of a 1-bedroom apartment inside and outside city center
5. Electricity, heating, cooling, water, garbage for 915 ft² apartment
6. 60 Mbps or more, unlimited data, cable/ADSL
7. Cost per gallon

Graduation and DI Verification Statement Requirements

Successful completion of the Florida Department of Health in Pasco County Dietetic Internship requires students to:

- Complete a minimum of 1000 supervised practice hours in community (minimum of 320 hours), clinical (minimum of 320 hours), foodservice (minimum of 320 hours), and management (40 hours) in addition to a minimum of 240 didactic hours. *
- Achieve an average competency rating on all ACEND core competencies and all program specific competencies of "3" (entry-level) or "4" (independent).
- Earn a grade of 80% or more in each didactic domain (clinical, community, foodservice) as determined by assignment and exam scores.
- Complete all program assignments (didactic and supervised practice).
- Attend all program meetings (welcome, orientation, didactic days, and others as needed).
- Provide proof of a graduate degree in the form of a transcript showing date of degree awarded and type of degree earned or a conferral letter on university letterhead bearing the original signature of the Registrar or Dean of the College/University verifying completion of all degree requirements, including thesis, if applicable, payment of all administrative fees, and the date the degree was conferred. **

*Students entering the program as Florida LD/Ns may be able to receive credit towards supervised practice hours and didactic hours through a review of their work portfolio.

Students entering the program without a graduate degree must participate in the University of North Florida (UNF) Master of Science (MS) Degree in Nutrition and Dietetics – Professional Studies - online program concurrently with the program. See "UNF MS Degree Information Sheet" in "Important Documents" for more information on this program. **The 2026-2027 class year is the last year in which student can complete the UNF program concurrently with the program.

Students are provided a schedule at the beginning of the program with their anticipated supervised practice and didactic hours. Hours are tracked by the student and verified by the preceptor using weekly time logs. Total time spent in each rotation is reviewed with the coordinator during coaching sessions. Competence is assessed by preceptors and is documented on the evaluation for each supervised practice rotation. Didactic assignments are graded by coordinators who also assess competence related to didactic work. Didactic exams are graded by the director. Attendance at meetings is noted by the director. The director collects proof of the graduate degree.

Refer to the section on student retention of the handbook for what happens if a student is not on track to graduate.

Students must participate in an exit interview with their coordinator, submit all fees, and return loaned materials (books, identification badges, etc.) prior to program completion. Students will

not receive a dietetic program verification statement nor be submitted for RD exam eligibility until all fees and loaned program materials are received and the exit interview has been completed. Final graduate checks will be completed by the director after notification from the coordinator that the student has been released from their region.

Once completion of all program requirements has been confirmed by the director, including proof of graduate degree, students will receive a signed Dietetic Program Verification Statement of Completion 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. Students will be provided with one verification statement via email with an authenticated digital signature.

The time needed by the director to confirm completion of all program requirements is typically two weeks after the regional coordinator sends the director a notification that they released the student. This notification is sent after the student's exit day. Time may be extended for a variety of reasons including but not limited to several students being released on the same day, students having missing deliverables, students not completing graduate work on time, and students being released within the week prior to the program's annual planning meeting.

Access to Student Personal Files

The program maintains confidential electronic and paper records of each student in accordance with the Florida Department of Health and the Accreditation Council for the Education in Nutrition and Dietetics policies. Paper files are kept in a securely locked location. Electronic files have limited access to approved persons via a secure username and password. People with access to these files include the program staff assistant, program director, Public Health Nutrition Program Director in Pasco County, accreditation agencies for evaluation and audit, and the students. During the class year, regional coordinators have access to their assigned students' deliverables including, but not limited to assignments, time logs, and evaluations. Coordinators are also provided with their assigned students' emergency contact information. They do not have access to student selection or student onboarding information. Students 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. For example, if an organization is trying to verify that a candidate for employment or state dietetic licensure graduated from the program, they would need to provide a signed release from the graduate to receive that information.

Students can have access to their own files by submitting a request to the program director one week in advance. Students are not permitted to review their application materials and program

ranking information due to the confidential nature of the ranking. Students are also not permitted to review letters of recommendation to which the student has waived their right to review. The requested record review will take place in the presence of the director or delegated staff. The student may not remove any material from their file. The student may request to correct information or request 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.

If a graduate calls or emails the program to request a copy of their Dietetic Program Verification Statement, the program will verify the identity of the graduate to include their birthday and last four numbers of their social security number prior to providing a copy of that document.

Protection of Private Information

There are policies and laws designed to protect the privacy of student's confidential information. The procedures as outlined in these policies and laws to protect student information are followed by the program. These policies and laws include the Florida Department of Health Information Security and Privacy Policy (FDOH 50-10), the Health Insurance Portability and Accountability Act (HIPAA), the Family Education Rights and Privacy Act (FERPA), and state public records laws.

Remediation/Discipline/Termination Procedures

The purpose of this section is to identify fair and consistent remediation/discipline/termination procedures. Students 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:

- Not meeting expectations related to professionalism
- Plagiarism
- Excessive tardiness or absence
- Absence without pre-authorization
- Disruptive conduct
- Willful violation of program policies
- Illegal activities
- Improper use of facility or state property
- Violation of safety practices
- Failure to comply with the Florida Department of Health or facility information security and privacy policies
- Falsification of records
- Failure to maintain client/patient confidentiality

- Conduct unbecoming of a student
- Failure to follow reasonable instructions from Preceptors, Regional Coordinators, or DI Director
- Failure of a drug screen or background check required by individual practice sites
- Failure to meet academic standards, including but not limited to:
 - Failure to obtain an overall average numeric grade of 80 or above for didactic work in any domain.
 - Failure to obtain a 3 rating or above for a competency after more than one evaluation of competence.
 - Unfavorable report by a preceptor due to poor performance or conduct with or without a request to remove student from the rotation.

Remediation/Disciplinary Process:

Students have the right to grieve at any point during the remediation/disciplinary process. Review the Student Grievance Procedure in this handbook for more information.

Step 1: Review of the violation: If either the director, coordinator, Florida Department of Health in Pasco County (DOH-Pasco) administration, or the State WIC office witnesses or is made aware of a student's violation of program policies or expectations, the violation should be brought to the attention of the student's coordinator and the program director who will review the violation. If these two parties believe that immediate dismissal is warranted, they will bring the violation to the attention of DOH-Pasco administration and the State WIC office for further discussion. If all parties agree that immediate dismissal is warranted, notice of termination from the program will be issued and the student will be in breach of their program agreement with the state WIC office. All conditions of a breach will apply including paying back the program. If immediate dismissal is not warranted, the reviewing parties will determine which step on the remediation/disciplinary to proceed to next. All violations will be documented using a student coaching form.

Step 2: Documented verbal warning from Regional Coordinator: A verbal warning will be given to the student. The coordinator will provide verbal counseling informing the student of the conduct or performance problem. The student will be given the opportunity to provide their side of the situation. Specific expectations of improved performance or conduct will be outlined for the student. This meeting will be documented on a student coaching form.

Step 3: Written warning and formal counseling from Program Director: Formal counseling will be given to the student by the program director. The student will be given the opportunity to provide their side of the situation. Specific performance or conduct problems and proposed corrective action will be documented in a student coaching form written by the director and

reviewed with the student. The coaching form will serve as a written warning. The student will be given the original document, and a file copy will be kept in the student's official folder.

Step 4: Probation: A student may be placed on probation when there is evidence that they need time away from the program to get back on track with our expectations. The director will notify students 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 student may be placed on probation for a period of up to four weeks. Only one probationary period will be permitted during the program.

Step 5: Dismissal: If a student continuously fails to meet performance expectations established by the program including non-compliance with corrective actions from a written warning or receiving three documented verbal warnings from their coordinator, the student will be at risk for dismissal from the program. The students' case will be reviewed by the coordinator, director, DOH-Pasco administration, and the State WIC office. If the parties agree that the student should be dismissed from the program, the student will receive a written notice of termination. Students terminated from the program will be determined to be in breach of their program agreement. All conditions of a breach will apply including paying back the program.

Student Retention

Every effort will be made to support a student in completing program requirements. Regional coordinators assess student learning via grading of didactic assignments and reviewing supervised practice evaluation scores and comments. Students meet with their coordinator at least eight times during a class year during didactic Fridays at which time students are provided with a coaching form that summarizes their performance in the program and whether they are meeting expectations, exceeding expectations, or falling below expectations. Students that are not meeting expectations will be coached by their coordinator and work with them to develop a plan of improvement that is monitored by the coordinator.

Regional coordinators have a variety of resources available that can be used to provide additional learning opportunities for the students as needed. If a student does not pass a didactic exam, does not do well on an assignment, or is struggling to comprehend certain subjects, the coordinator is able to provide additional didactic work to enhance the students learning. Students can also borrow resources from our library if they want to learn more about a subject area.

Students 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 include a variety of activities to assess the students' ability to learn and

comprehend RD Exam material related to the failed didactic area. If there is a cost associated with the remedial activity, it will not exceed \$100 and is the student's responsibility. Students will complete the remedial on site in their regional location. Time to complete the remedial activity will not exceed eight hours. Successful completion of the activity will result in passing 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 program per our remediation procedure.

Students are provided with multiple opportunities to show competence in each of the core and program-specific competences. Regional coordinators will also provide coaching when they see that a student receives a score less than three for any competency at any point in the program. The coordinator will read preceptor comments, review the associated deliverable if applicable, and discuss the scoring with the student to help them build competence. Coordinators can also provide alternative learning experiences if the student needs additional opportunities that are not provided by their schedule. If a student fails to earn a “3” rating in any competency more than once, they are at risk of not being able to complete the program.

Should a student be dismissed from the program despite remediation, the student will receive counseling from the DI director on returning to their sponsoring WIC agency to resume their position as a Nutrition Educator. Students who are not already employees of WIC will receive counseling on applying to a WIC agency and working as a Nutrition Educator. All students who have met the qualifications for the program meet the qualifications to work for WIC as a Nutrition Educator. Working for WIC in a nutrition series position may help the student avoid the high cost of monetary payback for breach of contract.

Program Withdrawal

Students are encouraged to maintain communication with their preceptors, coordinator, and the director so that problems and questions may be addressed and resolved promptly. It is the aim of the program to seek alternative solutions to dismissal or withdrawal when appropriate.

A student may withdraw from the program by submitting a written notification to the DI director and Bureau Chief of WIC Program Services in Florida. Conditions related to breaching the program agreement with the state WIC office apply including payment for the program. An exit conference with the student who withdraws will be held with the director and regional coordinator. All fees paid to the program are non-refundable.

Student and Preceptor Grievance Procedure

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

Step 1: If a student or preceptor has a complaint about another student or preceptor, they should first address the issue directly with the student or preceptor. If the problem cannot be resolved amongst the parties involved, the student or preceptor may proceed to Step 2.

Step 2: If the problem is not resolved amongst the parties involved, the student or preceptor should bring the issue to the supervising preceptor at the supervised practice location and the regional coordinator who will assist with finding a resolution. If the problem is not resolved after five business days of supervisor/coordinator involvement, the student or preceptor may proceed to Step 3.

Step 3: If the complaint remains unresolved after Step 2, the student or preceptor should discuss their complaint with the program director. The director will investigate the complaint and confer with the program's advisory council to assure objectivity. The director will inform the student or preceptor of the resolution within 10 business days.

Step 4: If the complaint is not resolved to the student's or preceptor's satisfaction, they may submit a written grievance to the Florida Department of Health in Pasco County's Health Officer who will confer with the program director and the Bureau Chief of WIC Program Services in Florida. The student or preceptor will receive written notification of the final decision within 15 business days.

Step 5: (Student grievances only) If the final decision does not resolve the grievance to the student's satisfaction, the student may withdraw from the program or may be asked to withdraw by the program director. The student will receive a written notice of the withdraw acceptance or termination. Additionally, students who withdraw or are terminated from the program will be in breach of the program agreement they signed with the state WIC office and all conditions of a breach of agreement will apply including paying back the program.

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

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

Documentation of all grievances directed at the program's compliance with the standards, or with program staff will be kept by the program throughout the program's existence per guidelines set by the Accreditation Council for Education in Nutrition and Dietetics.

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 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-notices-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/about-usda/general-information/staff-offices/office-assistant-secretary-civil-rights/how-file-program-discrimination-complaint> , 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

Students are responsible for transportation and the associated costs to and from supervised practice facilities, didactic weeks, Tallahassee for Public Policy Week, and any other program related travel. Estimated costs for transportation and travel can be found in the Estimates Cost of the Program section of this handbook. Coordinators do their best to reduce driving distance for students although travel time of more than one hour each way may be necessary based on availability of sites. To satisfy state law, students 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 program headquarters. Students provide a copy of their insurance prior to the program. Students are responsible for providing updated information as needed during the program.

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

Time, Attendance, Vacation, and Holidays

The program begins on the third Monday in August. DICAS students may be asked to come to their regional site earlier to complete mandatory WIC-specific training. The program ends after the first week in June the following year. Students who have not met all program requirements may finish later than that. Students earning their graduate degree concurrently remain in the program until proof of earning a graduate degree is provided. However, if students have completed the supervised practice experience and didactic work expected of the program, they may return to work while completing their graduate school requirements. Total time to complete the program and earn a verification statement of completion shall not exceed 24 months.

An official schedule will be provided to students at the start of the program. This schedule tells students which rotation they will be in during each week of the program and when they are expected to participate in didactic weeks and didactic Fridays. The schedule also has due dates for all didactic assignments, dates of each didactic exam, and travel dates for Public Policy Week. The schedule also lists holidays so that students know when to discuss plans for holiday work.

Students 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 to the benefit of our program. Attendance at practice hours is required with the expectation that the student will work 32 hours a week unless otherwise noted on the work plan or supervised practice schedule. To accommodate didactic Fridays, the expectation is that students will work on Monday, Tuesday, Wednesday, and Thursday. However, students and preceptors can adjust days if both understand that attendance during didactic Fridays is mandatory. Whatever adjusted schedule they agree on for the rotation will need to be adjusted for didactic Friday weeks. It is the students' responsibility to communicate what days are didactic Fridays with their preceptors. It is also the students' responsibility to communicate any changes to the Monday-Thursday schedule to their regional coordinator who will be the person reviewing their time logs every week.

Students shall report on time (when the preceptor tells them to arrive), ready to work, as tardiness will not be tolerated. Students shall remain on-site for their entire shift as leaving early is another form of tardiness and will not be tolerated. In those instances when circumstances prevent the student from attending the scheduled work session, the student shall provide advanced notice to the preceptor and the regional coordinator. Tardiness or failure to attend scheduled practice hours shall result in the following disciplinary action:

Tardiness

- **First offense: Warning.** Students will be told that their tardiness was noticed. This warning will be documented on a student coaching form.
- **Second offense: Verbal.** Students will have their tardiness documented on a coaching form after receiving coaching for not meeting professional expectations.
- **Third offense: Written.** Students will have a coaching session with the program director who will provide an official written warning that will be kept in the program file.
- **Additional offenses could result in removal from the program.**

Absence

Absences will be identified as excused or unexcused. Excused absences require notification to both the regional coordinator and preceptor. Examples of excused absences include family emergencies, death in the family, car accidents, and contagious illness. Once contacted, your coordinator will inform you if an absence qualifies as excused. Planned life events like a wedding and days off needed for religious holidays need to be requested prior to the start of the program for them to be considered excused. All time missed for an excused absence must be made up.

An unexcused absence is any in which the program, preceptor included, received no notification and the student did not show up at their expected location. Unexcused absences also include those instances in which the regional coordinator does not determine an absence as excused once notified. Examples include calling out for a headache with no fever, deciding

to extend time with family or friends, choosing to stay home and work on assignments.

Unexcused absences shall result in the following disciplinary action:

- **First offense: Written.** Students will have a coaching session with the program director who will provide an official written warning that will be kept in the program file. Students who do not show up for supervised practice rotations also risk earning competency scores of “1” for professionalism and any learning activities they miss when out.
- **Second offense: Removal.** Students with more than one unexcused absence will be removed from the program.

Time lost must be made up. Students should work with their preceptor to determine if time can be made up by coming in early, staying at the facility later, or having a shorter lunch. Lunch cannot be less than 30 minutes and is mandatory each day that the student works more than six hours. With preceptor approval, students also have the option to use Friday to make up longer periods of time except for Fridays designated as didactic days on the program schedule.

If didactic time is missed, students must work with the director to make up for that time. Students will be asked to make up didactic time on a Friday in which they are not in a supervised practice rotation. If a curriculum exam is missed, students will be required to make up for the missed examination through completion of the domain’s remedial activity.

Students are expected to schedule non-program appointments on the day of the week they are not in supervised practice rotations. If that is not possible, students should work with their preceptor to adjust their work schedule for that week. Try to avoid interrupted days if possible.

The Florida Department of Health recognizes the following state holidays. Students may be required to work on holidays if the facility they are assigned to is open for service. If the facility they are assigned to is closed for a holiday, students will be required to make up those supervised practice hours. If the facility a student is assigned to is closed for a holiday or other reasons not recognized by the state, like a school closed for Columbus Day, the student will be required to make up those supervised practice hours. **A comprehensive list of holidays including the specific day is included in the student’s rotation schedule for planning purposes.**

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 a student observes other religious holidays, this need should be discussed with the director prior to the start of the program to see what accommodations need to be addressed.

A 2-week break is planned during the weeks of Christmas and New Year's Day during the program period. This break is indicated on the student rotation schedule. This is not traditional vacation time but time away from program activities. Typically, rotations and assignments are not scheduled during program break. However, this time may be needed to make up hours lost during the first half of the program. Sponsored students and their sponsoring agency shall address the students' responsibilities during this mid-term break in the Attendance and Leave Contract Log prepared prior to the beginning of the program. Students do not have the option to waive the program break to finish earlier.

Any modifications to the Attendance and Leave Contract Log must be approved by the sponsoring agency and the program. This includes changes to time worked during the program break and additional days the student would like to work above and beyond the 13 8-hour workdays allowed by the State WIC Office. For a student to work additional days, they must have coordinator approval that they are in good standing with the program and agency approval that the agency has funds to pay for this additional time. Approval must be requested each month and could be withdrawn by the program at any time a student falls below our expectations for having this privilege.

Documenting Program Time

Students are responsible for documenting their time spent in supervised practice rotations daily. The student will use a daily log provided by the program (Attachment A) to record arrival, departure, and lunch time for each day of the work week. This time is to be verified by the preceptor that the student works with each day and submitted via SharePoint to the student's regional coordinator each week. The time log will also include information about time spent on alternate activities and time spent virtually where the student was not on-site with the preceptor.

Every workday (four) must be accounted for on the time log. If a student is out sick or on approved leave for an expected workday, they must document zero time for that day and use the comments section to document "sick day" or "approved day off". The preceptor is expected to sign off on those days too as proof that they received notification of the absence.

Students are responsible for notifying their coordinator as well. The review of a time log should not be the coordinator's first notification that a student missed a day. If that is the case, the student will be put on remediation.

When calculating total time for the day, students should document time in increments of 15 minutes. Acceptable totals for hours, using eight hours as an example, end in 8.00, 8.25, 8.50, and 8.75. Students must round down for any time 1-7 minutes after a 15-minute marker and round up for any time 1-7 minutes before a 15-minute marker. For example, if a student works from 7:29 am to 4:34 pm with a 60-minute lunch, they worked for 8 hours and 5 minutes. Total time for this day is 8.0 hours. If a student works from 7:25 am to 4:38 pm with a 60-minute lunch, they worked for 8 hours and 13 minutes. Total time for this day is 8.25 hours.

Didactic time is the same for all students. Students are given credit for four hours of didactic time for E-didactic assignments and eight hours of didactic time for each of the three main didactic assignments: Summer work, Grant writing, and Literature review. Didactic weeks and didactic Fridays list the time students are given credit for on each didactic day. Students are expected to keep a time log during didactic weeks and didactic Fridays to assist the director in accurately assessing in-person and virtual time on each of those days.

Students are responsible for updating their weekly time log by Sunday evening at 11:59 pm on their student page in SharePoint. Each week, their regional coordinator will review the time log and ask for clarification for any deviations from the anticipated scheduled and to verify with the student anytime documented as alternative activity or virtual time qualifies as such.

Regional coordinators will take the time log and enter that information into the student's timesheet which will track total time for each rotation. After each rotation, the student and coordinator will review rotation timesheets for accuracy during their coaching sessions on didactic Fridays.

The rotation timesheets auto populate the student's timetable for the year which will show how much time students spent in all categories of time including supervised practice time, didactic time, alternative time, professional time, in-person/on-site time, and virtual/off-site time. The regional coordinators and program director use the timetable to ensure the student meets all time minimums for the end of the year. The director also uses the timetable to ensure the program meets standards related to on-site and alternative activities.

Emergency Preparedness

If a local state of emergency occurs in one of the regional locations, students in the affected county will cease program duties. The coordinator will contact the students in their region to notify them of the county and program closure. Students will follow emergency guidance of the region where they are assigned. The coordinator will perform emergency related duties as determined by their local agency.

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

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

Student Evaluation

Students are evaluated by their preceptors, regional coordinators, and director during various components of the supervised practice and didactic experiences:

Supervised practice 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 student. These evaluations are forwarded to the regional coordinator for review, further discussion with the student, and entry into the electronic grade book. Cumulative rating scores are calculated in the electronic grade book. A template for the supervised practice evaluation including the list of program competencies can be found as Attachment C.

If a student falls below the expectation of a "3" for any competency evaluated by our preceptors in their rotation evaluation, the coordinator will write an improvement plan for the student to follow and include this plan on the student coaching form found in Attachment B.

Students are expected to complete a survey of their experiences in each practice rotation related to the practice facility, preceptor, and experience. This rotation survey is one of the deliverables they submit after each rotation and is reviewed by the regional coordinator and program director.

Didactic evaluation: Students are provided with 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. Students also take seven didactic exams formatted similarly to the RD exam: one exam each didactic Friday except for didactic Friday 4 (DF4). To assist the students in preparing for exams, a study guide is provided, and students have access to the pre/post-test for that didactic area to take as often as they'd like for practice. Didactic exams are graded by the director.

Didactic Fridays: On didactic Fridays, regional coordinators meet with students individually to discuss their progress during the program. During this time, coordinators review didactic assignments, that day's didactic exam, and supervised practice evaluations. Any action plans needed based on below expectation rotation evaluations or didactic work will be assigned. Students are encouraged to use this time with their coordinator to ask questions and express concerns. A template for these one-on-one meetings can be found as Attachment B.

Professional Conduct

Professional attitude, conduct and appropriate attire are expected from all students participating in the program.

In addition to the quality of their work, the preceptors, regional coordinators, and the director expect students to maintain a high level of professionalism throughout the program.

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 students, 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/practice/code-of-ethics>

Social media

Students can have social media accounts. Students shall **not** access social media accounts while receiving supervised practice or didactic program hours unless given permission to do so for a particular learning activity. Students 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 program director for additional approval prior to the student posting. When posting on social media, students are expected to abide by the same professional conduct standards of the program as they are representatives of the program. When using social media and other online communities, students are expected to:

- Demonstrate respect to their colleagues and all others.
- Support productive dialogue and positive engagement.
- Discourage the public belittling of their colleagues.
- Model professional conduct in all their public communications and actions.

Email etiquette

Students are expected to communicate in a respectful, effective, and professional manner over email with preceptors, coordinators, fellow students, staff, and any other program-related person. Students should follow these guidelines when communicating by email:

- Messages should be courteous, respectful, and free from offensive language.
- Subject lines should be clear and concise and accurately reflect the content of the email.
- Emails should begin with appropriate greetings like Dear or Hello and the recipient should be addressed using appropriate titles like Ms. and Dr.

- Keep emails concise and on subject and use paragraphs and bullet points in longer emails for ease of reading and understanding.
- Avoid using colorful fonts, excessive capitalization, uncommon abbreviations, or emoticons in emails.
- Check for spelling, punctuation, and grammar errors prior to sending.
- Use a professional email signature that includes full name, dietetic student status, and contact information, including cell phone number and DOH email.

Students are expected to respond to emails within a reasonable timeframe, typically within 24-48 hours. Prior to responding, emails should be read thoroughly to ensure that all questions are answered and all action items within an email are understood and acknowledged. If an immediate response is not possible, acknowledge receipt of the email and provide an estimated timeline for a more detailed response.

Students are to respect the privacy and confidentiality of sensitive information shared via email. They are not to share confidential or personal information unless required and authorized to do so and should avoid forwarding or copying emails containing sensitive information without appropriate consent.

Emails sent and received to any@flhealth.gov email are subject to public records requests. Students should not send or receive any information using their Department of Health (DOH) email that they would not want the public to see.

Students are not allowed to set up auto forwarding of DOH emails to their personal email.

Students are expected to create a signature block for sent and reply emails. The signature block should contain the student's name, identify themselves as a student, the program they are in, the best phone number to use to reach them, their DOH email, and the additional information expected to be included by FDOH below. For example:

Felicity Joy, MS

Dietetic Student

Florida Department of Health in Pasco County Dietetic Program

Phone 727-555-0323

Felicity.Joy@FLHealth.gov

Mission: To protect, promote and improve the health of all people in Florida through integrated state, county and community efforts.

Note: *Florida has a very broad public records law. Most written communications to or from state officials regarding state business are public records available to the public and media upon request. Your email communication may therefore be subject to public disclosure.*

Confidentiality

Confidentiality of patient and client information must always be maintained. Students are expected to comply with the protection and confidentiality requirements outlined in the Department of Health (DOH) Information Security Policies, Protocols, and Procedures, as amended, and Privacy Rule of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Students are also expected to abide by any facility-specific guidelines during supervised practice rotations.

Students will be held accountable for protecting all forms of information from unauthorized modification, destruction, use, or disclosure and for safeguarding confidential information. For the bullet points below, patient refers to patients and clients.

- Students must always maintain confidentiality of patient health information. This includes not discussing patient information with anyone who is not directly involved in the patient's care.
- Students must not access patient health information unless it is required for their assigned duties. This includes accessing your own medical record if you are or have been a patient of the facility.
- Students must protect patient health information from unauthorized access, theft, or loss.
- Students must report any suspected or actual violations of HIPAA to their preceptor and coordinator immediately.

Students must not copy information from a patient's medical record. This includes copying and pasting onto another document, downloading the record with the intent to save it elsewhere, or printing the record with the intent to save it elsewhere.

For program assignments uploaded into SharePoint like case studies and ADIME notes, the student should create their own document on Word or PowerPoint to ensure all identifying information is removed. Crossing out or blacking out identifying information from a printed copy is unacceptable.

Emails are not a secure means of transmitting information. Students are not to share confidential or personal information via email unless required and authorized to do so and should avoid forwarding or copying emails containing sensitive information without appropriate consent.

All employee students receive mandatory information security and privacy training yearly through the DOH. All DICAS students receive mandatory information security and privacy training through the DOH prior to the start of the program.

Work Products

Students shall provide work products to their regional coordinator and preceptors as required. The student shall be provided with the requirements for work products and an expected date of delivery. When the assignment is unclear or necessary information is not provided, the student shall ensure a clear understanding is established regarding what is expected and when it is to be delivered. Once the student commits to the delivery of a product, they shall ensure compliance with that schedule. When circumstances prevent timely delivery, the student 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 student should ensure work products are professionally completed, reasonably error free and factually accurate. In those instances where the student finds they are unsure of the information; it is the student'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.

Appropriate use of Artificial Intelligence (AI):

Artificial Intelligence (AI) can be a useful tool to assist students with assignments and learning activities. However, students must realize that AI has limitations and information gathered using it needs to be evaluated with a critical eye. Some examples of how AI can be used include:

- Identifying relevant articles to assist with research.
- Generating suggestions on possible topics or angles to explore within an assignment.
- Providing explanations and examples to better understand confusing or complex topics.
- Creating a plan to get an assignment done on time.
- Generating text which could be adapted in an assignment (needs to be cited where text has been quoted or paraphrased).

If choosing to use AI as a tool during the program, students are expected to abide by the following:

- Students should use AI as a supplement, not a substitute for their own work. Students should use AI-generated content as a starting point for future exploration and critical analysis of a topic.
- Students should be aware of the limitations and potential biases associated with AI tools. AI can lie convincingly, so students must critically evaluate the results generated

to ensure accuracy and relevance to an assignment. AI-generated content must be compared to other credible sources.

- Students must avoid any form of plagiarism when using AI tools. AI-generated content should not be copied and pasted directly into assignments without providing clear citations and acknowledgements to indicate the source of the information. *
- Students must ensure ethical use of AI aligned with professional standards. If the student has any ethical concerns related to the use of AI tools, they should report these concerns to their coordinator immediately.

For didactic assignments where references are required, the student is expected to use one of their mandatory texts or another credible source of information that can be verified by the regional coordinator. Artificial intelligence tools can be used to guide the student toward a correct answer and help the student better understand why that answer is correct but cannot be the main citation for that question as it cannot be verified.

If used appropriately, students can leverage AI technology to develop their critical thinking skills. However, there must be a human feedback loop when using AI tools to ensure quality and accuracy of the content it generates. Students must adhere to academic integrity standards and avoid any form of plagiarism when using AI tools or they will be subject to disciplinary action.

***Citing AI-generated content:** AI-generated content should be cited using in-text citations and acknowledgements.

- In-text citations should include the name of the AI Tool, the type of communication, and the date the content was generated.
 - For example: When asked what the most important thing for a person with newly diagnosed diabetes to know about diet is, ChatGPT (July 31, 2023) responded “the importance of managing blood sugar levels through healthy food choices.”
- AI-generated content does not go in the reference list since it is a nonrecoverable unpublished source. Instead, the student would add an acknowledgement at the end of the reference section detailing which tools were used, to what extent, and descriptions of how the information was generated, including the exact wording of prompts used.
 - For example: I acknowledge the use of ChatGPT on the Poe app in the preparation of writing this policy. I used ChatGPT to generate an example I could use for citing AI-generated content. The following prompt was put into ChatGPT:
 - What is the most important thing for a person newly diagnosed with diabetes to know about diet?

Program faculty use AI tools themselves and thus, can identify the use of AI language models. If the improper use of AI is expected, the coordinator or director will question the student about their use of AI for the assignment in question. Inappropriate use of AI on an assignment,

including not citing the use of AI, is a form of plagiarism and will result in remediation which could include zero points on an assignment or dismissal from the program.

Students in Supervised Practice are Not Employees

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

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

If a student feels that they are being used to replace employees or as free labor without supervision, they should contact their coordinator immediately.

Student advisors

The program director and regional coordinators will act as advisors and mentors to all students. Students should contact their coordinator first with any questions, concerns, or issues such as an illness or injury. Students can contact the director directly if the issue is related to the coordinator. Once contacted, the coordinator will be able to provide additional instruction. Coordinators will provide students with the best contact information to reach them outside of working hours should an emergency occur. Otherwise, students can contact their coordinator or the director via phone call or email at any time during typical work hours, which are Monday through Friday from 8:00am to 5:00pm ET.

Regional coordinators review their students' didactic assignments, supervised practice work, supervised practice evaluations, time logs, and any other program deliverable related to progressing toward graduation. On didactic Fridays which occur eight times a year, students will meet one on one with their coordinator to discuss their progress in the program. At these meetings, students are provided feedback on their deliverables and status in the program and are given the opportunity to bring up any concerns. If a student is not meeting a program standard, they will work with the coordinator to develop a plan of improvement.

Injury and Illness Procedures

Students are expected to abide by all safety requirements including the proper handwashing and wearing of masks when appropriate, per the facility guidelines to prevent injury and illness.

Injury procedures

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

Students must also contact their regional coordinator as soon as possible and no more than 24 hours after an injury. When contacting the coordinator, please have all details ready including time of incident, location of incident, and what happened before, during, and after the incident as the coordinator will need to write an incident report.

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

Illness procedures

Although the program values timeliness and attendance, the health and safety of our students, faculty, preceptors, and the clients we serve is of paramount importance.

- If a student is sick, they should stay home and contact their coordinator first for additional instruction.
- If the student is at home, the workday is about to start, and they are unable to reach the coordinator, the student should contact their preceptor to ensure the preceptor is notified prior to the start of the student's expected arrival time.
- If the illness starts at the practice facility, the student should speak with their preceptor and get permission to go home. Once home, the student should contact their regional coordinator.

Symptoms that typically warrant staying home include:

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

If a student has any of the above, they should stay home until symptoms have resolved for at least 24 hours. If a student will miss more than three consecutive days, they must provide a

doctor's note confirming the illness and releasing the student back to the program. All time missed must be made up.

If a student has more serious symptoms as follows, they should seek emergency medical care immediately. Once the situation is no longer dire, the students should call their coordinator for additional instruction.

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

Access to Student Support Services

Being a student can be a challenging time. Some unique challenges that students face include a heavy workload, financial stress, feelings of isolation, transitioning to independence, uncertainty about one's future, pressures to be "perfect," and a lack of work-life balance.

Students requiring assistance during the program should contact their regional coordinator or the director for guidance and referral as soon as possible. Students do not need to disclose all details related to the need for assistance; however, faculty needs to know enough to be able to provide the support needed.

The program can help directly with tutoring, career counseling, and requests for time off. For support services outside our abilities, we can connect students to various divisions within public health or offered by our community partners like health and dental services, housing assistance, mental health services, legal assistance, clothing and food assistance, substance abuse, and domestic violence.

Financial hardships are unfortunately common during the program. Despite every effort to save enough for the program, students may start to run out of money sooner than expected. If this happens, students are encouraged to reach out to their coordinator or the director as soon as possible. The program can help the student connect to services that may take some of the financial burden off the student. They can connect students to financial services that may help them better budget what they have.

The program will always ensure confidentiality when assisting a student with a request for support.

Students who are state employees have the following resources available to them as employees:

- Personnel and Administrative Support: Students are encouraged to use 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): Students are encouraged to utilize the services of the EAP when necessary. Access the EAP here: <https://www.mylifeexpert.com/login>

Students who are also graduate students at the University of North Florida can take advantage of the support services offered to students. Examples of these services include:

- UNF Counseling Center: Offers virtual counseling appointments, group counseling, and crisis services. Access the counseling center here: <https://www.unf.edu/brooks/counseling-center/>
- Offices and Services: This site provides a comprehensive list of all offices and services provided at UNF with direct links to learn more about each: <https://www.unf.edu/offices/>

All students can benefit from the resources below.

- 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>
- HOPE Florida: A line of dedicated Hope Navigators ready to listen, understand your unique challenges, and connect the dots in a community-based approach. Replaces 211 which is no longer available in Florida. <https://hopeflorida.com/get-help/>
- UNF Resource list: Provides links and numbers for a variety of organizations many of which can provide immediate assistance. You do not have to be a student there to use these resources. <https://www.unf.edu/brooks/shs/resources.html>
- Supplemental Nutrition Assistance Program (SNAP): Can assist with access to nutritious food. <https://www.fns.usda.gov/snap/supplemental-nutrition-assistance-program>

- Veterans Benefits Administration can assist our veteran students offering a variety of support services: <https://benefits.va.gov/benefits/>

Prior Assessed Learning

The Florida Department of Health in Pasco County Dietetic Internship only grants prior learning credit towards supervised practice experience hours, competency attainment, and didactic work to Florida Licensed Dietitian Nutritionists (LDN). Students who qualify for this opportunity will submit a portfolio of their work after acceptance into the program. 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 student's portfolio and assesses the quantity and quality of the work in comparison to the expectations of the program for program completion. Once assessed, the director will provide the student 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 program.

Regardless of the student's experience, LDN students must complete at least 520 hours of supervised practice experience directly through the program.

Distance Learning and Online Testing

The program, on occasion, uses distance learning as part of its curriculum. The online systems used by the program include Microsoft SharePoint and Microsoft Teams. Microsoft SharePoint is password protected with students only having access to the information needed to complete assignments. Microsoft Teams meetings are scheduled as needed with both students and coordinator receiving direct invites to the meetings.

Students are required to be on camera for online instruction, especially during group discussion, so that the instructor can see their faces and verify identity. Roll call is taken by the director at the start of the day and after lunch to ensure students are present. The director will call on each student directly from the class list to ensure participation from everyone. Microphones will be muted when not in use to prevent distraction.

Online testing is typically completed at the Department of Health with supervision of the regional coordinator. Students are given a link to the exam on the day of the exam. They are

provided with the password by the exam proctor when ready to start the exam. The proctor, typically the regional coordinator, will monitor students during the exam. If completed off-site, students take the test in front of a video camera monitored by the program director or regional coordinator. The proctor has the student provide a video tour of the workspace prior to the start of the exam.

Fair and Consistent Treatment

The Florida Department of Health in Pasco County Dietetic Internship is committed to fostering a professional learning environment that supports the varied needs of students and ensures fair and consistent treatment by program faculty and preceptors. As a program funded by the United States Department of Agriculture (USDA), the program 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 broad range of individuals, our selection process considers not only scholastic achievement, but also work and volunteer experience, demonstrated leadership, information provided directly from applicants in their letter of intent, and input from references when assessing the applicant strengths, areas for growth, and overall competence.

To remain affordable, we place students in four regional locations throughout the state to reduce relocation expenses, provide pay to sponsored students during their WIC-specific rotations, require work service in lieu of tuition, and allow students to borrow resources keeping their book and supply costs low. The program also incorporates distance learning, when possible, to reduce travel expenses.

During the program, students are encouraged to communicate their needs if the program doesn't meet their expectations. The program offers a variety of learning options and places students in several different work settings, exposing them to opportunities to work on their own, with fellow students, and with multiple preceptors. The program acknowledges that each student learns differently and may require alternative explanations or approaches to feel comfortable in certain settings.

At least eight times throughout the year, coordinators will meet with each student in their region one-on-one to address concerns, including feelings of mistreatment or misunderstanding. To help prevent these situations, coaching is provided to coordinators during the program's annual planning meeting and to preceptors during their annual meeting with coordinators. At these meetings, coordinators and preceptors are provided student feedback on their experience with the person being coached.

Practice Facility Preceptors

Preceptors are extremely important to the success of this program. Without their participation the program would not be able to provide the experiences that are needed. Students 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 professionals who are eager to mentor and help. Students 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

Students should 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 D of the handbook and serve as a general guide. Students are expected to follow dress code standards appropriate to the location in which they are assigned, including their regional site and practice facilities which may have stricter guidelines.

Lab coats 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.

Students could be sent home if not appropriately dressed for work. Any time missed having to go home and change will need to be made up.

Salary and Fringe Benefits

If a student is an employee of the Florida Department of Health, the sponsoring agency will pay the salary and fringe benefits of the student they sponsor during the WIC rotation (up to 200 hours). 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

Students who are Florida Department of Health employees must continue to complete timesheets and Employee Activity Reports (EAR) as required of employees. Students who

complete the program 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 (S5212) for their EAR.

Students should submit a completed EAR to their regional coordinator at the end of each pay period for the coordinator to verify placement in the program and send to the student’s supervisor for timesheet validation.

Students can only use certain nutrition education, breastfeeding, and leave time codes when they are getting paid during the program WIC rotations. These codes are listed on the next page. They should refer to the Department of Health WIC Procedure Manual, DHM 150-24, chapter 12 for more details about EAR coding during the program and the HMS personal Health Coding Pamphlet, DHP 50-20, for codes to use while in a non-paid status.

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 program program that is not directly related to breastfeeding promotion and support.		
9042	Community Meeting	# services
Attend a community meeting as a representative of WIC.		

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 Program Program that is directly related to breastfeeding promotion and support.		

9043 **Community Meeting** **# services, FTTY**
Attend a community meeting regarding breastfeeding as a representative of WIC.

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 – Sample Time Log – Week

Student Name: _____

Rotation Code: _____ Rotation Name: _____

Instructions: Please have your preceptor or delegate validate each day's entry by printing and signing in the appropriate box.

Date	Start Time	End Time	Lunch (Min)	Site	Pro Hours	Alt Hours	Comments	Preceptor/Delegate Name	Preceptor/Delegate Signature
			☐ 30 ☐ 60	☐ IP ☐ VR					
			☐ 30 ☐ 60	☐ IP ☐ VR					
			☐ 30 ☐ 60	☐ IP ☐ VR					
			☐ 30 ☐ 60	☐ IP ☐ VR					

Site: IP = In-Person VR = Virtual

Pro Hours: Hours spent engaged in professional experiences. Includes any activity that directly impacts staff, clients. Includes attending meetings, developing written materials to be used, giving presentations, interacting with clients, working with preceptor.

Alt Hours: Hours spent in alternative experience. Includes simulations, case-studies with mock patients, role playing, and other projects that mimic real world problems like a mock disaster plan or mock employee schedule.

Document to be uploaded to SharePoint in Weekly Time log folder no later than Sunday 11:59 P.M. of current week. Title document **WeeklyTimeLog_Week#_LastName**

Attachment B**STUDENT COACHING FORM**☒ Didactic Friday # _____☐ Other

Student:	
Regional Coordinator:	
Date:	

Expectations	Needs Improvement	Meeting Expectations	Exceeding Expectations
Coachable	☐	☐	☐
Curious/Resourceful	☐	☐	☐
Courteous	☐	☐	☐
Correct, morally	☐	☐	☐
Didactic work	☐	☐	☐
Supervised practice work	☐	☐	☐
Handbook compliance	☐	☐	☐

Notable accomplishments: (Both coordinator and student can add to this section)**Concerns:** (Both coordinator and student can add to this section.)**Plan for improvement:** Student is being assigned the following plan of improvement due to:

- ☐ Not meeting expectation(s) ☐ Eval score < "3" ☐ Exam score < 80
☐ Other

Follow-up previous Student Coaching Form plan for improvement:**Items to be submitted by student and reviewed by regional coordinator (Didactic Friday coaching only):**

Timesheets received for each week: _____

Rotation evaluations turned in: _____

Supervised practice deliverables for rotations: _____

Attachment C – Sample Student Evaluation – Supervised Practice Experience
Florida Department of Health in Pasco County Dietetic Internship Student Evaluation

Student: _____ **Rotation Dates:** _____

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 Activity:		
Brief description of the learning activity and the competence associated with it [CRDN ##]	1 2 3 4	
Brief description of the learning activity and the competence associated with it [CRDN ##]	1 2 3 4	

Preceptor should use this space for their summary and recommendations for the student:
Student should use this space to identify one skill learned in this rotation (could be related to nutrition or professionalism) that they will continue to use moving forward and one topic of nutrition and dietetics they were exposed to that they want to explore further.

Preceptor Signature _____ Date _____ Student Signature _____ Date _____

I have uploaded the deliverables for this rotation to SharePoint: _____
 (student initials)

Regional Coordinator Signature* _____ Date _____

Florida Department of Health in Pasco County Dietetic Program Student Evaluation

Definitions of Evaluation Ratings

4 = Independent level of competence. Grade “A” quality work. You could hire the student to do this learning activity and expect them to complete it well with little to no additional training. By the end of the rotation, the student completes this learning activity with minimal directions, minimal supporting cues, faster than expected, with a high level of critical thinking demonstrated. The work the student demonstrates or delivers related to the learning activity is detailed, organized, and complete. The student demonstrates a high level of professionalism in completing this learning activity.

3 = Entry-level competence. Grade “B” quality work. You could hire the student to do this learning activity and expect them to complete it well with some additional training. By the end of the rotation, the student completes this learning activity with some direction, some supporting cues, in the expected amount of time, with a moderate level of critical thinking demonstrated. The work the student demonstrates or delivers related to the learning activity is generally detailed, organized, and complete, but may require some additional modifications. The student demonstrates a moderate level of professionalism in completing this learning activity.

2 = Below entry-level competence: Grade “C” quality work. You may hire the student to do this learning activity but would expect them to need a good bit of additional training to complete it well. By the end of the rotation, the student completes the learning activity with frequent directions, frequent supporting cues, not always on time, with a low amount of critical thinking demonstrated. The work the student demonstrates or delivers related to the learning activity has minimal detail and poor organization, is not always complete, and often requires additional modifications. The student demonstrates either a low level of professionalism or a lack of knowledge expected of an entry-level dietitian in completing this learning activity.

1= Competence not achieved at any level: Grade “F” quality work. You would not hire the student to do this learning activity due to the extensive training needed for them to complete it well. By the end of the rotation, the student is unable to complete the learning activity satisfactorily despite frequent directions, frequent supporting cues. The student failed to meet deadlines even with extensions and did not demonstrate critical thinking in their work. The work the student demonstrates or delivers related to the learning activity lacks detail, is unorganized, is usually not complete, and the parts that are complete require multiple modifications. The student demonstrates little to no professionalism or a complete lack of knowledge needed to complete the learning activity.

The competencies on the next few pages are associated with entry level dietetics practice as a Registered Dietitian Nutritionist. These competencies will be obtained through student completion of learning activities offered in supervised practice rotations throughout the program 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 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 health needs of various cultures, 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 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 Evaluate community needs and resources.
- CO2 Participate in community-based outreach.

Attachment D

Professional Dress Standards

Students 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 students to use good judgement and common sense about items not specifically addressed. Dress code guidelines may vary between regions and between practice facilities. Students are expected to follow the dress code of the location where they are earning hours. Lab coats and identification badges will be worn in accordance with Department of Health policy and the policy of the practice facility.

Expectations:

- Students 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.
- Students shall wear their Florida Department of Health ID Badge while representing the agency on or off premises, unless otherwise determined by their Regional Coordinator.
- Students 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 program.
- All clothes must be in good condition without tears, stains, or holes.
- Any sleeveless garment with a shoulder strap of 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, students 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.
- Footwear should be selected according to the type of work performed. Closed toe shoes must be always worn. Heels should not exceed 3" in height. Flip flops are not allowed in any situation.

- Food service rotations require non-skid closed toe footwear. Hair must be put up. Nails must be clean and free of polish and trim. Minimal jewelry if any (for example, wedding bands, stud earrings).

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, any clothing with political, profane, graphically violent, culturally offensive, or sexually explicit images.

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

Acknowledgement of Receipt of the
Program Handbook
Policies and Procedures
for the
Florida Department of Health in
Pasco County Dietetic Internship

I hereby agree that I have read the Program Handbook, Policies and Procedures for the Florida Department of Health in Pasco County Dietetic Internship.

I fully understand the content included and will abide by the policies and procedures included in the handbook while a student in the program.

Printed Name: _____

Signature: _____

Date Signed: _____

The director will collect this completed form during Clinical Didactic Week.