

**Handbook:  
Garden To Table  
Nutrition  
Dietetic Internship**



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## **Welcome**

Welcome to the Garden To Table Nutrition Dietetic Internship! This handbook is an important document for you as an intern enrolled in the program. You will want to familiarize yourself with the contents of this handbook so that you are prepared for your role as an intern.

The Garden To Table Nutrition Dietetic Internship is a new internship for individuals who have received their DPD verification statement after completing their bachelor's or master's at an accredited institution. The Garden To Table Nutrition Dietetic Internship is located in Bothell, Washington and is a distance internship program.

Since Garden To Table Nutrition is a new program, it has been granted candidacy status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). Programs accredited through ACEND® must meet established Standards for Nutrition and Dietetics Education which includes core knowledge and competency requirements. When an intern successfully completes the internship program, they will receive a Certificate of Completion and a verification statement from the internship director, qualifying them to take the registration examination through the Commission on Dietetic Registration (CDR) and to become a registered dietitian (RD) upon passing the exam.

If you have questions about the Garden To Table Nutrition Internship or need additional information, please contact Susanne Fox, MS, RD at [director@gardentotablenutrition.com](mailto:director@gardentotablenutrition.com).

## Garden To Table Internship Information

### The Role Of ACEND®

ACEND®, the Accreditation Council for Education in Nutrition and Dietetics, accredits educational programs in Nutrition and Dietetics and reports to the Department of Education. Accreditation involves proving that an internship program is legally-organized, has sufficient resources, and is well-managed. The goals and objectives of the program is to prepare interns to practice as Registered Dietitians. The curriculum assures that interns gain the competency needed to become entry-level Registered Dietitians (through fulfilling the CRDNs). The preceptors used must have relevant education/experience to be admitted into the program. This will help interns gain skills and show evidence of growth and learning. Likewise, facilities where interns will be doing supervised practice must be appropriate venues able to offer opportunities to interns to gain competency. The internship program must be regularly evaluating our preceptors, interns, graduates, and itself and providing documentation for these evaluations/results. Internship programs are re-evaluated by ACEND® every 5-7 years.

### Accreditation Status

Garden To Table Nutrition has been accepted for candidacy status with ACEND®, which is the first step to full accreditation. Garden To Table Nutrition has the approval of ACEND® to run an internship program, accept interns just like any other internship program, and is able to apply for full accreditation in 2020. The graduates from an ACEND® candidacy program are the same as graduates from any other program, and can sit for the Registration Exam after they have successfully completed the internship.

### The Requirements to Become a Registered Dietitian

ACEND® establishes the guidelines for what every registered dietitian (RD) needs to know and be able to do in order to receive an entry-level position. The Commission on Dietetic Registration (CDR) is the governing agency that administers the test to become a RD. There are three steps in this process:

1. In-class learning: Every applicant to the GTTN internship program must have already completed the required core knowledge requirements (KRDN) for entry-level practice in nutrition and dietetics through a Didactic Program in Nutrition and Dietetics (DPD). This is documented in a verification statement signed by the applicant's DPD Director and sent to the internship program as part of the application process. Moreover, each applicant must have completed a minimum of a baccalaureate degree as documented by submitting an official transcript showing degree and date degree conferred. Note: CDR requires that, in 2024, all applicants have a master's degree before taking the RD exam.
2. Supervised practice: A minimum of 1200 hours of supervised practice experience must be completed in an ACEND®-accredited program. Supervised practice provides hands-on experience as required by ACEND® in a variety of practice areas that will include guidelines and varied learning experiences to ensure mastery of specific required competencies (CRDN). Upon successful completion of the supervised practice and the competencies, GTTN internship graduates will receive a Certificate of Completion and an official Verification Statement. This states they are eligible to sit for the national registered dietitian examination.

3. Pass the exam: Three components are required to register for the RD exam: successful completion of the didactic coursework (DPD Verification Statement), completion of 1200 supervised practice hours (Verification Statement), and holding a baccalaureate/master's degree. Upon completion of the GTTN internship, the internship director will convey the necessary information to CDR. CDR will contact the intern once this paperwork has been received to tell the intern they are eligible to schedule the registered dietitian exam. Successful completion of this exam allows the individual to indicate that they are credentialed by using the initials RD or RDN after their name. The RD exam is a computer-adaptive test which is available year-round at approved testing centers.

### **Fox In The Kitchen & Garden To Table Nutrition**

Fox In The Kitchen was created by Susie Fox in 2010 and is the organization that Garden To Table Nutrition is under. When paying tuition, payment goes to "Fox in the Kitchen," and when creating Affiliation Agreements, use "Fox The Kitchen LLC: Garden To Table Nutrition."

### **Fox In The Kitchen Mission Statement**

To increase opportunities for individuals to become involved in growing and preparing the food they consume. Providing opportunities for individuals to improve their health and the health of their families and communities.

### **Educational Philosophy of Garden To Table Nutrition**

Providing hands-on experience in growing and preparing food is an important element in the education of Registered Dietitians. Garden To Table Nutrition (GTTN) also believes in allowing interns with relevant previous experience to obtain some credit for work done and CRDNs previously accomplished.

### **Garden To Table Mission Statement**

Mission of Garden to Table Nutrition: Developing competent entry-level registered dietitians who serve the public through the promotion of healthful nutrition and who understand the food cycle from Farm-to-Table: the planting of crops, harvesting, storage, processing, preparation and consumption. Garden to Table Nutrition will foster a mutually beneficial exchange between preceptors, interns and the communities in which they work.

### **Unique Features of Garden To Table Nutrition**

1. Offers a part-time option to students.
2. Includes [Visual Veggies](#) to help students prepare for rotations and the RD exam by reviewing content and didactic information. Includes: Practice Exams; Whiteboard Video Tutorials; Matching; Medical Abbreviations; Blind Exams; and Flash Cards.
3. Does not prevent students from accepting paid work while interns.
4. Concentration of sustainability, gardening, harvesting, processing foods.
5. Interns with substantial background in nutrition may apply for credit for prior learning.

### **Goals and Objectives**

**Goal #1:** Prepare entry-level registered dietitians to make a positive impact on their communities through the promotion of healthful nutrition.

### **Objectives**

1. Over a five-year period 80% of the dietetic internship, students will complete the program within 150% of the program length. Full-time students will complete the program within 13.5 months, part-time students will complete the program within 21 months.
2. Over a five-year period 80% of the dietetic internship graduates will attempt the CDR registration examination within 12 months of graduation.
3. Over a five-year period, 80% of the dietetic internship graduates will successfully complete the registration examination within one year of the first attempt.
4. Over a five-year period, 75% of the graduates who seek employment will be employed in dietetics-related positions within twelve months of completing the program.
5. Over a five-year period, employers will rate 75% of graduates as “Prepared” when in answer to the question “the employee has been well prepared to function as an entry level dietitian.”
6. Over a five-year period, 40% of employers will indicate that this employee has implemented or strengthened a Farm-To-Table program in the company (i.e., composting, recycling, food preservation, locally-sourced foods, reduction in food waste, etc.), on the one-year post-graduation employer satisfaction surveys.

**Goal #2:** Graduates engage in Farm-to-Table activities by guiding individuals and communities in growing, harvesting, and preparing food.

1. Over a five-year period, 70% of graduates responding to one-year post-graduation survey will have participated in Farm To Table Activities (composting, growing food, wildcrafting, preserving) since graduation.

### **Program Outcomes**

Program outcomes data are available by written request to Susie Fox, MS, RD at [director@gardentotablenutrition.com](mailto:director@gardentotablenutrition.com).

### **Admission Requirements for Garden To Table Nutrition Dietetic Internship**

- Minimum of a Baccalaureate Degree
- DPD Verification Statement of completion of the Didactic Program in Dietetics from an accredited DPD institution sent directly from the DPD director. Prior to starting the program, the official DPD Verification Statement **signed in an ink color other than black** must be received. An original paper copy of the verification statement or color electronic copy is acceptable.
- Official transcript stating the degree and date conferred sent directly from the registrar’s office and received by the first date of the program. If this isn’t available, a transcript submitted through DICAS may be used, if it is an official transcript and includes the date the degree was awarded. Alternatively, provided that the degree conferral date precedes the date of the start of the internship, a letter on university letterhead from the registrar or dean confirming the individual has met all financial obligations and academic degree requirements and stating the

date the degree was or will be conferred is acceptable. An official transcript is still required to finish the internship with GTTN.

- Overall and DPD GPA of 2.75 or above.
- A Medical Nutrition Therapy Course completed no more than four years prior to application (or the equivalent).
- Current ServSafe certification or Food Handler's Permit.
- Identification of at least one willing preceptor for all or part of the clinical rotation.

*Desired qualifications:*

- Identified preceptors for clinical, FSM, and community rotations.
- Experience working with local food production (community gardens, personal gardens, agriculture)
- Volunteer or paid experience in food service, community nutrition, or clinical nutrition.

**Application Procedure**

- Potential interns should apply via DICAS, all portions of the DICAS application are expected to be completed and/or uploaded into DICAS in order for the applicant to be considered for the internship.
- Finalists can expect a follow-up interview, where preceptors and rotations are part of the discussion.
- There is no supplemental application for Garden To Table Nutrition, but a \$40 application fee is required. This must be sent on the same day that DICAS applications are due. See [website](#) for instructions for payment.
- Applicants to the internship must participate in computer matching. Applicants must register and enter their priority choices online on the D&D Digital website by the Academy of Nutrition and Dietetics deadline. At the time of registration, a \$55 registration fee via credit card is required for D&D Digital.
- Applicants are informed of acceptance through D&D Digital computer matching system and must confirm their acceptance by the established deadline.
- A \$500 deposit is due for the internship within 14 days after accepting an internship with us. The remaining first 1/2 of tuition for Garden To Table Nutrition is due at the July On-Site. See Program Fees.

**Assessment of Prior Learning**

Garden To Table Nutrition Internship is designed to accommodate a variety of interns. Interns with a strong academic background, interns with strong work experience in the nutrition field, and interns who had strong clinical experiences during their DPD program may qualify for credit for prior learning. Awarding of credit for prior experience will look at the type of work done, the level of performance, the CRDNs accomplished and the ability of the internship director to verify those things.

The credit for prior learning will be determined by the number and complexity of CRDNs completed and the relevance of the experience obtained, not to exceed 600 hours.



Below is a form developed to provide guidance about Credit for Prior Experience.

<https://docs.google.com/document/d/1XJN3riVqdlmiYAhIC6W3p0JEVQEPYFwfyolw0Ez6cNk/edit?usp=sharing>

Application Template: Assessment of Prior Learning is located at the following link:

[https://docs.google.com/document/d/1fujngQBur210RKb1L6fbSGkZq\\_XWWuaSf6lh1Uh-7hY/edit?usp=sharing](https://docs.google.com/document/d/1fujngQBur210RKb1L6fbSGkZq_XWWuaSf6lh1Uh-7hY/edit?usp=sharing)

The internship director will verify the provided information and use it to adjust an intern's rotation/ hours. For example, if an intern claims a year working at WIC where they met eight CRDNs, and two years as a Meal Site Manager for a Congregate meal program where they met eight CRDNs, their rotation schedule, learning activities, and length at each rotation would be adjusted accordingly. Since they have already accomplished 15 out of 43 CRDNs at above entry-level competency, their total supervised practice hours could be reduced based upon the number of CRDNs previously met. In this case, the intern met 15 out of the 43 CRDNs, so they are eligible for the following reduction in Supervised Practice Hours:  $1200 \times (15/43) = 420$  hours. Internship director will consult with supervisors/preceptors and consider the quality of the experience (managerial vs entry level) and the complexity of the CRDNS mastered, taking that into consideration when determining how many hours or credit to offer. In order to decide which rotations to shorten, the internship director will look at which CRDNs have been accomplished and which environments they have been exposed to. In this example, the Community rotations and Food Service rotations could be shortened by a combined total of 420 hours, if this is agreeable to the preceptors.

If an intern thinks they have experience within the last five years that may qualify as part of one or more of their rotations, please contact the internship director to discuss. Qualifying experiences could shorten an internship by up to 50%, if approved by both the internship director and the Board of Advisors.

Remember! Interns, the internship is a fantastic place to learn and grow in experience. You might not want to shorten that time, even if you can. It is a great way to broaden and deepen your experience and gain professional contacts. Once you begin working as an RD, it is unlikely you will have access to the wide variety of experiences and quality of mentorship that a preceptor can give.

## Requirements to Begin Supervised Practice

**\*\*All interns are required to sign the [Intern Contract](#), [Release of Information](#) and the [Code of Ethics](#) forms located in the Appendix prior to starting their first rotation or prior to On-Site, whichever comes first.** These documents will be kept in the intern's file.

## Drug Testing, Criminal Background Checks and Immunizations

It is the intern's responsibility to determine if their practice sites require drug testing, background checks, or immunization records. These are not required by Garden To Table Nutrition, but may be required by an internship rotation. Interns bear the responsibility to ask each practice site about any tests, background checks or immunizations required by their practice sites, and any costs related to the

provision of information for health and background clearance (physical examinations, immunizations, drug and alcohol testing, etc.).

Any delay in providing the required documents that results in a holdup in start time or continuation in a rotation may result in withdrawal from the program and forfeiture of any deposits and tuition paid. An intern found to have a positive drug or alcohol test (at any time during the internship), or disqualifying change in his/her background (criminal) (at any time during the internship) may have his/her acceptance withdrawn and forfeit any monies paid, including tuition and fees.

Below is a list of immunizations or tests that are frequently required by practice sites. Be sure to maintain all records from tests and immunizations so that they are available for every rotation that needs them. Note the expiration date on the PPD tests so that they are current for each rotation which requires this test. Costs for these tests vary widely, depending on where obtained. Call around for prices.

1. MMR Status – to include proof of 2 MMRs or positive titer. For older records, assure they have 1 vaccine for Mumps, Rubella and 2 for measles
2. Completed Hepatitis B series or Positive Immune Titer or Declination
3. Negative PPD within last year; If PPD positive CXR in last 5 years
4. Tetanus shot within last 10 years
5. Varicella (Chicken Pox) immunization or positive titer
6. Influenza immunization – optional (may be required by individual facilities)
7. Negative Background Check – optional (may be required by individual facilities)
8. Negative Drug Screen

Note: some sites require these in a digital format to upload to a secure portal.

### **Insurance Requirements**

Interns are required to have and maintain health insurance and car insurance (if driving to rotations) throughout the entire rotation and must provide proof at any time requested.

In addition, interns must have Professional Liability Insurance throughout the entire rotation and must provide proof at any time requested. This costs about \$24/year (\$1 million per incident/\$3 million per year) for AND members; for some companies, there is a screen to put in the Academy number to obtain a discount; be sure to check into this. HPSO - Health Providers Service Organization is one company that offers insurance to students/interns.

### **Liability for Travel, Injury, Illness**

Interns are responsible for their own safety during the internship and during travel to and from sites. Neither Garden To Table Nutrition nor any practice site is liable for interns' illness or injury.

Intern will be provided with emergency medical care as may be required at any rotation. However, the intern is financially responsible for any expenses incurred during such care.

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

Student membership in the Academy of Nutrition and Dietetics is NOT required while doing the GTTN internship. However, keep in mind the following benefits:

- Receive a discount through some insurance companies, such as Proliability, for their professional liability insurance.
- Become members of an affiliate of the Academy (e.g. the Washington State Academy of Nutrition and Dietetics)
- Join some of the Dietetic Practice Groups of the Academy and start networking with RDs in the area(s) of interest.

Interns may also choose to become members of additional professional organizations such as the American Society of Parenteral and Enteral Nutrition, American Diabetes Association, etc.

Academy student membership information is available at <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>. Student membership is \$58/year and includes free access many educational resources such as educational and training materials, the monthly professional journal, and additional discounts on materials. The intern is responsible for the cost of membership in the Academy.

### **ServSafe Food Protection Manager Certification (or Regional Food Handler's) Certification**

Students must begin the internship with a current ServSafe certification or regional Food Handler's Permit. If either expires, or a different food safety permit is needed during their internship, they will be responsible to obtain any needed food safety permit. The exact permit needed and the cost will vary by location. Cost \$10-100. The intern is expected to provide documentation upon request.

### **CPR Certification**

NOTE: While Garden To Table Nutrition does not require CPR certification, many sites require that an intern is certified their entire time with them. If the intern needs to be recertified/ certified, be sure to take the BLS/CPR for Healthcare Providers course, not the one for the public. The cost for this varies but is around \$70. This must be obtained by the time of the first internship rotation, if required by that rotation.

One common, local training site which has classes at a variety of times and days is:

<https://www.cprseattle.com/bls-cpr-for-healthcare-providers-professional-rescuers>

Note: Classes fill up fast, so don't wait until the last minute for this possible requirement.

### **Orientation to Garden To Table Nutrition Internship**

The internship for Spring match will begin with an orientation and a mandatory 5-day On-Site Garden To Table Nutrition experience in Bothell, Washington. For Fall match, there will be an online orientation in December, and an On-Site scheduled in the late spring/early summer. Interns are responsible for all costs related to these events, including their travel, room and board. These costs can range quite widely, depending on where the intern is traveling from and their resources in the Seattle area.

At these events, the interns will be oriented to the mission, goals and procedures of Garden To Table Nutrition internship and gain hands-on experience in community gardens and kitchens. For the On-Site, they will be required to live locally and come daily to the On-Site for the entire length of On-Site.

The dietetic internship is designed to provide the intern with hands-on experience to complement the coursework done in a DPD program and prepare the intern for an entry-level position as a dietitian. It is normal for there to be periods of frustration and to have cycles of “lows” and “highs.” How much is gained through the internship experience is largely based on the intern’s ability to adapt, learn, and grow. The internship director and preceptors are available to help with any problem that impacts the intern. This cooperative approach is intended to offer the best possible learning experience for each intern. However, the interns are expected to be self-motivated and self-evaluate their performance. Each intern should approach the internship with an honest and sincere desire to learn as much as possible about the dietetics profession.

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

### **Interns with Disabilities**

An intern with a documented disability that will impact their work in the internship needs to make an appointment to talk with the internship director as soon as possible to discuss their needs.

### **Code of Ethics (From AND)**

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

The Code of Ethics Task Force revised the 2009 Code of Ethics and released the updated Code of Ethics in February 2018. The Code of Ethics is available at

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>.

As both a student member of the Academy of Nutrition and Dietetics and as an intern for GTTN, each intern will need to agree to abide by the Code of Ethics for the Profession of Dietetics. **Prior to starting the first rotation, each intern will need to sign the form indicating they understand and agree to follow the principles outlined in the Code of Ethics for the Profession of Dietetics.** [This form is located in the Appendix](#). This document will be kept in the intern’s file.

### **Intern Identified Supervised Practice Sites**

The GTTN intern is responsible for locating all of their preceptors and practice sites. Practice sites can be located in any state within the United States. Each site must be willing to sign the Garden To Table Nutrition Affiliate Agreement. See the [Affiliate Agreement](#) section for details and exceptions. The internship director will offer resources and advice to the intern for recruiting potential preceptors, as needed. The internship director will ensure that adequate learning opportunities are available at each practice site for the intern so that they will achieve and master required competencies. Questions about the suitability of a practice site for a particular rotation may be referred to the internship director.

Potential preceptors are also encouraged to contact the internship director prior to agreeing to accept an intern to clarify expectations and to discuss potential learning opportunities.

### **Affiliation Agreements**

Affiliation agreements between the practice sites and Garden To Table Nutrition will be used to outline responsibilities and liabilities. Garden To Table Nutrition will make an effort to obtain a signed affiliation agreement from each site. These agreements will be completed after the interns have been granted an internship but before the Intern can start the supervised practice/internship. Occasionally, some facilities prefer to use their own version of an agreement, in which case both parties will work together to reach an agreement.

In special circumstances, an affiliation agreement may not be needed, such as if Garden To Table Nutrition and the practice site both agree that an agreement is not needed. For instance, during the On-Site, interns will be completing short rotations in agricultural, food service, and community nutrition events at various locations, which are arranged by the internship director. Similarly, if the intern is spending a short time at a location in order to broaden their understanding, in a “shadowing” or “observing” role, both parties may agree to dispense with an affiliation agreement. In sum, if both parties agree that an affiliation agreement is not needed, then a formal affiliation agreement may be dispensed with.

Agreements must be made before an intern begins their rotation, unless all parties agree that it is not needed (as described above). However, when a needed affiliation agreement cannot be successfully negotiated, the intern will have to find a new practice site.

### **Preceptors & Site Evaluation**

At the end of each rotation, the intern will evaluate the preceptor and the rotation. When an intern rates a preceptor as “poor” in more than 30% of the categories on the Preceptor Evaluation Form, the internship director will discuss the reasons with the intern and decide on the next step. If warranted, the director will have a conversation with the preceptor, and place the preceptor and/or facility on the “Watch List.” For preceptors/facilities on the Watch List, the internship director will provide training/coaching before another intern begins a rotation there. If, after training, subsequent interns provide similar feedback, the internship will discontinue relationship with the preceptor and/or facility.

During the rotations, the intern is encouraged to contact the internship director if there are any questions or concerns about the availability of learning opportunities to meet the required competencies. See the [Procedure for Resolving Conflicts](#) section.

### **Competency and Learning Outcomes for Supervised Practice**

The ACEND® Accreditation Standards includes core knowledge and competencies that specify what every registered dietitian needs to know and do as an entry-level registered dietitian. Competencies and learning outcomes have also been developed for the GTTN internship concentration: sustainability, gardening, harvesting, processing food, etc. The competency statements (CRDNs) that guide the

internship can be found in the [Appendix](#). It is anticipated that 100% of interns will achieve all competencies at a proficient or exceptional rating.

**Identity Verification for Distance Learning:**

Interns will show a government-issued ID containing a picture to the internship director during the Orientation before beginning rotations. The name on the state-issued photo ID will be compared with the verification letter sent to the internship director from their DPD director.

Interns will use an email address that includes a thumbnail photograph in all communications related to the internship with preceptors and internship director. This picture must be a clear picture of the intern's face, as verified in person orientation.

Interns will show preceptors a picture ID upon request and will wear the Garden To Table Nutrition ID badges at all times during their rotations.

Preceptors will submit evaluations and verification of hours directly to the internship director.

These steps will make sure that the person who does the work is the one who is receiving credit.

**Protection of Intern's Privacy**

Garden To Table Nutrition will safeguard intern's privacy in the following ways:

- Keep sensitive paper documentation about intern locked up
- Password protect electronic records (and using password protections on devices used to access those records)

**Intern's Access to Their File**

Garden To Table Nutrition will maintain a file on interns, which may include their application, work samples, verification statements, copies of ID, and important communication notes. Interns can email the internship director if they wish to see their file.

**Employment During The Internship**

Garden To Table Nutrition does not arrange payment for interns, nor does it prevent interns from receiving pay or stipends or honorariums or grants. If a facility wants to pay an intern while they are acting as an intern, it is a site decision, not an internship decision. The site would still need to provide a qualified preceptor willing to guide the interns learning activities. If Garden To Table Nutrition Internship chooses to announce paid opportunities for interns, the announcement will go out to all interns who have expressed interest in such opportunities.

**Dress Code and Professional Image**

Depending on background and training, different people define professionalism differently. "Professionalism" is more than just what a person wears. It's an attitude and a behavior, among other attributes.

Interns are expected to adhere to the dress code of the facility where they are doing their rotation. Some rotations will be more formal; others will be less-so, particularly when working in a garden setting.

Interns need to practice good grooming and good hygiene. And are expected to wear clean clothes, unless in a garden setting.

Interns shall consider the safety of patients, self and others when selecting what they will wear:

1. Footwear is usually closed toe. Avoid shoes that make a lot of noise on hard flooring. Footwear must be appropriate to the setting (usually excluding athletic footwear). Non-slip duty shoes are to be worn in the foodservice rotation.
2. Many facilities have a scent-free policy so it is vital that no strong scents are worn, which can trigger allergies in patients or co-workers. This includes perfumes, hair products.
3. Hair should be clean and contained in an appropriate manner that will prevent it from coming in contact with a patient, equipment or field of work.

The name tag identifying the intern and the affiliation with Garden To Table Nutrition internship must be worn at all times while performing duties as an intern and visible at all times. Interns are responsible for the replacement cost of any lost name tag or name changes.

Most facilities prohibit any use of personal e-mail, texting, social media, etc. during assigned work time. These activities should be only during breaks or before and after scheduled supervised practice time.

### **Patient Confidentiality**

Interns are expected to maintain the confidentiality of all patients, clients, employees and proprietary information. All interns must pass a HIPAA (Health Insurance Portability and Accountability Act of 1996) quiz before starting their internship and interns are expected to follow all HIPAA guidelines at all times during their internship.

### **Relationship Between Interns and Preceptors**

Preceptors are highly valued since they are in short supply and are essential to the educational process. Preceptors are volunteers and offer to sacrifice their time when they agree to be a preceptor. They are faced with additional work when they offer to host an intern. They need to:

- communicate with internship director;
- work with HR to create Affiliation Agreements;
- spend extra time ensuring new interns are oriented and have met all of the site requirement (a drug test, vaccinations, background checks);
- find interns desk space;
- spend time watching orientations for each internship program they work with;
- find unique learning activities that match what each internship expects interns to do;
- fill out extensive paperwork for the internship director;
- schedule events (including their personal vacations) around the presence or absence of interns.

Preceptors sometimes find that having an intern lightens their load, but often having an intern makes their days harder. Preceptors often find that on days they have an intern, they need to stay late, or take work home that did not get done in the office because the intern needed attention and supervision. Some sites (especially clinical) find that by the time an intern is able to be of real assistance, they are finished with their rotation.

Interns are asked to remember that without sites and preceptors they will never be able to become RDs. Interns are encouraged to honor their commitments to their preceptors and their practice sites. If they think they might need to change a plan with a preceptor, talk to the internship director first, as soon as possible. One goal of each intern needs to be to help their preceptors and facilities whenever possible, whether or not that activity is one of the CRDNs. However, if the intern begins to feel that the type of work they are being asked to do will not allow them the opportunity to successfully complete your CRNDs, and talking with the preceptor hasn't changed the schedule, talk to your internship director.

### **Intern Performance Monitoring and Assessment**

Interns will be evaluated frequently throughout this program. During the program students will complete a multiple-choice assessment of prior knowledge. Additional multiple-choice testing, to assess knowledge will occur at the end of each rotation, to measure progression of learning. If a deficiency in prior knowledge is observed, the intern will be assigned study materials, and asked to repeat the test within four weeks. Depending on the nature of the deficiency the intern may be assigned tutoring, or asked to repeat a DPD course.

An intern must meet the competencies as designated for their rotations by achieving a rating of "1" or "2" for each of the competencies ("1" = Meets Entry Level Expectations; "2" = Exceeds Entry Level Expectations). Any intern achieving a rating of "0" will need to repeat that rotation. Evaluations are based on the competencies as outlined in the ACEND® 2017 Accreditation Standards for Nutrition and Dietetics Internship Programs available [here](#).

Preceptors will be evaluating interns with the Mid-Rotation Assessment tool at the four-week mark of their rotation, which asks questions about the intern's performance, and asks for comments from preceptors. Negative assessments will necessitate a conversation between the internship director and the intern, resulting in a Plan for Mastery which they will create together. The internship director will follow up by reaching out to the preceptor a few weeks later to see if improvements have been made.

A Final Assessment Rubric is also used at the end of each rotation. If an intern has not met entry-level expectations by the end of their rotation, they may need to repeat that rotation. During the final assessment, the intern meets with the preceptor for an evaluation to review achievement of the competencies.

Preceptor evaluations may include information gleaned from other personnel who have supervised the intern or worked side-by-side with the intern. Suggestions for improvement are intended to provide needed feedback on how the intern can improve. Preceptors will return these forms directly to the internship director.



Informal communication between the internship director and preceptor will also help the internship director monitor each intern's success. During On-Site, the internship director will evaluate each intern's presentations and will continue to evaluate the intern throughout the program, based on the intern's assignments. Interns will also conduct monthly self-reflections, which include considering knowledge and skills gained and possible improvements.

See section [Available Support and Tutoring](#) for how remediation will be addressed.

### **Available Support and Tutoring (health, counseling, testing)**

Students are advised to become self-directed learners and make use of available tools including their DPD notes, textbooks, and online resources. All students will have their own copy of [Visual Veggies](#) to check their knowledge, prepare for rotations, and prepare for their credentialing examination. Additional support will be designed by the internship director to meet the needs of each individual intern. The internship director will assess each student's needs based upon: grades from DPD program, scores on quizzes during internship, reports from preceptors, observation during On-Site, and each intern's own self-described challenges.

The internship director will design a learning plan for any student that is struggling which may include one or more of the following: specific assignments, study groups, individual coaching/tutoring, a mentor, a referral to specialists (ophthalmologist, psychologist), or a remedial course. NOTE: Garden To Table Nutrition does not pay for specialists or remedial courses. Should they be needed, these costs would be the intern's responsibility. Additionally, the Garden To Table Nutrition Internship does not have psychological counseling/testing, health care available to interns.

For students who are struggling during the internship, individual counseling will be provided by the internship director regarding alternative career paths, if it seems that the student will not be successful in completing the internship process and passing the Credentialing Exam. Every effort will be made to identify struggling students by the third month of the internship, before the second semester of tuition is due.

The internship director will look into the following:

- When an intern does not satisfactorily complete a learning activity associated with a CRDN during a rotation, the internship director will determine why. Was it the intern's lack of knowledge? Do they need more practice? Were there no opportunities available to demonstrate competence in that learning activity?
- Is this lack of success an anomaly for the intern, or part of a pattern? If the same practice site (or type of practice site, such as Senior Lunch Program) is used with multiple interns, did most interns succeed in accomplishing the Learning Activities, or did more than one struggle?
- What does the intern have to say about the site in their evaluations?

The internship director will analyze the information to determine if the sites are able to offer interns comparable educational experiences that lead to consistent learning outcomes. If it is determined that

the sites did not offer comparable educational experiences that lead to consistent learning outcomes, the internship director will create a plan to address that shortcoming. The plan may include: not using certain practice sites in the future, combining two sites within a rotation to create a more balanced experience for interns, or updating the Learning Activities attached to the CRDNs so they are better able to be met in a variety of sites. The data and analysis from the SLO, along with a plan developed by the internship director, will be submitted to the Board of Advisors yearly. The BOA and internship director will then determine any steps needed to be taken to insure comparability and consistency for each internship cohort.

### **Unsafe Practice**

If an intern demonstrates unsafe practice, they may be banned from that rotation site.

Unsafe practices include, and are not limited to anything that might cause emotional or physical distress or risk of harm. This can be related to any person: customer/patient, family, staff, intern themselves, etc. This could include unsafe food practices, inappropriate diet recommendations, inappropriate behavior/attitude/treatment/attire, and other issues deemed inappropriate by the preceptor and/or internship director. If this is the case, the intern will be withdrawn immediately from the rotation, if not the entire internship.

If an intern chooses to withdraw, or is asked to withdraw from the Internship, they will forfeit the tuition and fees already paid. If the intern formally withdraws before tuition for the second half of the internship is due, then they are not obligated to pay for the second half. If the intern has outstanding balance owed when withdrawing, they are still obligated to pay the outstanding balance.

### **Schedule**

For Spring match, orientation in June is the official start of the internship experience. And, a 5-day On-Site in Bothell, WA in July is mandatory for your internship. For Fall Match, the internship officially begins on the intern's due date of their first assignment. For Fall Match, there will be an online orientation in December, and a required On-Site scheduled in the late spring. Interns can do their supervised practice in the order of their choosing, but it is highly recommended they do their elective rotation near the end of the internship or in the spring/summer..

### **Rotation Hours**

Community – 300

Food Service Management – 300

Clinical – 300

Elective – 280 (including 80 farm-to-table/gardening experiences)

Alternative Learning Activities Organized by Internship Director - 20 hours

**Total – 1200**

This distance internship program includes flexibility for interns to design their own schedule. There will be a mandatory online class on the last Friday of the month from 9:30 - 11:30 AM (Pacific Time Zone). Keep this in mind when creating a schedule with preceptors, as these hours do not count as supervised

practice. In addition to time spent at their rotation site, the intern is expected to spend 4 -10 hours a week on internship assignments outside of their supervised practice.

It is encouraged that interns schedule a few days' break between each rotation to allow time to make-up any scheduled hours missed and to prepare for the next rotation. An intern may schedule rotations as close together if they would like in order to finish early or take a longer break at some part of their rotation, keeping in mind the ending date. See section on [Changing Status](#) for more details regarding extending the ending date.

Interns should make all reasonable efforts to be on-time, including previewing the commute, and knowing where to go. If an intern is more than 15 minutes late, in addition to calling their preceptor, they also need to email the internship director so that she is aware of this. More than one tardy or one non-illness absence in a rotation will be cause for an improvement plan, including weekly monitoring by the internship director.

In the event of an unavoidable absence or other delay, the intern should communicate directly to their preceptor in the manner the preceptor prefers (phone/email/text) as soon as possible. If the intern does not speak directly to their preceptor, the intern should use two methods of communication to ensure the preceptor receives communication. For example - call, and if no answer leave a voicemail AND text/email. The intern must also email their internship director if they are late or absent, so the internship director can track attendance, too.

Alternative Learning Activities are activities that ACEND has approved for internship directors to perform with dietetic interns. They are different from supervised practice hours but may count towards the overall internship total. Most of these alternative hours will take place at On-Site and consist of role-playing exercises, case study discussions and other similar educational activities. The internship director will keep track of how many alternative learning activity hours each intern has completed.

### **Farm/Gardening Experience**

Interns are required to complete 80 hours of farm-to-table/gardening experiences with the emphasis on local food production. The intern will check with the director to ensure their planned experiences count towards these hours. Examples of experiences include: working with a facility's compost program, volunteering at the local community garden, educating others on the values of farm-to-table food, and participating in a Master Gardener training class. It is recommended that the intern obtain these hours throughout the entire internship rather than waiting until the very end. If the intern is having trouble obtaining these hours, they will reach out to the director and a plan will be made to attempt to complete the hours.

### **Full-time Track**

It is expected that interns in the full-time track will complete a minimum of 1200 supervised practice within nine months (39 weeks) of beginning the internship, though they have 13.5 months (59 weeks) to complete the program.

It is suggested that interns in the full-time track schedule 36-40 hours a week onsite with their preceptors:

- If an intern is spending 40 hours a week at their rotation site, they will complete 300 hours in 7.5 weeks.
- If an intern is spending 36 hours at their site, they will complete 300 hours in 8.3 weeks.
- Full-time interns should finish all of their hours within 39 weeks from the start of internship.

### **Part-Time Track**

It is expected that interns in the part-time track will complete a minimum of 1200 supervised practice within 14 months (61 weeks) of beginning the internship. They have 21 months (91 weeks) to complete the program.

Some interns may choose to schedule 20 hours/week, and finish a 300 rotation in 15 weeks, take a week off and start their next rotation. Other interns may find working 30 hours a week for 10 weeks and then taking 3 weeks off works better for them or their preceptors.

### **Holidays and Vacations**

Interns should speak with their preceptors about scheduled national/local holidays and vacations in advance of beginning their rotation to allow time to plan for making up these missed hours/days of supervised practice, when needed. Interns should not schedule a vacation in the middle of any of their rotations without their preceptor's approval. If an intern wants to schedule a vacation between rotations, keep in mind the completion schedule deadline.

### **Leave of Absences**

Leave of Absences may be granted due to:

- Maternity/Paternity Leave
- Personal or Family Illness
- Other situations approved by the internship director or the Board of Advisors.

The intern is to contact the internship director as soon as possible if any situation arises that might hinder their ability to finish their internship in a timely manner. Maximum leave available for full-time students is four months and six months for part-time students, unless the Board of Advisors makes an exception.

### **Illness**

If an intern is sick, they need to call their preceptor as soon as they know they will need to miss that day. If an intern needs to miss three or more days due to illness, interns must communicate with the internship director and provide documentation about their illness to both the preceptor and the internship director, if directed to do so. If absences impact the intern's ability to complete scheduled rotations, the intern may need to withdraw from the program, or switch to the part-time track, and pay any extra fees associated with the part-time track.

### **Changing Status**

Full-time students have the option to switch to part-time, though the difference in fees between part-time and full-time may be owed. If the intern is unable to meet the requirements with this accommodation, they will not pass their internship. They may reapply for an internship either with Garden To Table Nutrition, or another internship program. Some internships, including Garden To Table Nutrition, give credit for previous experience. For this reason, it is recommended that the intern keep copies of all of the work they have done during their internship, including evaluations and assessments.

### **Professional Activities**

Interns are encouraged to attend professional meetings such as their local and state dietetics association meetings, their state legislature day, the Academy's Food and Nutrition Conference and Exhibition (FNCE). If an intern is to attend a conference that will interfere with their rotation, they will need to plan their absence in advance with their preceptor. Any registration fees, transportation and expenses for all professional meetings are the responsibility of the intern.

### **Completion Requirements**

- All assignments completed at level of "meets expectations" or "exceeds expectations."
- Completion of a minimum of 1200 hours (supervised practice and Alternative Learning Activities), in combination with prior learning experiences, if applicable.
- All evaluations completed and turned in.
- All work done on [Visual Veggies](#) "meets expectations" or "exceeds expectations" and indicates that the intern is ready to sit for the RDN exam.
- Completes at least 80 hours of farm/garden experience.
- All fees are paid.
- Maintains professional and ethical standards outlined in [ACEND®'s Code of Ethics](#), understands and signs the RDE Misuse form (provided by CDR).
- Interns accepted into the full time track are to complete the program within 13.5 months of officially starting.
- Interns accepted into the part-time students are to complete the program within 21 months.

### **Certificate of Completion**

A Certificate of Completion will be awarded when all rotations, assignments and required hours for the Garden To Table Nutrition internship are completed and required documentation has been turned in to the internship director.

### **Verification of Completion**

Internship director will submit required documents to CDR and interns will receive verification statements within two weeks of meeting the completion requirements:

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

The Commission on Dietetic Registration (CDR) uses the verification statement to determine eligibility for the Registration Examination for Dietitians. CDR requires that the internship director submit the eligibility application through an online system. Before the director can submit this information to CDR, the intern must fill out the online paperwork sent to them from CDR. After the director is notified by CDR that this paperwork has been received, the verification for eligibility to take the exam will be submitted to CDR within two weeks.

All documentation and the submission of eligibility to CDR will be held until all fees are paid in full and all other program obligations are met.

### **Application to Take the RD Examination**

The internship director will submit the required documentation to the Commission on Dietetic Registration for candidates who have met the internship requirements. CDR will verify that the candidate is eligible for the exam and will forward the intern's name to [Pearson Vue](#). Pearson Vue will then contact the candidate with specific information on how to find a test site and the necessary steps to register for the RD examination. The up-to-date cost for the Registration Examination for Dietitians can be found on the CDR website. Additional information can be found at this link:

<https://www.cdrnet.org/program-director/dietetics-program-students-and-graduates>.

The GTTN graduate is responsible for

1. finding which Pearson Vue site is closest to them.
2. making their own transportation arrangements to take the RD exam.
3. paying for the RD exam itself and for the fees CDR requires for annual registration. The fees for 2020 are \$200 for the exam and \$70 for CDR.

Individuals with documented disabilities are encouraged to apply for test accommodations when sitting for the RD exam. Information on applying for test accommodations is in the Registration Examination for Dietitians Handbook for Candidates, available from the CDR website:

<https://www.cdrnet.org/program-director/registration-handbook-information>.

### **Graduate Evaluation**

Approximately one year following the completion of the Garden To Table Nutrition internship, the graduate will receive an electronic survey through email from the internship director. Feedback from former interns is vital because it is used to improve the Garden To Table Nutrition internship for future interns.

## **Estimated Costs of the Internship**

### **Program Fees**

When applying for Garden To Table Nutrition (GTTN), there is a \$40 non-refundable application fee. The program cost is \$9,000 for all interns, full- or part-time.

Once officially accepted to the program, the intern has seven days to pay a deposit of \$500. If paying by check or cashiers' check, the intern is eligible for a \$10.00 discount for the deposit. Interns can pay the first semester or the entire internship tuition at this time, should they choose to.

For full-time students the balance is due four months after starting the internship. For part-time students the balance is due seven months after starting the internship.

- For FALL MATCH: For ALL interns in 2020, the balance of the first semester tuition is due before Orientation. The second semester tuition of \$4,500 is due June 6th. They can bring it to On-Site, or pay ahead of time. This is the balance of the program cost.
- For SPRING MATCH: For ALL interns, the balance of the first semester tuition is due before On-Site. The second semester tuition of \$4,500 is due in January. Exact dates will be sent to each class at the beginning of their internship.

Those paying by check/cash will receive a 10% discount for each semester's payment.

If supervised practice hours are not completed within the planned time-frame due to extenuating circumstances, an additional fee of \$600 is required to continue the program.

All fees must be paid prior to receiving a Verification Statement from Garden To Table Nutrition. All fees are non-refundable.

### **Financial Aid and Loan Deferment**

This program does not currently qualify for federal financial aid. Some interns take out the maximum loan amount provided in order to fund their internship. Additionally, some students may enroll in a Master's Degree program while doing the internship part-time, which may allow them to qualify for federal financial aid.

Depending on the lender, interns may be able to defer repayment of student loans until they have completed their internship. Garden To Table Nutrition will provide a letter documenting the intern's participation in our internship, but cannot guarantee that it will meet the conditions of the lending institution. The intern is to check with their lender as early in the process as possible regarding this. Requests for a letter from Garden To Table Nutrition to any lender should be directed to the internship director via e-mail. Since the program does not provide academic credit and interns are not eligible for federal student financial assistance programs, the program cannot provide 1098-T forms.

### **Scholarships**

Students who are members of HEN (Hunger and Environmental Nutrition) Practice Group, may apply for HEN scholarships for travel expenses.

There are many other scholarships applicable, including scholarships from the Academy. See: <http://eatrightfoundation.org/scholarships-funding/foundation-scholarships-fags/>

### **Stipends**

One or more \$500 stipends may be available during the second half of an intern’s internship for those who demonstrate strengths in mentoring graduating DPD students and incoming interns. Information about this will be provided three months after the beginning of the program by the internship director.

### Mini-Grants

**Kids Eat Right Foundation** sometimes offers \$200 “mini-grants” that can be used by interns, RD/Ns to fund nutrition education presentations in a community. For more information, see <https://eatrightfoundation.org/why-it-matters/public-education/kids-eat-right/>.

### Interns doing supervised practice cannot replace employees

Interns will not replace regular employees at facilities except in the case of specific professional staff experience, including staff relief, that is needed to demonstrate competency..

### Additional Estimated Costs

See [Requirements to Begin Supervised Practice](#) section for more details.

Item	Explanation
<b>Travel Costs for Orientation</b>	Non-local interns are required to pay for all of the expenses for attending On-Site in Bothell, WA for up to 5-days. This includes transportation to Washington, transportation while at On-Site, living arrangements, food and any additional expenses not listed here.
<b>Living Expenses</b>	Costs include housing, clothing, food, etc.
<b>Criminal Background Check and Drug Screen</b>	Based on the requirements of the supervised practice facilities, interns may be required to have a negative criminal background check and negative drug screen before beginning some/all rotations. These may need to be repeated for different practice sites and intern is responsible for all costs of additional testing.
<b>Medical Insurance</b>	Medical insurance is required at all times and proof may be requested at any time.
<b>Health Examinations and Tests</b>	Interns are required to obtain a complete physical examination, TB test, Hepatitis B vaccine series and titer, and annual flu shot. Additional testing may be required by supervised practice facilities. Interns are responsible for the cost of the health examination and all related tests. Interns are responsible for all costs of additional testing that may be required by practice sites, e.g. additional titers. What tests are required may be unique to each practice site.



<b>Transportation and Automobile Insurance</b>	The intern bears all cost and liability of transportation to and from their rotation sites. Automobile insurance is required, if driving to and from sites. Proof may be requested at any time.
<b>Textbooks, Supplies, Computer and Internet Access</b>	Intern must have accessibility to current textbooks, computer, Internet and other resources to complete assignments and evaluations.
<b>Name Tag</b>	Intern is required to wear the Garden To Table Nutrition name tag in their rotations and at other official functions (e.g. travel to professional meetings). One nametag is provided. Additional or replacement nametags are the responsibility of the intern.
<b>Student Membership to the Academy of Nutrition and Dietetics</b>	Student membership is optional, but highly recommended.
<b>ServSafe Food Protection Manager Certification or Equivalent</b>	ServSafe Food Protection Manager Certification or equivalent is required prior to starting supervised practice and must be maintained throughout all practice rotations. Any and all costs are the responsibility of the intern.
<b>Professional Activities</b>	Interns are encouraged to attend professional meetings. The registration fee, transportation and expenses for these meetings are the responsibility of the intern.
<b>Registration Exam Preparation Materials</b>	A review course to prepare for the national examination for Registered Dietitians is recommended at the conclusion of supervised practice.
<b>Registration Exam and CDR fees</b>	Planning for this is recommended so that the intern can sit for the exam as soon as they are ready.
<b>Other</b>	Any additional, unforeseen costs are the responsibility of the intern.

### Housing

Interns are required to find their own housing during the internship. The accommodations and costs of housing during any rotation are the responsibility of the intern. The intern should keep in mind the commute distance for each rotation, and are encouraged to keep it within an hour each way since there are outside assignments required each week.

All interns are required to attend the On-Site in Bothell, Washington. For Spring match, there will be a 5-day On-Site Garden To Table Nutrition experience in Bothell, Washington in July. For Fall match, there will be an online orientation in December, and an On-Site scheduled in the late spring.

### **Transportation**

Interns are responsible for arranging their own transportation to their rotations and are required to have liability insurance covering for their entire internship (if driving). Interns are required to have a reliable vehicle for transportation, when needed, and are expected to arrive at their rotation in plenty of time, regardless of the traffic, weather, bus schedule or other conditions.

Interns are responsible to ask about and follow the rotation sites' policy for inclement weather. Any missed days will be required to be made up. Making up missed days will be at the discretion of the preceptor and the internship director and guided by the rotation schedule.

## **Procedures for Resolving Conflicts/Complaints**

### **Complaints Policy**

If an intern or a preceptor has a conflict with the internship director, they are advised to go first to the internship director, in hopes that a mutual understanding can be reached. However, if they do not feel comfortable going to their internship director, or are not satisfied by the response received from their internship director, they can contact the Board of Advisors directly by using the "[Contact BOA form](#)" (use provided link). The information from that form is sent privately to the Board of Advisors only, and a BOA member will reply within one week.

The internship director may not retaliate against interns or preceptors who make complaints about the program or the director. The Board of Advisors is empowered to determine if retaliation has taken place, and step in for the internship director if they deem that the director has been biased.

Students or preceptors can also contact ACEND® if resolution cannot be found with Garden To Table Nutrition Internship, but ACEND® confines itself to issues that are relevant to program accreditation. ACEND® will review complaints after all other options have been attempted that are related to the compliance with the accreditation standards. They can be contacted by calling 312-899-5400 or emailing [ACEND@eatright.org](mailto:ACEND@eatright.org)

A record of all intern complaints, including the resolution, will be kept on file by the internship director for seven years and are available for review of ACEND® representatives during the site-visit or upon request.

Should any legal action be pursued, it is understood that it is filed within the State of Washington in Snohomish County.

## **Preceptor Complaints or Non-Compliance/Performance**

See section: [How Preceptors Receive Feedback and Training](#) for more discussion regarding complaints against the preceptor. And [Complaints Policy](#) for information regarding complaints about internship or director.

## **Intern Performance Monitoring and Assessment**

Interns will be evaluated frequently throughout this program. Additionally, informal communication between the internship director and preceptor will also help the internship director monitor each intern's success.

At the beginning of the internship, students will complete a multiple-choice assessment of prior knowledge. Additional multiple-choice testing, to assess knowledge will occur at the end of each rotation, to measure progression of learning. If a deficiency in prior knowledge is observed, the intern will be assigned study materials, and asked to repeat the test within four weeks. Depending on the nature of the deficiency the intern may be assigned tutoring, or asked to repeat a DPD course.

Preceptors will be evaluating interns with the Mid Rotation Assessment at the 4-week mark of their rotation, which asks questions about the intern's performance, and asks for comments from preceptors. Negative assessments will necessitate a conversation between the internship director and the intern, resulting in a Plan for Mastery they create together. The internship director will follow up by reaching out to the preceptor a few weeks later to see if improvements have been made.

A Final Assessment is also used at the end of each rotation. If an intern has not met entry-level expectations by the end of their rotation, they may need to repeat that rotation. If the intern receives an unsatisfactory end of rotation assessment (rating of "0" on the final evaluation) at the conclusion of the repeated rotation, the intern will be dismissed from the program. A rotation may only be repeated one time.

During the On-Site, the internship director will evaluate each intern's presentations and will continue to evaluate the intern throughout the program, based on the intern's assignments and meeting with them. Interns will also conduct a monthly self-reflection, which includes assessing their knowledge and skills gained and possible improvements.

## **Grounds for Dismissal/Withdrawal From Program**

If the internship director believes that an intern is unlikely to successfully complete the internship, or the credentialing examination, or succeed as an RDN, the director will work with the intern and offer remediation. See the [Non-Compliance/Performance Form](#) in the Appendix.

If a preceptor or site requests the removal of an intern, the intern will be withdrawn from that rotation, and, if after job coaching, the intern can find a new supervised practice site, the intern may repeat the rotation. If a second preceptor requests the removal of an intern, then the intern will be withdrawn from the Garden To Table Nutrition Internship.

If the intern receives an unsatisfactory end of rotation assessment (rating of “0” on the final evaluation) at the conclusion of the repeated rotation, the intern will be dismissed from the program.

Additionally, if the intern is deemed a danger to the profession, in the eyes of the internship director and the Board of Advisors, the intern will be withdrawn immediately.

If an intern chooses to withdraw, or is asked to withdraw from the internship, they will forfeit the tuition and fees already paid. If the intern formally withdraws before tuition for the second half of the internship is due, then they are not obligated to pay for the second half. If the intern has outstanding balance owed when withdrawing, they are still obligated to pay the outstanding balance. All tuition is non-refundable.

### **Supervised Practice Documentation**

Preceptors will fill out documentation provided by Garden To Table Nutrition for each intern. This documentation will include the hours of supervised practice and the CRDNs accomplished during that rotation. Garden To Table Nutrition will keep these for seven years after each intern completes the program, so that they are available to CDR in the event of an audit.

### **Contacting ACEND®**

Students or preceptors can also contact ACEND® if a resolution cannot be found with Garden To Table Nutrition Internship. **Please note** that ACEND® confines itself only to issues that are relevant for program accreditation. ACEND® can be contacted at [ACEND@eatright.org](mailto:ACEND@eatright.org).

\*Garden To Table Nutrition will maintain all paperwork regarding complaints and disposition of complaints, supervised practice documentation, alternate learning experience, prior credit, preceptors' and internship director's assessment for seven years.

## **Intern Contract\***

### Garden To Table Nutrition Dietetics Internship

I, (print your name) \_\_\_\_\_,  
confirm that I have read the Garden To Table Dietetic Internship Handbook. I agree to adhere to all of  
the principles, policies, and procedures throughout my enrollment in the internship.

If I have questions regarding any part of the content of the Handbook, I am aware that it is my  
responsibility to seek clarification from the internship director.

Signature\* \_\_\_\_\_ Today's Date\* \_\_\_\_\_

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

**Dietetic Internship Release of Information Form**

I, (print your name) \_\_\_\_\_, hereby authorize the Director and Assistant Director of the Garden To Table Nutrition Dietetic Internship Program to provide information about my performance, health and educational records to a third party.

This information will be used as a requirement for placement in rotations, recommendations/references as part of employment seeking or continuing education.

Signature\* \_\_\_\_\_ Today's Date\* \_\_\_\_\_

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

## **Non-Compliance/Performance Form**

### Garden To Table Nutrition Dietetics Internship

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

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

Name of Preceptor Filing the Complaint: \_\_\_\_\_

This form provides written documentation of unsatisfactory performance of the above named intern of the Garden To Table Nutrition Dietetics Internship. The unsatisfactory performance of professional tasks or behavior is herewith shared with the intern and documented. Attach additional sheets of papers if necessary.

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The above complaint(s) about intern's performance has/have been discussed with the intern and the following specific interventions and timeline are noted. Attach additional sheets of papers if necessary.

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

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

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

*Note: A record of all complaints, including the resolution, will be kept on file by the internship director for seven years and are available for review of intern preceptor, and/or ACEND® representatives upon request.*

**ACADEMY OF NUTRITION AND DIETETICS/CDR  
CODE OF ETHICS FOR THE PROFESSION OF DIETETICS STATEMENT**

I, \_\_\_\_\_, have read the  
[“Code of Ethics for the Profession of Dietetics”](#).

I understand its Four Principles and Standards. I have been especially alerted to Principle 2h “Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.”

I will adhere to all of these Principles throughout my internship with The Garden To Table Nutrition.

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

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

\*Intern must complete this form and give it to the internship director prior to starting supervised practice. The completed form will be kept in the intern’s file.



## ACEND Learning Outcome/Competency Requirements

<b>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice</b>
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6: Incorporate critical-thinking skills in overall practice.
<b>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.</b>
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4: Function as a member of interprofessional teams.
CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7: Apply leadership skills to achieve desired outcomes.
CRDN 2.8: Demonstrate negotiation skills.
CRDN 2.9: Participate in professional and community organizations.
CRDN 2.10: Demonstrate professional attributes in all areas of practice.
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15: Practice and/or role play mentoring and precepting others.

<b>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations</b>
CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2: Conduct nutrition focused physical assessment.
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4: Design, implement and evaluate presentations to a target audience.
CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

<b>Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations</b>
CRDN 4.1: Participate in management of human resources.
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3: Conduct clinical and customer service quality management activities.
CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5: Analyze quality, financial and productivity data for use in planning.
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

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

CRDN 4.10: Analyze risk in nutrition and dietetics practice.

### **Electives**

Competency #1 Interns will be able to identify organizations within their community that assist individuals in growing food, and learning how to grow and cook food.

Competency #2 Interns will demonstrate basic skills in growing and/or harvesting, preparing food, and turning food waste into nutrients for the soil.

Note: According to the curriculum map, most CDRNs can be met in more than one rotation. If a student does not meet a specific CDRN in the rotation listed in the Student Learning Outcome plan, the internship director will give them credit, if they accomplish it in a different rotation or alternate activity as directed by the internship director.