



Preceptor Handbook

What is a preceptor?

A preceptor is a highly accomplished professional who provides a practical experience and training to a dietetic student or intern.

What makes a good preceptor?

These valuable volunteers play a vital role in a student's progression from intern to competent entry-level dietitian and colleague.

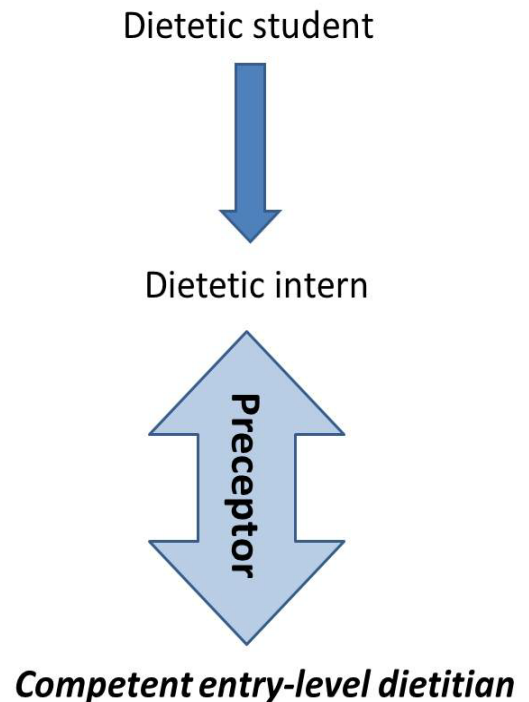
What will I do as a preceptor?

- Participate in preceptor training
 - read this manual and contact the program director with any questions
- Meet regularly with your intern.
- Guide the intern through the daily operation of your facility and permit them to shadow and learn from you.
- Arrange for your intern to visit and observe different professionals as appropriate.
- Demonstrate skills and behaviors for your intern.
- Observe your intern practicing those skills and provide feedback to him or her.
- Direct and supervise the intern while he or she completes the rotation and assignments that meet the competencies required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). These competencies are contained in our curriculum, a copy of which you will receive when your affiliation agreement is completed.
- Discuss and grade assignments.
- Approve weekly timesheets on hours completed under your service.
- Support and counsel the intern – provide perspective when it is needed.
- Give the dietetic internship (DI) program director feedback about the internship curriculum.
- Communicate your needs and any concerns with the DI program director.
- Be a role model.

What will I receive by serving as a preceptor?

As a volunteer activity, extra time, effort, and commitment are required. You are likely to gain

- FREE Continuing Professional Education Unit (CPEU) credit
 - Up to 15 free CPEUs per 5-year cycle from the Commission on Dietetic Registration (CDR) for serving as a preceptor (*this is new for 2017*). KADDI has a certificate available to you. If you do not get it within a month of when your student is done, please contact KADDI@consultingdietitians.com.
 - All RDNs and NDTRs at your facility who worked with the intern are eligible for this credit
 - 1 free CPEU for listening to a case presentation made by your student (no limit on number of 1-hour presentations)



- ACEND preceptor training program offers an 8.0 CPEU preceptor training program free of charge
- NDEP offers two webinar trainings (1.0 CPEU each) free of charge
- professional stimulation – you are likely to learn something new from your intern
- new colleagues
- a sense of accomplishment and a feeling of giving back to your profession



We could never pay you enough, but we hope the rewards you get are priceless!

What are the primary responsibilities of a KADDI preceptor?

- 1) **Complete a progress report.** This sheet acknowledges attendance, rotation tasks & professional performance skills. You will sign-off on attendance and provide brief feedback to the intern on their progress. The intern will print it off, provide the preceptor with a copy to complete & sign at the bottom. Please return to the intern who will scan it and send it to KADDI. This is our way of monitoring their progress and intervening early if an intern appears to be struggling. It also allows the intern to receive feedback on their progress to improve their skills!
- 2) **Complete evaluation rubrics** for the program assignments the intern will do and give to you. These evaluation rubrics are on the Typhon system and the attached *Typhon System for Preceptors* has detailed directions of how to do this. If you do not have access to a computer, or wish to complete the rubrics on paper, the intern will print off copies for you. Like the progress reports, fill it out, sign at the bottom, give it to the intern who will scan and return it to KADDI. KADDI will enter it into Typhon for you.
- 3) **Approve the intern’s time logs** they enter into Typhon. This is how we keep up with the hours they accrue. The Accreditation Council for Education in Nutrition and Dietetics requires they have a minimum of 1000 supervised practice hours. What they do with you is part of it. An explanation of how to approve hours is in the *Typhon System for Preceptors* attachment.

PRECEPTING 101 – Basics You Need to Know

How do you become a Registered Dietitian Nutritionist?

Not all preceptors are Registered Dietitian Nutritionists, so here is a brief overview of how one becomes a dietitian for those who are less familiar with the process.

College:

1. Graduate from an ACEND-accredited coordinated program in dietetics and be eligible to take the national registration exam given by Commission on Dietetic Registration
2. Take specified courses and graduate from an ACEND-accredited program with a bachelor’s degree or higher. After graduation, must complete 1000 hours of supervised practice (internship).

Post baccalaureate:

- College graduates apply to ACEND-accredited dietetic internship or individualized supervised practice pathway (ISSP) program and must be accepted into an internship (like KADDI) or ISPP
- The intern, who is still considered a student, must complete 1000 hours supervised practice (this is where the preceptor fits) or more to fulfill the ACEND requirements
- When the intern graduates from the program, he or she is then eligible to take the national registration exam given by the Commission on Dietetic Registration

- The graduate must pass the exam in order to become a Registered Dietitian Nutritionist.

Post Registration:

- All Registered Dietitian Nutritionists must maintain their registration by completing 75 continuing professional education units during each 5-year period
- Many states also have licensure requirements; RDNs follow the licensure laws of the states where they reside and will practice.

What is ACEND and what are its competencies?

ACEND is the recognized authority on education of students who want to train to become Registered Dietitian Nutritionists and is the credentialing agency for the Academy of Nutrition and Dietetics. It is responsible to the United States Department of Education and is also a member of the Association of Specialized and Professional Accreditors. ACEND establishes core knowledge requirements for college didactic programs in dietetics. It also establishes core competencies (things a graduate is expected to be able to do) for supervised practice (coordinated programs, internships and ISPPs).

KADDI Program Summary & Course Outline

PRE-ORIENTATION: 80 hours of case study activities

Required Training (HIPAA, Fire Safety, PPE, COVID, etc)
CDR PDP Activity
Billing & Coding
Research & Critical Thinking Skills
Public Policy & Take Action
Molly Kellogg/Motivational Interviewing
Productivity & Sustainability Case Study
EHRGo Clinical Case Studies
Advanced Renal Education & Poster
TPN Practice
Tube Feeding Practice
Mini PowerPoint Presentation

ORIENTATION: 20 hours

HIPAA & Ethics Training
Diversity & Inclusion Training
Communication Tools (AIDET & SBAR)
Community & Public Health
Nutrition Focused Physical Exam Training & Simulation
HR Mgmt & WIC Counseling Role Plays
Review a Business Plan (completed during orientation)
Case Study Presentations

NUTRITION THERAPY ROTATION ASSIGNMENTS: 400 hours (40 hours pre-rotation assignments)

NT I: Assignments completed at home prior to on-site experience
Med Grand Rounds and Disease-Specific Summary Sheets
Clinical Terminology Review and Application
NT II: Assignments completed on-site & evaluated by preceptor
Nutrition Topic Study Report
Patient Interview & Nutrition Focus Physical Exam
NT Skills 1
SMART Goals/ Self-Evaluation
NT Skills 2
Case Study Report
Oral Case Study Presentation

FOODSERVICE ROTATION ASSIGNMENTS: 220 hours

*assignments completed on-site & evaluated by preceptor

Menu Mix, Food Costs and Descending Dollar Report
Conduct a Research Project
Employee Training
Menu Development
Recipe Development & Evaluation of Food Quality
Safety & Sanitation and Tray Assessment
Theme Meal/Mini Business Plan

COMMUNITY ROTATION ASSIGNMENTS: 120 hours

*assignments completed on-site & evaluated by preceptor

Client Education Material
Community Needs Assessment
Group Teaching and Curriculum Development
Nutrition Education and Counseling
Participate in a professional meeting

BUSINESS AND ENREPRENEURSHIP (B&E) CONCENTRATION ASSIGNMENTS: 160 hours

*assignments completed on-site & evaluated by preceptor

Advanced Business Plan
Social Media
Webpage

Do the facility and preceptor benefit from the assignments and competencies?

- The curriculum is designed to meet all the ACEND competencies. During the internship it is vital that the student get a wide variety of experiences. The intern must complete curriculum assignments during the rotation. However, ***he or she may also take on facility- or preceptor-specific duties so long as the intern is not used to replace employees.*** It is entirely appropriate for an intern to work with an employee at each station in the kitchen in order to learn their jobs. However, if Joe the baker goes on vacation for a week, the foodservice supervisor may not assign the intern to work in Joe's place while he is gone. Another employee should be tasked to do Joe's job. The intern could, however, develop a new recipe for a baked item the facility wants/needs (the *Recipe development and evaluation of food quality* assignment) in the baking area during Joe's absence.

The intern completes the assignments in the curriculum; then the preceptor reviews the assignments and uses a rubric (grading sheet K&A provides) to evaluate the student's performance. There should be on-going communication between the intern and the preceptor about the assignments. For example, in the community rotation the intern must develop a nutrition education material. If the facility or preceptor knows of a special need for a certain type of material, that is what the intern should prepare. In addition to learning and developing competencies for the intern, it is important that preceptors and facilities also see a benefit from hosting a dietetic student. Interns are ideal for special projects, and often, these activities can even be fitted into the curriculum.

Guidance for preceptors about what to expect from students

- Full-time interns should log 40 or more hours and part-time interns are expected to average 20 or more hours per week spent with or under supervision of the preceptor. The preceptor sets the schedule and interns are expected to report on time for duty and stay for the entire period. This may include early and late shifts lasting more than 8 hours per day.
- Conferences that students go to (e.g., FNCE, district dietetic association meetings, WIC training, or any meeting attended with a preceptor) should be logged as supervised practice time, even if it occurs in the evening or on a weekend.
- Time spent doing internship curriculum assignment reports *at home* is *not* to be counted as supervised practice.
- The preceptor decides whether or not to allow the intern to have time during the supervised practice day to work on assignments (e.g. recipe development in the foodservice rotation, clinical case study report, etc.).
- Preceptors are encouraged to enrich the rotation by assigning additional projects (e.g. reading background materials, writing policies and procedures, developing an educational handout, etc.). If these **extra** projects (those in addition to the KADDI curriculum) are to be done at home, it is at the preceptor's discretion whether or not to count the hours as supervised practice. **Interns are NOT to ask preceptors for work they can do at home to substitute for time they are to be in the facility, nor are they expected to get supervised practice credit for doing homework.** The internship is unpaid and is a part of the education required to become a Registered Dietitian Nutritionist. All dietitians have fulfilled supervised practice and interns should be grateful to their preceptors for providing them the opportunity.
- Our accreditor ACEND prohibits interns from being used to *replace employees*. However, it is appropriate that interns engage in whatever work a dietitian might anticipate doing. There are

separate instructions related to foodservice rotation where interns are expected to work *with* employees at every station so they can learn what they do and how it is related to the dietitian's role in the organization.

- There is a mandatory ½ hour lunch break not included in hours at site (e.g., 8:30 – 5:00 shift counts as 8 hours (not 8.5).
- If an intern will be late or absent for any reason, he or she must first notify the preceptor and give a reason for the tardiness or absence. The student must also text the director at 405-642-9367 to let her know they will not be in their rotation.
- Except in special circumstances (illness, death, family emergency) interns must arrange personal days off, including religious holiday observances, in advance and have the preceptor's permission.
- Five personal days are built into the rotation and except in case of special circumstance, interns should not expect to take more than two personal days during a rotation. Excess personal days must be made up, but it may be in a later rotation.

You are encouraged to give feedback for any level of performance, however, if an intern is doing poorly and you give them a failing grade (D or F), you are required to write down comments and give feedback about how they are not meeting expectations and what things they need to do in order to improve. The internship staff monitors these weekly performance summaries. If an intern scores at a failing level for two consecutive weeks, the internship director will call you. We want to intervene early to remediate students as needed or take care of any behavioral or professional concerns immediately.

The internship program director is available to you at any time.

Contact information is KADDI@consultingdietitians.com or 918-574-8598.

The progress form you are asked to complete is on the next page.

It is the intern's responsibility to get you to complete this form, sign, and date it. The intern will also sign, scan the form, and send it to the program by email.

Mid-Term and Final Rotation Progress Report



Dates: _____

Student Name: _____

Rotation Site: _____

EVALUATION CRITERIA	EXPECTATIONS								
	Exceeds			Meets			Below		
	Outstanding	Excellent	Very Good	Good	Above Average	Average	Below Average Below Avg	Weak	Very Weak
Professional and ethical behaviors									
1. <i>Observes HIPAA and facility guidelines, is punctual, appropriately dressed, and exhibits good time management</i>	A+	A	A-	B	B-	C	D	D-	F
2. <i>Communicates well, is appropriately assertive, exhibits confidence, and takes initiative</i>	A+	A	A-	B	B-	C	D	D-	F
3. <i>Exhibits integrity</i>	A+	A	A-	B	B-	C	D	D-	F
Carries out requirements of rotation tasks	A+	A	A-	B	B-	C	D	D-	F
<i>If student is below expectations in any area, please provide a comment below.</i>									

	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Week 5 Hours	Week 6 Hours	Week 7 hours	Week 8 hours	Week 9 hours
<input type="checkbox"/> Foodservice									
<input type="checkbox"/> Community									
<input type="checkbox"/> Clinical 1 (KACAD only)									
<input type="checkbox"/> Clinical onsite (KADDI) or Clinical 2 (KACAD)									
<input type="checkbox"/> B&E									
<input type="checkbox"/> Other									

STUDENT	PRECEPTOR COMMENTS
Assignments and Evaluations completed:	Please comment if you have ANY concern at all or if student is not meeting expectations.
Student Comments:	
Plan/ Goals:	

Preceptor printed name _____

Preceptor signature _____

Student signature _____

Date _____

Date _____

The student is required to scan and submit to summaryweekly@gmail.com by Tuesday of the following week.

DIETETIC INTERN PERFORMANCE SUMMARY

The program has developed assignments for its curriculum. If completed satisfactorily, the student will meet core competencies established by ACEND. The evaluation rubrics are all designed in the same way. On the next page is an example evaluation rubric. To complete it:

- 1) Review the levels of performance
- 2) Read the questions related to the competency and assign a level of performance

There are two Competencies for Registered Dietitian Nutritionists (CRDNs) to be measured in the evaluation rubric for the *Conduct a Research Project* assignment on the following page. They are:

CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures, and data analysis.

CRDN 2.2: Demonstrate professional writing skills in preparing professional communications

Most assignments have multiple competencies. If a student scores a failing grade on a significant number (at least two or more) of the competencies associated with an assignment, he or she should repeat it. If a student is having difficulty in doing satisfactory work, please call the internship director Sara Hallgren-Tillery at 918-574-8598 or email KADDI@consultingdietitians.com. We want to help each student succeed and we will design activities to remediate a student if necessary. Please notify the program director of any behavior or ethical concerns immediately.

NOTE: All preceptors will be given a login and instructions for completing the web-based evaluation rubric. However, students have access to paper copies of all assignments and evaluation rubrics if Internet access is unavailable or the preceptor prefers to complete the evaluation forms on paper. If you complete a paper form, both preceptor and student should sign and date at the bottom. Then the intern is responsible for scanning the evaluation rubric and emailing it to the program office. The program staff will log into Typhon as the preceptor, enter the grades, make a .PDF copy and send it to you by email.

EVALUATION RUBRIC

Intern:						
Rotation:	Preorientation	Orientation	Nutrition Therapy	Foodservice	Community	Entrepreneurship

Assignment: CONDUCT A RESEARCH PROJECT

Instructions: Preceptor should complete this evaluation when the intern turns in the assignment. If there is ever a problem during the rotation, please immediately contact director at 918-574-8598 or KADDI@consultingdietitians.com.

EXPLANATION OF GRADING SCALE			Exceptional	Good	Satisfactory	Needs Improvement *	Unsuccessful *	Not observed
Points	Letter grade	Descriptor						
10	A	EXCEPTIONAL – achieves performance indicators at an advanced level with little or no direction required	A (10)	(8)	C (7)	D (6)	F (5)	NO (0)
8	B	GOOD - achieves performance indicators at an intermediate level with some additional guidance needed						
7	C	SATISFACTORY - achieves performance indicators at a basic (entry) level and takes direction effectively						
6	D	NEEDS IMPROVEMENT – Struggles to achieve performance indicators; needs significant help at all times <i>(*comment required)</i>						
5	F	UNSUCCESSFUL - Does not demonstrate skill/competency <i>(*comment required)</i>						
0	NO	NOT OBSERVED – Either does not apply or is not observed. If the cell is shaded black, not observed is not an option – please give the intern a letter grade.						

CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures, and data analysis.	SCORE (points)					
	A	B	C	D	F	
Did the intern write a research question of interest to the facility?						
Did the intern formulate a hypothesis?						
Did the intern develop a plan (methods and materials) to test the hypothesis?						
Did the intern gather appropriate data?						
Did the intern analyze the data?						
Did the intern make a recommendation based on the project?						
Comments:						

CRDN 2.2: Demonstrate professional writing skills in preparing professional communications	SCORE (points)					
	A	B	C	D	F	NO
Is the report written well and easy to understand?						
Is the report free from grammar and spelling mistakes and typographical errors?						
Does the report follow the correct format and report research question and hypothesis, methods and materials, any administration and/or IRB approval if needed, describe subjects (if applicable), present and analyze data and give a summary and conclusion?						
Comments:						

CONDUCT A RESEARCH PROJECT EVALUATION RUBRIC (continued)

Preceptor comments (required for needs improvement (D) or unsuccessful (F) scores:	Intern Comments:

Preceptor printed name _____

Preceptor signature _____

Date _____

Intern signature _____

Date _____

If completed on paper, both intern and preceptor must sign and date at the bottom. Intern then scans into one .PDF file and emails to KADDI@consultingdietitians.com

We could never pay you enough, but we hope the rewards you get are priceless!

KEITH & ASSOCIATES MISSION



The mission of Keith & Associates is to maintain not only the highest possible standard of quality of patient care, but also the highest standard of professionalism and customer care to our facilities.
<https://consultingdietitians.com/>

DIETETIC INTERNSHIP PROGRAM MISSION: The mission of the Keith & Associates Distance Dietetic Internship is to train dietetic interns to become competent entry-level registered dietitian nutritionists delivering the highest possible standard of quality for patient care and also the highest standard of professionalism and customer care.	
PROGRAM GOALS	PROGRAM OBJECTIVES
1. Prepare graduates to become competent entry-level dietitians.	1.1a At least 80% of full-time program interns complete program requirements within 9 months (150% of the program length).
	1.1b At least 80% of part-time program interns complete program requirements within 18 months (150% of the program length).
	1.2 Of graduates who seek employment, 75 % are employed in nutrition and dietetics or related fields within 12 months of graduation.
	1.3 Eighty percent of graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
	1.4 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%.
	1.5 Seventy-five percent of employers will answer “agree” that they are satisfied with graduate’s preparation for entry-level practice.
	1.6 Seventy-five percent of graduates will answer “agree” that they were prepared for entry-level practice. (program-specific goal)
2. Prepare graduates to deliver the highest possible standard of quality for patient care and the highest standard of professionalism and customer care.	2.1 At least 75% of employers will answer “agree” that they feel graduates deliver the highest possible standard of quality for patient care and the highest standard of professionalism and customer care. (program-specific goal)

KEITH & ASSOCIATES DISTANCE DIETETIC INTERNSHIP POLICIES

PROTECTING PRIVACY DURING DISTANCE EDUCATION

Keith & Associates follows U.S. Department of Education *Guidance Issued on Protecting Student Privacy While Using Online Educational Services*. KADDI will collect and maintain only the data necessary to fulfill its duties in executing affiliation agreements and meeting ACEND standards. The program will de-identify any data used for product development, research, marketing, or other purposes. We will not transfer de-identified data to any other party. In the event of a security or privacy incident including personally identifiable information, KADDI will immediately notify the student or graduate. The program takes precautions to ensure intern privacy and positively identify interns during distance learning and testing. Competency exams are proctored by Examity.

LOCATING PRECEPTORS AND SUPERVISED PRACTICE SITES

It is the applicant's responsibility to locate supervised practice sites and preceptors in the geographic location in which they desire to do supervised practice.

What is a preceptor? It is someone who is willing to mentor you through the rotations. The preceptor works with you to set up a schedule. He or she will monitor your progress and evaluate your performance using the curriculum and forms from the KADDI internship. A description of the preceptors is given below.

Preceptor responsibilities include:

- Work with the intern to schedule learning experiences
- Orient the intern to the facility and rotation
- Mentor the intern and provide daily supervised learning experiences (may delegate this task)
- Review the curriculum assignments as the intern completes them and evaluate the intern performance using the online forms (may delegate this task)
- Be familiar with and abide by KADDI dietetic internship policies and procedures
- Act as the point of contact for the KADDI faculty and staff

SCREENING PRECEPTORS, FACILITIES AND EXECUTION OF AFFILIATION AGREEMENTS

It is the policy of the KADDI program that it must have a written affiliation agreement with any facility or preceptor providing experiences to a student that leads to the completion of KADDI program curriculum and the associated Accreditation Council for Education in Nutrition and Dietetics (ACEND) competencies. KADDI General Counsel, Ryan Keith, or his designee, will execute all agreements. No agreement will be required if an intern does a rotation with Keith & Associates. To execute an agreement, a facility will need to meet the following selection criteria:

- Have a qualified individual present to supervise the intern. Such individual must be a Registered Dietitian /Registered Dietitian Nutritionist (RD/RDN) to supervise the nutrition therapy rotation. An RDN/RD or certified public health professional is preferred for the community rotation
- For a foodservice rotation, the site must serve a minimum of sixty (60) meals per day. The preceptor is often the foodservice director, an executive chef, certified dietary manager, or kitchen manager. It can also be an RD.
- A clinic site must schedule a minimum of twenty-five (25) clients per week
- Please include the website on the facility form

All facilities will be screened for the above referenced criteria within three (3) weeks of when the applicant submits the form to KADDI as a part of the evaluation process. The decision by the KADDI staff will be final. A handbook is provided for preceptors and they are encouraged to take advantage of the free training available through the Commission on

Dietetic Registration. The program staff is also available to answer questions. Phone calls or email messages will be returned within 24 hours.

PRECEPTOR PAYMENT POLICY

The Keith & Associates Distance Dietetic Internship does not pay preceptors and our estimated cost to students does not include expenses for paying preceptors. Students are advised to ask preceptors whether they intend to charge and consider any additional expense when applying to the program.

POLICY ABOUT REPLACING SITES AND ROTATIONS DURING THE PROGRAM

Unfortunately, a rotation can fall through after an intern is admitted. This is usually because a site or preceptor can no longer serve as intended. The KADDI program director will help as much as possible, but the intern is responsible for finding a new rotation site and preceptor in a geographic location suitable to the intern. This circumstance could lead to a delay in finishing the program, but the intern will not be dismissed.

Interns may submit forms for the entrepreneurship rotation after enrolling in the program. Forms are due 8 weeks prior to entrepreneurship rotation start date. KADDI allows interns to add rotation sites and preceptors during the program as long as we are able to get the affiliation agreements executed before the intern starts there. Interns must update their rotation calendar, and have it approved by the program director any time a change is proposed.

PERFORMANCE MONITORING, ASSESSMENT OF LEARNING, ACADEMIC CONCERNS REPORTS

Interns are required to submit a performance summary. The intern records supervised practice hours done at the site and lists assignments and evaluations completed. The preceptor assigns an overall performance score. Preceptor and intern review and sign the summary. The intern is responsible for scanning the summary and submitting it to the program. KADDI reviews the summary reports & if a student receives a “needs improvement” or “unsuccessful” score, the program director is notified. If there are any failing scores, KADDI staff notifies the program director who then contacts the student and preceptor to provide intervention and/or remediation as needed.

In addition to progress report forms, curriculum assignment rubrics are to be completed by the preceptor in the online system. If a preceptor does not have access to a computer or prefers not to use it, the intern must provide a paper copy of the evaluation for the preceptor to complete. The student and preceptor review the evaluation, both sign and date at the bottom and the intern scans the form and submits it to the program. KADDI staff will log in as the preceptor and submit the scores. Interns have access to the evaluation and comments in the online system. Preceptors are encouraged to give interns positive feedback about what they are doing well. In addition, preceptors are required to include comments in the event an intern’s performance needs improvement or is unsuccessful (score of 2 or 1, respectively).

If an intern has failing performance on any assignment (<70% mean score), the intern must contact the KADDI program director who may require the assignment to be repeated. If an intern has failing performance scores on multiple assignments during a rotation, the director will have a conference with both the preceptor and the intern. A remediation plan including tutorial support if needed will be devised. After remediation, the student may repeat the rotation; however, the intern may be assigned to a different site.

In the event that an intern fails, is dismissed from a rotation by a preceptor or removed from a rotation by the program director, the intern will receive an **Academic Concerns Report** describing what has occurred, why the intern failed the rotation, a remediation plan that must be completed prior to the intern being allowed to attempt the rotation for a second and final time, the assignments that must be completed during the second rotation period and the approximate

amount of time it is expected to take. The student will be advised of extra tuition charges they can expect to incur as a result of the delayed program completion.

If the intern is still unable to pass the rotation on the second try, the program will dismiss the student. An intern will only be allowed to repeat one rotation (preorientation, nutrition therapy, foodservice, community or business and entrepreneurship) one time. The student may appeal the decision to Ryan Keith, Chief Operating Officer, Keith & Associates, Inc. at ryan@thekeithlawfirm.com or 918-585-3405. Interns who are dismissed or resign from the program will receive counseling about other career options such as testing for the NDTR credential that are available to them.

DISCIPLINARY MEMO - POLICY ABOUT PROFESSIONAL AND ETHICAL BEHAVIOR CONCERNS

In addition to academic issues, an intern may also be disciplined or dismissed for exhibiting unacceptable ethical or professional behavior. Examples of such behavior include but are not limited to the following:

- Violations of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Breaching patient or client confidentiality in any manner (spoken, paper, electronic records, social networking, and electronic media sites); interns are never to discuss matters relating to clients or patients on social media
- Lack of integrity and honesty (lying, misrepresenting or not reporting any information related to time spent, care given, clinical errors, or acting outside the scope of the intern's role in the internship setting)
- Failure to demonstrate professional demeanor or concern for patient safety or community standards (use of offensive language and/or gestures, being under the influence of alcohol or drugs in a professional setting)
- Not meeting professional responsibilities (poor attendance, punctuality issues, distracting or insensitive behavior, poor personal hygiene, needing continual reminders, not responding to requests (written, verbal, email, or telephone correspondence)
- Exhibiting disruptive behavior (pushing, punching, throwing things, making inappropriate gestures, making threats, telling offensive jokes)
- Inappropriate relationships with patients and families, preceptors, or staff at facilities where interns rotate (dating a patient or staff member at a facility, stalking, etc.)
- Lack of respect for cultural diversity (negative comments with racial, ethnic, age, sexual or gender overtones)
- Lack of effort toward self-improvement (not accepting responsibility for errors or lack of knowledge, resisting making suggested changes to improve learning)
- Failure to comply with internship-related requirements (training, required immunizations, completing evaluations, etc.)
- Criminal activity while enrolled in the internship

A complaint about unacceptable ethical or professional behavior may be initiated by a preceptor, another intern, the program director, KADDI staff or individuals external to the program. The program director will issue a disciplinary memo informing the student how they deviated from the policy, what they did wrong and what must be done to correct the problem. If the unethical or unprofessional behavior is egregious, it could result in the student's being immediately suspended or dismissed from the program for cause.

The student may request a hearing that will be held within three business days. If the intern is dissatisfied with the program director response, they may appeal the decision to Ryan Keith, Chief Operating Officer, Keith & Associates, Inc. at ryan@thekeithlawfirm.com or 918-585-3405. Disciplinary memos are cumulative. If an intern accumulates three or more disciplinary memos, he or she may be asked to resign or may be dismissed from the program.

INTERN RETENTION, TERMINATION AND REFUND POLICY

The Keith & Associates Distance Dietetic Internship (KADDI) Program has admission criteria that guide the KADDI Program in choosing interns who are likely to succeed in completing the KADDI Program. It is our intent that every intern will graduate and pass the Registration Examination for Registered Dietitian Nutritionists offered by the Commission on Dietetic Registration. However, if an intern cannot pass the assignments, or attain satisfactory weekly performance scores, even after remediation, he or she will be dismissed from the KADDI Program and directed into a career path more appropriate to their abilities.

Notice of an intern's cancellation of the KADDI Program must be made in writing to the KADDI Program Director, 115 W. 3rd Street, Suite 802, Tulsa, OK 74103, or an additional fee of \$25.00 will be deducted from the intern's refund. This refund policy applies regardless of the circumstances of the intern's cancellation whether cancellation is made by the intern or the KADDI Program.

Refund of tuition or fees is time-driven according to minimum regulatory standards. A full refund of tuition and fees will be provided to the intern if cancellation is made within three (3) days of signing the Enrollment Agreement and the making of any payment. There are other refund levels in between. No refund of tuition and fees will be provided to the intern if cancellation is made once an intern has completed Fifty (50%) percent of the KADDI Program. All refunds are subject to and will be in compliance with O.A.C. 565:10-11-3.

SUPERVISED PRACTICE DOCUMENTATION

The intern records hours for activities that occur in professional work settings, simulation, case studies and role playing and for prior assessed learning in the web-based Typhon system. The preceptor logs into the system and approves hours done under their supervision. Hours in professional work settings are also recorded on the Weekly Performance Summary and approved by the preceptor. These summaries are filed and in the event that a preceptor does not approve the time logged in the online system, KADDI staff will approve the hours in Typhon.

The program also maintains a competency check sheet based on the curriculum map for each intern. The program records mean competency scores earned on each assignment evaluation rubric. These check sheets are used to verify that an intern has met each competency with a passing score (≥ 3 on a 5-point scale) one or more times. The sheet is completed for each intern prior to graduation. An example is given in the Appendix.

INSURANCE REQUIREMENTS

The KADDI program carries professional liability insurance for the intern. The intern is required to carry and provide proof of **health and accident insurance**. If the intern will be driving during the program, he or she is also required to carry auto insurance and have a valid driver's license. **If facilities require additional insurance, the intern will be charged.**

TRAVEL, SAFETY, LIABILITY AND HOUSING

It is the intern's responsibility to provide transportation and assume the costs of travel. Interns are liable for their own safety in traveling to and from assigned areas. It is a requirement that the intern have a safe and reliable mode of transportation to ensure safe and timely arrival at the practice setting at the designated times. Interns are responsible for furnishing their own housing. Interns will have housing/meal expenses for four days when required to be in Tulsa for orientation.

ACCIDENTS, INJURY AND ILLNESS

Facilities may provide medical care in the case of an emergency. Students are required to carry health insurance at all times. Costs related to medical care are the responsibility of the student. Interns are to immediately report any accident, regardless of how minor and regardless of whether injury was experienced, to both the respective preceptor and the program director. The intern is to be familiar with the accident/injury policy of each facility/site so that appropriate procedures can be followed should an accident or injury occur. If the intern becomes ill while at the site, he or she should contact the preceptor to let him or her know that the intern is leaving. All missed hours must be made up at a later time.

DRUG TESTING, CRIMINAL BACKGROUND CHECKS, REQUIRED DOCUMENTATION AND PREREQUISITE LEARNING

KADDI interns must fulfill certain obligations required by the program. The enrollment form and information form on the following pages are sent immediately after matching.

**KEITH & ASSOCIATES DISTANCE DIETETIC INTERNSHIP
ENROLLMENT AGREEMENT**

Effective Date November 1, 2020

Name of School: Keith & Associates Distance Dietetic Internship
Address: 115 W. 3rd Street, Suite 802, Tulsa, OK 74103
Telephone: (918) 574-8598
Fax: (918) 585-3047

Student Name: _____

Student Address: _____

Student Phone No: _____

Student Emergency Contact: _____

Student Emergency Contact Phone No: _____

Title of Course: Dietetic Internship Certificate

Total number of contact hours in Program: 1000 supervised practice hours

Total tuition and cost of Program: \$10,895

Payment Schedule	Amount Due	Spring Match	Fall Match	Date Paid:
*Deposit	\$895	April 10	Nov 10	_____
Payment #1	\$5,000	June 15	Dec 15	_____
Payment #2	\$5,000	Aug 15	Jan 15	_____

*Nonrefundable deposit is due when the appointment is accepted; it will be applied to the total tuition due (\$10,895). It will be refunded if the intern cancels within three days of accepting the appointment.

Amount	Expense
\$55	Drug screen
\$70	Background check
\$770	On-boarding expenses (administrative time for immunizations, background check, arranging drug screen, collecting documents, executing affiliation agreements, etc.)

\$895	TOTAL deposit non-refundable after the 3-day cancellation period)

Select One: **Full-Time** _____ **Part-Time** _____
Hours: 1000 hours at 40 hours/week 1000 hours at 20-39 hours/week
Start Date: _____
Orientation Date: _____

INTERN RETENTION, TERMINATION, AND REFUND POLICY

The Keith & Associates Distance Dietetic Internship (KADDI) Program has admission criteria that guide the KADDI Program in choosing interns who are likely to succeed in completing the KADDI Program. It is our intent that every intern will graduate and pass the Registration Examination for Registered Dietitian Nutritionists offered by the Commission on Dietetic Registration. However, if an intern cannot pass the assignments, or attain satisfactory weekly performance scores, even after remediation, he or she will be dismissed from the KADDI Program and directed into a career path more appropriate to his or her abilities.

Any intern who has professional or ethical behavior failures, as determined at the sole discretion of the KADDI Program, will be dismissed from the KADDI Program.

Notice of an intern's cancellation of the KADDI Program must be made in writing to Sara Hallgren-Tillery, DI Director, 115 W. 3rd Street, Suite 802, Tulsa, OK 74103, or an additional fee of \$25.00 will be deducted from the intern's refund. This refund policy applies regardless of the circumstances of the intern's cancellation whether cancellation is made by the intern or the KADDI Program.

Refund of tuition or fees is time-driven according to minimum regulatory standards. A full refund of tuition and fees will be provided to the intern if cancellation is made within three (3) days of signing the Enrollment Agreement and the making of any payment. No refund of tuition and fees will be provided to the intern if cancellation is made once an intern has completed Fifty (50%) percent of the KADDI Program. There are other refund levels in between. All refunds are subject to and will be in compliance with O.A.C. 565:10-11-3.

LAW AND VENUE

This agreement is governed by and construed under the law of the State of Oklahoma. All disputes shall be resolved exclusively in State or Federal Court in Tulsa County, Oklahoma.

In the event a dispute arises out of or in connection with this agreement, the parties will attempt to resolve the dispute through friendly consultation. If the dispute is not resolved within a period of thirty (30) days then any or all outstanding issues may be submitted to mediation in Tulsa County, Oklahoma in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute, the parties may then resort to arbitration, litigation or another dispute resolution procedure.

VERIFICATION STATEMENT

Upon an intern's successful completion of the entire KADDI Program an intern will receive a signed Accreditation Council for Education in Nutrition and Dietetics Verification Statement. In order to graduate and receive a verification statement, interns must:

- Complete a minimum of 1000 hours (including prior assessed learning credit if any)
- Finish all assignments in the curriculum (except any waived for prior assessed learning)
- Meet each ACEND competency for Registered Dietitian Nutritionists one or more times
- Pass the final competency exam with a score of 70% or better, or have attempted it three times
- Have a zero financial balance

HOLDER IN DUE COURSE RULE

Any holder in due course, as defined by U.C.C. § 3-302, of this consumer credit contract is subject to all claims and defenses, as provided in U.C.C. § 3-305, which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

GENERAL DISCLAIMERS

It is understood that if you list the program director and/or any other persons affiliated with the KADDI program as references for employment, the reference given will be honest as to the intern’s performance throughout the internship whether in favor of the intern or not.

Interns are responsible for finding and suggesting their own preceptors. The KADDI program will screen all preceptors and sites to ensure they meet minimum qualifications, demonstrate required credentials and knowledge about the specific area of expertise related to dietetics. However, KADDI will not be responsible or liable for the actions, personal opinions or public relation skills of the facility or of the preceptor.

The intern acknowledges that he/she has received, read, understands and abides by the information presented in the KADDI Student Handbook.

STUDENT ATTESTATION

I HAVE READ AND UNDERSTAND THIS AGREEMENT

[Blank line for student name]

↑ Print Name

[Blank line for student signature]

↑ Signature

↑ Date

↓ SCHOOL OFFICIAL SIGNATURE

[Blank line for school official signature]

Sara Hallgren-Tillery, Dietetic Internship Director

↑ Date

**KEITH & ASSOCIATES DISTANCE DIETETIC INTERNSHIP
INFORMATION FORM**

Please complete the form below, scan and return the first page with your signed Enrollment Agreement and the first tuition payment of \$750. KADDI will then order the required drug test and background check. Mail tuition checks to:

Keith & Associates Distance Dietetic Internship
115 W. 3rd Street, Suite 800
Tulsa, OK 74103

To pay tuition by credit card, call Crystal Dake at, 918-269-6727. There is an additional 3.5% charge for the credit card fee.

Printed Name

	<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Maiden</i>
Street			Social Security #	
Apt or Suite			Date of Birth	
City			Phone number	
State				
Zip Code				

Email address (please use an email address you expect to have for a long time – many school emails are discontinued six months after graduation)

KADDI collects the following data that the program is required to include in the ACEND annual report.

Gender: Male Female Other/Nonbinary

Race: (per US Census Bureau). Please circle one race.

White	Black	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander
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Are you Hispanic of any race? _____

I prefer not to disclose the information listed above.

Signature _____ Date _____

KEITH & ASSOCIATES DISTANCE DIETETIC INTERNSHIP INFORMATION FORM

KADDI interns must fulfill the following obligations. Return to Crystal Dake at cdake@consultingdietitians.com prior to the due date.

Due Date	Requirement
	Submit to a full background check , criminal history, sexual predatory registry verification, 10-panel drug screen (KADDI pays for this)
	Have a physical examination by a medical professional who provides written statement that the student is in general good health and can complete an internship (you pay for this)
	Possess a valid American Heart Association Basic Life Support (BLS) card. It must not expire prior to the end of your internship program. The Red Cross BLS card is NOT accepted
	<p>Have full vaccination coverage as recommended by the Centers for Disease Control and Prevention http://www.cdc.gov/vaccines/schedules/hcp/index.html (you pay for this). The following immunizations are required</p> <ul style="list-style-type: none"> • MMR (rubeola, mumps, rubella): 2 vaccines or serological testing to demonstrate immunity • Varicella: 2 vaccines or serological testing to demonstrate immunity • Hepatitis B: documentation of immunization (series of three doses) or documentation of titer • TB skin test: negative PPD every year. If there has been a positive PPD history: a chest x-ray within the last 12 months is required. • Pertussis: Tdap required • Influenza: vaccine for current season; accepted immunization date cannot be earlier than August 1 of any given year. Influenza vaccine is not negotiable <p><i>NOTE: some facilities may require additional screenings such as more in-depth background check, fingerprinting, drug test, etc.</i></p>
	Possess a legal driver's license and auto insurance if you will be driving
	Provide a copy of the card showing proof of health insurance (this is your expense)
	Complete all paperwork as required for placement in supervised placement facilities
	Provide an original verification statement from an accredited didactic program in dietetics (after your DPD graduation but before you start KADDI)
	Provide a copy of the official transcript with the highest earned degree posted on it
	ServSafe® Manager Certification. If you do not already have the certification, you may find out about it at www.ServSafe.com . Some states require students to attend training in an organized class. Oklahoma does not. You may find information about your state of residence requirements on the ServSafe® website

COMPENSATION AND LOAN DEFERMENTS POLICY

The Keith & Associates Distance Dietetic Internship program does not offer financial aid, scholarships, stipends or compensate students who are enrolled. KADDI does not participate in federal student financial assistance programs administered by the U.S. Department of Education. However, personal loans may be available from a bank. Some, but not all, lenders will allow educational loan payments to be deferred during the internship with a letter stating that the internship leads to eligibility to take the Registration Examination for Dietitians/Nutritionists.

After matching when the intern returns the signed enrollment agreement and first tuition payment, KADDI will provide upon the student's request:

- Official letter with effective dates of enrollment, program accreditation and licensure status and a statement that the program provides the supervised practice experience required in order to earn the verification statement needed to take the Registration Exam for Registration Dietitian Nutritionists that is required prior to entry into the profession.
- A link to more information about [deferral and forbearance related to federal student aid](#)
- Office of Management and Budget in-school deferral request form (blank)
- Scanned copy of the page with program start and end dates that is signed by the program director
- "5 Steps to Become an RDN" from eatrightpro.org

Any external financing (e.g. bank loans) must be arranged prior to accepting the appointment. The second tuition payment is due the first day of orientation in Tulsa. KADDI does not offer a payment plan program.

If a student has been, is or becomes employed at a site where they are completing supervised practice experiences during the internship, the paid time must not take place during the same hours as supervised practice activities. The only exception is when a site requires that an intern be compensated.

In accordance with ACEND standards, **interns doing supervised practice must not be used to replace employees**. An intern who believes they are being used to replace a regular employee must immediately contact the dietetic internship program director.

EQUAL OPPORTUNITY POLICY

The Keith & Associates Distance Dietetic Internship is fully committed to the principle of providing equality of treatment and opportunity to all persons. We strive to create an environment that is appreciative and respectful of the diversity of students, preceptors, and the communities they serve. KADDI policy prohibits discrimination in educational services based on race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation, except where such a distinction is required by law.

PROTECTION OF PRIVACY OF INFORMATION POLICY

Interns are afforded privacy relating to anything of a personal nature whether written or stated by faculty, staff, and preceptors. Interns may access their own files at any time. KADDI personnel associated with the program may also access intern files.

ACCESS TO PERSONAL FILES POLICY

Students may have access to their own intern file at any time. Make a request in writing by email to KADDI@consultingdietitians.com.

PROFESSIONAL MEMBERSHIPS AND ACTIVITIES

Interns are highly encouraged & KADDI recommends to join the Academy of Nutrition and Dietetics. Annual student membership fee will automatically confer membership in the state dietetic association where they reside. In order to promote local networking, interns are also encouraged to join district dietetic associations.

Interns are required to attend a professional meeting during the course of the program. They are encouraged to attend the Academy of Nutrition and Dietetics annual Food and Nutrition Conference and Expo (FNCE) which is held in the fall of each year. A state conference or district meeting near their local area is also acceptable if they are unable to travel to FNCE.

TECHNOLOGY POLICY AND REQUIREMENTS

KADDI expects graduates to be highly proficient in use of the computer. During the program, students will become skilled in using a password protected web-based computer system. All assignments will require use of the computer. Interns are expected to clock in and out with a daily time log, complete assignments and upload them via an online portal. Each assignment has an online rubric and the preceptor will evaluate student work using the portal. Interns will also be completing surveys and self-evaluations. The program creates an account for each student with demographic data.

TECHNOLOGY REQUIRED EQUIPMENT / SOFTWARE

Interns are responsible for having the following items:

- Email account – do not use a school account. These are often shut down a few months after graduation.
- Working laptop or computer
 - Chromebook's are NOT preferred. Google's Chrome OS is inadequate for program documents.
- High speed Internet connection
- Access to webcam, microphone & speakers for Zoom meetings
- Printer
- Scanner (may be incorporated into printer or may use smart phone application such as *Scannable* or *Tiny Scan*)
- Recommended software: Microsoft Office 2010 or later (Word, Excel, PowerPoint) & PDF Pro 10

HAZARDOUS WEATHER POLICY

Interns may be involved in patient care activities in hospitals and clinics at the time a weather closing occurs. Interns are expected to mirror preceptors in attendance. If the facility is open and the intern is assigned to be there, he or she is expected to report for duty and complete tasks as assigned. Under no condition should interns abruptly leave clinical facilities as this may compromise the care of patients and leave a poor impression with the clinical staff of the facility.

In the event the intern cannot get to the site, he or she must do the following:

- Call the preceptor (do not email). On the first day at the site you should ask for a number at which to call them.
- Call KADDI internship program to let them know you have called the preceptor and received approval to either be absent or come in late.
- Let KADDI know whether you want to take a personal day or what the plan will be to make up the hours if you will be late or have an approved absence.

In the event that the clinical or community facility or school in which the intern is working closes, the intern must contact the internship program director immediately for instructions regarding alternate clinical education activities (going to a different site) or making up missed time. If the intern fails to report to their location because of hazardous weather, the absence will not be excused. The intern is required to contact the preceptor and the program director.

DRESS CODE

Professional clothing as defined by the preceptor is required at all times. Shoes must be closed toe. In food production and serving areas, interns must wear hair restraints, non-slip shoes and minimal jewelry. If the preceptor does not consider the intern's attire appropriate, the intern should be sent home. The time must be made up at the convenience of the preceptor. During a preorientation WebEx call, a PowerPoint presentation outlining expected dress with visual examples will be presented. The slides are available to applicants upon request – contact the program director at KADDI@consultingdietitians.com

REASONABLE ACCOMMODATIONS ON THE BASIS OF DISABILITY

Individuals with documented Americans with Disabilities Act (ADA) physical, sensory, emotional, or medical impairments may be eligible for reasonable accommodations. Submit documentation and specific request for accommodation to the program director. This also applies to the KADDI final exam administered to all applicants.

COMPLAINTS

The program director will make every effort to work with interns and preceptors to resolve any complaints about the program. However, interns and preceptors have recourse to appeal a complaint without retaliation to Ryan Keith, Chief Operating Officer, Keith & Associates at ryan@thekeithlawfirm.com or 918-585-3405.

The program maintains a record of written intern complaints for a period of seven years, including the resolution of complaints.

After all other options with the program and institution have been exhausted, individuals may submit written complaints related to program noncompliance with ACEND accreditation standards to

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

120 South Riverside Plaza, Suite 2190

(312) 899-0040, ext. 5400

FAX: (312) 899-4817

E-mail: ACEND@eatright.org

Web: www.eatright.org/ACEND

In addition, the program is licensed by the Oklahoma Board of Private Vocational Schools (OBPVS) and any complaints may be made to OBPVS. Their contact information is

OBPVS

3700 N. Classen Blvd., Ste 250

Oklahoma City, OK 73118

(405) 528-3370

nhouse@obpvs.ok.gov

<http://obpvs.ok.gov>

ACCESS TO SUPPORT SERVICES

The Keith & Associates Distance Dietetic Internship does not provide access to support services such as counseling and testing, health services or financial aid.

LEAVE OF ABSENCE POLICY

An intern may submit a written request for a leave of absence for a medical, personal or family emergency. When the need for leave has been established, the intern (or designee if intern is unable) is required to maintain weekly contact with the program director. If the leave is due to a medical reason, the intern will be required to provide documentation from a physician that the intern is able to return to the program. In the event a preceptor is unavailable to continue working with the intern upon return, the program director will work with the student to make a reasonable effort to find an alternate preceptor and/or facility so that the program can be completed within a timely manner which is considered to be 6 months for the full-time program or 12 months for the part-time program. Duration of approved leave of absence is limited to a total of 3 months for both full- and part-time interns. Approved leave time is not counted toward payments due for extension of internship.

EXTENSION OF INTERNSHIP POLICY

Expected completion for full-time and part-time programs are 6 months and 12 months respectively. Additional tuition of \$1800 per month will be assessed after 9 months (full time) or 18 months (part time) if a student fails to complete internship requirements for any reason other than a leave of absence. An appeal for special circumstances will be considered on an individual basis. Decision of the program is final.