

2014-2015 PDI's Dietetic Intern Logs

Every day of your internship, you will need to record the number of hours spent in practice situations (performing intern administrative and clinical duties), didactic situations (homework, orientation, classroom), the number of clients or patients seen (and talked to), and the number of employees and staff contacts (administration projects, in-service training, presentations, introduced to). Do NOT wait until the last day of the week to record these. **All** of this data is important to our program and to you.

Have **each Preceptor sign** the form verifying your hours each week. Then on the first day of each new month, send in your completed time log, from the month before, to the internship coordinator.

We expect each intern to work at least 40 hours per week at their rotation sites. You can learn the most from observing others. If you are not physically at the site, you will miss out on many opportunities that 'come up' spontaneously. Also other staff can teach you many things, even though they are not your primary preceptor.

There have been some questions in the past about working on Projects for Preceptors at the hotel or at other locations (not at the affiliate site) during bad weather and sicknesses. PDI was able to talk to CADE/ADA regarding the issue of counting supervised practice hours 'off-site'. Following is information that we were told:

- It will be acceptable to count time worked on projects 'off-site' as supervised practice hours as long as the following requirements are met. This will require **prior** approval from either the PDI Director or PDI Coordinator. Our Program for Dietetic Interns' (PDI) Staff would need to indicate and assure:
 - How the project contributes to the competency,
 - How the preceptor would maintain contact with the intern regarding the project,
 - What result is expected from the project,
 - The preceptor would need to indicate how many hours is expected to complete the project,
 - The intern would need to review the project and results with their preceptor, and
 - How the intern would contact the preceptor if they have questions about the project.
- This information would need to be documented in the intern's file or on the summary of the project.
- But time spent by the intern doing **homework assignments** and **homework projects** at their rotation/site does **NOT** count as part of supervised practice. We also do NOT want interns working on these during their rotations, except possibly on their lunch breaks.