

Evaluation Procedures and Forms

Evaluation procedures are a very important part of a dietetic internship. The evaluation process aids in the assessment of the interns abilities to be successful in the program as well as in the profession of dietetics. The evaluation process additionally provides for early detection of academic difficulty and improvement. It allows important feedback to the intern to allow them to build dietetic practice skills. Communication and feedback through-out the internship is considered best practice.

Interns complete a self-evaluation for each of the supervised practice areas – management, community and clinical. The purpose is for each intern to have a self-evaluation of their progress in skill development at the end of each rotation. These evaluations help assess progress in attaining the competencies required of the entry-level dietitian. Copies of the evaluation form are included in this section.

Additionally, a mid evaluation of intern performance is completed by the Program Director and Internship Coordinator. The purpose is to assess intern progress and identify any deficiencies that need to be corrected. If any deficiencies are identified, a corrective action plan is implemented as the goal is to ensure interns are well-prepared to be entry-level dietetics practitioners by the end of the program. The mid evaluation form is included in this section.

The preceptor will evaluate intern performance at the mid-point of the clinical rotation. The preceptor and intern should meet in person to discuss the mid-point clinical rotation evaluation. Immediately following the meeting, both preceptor and intern should sign and date the evaluation form and submit it to the Program Director and/or Internship Coordinator. This form is included in this section. If adequate progress is not being made, steps needed to correct the deficiencies will be established as part of the mid-point evaluation documentation. Early feedback and preceptor suggestions for improvement are strongly encouraged before problems develop. Mid-point clinical evaluations are required for rotations lasting four weeks or more.

A final evaluation of intern performance is conducted at the end of each rotation. The preceptor will evaluate the performance of the intern. Professional behavior, knowledge/skills, and core competencies comprise the three components of the evaluation. The final evaluation consists of the evaluation of intern performance and the final completion of the competency and learning activity form for the rotation or sub rotation. These competency forms are located in each respective Competency Section of the intern manual. The final evaluations of intern performance for each rotation are also included in this section.

Individual and group projects will be evaluated by the preceptor using the standardized evaluation tools or rubrics, when appropriate. Evaluation guidelines are provided for most supervised practice activities. PDI has developed grading rubrics for oral work, written work and nutrition care process and charting. These are included in this section.

Interns will have a competency and learning activity listing for each rotation (community, clinical, or food service management). Each set of competencies has an assigned activity for the intern to complete in order to complete a particular set of competencies. Assigned activities may be modified by the site preceptor to better meet the needs of the facility and/or to provide a better experience for the Dietetic Intern. As each activity is completed, preceptors will assign a grade to individual competencies.

The grading scale is 1-4 or N/A. In order to pass a particular competency, interns must achieve a '3' or higher. Any competencies in which an intern receives a '2' or less will require that the intern complete a performance improvement plan to outline how he or she will remedy the situation in order to earn a '3' or higher. This may require that the intern repeat the activity or perform a similar but separate activity. In order to pass a rotation, interns must achieve >75% or an average of '3' on all competencies. This is determined by adding up the scores for all competencies and dividing by the number of competencies listed for that particular rotation.

Interns are required to complete an evaluation of the preceptor, affiliate and site at the end of each rotation. This provides the program with specific information on the receptiveness of the preceptor and site, the ability of the site to provide an educational environment for interns and whether the preceptor and/or site should be retained. The form that interns use is included in this section.