Intern Name:\_\_Afnan Chikhani\_\_\_ Site: \_\_Missouri Baptist medical center \_\_Date Submitted: \_\_10/ 8/20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions:** Within two weeks of completing each clinical rotation, submit an electronic copy of this list, along with a link to your e-portfolio (include password to access if necessary) to the instructor. Be sure to indicate below the items you have included in your portfolio for grading. Please complete a new checklist for each clinical rotation site.

The instructor will provide feedback to you using a master documentation form, which is similar to this one. You will have the opportunity to make any required revisions within one week of feedback receipt.

**Documentation Descriptions and Guidelines:**

**Artifact –** End product of the activity, such as a document or picture of the completed project

**Summary** – An informal paper describing what you did, typically 2 – 3 pages double spaced. Does not need require strict APA formatting or cover page.

**Reflection** – An informal paper that includes your thoughts on the effectiveness of the activity; what went well/not so well; what you might do differently in the future; and how this might influence your future practice. Typically, 1 - 2 pages double spaced. Does not need require strict APA formatting or cover page.

**Formal Written Report** – A formal paper using APA format. Must be double spaced and submitted in Word for ease of providing feedback. Be sure to adhere to all assignment guidelines and review rubric before submitting.

**Assignment Guideline/Forms** – Some projects have extensive guidelines or specific forms to be used that are too long to include in the checklist. When prompted, please refer to those guidelines/forms posted on the course management site.

**Patient Education Evaluation –** Ask your preceptor complete the patient education evaluation form for the required number of patient education sessions. (You may complete additional educational sessions, but not all will require formal evaluation)

**Other Notes:**

Be sure to provide a copy of all preceptor-evaluated assignments to the appropriate individual at your site before the conclusion of your rotation so they can use these in their evaluation.

Most of these activities can be completed at any clinical rotation and do not necessarily have to be repeated (although it may be beneficial to experience the differences between sites if you are rotating to more than one).

**Pre-Rotation Checklist**

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| Project/Activity | Documentation/Action Required | Date Completed | Comments |
| Complete **Part One** of the Rotation Objectives & Reflection Form *CRDN 2.12* | Share responses with your preceptor on or before your first day | 7-13-20 |  |
| Select and review at least two recent articles that you feel would be helpful in helping your prepare for this rotation (may use journal articles, guidelines from a professional organization, or relevant trade magazine). *CRDN 1.4* | n/a for pre-rotation. See activity list below for further documentation requirements |  |  |
| Complete the Clinical Pre-Rotation Quiz, if this is your first clinical rotation (must pass with at least 90%) *CRDN 2.12* | Submitted on Canvas |  |  |
| Complete any additional pre-rotation activities listed on syllabus | n/a |  |  |
| Email preceptor at least one week ahead of start date to confirm meeting time, location, and request/share any other relevant information | Email sent to preceptor | 7-13-20 |  |

**Clinical Rotation Activities and Assignments**

**Culminating Projects**: *These projects are required to be completed at one of your clinical rotations. They may not be altered from the guidelines. It is suggested that you complete them at your longest rotation to allow for adequate completion time.*

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| --- | --- | --- | --- | --- |
| Project/Activity | Documentation to submit | Evaluated by | Date Completed | Comments |
| **Clinical Case Study** CRDN 1.2, 1.4, 2.2, 3.1, 3.4  *If possible, present the project at your site. This is one of three options to present on campus toward the end of supervised practice.*  *See detailed assignment guidelines on Canvas* | **Please follow assignment guideline posted on Canvas**  Proposal (note instructor and preceptor approval required prior to start)  Formal written report  Presentation slides | Director |  |  |
| **Clinical RDN staff relief** CRDN 2.1, 2.4, 2.5, 2.7, 3.1, 3.3, 4.4  Your preceptor will assign you to a specific area/type of patient based on site needs and/or your personal interest area. The goal is to take on approximately the patient load of an entry level RDN at the site. Ideally, this will occur during your final 1 - 2 weeks at the site but may occur sooner or throughout the rotation. In either case, you should plan on engaging in staff relief functions for approximately 40 – 80 hours. | Summary of duties and activities  Reflection on experience | Preceptor/Director |  |  |

**Additional Required Assignments (may be repeated at multiple rotations, but must be completed at least once during supervised practice)**

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| --- | --- | --- | --- | --- |
| Project/Activity | Documentation to submit | Evaluated by | Date Completed | Comments/Alternate Assignment |
| **Rotation Resource Articles** CRDN 1.4  *Selected prior to rotation (see pre-rotation checklist above)*  **Note: this activity must be done at each clinical site you rotate to.** | Copy of the two full articles you selected  2 - 3 page critical summary that covers the main points of the articles, why you selected them, and how you utilized them as a resource during your rotation.  Would you recommend these as a resource to other professionals in this setting? Why or why not? | Director |  |  |
| **Discussion Posts and Participation**  During **each** rotation, post your assigned number of original threads and comments on other posts.  1 – 2 week rotation: 1 original post, 2 comments  3 – 6 week rotation: 2 original posts, 4 comments  7 – 10 week rotation: 3 original posts, 6 comments  See the discussion board guidelines on Canvas for further details.  **Note: this activity must be done at each clinical site you rotate to.** | Discussion posts on Canvas | Director | 8-20-20  9-8-20  9-10-20 |  |
| **Weekly Patient Session Evaluations** CRDN 2.8, 2.10, 2.11, 3.3, 3.6  Complete diet education/counseling sessions for all assigned patients. One session per rotation week must be formally evaluated by a preceptor  **Note: this activity must be done at each clinical site you rotate to.** | Weekly patient session evaluation forms (one per week of rotation), signed by preceptor  Written reflection on your *overall experience* counseling patients during the rotation. | Director/Preceptor |  |  |
| **Patient/Client Log**  Use the template provided to add to/update the Patient Log and document the type of patients you worked with during this rotation.  Then complete a summary and reflection to turn in with your rotation materials.  **Note: this activity must be done at each community and clinical site you rotate to and should be added to. Do not create a new log each time.** | Updated patient log  Summary of your interactions with the patients/clients you worked with during this rotation  Reflection | Director |  |  |
| **Nutrition Care Process Documentation** CRDN 3.1  For each clinical rotation, select two patients with different diagnoses to submit an ADIME note for (example – one renal and one type 2 diabetes patient).  *There is no template for this. Simply type out each section: A-D-I-M-E.* *If your facility does not use ADIME charting, please convert your note to this format***.**  **Please type a separate note and leave out patient identifiers. Do not print from the facility’s charting system**.  **Note: this activity must be done at each clinical site you rotate to.** | Typed note for two patients | Director |  |  |
| **Research Education Presentation** CRDN 1.4, 1.6  Review an area of emerging research and present the information to RDN staff (do not present to food service staff).  Work with your preceptor to determine a specific topic of interest. You may present informally, during a staff meeting or “lunch and learn” format.  You must include at least two recent (within the past five years), scholarly resources from peer-reviewed journals. | Summary of information presented, including full APA references  Reflection on experience  Artifacts (copy of handouts, PPT, talking points, etc.)  Presentation evaluation form (completed by preceptor) *Use form provided on Canvas* | Director/Preceptor |  |  |
| **Facility Menu Review** CRDN 3.10  Review the facility’s current menu offerings for patients, including modified diets. If applicable, discuss the facility’s philosophy on liberalized diets and how/when these are utilized. | Summary | Director |  |  |
| **Patient Educational Material Development** CRDN 3.5  Review all educational materials available for patient care. Develop or revise one educational handout or other material to be utilized in patient/client education.  *This activity may also be completed at a Community rotation.* | Artifact | Director/Preceptor |  |  |
| **Review of Ethical Standards and** **Regulations** CRDN 2.1  Learn about Joint Commission and/or other federal, state, and local regulations related to patient care, including how they affect care and are implemented in your facility.  Write a summary of the applicable regulations or standards, including the ways in which you adhered to them throughout your rotation. | Summary | Director |  |  |
| **Interprofessional Collaboration**  CRDN 2.4  Observe the dietitians’ collaboration with various health care providers at your site (i.e. staff nurse, social worker, case manager, wound care nurse, hospitalist/MD, pharmacist, respiratory therapist, speech therapist, occupational therapist).  Arrange to interview and/or shadow at least two of these individuals during your rotation.  In your summary, discuss their major job responsibilities and the way in which you observed and/or personally interacted with them during your rotation.  In your reflection, discuss what you learned about interprofessional collaboration through this experience. Why is interprofessional collaboration important? | Summary  Reflection | Director |  |  |
| **Conduct Nutrition Focused Physical Exams** CRDN 3.2  Complete nutrition focused physical examinations as indicated throughout your rotation using the ASPEN clinical characteristics and physical exam parameters (*See form available on Canvas)*  For one patient, write a detailed summary of the encounter and what you did during the exam to assess their status.  Submit your ADIME note, and a reflection on your experience providing the nutrition focused physical exam. | Summary  ADIME note  Reflection | Preceptor/Director |  |  |
| **Clinical Quality Audit** CRDN 4.5  Discuss the clinical quality audit process with the clinical manager or lead dietitian. Identify a current quality issue and collect, analyze and interpret the data.  Discuss your findings and made recommendations for next steps. | Artifact - data and results  Summary - describing the project and findings | Preceptor/Director |  |  |

**Rotation Completion Checklist**

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| **Project/Activity** | **Documentation/Action Required** | **Date Completed** | **Comments** |
| Complete the Clinical Rotation Self-Evaluation | Completed by **you** and submitted in Typhon | 9-23-20 |  |
| If needed, remind your preceptor to complete the Clinical Rotation Evaluation form | Completed by **preceptor** and submitted in Typhon | 9-23-20 |  |
| Complete **Part Two** of the Rotation Objectives & Reflection Form | Share post-rotation feedback with preceptor (either during your final evaluation meeting, or via email) and post in your online portfolio along with Part One | 9-23-20 |  |
| Meet with preceptor during your last week to discuss the above evaluations | n/a | 9-24-20 |  |
| Complete the Evaluation of Site/Preceptor form | (Completed by **you** and submitted via this [link](https://docs.google.com/forms/d/1TNoIkDbWNhLynw2cAQJhYkLr4pVdYDuOgrIk0icCw-I/viewform?usp=send_form)). **Note: this feedback is not shared with the preceptor without permission from you.** | 9-23-20 |  |
| Upload all required documentation for the above activities to your e-portfolio within two weeks of rotation end date | Posted on e-portfolio | 10-7-20 |  |
| Submit this completed checklist, along with your e-portfolio link, within two weeks of rotation end date | Emailed to instructor | 10-8-20 |  |