

Policy	Evaluation
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Evaluation of program effectiveness is ongoing. Dietetic Interns are evaluated based on their performance and accomplishments. Each rotation is documented by a written evaluation summary. An average score of 3.0 is required. Failure to meet this threshold may require the intern to repeat the rotation and/or assignment.

Open communication between preceptors and interns is encouraged throughout the program. This is to assure both preceptors and interns share their concerns as they occur.

It is the responsibility the intern and clinical instructor to complete evaluations for each service. The intern is responsible for providing the appropriate evaluation forms to the preceptors at the beginning of each rotation. **Evaluations are due to your Program Director on the next scheduled class day after completion of a rotation unless special arrangements are made ahead of time. If the intern wishes to have a copy of the evaluations for their personal records, they should copy the evaluation prior to submitting it to the program director.**

The comprehensive evaluation process includes:

A. Evaluations completed by Preceptors

**Evaluation of Clinical, Management & Community Rotations:*

Interns will be evaluated for each of their clinical, management and primary community rotations

**Evaluation of Professional/Ethical Standards of Practice:*

Interns will be evaluated on their professional & ethical standards of practice throughout all of their rotations.

**Evaluation of Oral Presentations:*

When conducting your Diabetes and Cardiac classes, interns should make sure a clinical instructor completes the Oral Presentation Evaluation.

**Evaluation of Clinical Staff Relief*

Interns will be evaluated by their preceptors on their performance during Clinical Staff Relief.

B. Evaluations completed by Program Director:

Interns will meet with their Program Director at least 2x/year to review and discuss completed evaluations and progress.

C. Evaluations completed by Interns:

**Class speaker evaluations:*

Interns evaluate class speakers following the completion of each class.

**Evaluations of Preceptors/Staff:*

The intern at the completion of each rotation is required to complete an evaluation of their preceptor. A copy of this written evaluation is submitted to the program director.

**Self Evaluations*

Interns are asked to rate their overall performance for each of the rotations.

**Post-Program Evaluations:*

Interns complete a program evaluation at the completion of their dietetic Internship.

This provides feedback to the Internship Director and faculty in the following areas:

- Length and Quality of Program and Services
- Preceptors
- Educational Facilities
- Attainment of Program Goals
- Assignments
- Clinical, Management and Community Services
- Program Specifics

**One-year Post-Program Evaluations:*

Graduates will be mailed a Post-Program evaluation approximately one-year from the date of their graduation. These evaluations are kept on file in the program directors office.

Evaluations completed by Employers:

**Employer Evaluations:*

Graduates will be asked to forward an employer evaluation to their immediate supervisor approximately one-year from the date of their graduation. These will be mailed to the graduate on the one-year anniversary date along with the one-year post-program evaluations.