

**Current Status:** *Active*



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**Owner:** Sierra Quarnstrom:  
*DIETETIC INTERNSHIP  
PROGRAM MANAGER*  
**Area:** *Clinical Nutrition Services*  
**Regulatory Tag:**  
**Applicability:** *CentraCare - Saint Cloud  
Hospital*

## Site Selection

### PURPOSE

To provide criteria and a selection process for the St. Cloud Hospital Dietetic Internship Program when it has been determined that a new site is needed for interns to experience medical nutritional therapy, food service, or community learning.

### CentraCare adopts the following Policy/Procedure for:

St. Cloud Hospital

### POLICY

- A. The St. Cloud Hospital Dietetic Internship Program will select sites that are mutually beneficial to the dietetic interns as well as the site providing supervised practice.
- B. Sites will undergo ongoing review for appropriateness as well as annual approval by either the Work Group or Steering Committee.

### PROCEDURES

- A. Program Leadership will identify specific intern rotation needs of the SCH DI program.
- B. Sites will be contacted to determine availability and willingness to accept the responsibility of interns.
- C. Once Program Leadership approves of the site and the site accepts the responsibility for interns, the site will be mailed an affiliation agreement.
- D. The affiliation agreement will be signed by both facilities and the St. Cloud Hospital Dietetic Internship Program will house all agreements and be responsible for updating them as needed.
- E. Primary Preceptors from each site will be provided with a Preceptor Handbook as well as access to the Preceptor Training Module. Program Leadership will be responsible for maintaining records of preceptors who obtained preceptor handbooks.
- F. The Program Manager will review all interns' evaluations of the sites and address issues as needed as they arise.
- G. The SCH DI Work Group and/or Steering Committee will evaluate all sites yearly with input from the intern site evaluations. The committee will consider sites for their relation to the food service industry, nutritional services available, size of the potential site, expertise of their dietitians and other staff, and location to St. Cloud hospital. A more comprehensive assessment will be

conducted by the committee if a site obtains an average intern evaluation score of less than “3” on a 5 point scale in the most recently completed program year.  
H. Program Leadership may discontinue sending interns to a site if there is a majority vote from the Work Group and/or Steering Committee.

**REFERENCE CITATIONS**

**APPROVING COMMITTEE(S)**

SCH DI Work Group

**Attachments:**

**Approval Signatures**

**Approver**

**Date**

Sierra Quarnstrom: DIETETIC INTERNSHIP PROGRAM MANAGER    07/2019

**Applicability**

CentraCare - St. Cloud Hospital