Policy: Evaluation of Interns  
Effective date of last revision: February 2019

Evaluation of interns will be conducted periodically by both preceptors and DI faculty to provide feedback in a supportive manner to ensure learning and improvement of skills in practice.

Evaluation by Preceptors

Interns knowledge, skills and abilities will be evaluated by preceptors using standard USU DI evaluation forms. Preceptors have access to all evaluation forms through the Preceptor section of the program website and can download and print forms at any time.

The Final Rotation Evaluation will be completed by the preceptor at the end of each rotation. The comments and ratings on the evaluation will be reviewed with the intern. This evaluation will address the intern’s overall performance of the competencies completed in that rotation. In addition it will include evaluation of the intern’s conduct, communication and professional ethics demonstrated in the rotation. The scale is based on preparation for entry-level RDN work. On the Final Rotation Evaluation, a score of three (3) or greater on each element is considered competent and passing.

A remediation plan will be developed for interns who score less than a 3 on any element on any Final Evaluation (see the Retention & Remediation Procedures Policy).

It is interns’ responsibility to be familiar with all of the evaluation forms and their criteria. Interns have access to all evaluation forms via the Current Intern section of the program website.

Evaluation by DI Faculty

Interns will be evaluated by DI faculty throughout their internship. Interns are required to communicate with their assigned faculty member by email at least weekly while in rotations, reporting on activities in practice facilities, questions, and concerns. DI faculty will respond to interns by email weekly, and will convey to interns any concerns in a timely and professional manner. DI faculty will check in with preceptors during rotations to inquire about interns’ performance and professionalism in rotations.

DI Faculty will also monitor and evaluate interns’ performance for signs of academic difficulty and will communicate any concerns to interns in a timely and professional manner. Every effort will be made to counsel and assist interns to be successful. Information will be shared with the intern’s preceptor if and when deemed appropriate by DI faculty. If needed, the process and procedures of the Retention and Remediation Policy will be followed to set up a remediation plan.