

**Self-Study Report Or Program Assessment Report
Guide for programs with ISPPs
ACEND 2017 Accreditation Standards**

As noted in your approval letter to start your ISPP, an ISPP is considered another track in your accredited program, you will be expected to report on the ISPP at the time the next report is due.

When using the ACEND Templates, consider one of the following options:

- Didactic Programs in Dietetics with an ISPP:
 - Use the Coordinated Program in Nutrition and Dietetics (CP) Self-Study Report Template for Program Directors when writing your report and add the KRDN Student Learning Outcomes Assessment template (Required Element 6.1 and 6.2).
 - Or use the Nutrition and Dietetics Didactic Program (DPD) Self-Study Report Template for Program Directors, but ensure you are addressing the standards in the table below appropriately for your ISPP and include the CRDN Student Learning Outcomes Assessment template (Required Element 6.1 and 6.2) and other templates as necessary according to the table below and your program type.

- Coordinated Programs and Dietetic Internships use corresponding Self-Study Report Template for your program type ensuring all information below is included for your ISPP track.

All Guidance Information and Templates are available on the ACEND website under 2017 Accreditation Standards at www.eatrightacend.org.

Key Standards with descriptions that need to be addressed in regards to the ISPP during your self-study report or PAR:

Report Type	Standard	Description
Self-study report PAR	Standard 1, Required Element 1.3	Describe resources for the ISPP, including administrative and financial support, learning resources, physical facilities and support services.
Self-study report	Standard 1, Required Element 1.6	The program must address Standard 1, Required Element 1.6 within the CP or DI Standards, providing information on the number and breakdown of supervised practice hours using template titled "Planned Supervised Practice Hours."
Self-study report PAR	Standards 3 and 4	Although the ISPP does not need to have its own mission and goals, the program must ensure that the current program goals reflect the ISPP track and reflect the impact of the program on ISPP graduates. The program must provide ISPP specific objectives, including: <ul style="list-style-type: none"> • Program Completion: objective stating at least 80% of students complete program requirements within 150% of program length • Graduate Employment: state the percent of graduates who are expected to be employed in nutrition and dietetics or related fields within 12 months of graduation • Graduate Performance on Registration Exam:

		<ul style="list-style-type: none"> • An objective stating the percent of graduates who are expected to take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion AND • An objective stating at least 80% of graduates over a five-year period pass the CDR exam within one year following the first attempt • Employer Satisfaction: develop an objective for employer satisfaction with graduate’s preparation for entry-level practice <p>The program must include all program goals and objectives including the ISPP specific objectives using the template titled “Program Evaluation Plan” (Required Elements 4.1 and 4.2).</p>
Self-study report	Standard 5, Required Element 5.2.c	<p>The program must include at least one concentration along with at least two concentration competencies. These were approved by ACEND in the Declaration of Intent form. The concentration competencies must be included on the curriculum map and the student learning outcomes assessment plan.</p>
Self-study report	Standard 5	<p>The program must map its curriculum around ACEND’s Core Knowledge and Competencies using sound educational methodology to prepare graduates to enter dietetics practice in any setting and produce optimal client or patient outcomes.</p> <p>The following templates must be included:</p> <ul style="list-style-type: none"> • “CRDN Curriculum Map” (Required Element 5.1) • “RDN Summary of Learning Activities” (Required Element 5.3) <p>A sample rotation schedule and a minimum of three supervised practice course syllabi or rotation descriptions showing course objectives and learning activities with associated competencies must also be included.</p> <p>Additionally, a DPD with an ISPP must address Required Element 5.3.c (program concentration) within the CP or DI Standards.</p>
Self-study report PAR	Standard 6	<p>The program must develop a process by which students and/or interns are regularly evaluated on their acquisition of the knowledge and abilities necessary to attain each competency. The program must submit the template titled “CRDN Student Learning Outcomes Assessment” (Required Elements 6.1 and 6.2) which includes the concentration competencies.</p>
Self-study report	Standard 7	<p>The program must have a sufficient number of qualified faculty and preceptors to provide the depth and breadth of the learning activities required in the curriculum and exposure to diversity of practice. The program must submit the templates titled “Preceptor Roster” (Required Element 7.1) and “Preceptor Qualifications” (Required Element 7.2).</p>

		The program must also discuss the process for periodic review of the effectiveness of faculty and preceptors and how the program orients faculty and preceptors to the program's mission, goals, values and educational philosophy.
Self-study report	Standard 8	The program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that students/interns are expected to achieve.
Self-study report	Standards 9 and 10	The program must ensure that prospective students, the public and interns are getting the appropriate and accurate information about the program and ISPP track. Address any of the standards and guidelines on students and include any additional materials, such as website pages with information to the public about the ISPP, handbooks with ISPP specific policies and procedures, including ISPP admission and completion requirements, tuition/costs and policy for issuing verification statements. If interns are required to locate their own supervised practice sites and/or preceptors, requirements for this must be described.

Note: Programs who began their ISPP track before December 31, 2013 were given a five-year pass rate waiver for the ISPP track. This means the ISPP tracks is not be subject to the current pass rate benchmarks for a five-year period beginning when your ISPP was approved by ACEND. However, you must monitor the pass rates of program graduates who complete it and take action to improve it if graduates have difficulty passing the exam. Once your five-year timeframe has expired, you will be held accountable to the current pass rate benchmarks and ACEND pass rate monitoring policy.

Please contact your ACEND program manager if you have any questions.