

University of Oklahoma Health Sciences Center ("OUHSC")

ISPP Agreement

As a participant in the OUHSC ISPP, I am aware of the following policies and guidelines and agree to comply.

Payment

The initial cost to participate in the OUHSC ISPP is \$8,000.00. Payment will be made as follows:

1. \$500.00 at the time the Assessment of Prior Learning is submitted (nonrefundable).
2. Balance (\$7500.00) will be due before the first supervised practice rotation begins (nonrefundable).
3. Additional costs may include the purchase of additional learning modules or remediation, as indicated below.

Termination

Participant can end their participation in the ISPP at any time. Request to terminate participation must be put in writing and submitted to the ISPP Coordinator. The ISPP opportunity is not transferable and not refundable.

Responsibilities

1. Participant must complete an application and submit a CV and transcripts to begin the ISPP experience.
2. Upon acceptance into the ISPP, based on review of the application, the participant must complete an Assessment of Prior Learning (along with \$500.00 deposit) to begin the process.
3. Based on the Assessment of Prior Learning, participant must agree to complete the number of required hours of supervised practice as outlined by the ISPP Coordinator in the ISPP Agreement to Complete Supervised Practice.
4. If additional learning is required, participant may find a way to fulfill the required learning or purchase learning modules from OUHSC for an additional \$500.00 per module.
5. Participant must arrange his/her own rotation sites and have sites approved by ISPP Coordinator no later than 4 weeks before rotation begins.
6. Participant must submit a calendar with probable dates which documents when rotations will be carried out.
7. Participant must provide the ISPP Coordinator with preceptor information (name, phone number, email address and postal address) for each rotation at least 4 weeks before rotation begins. The ISPP Coordinator will contact the preceptor to obtain a Letter of Agreement (LOA) and his/her resume. No rotation can begin until LOA and resume are on file. Failure to provide required information in a timely manner may delay Participant's rotations and projected ISPP completion date.
8. Participant must finish all rotations within 2 years of the date the first rotation begins. Failure to complete all rotations within this time will result in additional cost. Participants may be removed from the ISPP if the ISPP Coordinator determines in his/her sole judgment that Participant is not likely to successfully complete the program with additional learning modules and/or supervised practice.
9. Participant is responsible for arranging his/her own housing, transportation, and meals, if needed.
10. Participant must obtain membership in the Academy of Nutrition and Dietetics.
11. Participant must purchase and show proof of liability insurance (from Mercer or company of choice) before beginning any rotation.
12. Participant must comply with any and all policies required by the rotation sites. Those may include but are not limited to HIPAA or other required trainings, background checks, drug screens, health insurance, immunizations, dress codes, orientations, and work schedules.

University of Oklahoma Health Sciences Center ("OUHSC")

ISPP Agreement

13. After the successful completion of all required rotation hours, assignments, and evaluations, Participant must successfully pass (70% or better) a final Competency Exam. If Participant does not pass the Competency Exam on his/her first attempt, Participant will be given one additional chance to pass the Competency Exam. A second failure will result in a required remediation plan, at additional cost and pursuant to a written Remediation Plan Agreement that shall be signed by both Participant and the ISPP Coordinator. Failure to successfully remediate under the Remediation Plan or to pass the Competency Exam on the third attempt shall result in removal from the ISPP.
14. Participant must complete and record all rotation hours, assignments, and evaluations in a timely manner. Any additional requirements not provided during rotations or received credit for during the Assessment of Prior Learning (ethics, PDP portfolios) must also be submitted before a Verification Statement will be issued.
15. Participant must comply with all ISPP policies and procedures, as set forth in the ISPP Handbook, which are incorporated by reference as though stated herein.

I have read and will adhere to the above.

Participant Signature _____ Date _____

Printed Name _____

ISPP Coordinator Signature _____ Date _____

Brian dela Cruz, MS, RDN/LD
Dietetic Internship Director
College of Allied Health