



Dietetic Internship Student Handbook

Policies and Procedures

2019-2020

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Brooklyn College Dietetic Internship

Welcome! The faculty and staff are delighted to learn of your interest in the Brooklyn College Dietetic Internship. Interns will develop clinical competencies, critical thinking, and complex nutrition assessment, counseling and communication skills. Rotations, classes and other learning experiences are designed to meet the Accreditation Standards for Dietetic Internship Programs established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The internship is a 1200-hour, full-time, supervised practice program covering the fall and spring semesters. Students will gain experience in a variety of settings, including medical nutrition therapy, food systems management, public health and community wellness and independent practice. The supervised practice will take place in affiliated hospitals and institutions in and around New York City. Students will also participate in two seminar courses, which will be given concurrently with the supervised practice. Students are encouraged to obtain the M.S. degree in nutrition to enhance their career opportunities.

Educational Philosophy

The educational philosophy centers on preparing interns who can think independently; apply, analyze, and evaluate information knowledgeably; write clearly and concisely; speak effectively; and contribute meaningfully to the nutrition and dietetics profession. This is reflected in the teaching methods that includes lectures, team-based learning, and fieldwork experience. Students are provided with the opportunity to apply their knowledge into practice, develop professional behaviors and practice in culturally diverse communities.

DEPARTMENT ADMINISTRATION AND FACULTY

The Department of Health and Nutrition Sciences is located at 4123 Ingersoll Hall, 2900 Bedford Avenue, Brooklyn, NY 11210. The main office phone number of the Department of Health and Nutrition Sciences is: (718) 951-5026.

HNSC department web links:

Undergraduate :

<http://www.brooklyn.cuny.edu/web/academics/schools/naturalsciences/undergraduate/health.php>

Graduate:

<http://www.brooklyn.cuny.edu/web/academics/schools/naturalsciences/graduate/health.php>

Dietetic Internship:

<http://www.brooklyn.cuny.edu/web/academics/schools/naturalsciences/graduate/health/internship.php>

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Mission of the Dietetic Internship

The mission of the Brooklyn College Dietetic Internship is to provide interns with a comprehensive Master's level educational and experiential program in nutrition that prepares graduates to contribute as entry-level registered dietitian nutritionists in culturally diverse communities.

Program Goal 1:

The program will prepare graduates to become registered dietitian nutritionists through Master's level academic coursework and supervised practice.

Objectives:

1. *The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.*
2. *At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.*
3. *At least 80% of program interns complete program requirements within 13.5 months (150% of the program length).*
4. *Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.*
5. *At least 80% of graduates will complete a Master's degree within two years of completing the program.*
6. *At least 80% of graduates who respond to the DI Graduate Exit Survey will rate their preparedness to perform as entry-level practitioners with a score of 80% or better.*
7. *At least 80% of employers who respond to the Employer Survey will rate graduates' preparedness for entry level practice as "very good" or "excellent."*

Program Goal 2:

The program will prepare graduates to contribute as nutrition and dietetics professionals in culturally diverse communities.

Objectives:

1. *At least 80% of DI graduates who respond to the DI Graduate Exit Survey will rate their preparedness to contribute as nutrition and dietetics professionals in culturally diverse communities with a score of 80% or better.*
2. *At least 80% of preceptors who respond to the Preceptor Survey will rate interns' preparedness to contribute as nutrition and dietetics professionals in culturally diverse communities with a score of 80% or better.*
3. *At least 80% of Alumni who respond to the Alumni Survey will rate their preparedness to contribute as nutrition and dietetics professionals in culturally diverse communities with a score of 80% or better.*

NOTE: Outcome data measuring achievement of program objectives is available upon request.

Accreditation Status:

The Brooklyn College nutrition and dietetic internship is ACEND-accredited for up to 12 internship positions annually. The Brooklyn College Nutrition and Dietetic Internship Program is granted accreditation status by the Academy of Nutrition and Dietetics Commission on Accreditation for Education in Nutrition and Dietetics (ACEND), a specialized accrediting body recognized by the Council on Postsecondary Accreditation, and the United States Department of Education, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312.899.4874.

Admission Requirements

- 1) Complete a minimum of a bachelor's degree granted by a U.S. regionally accredited college/university or foreign equivalent.
- 2) DPD Verification Statement from an ACEND accredited didactic program in dietetics.
- 3) Completion of 12 graduate credits in nutrition which includes four required courses: HNSC 7213X- Human Pathophysiology, HNSC 7240X - Assessment Techniques and Nutritional Care, HNSC 7241X - Nutritional Aspects of Disease, and HNSC 7931X- Principles of Nutrition Research with a grade of B or better in each course. Students with graduate courses from other institutions may substitute the equivalent courses with approval from the program director.

Recency of Education Requirements for the Dietetic Internship

All applicants are expected to have a Verification Statement dated no more than 5 years prior to the DI application date.

When the Verification Statement is more than 5 years old, the applicant is expected to submit documentation of having taken, or in the process of taking, courses that meet the current ACEND standards from a university with a Didactic Program in Dietetics. Candidates are encouraged to contact the DPD program director to discuss additional coursework. The applicant is expected to earn a B or better in these courses.

Application Procedures

All applicants will be required to participate in computer matching. Applicants can obtain computer matching instructions directly from D&D Digital Systems, Phone: (515) 292-0490, <https://www.dnddigital.com> or email: dnd@sigler.com. Please note that applications for consideration must be submitted electronically by February 15 through the DI Centralized Application System (DICAS) <https://portal.dicas.org>. Please contact DICAS at 617.612.2855 or dicasinfo@dicas.org.

Application to the Brooklyn College DI

All of the following must be submitted online via DICAS:

- Official transcripts from all universities and institutions attended
- Academy of Nutrition and Dietetics Verification Statement or Declaration of Intent to Complete
- Three letters of recommendation from appropriate professionals
- Completed application form
- Resume
- Statement of career goals

In addition, the Brooklyn College DI requires the following supplemental materials*:

- **Non-refundable application fee** of \$40. Please make check payable to "Brooklyn College Departmental Receipts" and in the memo please note "Member Organization-Nutrition Fund". Please mail to: Brooklyn College DI Program, Department of Health and Nutrition Sciences, 2900 Bedford Avenue, Brooklyn, NY 11210-2889.
(Please note this fee is separate from the \$45 fee to apply to DICAS.)
- **Verification of completion of a total of 12 graduate credits** (including required courses described above) by the end of the semester with at least a 3.0 grade point average.
- **Recent photo –upload to DICAS**

*All the additional materials can be uploaded in the supplemental section of DICAS website. Select "Program Designations" on the home page; after you select Brooklyn College, click on the icon under the "supplemental (optional)" section. You will then be allowed to upload these materials.

Estimated Program Expenses

Non-refundable application fee	\$ 40.00
Tuition*	\$455/credit (NYS residents) \$830/credit (non-residents) The DI is 18 credits.
Student Activity Fee	\$74.25
Internship materials fee	\$100.00
Liability insurance	\$ 38.00
Personal health insurance	varies
Drug Testing if required by site	varies
Immunizations if applicable	varies
Textbooks / supplies	\$200.00
Lab coat	\$20-40
Housing	varies
Meals	varies
Transportation	varies
Academy Student Membership	\$50.00

*Tuition is determined by the City University Board of Trustees and are subject to change without notice.

Graduate schedule of classes are published on the Brooklyn College website every semester.

Academic Calendars, Course Schedules, and Bulletins

<http://www.brooklyn.cuny.edu/web/about/administration/enrollment/registrar/bulletins.php>

Brooklyn College DI Program

In addition to registering for the supervised practice hours, you will also register for a 2 semester seminar course that meets weekly

Fall semester:

HNSC 7200X	Seminar in Nutritional Practice	3 credits
HNSC 7202X	Fieldwork in Dietetic Practice I	6 credits

Spring semester:

HNSC 7201X	Seminar in Clinical Application	3 credits
HNSC 7203X	Fieldwork in Dietetic Practice II	6 credits

Rotation Schedule for Fieldwork in Dietetic Practice I and II (7202X and 7203X):

Medical Nutrition Therapy (MNT):	450 hours
Food Systems Management (FSM):	200 hours
Public Health and Community Wellness (PH):	300 hours
Independent Practice (IP):	250 hours

Rotation Sites and Facilities

Brooklyn College Dietetic Interns work with preceptors at supervised practice sites in the New York area. The DI Director and Dietetic Program Coordinator will assign students to facilities for their rotations and scheduling will be discussed on an individual basis with preceptors. Students must be willing to travel anywhere within the five boroughs of NYC.

The following is a sample list of supervised practice sites:

- Brookdale Hospital and Medical Center
- Brooklyn Hospital Center
- CAMBA
- City Harvest
- Cobble Hill Health Center
- Coney Island Hospital
- Cornell University Cooperative Extension
- Edible Schoolyard NYC
- Food Service Group
- Grow NYC
- Maimonides Medical Center
- Memorial Sloan Kettering Cancer Center
- New York City Department of Health and Mental Hygiene
- New York Community Hospital
- New York Congregational Nursing Center
- Norwegian Christian Home & Health Center
- Public Health Solutions
- Queens Hospital Center
- Silverlake Specialized Care
- Spoons Across America
- VA Medical Center
- Woodhull Medical Center
- Wyckoff Heights Medical Center
- Yeled v' Yalda Early Childhood Center

*Please note that supervised practice sites are subject to change.

Assignments/Projects

Assignments and projects are posted on Blackboard. Interns are required to fulfill the ACEND-Required Core Competencies (Appendix A). Students are required to maintain a written and electronic portfolio of all completed assignments and submit a log of hours and activities completed during their rotations.

General expectations for rotations

Medical Nutrition Therapy – key areas of competency

- Delivery of medical nutrition therapy to individuals
- Screen and assess and develop care plans for patients with a variety of illnesses
- Employ the nutrition care process to assess the nutritional status of a client utilizing data collected from medical history, family and social history, dietary history, anthropometric measurements, physical examination and biochemical tests.
- Integrate nutritional assessment data in a plan of care including short- and long-term goals and recommended actions.
- Implement the care plan using appropriate nutritional guidelines and educational techniques.
- Monitor and evaluate nutritional care using subjective and objective outcome data.
- Document and communicate the components of the nutritional care process using appropriate terminology.
- Attend patient care conferences or discharge planning meetings
- Participate in billing functions for nutrition services
- Provide staff relief as appropriate

Public Health and Community Wellness rotations – key areas of competency

- Plan, coordinate and provide nutrition education for identified groups of clients
- Translate nutrition information for the public
- Identify and apply appropriate interventions/modifications and develop outcome measures for community needs
- Understand legislative issues in community nutrition
- Address issues of cultural diversity within a particular population
- Participate in community based food and nutrition programs, identify their missions and objectives

Food Systems Management – key areas of competency

- Review departmental policy/procedure manual, employee manual, job description and personnel policies
- Participate in quality improvement activities
- Work with preceptor responsible for purchasing, forecasting, menu planning, inventory, productivity assessment, employee scheduling, production scheduling, nutrient analysis and/or financial management as available
- Participate in meetings/conferences with a member of the management team
- Attend professional organization meetings, departmental meetings, in-service education
- Identify methods of food procurement, production, distribution and service that reduce waste and protect the environment.
- Discuss menu costs in terms of food, labor, and operating/overhead costs
- Develop and evaluate a standardized recipe
- Develop a HACCP flow chart for one food item.

Independent Practice -key areas of competency

- Demonstrate an understanding of the rules guiding human subject research
- Design a research study
- Perform basic physical assessment
- Describe an integrative, science-based healthcare approach
- Participate in professional meetings and presentations
- Apply skill and training from DI experience to achieve individual professional goals

POLICY AND PROCEDURES:

Attendance/Sick Days

The 1200 hour Brooklyn College DI is designed to cover a 35 week period. Each week, students are expected to be at their supervised practice site for a period of 35 hours. Scheduling of rotations and classes are provided upon admission to the DI.

If an emergency arises and a student will be late or absent, the student must immediately notify the field supervisor and arrangements for make-up time must be made. The DI program director must be notified in writing about each lateness/absence and subsequent make-up time.

Failure to properly notify appropriate instructors in advance of intended absences will result in students being placed on probation and the possibility of dismissal from the program. If a student is absent over an extended period of time due to illness or other reasons, the experiences missed, or entire rotations, may need to be rescheduled. Determination of the rescheduling will be made by the program director.

Students are accorded several holidays during the academic year as well as a break during intersession. These are indicated in the Brooklyn College Program Calendar which is made available each semester.

Students who observe religious holidays must notify the field supervisor and the program director of their intended absences at least two weeks in advance. The student is responsible to arrange any missed time or specific experiences at the site.

Weekly attendance to the seminar course is mandatory. Any absence or lateness must be discussed in advance with the DI director. One excused absence is permitted. The intern is responsible to obtain any information missed in the seminar. A syllabus with the class schedule and course requirements will be distributed at the first class meeting.

Protection of Student Privacy

Intern personnel files will be kept in a filing cabinet in the director's office. All the information in the file is private and confidential except for projects the intern has completed which may be shared with other faculty and students. Interns have the right to review their personal files upon request. Policies Concerning Privacy and Student Records is found in the Brooklyn College Graduate Bulletin (pg. 41)

Statement of Equal Opportunity and Non-Discrimination

It is Brooklyn College's policy that its educational and employment programs will be administered without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, age, alienage or citizenship, disability or veteran status, or other factors irrelevant to productive participation in the programs of the college.

The complete policy is published in the *Brooklyn College Graduate Bulletin* and *CUNY website* <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/policies-and-procedures/CUNYPolicy-Equal-Opportunity-and-Non-Discrimination-010115-procedures.pdf>.

Sexual Harassment Policy

It is the policy of CUNY to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. Harassment of employees or students based upon gender is inconsistent with this objective and contrary to the university's nondiscrimination policy. Sexual harassment is illegal under federal, state and city laws, and will not be tolerated within the university. The complete text of the CUNY sexual harassment policy may be found on the CUNY website:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/POLICY-ON-SEXUAL-MISCONDUCT-10.1.2015-with-links.pdf>

The university's policy against sexual harassment is carried out at Brooklyn College through the Sexual Harassment Awareness and Intake Committee, which consists of students and members of the faculty, administration and staff who review all complaints of sexual harassment and undertake to resolve complaints, using both formal and informal procedures. Any student or other member of the college community may report allegations of sexual harassment on an informal, confidential basis to any member of this committee. Information on the college's procedures for dealing with complaints about sexual harassment is available online under the "Campus Info" tab on the BC WebCentral portal.

Insurance Requirements

Students are responsible for professional liability coverage and health/medical insurance.

- **Student Professional Liability Insurance** : All students in the DI must purchase professional liability insurance before beginning their field experience. Applications for coverage will be provided to students upon acceptance into the program. The current fee for liability insurance is \$38.00/year. Verification of coverage must be provided before beginning the program.
- **Health Insurance**: Evidence of medical coverage must also be provided before beginning the program.

Evidence of Health Status/Medical Clearance Form

Interns must provide the program director with medical clearance documentation. Interns may have these tests performed by their private physician. Medical clearance forms must be completed and submitted to the program director at the beginning of the internship. Interns who do not provide medical information are not allowed to begin the internship.

Immunization Requirements

New York State health law requires students to submit documentation proving immunity to measles, mumps, and rubella as well as a Meningococcal Meningitis Vaccination Response Form. Information on the New York State Department of Health immunization requirements may be found in the Health Programs/Immunization Requirements Office <http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/healthprograms.php>.

Some facilities may require additional documentation. Examples include a PPD skin test for tuberculosis, drug screening, a background check, or additional vaccinations. It is the student's responsibility to contact each facility and inquire about requirements prior to the rotation. Failure to comply may prevent the intern from completing the internship.

Illness or Injury at the Rotation Site

The facility will provide emergency medical care to the student who becomes ill or injured while working on the premises. The cost of emergency treatment or medical care provided by the site is the student's responsibility. Any medical care needed beyond the initial treatment is the student's responsibility.

Policy on Replacement of Employees

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences, i.e. staff relief.

Withdrawing

Circumstances may necessitate your withdrawing completely from Brooklyn College for a semester in which you are already registered. Withdrawing from all courses impacts your financial aid differently depending on when the withdrawal is initiated and the type of financial aid you have received.

Refund Policy

The following refund schedule is subject to change by the Board of Trustees of The City University of New York. Tuition for the fall and spring semesters may be refunded as follows: 100% refund for withdrawal from courses before the official start date of classes; 75% refund for withdrawal within one week after the scheduled start date of classes; 50% refund for withdrawal during the second week after the scheduled start date of classes; 25% refund for withdrawal during the third week after the scheduled start date of classes; No refund for withdrawal later than the third week after the scheduled start date of classes.

Financial Aid

The Office of Financial Aid offers federal financial aid designed to assist graduate students in financing their college education <http://www.brooklyn.cuny.edu/web/about/offices/financial.php>.

Federal financial aid is divided into three basic categories: loans, federal Work-Study, and grants/scholarships, which can be used individually or in combination to help finance your Brooklyn College education. Federal student loans require that you first file a FAFSA and participate in entrance and exit interviews with the college's Office of Financial Aid, and sign a Master Promissory Note (MPN) agreeing to repay the principal and interest on such loans upon completion of your studies. You should also be aware that federal financial aid programs change frequently, so the types and amounts of awards may vary annually, based on available funds and changes in the status of your financial need.

The [Graduate Student Loan Guide](#) will provide you with information on the available Financial Aid options for Graduate studies. It will also provide you with instructions on how to apply for a Federal Direct Unsubsidized Student Loan. Remember that these functions are available only to admitted students who have informed Brooklyn College that they will attend and have submitted their commitment deposit or commitment information to the Office of Admissions. If you need any additional assistance with financial aid for graduate studies, [schedule an appointment](#) with your financial aid adviser <http://www.brooklyn.cuny.edu/web/about/offices/financial/guides/advisor.php>

Program Complaint Procedure

There will be no discrimination or retaliation as a result of an intern exercising his or her right to file a complaint. If a student has a grievance at a field site, the student should confer with the preceptor to settle the problem. If the student is still dissatisfied, he/she may make an appointment with the program director to discuss the matter. If the intern has a complaint about the program, he/she should also make an appointment to speak with the DI Director to resolve the situation. If the issue is not resolved, the student should write a letter to the DI Director with a clear outline of the grievance and the desired outcome or resolution. The DI Director will respond within one week of the written request and provide the student with a resolution. If the student is dissatisfied with the resolution he/she may file a written complaint with the department chairperson. If the complaint falls under the jurisdiction of the College, the grievance will be forwarded to the appropriate personnel in the Department of Student Affairs. Documentation of complaints will be kept in a file cabinet in the director's office for a minimum seven years.

If a preceptor has a complaint about a student's performance or behavior, the preceptor is encouraged to contact the program director immediately to discuss the problem.

ACEND Policy and Procedure Regarding Complaints Against Accredited Programs

ACEND will only review complaints related to ACEND standards.

ACEND can be contacted by: **Email:** ACEND@eatright.org **Phone:** 800/877-1600, ext. 5400 **Mail:** 120 South Riverside Plaza Suite 2190, Chicago, IL 60606-6995. ACEND's website address <https://www.eatrightpro.org/acend>.

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>

Retention and Remediation Policy

Interns are evaluated at the midpoint and at the completion of each rotation by their preceptor. If an intern is in danger of failing a rotation due to excessive absenteeism, lateness or failure to progress in the rotation, the internship director should be made aware by the preceptor as soon as possible and counseling will be provided for the intern. All efforts will be made to assist, encourage, and support an intern to improve their skills, knowledge, and performance during the internship program.

If the student continues to receive unsatisfactory evaluations, the director will meet with the intern again and a written remediation plan with a detailed list of objectives and remedial work will be assigned. This will be signed by the intern and program director and placed in intern's file. If the intern fails to comply and the rotation is not successfully completed, the intern will be on probation.

Interns with minimal chances of success in the program will be counseled on alternative career paths.

Disciplinary/Termination Procedure

All interns are expected to maintain standards of performance, conduct and proficiency and comply with each facility's policies and procedures. If an intern does not maintain these standards, the DI director will call a meeting immediately with the intern to resolve the issue. If standards and policies are still not being met after the meeting, remedial action may be imposed. A record of the discussion will be entered into the student's personal file. If the prescribed changes in behavior are not made, the student may be discharged from the site and required to repeat the rotation at another facility. In the event that an intern is terminated from two sites, he/she may be expelled from the DI program.

Student Support Services

Support services are offered to all graduate students, these include access to the health clinic, the nutrition clinic, diagnostic testing and counseling, personal counseling, financial services and scholarships, and the Magner Career Center.

<http://www.brooklyn.cuny.edu/web/campuslife/services.php>

<http://www.brooklyn.cuny.edu/web/about/offices/studentaffairs/offices/healthclinic/services.php>

Standards of Professional Behavior

The Program follows the University's policy about plagiarism and academic honesty which is provided to each student at the beginning of each year. This code of honesty guides students in their behavior. Students violating the plagiarism code of the graduate program are subject to dismissal from the Program. Cases of this nature are investigated thoroughly before the student is dismissed.

At all times, interns are expected to perform in a professional manner. Professional behavior is discussed and evaluated throughout the Program. Interns are oriented to the Code of Ethics for the Nutrition and Dietetics Profession (Appendix B) which provides guidelines for professional practice and conduct throughout the program.

Dress Code

Interns must follow established dress code policies set by each supervised practice facility. In order to promote a professional image, the intern will wear professional attire at all rotations and while in attendance of any training sessions and professional meetings. It is the responsibility of the intern to contact each rotation facility to inquire about the dress code prior to the rotation.

University's Policy on Academic Integrity

The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic Integrity Policy and the Brooklyn College procedure for implementing that policy can be found at this site: <http://academic.brooklyn.cuny.edu/core3/currah/acinteg.htm>. If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member MUST report the violation.

HIPPA

During your various rotations it is imperative that you keep all information confidential. This information includes but is not limited to medical information about patients, billing information, costs from vendors, and contact information for clients.

When preparing your assignments, please remember to remove the patient name and/or number for submission in your portfolio. Your portfolio is a public document.

You may be asked to sign a HIPPA confidentiality statement or to complete HIPPA training at your assigned facility.

Code of Ethics

The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues and other professionals*. By accepting membership in the Academy of Nutrition and Dietetics members agree to abide by the Code (see Appendix B).

Liability for safety in Travel

Students are responsible for travel arrangements and liability for safety to and from the rotation sites and the college. The facilities and the college assume no responsibility in this matter.

Transportation Costs

Students are responsible for all costs incurred traveling to and from rotation sites, the college, and any professional seminars or meetings. All rotation sites are accessible to public transportation.

Application for Prior Assessed Learning (PAL)

PAL Policy: The Brooklyn College Dietetic Internship participates in the Prior Assessed Learning (PAL) program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns are required to complete 1200 supervised practice hours. Prior learning hours (experience) may be evaluated and applied towards the

1200 supervised practice hours in accordance with the policy. Interns with documented experience in medical nutrition therapy (MNT), food systems management (FSM), public health and community wellness (PH) or independent practice (IP) may be granted hours by the DI Director. It is important to note that prior learning hours submitted for consideration must have been completed not more than one year prior to the start of the internship (on or about September 1). Hours completed more than one year prior to the start of the internship will not be considered for internship hours.

The decision to approve prior learning as well as the total number of supervised practice hours credited will be made by the Internship Director, based on number of hours and specific competencies completed. Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested.

Tuition and fees for the Dietetic Internship will remain the same, regardless of the amount of PAL granted.

All DI assignments must be completed as indicated on the course syllabus.

PAL Procedures: Interns applying for prior learning assessment credit must complete the table as shown below including location, activity, documentation, dates, hours completed, rotation requested and ACEND competencies that were met. Notification of intent to request PAL must be submitted prior to beginning your rotations.

Location/ Supervisor Contact Info	Activity/ position	Documentation	Dates	Hours completed	Rotation requested	ACEND competencies met
Ex: Maimonides WIC Program. Supervisor: Ms. Smith, R.D. Email: Tel:	P/T WIC Nutritionist	1. Job description 2. Supervisor evaluation 3. nutrition education curriculum	06/10/2013- 08/15/2013	20 hrs X 10 wks= 200 hrs.	PHCW	CRDN 1.1 CRDN 2.1 CRDN 2.3 CRDN 2.4 CRDN 2.5 CRDN 2.8 CRDN 3.2 CRDN 3.4

PAL Documentation

A written narrative describing the tasks performed and how they applied to the ACEND learning objectives and specific competencies must be submitted. Include samples of projects, reports, presentations, and professional practice demonstrating advanced knowledge and skills.

Documentation from the RDN or other qualified person who supervised your prior learning activities is required. This documentation should include written documentation of activities and hours, and evaluation from the supervisor. Please include the contact information for your supervisor.

Performance and Evaluation

To successfully complete the DI, students must meet all the specific competencies outlined by ACEND. These competencies are based upon specific learning experiences designed to provide necessary tools for entry-level dietitians. Students work with preceptors at each field site and with the DI Program Director to insure that all

competencies are met. Students completing the DI are expected to pass the Registration Examination for Dietitians, to be able to practice in a variety of settings, and to take part in ongoing professional activities.

Students will be evaluated on their progress throughout the course of the DI. During and after each rotation students will receive written evaluation by their preceptors.

Formative evaluations include presentation evaluations, and site preceptor's evaluation of the intern's progress midway through the primary rotations. The site preceptor completes the mid-rotation *Professional Progress Evaluation*. Summative evaluations at the end of each rotation include the *Intern Practice and Performance Evaluation Form* completed by the preceptors. The Internship Director provides the appropriate evaluation forms to the preceptor, specifies the dates for evaluation, reviews completed evaluations, and maintains all evaluations in the Intern's file. The Intern completes Internship self-assessment and Internship Completion self-assessment. For program feedback, Interns complete an evaluation following each rotation and didactic experience.

Performance in the seminar courses will be assessed on the basis of written assignments and oral presentations.

Students are required to keep a log of hours and activities in each rotation and submit to program director.

Students will meet with the program director for individual meetings at designated times throughout the internship to review their progress and discuss challenges and other issues that may be affecting their performance at their sites.

The program director will confer with site preceptors in the event that a problem arises with an intern that needs attention.

Progress in the practice program will be assessed by preceptors' evaluations of performance in each rotation. These will form the basis of the grades given by the program director for the fieldwork courses (7202X and 7203X).

Responsibilities of the Intern, Preceptor and Director

Dietetic Intern Roles and Responsibilities

- Present yourself in a professional manner and appearance at all times
- Be punctual and available throughout the rotation
- Complete objectives, learning experiences, assignments, and projects by due dates
- Follow hospital, department, and program policies and procedures
- Maintain confidentiality of all information discussed within the hospital and department
- Inform the preceptor of any change in his/her schedule in a timely manner
- Function as a team player
- Seek guidance when needed
- Accept constructive criticism
- Maintain a positive and hard-working attitude
- Maintain open and frequent communication with staff
- Attend all required conferences, meetings, and classes
- Maintain Dietetic Internship portfolio

Site Preceptors' Role and Responsibilities:

- Orient intern to the facility and review schedule of the rotation
- Provide immediate feedback and constructive criticism throughout the rotation
- Assist interns in meeting rotation objectives
- Participate in student evaluation
- Communicate with Internship Director as needed
- Inform Internship Director of program/organizational or staffing changes
- Participate in program evaluation as needed
- Assist intern in exploring their future or potential professional roles

- Encourage compliance to the Academy's Code of Ethics
- Maintain student confidentiality

Internship Director's Role and Responsibilities:

- Serve as liaison between the department and the practice site
- Serve as liaison between the Department and ACEND/CDR
- Serve as Chair of the Advisory Board and Internship selection committee
- Prepare program completion ACEND verification statements for Internship graduates
- Prepare and distribute Internship application information to prospective students
- Review and revise recruitment materials as needed
- Review and revise, in cooperation with department faculty and site preceptors, program policies and procedures and evaluation instruments
- Conduct student evaluations in cooperation with site preceptors
- Provide ongoing support and advice for all interns during their placement.
- Remain in constant communication with the interns via telephone, email and scheduled visits
- Serve as instructor for graduate DI seminar courses
- Maintain intern files including transcripts, completed site evaluation forms
- Develop and revise the curriculum for the program
- Obtain affiliation agreement contracts for each participating practice site
- Conduct program evaluation survey of current interns, program graduates, and employers of graduates

Program Completion Requirements

1. A minimum of 1200 hours of supervised practice plus additional didactic hours (seminar coursework) must be satisfactorily completed within 12 months from starting date.
2. Students must satisfactorily complete all rotation assignments as evidenced by the evaluation forms completed by the site preceptor appropriate for each individual rotation. Preceptors evaluate students' overall performance on learning objectives related to competencies specific for each rotation.
3. If a rotation is not successfully completed as indicated on the evaluation forms, students must repeat the rotation over until satisfactorily completed within 12 months of commencement of the DI program.
4. Students must receive a minimum average grade of B in courses Seminar in Nutritional Practice -HNSC 7200X, Seminar in Clinical Application -7201X, Fieldwork in Dietetic Practice I -7202X and Fieldwork in Dietetic Practice II -7203X.

Upon completion of clinical practice and course work by the student, the Program Director will review the student's record and if rotation hours, clinical assignments, coursework and preceptor evaluations are satisfactory, will issue five (5) original DI Verification Statements as well as a Registration Eligibility Application Name/Address Verification Form and instructions. The Commission on Dietetic Registration (CDR) copy is to be completed and returned to the program director. The program director will forward the Computerized Registration Eligibility Application to CDR. You will receive examination application instructions from Pearson VUE once you are approved to take the exam. It is the responsibility of each graduate to complete the application from Pearson VUE, provide the required fee, and schedule an examination appointment. Interns who have not completed all internship requirements will not be given Verification Statements, nor will their names be submitted to CDR to sit for the RDN exam.

Registration Examination for Dietitians Nutritionists

Each intern is instructed on the process for completing the application form to write the examination to become a registered dietitian. For more information about the process, please visit: <http://cdrnet.org/program-director/grad-info-student>

Information for Program Graduates

Exam Scores- Program graduates are asked to release their registration examination scores to the Internship Director in order to benefit the program evaluation process.

Program Evaluation Forms- Graduates are asked to complete program evaluation forms one year after program completion.

Employer Information- Graduates are expected to provide employer contact information for program evaluation purposes. Please note that this information will be kept confidential; only the Internship Director will have access to records containing information with intern names.

Requirements and Process to Become a Registered Dietitian Nutritionist (RDN)

1. Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
2. Complete an ACEND accredited supervised practice program (DI)
3. Pass the Commission on Dietetic Registration's (CDR) dietetic registration examination. After 2024, a graduate degree is required in order to sit for the exam.

In addition to RDN credentialing, New York State has certification for Dietitian/Nutritionists (CDN). Once you become an RDN, you will be able to apply for the CDN since you have completed the necessary education and training requirements. More information about NY State Certification can be found here:

<http://www.op.nysed.gov/careers/dietprofile.htm>

DIETETIC INTERNSHIP CHECKLIST

By your first meeting, the following documents must be submitted to the DI Director:

- ☐ 1. Original DPD Verification Statement
- ☐ 2. Official transcripts from undergraduate institutions including the transcript conferring your BA/BS degree
- ☐ 3. Copy of Student Professional Liability insurance
- ☐ 4. Copy of medical health insurance
- ☐ 5. Record of immunization and medical clearance
- ☐ 6. Copy of Academy student membership
- ☐ 7. \$100 materials fee

Appendix A

ACEND-Required Core Competencies

- CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6: Incorporate critical-thinking skills in overall practice.
- CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4: Function as a member of interprofessional teams.
- CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.
- CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7: Apply leadership skills to achieve desired outcomes.
- CRDN 2.8: Demonstrate negotiation skills.
- CRDN 2.9: Participate in professional and community organizations.
- CRDN 2.10: Demonstrate professional attributes in all areas of practice.
- CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15: Practice and/or role play mentoring and precepting others.
- CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2: Conduct nutrition focused physical assessment.
- CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4: Design, implement and evaluate presentations to a target audience.
- CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
- CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
- CRDN 4.1: Participate in management of human resources.
- CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3: Conduct clinical and customer service quality management activities.
- CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5: Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10: Analyze risk in nutrition and dietetics practice.

Appendix B



Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018



Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- Assess the validity and applicability of scientific evidence without personal bias.
- Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- Maintain and appropriately use credentials.
- Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- Provide accurate and truthful information in all communications.
- Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- Document, code and bill to most accurately reflect the character and extent of delivered services.
- Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- Participate in and contribute to decisions that affect the well-being of patients/clients.

- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
 - c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
 - d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
 - e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
 - f. Refrain from verbal/physical/emotional/sexual harassment.
 - g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. **Social responsibility for local, regional, national, global nutrition and well-being (Justice)**
Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fomari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).