Dietetic Intern Handook

Dietetic Internship
Department of Nutrition and Public Health
2021-2022

The University of Saint Joseph’s Dietetic Internship Accredited Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-6995
800-877-1600 ext. 5400
ACEND@eatright.org
# Table of Contents

University of Saint Joseph (USJ) Dietetic Internship (DI) Program ........................................ 4

- **USJ Mission Statement** .......................................................... 4
- **Core Values** ........................................................................... 4
- **Nutrition and Public Health Mission Statement** ........................................... 4
- **Program Mission, Goals and Objectives** .................................................. 5
- **USJ-DI MISSION** ....................................................................... 5
- **PROGRAM SPECIFIC GOALS** ....................................................... 6
- **Goals and Objectives** ..................................................................... 6
- **USJ Dietetic Internship Program Clinical Concentration Competencies** ........... 7
- **ACEND Objectives** ........................................................................ 7
- **Program Description** ........................................................................ 7
- **Sample Program Calendar** .............................................................. 9
- **Overview of Program Costs** ............................................................. 11
  - **Commission on Dietetic Registration Exam** .......................................... 12
  - **Estimated Cost of Dietetic Internship** .................................................. 12
- **Requirements for Admission - Potential dietetic interns must have completed** ...... 13
  - **Application Procedure** ..................................................................... 13
  - **Documentation Required for Admission** .............................................. 14
- **Assessment of Prior Learning and Credit toward Program Requirements** .......... 14
- **Verification Statement Program Completion Requirements** ......................... 15
  - **Graduation Requirements** .............................................................. 15
  - **Requirements and Process to become an RDN** ....................................... 15
  - **Process to track student progress and mentor students for success** .............. 16
  - **Intern retention** ............................................................................. 16
- **Intern support services available at the University of Saint Joseph** ................. 16
- **Recommended Texts and Resources for the internship year** ......................... 17
- **Professionalism** ............................................................................ 17
  - **Responsibilities of the Intern** ............................................................ 17
  - **Responsibilities of the Faculty Preceptor** ............................................. 18
  - **INTERNSHIP PRECEPTOR RESPONSIBILITIES** ............................ 18
- **Responsibilities of the Internship Director** .............................................. 19
  - **INTERNSHIP DIRECTOR RESPONSIBILITIES** ............................. 19
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Behavior</td>
<td>20</td>
</tr>
<tr>
<td>HIPAA Confidentiality Statement</td>
<td>21</td>
</tr>
<tr>
<td>Attendance</td>
<td>22</td>
</tr>
<tr>
<td>Injury at Assigned Facility</td>
<td>23</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>23</td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>23</td>
</tr>
<tr>
<td>Responsibility of Dietetic Intern in Practicum Facility</td>
<td>24</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>25</td>
</tr>
<tr>
<td>Education</td>
<td>25</td>
</tr>
<tr>
<td>Termination Policy</td>
<td>25</td>
</tr>
<tr>
<td>Classroom Ethics</td>
<td>25</td>
</tr>
<tr>
<td>Projects</td>
<td>26</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>26</td>
</tr>
<tr>
<td>Insurance</td>
<td>26</td>
</tr>
<tr>
<td>Professional Meetings</td>
<td>27</td>
</tr>
<tr>
<td>Grievances/Complaint Process</td>
<td>27</td>
</tr>
<tr>
<td>ACEND Procedure for Complaints against Program</td>
<td>28</td>
</tr>
<tr>
<td>Holiday Observance and USJ Emergency Alert System</td>
<td>28</td>
</tr>
<tr>
<td>Review Courses/Exam Preparation</td>
<td>29</td>
</tr>
<tr>
<td>Registration Exam</td>
<td>29</td>
</tr>
<tr>
<td>Optional Online Graduate School Degree Program</td>
<td>29</td>
</tr>
<tr>
<td>Awards</td>
<td>29</td>
</tr>
<tr>
<td>Competency Statements for the Supervised Practice Component of the Dietetic Internship</td>
<td>29</td>
</tr>
<tr>
<td>Medical/Health Record Authorization</td>
<td>34</td>
</tr>
<tr>
<td>Signed Agreement by Student (Dietetic Intern)</td>
<td>35</td>
</tr>
<tr>
<td>Student/Faculty Agreement</td>
<td>36</td>
</tr>
<tr>
<td>USJ Student Handbook</td>
<td>37</td>
</tr>
<tr>
<td>Technical Standards</td>
<td>39</td>
</tr>
<tr>
<td>Acknowledgement of Understanding and Agreement</td>
<td>39</td>
</tr>
<tr>
<td>USJ Staff Contact Sheet</td>
<td>40</td>
</tr>
<tr>
<td>Initial and Signature Checklist</td>
<td>42</td>
</tr>
</tbody>
</table>
University of Saint Joseph (USJ) Dietetic Internship (DI) Program

USJ Mission Statement

The University of Saint Joseph, founded by the Sisters of Mercy in the Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population in an inclusive environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

Core Values

Catholic Identity
The University of Saint Joseph is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.

Development of the Whole Person
The University of Saint Joseph encourages, inspires, and challenges all students to fully develop their intellectual, spiritual, social, emotional, physical and leadership potential.

Compassionate Service
The University of Saint Joseph promotes, supports and facilitates caring service as an integral part of all teaching and learning experience.

Academic Excellence
The University of Saint Joseph provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.

Respect/Integrity
The University of Saint Joseph demonstrates respect and reverence for all people and fidelity in personal witness.

Hospitality
The University of Saint Joseph is a welcoming community where its relationships are based on openness, inclusivity and mutual respect.

Multiculturalism/Diversity
The University of Saint Joseph is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.

Nutrition and Public Health Mission Statement

The mission of the Department of Nutrition and Public Health is to provide students with a broad foundation in their chosen area of study that focuses on improving the health and well-being of individuals, communities and populations by addressing the diverse needs of a changing society.
Program Mission, Goals and Objectives

USJ-DI MISSION

The mission of the University of Saint Joseph Dietetic Internship Program is to prepare dietetic interns to become competent entry-level registered dietitians. The program is composed of dietetic interns, university faculty, administrators, staff, and facility professionals, working in concert to accomplish this goal. The program aims to allow dietetic interns to discover and strive to achieve their full potential, both personally and professionally, and to learn to ethically serve individuals, communities, and society.

The program places emphasis on the development of problem solving and critical thinking skills. Faculty attempt to produce dietitians committed to lifelong learning and continuous professional growth. This ability is integral to the practice of dietetics since society’s needs for the expertise of the dietitian are not static and evolves over time. The effective dietitian must be prepared to alter her/his role in response to these changes.

Students at the University of Saint Joseph study the major specialty areas of dietetic practice: clinical nutrition, food service management, community nutrition, education and research. An emphasis is placed on the skills common to these areas, which are the basis of dietetic practice. The entry level dietitian should possess these skills so that she/he is capable of responding to (assessing, planning, implementing and evaluating) the changing roles of the dietitian, communicating and interrelating the various specialty areas marketing his/her skills more easily within changing social and economic conditions. This background provides the student with the experience necessary to make an informed decision as to which area of practice appeals to them and where their particular skills are best applied. She/he can then concentrate on their chosen area of practice through continued professional experience.

The program process is based on the philosophy that study in the environment of the profession enhances learning. This learning environment encourages the development and practice of problem solving and decision-making skills. This setting will motivate the dietetic intern toward self-study in order to seek answers to perform her/his role. Competencies believed necessary for the entry-level dietitian and corresponding performance objectives provide the focus for the design of didactic and supervised practice experiences. Evaluation in the facilities is based on the attainment of performance objectives as perceived by the clinical instructor in the hospital and the program instructor with input from the student.

Through seminars (class days) given by various professionals, the USJ-DI dietetic interns are given the opportunity to interact with related disciplines. This will enhance their appreciation of the need for dietitians to function within a health care team. These sessions will also provide dietetic interns with the most recent information in the different aspects of practice presented by practitioners using this information.
Through supervised practice the dietetic intern learns to accept and value people of varied social, cultural, and economic backgrounds and to understand human behavior. Teaching, counseling and communicating with people are critical to the practice of dietetics and the program emphasizes the development and practice of skills in these areas.

Learning in the milieu of the profession provides opportunity for students to internalize the concept that learning is a continuous process and that progressive professional development is necessary in practice. Dietetic interns also observe dietitian role models and select personal standards for professional and ethical practice.

**PROGRAM SPECIFIC GOALS:**

**Goals and Objectives**

**Goal 1**
To prepare graduates for successful entry into the field of dietetics.

**Objective 1**
At least 80% of program interns will complete the program in 13.5 months.

**Objective 2**
Of graduates who seek employment 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

**Objective 3**
80% of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.

**Objective 4**
The program’s one–year pass rate (DI graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionist is at least 80%.

**Objective 5**
60% of program graduates will become registered dietitian-nutritionists and active members of the Academy of Nutrition and Dietetics.

**Goal 2** To prepare graduates to successfully meet the employment requirements of the entry level registered dietitian nutritionist.

**Objective 1**
When the employers of USJ Dietetic Internship Graduates are surveyed, the mean rating that employers will give the program graduates in their employ will be ≥ 3
(on a 5 point likert scale: 1 lowest rating, 5 highest rating) a “satisfactory” rating on surveys.

Objective 2
When USJ dietetic internship alumna are surveyed, they will rate preparation for entry level employment at ≥ 80% “strongly agree”.

USJ Dietetic Internship Clinical Concentration
The University of Saint Joseph Dietetic Internship has a clinical concentration. The corresponding program clinical competencies/learning activities are as follows:

Clinical Competency 1: Each intern will present an in-depth medically complex clinical case study to an audience of faculty, preceptors and interns at case study day (end of fall clinical semester) plus a written report with research references. Learning Activity: Oral presentation and written case study.

Clinical Competency 2: Interns will have an Inter-Professional Event day with pharmacy students covering enteral and parenteral nutrition. Interns and pharmacy students will work on case studies as interdisciplinary teams (spring semester).

Learning Activity: Interns will work on graded case studies with the pharmacy students describing which drugs are either appropriate or inappropriate to combine with enteral or parenteral solutions.

Program outcomes data are available on request.

ACEND Objectives
Data on all ACEND required objectives must be evaluated annually using an average of data from the previous three years. All data for ACEND objectives will be collected annually. The target set for the program are specified on the curriculum map and SLO’s. These ACEND required objectives are met. A process is in place to make program changes to improve outcomes for any objectives not meeting the program specified or ACEND required targets.

Program Description
The Dietetic Internship Program consists of 1000 hours of ACEND-accredited supervised practice in clinical dietetics, food service management and community settings. During the 2020-2021 academic years, ACEND has adjusted this requirement from 1200 to 1000 hours due to challenges with the pandemic.

The fall semester will focus on both long term care and acute care settings. The training will include a combination of long term care and clinical experiences with guest speakers and simulation in both virtual and in-person supervised practice. Clinical rotations may

Page | 7
include: cardiac, oncology, surgery, general medicine, diabetes, critical care medicine and nutrition in an outpatient setting. (This is subject to change without notice.)

The spring semester will concentrate on food service management, sports nutrition, and community nutrition. The dietetic intern will spend 15 weeks in a variety of rotations such as renal, WIC, food service management, school nutrition, community nutrition, sports nutrition and wellness. Dietetic interns are on spring break for one week. (This is subject to change without notice.)

Each semester will begin with orientation. Every other week during the semester will also include classroom time for discussions and seminars given by specialists in the different areas of dietetics and allied health.

Written projects and assignments are required for both semesters. The program follows the university academic calendar with some exceptions which are noted on the course calendar. [https://www.usj.edu/academics/registrar/academic-calendar/](https://www.usj.edu/academics/registrar/academic-calendar/)
## Sample Program Calendar

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Supervised Practice Site</th>
<th>Weeks</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>USJ August</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Extended Care/Clinical</td>
<td>Autumn Lakes, United Methodist Homes-Bishop Wicke, Newtown Health and Rehabilitation, Live Well, West River Health Care Center, Cheshire House, McLean Home, Cherry Brook Health Care, Hebrew Home, Masonicare HealthCare, Bridebrook Health and Resource Center, Chapin Center, Litchfield Woods, Wilton Meadows, Wadsworth Glenn, Lord Chamberlain, Riverside Health and Rehab Center, Southington Care Center</td>
<td>2-3</td>
<td>112</td>
</tr>
<tr>
<td>Clinical</td>
<td>CT Children’s Medical Center, Saint Mary’s Hospital, Hospital of Central Connecticut, Bridgeport Hospital, St Francis Medical Center, Mercy Medical Center, Western MA Hospital, Charlotte Hungerford I Eastern, CT Health Network UCONN, Health Center, Bristol Hospital, Hospital for Special Care, Johnson Memorial Medical, Gaylord Specialty Healthcare, Ct Children’s Medical Center</td>
<td>12</td>
<td>480</td>
</tr>
<tr>
<td>Winter Orientation</td>
<td>USJ January</td>
<td>3 days</td>
<td>24</td>
</tr>
<tr>
<td>Food Service Management</td>
<td>UCONN Dining Storrs, Lawrence &amp; Memorial, University of Saint Joseph, University of Hartford, Trinity College, Jewish Senior Services, Bristol Hospital, Quinnipiac University, UCONN Health Center, St Francis Medical Center</td>
<td>4</td>
<td>160</td>
</tr>
<tr>
<td>Category</td>
<td>Location</td>
<td>Credits</td>
<td>Score</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>School Nutrition</td>
<td>Westfield State University&lt;br&gt;Gaylord Specialty Healthcare&lt;br&gt;Watertown Public Schools&lt;br&gt;Ellington Schools&lt;br&gt;East Hampton Schools&lt;br&gt;Capitol Region Education Council&lt;br&gt;Meriden Public Schools&lt;br&gt;New Haven Public Schools&lt;br&gt;Middletown Public Schools&lt;br&gt;Rocky Hill/Portland Public Schools&lt;br&gt;Plainville Community Schools&lt;br&gt;Milford Public Schools&lt;br&gt;Pomperaug Regional School District&lt;br&gt;Springfield Public Schools</td>
<td>2</td>
<td>80</td>
</tr>
<tr>
<td>Wellness</td>
<td>Shop Rite, Multiple sites&lt;br&gt;Charter Oaks Health Center&lt;br&gt;Anytime Fitness&lt;br&gt;Oak Hill Adaptive Gym&lt;br&gt;Health-trax&lt;br&gt;Private practice, multiple sites&lt;br&gt;Rehab Associates&lt;br&gt;Gengras Center</td>
<td>1-2</td>
<td>40-80</td>
</tr>
<tr>
<td>SNAP - ED Community</td>
<td>Community Wellness</td>
<td>2</td>
<td>80</td>
</tr>
<tr>
<td>Additional Community</td>
<td>WIC (multiple sites)&lt;br&gt;Malta Van of Care&lt;br&gt;St. Elizabeth House&lt;br&gt;CT Food Bank&lt;br&gt;Food Share&lt;br&gt;New Opportunities (Senior care)&lt;br&gt;First Choice Community Center&lt;br&gt;Chapter 126&lt;br&gt;Healthtraxx</td>
<td>1-2</td>
<td>40-80</td>
</tr>
<tr>
<td>Enrichment (various experiences)</td>
<td>Renal: Fresenius Medical Care (multiple sites)&lt;br&gt;The Hospital of Central Connecticut Bridgeport Hospital&lt;br&gt;American Renal Dialysis Center&lt;br&gt;Herald Square Dialysis&lt;br&gt;D’Avita, Middletown&lt;br&gt;&lt;strong&gt;<strong>Sports Nutrition: (3-5 weeks)</strong> Required for Sports Certificate with MS**&lt;br&gt;Central Ct State University&lt;br&gt;University of St. Joseph&lt;br&gt;Other sites as available</td>
<td>2-5</td>
<td>112-200</td>
</tr>
</tbody>
</table>
### Specialty areas as available
Bariatrics, Eating Disorder, Pediatrics, Private Practice, Outpatient Nutrition, Adaptive gym

<table>
<thead>
<tr>
<th>Classroom</th>
<th>Didactic Learning</th>
<th>144</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total hours</td>
<td></td>
<td>1000+</td>
</tr>
</tbody>
</table>

***Facilities maintain the right to set specific criteria for intern selection at a particular institution including an interview prior to any agreement to hosting the dietetic intern for a rotation.

In regard to each facility the student should keep in mind that: Her/his performance is directly related to the continued participation and cooperation of that facility and its staff in educating USJ students.

**Overview of Program Costs**

The cost of the program for the 2021-2022 academic year is $15,900.00. There will be two installments of $7670 for the fall and spring semester. This includes use of the school facilities including the technology center, O'Connell Athletic Center and health services. **The cost is subject to change yearly when the Board of Trustees votes on a new budget.** Dietetic interns register through the graduate office and earn 9 credits towards a USJ Master's Degree in Nutrition with or without Sports Concentration. [https://www.usj.edu/admissions/tuition-financial-aid/](https://www.usj.edu/admissions/tuition-financial-aid/)

Dietetic interns are responsible for transportation to all facilities, parking and meals. Generally, access to a car is needed as the hours of attendance do not always correspond to public transportation and many placements are outside of Hartford. Dietetic interns must have a valid driver’s license and proof of auto insurance.

Dietetic interns must purchase a white lab coat or jacket to be worn in the hospital.

Dietetic interns must attend a **minimum of one professional meeting** during the DI calendar year. The Connecticut Academy of Nutrition and Dietetics annual meeting. Fees of conferences will vary.
The USJ internship requires dietetic interns to join the Academy of Nutrition and Dietetics as an Associate Member. As of 2020-2021, yearly membership fee is $58.00. This membership includes a subscription to the *Journal of the Academy of Nutrition and Dietetics*. Applications are available on-line at [www.eatright.org](http://www.eatright.org) and students must be members before the start of the program.

Dietetic interns are required to complete a finger-printed background check at your own expense. The fee is currently $75.00.

Dietetic interns are required to comply with facility specific requirements such as flu vaccination, drug screening or other background check verifications. **Fees are the responsibility of the intern and will vary per facility.**

**Commission on Dietetic Registration Exam:**

The application fee to sit for the registration examination is **$200.00**. The exam is given throughout the year through the Commission of Dietetic Registration's (CDR) testing agency, Pearson VUE, Inc. The program director submits registration eligibility forms for students at the end of the program. Refer to website listed: [https://www.cdrnet.org/vault/2459/web/files/2017%20CDR%20RD%20Handbook.pdf](https://www.cdrnet.org/vault/2459/web/files/2017%20CDR%20RD%20Handbook.pdf)

For questions about scheduling or paying for the exam, step by step instructions are posted on [www.pearsonvue.com/CDR](http://www.pearsonvue.com/CDR). For further assistance, contact Pearson VUE at 1-888–874-7651, 7:00 a.m. – 7:00 p.m. Central Time, Monday through Friday.

AND membership dues for active registered dietitians are **$259.00** per year (June 1- May 31) plus **$70.00** per year for registration maintenance. The Career Starter Dues Program offers reduced dues rates for members in their first five years of Active category membership eligibility. The graduated dues are offered in a tiered structure based on your RD/RDN/DTR/NDTR eligibility date on file with the Commission on Dietetics Registration (CDR).

**Estimated Cost of Dietetic Internship and Combined MS/DI**

<table>
<thead>
<tr>
<th>Service</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND Student Membership</td>
<td>$58.00</td>
</tr>
<tr>
<td>Flat rate tuition for entire year DI only</td>
<td>$15,900.00</td>
</tr>
<tr>
<td>Cost of Combined MS/DI (21 cred, 9 from DI)</td>
<td>$32,994.00</td>
</tr>
<tr>
<td>Graduate Application fee (waived)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Castlebranch Document tracker</td>
<td>$120-150</td>
</tr>
<tr>
<td>Books /subscriptions for two semesters</td>
<td>$200-500.00</td>
</tr>
<tr>
<td>Clothing for professional components (lab coat)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Conference Fees</td>
<td>$70.00-150.00</td>
</tr>
<tr>
<td>Fees associated with flu shots, criminal background checks, fingerprinting, drug screens*</td>
<td>$75.00-150.00</td>
</tr>
<tr>
<td>Application fee to sit for Registration Examination</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Medical Insurance  varies  
Medical examination and immunizations  varies  
Housing  varies  
$1000 or more per month for an apartment, but highly variable  
Travel  Varies  
mileage per week varies based on site location and demographics  
Parking on campus  Permit $50  
plus charges at some facilities  Varies  

*Fees are subject to change.*

Requirements for Admission - Potential dietetic interns must have completed:

- Bachelor’s degree from an accredited university.
  Completion of The Academy of Nutrition and Dietetics (AND)’s Didactic Program in Dietetics (DPD) requirements by date of admission (DPD Verification Statement).

- Three letters of reference.

- Recency of education requirements for degrees more than four years old. A minimum of three updated undergraduate didactic courses approved by USJ program director

- Students should have maintained a minimum average of 3.0 overall GPA with a minimum GPA of 3.0 in DPD Professional courses and a 2.8 in DPD science courses.

Application Procedure
To apply to USJ, one must first fill out the online application used for most internships: Dietetic Internship Centralized Application System: DICAS  
https://portal.dicas.org  
The fee to submit a DICAS application is $50 for first submission, $25 for each additional submission. The Computer Matching Calendar dates have been updated and can be located here:  https://www.eatrightpro.org/acend/program-directors/dietetic-internship-match-program-directors

The applicant must then go to D&D Digital to rank which internships you wish to apply to and the order of preference.  
D&D Digital  www.dnddigital.com

Third, one must fill out the USJ supplemental application on the USJ Website and
include a check to USJ Dietetic Internship for $60. The check should be mailed with the application to Michelle MacKenzie, Director Dietetic Internship, Lourdes Hall, 3rd Floor, University of Saint Joseph, 1678 Asylum Ave, West Hartford, CT 06117.
https://www.usj.edu/academics/academic-schools/sihs/nutrition-public-health/nutrition-and-dietetics/dietetic-internship-program/
Requirements for start of program:
Prior to the start of the Dietetic Internship, the dietetic intern is required to submit the following paper work:

Documentation Required for Admission

- My.usj.edu>Student Life>Health Services - All Health forms sent to USJ Health Services and uploaded to Tracker System.
- Forms for Health Professions Students - sent to USJ Health Services (snsnurse@usj.edu)
  - Health Professions Student Health Form
  - Health Professions TB Screening Questionnaire
  - Medical History Form
- Handbook pages signed and uploaded
  - Medical/Health Record Authorization
  - Student Contract Agreement
  - Student/Faculty Agreement
  - USJ Student Handbook
  - Technical Standards and Acknowledgement
  - Signature Checklist
- Proof of Health Insurance
- HIPAA assignment – upload certificate
- Ethics assignment- upload certificate
- Current Academy Membership Card
- DPD Verification form from Didactic Director
- 1 Official Undergraduate Transcript with degree date conferred (sent to admissions@usj.edu)
- Criminal Background Check
- Citi Program Research Certificate
- PPE Training and Attestation form

All paper work must be completed prior to the start date of practicum rotations.

Verification Statements are viewed and accepted only if signature is original and date of program completion is written with month, day, and year. The signature must be dated either the day of or AFTER the program completion date. The University will be notified of the error and a new verification statement requested. Transcripts are accepted if official with degree date conferred. Medical and immunization records are reviewed by Health Services and must be complete. PPD and physical exam must be within twelve months of start date of program, and Hepatitis B series must include the first two inoculations.

Dietetic Interns will not be permitted to begin practicum rotations until all paperwork is satisfactorily completed and approved by Health Services and DI Director.
It is the dietetic intern’s responsibility to inform the DI faculty of any existing health problems, which may affect the student’s ability to perform in the various rotations.

**Assessment of Prior Learning and Credit toward Program Requirements**

It is the policy of the DI program not to provide credit toward program requirements based on prior learning. Determined on an individual basis.
**Verification Statement Program Completion Requirements**

The Verification Statements from both the DPD program and DI are necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination.

The DI requires 18 credits for completion. Dietetic interns must demonstrate both academic and supervised practicum competence. All required projects, activities and practicum hours must be completed by the end of the second semester.

The Verification Statement to CDR may be delayed* or withheld if a dietetic intern in the opinion of the DI Director, the adjunct instructor, or facility supervised practicum preceptor(s) does not demonstrate entry level competence of all program requirements.

*(including all financial obligations to the University of Saint Joseph).

**Graduation Requirements**

- Completion of 1000 practicum hours
- Completion of all required projects and activities
- Submission of all time and attendance sheets, competencies and activity tracking sheets and all evaluations from supervised practice sites.
- Submission of all evaluations of practicum sites and internship evaluations or surveys.
- The maximum amount of time allowed for completing program requirements is 13.5 months (150% of program length).

**Requirements and Process to become a Registered Dietitian Nutritionist (RDN)**

1. Completion of a bachelor’s degree granted by a US regionally accredited college/university (or a foreign equivalent). Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a Master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist. For more information about this requirement visit CDR’s website: [https://www.cdrnet.org/graduatedegree](https://www.cdrnet.org/graduatedegree).

2. Completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics.

3. Completion of an ACEND accredited dietetic Internship (minimum of 1000 supervised practice hours) or a Future Ed Model Program or supervised practice program.

4. Upon successful completion of the **USJ Dietetic internship** a verification statement is issued. Once the DI Director uploads all supporting documentation to REPS (Registration Eligibility Processing System), the student will be approved to register for the Commission on Dietetic Registration (CDR) credentialing exam. Passage of this exam means the credential RDN has been earned.

5. Some states require certification or licensure for practice. This varies by state.

6. To maintain the RDN, 75 continuing education units must be earned every 5
years (professional development portfolio) and a record of this is submitted to CDR.
Process to track student progress and mentor students for success
The internship has a system of monitoring student performance which is based on review of intern’s submitted work. If an intern submits a project or activity that does not meet the internship standard of achievement (80%), the faculty will direct the intern to revise and resubmit the project until 80% or more is achieved for the assignment. The DI Director or Adjunct Clinical Instructors will counsel the interns individually as needed to ensure success in the program. Another strategy to ensure the academic progression of students and address problems early is the assignment of 4-6 interns for every Adjunct Clinical Instructor. The instructors and interns will communicate on a regular basis to address issues and concerns with performance academically or experientially in the rotation sites. The Adjunct Clinical Instructor will communicate with the supervised practice preceptor regularly throughout the academic semester to detect and address any experiential learning difficulties and address them immediately. These efforts will help to ensure that students complete the program within the required 150% timeframe. Dietetic interns are required to maintain contact and communication with the DI Director throughout the DI Program using email, text and other means of communication.

Intern retention:
The USJ Dietetic internship faculty will adhere to the policies of Intern Performance Monitoring as listed in previous section. Dietetic Interns will be counseled and tutored on specific topics as needed to bring the knowledge and confidence level up to competent level. In the case of academic integrity violations or Academy Code of Ethics violations, the intern will follow the University’s academic discipline policy and procedures outlined in the DI Handbook.

Intern support services available at the University of Saint Joseph
- Library https://www.usj.edu/academics/library/library-services/
- Health Services https://www.usj.edu/student-life/health-wellness/health-services/
- IT https://www.usj.edu/student-life/resources-services/information-technology/
- Student life https://my.usj.edu/ics/Student/Student_Life/
- Registrar’s office https://www.usj.edu/academics/registrar/contact-us/
- https://www.usj.edu/about-us/student-consumer-information/
- **Includes policy and procedure for withdrawal from the University of Saint Joseph.
- Counseling and Wellness Center: https://www.usj.edu/student-life/health-wellness/counseling-services/
- Testing services available at the Center for Academic Excellence, https://www.usj.edu/academics/academic-services/student-academic-career-services-center/for-academic-excellence/
Recommended Texts and Resources for the internship year

- AND Evidence Analysis library (EAL) at http://www.andeal.org/
- Food Medication Interaction Handbook or app
- Medical Nutrition Textbook, such as, Krause, Food and Nutrition Therapy
- Food Service Management Textbook, such as, Spears, Food Service Organizations, a Managerial and Organizational Approach
- Community Nutrition Textbook
- Any apps for an iPhone or iPad related to MNT, labs or medications
- Medical Terminology Handbook or app
- Escott-Stump, Nutrition and Diagnosis Related Care
- ASPEN Nutrition Support Core Curriculum
- The Academy’s Nutrition Focused Physical Exam Pocket Guide, 2nd Ed
- Other subscriptions if required Internship Director (EHR-Go)

The internship will provide access to the Nutrition Care Manual (online access).

Professionalism

Responsibilities of the Intern

Dietetic interns will be representing the University of Saint Joseph, Department of Nutrition and Public Health at all times. One must endeavor to treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy.

Dietetic Intern Responsibilities

2. Follow all facility policies and procedures including those regarding patient/client confidentiality and HIPAA regulations.
3. Cover all the costs of all supervised practice including but not limited to transportation, meals, parking, professional meetings, posters and background checks.
4. Arrive at the rotation 10 minutes early dressed business casual (unless instructed otherwise) and groomed according to the facility dress code and standards.
5. Contact the assigned preceptor no fewer than 14 days in advance of the beginning of a rotation at their facility, unless instructed by DI director or faculty to contact sooner.
6. Promptly report any problems that affect your work to your faculty preceptor.
7. Interns are expected to represent the University of Saint Joseph in an appropriate and professional manner.
8. Interns are expected to complete learning experiences, study guides, projects and other written assignments by the due date.
9. Maintain a positive attitude in all interpersonal interactions and communication with patients/clients, preceptors and faculty. Responds to emails promptly within 1-2 days.
10. Interns are expected to take responsibility for the quality of their internship year by seeking out projects and assignments at facilities, addressing issues at facilities professionally and building relationships at facilities.
11. Interns will not abuse the facility or the preceptor by asking for special days off, time to run errands, help with projects, spending time on Facebook or other social media or making personal phone calls. Cell phones should be put away unless on a scheduled break or if approved by preceptor for use as a reference. Requests for unplanned travel should be discussed and approved by DI Director.
12. Interns will be aware that all preceptors are unique. It may be necessary to perform some tedious tasks, like filing or completing paperwork. If you are consistently asked to do something that limits your exposure to the facilities nutrition function, seek assistance from your adjunct instructor.

Initial: ________________

Responsibilities of the Adjunct Instructor / Faculty

Preceptor
- Implements ACEND policies that impact the Dietetic Internship.
- Reviews work of the intern and make suggestions for improvement.
- Serves as a role model and mentor.
- Evaluates assigned projects such as written case studies or study guides.
- Evaluates strengths and weaknesses of interns and reviews them in a timely manner.
- Communicates with interns, facility preceptor and Internship Director in a timely manner.
- Maintains student confidentiality.
- Acts as a resource person when the intern has questions or concerns.
- Enforces DI policies and procedures as needed.
- Refers the intern to appropriate resources as needed.
- Maintains currency in dietetic education and training.
- Serves as the advocate for the dietetic intern as needed.
- Serves as the liaison between the intern, facility and the University.
- Visits each affiliate on a periodic basis for the purposes of intern and program evaluation and planning.
- Plans, evaluates and implements events as assigned such as Open House, Class day instruction, Oral Case Study Day, Graduation and Welcome Day.

Initial: ________________
Responsibilities of the Internship Director

INTERNSHIP DIRECTOR RESPONSIBILITIES

- Implements ACEND policies that impact the Dietetic Internship.
- Serves as the liaison between the Department of Nutrition and Public Health and ACEND.
- Recruits and maintains cooperative agreement contracts between the University and each participating practice site.
- Plans, implements and evaluates internship curriculum, projects, assignments and class days.
- Maintains intern files with verification statements, transcripts, immunization records and evaluations.
- Conducts program evaluation surveys of current interns, program graduates, preceptors and facilities as well as employers of graduate interns.
- Serves as a role model and mentor.
- Develops partnerships with outside organizations that strengthen the Dietetic Internship.
- Maintains currency in dietetic education and training.
- Develops and maintains policies and procedures.
- Directs the selection and admission of dietetic interns yearly.
- Serves as the advocate for the dietetic intern as needed.
- Serves as the liaison between the intern, facility and the University.
- Monitors and evaluates the intern’s progress in each rotation.
- Visits each affiliate on a periodic basis for the purposes of intern and program evaluation and planning.

Initial: ___________________
I, __________________________ am a dietetic intern at the University of Saint Joseph in West Hartford Connecticut. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines and I agree to uphold its ethical principles. As a member of the Academy of Nutrition and Dietetics and as a future credentialed practitioner, I agree to abide by the Code.

Signature __________________________ Date __________________________
HIPAA Confidentiality Statement
University of Saint Joseph
School of Nutrition and Public Health

Student Name____________________________________Date_____________________

The discussions, uses and disclosures addressed by this agreement mean any written, verbal, or electronic communications. All patient protected health information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site, unless the discussion or review is part of my assignment at the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible.

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at the University of Saint Joseph and must remain otherwise confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil, and criminal liability. Disclosure of PHI or other confidential information to unauthorized person(s) or access to or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by the University of Saint Joseph and or the clinical site I was assigned to at the time of the violation.

I understand that I must promptly report any violation of the clinical site’s privacy policies and procedures, applicable law, or this confidentiality agreement by me to the Dietetic Internship Director.

I hereby acknowledge, by my signature below, that I understand the PHI, other confidential records, and data to which I have knowledge and access in the course of my clinical studies with USJ are to be kept confidential and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom assignments. I understand my duty to maintain confidentiality continues even after I am no longer in clinical or classroom settings at the University of Saint Joseph.

I am familiar with the guidelines at my clinical setting pertaining to the use and disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of the University of Saint Joseph.

Upload the signed form to Compliance Tracker.
**Attendance**

The internship schedule is five days a week for about a 40 hour week. You should expect to stay at the facility until your work for the day is completed. Occasionally, the intern may be required to work on a weekend day or later into the evening. You need to adhere to the schedule of the facility.

If you are sick or have any type of emergency, please contact the site preceptor as soon as possible. Follow the facility’s policy for “call ins”. Next notify your faculty preceptor/Adjunct Instructor and the DI Director by email or text that you will not be in your practicum due to illness. Please take care of all notifications in a timely and professional manner. Interns are expected to be on time to the rotation every day. There are no exceptions to this rule.

If possible, time missed due to car trouble or an appointment needs to be made up and should be arranged with your preceptor.

If you are sick more than one day and longer than three days, a note will be required from a physician verifying the illness and the need to stay home from the practicum.

**Car Insurance**

The dietetic intern is required to provide their own transportation to and from practicum sites and carry car insurance according to motor vehicle laws by the State of Connecticut. The University is not held responsible for an injury occurring while driving to and from the practicum site.

**Inclement weather**

If the University of Saint Joseph closes due to inclement weather, the intern is not required to attend the practicum for the day. The intern should work on projects or assignments at home during this time.

**Bereavement**

If the dietetic intern experiences a death in the family, the Dietetic Internship Director will adjust the schedule of the intern on an individual basis.

**Personal Day**

The dietetic intern is permitted one personal day each semester or two personal days for the entire year. These days are not vacation days. The personal days are intended for illness or emergency situations only. The internship program requires 1000 hours and absences of more than one personal day a semester will require that time be made up.
**Injury at Assigned Facility**

Any injury must be reported immediately to the facility preceptor and Dietetic Internship Director. Emergency treatment will be given as needed at the dietetic intern’s expense. If hospitalization is required, the dietetic intern must assume the cost.

When a dietetic intern is injured at the supervised practicum rotation:

- Notify the preceptor or supervisor at the facility.
- Obtain emergency medical care.
- The preceptor and dietetic intern will complete an accident report from the facility and complete an accident report from the University.
- Notify the Dietetic Internship Director at the University regardless of how insignificant the accident is.
- Scan and email the report to the Dietetic Internship Director.
- The Dietetic Internship Director will scan and email the accident report to USJ Health Services.

**Liability Insurance**

The University provides professional liability insurance. The insurance will remain in effect through August following the completion of rotations. This insurance is a $1,000,000/ $3,000,000 liability policy and will pay up to $1,000,000 for each claim and up to a total of $3,000,000 in any one year. Coverage is provided for claims arising out of a real or alleged medical incident when the injury being claimed is the result of an act or omission.

**Professional Appearance**

- The dietetic intern should be in a clean lab coat with a name tag. Clothing underneath should be business casual unless otherwise instructed. Please refer to the dress code policy of the facility for specific guidelines as needed.

- For rotations that require the dietetic interns to work in food production areas, one must be dressed in a clean uniform or lab coat with a name tag, as appropriate. Hair should be restrained. Please refer to the dress code policy of the facility for specific guidelines as needed.

- For rotations that require the dietetic interns to work in food production areas, hair covering or hair net, clean nails, no nail polish and closed-toe shoes are mandatory. Clogs or sandals are not permitted. Please refer to the dress code policy of the facility for specific guidelines as needed.

- Excessive jewelry is not to be worn; engagement/wedding rings are allowed. A watch and stud earrings are permitted in food production areas. Specific instructions may be given with each assignment. Good grooming is a necessary component to professional appearance and the student must remember to follow Health Department regulations in...
food production areas.
• Good grooming also means good health and body cleanliness. Visual tattoos must be covered and multiple body piercings must be removed. Hair and body should be free of odor and clothes clean and free of head hair. Hair color needs to remain a naturally occurring hair color throughout the entire internship. Please refer to the dress code policy of the facility.

• Some facilities may have stricter dress codes and you are required to follow the dress code of the assigned facility.

• Scents of any kind should be avoided. Some facilities have policies prohibiting wearing scents in consideration of sick patients.

• There is absolutely no smoking or vaping during work time or in the classroom.

• Dress for class days and practicum days is business casual. Be cautious and conservative. One should exercise sound judgment in selection of apparel that is non-revealing of undergarments or an individual's bare skin.

*Compliance with the professional appearance is expected, non-compliance will result in removal from the facility or classroom for that day, and continued non-compliance will result in termination from the facility and/or program.*

**Responsibility of Dietetic Intern in Practicum Facility**

*The dietetic intern:*

• Is responsible for following the policies of practicum facilities.

• Is responsible for reporting on time and following all established regulations during regularly scheduled operating hours of the facility.

• Works on class assignments during practicum hours only with permission.

• Leaves assigned clinical areas during practicum experience only with permission of USJ or clinical faculty.

• Must communicate to the preceptor and internship faculty any problems the dietetic intern feels she/he is experiencing with any aspect of her/his clinical experience in a timely fashion. The DI Leadership (director and instructors) is an advocate of the dietetic intern and is there to insure the Dietetic intern is receiving a positive educational experience.

• May communicate during rotation hours as needed via text, email, or phone to USJ faculty.
• Is required to log hours and competencies on the time and attendance sheet and submit by the due date on Blackboard.

Policies and Procedures

Education

Dietetic interns must earn a "B-" grade or better. Supervised practice performance is evaluated every other week by the DI instructor and the instructor in the facility. This is done both verbally and using an evaluation form filled out by the Dietetic Interns and the preceptor in the facility. Meetings are scheduled among all three and between the USJ Instructor alone with the dietetic intern. The dietetic intern is encouraged to comment on her/his progress and has a chance to disagree with the evaluation by the preceptor in the institution. After comments added, the site preceptor and intern will both sign the evaluation, then the intern will upload to Blackboard.

Termination Policy

A dietetic intern must meet minimum competencies of each rotation to begin the next rotation. Projects and didactic assignments must meet a minimum of satisfactory performance.
If a dietetic intern is consistently not meeting the weekly objectives in the supervised practicum, then, the dietetic intern may be removed from the facility.

When weekly objectives are not being met, the dietetic intern is informed of his/her/their status after discussion among DI faculty. If improvement does not occur, the department Chair and the Dean of the School of Interdisciplinary Health and Sciences are informed of the situation and the dietetic intern is permanently taken out of the practicum course.

The dietetic intern will be terminated if in violation of the Professional Code of Ethics (The Academy of Nutrition and Dietetics) and for inability to meet the minimum requirements for didactic or clinical assignments. (Refer to AND Code of Ethics in addendum).

Classroom Ethics (individual instructors may modify)

• Dietetic interns should be on time for classes.

• Class attendance - Excessive absenteeism is discouraged and each individual instructor may have policies regarding the number of absences allowed. All assignments are to be made up. The dietetic intern will assume responsibility for missed class work and information covered.

• Dietetic interns are encouraged to consult with the instructor on any course when they do not fully understand the material presented. Faculty are available by appointment.
• Dietetic interns are encouraged to participate in class discussions. Sharing of experiences will increase enjoyment of classes and facilitate learning.

Projects

The following policies will apply to dietetic intern assignments and course standards:

• For each rotation, the dietetic intern will have written projects to complete.

• Submitting work from other students, institutions or publications without references is unacceptable and no (0) credit will be given.

• Assignments are due on the specified date. Late assignments may be penalized.

• Assignments should be proofread to avoid misspelling, poor grammar and incoherent sentences. Unacceptable work will need to be revised and handed in again.

• Written work should reflect clarity of thought and organization. Be sure to document what you say. *Use the Journal of the Academy of Nutrition and Dietetics) guidelines for referencing.

Papers should be double-spaced on white paper. Allow a one-inch margin on each side when typing (font size 12). Include name on first page and page numbers on each page when indicated.

Each instructor may have additional requirements for assignments.

Dietetic interns are encouraged to submit papers to the Center for Academic Excellence Center (CAE) for editing if help is needed. Papers may be submitted electronically with a 24 hour turnaround. For more information refer to: https://www.usj.edu/academics/academic-services/student-academic-career-services-center/for-academic-excellence/

Academic Affairs

• Dietetic interns’ files are kept in a locked office.
• Dietetic interns may review their files if they wish.
• Dietetic interns will receive formal assessment of intern learning using performance evaluations from supervised practice sites as well as projects and activities. They will be graded and feedback provided on Blackboard, which is accessible to the dietetic intern 24 hours a day /seven days a week.
• If at any time the dietetic intern is concerned about her/his performance, she/he is encouraged to speak with the director.
• Dietetic interns are not permitted to accept a paid internship rotation while participating in the USJ Dietetic Internship Program, unless a special situation and approved by director.
• Dietetic interns are not permitted to assume the role of an employee while participating in the USJ Dietetic Internship Program unless staff relief is part of the supervised practice.

Insurance

The dietetic intern is responsible for getting to her/his assigned facility and is responsible for her/his own travel insurance to and from the facility. While you are in your assigned facility the University provides the dietetic intern with liability and malpractice insurance. *The department requires that the dietetic intern carry health insurance and that proof of this be submitted before the beginning of the first rotation. USJ does not offer student health insurance.

Professional Meetings

Attending professional meetings is an important component of dietetic education. Not only do such programs provide information on the current trends in dietetic practice, they also provide the dietetic intern with opportunities to interact with professionals working in the field.

Each intern is required to attend one professional meeting during the DI calendar year. When a dietetic intern attends the meeting, she/he must briefly describe the content of the conference on a form which will be placed in the dietetic intern's file. Preapproval of the conference chosen is necessary.

The Connecticut Academy of Nutrition and Dietetics (CAND) will host a spring meeting where interns apply to present their research in a poster session. At times the Dietetic Educators sub-committee will offer a stipend toward registration to the meeting. Any dietetics student in Connecticut who is an Academy member is eligible. Dietetic interns are strongly encouraged to submit an application.

Grievances/Complaint Process

Any grievance, by faculty or student, must first be attempted to be resolved between the individuals. If resolution cannot be achieved, individuals should go to the DI Program Director and if not resolved, to the Department Chair.

The Accreditation Council for Education in Nutrition and Dietetics has a procedure for filing grievances as follows: United States Department of Education regulations mandate accrediting agencies to require accredited programs to provide students with information on how to file complaints with the accrediting agency.


Each program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) must develop and implement a procedure to inform students of the mailing address and telephone number of the ACEND. The notice, to be distributed at
regular intervals, but at least annually, must include but is not necessarily limited to the following language:

**ACEND Procedure for Complaints against Program**

ACEND has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. Procedures used in the investigation of a complaint against an accredited or approved program may be viewed at: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend

A copy of the accreditation standards and/or ACEND’S policy and procedure for submission of complaints may be obtained by contacting the staff at 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or by calling 800-877-1600 ext. 5400. All written complaints will be mailed to the Chair and Public Member of ACEND for action.

**Holiday Observance and USJ Emergency Alert System**

- Dietetic interns may be required to work in their practicum facility on holidays which are not official University of Saint Joseph school holidays. This option is at the discretion of the facility. The observance of religious holidays, other than those designated by USJ, must be approved by the instructor and arrangements made in advance by the student to complete assignments.

- If classes have been cancelled due to inclement weather, the dietetic intern is not required to attend their clinical experience. **However, the dietetic intern is responsible for calling her/his facility.** Regardless of the status of the University, use personal judgment and travel only when one feels personally safe.

The University of Saint Joseph has an Emergency Alert System that can be utilized by USJ students by completing the USJ Alert Emergency Notification Signup at www.usj.edu/alerts. This is a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered users via mobile phones, wireless PDAs and preferred email accounts. The USJ alert system powered by e2Campus, will automatically send notifications critical to your safety and well-being, as well as storm-related information, to all USJ email accounts.
Review Courses/Exam Preparation
The Academy of Nutrition and Dietetics has developed a computer based platform, eatrightPREP (eatrightprep.org) which complies with the Commission on Dietetic Registration’s latest test specifications and includes 3 full-length practice exams as well as 450 flash cards. Another option is AllAccessDietetics Pass the Exam Prep (www.allaccessdietetics.com) which encompasses an expert exam coach and tips to break down questions. Other options include review workshops such Jean Inman http://www.inmanassoc.com. The Review of Dietetics, Manual for the Registered Dietitian Exam 2020-2021 edition, Mary Abbott Hess, LHD, MS, RD, LDN, FAND, Editor. is available from Culinary Nutrition Publishing, LLC PO Box 5212 Akron, OH 44334, 330-416-5943.

Registration Exam
Once approved to sit for CDR exam, it is the dietetic intern’s responsibility to register for the test through Pearson Vue. It is the responsibility of the dietetic intern to prepare adequately to take the dietetic registration exam. University of Saint Joseph is neither responsible for, nor liable for dietetic interns’ failure to pass the Dietetic Registration exam.

Master’s Degree Options in Nutrition [link here]

Combined MS/DI- Directed by Dr. Melissa Brown, RD, CSSD

Once an intern is accepted to the USJ Dietetic Internship, they are automatically eligible to complete the MS/DI Combined Program. Classes for the combined program begin the May before the internship begins. The MS Nutrition has an option for a Sports Nutrition Concentration which includes an additional certificate in sports nutrition as part of the combined program. These students would complete 3-5 weeks in a sports nutrition rotation during the internship. Dietetic interns that are not in the combined program are also eligible to select the sports rotation as an elective rotation.

Completing MS following Dietetic Internship

After successful completion of the USJ-DI Program and a Verification Statement, nine credits are awarded toward the USJ online Graduate Nutrition Program. Current programs are: MS Nutrition or MS Nutrition with sports concentration. For graduate course offerings, consult the Program Director and current graduate catalog.

Awards

The Connecticut Academy of Nutrition and Dietetics presents an award at the end of the spring semester to an outstanding dietetic intern. A nomination may be made by department faculty. If eligible, a dietetic intern’s application will be submitted for statewide competition. If chosen, the recipient will accept the award at the Spring CAND meeting.

Competency Statements for the Supervised Practice Component of the Dietetic
Internship

A. ACEND 2017 Competencies/Learning Outcomes for Dietetic Internships

Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The competency statements build on the foundation knowledge necessary for the entry-level practitioner to perform reliably at the level indicated. Thus, all entry-level dietitians will have the basic competencies and additional competencies according to the concentration area completed. The new 2022 Competencies are out for review and comment; they are expected to be announced Fall 2022 with implementation the following year.

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

A. 1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.)

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetic practice.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data

CRDN 1.4 Evaluate emerging research for application in 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.

A. 2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
Upon completion of the DI, graduates are able to:

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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications (Tip: Examples include research manuscripts, project proposals, education materials, policies and procedures.)

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of inter-professional teams.

CRDN 2.5 Assign duties 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.

A. 3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the DI, graduates are able to:
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 exams.

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 literacy 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, productions, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and emus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

A. 4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

Upon completion of the DI, graduates are able to:

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 or productivity data for its 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.
Dear Dietetic Intern,
This form contains a Medical/Health Record Authorization. Its purpose is to insure your health and safety along with the health and safety of the patients/clients at agencies utilized in the program. Please sign, date, detach, and return the Medical/Health Record Authorization to the address below. If you are under eighteen years of age, you must have a parent or legal guardian sign this form and indicate her/his relationship to you. This signed form must be on file in the Health Services Office before your course registration is completed. Thank you.

Medical/Health Record Authorization

Please print

Student Name ____________________________

Last          First          M.I.          Maiden/Birth Name

Social Security# _________________________

To: Director of Health Services, University of Saint Joseph

This is to authorize the Director of Health Services at University of Saint Joseph, to release my medical/health records, or a portion thereof, to the Department of Nutrition and Public Health and to any agency at which I participate in supervised practice where such disclosure is required to insure my health and safety or the health and safety of the patients/clients at the agency.

Student signature _________________________ Date __________

Parent or Legal Guardian (if student is under eighteen years of age)

Please return this form to: Director of Health Services
University of Saint Joseph
1678 Asylum Avenue
West Hartford, CT 06117
Signed Agreement by Student (Dietetic Intern)

I, ________________________________, have read the DI Student Handbook of the Department of Nutrition and Public Health, University of Saint Joseph, and am familiar with its contents. I agree to abide by the terms and policies contained therein as long as I am a student in the Dietetic Internship Program accredited by the Accreditation Council for Education in Nutrition and Dietetics.

The Department has made no promise or guarantee that upon graduation from the Dietetic Internship, I will find employment in dietetics, nor does it ensure that as a graduate of the Program, I will pass the Commission on Dietetic Registration Exam.

Signed ________________________________

Date ________________________________
Exhibit A
Student/Faculty Agreement

• I, [print name], understand that information I may obtain during the Dietetics Supervised Practicum Experience (as defined in the Clinical Affiliation Agreement) at (the “Institution”) may be confidential information and is protected by state and federal laws and regulations.

• I agree that I will not disclose to any unauthorized parties any information received and/or generated through the course of the Dietetics Supervised Practicum Experience. I agree to comply with all state or federal laws and regulations.

• I understand that unauthorized use or disclosure of protected information may subject me to criminal and/or civil penalties, fines and/or imprisonment.

• I agree to follow all policies, procedures, rules and regulations of the Institution.

• I agree to provide evidence of passing a physical examination if requested and that I know of no health issues that would place any clients and/or students at the Institution at risk. I agree to comply with the Institution’s immunization requirements.

• I agree that I am solely responsible for the cost of any medical care rendered to me by the Institution.

• I agree to comply with the Institution’s health insurance coverage requirements and to provide evidence of health insurance coverage if requested.

• I agree that I am solely responsible for the cost of transportation to or from the Institution.

• I acknowledge that the Institution will not be responsible for loss or damage to my personal property while on the Institution’s premises during the Dietetics Supervised Practicum Experience.

• I agree to comply with the Occupational Safety and Health Administration of the United States Department of Labor (“OSHA”) regulations related to Occupational Exposure to Bloodborne Pathogens and all other applicable OSHA rules and regulations.

• I agree to wear University identification and a name tag at all times while participating in the Dietetic Supervised Practicum Experience at the Institution.

• I agree to indemnify, defend and hold harmless the Institution and the University, their respective agents, faculty, staff, students and employees from any and all claims, damages, liabilities, costs and expenses including without limitation, reasonable attorney’s fees, arising out of, or caused by my negligent acts or omissions while on the Institution’s premises during the Dietetics Supervised Practicum Experience.

USJ Student Signature ___________________________ Date ___________________________
USJ Student Handbook

Dietetic Interns should review the USJ Student Handbook and familiarize themselves with policies and procedures. Particular attention should be given to the following information:

Statement Condemning Acts of Hatred and Violence
General Student Conduct Process
Sanctions
Academic Integrity Policy
Sexual Assault Policy

A link to the handbook can be found at: https://my.usj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=3dec023-f667-4040-acda-ee6a7cffe631

Initial: ________________

Technical Standards

The practice of clinical dietetics requires the following functional abilities with or without reasonable accommodations:

Visual acuity must be adequate to assess patients and their environments, as well as to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care such as scales and tape measures, and body composition instruments.
- Use of an electronic medical record
- Detect a fire in a patient area and initiate emergency action

Hearing ability must be of sufficient acuity to assess patients and their environments and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the healthcare team
• Detect sounds related to bodily functions using a stethoscope

**Olfactory ability** must be adequate to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

Detect foul odors of bodily fluids or spoiled foods
Detect smoke from burning materials
Detect ketones on a client’s breath

**Tactile ability** must be sufficient to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

Detect unsafe temperature levels in foods and liquids

**Strength and mobility** must be sufficient

- to lift supplies and equipment (a minimum of 20 lbs) if in a food service, community or clinical setting

**Fine motor skills** must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):

- Accurately measure body weight, height, head circumference, waist and skin folds, and to use various body fluids to determine aspects of nutritional status (saliva, urine, blood)
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions

**Physical endurance and health** must be sufficient to complete assigned periods of clinical practice, meaning have the stamina to complete a full day in a facility, possibly on one’s feet for the majority of the day and to function effectively under stress in acute health care situations.

**Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication is required.

**Professional Comportment** is necessary to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.
**Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive client outcomes.

**Other Abilities** sufficient to demonstrate competencies such as the ability to arrive to a site in a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

*Technical Standards – Department of Nutrition and Public Health*

**Acknowledgement of Understanding and Agreement**

I attest that I have read the Technical Standards for the University of Saint Joseph Nutrition Program, and I have had the opportunity to ask questions about these requirements. I affirm that I am capable of performing the technical standards expected of a student in the University of Saint Joseph Nutrition Program as outlined above with or without reasonable accommodations.

Student Name Printed ___________________________ Date ______________

Student Signature ___________________________ Date ______________
USJ Staff and Faculty Contact Sheet

Michelle MacKenzie, MS, RDN, CD-N
Director, Dietetic Internship Program
860.231.5254
mmackenzie@usj.edu

Peter McKnight, MS, RD, CNSC
Clinical Adjunct Instructor
pmcknight@usj.edu

Mollie Ceccotti, MS, RD, LD
Clinical Adjunct Instructor
mceccotti@usj.edu

Kaneen Gomez-Hixson, MS, RDN, CD-N
Clinical Adjunct Instructor
860.231.5507
kgomezhixson@usj.edu

Open
Administrative Assistant
860.231.5752

Melissa Brown, PhD, RD, LD, CSSD
Asst. Professor/Interim Chair
Board Certified Specialist in Sports Dietetics
Director of the Athlete Nutrition Advising Program
Director of the Combined MS/DI Graduate Program
860.231.5262
mlbrown@usj.edu

Open
Chair, Department of Nutrition and Public Health
860.231.5388
Initial and Signature Checklist

- Dietetic Intern Responsibilities
- Internship Preceptor Responsibilities
- Internship Director Responsibilities
- Professional Behavior
- The Academy of Nutrition and Dietetics Code of Ethics
- HIPAA Confidentiality Statement
- Medical/Health Record Authorization
- Handbook Review
- Exhibit A - Student/Faculty Agreement
- USJ Student Handbook
- Technical Standards

Dietetic Intern Signature: ________________________________

Internship Director Signature: ________________________________