



UNIVERSITY OF SAINT JOSEPH

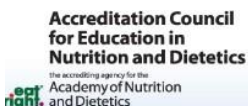
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Dietetic Intern Handbook

Dietetic Internship Department of Nutrition and Public Health 2023-2024

The University of Saint Joseph's Dietetic Internship 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

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

Introduction:

Students accepted to the USJ Dietetic Internship will embark on a very challenging yet rewarding year, where they will build upon their knowledge in dietetics and focus on experiential learning and evidence-based practice that will further prepare them for their career as a Registered Dietitian Nutritionist. This program offers academic, personal and professional challenges, but the rewards the student in provision of the tools and critical thinking process to succeed in the field of dietetics. This handbook provides information regarding the policies and procedures of the USJ Dietetic Internship program. It is an adjunct to the USJ Student Handbook. Students should keep this in a convenient location so that it can easily be accessed when necessary during the program. A copy of the most recent USJ DI Handbook is also provided in Blackboard for the Fall and Spring Semester courses NUTR 550 and NUTR 551. All students will be required to sign and upload to Castlebranch various pages acknowledging the student has received, read, understood and agrees to abide by all policies in this handbook. Students should address any questions regarding these policies with their Director or Adjunct Instructor prior to signing.

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 experiences.

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 this 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 they are capable of responding to (assessing, planning, implementing and evaluating) the changing roles of the dietitian, communicating and interrelating the various specialty areas marketing their 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. The intern 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 their 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 on-site and the program instructor with input from the student.

Through class day presentations and interprofessional education events, the USJ dietetic interns are given the opportunity to interact with experts in the field of nutrition as well as related disciplines. This will enhance their appreciation how the dietitian functions within a health care team. These sessions will also provide dietetic interns with the most recent information in the different aspects of practice and add to their learning experience.

Through supervised experiential learning, 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 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 within 22.5 (150% of program length) months to accommodate the Master's degree requirement.

Objective 2

Of graduates who seek employment 80% are employed in nutrition and dietetics or related fields within 12 months of program completion.

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 nutritionists is at least 80%.

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, 80% or greater of respondents will rate their preparation for entry level employment as “agree” or “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. (Earning at least 80%)

Clinical Competency 2: Interns will have an Inter-Professional Event day with pharmacy students covering nutrition support. Interns and pharmacy students will work on case studies as interdisciplinary teams (spring semester). Competency met via observation of group interaction, student contribution, and receiving at least 80% on group assignment.

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 supervised practice experiences with a minimum of 700 hours in professional work settings and a maximum of 300 hours in alternate supervised experiences such as simulation, case studies and role playing.

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 which occur in-person on campus and in supervised practice sites. Clinical rotations may include: cardiac, GI, 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 food service management, WIC, private practice, school nutrition, community nutrition and SNAP-Ed, sports nutrition, wellness and enrichment. Research is a large component of the internship and is carried out through both the fall and spring semesters. Dietetic interns are on spring break for one week usually mid-March. (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, seminars and interprofessional education.

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/>.

Semester Schedules including class day topics as well as Dietetic Intern Rotation Schedules will be posted on Blackboard.

Distance Education:

There are minimal situations where the intern will complete distance education. These may include: orientation to community rotations, athlete rounds for sports nutrition rotation which occur once weekly, as well as select enrichment rotations such as remote private practice. Interns will also complete distance education when completing mock RD exams and review sessions during the spring semester. Technology requirements are not different for distance education as compared to in-person rotations.

Sample Program Calendar

Rotation	Supervised Practice Sites (current and past)	Weeks	Hours
Orientation	USJ August	1	40

Extended Care/Clinical	Autumn Lakes United Methodist Homes-Bishop Wicke Newtown Health and Rehabilitation Live Well West River Health Care Center McLean Home Hebrew Home Masonicare HealthCare Bride Brook Health and Rehab Center Wilton Meadows Wadsworth Glenn Whitney Rehab Lord Chamberlain Riverside Health and Rehab Center Southington Care Center NutraCo	3	104
Clinical Orientation	On-Campus	2 full days	16
Clinical	CT Children's Medical Center Saint Mary's Hospital Hospital of Central Connecticut Bridgeport Hospital Milford Hospital St Francis Medical Center Mercy Medical Center Midstate Medical Center Middlesex Hospital Western MA Hospital Eastern CT Health Network UCONN Health Center Bristol Hospital Johnson Memorial Medical Gaylord Specialty Healthcare	12	400
Winter Orientation	USJ January	3 days	24
Food Service Management	UCONN Dining Storrs Lawrence & Memorial Sodexo at University of Saint Joseph University of Hartford Trinity College Jewish Senior Services Bristol Hospital Quinnipiac University UCONN Health Center St Francis Medical Center Westfield State University Gaylord Specialty Healthcare Springfield College	4	152
SNAP -ED at USJ (2 weeks minimum)	Community Wellness and Health Coaching	2-4	80
Additional	WIC (multiple sites)		

Community Sites for enrichment if requested	Malta Van of Care St. Elizabeth House CT Food Share AuerFarm First Choice Community Center		
Enrichment and Wellness (intern preference as available)	Watertown Public Schools Ellington Schools East Hampton Schools Capitol Region Education Council Meriden Public Schools New Haven Public Schools Rocky Hill/Portland Public Schools Plainville Community Schools Milford Public Schools Pomperaug Regional School District Springfield Public Schools Renal: Fresenius Medical Care (multiple sites) The Hospital of Central Connecticut Bridgeport Hospital American Renal Dialysis Center Herald Square Dialysis DaVita, Middletown Sports Nutrition: (3-5 weeks) Required for Sports Certificate with MS Gengras School Private Practice- multiple sites Shop Rite, Multiple sites Charter Oaks Health Center Rehab Associates FCP Euro- Corporate Nutrition Pitney Bowes Community Health Center Specialty areas as available Bariatrics, Eating Disorder, Pediatrics, Outpatient Nutrition, Adaptive gym	6-8 weeks	240-320
Classroom	Didactic Learning (Class days plus orientation)		168
Total hours			1000+

***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. This list is subject to change.

In regard to each facility the student should keep in mind that: Their performance is directly related to the continued participation and cooperation of that facility and its staff in educating USJ students. A supervised practice site has the authority to dismiss a student at any time from a rotation if they are not abiding by the facility policies and procedures or have not met the expectations of the preceptor either professionally or otherwise.

Overview of Program Costs

The cost of the program for the 2023-2024 academic year is \$17,350.00 for DI only, \$30,775.00 if completing the on-line MS during the DI program. There will be two installments one for the fall and one for spring semester. This includes use of the school facilities including the Information Technology, O'Connell Athletic Center, Counseling Center, Career services, Center for Academic Excellence, Library Services, 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 transfer 18 credits from the DI towards a USJ Master's Degree in Nutrition with or without Sports Nutrition Concentration. <https://www.usj.edu/admissions/tuition-financial-aid/>.

Transportation, Parking and Meals:

Dietetic interns are responsible for transportation to all facilities, parking and meals. Interns are advised to live within 60 miles of the greater Hartford area and/or within a 60-minute drive. Access to a reliable vehicle 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. See Insurance section page 26 for more details.

Lab Coat and Identification:

Dietetic interns must purchase a white lab coat to be worn in the hospital. A name tag will be provided and must be worn to all rotations, class days and events. If the name tag is lost, it needs to be communicated to the director and a replacement name tag will be ordered at intern expense. USJ Student Identification Cards will be provided by Public Safety and may be used as identification until new DI name tag is received.

Computer and Technology:

The USJ DI requires that each incoming intern have a notebook computer for convenient, portable and flexible access to the variety of learning resources that are used for instruction. The notebook PC must have appropriate hardware and software capabilities to access the internet, USJ email, access Blackboard, play online lectures and webinars and access testing websites or programs and to attend remote orientation or distance rotations which may occur during enrichment. Access to an adequate data plan and reliable internet or Wi-Fi connection is required to complete assignments and assessments when not on campus.

Professional Meeting and Academy of Nutrition and Dietetics Membership:

Dietetic interns must attend a **minimum of one professional meeting** during the DI calendar year. The Connecticut Academy of Nutrition and Dietetics spring meeting is mandatory and may fulfill this requirement. Registration and fees are the responsibility of the intern.

The USJ dietetic internship requires dietetic interns to join the Academy of Nutrition and

Dietetics as a Student Member. As of 2023-2024, yearly student 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 and students must be members before the start of the program. CT affiliate is recommended.

Castlebranch and Onboarding Documentation:

The dietetic internship utilizes Castlebranch Services (Castlebranch.com) to provide a secure space to track intern documentation of medical forms, for background checks, drug tests, trainings and student agreements. Certain health forms also require upload to USJ's electronic medical record. Dietetic interns are required to comply with all vaccination and facility specific requirements of their assigned rotation sites. This includes background check, drug screen, and flu vaccination. Complete Covid-19 vaccination will be required based on site recommendations. **Fees for additional background checks and/or drug screens 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. Once the dietetic intern has completed all program requirements successfully, and Master's degree conferred, the program director will submit registration eligibility documents for students at the end of the program. This will happen following the last summer session of the Master's program. Refer to [CDR website](#).

For questions about scheduling or paying for the exam, step by step instructions are posted on www.pearsonvue.com/CDR as well as located within the RD Handbook <https://cdrnet.org/rd-handbook> 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 CDR Registration Maintenance fee. The Career Starter Dues Program offers reduced dues rates for members in their first five years of Active category membership eligibility. The graduate dues are offered in a tiered structure based on RD/RDN eligibility date on file with the Commission on Dietetics Registration (CDR).

Estimated Program Costs:

Item or Service	Cost
Tuition for entire year DI only (already have Master's)	\$17,350.00
Dietetic Internship plus MS on-line	\$30,775.00
Graduate Application fee (\$50)	Waived
Travel and Parking fees at sites *mileage per week varies based on site location and demographics	Varies
Lab Coat	\$25.00-50.00
Laptop Computer	varies \$250-\$350

Conference Fees		\$70.00-150.00
AND Student Membership		\$58.00
Castlebranch Document tracker, BG check, drug test		\$128.00
Medical insurance, examination, and immunizations		Varies
Application fee to sit for Registration Examination		\$200.00
Housing off campus (monthly)		\$1200 or more
Parking on campus (USJ Parking permit \$50)		Waived
Subscription to EHR-Go Platform	(\$70)	Waived
Subscription 1 year EatrightPREP-CDR exam prep	(\$179.99)	Waived

**Fees are subject to change. Please see USJ.edu website for most current tuition information: <https://www.usj.edu/admissions/tuition-financial-aid/>*

Financial Services

USJ Dietetic interns can apply for federal financial aid via the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. Graduate students qualify for up to \$20,500.00 in a Federal Direct Unsubsidized Loan per academic year, as long as enrollment per semester is at least half-time (6 credits) and other federal eligibility requirements are met. For any questions, please contact financialservices@usj.edu.

Fair Recruitment and Admission Practices:

It is the policy of the Dietetic Internship to develop a diverse workforce of nutrition and dietetic professionals in meeting the needs of the increasingly diverse population served. To maintain inclusivity, the DI admission team is blinded from all ethnic and race data on the DICAS application. The admission team additionally completes trainings on the following: unconscious bias, debiasing training, cultural competence and cultural humility and racism in dietetics which can be viewed here: [ACEND DEI webpage](#). To provide many opportunities for informative sessions, the DI provides both in-person and on-line open house sessions during the fall of each application cycle. If students are unable to attend or prefer a phone call, this is accommodated by the Director. These practices aim to provide for an inclusive environment and equitable treatment of students from all backgrounds.

Requirements for Admission - Potential dietetic interns must have completed:

- Bachelor's degree from an accredited university and completion of an accredited Didactic Program in Dietetics. DPD verification statements need to be provided as soon as available from undergraduate institution. Intent to complete forms must be uploaded to DICAS application by DPD Director if Verification statement not yet available.
- Three letters of reference submitted to DICAS.
- Completion of Supplemental application and fee.

- Recency of education requirements for degrees more than four years old. A minimum of three updated undergraduate didactic courses approved by USJ DPD Program Director.
- Students should have maintained a minimum average of 3.0 overall GPA with a preferred minimum GPA of 3.0 in DPD Professional courses and a 2.8 in DPD science courses.
- Due to the new CDR requirement of having a Master's degree in order to sit for the Registration Exam for Dietitians beginning 1/2024, applicants must have a Master's degree from an accredited institution which will be completed by the start of the DI program, **or** enroll in the USJ on-line Master's Nutrition program with or without a concentration in Sports Nutrition at the time the intern accepts admittance to the USJ DI program. <https://www.usj.edu/academics/sihs/nutrition-public-health/nutrition-dietetics/combined-nutrition-ms-dietetic-internship/>

Application Procedure

Dietetics Inclusive Centralized Application Service (DICAS)

To apply to USJ Dietetic Internship, one must register on DICAS (Dietetics Inclusive Centralized Application Service) here: <https://dicas.liaisoncas.com/applicant-ux/#/login>.

For questions regarding the DICAS application, contact the help center here:

https://help.liaisonedu.com/DICAS_Applicant_Help_Center .

The fee to submit a DICAS application is \$50 for first submission, \$25 for each additional submission. *USJ participates in the Spring match, so applications in DICAS need to be complete by **February 15**. Please see below for Pre-Select student application procedure.*

USJ supplemental application and fee- located within DICAS application

The applicant must fill out the [USJ Supplemental Application and Fee](#) which is located also on the DICAS application. Payment of \$60 is expected to be submitted with application by February 15. Any questions regarding this payment can go to: Michelle MacKenzie, Director Dietetic Internship, Lourdes Annex Room 4, University of Saint Joseph, 1678 Asylum Ave, West Hartford, CT 06117 (mmackenzie@usj.edu).

<https://www.usj.edu/academics/academic-schools/sihs/nutrition-public-health/nutrition-and-dietetics/dietetic-internship-program/>

D&D Digital

The applicant must then register for \$65 on D&D Digital to rank internships in the order of preference. D&D Digital <https://www.dnddigital.com/> . Prospective interns will log in to D&D Digital to view their match on match day (early April).

Pre-Select Option for USJ Students Only

Pre-Select Option: (to begin with the Class of 2024)

The pre-select option to the Dietetic Internship Program is available to those applicants that have USJ Dietetic Internship as their first choice and if selected agree to complete the program. The option will be available to up to 8 USJ students that have completed the Didactic Program in Dietetics at USJ, earned their DPD Verification statement from the University of Saint Joseph, or are completing their Master's in Nutrition at USJ, beginning the April, 2023 match. To be considered as a pre-select, students must contact both the DPD Director and DI Director by end of the fall semester prior to applying via DICAS. This would be mid-December. Students accepted via pre-select process agree to complete the Master of Science in Nutrition with or without the concentration in Sports Nutrition, through the University during the internship program if not already enrolled in the USJ Master's in Nutrition Program. The Master's program begins the May before the internship begins and ends the summer session following DI completion. The USJ pre-select students will apply through DICAS (<https://dicas.liaisoncas.com>) to the University of Saint Joseph (**Program ID 381576**) no later than January 2. Applications for pre-selects will be reviewed by the DI Selection Committee and followed by an interview if meeting admission criteria. A decision on acceptance will be made by January 15. Preselects that are accepted for enrollment will be required to withdraw from the match and agree not to explore other programs as options after acceptance confirmation. February 1 has been established as the preselect deadline for the April match. If 8 students were not pre-selected, the internship director will indicate the remainder of students needed via the match to equal up to a maximum of 16 per ACEND accreditation and maximum enrollment for the USJ Dietetic Internship.

Applicants accepted will be required to confirm acceptance by January 20 via email or phone to the DI Director and then must remove themselves from the D&D match process. These applicants must agree to enroll in the USJ DI upon notification of acceptance and may not explore other programs as options after confirming that they accept the USJ DI admission offer. Applicants that have not been accepted will be notified and will continue with match through D&D Digital.

Acceptance is provisional and will require maintenance of at least a 3.0 DPD GPA, that the student earn a DPD Verification, model professional integrity and abide by the Academy's Code of Ethics. Selected students unable to maintain the pre-select requirements during the senior year will forfeit their slot in the Dietetic Internship.

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 Prior to Program Start

- **Note:** Standard immunization requirements and health forms will be submitted via myHealth student health portal. All instructions on how to access the portal and details on basic health requirements for USJ are available on the Student Health Services page of MyUSJ ([Student Health Services MyUSJ](#)). All Health Forms need to be uploaded to Castlebranch as well prior to beginning the internship. The following 3 items need to be uploaded to the myHealth Student portal as well as to Castlebranch.

- 2 doses of MMR vaccine (s) or equivalent, or documentation of immunity via titers
- 2 doses of varicella vaccine(s) or equivalent immunity (titers or official medical documentation of disease)
- Primary Covid-19 vaccine series (plus booster for dietetic interns)

Other documentation which also needs upload to Castlebranch:

- Tetanus (tdap) within last 10 years
- Influenza (annual vaccination)
- Documentation of receiving full Hepatitis B vaccination series
- TB Screening form (documented 2 step PPD, or IGRA TB test, such as QuantiFERON-Gold)
- Medical History Form
- Criminal Background check and Urine Drug Test (ordered through Castlebranch)
- Proof of Health Insurance
- Handbook pages signed and uploaded to Castlebranch
- Medical/Health Record Authorization
- USJ Student Handbook acknowledgement
- Technical Standards and Acknowledgement

Students enrolled in health professions programs who choose to not be vaccinated against influenza (Revised December 2022) and/or COVID-19, may not be able to accumulate the core components, clinical hours, and/or supervised clinical experiences required for degree completion, due to/depending upon site-specific vaccination requirements, which are beyond the control of the University.

Signature Checklist

- Ethics assignment- upload certificate
- Current Academy of Nutrition and Dietetics (CT) Membership Card
- DPD Verification Statement (signed by Didactic Program Director)
- Citi Program Research Certificate
- PPE Training and HIPAA Attestation form
- 1 Official Undergraduate Transcript (degree date conferred to admissions@usj.edu).

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.

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. Castlebranch document upload must also be 100% complete and compliance verified.

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. If the intern needs any special accommodations, they should let the internship director know and should contact accessibility services at USJ. Please contact the Center for Academic Excellence, 2nd floor of the Pope Pius Library. More information can be found on page 19-20 of the Student Handbook at this link:

https://my.usj.edu/ICS/Portlets/ICS/Handoutportlet/viewhandler.ashx?handout_id=d9f961d0-d092-425b-8cae-fb60af1e742f

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.

Program Completion Requirements

The Verification Statements from both the DPD undergraduate program in dietetics and USJ DI as well as a degree conferred transcript for a completed Master's Degree are necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination. These documents are uploaded to the Registration Eligibility Processing System (REPS) by the Director once all intern documents are submitted.

The DI 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).

1. Dietetic Internship Verification Statement Requirements:

- Documented Time and Attendance log verifying 1000 hours or more of supervised practice experience with a minimum of 700 hours in professional work settings. A maximum of 300 hours may be in alternative supervised experiences such as simulation, case studies and role playing.
- Completion of all competencies and received 80% or greater on all projects/assignments.
- Submission of all time and attendance sheets, competencies and activity tracking sheets and all evaluations from supervised practice sites.
- Submission of all internship evaluations or surveys.
- Earned a minimum average of 3 "meets expectations" on all practicum

evaluations.

- Degree conferred Graduate transcript
- The maximum amount of time allowed for completing program requirements is 22.5 months (150% of program length).

Requirements and Process

to become a Registered Dietitian Nutritionist (RDN) through a Dietetic Internship:

Once all intern documentation has been submitted and approved by the Registration Eligibility Processing System, the intern will receive email confirmation that they are eligible to register and sit for the Commission on Dietetics Registration exam. If the intern passes, the credential RDN “Registered Dietitian-Nutritionist” will be earned. The steps to become an RDN are as follows:

1. Completion of a Didactic Program in Dietetics and earned bachelor’s degree with DPD Verification Statement
2. Completion of an ACEND accredited Dietetic Internship with Verification Statement.
3. As of January 1, 2024, an earned Master’s degree. For more info on this requirement, see <https://www.cdrnet.org/graduatedegree>
4. To explore other routes to the RDN credential, please visit the Commission on Dietetic Registration website at <https://www.cdrnet.org/rd-eligibility>
5. Complete and pass Commission on Dietetics Registration Exam.
6. Some states require certification or licensure for practice. Completion of the USJ Dietetic Internship makes one eligible to obtain either Certification (as in CT) or Licensure (as in MA or NY). This varies by state. To see if your state requires licensure, please see the Academy of Nutrition and Dietetics Licensure Map here: <https://www.eatrightpro.org/search-results?keyword=licensure%20map>
7. To maintain the RDN credential, 75 hours of continuing education credits must be earned every 5 years and is documented in a Professional Development Portfolio (PDP) on the CDR website (<https://www.cdrnet.org/>)

Intern support services available at the University of Saint Joseph

Center for Academic Excellence

The Center for Academic Excellence (CAE) resides within the Academic Support Services Center located on the second floor of the Pope Pius XII Library. The CAE serves as a resource to foster the academic success and growth of all USJ students in all disciplines. Services for graduate students include individual writing assistance by a professional writing tutor. To ensure accessibility, writing and research sessions are conducted virtually as well as in person. Due to the highly specialized nature of graduate studies, content tutoring is not

offered to graduate students, but these are available through consultation with faculty. Further, a variety of writing and academic success workshops are available to graduate students. Popular topics include time management, APA documentation and style, and research writing at the graduate level.

Pope Pius XII Library

The Pope Pius XII Library contains a variety of resources including an online catalog and electronic databases that include all major databases of interest to **Nutrition and Public Health** students and faculty. The library houses over 135,000 books, periodicals, and audiovisual materials. The system allows students to read full-text articles without being individual subscribers. Reference librarians partner with faculty to provide research assistance within classes and for online platforms. Individual reference assistance is available across the library schedule in person, by videoconferencing, by email or by telephone. Reference desk hours include nights and weekends. The library also participates in an interlibrary loan network that enables loan access to any materials not directly accessible at USJ. The library uses the Libguides platform and provides Libguides to all Nutrition and Public Health programs <https://usj.libguides.com/nutrition>. These guides give 24-hour access to links and instructions for nutrition specific resources.

There is a librarian assigned to the Dietetic Internship program who offers in-person or remote/virtual workshops to students and faculty on how to use USJ's online databases. The library space includes a tech-enabled Collaboration Laboratory that can be reserved. The spacious room is equipped with collaborative screens and computer connections, organized into five pods with monitors and each pod can accommodate five students. The room also has a large monitor. All of the monitors are connected to the USJ computer network. The room provides an excellent space for interdisciplinary collaboration.

Career Development Center

The Career Development Center provides all students and alumni(ae) with career planning services and resources, individual counseling sessions, workshops, etc. In addition, students access the Career Development Center for resume-building or job-seeking skills

Registrar

The Office of the Registrar assists students and faculty with all aspects of student registration for classes. The office closely collaborates with the **combined MSDI** to create the course schedule for each semester. The Office of the Registrar assists students in appropriately applying earned transfer credits to their degree audit, helping complete course searches, and obtaining transcripts, clearance to graduate, and diplomas. The policy and procedure on student withdrawal is located on the Office of the Registrar website. Finally, the office supports veteran students in applying for education benefits.

Center for Student Research and Creative Activity

The Center for Student Research and Creative Activity (SRCA) supports research and scholarly activities happening on campus. Faculty involved in research and scholarly activities can post information about what they are doing (and planning to do) and opportunities that are available for students and faculty to collaborate with them. Students looking for research opportunities, both within and outside of their major discipline, can visit

the site and discover what research is currently being conducted by viewing the faculty profiles, the opportunities that exist, and the first steps in how to initiate contact with the faculty of their choice. Additionally, information about internal funding opportunities for students is posted. The SRCA hosts the Agora Series of monthly research talks by current USJ faculty.

Admissions/Enrollment Management

The Office of Admissions manages DICAS application uploads to the Customer Relation Management system, Slate, for the Dietetic Internship. Additionally, the Office of Admissions hosts six undergraduate information sessions annually and monthly graduate information sessions. The Office of Admissions, in conjunction with the Office of Marketing and Communications, promotes **Nutrition** programs through social media, online advertisements, recruitment materials, and radio advertisements.

The Division of Enrollment Management also includes Student Financial Services (SFS), a team of professionals who support students' access to financial aid. SFS also provides counseling as students enter the Dietetic Internship and combined MSDI programs to answer financial questions and provide support, as well as near completion to assist with loan repayment.

Counseling and Psychological Services

The Counseling and Psychological Services (CAPS) supports students who wish to seek counseling for any reason while they are enrolled as a USJ undergraduate or graduate student. It offers confidential individual counseling by appointment, limited psychiatric consultation or medication evaluation along with immediate support for students in crisis. In addition, it offers resources for physical and mental well-being for the entire campus community, from individualized classroom programs to larger programs with special guest presenters, to reading materials.

The Beekley Center for Student Health and Wellness

The Beekley Center for Student Health and Wellness offers confidential medical services and health education to undergraduate and graduate students. They manage the student health portal, MyHealth, for students to upload all required medical documents and records.

Student Accessibility Services

The University of Saint Joseph is committed to providing an equal educational opportunity for students with disabilities. At USJ, the Accessibility Office ensures a university experience that gives individuals with disabilities the same access to programs, opportunities, and activities as all others. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, the University of Saint Joseph provides reasonable accommodations to eligible students. The Student Accessibility Office at USJ services are designed to meet the unique educational needs of all students with documented permanent and temporary disabilities. If you have a disability which may impact your academic achievement in this course and you require accommodations, you must provide the appropriate documentation to the Students Accessibility Office. Please note that academic accommodations cannot be provided prior to your professor's receipt of an Accommodation Letter. Please visit the

Student Accessibility Services page on MyUSJ for information about registering for services. You can also contact the office directly at (860) 231-5730 or Accessibility@usj.edu.

The Center for Wellness Development

In response to the need to provide holistic health and wellness support to USJ students, especially in the aftermath of the pandemic, the Center for Wellness Development was created. The Center offers educational programs to enhance the healthy development of the mind, body, and spirit of the USJ community. The Center includes a “Wellness Room” located in McGovern Hall and equipped with massage devices, biofeedback equipment and virtual reality devices.

The Division of Student Affairs

The Division of Student Affairs collaborates across the University to implement innovative and student-centered programs, practices and services to support student engagement and success through a co-curricular experience.

The Division of Student Affairs is comprised of a number of departments that help students take advantage of the learning offered outside of the classroom.

Office of Information Technology

The Office of Information Technology sets up and manages all technology platforms utilized by students and faculty to facilitate the academic process, including Jenzabar and Blackboard. Blackboard is USJ's Learning Management System (LMS) that allows faculty to deliver course content, assignments and activities to their students electronically in both face-to-face and distance courses. Online courses utilize Blackboard for course materials, discussion boards, etc. The Office of Information Technology offers students: wired and wireless network access throughout campus, an official University email account, free access to Microsoft Office 365, 1TB of cloud storage via OneDrive, and access to resources such as computers in the library. The office manages a centralized Service Desk where students, faculty and staff can request technical support. The Service Desk is in the Pope Pius XII Library and offers evening and weekend hours to accommodate the needs of all students.

Recommended Texts and Resources

- AND Evidence Analysis library (EAL) at <http://www.anddeal.org/> (included with Academy of Nutrition and Dietetics Membership)
- Abridged Nutrition Care Process Terminology (NCPT) Reference Manual 2018
- Food Medication Interaction Handbook or app (free through USJ)
- 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 (summer module provided)

- Foundations of Clinical Research: Applications to Evidence-Based Practice (4th ed) Leslie G. Portney and Mary P Watkins. F.S. Davis Company, (2020).
- Escott-Stump, Nutrition and Diagnosis Related Care
- ASPEN Nutrition Support Core Curriculum
- The Academy's Nutrition Focused Physical Exam Pocket Guide, 3rd Ed
- Other subscriptions if required by Internship Director (EHR-Go subscription provided)

The internship will provide interns and faculty access to the Academy of Nutrition and Dietetics Nutrition Care Manual (www.nutritioncaremanual.org) for Adult, Pediatric and Sports Nutrition.

Professionalism

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

Responsibilities of the Intern

1. Abide by the Code of Ethics of the Academy of Nutrition and Dietetics and the Standards for Dietetic Practice and Professional Performance.
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, background checks and drug testing.
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 and internship director.
7. Interns are expected to represent the University of Saint Joseph in an appropriate and professional manner.
8. Document Supervised Practice Hours* and competencies weekly in Blackboard as instructed. Alternate practice activities must also be documented which include simulation, case studies and role play. Special activities that contribute to intern hours must be approved by Director.
9. Interns are expected to complete learning experiences, study guides, projects and other written assignments by the due date.
10. Maintain a positive attitude in all interpersonal interactions and communication with patients/clients, preceptors and faculty. Checks USJ email daily and responds to emails promptly within 1 business day.

11. 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.
12. Interns will not take advantage of the facility or the preceptor by asking for special days off, time to run errands, help with projects, spending time on social media or making personal phone calls. Interns are expected to work the hours of their respective preceptor unless other arrangements have been made. 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 during the internship should be discussed and approved by DI Director.
13. Interns will be aware that all preceptors are unique. It may be necessary to perform some tedious tasks, like filing, stocking, 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.

Supervised Practice Documentation by Intern*

All interns are expected to document rotation and class day hours on Time Log which is uploaded twice per semester to Blackboard for review. This form separates out time in the various rotations so that it can be verified that appropriate time as defined by ACEND has been met for supervised practice as well as time in alternate activities (simulation, case studies, and role play). A separate form is provided on Blackboard for documentation of competency achievement. As interns achieve competencies, they will document how the competency was met, either indicating an assignment, project, or how met in supervised practice setting. These competencies are reviewed twice per semester by director, and advisement provided if documentation needs revision or more evidence needed. There are no hours granted for prior learning, but if an intern participates in a weekend activity with an affiliated site such as a fair, or other educational opportunity, it may be counted as hours if deemed appropriate by the DI director.

Professional Appearance

University of Saint Joseph dietetic interns should maintain a professional appearance while involved in all clinical and supervised practice rotations as well as class day activities. Society respects health care professionals largely due to their expertise, education, and performance. The DI Program believes that professional appearance and dress helps to maintain this respect. Personal hygiene is of the utmost importance and the intern is required to be clean and well-groomed at all times. At every rotation site, students are required to select attire that is tasteful and projects a professional image. The required dress code will be business casual attire with a white lab coat, unless otherwise instructed by site preceptor. The lab coat should be clean and replaced if torn or otherwise unprofessional in appearance. Interns should follow the dress code of the facility where they are completing the rotation. If a dress code is not available, these guidelines will be appropriate:

1. The dietetic intern should be in a clean lab coat with provided name tag. Clothing underneath should be business casual unless otherwise instructed.
2. For rotations that require the dietetic interns to work in food production areas, hair should be restrained, with hair covering or hair net,
3. Nails should be well groomed, manicured and of short to medium length to facilitate patient care activities. Artificial nails are not permitted in the rotation setting as a matter of infection control.
4. Close toed comfortable shoes are recommended.
5. Jewelry should be conservative in style and kept to a minimum to prevent loss or injury to self or patients. Dangling earrings and bracelets/bangles should not be worn in the practice setting. Engagement/wedding rings are allowed. A watch and stud earrings are permitted.
6. 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.
7. Visual tattoos may require to be covered
8. Hair should be neat and clean, and styled off the face and out of the eyes. Beards and mustaches should be clean and well-groomed with facial net if in a food service area.
9. Non-overwhelming perfumes or light colognes may be worn; however, many people are allergic to chemical scents or odors and you may not be able or allowed to wear them
10. There is no smoking or vaping, alcohol intake, or recreational drug use during work time or in the classroom.
11. 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.
12. Any medical condition or religious belief that inhibits adherence to the school professional appearance guidelines should be addressed with the director.

In the event that instructors and/or institutional policy requires specific attire or a standard above this dress code for activities held in off-site such as professional meetings, the policy of that location supersedes this policy. Students are required to adhere to this dress code while on rotations, unless a preceptor allows business casual attire, a specific uniform, or scrubs. Students are required to obtain the approval of the preceptor before deviating from the above DI Dress Code

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.

Responsibilities of the Adjunct Instructor / Faculty

1. Implements ACEND policies that impact the Dietetic Internship.
2. Reviews work of the intern and provides on-going feedback throughout the rotation.
3. Serves as a role model and mentor.
4. Evaluates assigned projects such as written case studies or study guides.
5. Evaluates strengths and weaknesses of interns and reviews them in a timely manner.
6. Communicates with interns, facility preceptor and Internship Director in a timely manner.

7. Maintains student confidentiality.
8. Acts as a resource person when the intern has questions or concerns.
9. Enforces DI policies and procedures as needed.
10. Refers the intern to appropriate resources as needed.
11. Maintains currency in dietetic education and training.
12. Serves as the advocate for the dietetic intern as needed.
13. Serves as the liaison between the intern, facility and the University.
14. Visits each affiliate on a periodic basis for the purposes of intern and program evaluation and planning.
15. Plans, evaluates and implements events as assigned such as Open House, Class day instruction, Oral Case Study Day, Graduation and Welcome Day.

Responsibilities of the Site Preceptor

1. Notify USJ Director of any needed documentation or schedule conflicts prior to intern coming on-site.
2. Review all USJ DI documents including rotation guidelines, evaluations, preceptor handbook (provided at start of rotation) and notify DI Director if there are any questions.
3. Complete ACEND Preceptor Training Modules eatrightpro/ACEND.com and view ACEND DEI Training Videos which are sent in welcome rotation letter.
4. Serves as a professional role model and mentor on-site, providing consistent guidance and feedback to interns so they can improve skills and gain confidence.
5. Ensures that interns doing supervised practice must not be used to replace employees other than during a period of staff relief where a distant preceptor is available for guidance.
6. Provides orientation and daily schedule indicating who intern will be reporting to on-site.
7. Educates interns on facility policies and procedures, role of RD, daily tasks, screening and assessment processes and charting guidelines.
8. Is available and accessible to the intern for questions and needed guidance in meeting ACEND competencies.
9. Communicates effectively with interns, adjunct instructors and director as needed.
10. Plans for on-site projects, includes intern in meetings/rounds and other educational activities.
11. Provides resources to intern as needed.
12. Maintains currency in dietetic education and training.

Responsibilities of the Internship Director

1. Maintains ACEND policies and all communications that impact the Dietetic Internship.
2. Implements, plans, and coordinates all intern supervise practice experiences.
3. Serves as the liaison between USJ, the Department of Nutrition and Public Health and ACEND.
4. Recruits and maintains cooperative agreement contracts between the University and each participating practice site.
5. Plans, implements and evaluates internship curriculum, projects, assignments and class days.
6. Maintains intern files with application, verification statements, transcripts, and competency logs.
7. Conducts program evaluation surveys of current interns, program graduates, preceptors and facilities as well as employers of graduate interns.
8. Serves as a role model and mentor.
9. Develops partnerships with outside organizations that strengthen the Dietetic Internship.
10. Maintains currency in dietetic education and training.
11. Develops and maintains policies and procedures.
12. Directs the selection and admission process of dietetic interns yearly.
13. Serves as the advocate for the dietetic intern as needed.
14. Serves as the liaison between the intern, facility and the University.
15. Monitors and evaluates the intern's progress in each rotation.
16. Visits each affiliate on a periodic basis for the purposes of intern and program evaluation and planning.

The Academy of Nutrition and Dietetics *Code of Ethics (2018)*

<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

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

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.

Signed: _____ Date: _____

Upload the signed form to Compliance Tracker.

Attendance

The internship schedule is five days a week for 32- 40 hours per 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 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 10 minutes early to the rotation every day, whether in-person or logging on for a zoom or remote session. 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 and communicated to DI Director.

If you are sick longer than three days, a note will be required from a physician verifying the illness and the need to stay home from the practicum. Each day absent will need to be reported and documented on the time and attendance log.

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, or on a project assigned by site preceptor. If you feel unsafe driving but USJ has not yet sent notification of cancellation, you should stay home and notify your site preceptor and the DI director. Use good judgement in making these decisions. Safety is the first priority.

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 and communicate with site preceptor as well as adjunct instructor.

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 special situations only. The internship program requires 1000 hours and absences of more than one personal day a semester may 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.

Insurance

Required element 8.2

The University provides **professional liability** insurance for dietetic interns while at the assigned supervised practice site. 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.

The dietetic intern is responsible for providing their own transportation to and from practicum sites and carry their own 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 sites. ***The Department of Nutrition and Public Health requires that the dietetic intern carry their own health insurance and that proof of this be submitted before the beginning of the first rotation.** USJ does not offer student health insurance to dietetic interns.

Responsibility of Dietetic Intern in Practicum Facility

The dietetic intern:

- Is responsible for following the policies of practicum facilities. Must show interest, be engaged, and ready to learn.
- Is responsible for reporting on time (10 minutes early) and following all established policies and procedures during regularly scheduled operating hours of the facility.
- Works on class assignments during practicum hours only **with permission from site preceptor.**
- Leaves assigned clinical areas during practicum experience only **with permission** of site preceptor, and communicated to USJ DI Director.

- Must communicate to the preceptor and internship faculty any problems the dietetic intern feels they are experiencing with any aspect of the clinical experience in a **timely fashion**. The DI Leadership (director and instructors) are advocates of the dietetic intern and are 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.
- Is financially responsible for any additional background checks or drug testing if required by supervised practice site.

Policies and Procedures

Performance Monitoring, Advising, Education, and Retention

The internship has a system of monitoring student performance which is based on review of intern's submitted work in addition to demonstration of professional and ethical behaviors. 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. Another strategy to ensure the academic progression of students and address problems early is the assignment of an Adjunct Clinical Instructor to each intern. The instructors and interns will communicate on a regular basis to address issues and concerns with performance academically, professionally, or experientially in the rotation sites. The Adjunct Instructor will communicate with the supervised practice preceptors and DI Director regularly throughout the academic semester to detect and address any experiential learning difficulties or issues with professionalism, ethical judgement, or otherwise and address them immediately. The DI Director will meet with each intern once per semester or more as needed for an advisement and counseling check-in session. This session is led by the intern to address topics such as: concerns, project guidance, research advisement, individual learning styles, rotation planning, career counselling or other. The intern may decline the session if they do not feel it needed, but if an intern is facing challenges as per report from adjunct instructor, they will be encouraged to set up a session.

Dietetic interns must earn a 3 (meets expectations) or better on supervised practice evaluations. Supervised practice performance is evaluated through periodic verbal communication between site preceptor and Adjunct Instructor or DI Director. Practicum evaluation forms for each rotation are completed by site preceptors and reviewed with interns. The dietetic intern is encouraged to comment on her/his progress and has an opportunity to disagree with the evaluation by the preceptor. After comments added, the site preceptor and intern will both sign the evaluation, then the intern will upload to Blackboard. USJ Faculty will review practicum evaluations and collaboratively with the site preceptor and adjunct instructor, develop a plan if the intern is not averaging a "3" (meets expectations) or better. There should be no surprises on evaluations as the communication on intern progress should be throughout the rotation. This periodic feedback to interns is strongly encouraged of site preceptors so that interns are aware of their performance and if there are issues with meeting expectations, can

address prior to final evaluation. Meetings are scheduled among DI Director and site preceptors as needed and per request. Any need for additional support or a performance improvement plan will be addressed by the DI Director and communicated to the intern with a timeline for completion. These efforts will help to ensure that the program retains students and that they complete the program within the required 150% timeframe.

Remediation and 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 an intern has been identified by site preceptor as needing support, USJ faculty will provide tutorial support and/or additional resources to assist the intern in meeting expected goals of the rotation. This may include additional rotation time, individualized academic support, or additional assignments with faculty guidance. If a dietetic intern is consistently not meeting the weekly objectives after additional resources and support offered in the supervised practicum, or if the intern is not meeting professional or abiding by the Code of Ethics, the dietetic intern may be removed from the practicum rotation. A performance improvement plan will be established at this time by DI director in collaboration with adjunct instructor and Chair, Nutrition and Public Health.

If while on the performance improvement plan, weekly objectives are not being met, or any policies or procedures are being violated, the dietetic intern is informed of 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/or 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 and have completed any pre-work as assigned.
- Class attendance – Interns are required to attend all class days. One excused absence is acceptable per semester. All assignments and prework must be made up if an intern miss a class day due to illness and it's the intern's responsibility to obtain all information covered.
- Dietetic interns are encouraged to consult with the instructor on any class topics when they do not fully understand the material presented. Faculty are available by appointment.
- Dietetic interns are strongly encouraged to participate in class discussions. Sharing of experiences will increase enjoyment of classes and facilitate learning.

Diversity, Equity and Inclusion (DEI) through ACEND training

The diverse needs of interns will be supported throughout the program, to ensure an inclusive environment and to ensure equitable treatment by all program faculty, staff, and preceptors. ACEND has offered a series of webinars to address DEI in its accredited programs. Prior to rotations with USJ interns, preceptors are provided with the 2022 Accreditation Standards DEI Webinar series which include: Unconscious Bias, Debiasing Training, Cultural Competence and Cultural Humility and Racism in Dietetics Practice. These webinars are strongly encouraged to preceptors and required by all USJ DI Faculty and Staff to ensure that the approach to education and mentoring is consistent. These videos focus on inclusion of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status and age. If any intern feels that they have not received equitable treatment, they should report their concern immediately to the director.

Projects

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

- There are many projects and assignments to complete during the internship; a grade of 80 or above is required to successfully pass the project. If interns need an extension, they may ask, but if assignments are turned in late, there will be one point taken off for each day late.
- Submitting work from other students, institutions or publications without references is unacceptable and no (0) credit will be given. Projects may be done in pairs or groups; however, the written submissions must be done individually.
- 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, title of the assignment and date. Page numbers should be included 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 performance, they are 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

Required element 8.2

The University provides **professional liability** insurance for dietetic interns while at the assigned supervised practice site. 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.

The dietetic intern is responsible for getting to the assigned facility safely and is responsible for travel insurance to and from the facility. USJ is not responsible for any injury incurred to a dietetic intern during travel to and from their assigned supervised practice sites. ***The Department of Nutrition and Public Health requires that the dietetic intern carry their own health insurance and that proof of this be submitted before the beginning of the first rotation.** USJ does not offer student health insurance to dietetic interns.

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 and this can be fulfilled with the mandatory registration and attendance to the CT Academy of Nutrition and Dietetics Spring Meeting. When a dietetic intern attends the meeting, they must briefly describe the content of the conference in a reflection which will be submitted as an

assignment to Blackboard. Preapproval of the conference chosen is necessary.

The Connecticut Academy of Nutrition and Dietetics (CAND) Spring meeting is 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 apply. This meeting is mandatory and the registration fee is the responsibility of the dietetic intern. Interns may also attend the Food and Nutrition Conference and Expo at their own expense and be excused from rotations for that yearly event.

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 DI Program Director will meet with the complainant first and document the nature of the complaint. The director will collaborate with the complainant on the best way to handle the situation. All communications will be documented in meeting minutes and remain confidential. Once the plan is agreed upon, the complaint will be acted upon (communication, intervention or other), with full documentation. If the complaint is not resolved to satisfaction of any entity, the issue may be brought to the Chair for further evaluation and interventions. If the complaint or grievance is unresolved after these processes, then the issue should be brought to ACEND.

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.

Policy: Required Notice of Opportunity and Procedure to File Complaints with the Commission.

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 supervised practice experience. **However, the dietetic intern is responsible for notifying their facility preceptor, as well as their adjunct instructor and director.** Regardless of the status of the University, use personal judgment and travel only when one feels personally safe. If hours are missed due to inclement weather, it will be the intern's responsibility to arrange for make-up hours if needed, approved by DI Director.
- 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 domain-specific questions and 450 flash cards. USJ has adopted this program to infuse into the curriculum as part of program requirements. Other supplemental programs may include: Jean Inman Review Course <http://www.inmanassoc.com>., AllAccessDietetics Pass the Exam Prep (www.allaccessdietetics.com), Visual Veggies (www.visualveggies.com) and Pocket Prep (www.pocketprep.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 Nutrition Program- Directed by Dr. Melissa Brown, RD, CSSD

<https://www.usj.edu/academics/sihs/nutrition-public-health/nutrition-dietetics/combined-nutrition-ms-dietetic-internship>

Once an intern is accepted to the USJ Dietetic Internship, they are automatically eligible to complete the Master's in nutrition program. All dietetic interns, beginning with the Class of 2024 will need to complete the Master's in Nutrition unless already possessing a degree-conferred Master's degree transcript by the start of the internship. Graduate classes 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. These students would complete 3-5 weeks in a sports nutrition rotation during the internship. Dietetic interns that are not in the Master's program are also eligible to select the sports rotation as an elective rotation if they have successfully completed a clinical rotation with an average score of 3-meets expectations. 18 credits from the DI are transferred to the MS if an intern is completing USJ DI concurrently with the MS. All ACEND competencies are met though DI only as the MS program and DI are separate programs at USJ.

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 2022 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 listed here which have been implemented starting with the Class of 2023.

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: <i>Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.</i>)
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. (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.)
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data
CRDN 1.4	Conduct projects using appropriate research methods, ethical procedures and data analysis
CRDN 1.5	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 for the Registered Dietitian Nutritionist,
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	Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications (Tip: <i>Examples include research manuscripts, project proposals, education materials, policies and procedures.</i>)
CDRN 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	Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
CRDN 2.7	Apply change management strategies to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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 Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements 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	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care

	professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14	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.

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 functions of human resources (such as training and scheduling).
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition 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	Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

A. 5 Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

CDRN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CDRN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CDRN 5.3	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CDRN 5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CDRN 5.5	Demonstrate the ability to resolve conflict.
CDRN 5.6	Promote team involvement and recognize the skills of each member.
CDRN 5.7	Mentor others.
CDRN 5.8	Identify and articulate the value of precepting.

Student Accessibility Services

The University of Saint Joseph is committed to providing an equal educational opportunity for students with disabilities. At USJ, the Accessibility Office ensures a university experience that gives individuals with disabilities the same access to programs, opportunities, and activities as all others. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, the University of Saint Joseph provides reasonable accommodations to eligible students. The Student Accessibility Office at USJ services are designed to meet the unique educational needs of all students with documented permanent and temporary disabilities. If you have a disability which may impact your academic achievement in this course and you require accommodations, you must provide the appropriate documentation to the Students Accessibility Office. Please note that academic accommodations cannot be provided prior to your professor’s receipt of an Accommodation Letter. Please visit the Student Accessibility Services page on MyUSJ for information about registering for services. You can also contact the office directly at (860) 231-5730 or Accessibility@usj.edu.

Statement of Academic Integrity:

It is the policy of the University of Saint Joseph that all members of the community act honestly. By enrolling in or working at the University, all members implicitly agree to uphold the University’s policy of Academic Integrity (AI). This means that all work that is presented to satisfy course requirements be the result of your original scholarly efforts that ultimately improves student skills and knowledge and places value on the USJ degree. Should you cheat or plagiarize an AI report will be filed with the Academic Integrity Office and sanctions could range from a reduced grade on the assignment to an F for the course or in extreme cases suspension or expulsion.

Review the AI policy located on **MyUSJ (my.usj.edu)** in the “Academic Integrity Office” tab so you understand your rights and the process.

Medical/Health Record Authorization

The purpose of the medical/health record authorization is to insure your health and safety along with the health and safety of the patients/clients at agencies utilized in the program. You will need to complete this form in the Compliance tracker within Castlebranch prior to the start of your internship. It is included here for your reference. This signed form must be on file before your course registration is completed. Thank you.

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 Blood borne Pathogens and all other applicable OSHA rules and regulations.
- I agree to wear University identification / 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=3cdec023-f667-4040-acda-ee6a7cfe631 .

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 Compartment 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

Melissa Brown, PhD, RD, LD, CSSD
Chair, Nutrition and Public Health
Director, Master's Program Nutrition
860.231.5262
mlbrown@usj.edu

Kaneen Gomez-Hixson, MS, RDN, CD-N
Assistant Professor
Lead Sports Dietitian, Athlete Nutrition Advising Program
860.231.5507
kgomezhixson@usj.edu

Katherine Sayre, MS, RDN, CD-N
Clinical Nutrition Educator
970.390.2892
ksayre@usj.edu

Paula Torres-Gonzalez
Administrative Assistant
860.231.5472
ptorresgonzalez@usj.edu

SEE NEXT PAGE



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: _____