Department of Nutrition and Dietetics

INTERN HANDBOOK and Policy and Procedures

May 2015
Contents

GENERAL INFORMATION .......................................................................................................... 4
The Dietetic Internship at Marywood University ......................................................................... 5

College of Health and Human Services Mission Statement .......................................................... 5
Mission Statement of the Department of Nutrition and Dietetics .................................................... 5
MISSION of the DIETETIC INTERNSHIP ....................................................................................... 5
Program Goals .................................................................................................................................... 5
ACCREDITATION STATUS ............................................................................................................ 6
ADMISSION INFORMATION .......................................................................................................... 6
PROGRAM COURSES ...................................................................................................................... 7
DIETETIC INTERNSHIP DISTANCE TRACK COURSES ............................................................... 7
DIETETIC INTERNSHIP ONSITE TRACK COURSES ................................................................ 7
DISTANCE TRACK - PROGRAM CALENDAR ............................................................................ 8
ONSITE TRACK - PROGRAM CALENDAR 2015 - 2016 ................................................................ 8
Criteria For Retention in the DI Program ...................................................................................... 9
GRADING SYSTEM for the Supervised Practice courses - ND 565, ND 566, and ND 568 ............. 9
DIETETIC INTERNSHIP EVALUATION SYSTEM .................................................................... 10
ESTIMATED COST: ........................................................................................................................ 11
ESTIMATED COST OF DI – DISTANCE TRACK ........................................................................ 11
ESTIMATED COST OF DI – ONSITE TRACK ............................................................................. 11
PROGRAM DIRECTOR: ................................................................................................................. 11
ADDITIONAL REQUIREMENTS: ................................................................................................. 11
MEDICAL INSURANCE .................................................................................................................. 12
HEALTH CLEARANCE .................................................................................................................. 12
CRIMINAL RECORD CHECK/CHILD ABUSE HISTORY CLEARANCE ..................................... 12
LIABILITY INSURANCE ................................................................................................................ 13
VEHICLE ......................................................................................................................................... 13
PROFESSIONAL MEETINGS ...................................................................................................... 13
THE ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP .................................... 13
ATTENDANCE POLICY ................................................................................................................ 14
ABSENCES .................................................................................................................................... 14
VACATIONS AND HOLIDAYS ..................................................................................................... 15
DRESS CODE .................................................................................................................................. 15
DISCIPLINARY/TERMINATION PROCEDURE ........................................................................... 16
MARYWOOD UNIVERSITY STUDENT HANDBOOK .................................................................. 17
WITHDRAWAL AND REFUND OF TUITION AND FEES .......................................................... 17
PROGRAM COMPLETION REQUIREMENTS ............................................................................ 18
PROGRAM COMPLETION/VERIFICATION STATEMENT ....................................................... 18
REGISTRATION EXAM ................................................................................................................ 18
GRADUATE SCHOOL DEGREE PROGRAM ............................................................................ 18
DIETETIC INTERNSHIP PROGRAM .......................................................................................... 19
LEARNING ASSESSMENT PLAN ............................................................................................... 19
Eligibility Criteria to Challenge Supervised Practice Hours ....................................................... 22
How to Successfully Challenge a Supervised Practice Course ................................................... 22
COURSE OUTLINE: COMMUNITY ROTATION (ND 565) ...................................................... 23
COURSE OUTLINE: FOOD SYSTEMS ROTATION (ND 566) .................................................... 24
GENERAL INFORMATION
The Dietetic Internship at Marywood University

The Department of Nutrition and Dietetics in the College of Health and Human Services of Marywood University offers one Dietetic Internship (DI) program with two tracks, onsite and a distance. This is a full-time program. Students in the onsite track also complete about half of the course work for the degree of Master of Science in Foods and Nutrition. The internship program will provide the required Accreditation Council for Education in Nutrition and Dietetics (ACEND) Learning Outcomes (LO) or competencies with a Health Promotion and Wellness (HP/W) concentration. Interns will complete over 1200 hours of supervised practice divided into four rotations along with Intern Choice: Community Nutrition, Food Systems Management, Medical Nutrition Therapy and Staff Relief. Upon successful completion of the DI program, students are eligible to take the National Registration Examination for Dietitians.

College of Health and Human Services Mission Statement

The mission of the College of Health and Human Services is to educate undergraduate, graduate, and doctoral students in an atmosphere of respect, individuality, and flexibility in best collaborative practices to address current and emerging health and human service needs in a multicultural, interdependent, global environment, and to promote nationally recognized scholarship and community service.

Mission Statement of the Department of Nutrition and Dietetics

The mission of the department of nutrition and dietetics is to provide dedicated faculty, quality facilities, and a diverse environment which support nationally recognized undergraduate and graduate education, research and service in the areas of nutrition, dietetics, family/consumer sciences, and sports nutrition/exercise science.

MISSION of the DIETETIC INTERNSHIP

The mission of the Dietetic Internship (DI) program is to prepare future leaders of the Academy who have experience, competences and values necessary not only for successful entry into today’s job market but also needed for the possibilities for future specializations or academic studies.

This intent supports the mission of the college to prepare graduate students in "an atmosphere of respect, individuality, and flexibility for the best collaborative practices to address current and emerging health and human service needs in a multicultural, interdependent, global environment" together with the mission of Marywood University that "prepares students to seek sustainable solutions for the common good and educates global citizens to live responsibly in an interdependent world".

Program Goals

1. The DI program will prepare high-quality registered dietitians for employment in entry-level positions.
2. The DI program will prepare dietetic professionals for expanded professional opportunities and/or for further academic studies.

Outcome with Target Measures:

Goal 1:

1a. Eighty percent of students enrolled in the DI program will complete all program requirements within 150% of the time planned for completion which is 1.5 years.
1b. Over a five year period, ≥ 70% of the program graduates who sought employment in dietetics will be employed within one year of the program completion.
1c. Over a five-year period, the one year pass rate for DI graduates, which includes the onsite, distance and ISPP track, taking the registration examination will be at least 80%.
1d. On the one-year post completion survey, 90% of the program graduates will indicate that they agree that they would recommend Marywood University’s internship to others.
1e. Upon completion of the self-evaluation, ≥ 90% of the Learning Outcomes will be selected as at least moderately effective generating a median value of ≥ 3.0.
1f. On the post completion preceptors’ survey, ≥ 90% of the preceptors will state that the DI program compared favorably to other internship programs.
1g. 100% of the students will achieve a pass rate of ≥ 80% on the programs final exam.
1h. On the one-year post completion employer survey, 90% of the knowledge/skill area will have mean value of 2.0 or greater.
Goal 2:

2a. On the five post program completion survey, 90% will be professionally employed or enrolled in an academic program.
2b. On the one and five year post program completion survey, 10% of the respondents will have been or are currently active in the Nutrition and Dietetics profession.
2c. 100% of the interns will develop and implement at least one at least one satisfactory graded health promotion/wellness program (such as a health fair, eating disorder education program, diabetes treatment, weight maintenance, etc.)

ACCREDITATION STATUS

The Marywood University Dietetic Internship Program in Nutrition and Dietetics is currently granted accreditation status by Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, a specialized accrediting body recognized by the United States Department of Education. The address and phone number for the ACEND is: Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics: 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606; (800) 877-1600, (312) 899-5400, ext. 5400. http://www.eatrightacend.org/ACEND/

ROLES FOR GRADUATES

1. Food and Nutrition Specialist who provides accurate, evidenced based information in these areas.
2. Politician who influences the development and interpretation of food and nutrition related legislation.
3. Clinician who assesses, plans, implements, and evaluates nutrition care as an interdisciplinary team member.
4. Manager of resources who administers food service systems, community nutrition programs and clinical practice.
5. Educator who teaches clients, health care professionals, employees and the general public.
6. Research who directly conducts clinical, community or food service research or who interprets the research to the public.
7. Professional with responsibilities for continuing education, involvement in professional societies and compliance with the Code of Ethics of the Academy of Nutrition and Dietetics.

ADMISSION INFORMATION

All students who have completed a Didactic Program in Dietetics from a ACEND approved or accredited college/university are eligible to apply for admission to the DI. Acceptance into the DI is contingent upon acceptance from Graduate Admissions at Marywood University. Admission to the program is competitive, fifteen distance interns, two distance Individualized Supervised-Practice Pathways (ISPP) interns and ten onsite interns are selected each year. All students are to apply through DICAS, which may be accessed at https://portal.dicas.org, e-mail DICASinfo@DICAS.org and are selected through the computer matching process. Please contact D&D Digital for current cost or contact by email at DND@netins.net

All prospective students must submit a completed electronic (DICAS) internship application.

Students interested in the onsite track will need to submit a Marywood University Graduate Web Application.

Students interested in the distance track can use the DICAS application in the admissions procedure to collect the needed data. Acceptance by Graduate Admissions does not guarantee admission to the DI program.

The Admission Committee of the DI considers the following qualities in the selection process:

- Academic ability.
- Communication skills.
- Leadership potential
- Evidence of the ability to be self-directed and organized
- Commitment to the profession dietetics.
- Technological Skills

The Admissions Decision is based on:

- The completed DICAS application.
- Plus for the Onsite track - GRE scores
A minimum GPA together with a point system is used in the Marywood University selection process and the applicants are rank-ordered.
Applicants to Dietetic Internship (DI) must participate in computer matching. Students need to register online at: http://www.dnddigital.com and enter contact information, Dietetic Internship preferences and pay the $50.00 fee with a credit card on or before the deadline date.
Contact information for D&D Digital Systems, Inc.; 304 Main Street, Suite 301; Ames, IA 50010; Phone: 515-292-0490; Fax: 515-663-9427; E-mail: dnd@sigler.com

Distance Track:
If you are matched to the Distance Track of Marywood University's DI program you will be conditionally accepted into the program needing to submit the following: (Second Round/ISPP matched students will need to submit your Official Final Transcripts to Graduate Admissions):

1. Signed Memorandum of Agreement with all facilities in which the intern has projected planned experiences.
2. Supervised Practice Facility Forms for all facilities offering a supervised experience.
3. Signed preceptor agreement statements from all individuals who have agreed to precept planned experiences.
4. Primary Preceptor Resumes
5. Original Verification Statement of Didactic Program completion.
6. A completed Marywood University's physical exam form with lab report with the 4 titer results (possible drug screen)
7. Verification of Student Liability Insurance (also called Student Malpractice Insurance) - could use Proliability Or HPSO.
8. Criminal background check and FBI Finger Print Clearance.
You then have 60 days to submit all the necessary forms for the program. Once all the paperwork is accepted and approved by the PD you will be permitted to begin the DI program.

PROGRAM COURSES

DIETETIC INTERNSHIP DISTANCE TRACK COURSES

The DI program provides for the completion of 18 graduate credits as follows:

- N.D. 565 Supervised Practice: Community Nutrition (4 cr.)
- N.D. 500 Professional Practice/Staff Relief (2 cr.)
- N.D. 566 Supervised Practice: Foods Systems Management (6 cr.)
- N.D. 568 Supervised Practice: Clinical Dietetics/Medical Nutrition Therapy (6 cr.)

These courses are practice courses and are not transferable into Marywood University’s MS program. The distance track interns will register for 10 credits in the Fall Semester and 8 in the Spring Semester = 18 credits.

DIETETIC INTERNSHIP ONSITE TRACK COURSES:

The DI program provides for the completion of 33 graduate credits as follows:

**Summer Session II** – 7 credits
- ND 565 Supervised Practice: Community Nutrition (4 cr.)
- ND 536 Communication Techniques in Nutrition & Exercise (3 cr.) *

**Fall Semester** – 12 credits
- ND 566 Supervised Practice: Food Systems Management (6 cr.)
- ND 560: Biochemistry of Nutrition and Exercise (3 cr.)*
- ND 581 Energy Nutrients & Alcohol (3 cr.)*

**Spring Semester** – 14 credits
- ND 568 Supervised Practice: Clinical Nutrition [MNT] (6 cr.)
- ND 500 Professional Practice/Staff Relief (2 cr.)
- ND 582 Vitamins and Minerals (3 cr.)*
- ND 590 Research Methodology (3 cr.)*

* Didactic Component of Program
DISTANCE TRACK - PROGRAM CALENDAR

Students will complete the program in the following sequence; ND 565 Supervised Practice in Community Nutrition, ND 566 Supervised Practice in Food Systems Management, ND 568 Supervised Practice in Clinical Dietetics, Staff Relief followed by the Intern Option or CHOICE.

Exceptions can be made at the discretion of the program director to meet special needs of interns.

Interns will submit a Time Line indicating the proposed start and end date for all rotations. Once approved, by the program director, the start date of the first rotation will be recorded and will be the date that determines their last possible completion date. Interns must complete within one calendar year of their start date. Interns who do not meet these time constraints will not be issued verification statements. The intern developed timeline will include any desired vacations or holidays. Interns (distance track) are encouraged to schedule major holidays off.

ONSITE TRACK - PROGRAM CALENDAR 2015 - 2016

Introduction to the DI Program and Community Nutrition July 6 - 9
Community Nutrition Rotation July 13 – Sept 9 #
FSM Introduction Sept 10
FSM Rotation Sept 14 - Nov 12[M-H]
MNT Rotation -Long Term Care Nov 16 – Dec 17
Thanksgiving Break: Nov. 26 & 27
Winter Break: Dec. 21 - Jan 3
MNT – Acute Care update Jan 4 – Jan 7
MNT Rotation - Acute Care Jan 11* – March 23 [T-F]
Spring Break March 9 – 11
Staff Relief March 29 – April 22
CHOICE April 26 – May 5
Exit Class May 6, 2016

# The Community Nutrition will include a one-week DB camp experience in July or August that will include a weekend.
* January 11 – 14 (M/T/TH) class on Wednesday January 13.
Note: 2015 Academy of Nutrition and Dietetics Food & Nutrition Conference Expo will be held October 3 - 6, 2015 in Nashville, TN

SUPERVISED PRACTICE HOURS BREAKDOWN (Minimum)

Community Nutrition rotation: 272 hours
Food Systems Management (FSM) rotation: 288 hours
Medical Nutrition Therapy (MNT) rotation: 448 hours

Professional Practice: Staff Relief: 128 hours
Intern Option - CHOICE 64 hours

Minimum total hours: 1200 hours

MNT rotation:
- Includes Long Term Care (SNF) rotation (64 - 128 hours), Renal Dialysis and some exposure to Pediatric patients.

Intern Placement:
Interns should not routinely replace regular employees outside of professional (RD) staff experience. In other words, they should not be used as staff filler to compensate for support employee shortages or absences.

SUPERVISED PRACTICE HOURS
Supervised practice can only be completed at your assigned facility under the supervision of your primary preceptor or an approved surrogate. Simulations approved by the program director will count for some hours. Homework, reading and studying for the various quizzes and exams are not to be done during your placement and supervised practice hours are not to be completed at home with homework or other assigned projects.
Criteria For Retention in the DI Program

1. A student needs to achieve a satisfactory (B-) grade in all courses with a supervised practice component and at least moderately effective ratings in all course Learning Outcomes.

2. All students must make satisfactory progress through the program requirements. Students must complete each rotation within 4 months, unless an individual time line has been approved by the program director.

3. Satisfactory completion of all other required coursework, consisting of an average of B - (2.67) in all courses other than supervised practice. Note: If a student chooses to complete the Master of Science degree program at Marywood University a 3.0 grade point average is necessary for graduation.

4. A student requires a B- average to receive the DI program verification statement.

If any final grade in a supervised practice component is a C + or lower, the student will be dismissed from the program.

Grading System - Graduate School

A 4.00 (94 and above)
A- 3.67 (91 - 93.9)
B+ 3.33 (88 - 90.9)
B 3.00 (85 - 87.9)
B- 2.67 (81 - 84.9)
F 0.00
F* 0.00  (Stopped attending class and did not withdraw officially.  Used also if student fails to resolve "I" grade)
X Temporary delay in reporting final grade
I Incomplete (student must have presented a signed application to faculty member. This status may be assigned only in case of serious illness or other emergency situation.)
W Withdrew officially.
WP Withdrew officially with passing grade.
WF Withdrew officially with failing grade.

Academic Records will be given a “X” grade for all distance interns for ND 500. This course will be completed after the semesters grade submission. The intern will not be penalized.

GRADING SYSTEM for the Supervised Practice courses - ND 565, ND 566, and ND 568

The grading system for the supervised practice is the same as the didactic component. The grades will reflect all course work needed as well as completion of the required number of practice hours. The Supervised Practice experience will represent 40% of each course grade, with the preceptors completed performance evaluation = 20%, and a satisfactory completed course binder = 20%.

Didactic material will be used to introduce and clarify material pertinent to the dietetic internship. Quizzes are given to promote learning through clarification of material presented in the modules in Moodle. Each course will have weekly or biweekly quizzes on the reading material presented. Each course will also have a Final Exam. The weekly quizzes and the final exam will represent 60% of the course grade. This 60% is broken up into; Quizzes - 30% and Course Final - 30%. There will be no retaking the quizzes or extra points available. Quizzes will be scheduled at the start of each course. Requests for a change in the quiz schedule must be made one week prior to the quiz date.

Missed quizzes: In the event when an intern misses one quiz the intern will be provided with a verbal warning, Step 1 on the DISCIPLINARY/TERMINATION PROCEDURE. When the intern misses a second quiz the intern will move another step on the DISCIPLINARY/TERMINATION PROCEDURE - Written Warning. Each missed quiz will be required to be taken but the score will not count towards a final grade. Zero points will be entered in the intern grade book for each missed quiz. If the intern, after taking the rotation’s final exam, is unable to receive a passing grade (B-) a comprehensive course quiz will be offered. The comprehensive course quiz will only be offered once. The intern needs to receive a minimum of 81% on the comprehensive course quiz for this quiz to be considered towards the minimum score needed to pass the rotation. The comprehensive course quiz will not be offered to an intern who misses a third quiz and since the intern will be unable to acquire a passing grade the intern will be dismissed from the DI program.

ND 500: Professional Practice (Program Final Exam and Staff Relief)

At least a moderately effective rating is achieved for all Learning Outcomes prior to beginning the Staff Relief Rotation is required. Entry level competence is assumed following satisfactory completion of the respective Community
Nutrition, Food Systems Management, or Medical Nutrition Therapy Rotations.

Interns may be allowed to begin the Staff Relief Rotation if all course modules are not completed if, in the opinion of the Preceptor and Program Director:

a. The intern demonstrates his/her commitment to finish the required work.

b. They are reasonably certain that the intern will gain entry level "satisfactory" performance, by the end of the Staff Relief Rotation.

An intern will not be allowed to begin the Staff Relief Rotation with poor performance in several areas. When this is the case, the intern will be asked to commit additional time to the supervised practice rotation in question until all parties are assured that the intern will perform satisfactorily in the Staff Relief.

ND 500 Evaluation:

1. The Program Final Exam, which is given at the end of the RD review classes, will represent 90% of the final grade for ND 500. A retake of the final exam would be permitted to allow the intern to pass the course but would only provide the minimal grade to complete the program despite the final exam grade improvement.

2. RD Review quizzes counts as 10% of the final grade for ND 500.

3. The Staff Relief evaluation is Pass/Fail. Each intern is required to "pass" this experience to obtain the minimum grade.

Written assignments:

All written assignments will be presented in a word processor format (font size 10 or greater). The Program Director and facility preceptor evaluates written assignments. Interns disregarding due dates risk having a particular rotation extended to allow for the necessary time for assignment evaluation.

COURSE BINDER

The final grade for each course will be based on evaluation strategies, specific to that course, and outlined in the course syllabus. Submission and acceptance of a course binder, meeting professional standards, is required for each course.

Written projects, as part of the binder, will comprise a portion of the grade percentage of the binder. Work deemed unsatisfactory will be returned to the intern for correction and must be resubmitted by a date specified by the program director to be considered for inclusion. A resubmitted binder or any part of the binder will be subject to a 5 point deduction. The binder, which is due no later than one week from the date of course completion, is a factor in the computation of the final grade. Thus no grade will be issued until the binder has been accepted.

Dietetic Internship Evaluation System

Intern Evaluations

Ongoing evaluations of performance in the facility are done by the interns themselves and facility preceptor(s). Feedback on intern performance is also given throughout the entire program by the Program Director.

1. Evaluation meetings are held periodically (Preceptor, Program Director and intern) to ensure that an intern is achieving the learning outcomes in a timely manner.

2. Interns are regularly informed regarding their progress in the program by having both the preceptor and intern complete a Performance Appraisal form mid-rotation. Interns are given formal evaluations at the end of the program.

3. Informal feedback on intern progress is given throughout the entire course by the Program Director. The Program Director and Preceptor maintain an open line of communication to address current or potential problems.

4. The intern who is unable to demonstrate satisfactory performance by the completion date for the modules in question is expected to schedule hours in addition to the standard 32 hr. week for the purpose of performing/repeating the task to demonstrate competence. The intern is expected to schedule these hours at time determined by the preceptor or designated evaluator. If the intern does not choose or is unable to schedule additional hours, and if the intern falls progressively behind in the rotation calendar, it may be necessary for the intern to withdraw from the program.

The program director reviews the academic and supervised practice progress of all interns at the end of each rotation. If, at any time during the professional course, an intern's performance is deemed undesirable, a warning will be issued by the program director and the intern will be placed on probation until the end of the course. Uncooperative,
irresponsible, unprofessional, or unethical behavior, as determined by the faculty or facility instructors, may result in probation or dismissal from the program. (See Disciplinary procedures)

ESTIMATED COST:

ESTIMATED COST OF DI – DISTANCE TRACK

- Total credits: 18 credits
- Cost per credit (2015-2016): $775.00
- Registration fees per semester: $50.00
- Books: $500.00
- Transportation (cost depends on the current fuel costs): $300 – 400*
- Clothing for professional components (lab coat): $50.00
- Medical examination and immunizations (need for drug screen varies): $350.00
- Criminal Record Check/Finger Print Clearance - fee varies state to state; PA: $66.00
- Child Abuse Record Check (if required by the State): $10.00
- Malpractice insurance (varies by State): $35.00
- Medical Insurance: varies

ESTIMATED COST OF DI – ONSITE TRACK

- Total credits: 33 credits
- Cost per credit (2014-2015): $775.00
- Registration fees: $300.00
- Books: $500.00
- Transportation (cost depends on the current fuel costs): $300 – 400*
- Clothing for professional components (lab coat): $50.00
- Transportation to facilities greater than 50 miles from the Scranton area and hotel accommodations as needed. +: $150.00
- Medical examination and immunizations (need for drug screen varies): $350.00
- FBI Finger Print Clearance/Criminal Record Check: $66.00
- PA Child Abuse History Clearance: $10.00
- Medical Insurance: varies

+ Field trip for Onsite interns only to CHOP in Philadelphia will require interns to travel to Philadelphia and pay for lodging 4 nights.

* varies due to increasing fuel costs.

PROGRAM DIRECTOR:

Maureen Dunne-Touhey, MS, RDN, LDN is the Dietetic Internship Program Director (PD). As program director, Ms. Dunne-Touhey is responsible for the internal administration of the program, as well as providing leadership in the development of objectives, curriculum, instructional techniques, types of experiences, rotation schedules, and evaluation procedures. Ms. Dunne-Touhey assigns interns to facilities or confirms plans, insuring that intern's placement adheres to the learning assessment plans and programs policies and procedures as defined in the intern handbook. The PD participates in facility visits when appropriate and reviews the intern's performance evaluation together with the intern and facility preceptor while maintaining a positive working environment.

Role of the Facility Preceptor:
Intern learning is expected to take place through completion of assigned learning activities. As this is a graduate program, interns are expected to conduct themselves in a professional/self-directed mature and take responsibility for managing time and structuring the environment to complete the program Learning Outcomes and Objectives.

ADDITIONAL REQUIREMENTS - All costs are the intern’s responsibility
**MEDICAL INSURANCE**

Interns are responsible for the cost of all personal medical care which is needed during the DI Program; therefore, it is required that each student carry adequate medical insurance.

**HEALTH CLEARANCE**

All interns must provide evidence of a **current** physical examination. The following forms need to be completed and signed by a physician:

- Health History
- Physical Examination, Immunization Record

A current physical, **2 step PPD**, proof of Rubeola, Rubella, Mumps, Varicella antibody titers (including lab reports) and Hepatitis B series, is defined as one completed no earlier than one month before the intern plans to begin the DI program. The Hepatitis B series needs to be completed by the start of the program. A flu vaccination is required for all interns. This vaccination should be obtained in the Fall.

Depending on what facility is used/assigned some interns may be required to undergo a drug test. This test needs to be completed before the intern can start the supervised practice. Contact PD for clarification.

Form is available through Student Health Services at: [Health History, Physical and Immunization Form](#)

Be sure to submit in addition to the Health Form, the Addendum for the Rubeola, Rubella, Mumps, Varicella titers.

The completed form should be returned to the DI Program Director, who will forward it to the Marywood University Student Health Service when the service resumes office hours in the Fall. The Director of the University's Student Health Service (Ms. Linda McDade, RN) will review the forms and provide medical clearance. Medical Clearance must be obtained prior to the first day of supervised practice. No intern will be allowed in a supervised practice setting without a current physical & current immunization record. If you or your physician has any questions about the forms, contact Maureen Dunne-Touhey, DI Program Director, (570-961-4751). The forms will be kept on file for two years, and then discarded.

Since some facilities may want to have a copy of the Health Form, please duplicate your completed form before submitting so that you will have a copy should one be necessary.

**ONSITE**

*For the sake of convenience, students are encouraged to have the form completed prior to relocation to the Scranton area. The PE should be completed no earlier than May 11th of the year the student plans to begin the DI program (i.e. May 11, 2015).*

No intern will be allowed in a supervised practice setting without a current physical & current immunization record.

**CRIMINAL RECORD CHECK/CHILD ABUSE HISTORY CLEARANCE**

All facilities require the intern to complete a FBI Criminal History Record check (fingerprint clearance); Criminal Record Check and some require a Child Abuse History Clearance. Onsite interns will complete 3 checks below.

Distance interns will complete the record checks specific to his/her state. Interns are suggested to check with his/her preceptors to determine the facility’s clearance needs. Please be aware that a background check can take up to 6 weeks so please do not delay.

1. **FBI CRIMINAL HISTORY RECORD CHECK**

   Section 6344 of Title 23, Pa. C.S. Chapter 63 (relating to the Child Protective Services Law) was amended by Act 73 of 2007. “The law also requires that as of July 1, 2008, any prospective employee of a child care service, person seeking to operate child care services, individuals applying for employment with a significant likelihood of regular contact with children, self-employed family day care provider and family day care home household member age 18 and over, as well as Community Rehabilitation Residential (CRR) host home family and respite provider family must obtain a fingerprint based FBI background check prior to approval.”

   Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashier’s Check at the fingerprint site.
2. **PENNSYLVANIA STATE CRIMINAL HISTORY RECORD (PATCH)**
This criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. Facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Home, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities. “Request for Criminal Record Check Form”

3. **CHILD ABUSE REPORT**
A Pennsylvania Child Abuse History Clearance is completed by the Department of Public Welfare as defined by Act 34. This procedure is required for students working in environments involving children, i.e. child care facilities, summer camps, and school lunch programs.

**Interns will be responsible for all costs.**

If a student is found to have a criminal or child abuse history the student may not be assigned to clinical sites and therefore, will not be able to complete the supervised practice program.

**LIABILITY INSURANCE**
All DI interns must have professional liability insurance.
The onsite interns will have this additional fee added on the Summer II tuition bill.

Distance interns will need to purchase professional liability insurance themselves. Proof of this policy must be submitted prior to beginning rotations. Information on Student Professional Liability Insurance offered to the Academy of Nutrition and Dietetics members by Marsh Affinity Group Services or by HPSO.

**VEHICLE**
It is imperative that interns will need reliable transportation to complete their planned experiences. It is the intern’s responsibility to provide this transportation. Marywood University is not liable for any accidents or injuries that occur while the student is in route or at planned learning experiences.

ONSITE interns – Facilities used are in a radius of 20 – 60 miles. Distances of approximately or greater than 60 miles per day may be required for some Community experiences, as well as special rotations (CHOP) and field trips.

**PROFESSIONAL MEETINGS**
Interns are strongly encouraged to attend meetings of their State Nutrition and Dietetic group and their Local/District Academy, as well as other pertinent seminars. The intern must seek prior approval from Program Director and the practice preceptor to count a seminar occurring during normally scheduled supervised practice time as part of their learning plan. In general, up to one seminar day per month will be permitted to count toward supervised practice. Seminar tuition is an intern’s responsibility. [During Staff Relief a maximum of one seminar day will be allowed.]

**THE ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP**
Full time interns are eligible to hold student membership in The Academy of Nutrition and Dietetics. See: http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member or call 1-800-877-1600, ext. 5000 to request a membership application. Interns are required to become student members.

**STATE ACADEMY groups:**
The Academy of Nutrition and Dietetics informs the state nutrition and dietetic group of new Academy of Nutrition and Dietetics members residing in that state. Once you become a member of the Academy of Nutrition and Dietetics you will automatically be a member of your states nutrition and dietetic group.

**LOCAL AND DISTRICT ACADEMY groups:**
Membership information about your local nutrition and dietetic group should be available through local officers.
ATTENDANCE POLICY

SUPERVISED PRACTICE WORK WEEK

The DI supervised practice work week is 4 days/8 hours a day. * In terms of hours worked, a “day” is defined as hours worked in a full time management and/or clinical staff day. (This may vary from facility to facility).

Since the program runs for 38 weeks (for the three rotations, staff relief and Choice), an intern will accumulate more than 1200 hours by working a minimum of 32 hours per week.

DI students have made a major time and financial commitment, and have been given ample assignments. Therefore, it should not be necessary for the intern/preceptor to report to the PD on a daily basis. However, any abuse of the privilege to use time responsibly will be reported to the Program Director. Studying for the programs quizzes/exam at the facility is not supervised practice hours. Projects only specific to the facility, i.e. QM monitors, menu analysis, etc. “count” as supervised practice hours. Research for the various assignments, i.e. evidenced based guidelines, is considered homework.

As dictated by the requirements of the supervised practice learning outcome assessment plan, the intern is expected to be flexible with respect to the hours he/she can report to work and leave work. In general, interns work a Monday through Thursday work week. (The onsite interns work Monday to Thursday in the Fall Semester and Tuesday to Friday in the Spring Semester.) However, flexibility on the part of the intern to substitute a Friday for one of the usually scheduled days will allow the intern to take advantage of greater variety of learning opportunities, particularly during the Community Nutrition rotation, as well as to more readily meet evaluation timetables. The intern is expected to establish in advance, with his/her preceptor, a regular work schedule, as well as identify exceptions to the regular work schedule. Rearrangement of the work schedule without prior approval of the Preceptor and the Program Director will be considered an unexcused absence. On the other hand, preceptors cannot expect interns to be available at odd hours without prior arrangement and mutual agreement.

* With the exception of Memorial Day, Labor Day.

Note: These exceptions and State and or Federal Holidays during the various rotations (Columbus Day, Veterans’ Day, Martin Luther King Jr. Day, Presidents’ Day, etc.) will need to be made up.

Note: Intern’s time spent in appointments with Program Director counts toward supervise practice time.

ABSENCES

The nature of a professional program necessitates participation in each and every learning experience, be it lecture, or supervised practice. Therefore, attendance at class for the onsite intern and supervised practice is mandatory. Personal, medical or dental appointments should be scheduled at times which do not conflict with class or supervised practice. The intern is expected to budget time so that needs for study, library, research, or computer time do not interfere with the regularly scheduled supervised practice week or class attendance.

Absence Policies:

Serious sudden illness or injuries are the only permissible excuses for same day notification of intended absence. All other absences require prior approval from the Program Director.

If an intern finds it necessary to be absent because of illness or other grave reason, notification of the intended absence must be given one hour prior to the supervised practice day to both the Program Director and supervised practice site preceptor.

Absence from the onsite class (clinical experience or graduate didactic component course) is considered an unexcused absence and requires prior approval from the Program Director. Failure to observe this policy will result in the intern receiving a warning, see Disciplinary Procedures.

All absences, unexcused or excused, are to be made up. Arrangement for make-up time must be made through the preceptor(s) involved and the Program Director at the convenience of same, prior to the completion of the course or rotation. Interns are not to work more than 40 hours per week in order to make up time.

Inability to adequately make up for missed time in either the supervised practice or didactic component may require that the course be repeated.

TARDINESS

Transportation to and from the supervised practice facilities and campus is an intern responsibility. Travel of up to one hour may be required for some supervised practice locations. The intern is expected to maintain a vehicle in reliable operating condition, so that tardiness is not due to vehicle failure. Additionally, the intern is expected to schedule return trips from weekend travel, so that Monday morning punctuality is maintained.
The intern must be in the appointed place at the appropriate time. It is suggested that the intern be in a supervised practice facility about 10 or 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility which will not be tolerated. Repeated tardiness will warrant a verbal warning.

VACATIONS AND HOLIDAYS

The Onsite DI track is not in session during the following: July 4th, Labor Day, Thanksgiving Break, Winter Break, Week of Spring Break, and Easter Break.

The interns completing the DI via the distance track will need to develop a program time line incorporating any holidays or desired breaks and receive the PD’s approval. Any changes in the timeline will need prior approval before implementation. Unapproved changes will result in the intern receiving a warning, see Disciplinary Procedures.

SNOW DAYS

Cancelled onsite classes are announced on various local networks and on its’ smartphone app. You can also call the Marywood University SNOW line at 570-961-4766. Onsite interns should register for the e2campus Notification System that can alert you through various methods, see how to install at http://www.marywood.edu/news/e2campus.html

As weather patterns and road conditions vary interns must use his/her discretion when determining his/her own safety driving to his/her site.

Onsite/Distance: Supervised practice hours lost due to snow must be made up. Both program director and site preceptor are to be informed of the above decision.

DRESS CODE

Each intern is expected to maintain a personal appearance and dress appropriate for the professional setting of the supervised practice facilities. In addition to the requirements below, interns are expected to comply with any personal appearance and/or uniform requirements specific to the facility. Any intern who is inappropriately dressed may be sent home by his/her preceptor in order to change into proper attire.

In addition, interns are expected to assume responsibility for appropriate dress and a well-groomed appearance in lecture as well as on field trips and at meetings affiliated with the DI program. Exaggerated clothing and hair styles are out of place.

I. Clothing Requirements
   A. During Food Systems Management:
      Women/Men:
      1. A lab coat may be worn, or as suggested by preceptor
      2. Clean, comfortable, non-slip shoes.
   B. During MNT/Community rotation
      Women:
      1. Appropriate clothing, no stretch pants or high heeled shoes.
      2. A long white laboratory coat may be required, check with your individual preceptor.
      Men:
      1. Appropriate clothing
      2. A long white laboratory coat may be required, check with your individual preceptor.

      Note: Denim jeans and sneakers are never appropriate.

II. Name Pin Requirements
    All interns are required to wear a name pin that identifies the intern as a Marywood University DI student. Name pins will be ordered by the program director prior to the supervised practice rotations.
III. General grooming and appearance requirements

A. Hair must be neatly groomed and "off the collar". Prominent hair ornaments are unacceptable.
B. Hair nets or caps are required when working in food production and service areas. The hairnet is to be worn so as to restrain all of the hair. Men with facial hair will require beard covers.
C. Jewelry is restricted to a wedding ring, wrist watch, and small post earrings.
D. Nails should be clean, short, and neatly trimmed. Only clear nail polish is to be worn, if any, none is allowed when assigned to food production and service.
E. Avoid use of strong perfume, cologne, or after shave lotion.
F. Chewing gum is not permissible. Eating and drinking should be limited to designated times and places.

DISCIPLINARY/TERMINATION PROCEDURE

Dietetic Interns are regularly informed regarding their progress in both the didactic and supervised practice components of the program. The Program Director reviews the academic and supervised practice progress of all interns at the end of the semester. An intern will be placed on probation after a verbal and a written warning is issued. The only exception to this is when an intern misses 3 course quizzes inhibiting the ability to receive a passing grade, see GRADING SYSTEM for the Supervised Practice courses policy above. Justification for a warning can include (but not exclusively) to an observed undesirable performance including an uncooperative, unprofessional and/or unethical behavior. Instances of this may be insolence, habitual tardiness, refusal to cooperate, leaving the facility before the assigned time, disregard for facility policies, disregard for the attendance policies of the program or academic/supervised practice deficiencies. Upon successful completion of the DI program all disciplinary records will be expunged from the intern files.

The purpose of this procedure is to record a fair and consistent procedure for termination of dietetic interns from the internship. Students can grieve at any point in the disciplinary procedure. (See "Grievances")

Step 1: A verbal warning will be given to the intern.
At this time the program director will provide verbal counseling informing the intern of the conduct or performance problem. A performance problem consists of any evidence of undesirable performance, one unacceptable rating or verbal report by a preceptor or missed course quiz. (The unacceptable rating is to be noted by the preceptor on the Performance Evaluation form.) The in-person warning will be conducted from the program director’s private office. The intern will be given the opportunity to give his/her side of the situation. Specific expectations of improved performance or conduct will be outlined for the intern. This meeting will be documented.

Step 2: If the behavior continues, a written warning will be given to the intern.
The program director will give a written warning to the intern after formal counseling. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter and reviewed with the intern. A copy of the corrective action will be provided to the department chair. The intern will be given the original letter and a file copy will be kept in the intern's official folder.

Step 3: A dietetic intern may be placed on probation when there is evidence that s/he has difficulty in complying with the corrective action as defined in step 2, or is unable to complete didactic components of the program. The Program Director will notify the intern privately of his/her probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The intern may be placed on probation for a period of up to four weeks. If, after this period there is no resolution it may be necessary to change the preceptor or rotation schedule. Only one probationary period will be permitted during the internship program.

Step 4: If after all the above steps are followed and the intern again receives an unacceptable rating or verbal report by a preceptor the intern will be dismissed from the program. The intern may also be dismissed when he/she is unable to satisfactorily complete the program requirements in a one-year period. The intern will receive a written notice of termination.
NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustain quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Commission's policy may be obtained by contacting the ACEND staff at Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606, 800/877-1600, ext. 5400 ; 312/899-0040; Fax: 312/899-4817 o at: acend@eatright.org

Further information on this process can be found at: http://www.eatrightacend.org/ACEND/

Marywood University Student Handbook
Interns are Marywood University Students and need to be aware of the Marywood University Student Handbook. This Handbook is intended to acquaint new students and remind those returning about the policies and procedures that guide student life. University services and student rights and responsibilities also are noted in these pages. This Handbook can be found at: http://www.marywood.edu/studenthandbook/

WITHDRAWAL AND REFUND OF TUITION AND FEES
Interns may withdraw from the course at any time. The specific withdrawal deadline dates and refund policy can be found at: http://www.marywood.edu/cashier/financial-facts/withdrawal-and-refund-policies.html
A student who discontinues attendance in a course without officially withdrawing will receive an “F” in that course.

Termination of Program
Students resigning from the program must:
1. submit a written resignation.
2. schedule an exit interview with the program director.
PROGRAM COMPLETION REQUIREMENTS

PROGRAM COMPLETION/VERIFICATION STATEMENT

The DI requires 33 credits for the onsite track and 18 credits for the distance track for completion. Interns must demonstrate both academic and clinical competence as described under "Evaluation System". Interns in addition to completing the required credits are required to maintain a B- average and receive at least a moderate rating in all learning outcomes to be awarded the Verification Statement.

The programs final (ND 500) can be retaken to allow the intern to pass the course but this will only provide the minimal grade to complete the program despite the final exam grade improvement.

The Dietetic Internship is a full-time program that takes 10 months to complete, usually starting at the beginning of July and ending in May. You have 12 months to complete the program.

Verification to CDR that the intern has completed the program* may be delayed or withheld if an intern in the opinion of the academic faculty and/or staff of supervised practice affiliations, does not demonstrate entry level competence. Interns will be provided with a signed verification statement after completion of all program requirements. This Verification Statement is necessary for eligibility to take the Registration Examination.

* (including all financial obligations to Marywood University)

REGISTRATION EXAM

The DI PD will submit the names of all graduates within 1 month of their completion of the program to the Commission on Dietetic Registration (CDR). The CDR will then submit the intern's name to the testing company who will contact the intern with testing information. It is the interns' responsibility to follow those instructions and schedule the test in a timely manner. It is also the responsibility of the intern to prepare adequately to take the dietetic registration exam. Marywood is neither responsible for nor liable for student's failure to pass the Dietetic Registration exam. The PD would appreciate that you release your name when signing in at Pearson VUE to take the RDN Exam and to be informed on your success.

GRADUATE SCHOOL DEGREE PROGRAM

The four supervised practice courses, ND 565, 566, 568 and 500 are designed as experiential courses and are not accepted as part of Marywood's MS program. Other universities/schools may have different policies. Check with the university/school you would like to attend.

If a student chooses to complete the Master of Science degree program, a 3.0 grade point average (GPA) is necessary for graduation. Questions/concerns on this process should be discussed with the intern’s advisor.
DIETETIC INTERNSHIP PROGRAM
LEARNING ASSESSMENT PLAN
The DI curriculum is planned to provide learning activities to attain all the Learning Outcome (LO)/Competencies defined by ACEND to enter practice as a registered dietitian.

**CONCENTRATION: Health Promotion and Wellness (HP/W)**

Each Learning Outcome/Competency for the Dietetic Internship - DI is followed by the course number or rotation that you may be able to complete the planned learning experience and evaluation strategy. A DI statement could be appropriate for one or more rotations. Approval of any deviations for the below plan requires prior approval from the PD. All Learning Assessment Plans are available in Moodle.

**Upon completion of the DI, graduates are able to:**

1. **Scientific and Evidence Base of Practice: integration of scientific information and research into practice.**
   DI 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives - 565, 566
   DI 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice - 568
   DI 1.3: Justify programs, products, services and care using appropriate evidence or data - 565, 566 & 568
   DI 1.4: Evaluate emerging research for application in dietetics practice - 565
   DI 1.5: Conduct research projects using appropriate research methods, ethical procedures and statistical analysis - 566

2. **Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**
   DI 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics - 565, 566 & 568
   DI 2.2: Demonstrate professional writing skills in preparing professional communications - 565, 566 & 568
   DI 2.3: Design, implement and evaluate presentations to a target audience - 565, 566 & 568
   DI 2.4: Use effective education and counseling skills to facilitate behavior change - 565, 568
   DI 2.5: Demonstrate active participation, teamwork and contributions in group settings - 568
   DI 2.6: Assign patient care activities to DTRs and/or support personnel as appropriate – 568
   DI 2.7: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice – 568
   DI 2.8: Apply leadership principles effectively to achieve desired outcomes - 568
   DI 2.9: Participate in professional and community organizations - 565, 566 & 568
   DI 2.10: Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services – 566 & 568
   DI 2.11: Demonstrate professional attributes within various organizational cultures - 566 & 568
   DI 2.12: Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration – 565,566 & 568
   DI 2.13: Demonstrate negotiation skills. 565, 566 & 568
3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

DI 3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings - 568

a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

DI 3.2: Demonstrate effective communications skills in a variety of formats – 565, 566 & 568

DI 3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management – 565 & 566

DI 3.4: Deliver respectful, science-based answers to consumer questions concerning emerging trends- 565

DI 3.5: Coordinate procurement, production, distribution and service of goods and services - 566

DI 3.6: 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 - 566 & 568

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

DI 4.1: Participate in management of human resources - 566

DI 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food - 566

DI 4.3: Participate in public policy activities, including both legislative and regulatory initiatives- 565

DI 4.4: Conduct clinical and customer service quality management activities - 566, 568

DI 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data- 568

DI 4.6: Analyze quality, financial or productivity data and develops a plan for intervention – 566

DI 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment - 566

DI 4.8: Conduct feasibility studies for products, programs or services with consideration of costs and benefits - 566

DI 4.9: Analyze financial data to assess utilization of resources – 566

DI 4.10: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies - 566

DI 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insures – 568

Concentrations Competencies/Learning Outcomes:

Health Promotion and Wellness (HP/W)

HP/W 1. Demonstrate the ability to obtain nutrition surveillance data for the community - 565

HP/W 2. Develop health promotion/wellness nutrition programs - 565, 566 & 568

HP/W 3. Conduct health promotion/wellness nutrition program outcome assessment/evaluation – 565
Eligibility Criteria to Challenge Supervised Practice Hours

The student must have at least two (2) years of full time or four (4) years of part-time at least 20 hours per week of work experience in the discipline at the level of course work being challenged or the student must have completed a comparable supervised practice course where the student has achieved a B- or better grade. The student must present proof of experience.

The student must notify the Director of the Program that he/she intends to challenge the hours before starting the program. The student cannot challenge of more than 400 hours of supervised practice for the entire program.

How to Successfully Challenge a Supervised Practice Course

After the student has informed the Program Director of the proposed plan to challenge a specific course.

1. The applicant must submit the job title and a copy of job description that covers the area of the challenge. A letter from his/her past employer or administrator confirming the employment must be submitted.
2. The applicant needs to determine the Competency Statements or Learning Outcomes covered in the challenged course and submit a binder containing a narration on how he/she met each individual statement or outcome separately including evidence when appropriate, i.e., lesson plans, handouts, budget reports, copies of developed employee scheduling, inventory records, menus, analysis of menus, taste panel reports and/or evidence of problem solving/critical thinking.
3. The applicant will be notified by the Program Director within four (4) weeks of submitting the binder. A written statement acknowledging the applicants successful challenge will be placed in the student's file in the Program Directors office. A copy will be sent to the registrar. The course will be recorded on the student's academic record.
I. CLINICAL CONFERENCE COMPONENT

• Topics contained in Course Content:
  
  Introduction
  • Introduction
  • Ethics and Professional Development
  • Legislation
  • Health Promotion and Wellness
  • Counseling: Motivational Interviewing/Communicating with the Public (optional)
  • Evidenced-Based Research

II. SUPERVISED PRACTICE MODULE - (272 hours)

Examples of Sites that may be appropriate for the community nutrition rotation:

• State Department of Health or
• Head Start or
• An administering agency for the individual WIC clinics, i.e. Maternal Family and Health Services or
• Weight Management Support Group or
• Cooperative Extension (EFNEP) or
• Department of the Aging - Home delivered meals and Congregate Feeding Sites

Projects:

• Develop a Health Promotion and Wellness Program

In this course or rotation, it is important that you have the program concentrations:

HP/W 1. Demonstrate the ability to obtain nutrition surveillance data for the community

HP/W 2. Develop health promotion/wellness nutrition programs

HP/W 3. Conduct health promotion/wellness nutrition program outcome assessment/evaluation

Use the posted course Learning Assessment Plans as the basis for your planning. It is suggested that when you approach a preceptor of a community site (see below) that you emphasize these Learning Outcomes. If the preceptor feels that he/she is able to provide the experiences described the above outcomes the other Learning Outcomes for this rotation may fall into place.
I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Ethics and Professional Development
- Food Safety and Sanitation
- Purchasing, Receiving, Storage and Inventory
- Production and Service Systems
- Quality Management and Productivity
- Human Resources
- Financial Management and Employee Scheduling

II. SUPERVISED PRACTICE MODULES (288 hours)

Sites to be obtained:

- Food Service Department within an acute care facility or a large long term care facility

Projects:

- HACCP adherence
- Inservice training
- QM project
- Menu development
- Theme meal - business/project plan
- Scheduling
- Budgeting
- Standardized Recipe Project
- Develop a Health Promotion Program
- Evidenced-Based Research
COURSE OUTLINE: CLINICAL ROTATION (ND 568)

I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Ethics and Professional Development
- Nutritional Screening and Assessment
- Case Study
- Education and Counseling
- Long Term Care and Pediatrics
- Quality Management

II. SUPERVISED PRACTICE MODULES (448 hours)

Sites to be obtained:

- Long Term Care Rotation
- Acute Care (including MICU/SICU)
- Outpatient Dialysis Unit (1 -2 days)
- Pediatrics – assessment (1-3 days)

Projects:

- Nutritional Screening/Assessment (including MDS)
- Interprofessional team work
- Group Education
- Counseling using the MI technique
- PI/QM project
- Develop a Health Promotion Program
- Case studies - Evidenced-Based Research
COURSE OUTLINE: Professional Practice (ND 500)

- Staff Relief Rotation (128 practice hours)
- RDN Exam Review Class
- Program’s Final Exam

CHOICE Rotation (64 practice hours)

The CHOICE rotation is an additional 64 hour supervised practice experience. An intern’s CHOICE facility does not have to be located in Scranton/Wilkes-Barre PA or in your home town. Interns are encouraged to use their CHOICE opportunity to experience a new nutrition environment and/or area. The CHOICE facility and experience must be identified with Learning Outcomes/Goals and objectives, with plans completed by the last month of the DI program.

The facility and plans need to be approved by the DI director before starting. A facility agreement/contract between the rotation site and Marywood University must be completed along with a preceptor agreement and a copy of the preceptor’s resume on file before the intern may start his/her CHOICE rotation.

A CHOICE - EVALUATION FORM with at least two individualized Learning Outcomes must be submitted to the DI program director before starting this rotation and a preceptor completed and signed form (along with a Hour Reporting Form) submitted at the end of the CHOICE rotation.
INTERNSHIP POLICIES
NON-DISCRIMINATION/EQUAL OPPORTUNITY

Marywood University in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or disability in the administration of any of its educational programs or activities, including admission or with respect to employment.

Marywood University declares and reaffirms a policy of equal educational opportunity, equal employment opportunity and non-discrimination in the provision of educational and other services to the public. Marywood University will provide an accommodation to qualified students with known disabilities provided the accommodation does not pose an undue hardship on the University.

The policy and practice of Marywood University is nondiscriminatory against applicants, employees and students on the basis of race, sex, color, national or ethnic origin, age, creed, ancestry and religion. In addition, Marywood University does not discriminate against persons with disabilities and is in full compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Affirmative Action Program is an explicit civil, legal application of the formulation of beliefs already cherished in Marywood's religious commitment, objectives and practices.

DISABILITY

Accommodations for Students with Documented Disabilities

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Office of Disability Services, Liberal Arts Center 223B, in order for reasonable accommodations to be granted. The Office of Disability Services will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class. Students are encouraged to notify instructors and the Office of Disability Services as soon as they determine accommodations are necessary; however, documentation will be reviewed at any point in the semester upon receipt. Specific details of the disability will remain confidential between the student and the Office of Disability Services unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis. For assistance, please contact Diane Webber, Associate Director of Disability Services, at 570.348.6211 x2335 or dtwebber@marywood.edu. (revised August 2012)

Health Insurance Portability and Accountability Act - HIPAA

All interns are required to complete the HIPAA training as prescribed by the College of Health and Human Services. Interns need to achieve a score of ≥ 70%. If interns score below a 70, they will need to take the test again; they will have two more chances to take the test. Once the interns successfully complete the test, then they are finished with the HIPAA training and will be provided with certificate for their records.

Any intern found to violate this policy, be it for malicious or non-malicious reasons, may be subject to removal from the facility and may be subject to potential civil penalties.
INTERN RECORDS/FOLDERS

Personal File
Marywood University complies with the Buckley Amendment regulations on the rights of students to see their educational records. A file on each student will be kept in the program director's office. This file will contain all admissions material, all correspondence with or in reference to the student and other pertinent information. Students have the right to inspect their files and to request additions, deletions or clarification of material therein. Faculty will also have access to these files.

Confidentiality of Student Records
Marywood University intends to comply fully with the Family Educational Rights and Privacy Act of 1974 as amended. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A policy statement explains in detail the procedure used by Marywood University for compliance with the provisions of the act. Copies of the policy statement can be found in the Office of the Registrar.

Access to Student Support Service

Office Of Academic Success
The Office Of Academic Success is located in Liberal Arts Center, Room 223. Information can be found at:
http://www.marywood.edu/academicsuccess/

Tutoring And Writing Support at:
http://www.marywood.edu/tutoring-writing/

Counseling/Student Development Center
http://www.marywood.edu/csdc/

The Counseling Center is staffed by professionals who are qualified to assist students who have personal adjustment concerns as well as students looking for assistance with academic, educational and career planning matters.

Career Services
http://www.marywood.edu/career/

Whether you have a specific goal in mind or are still searching for ideas, Marywood Career Services can help the intern in planning his/her successful future. Interns are encouraged to contact the office as soon as possible to begin career counseling, to organize an employment or internship search, or to obtain graduate school information.

Health Services
http://www.marywood.edu/healthservices/

The Health Services staff provides emergency first aid and medical care for minor illnesses for all students throughout the year, except during vacations periods. All graduate students with a completed health history, immunization record and insurance records may be treated at Health Services.

Referrals to area physicians and dentists, as well as arrangements for allergy injections, can be made through Health Services. After regular hours, students are referred to a local hospital for emergencies. Non-emergency visits to a hospital emergency room are usually not covered by insurance companies. Fees incurred, as well as transportation costs, are the responsibility of the student. Cost for medical equipment borrowed from Health Services and not returned will be billed to a student's account.

Several Alcoholics Anonymous groups meet weekly on campus.
Confidentiality is maintained in all areas of Health Service.
ACADEMIC HONESTY POLICY

Academic Honesty

The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students must realize that deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of all students at both the graduate and undergraduate levels.

Students have a responsibility to know and adhere to the University's Academic Honesty policy. Violations of this academic honesty statement or the intent of this statement carry consequences. University procedures for investigation of alleged violations of this policy ensure that students are protected from arbitrary or capricious disciplinary action. Initial sanctions for violations of academic honesty ordinarily are determined by the course instructor. The faculty member will employ a range of sanctions, from a minimum of a failing grade for the specific coursework in which the infraction occurred to a maximum of a failing grade for the entire course. If necessary, the chairperson and/or academic dean may become involved in investigating the allegation of academic dishonesty and the determination of sanctions. The faculty member will file a report with the office of the Provost and Vice President for Academic Affairs, with copy to the faculty member's department chairperson and the student's academic dean. An academic dean may also choose at any time to inform the Dean of Students of charges of academic dishonesty for adjudication in the University conduct system. Likewise, a member of the University community may submit a conduct report against a student, group of students, or student organization for alleged violations of the Academic Honesty policy to the Dean of Students, who will inform the appropriate academic dean for possible adjudication. The Provost and Vice President for Academic Affairs will maintain a register of established cases of academic dishonesty in order to identify an individual student's pattern of violation. Two established cases of academic dishonesty will result in suspension from the University; three established cases will result in dismissal.

In a case in which the student is involved with violations of both academic and discipline policies from the same incident, the Dean of Students and the cognizant Academic Dean of the college or school in which the student is enrolled will confer regarding sanctions to assess their academic impact and to assure that a consistent message is communicated to the student.

Definitions

Cheating is defined as but not limited to the following:
1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative.

Plagiarism is defined as the offering as one's own work the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.
Procedures

The student has a right to appeal sanctions resulting from academic dishonesty. A student who decides to file a formal grievance must submit the request in writing to the departmental Chair or the Dean. This is ordinarily done within thirty working days of the date an alleged incident occurred or a problem began. The necessary form is available from the Academic Dean of the college or school where the alleged problem occurred. The Provost and Vice President for Academic Affairs is the final recourse in the academic appeal process. [Student Handbook 2010-2011]

Sanctions and Guidelines

Sanctions for violations of Academic Honesty are ordinarily determined by the Instructor. If necessary, the Chairperson and/or appropriate Dean may become involved. Sanctions determined by the Instructor may include a grade of "F" for the coursework and/or course in which the infraction occurred. Academic probation, dismissal from the program and/or dismissal from the college are sanctions determined by the appropriate Dean after consultation with the Chairperson.

Students are to be notified of the alleged violation of academic honesty in writing within two weeks of discovery of the occurrence. This notification must include: the nature of the violation; possible sanctions that might be imposed; whether further review by department chairperson and/or appropriate Dean is being sought; and students right to appeal through the Academic Appeal Process.

COURSE AND PROGRAM EVALUATIONS BY INTERNS / EXIT INTERVIEW

Intern course evaluations are conducted at the end of each rotation. These evaluations assist in the continuing improvement of the DI. Summary of the intern’s feedback is presented at General Faculty Meetings twice a fiscal year.

Exit Interview or end of the DI Program: Interns will evaluate the total program at the end of the last rotation. Interns are required to submit this survey via survey monkey. DI graduates and their employers will be asked to evaluate the program after the first year of the intern's completion of the program.

Interns Binders

All binders will be kept in the department until the completion of the program. At this time they may be picked up by intern or requested to be returned. The intern is responsible for the return postage. If they are not picked up or requested, the binders will be kept for 6 months and then discarded.

ETHICS AND PROFESSIONAL CONDUCT

All students are expected to be familiar with and conform to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics, see appendix. In addition, interns are expected to demonstrate ethical, personal conduct and to respect the rights of all clients and employees to confidentiality.

CONFIDENTIALITY

Interns are expected to maintain confidentiality with respect to the supervised practice facility, the university, patients, clients, employees, peers, mentors, and faculty.

USE OF DRUGS OR ALCOHOL

Any use of illegal drugs or nonprescription use of controlled drugs by an intern will result in disciplinary action. Warnings will be issued, and dismissal from the program may result. Interns will abide by the state liquor control laws. No intern will report to class, work, or any program sponsored function while under the influence of alcohol.

USE OF FACILITY REFERENCE MATERIALS AND FORMS

Interns are not permitted to remove from facilities books, journals, etc., which are borrowed from individuals at the facilities. All materials should be returned to the lender before leaving the facility at the end of the day. Facility forms are to be used for supervised practice assignments. Blank forms are not to be collected by the intern and removed from the facility.
BORROWING OF BOOKS, JOURNALS, KEYS AT SUPERVISED SITE
Interns are not permitted to take home books, journals, keys, etc. that are borrowed from individuals at facilities. All materials should be returned to the lender before leaving the facility at the end of the day.

Keys to the offices/meeting rooms in the facilities are at times provided to the interns. It is the responsibility of the intern(s) to return these keys to the appropriate staff member. Interns will be responsible for all costs to facility if items are not returned.

WRITTEN ASSIGNMENTS
All assignments must be word processed unless otherwise specified. Accepted procedures should be followed which include good grammar and sentence structure, correct spelling, and careful proofreading. Unacceptable assignments will be returned for correction.

TIPS
Interns are not allowed to solicit or accept monetary tips for any services rendered to clients.

CHANGE OF NAME
Please notify the Registrar's Office and the Program Director of any change in name as soon as possible after it occurs. As a student member of the Academy of Nutrition and Dietetics – Change of name form should be completed as well.

PREGNANCY
An intern may remain in the program with written permission from her attending physician stating she is able to perform the assigned responsibilities. Interns should notify the program director of a pregnancy as soon as possible.

HOUSING
Housing and meal costs are the responsibility of the intern. The program does not provide or arrange for housing for interns. Local (Scranton, PA) arrangements can be made through the Office of Student Affairs.

Training on Equipment
All interns should receive proper training on equipment by facility staff before being asked to operate.

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

When an intern is injured at the supervised practice site:
1. Notify the preceptor or supervisor at the facility.
2. Obtain emergency medical care.
3. Preceptor and intern will complete an accident report from the facility and complete an accident report from the University. Copy of University accident report can be found at: http://www.marywood.edu/nutrition/forms/
4. Notify the program director from the University regardless of how insignificant the accident is.
5. Fax the report to the program director.
6. The program director will fax the accident report to Cashiers Office.

PLACEMENT IN FACILITIES
Placement of interns in supervised practice facilities is the prerogative of the Program Director.

MOBILE TELEPHONE USE/INTERNET CONNECTION
- All interns are required to adhere to the facilities/institution policy on use of mobile phones during the supervised practice hours.
- Personal telephone calls should be made only during the intern's breaks or lunch periods. The intern may not accept incoming calls or text messages during working hours. Mobile phones are to be maintained in silent mode.
- Personal e-mails via the facility’s Internet connection are not allowed.

MAIL
All personal mail should be delivered to the intern's residence.
SMOKING
Smoking is allowed only in areas approved by the institution and University.

NOISE
Interns must consider the need of patients for rest and must avoid loud talking in patient areas.

PERSONAL DIETARY RESTRICTIONS
It is important for a foodservice manager to be directly involved in the evaluation of food quality. Interns are expected to set aside preferences, and are encouraged to set aside lifestyle commitments with respect to food, in order to try small amounts of the food being served by the department to patients and the public.

LIBRARY SERVICES & POLICIES
The Marywood University Library and all of its services are available for use by the interns. Facility libraries are also available for intern's use during working hours (see supervised affiliations section). Note: Any journals, books, etc. borrowed from a facility is the responsibility of the intern to return on time or replace with the current cash value if lost.

COORDINATING CABINET MEETING
Interns from both tracks will be asked to designate two representatives from each class to communicate concerns and issues to the program director. These interns will also be required to attend/participate in the Coordinating Cabinet meeting in March/April each year.
Title of Policy: Reporting to Course Instructors

Approved by: Department Faculty

Approval date: February 28, 2008

Policy Statement: This policy exists to maintain standards of professional and ethical conduct. It is expected that students display respect, consideration, politeness, cooperation and tact with clients/patients, staff, preceptors, and other health care professionals with respect for the diversity of the individual in all situations.

Procedures: Students from all courses within the Department of Nutrition and Dietetics will respect and maintain confidentiality of all information related to clients/patients, staff, preceptors, and classmates. No student will divulge statements made by any preceptor or staff member in a confidential environment.

If a nutrition and dietetic student from any program has a question on the accuracy of any statements made by a staff member at any agency/facility, the student/intern is instructed to share his/her concerns with that staff member and allow him/her to clarify it. Students who continue to have a concern are instructed to express those concerns to the course instructor who will make a decision if follow up is required.

If a student/intern suspects that there is any risk of actual harm to any patient/resident/client during a supervised practice experience, the student intern is instructed to bring his/her concerns to the agency/facility preceptor or the clinical instructor, if on site, as soon as possible. The complaint or observation will be also need to be reported to the program director within 24 hours of the incident.
Title of Policy: Complaints/Grievances from students/interns and preceptors

Approved by: Department Faculty

Approval date: January 20, 2010
Revised: May 7, 2014

Policy Statement: This policy exists to define how the program directors file and handle complaints/grievances from students/interns and preceptors to prevent retaliation.

Procedures:

A. Complaints/Grievances from students/interns and preceptors

1. Students/interns and preceptors are encouraged to bring their complaint(s)/grievance(s) to the attention of the course instructor. If the issue is not resolved, or not applicable, the student/intern or preceptor should bring their concern to the appropriate Program Director without fear of retaliation.

2. In accordance with Marywood University’s Student Academic Grievance Policy, if the complaint is not addressed to the satisfaction of the student/intern/preceptor after step 1, the student/intern/preceptor will go the department chair, dean or other institutional officer directly involve with the alleged problem.

3. If the issue is not yet resolved, the student/intern/preceptor can decide to file a formal grievance in writing in accordance with Marywood University’s Student Academic Grievance policy found in the Student Handbook at:

http://www.marywood.edu/studenthandbook/policies-and-procedures/
Nutrition and Dietetics Department

Policy and Procedures

Title of Policy: Written Agreements

Approved by: Department Faculty

Approval date: January 20, 2010

Revised: May 12, 2011; May 9, 2012, August 1, 2012, May 7, 2014

Policy Statement: This policy exists to define how the program directors maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies.

Procedures:

1. Written agreements, also known as Memorandum of Agreement or Contracts, are provided to the various facilities/agencies used in the supervised practice courses in May of each year and will be effective from July 1–June 30.

2. Renewable contacts are preferred and will be in effect for one year. The renewable contracts will automatically renew for successive one year periods on the anniversary date unless terminated by either the Facility or University.

3. Contracts held in the department are either automatic renewable or not. The department secretary will review the list each year to determine which contracts need to be renewed. S/he will contact the individual indicated as the contact person to update the department records. Any issues will be reported to the Dietetic Internship (DI) and Coordinated Program directors.

4. Agreements are to be signed by administrators with appropriate authority in advance of placing students/interns.

5. Individual facility contracts, especially for the Dietetic Internship’s distance track, will be reviewed and accepted by the department and if necessary by University’s General Counsel before signed by the Vice President for Academic Affairs of the University.

6. Contracts will be maintained in the Nutrition and Dietetics Department office for the Coordinated Program and Dietetic Internship - onsite track and in the DI PD’s office/hard drive for the DI - distance track.

7. Starting 2012 fully executed contracts will be scanned and saved electronically.
Title of Policy: Intern/Student Assignments

Approved by: Department Faculty

Approval date: May 27, 2011

Policy Statement: The purpose of this policy is to establish the method in which rotations/placements will be arranged by the Program Directors (PD) with input from the clinical instructors where appropriate. This is an adjunct to the P & P on Written Agreements

Procedures:

1. The clinical instructors will complete the short MS Excel with facilities used and submit to the Program Director (PD) at the start and at the end of each semester.
2. The complete facility list, or long form, will be updated as needed by the PDs and maintained in Google Doc’s for all program directors access to avoid overlap of facilities used.
3. Preceptors will be contacted prior to the proposed start within no less than 2 months before the rotation or placement is to begin.
4. All verbal agreements to accept students/interns will be confirmed in writing via email.
5. The PD/Clinical Instructors will provide the students/interns with the assigned placement and it will be the students/interns responsibility to confirm with the preceptor before they start.
6. Program directors will meet monthly to discuss placement issues, see Policy and Procedure on Facility/Site Selection Criteria and Retention.
**Title of Policy:** Facility/Site Selection Criteria and Retention

**Approved by:** Department Faculty

**Approval date:** January 20, 2010

**Revised:** May 9, 2012

**Policy Statement:** This policy exists to define how the program directors select and evaluate the adequacy and appropriateness of facilities to ensure facilities are able to provide supervised practice learning experiences compatible with the competencies students/interns are expected to achieve.

**Procedures:**

A. **Selection**
   1. Facilities/Sites are required to have:
      a. appropriate accreditation or license
      b. adequate staff
      c. appropriate professional staff
   2. New Sites: Course Instructor or Program Director will complete an interview with the primary preceptor to review qualifications and their ability to provide the experiences necessary for each course/rotation.
   3. Required documents on file: written agreement and resume for the primary preceptor.

B. **Retention**

   **Facility/Site**
   1. Distribute the Course Evaluation form to all students/interns, Dietetic Internship (DI) – both tracks and to the students in the Coordinated Program (CP), at the end of each rotation or the supervised practice course. The evaluation form will contain the statement: “If this is a supervised practice course, please evaluate your site assignment/preceptor.”
   2. The course instructors for the CP and the DI Program Director (PD) will compile the information provided on the course evaluation form and together with the instructors’ personal appraisal and make recommendations in the April/May Department Meeting to renew the facility contact and the facility’s placement on shared Google Docs; Projected Student Assignment/Contact List for the upcoming school year (June – July).

   **Preceptor**
   1. Distribute the CP/Intern Evaluation of the Preceptor form to all students/interns.
   2. Results/feedback will be discussed at the April/May Department Meeting. The faculty will make recommendations to the course instructor/program director to discuss the results with the preceptors to improve the learning environment or sever the relationship with the department.
   3. DI distance track only: The intern evaluation form will be maintained in a binder (Site Selection and Retention) and filed by state. The information will be used to provide future distance interns approval on his/her inclusion of the proposed facility in the internship program. The information will also be used for the distance intern who is seeking recommendations or suggestions for preceptors in their state.

**Forms:**

1. Course Evaluation
2. CP/Intern Evaluation of the Preceptor
Nutrition and Dietetics Department
Policy and Procedures

Title of Policy: Health Requirement for Nutrition and Dietetics Instructors who work in the clinical setting.

Approved by: Department Faculty

Approval date: January 12, 2011
Revised: April 29, 2015

Policy Statement: This policy exists to identify the health requirements for Nutrition and Dietetics Department Instructors who work in a clinical setting.

Procedures:

1. Nutrition and Dietetics Department Instructors who work in a clinical setting will be required to have the following information on file:
   
   A. Health History & Physical Examination form with a immunization record
      
      a. Rubella, Rubeola, Mumps, Varicella titers
      
      b. Annual PPD
      
      c. Proof of having 3 doses of the Hepatitis B Vaccine

   B. Any other immunization / titers as required by the contracted facility.
APPENDIX

The Academy of Nutrition and Dietetics: Code of Ethics
PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when she has engaged in abuse of a substance such that it could affect her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”, “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics practitioner to permit the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

    a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

    b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA’s Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will stagger for continuity. The chairship will rotate among the three (3) committee members. The chairship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member’s or credentialed practitioner’s request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant’s knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of
the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made.

The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form.

The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the decision of the Committee.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee’s agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee’s preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Judicial or Administrative Action

When the Ethics Committee is informed by a state licensure body that a person subject to the Code of Ethics for the Profession of Dietetics has had his or her license suspended or revoked for reasons covered by the Code, the Committee may take appropriate disciplinary action without a formal hearing.

When a person has been finally adjudged or has admitted to committing a misdemeanor or felony as specified in Principle 4 of the Code, the Committee may take appropriate disciplinary action without a formal hearing.

6. Hearings

A. General

Hearings shall be held as determined by the Ethics Committee under the following guidelines.

Hearing dates will be established by the chairman of the Ethics Committee. All hearings will be held in Chicago, IL.

The Ethics Committee will notify the respondent and the complainant by certified mail, return-receipt requested, of the date, time, and place of the hearing.

The respondent may request a copy of the file on the case and will be allowed at least one postponement, provided the request for postponement is received by ADA at least fourteen (14) days before the hearing date.

B. Conduct of Hearings

The chair of the Ethics Committee will conduct a hearing with appropriate staff and legal counsel present. Individuals who have no conflict of interest will be appointed.

In the event that any Ethics Committee member cannot serve on the hearing panel for any reason, a replacement will be appointed by the representative of the original body that made the appointment, either the ADA president, the CDR chairperson, or the speaker of the House of Delegates as appropriate.

The parties shall have the right to appear, to present witnesses and evidence, to cross-examine the opposing party and adverse witnesses, and to have legal counsel present. Legal counsel for the parties may advise their clients, but may only participate in the hearings with the permission of the chair.

The hearing is the sole opportunity for the participants to present their positions.

Three members of the Ethics Committee shall constitute a quorum. Affirmative vote of two thirds (2/3) of the members voting will be required to reach a decision.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night’s hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-
ing, except expenses for travel and hotel as stated above.

D. Decision

The Ethics Committee will render a written decision specifying the reasons therefore and citing the provision(s) of the Code of Ethics for the Profession of Dietetics that may have been violated. The Committee will decide that:

1) the respondent is acquitted;
2) educational opportunities are pursued;
3) the respondent is censured, placed on probation, suspended, or expelled from ADA; and/or
4) the credential of the respondent is suspended or revoked by the CDR of the ADA.

The decision of the Ethics Committee will be sent to the respondent and the complainant as soon as practicable after the hearing.

7. Request by Complainant for Review of Respondent’s Response

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent’s response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee’s action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent’s response may be made available to the complainant.

B. Any request to review the respondent’s response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent’s response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant’s comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Suspension: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Suspension of Registration: Temporary loss of registration benefits and privileges for a specified period with the exception of retention of coverage under health and disability insurance. ADA group malpractice insurance will not be available and will not be renewed during the suspension period.

Time frame: Specified time to be decided on a case-by-case basis.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-
requirements would need to be met. A credential will not be issued until CDR determines that the reasons for revocation have been removed.

9. Appeals

A. General

Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.

The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.

B. Recourse to the Appeals Committee

To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee’s decision.

C. Contents

The appeal must be in writing and contain, at a minimum, the following information:

1. The decision being appealed.
2. The date of the decision.
3. Why the individual feels the decision is wrong or was improperly rendered (See E, “Scope of Review”).
4. The redress sought by the individual.
5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.

D. Procedures

Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.

The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.

1. Location and participants

   a. All appeals hearings will be held in Chicago, IL.
   b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
   c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
   d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

2. Conduct of the hearing

   The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.

E. Scope of Review

The Appeals Committee will only determine whether the Ethics Committee committed procedural error that affected its decision, whether the Ethics Committee’s decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee’s decision that was unavailable to the parties at the time of the Ethics Committee’s hearing for reasons beyond their control.

In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.

F. Record of Hearing

A transcript will be prepared and will be maintained in the case file.

G. Decision of Appeals Committee

1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.

2. Decisions of the Appeals Committee will be final.

H. Costs

ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night’s hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.

The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action

If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.

In the event the respondent ap-
peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
   A. Records will be kept for a period of time after the disposition of the case in accordance with ADA’s record retention policy.
   B. Information will be provided only upon written request and affirmative response from ADA’s legal counsel.

12. Confidentiality Procedures
   The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
   A. The need for confidentiality will be stressed in initial communications with all parties.
   B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
   C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
   D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
   E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
   F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
   G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
   H. The transcript will be available if there is an appeal of the Ethics Committee’s decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

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