California State University
Dietetic Internship Program

Program Handbook
Policy & Procedure Manual
2020-21

Department of Family and Consumer Sciences
Dietetic Internship

The California State University Sacramento Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition (ACEND) and Dietetics of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400

Http://www.eatright.org/ACEND

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Dietetic Internship Program
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Last Updated: 1/7/21 NB

GENERAL INFORMATION

The California State University, Sacramento (CSUS) Dietetic Internship (DI) is a 10-month Internship, which provides full-time supervised practice with a minimum of 1260 hours of planned experience plus 27 units of graduate didactic coursework that will fulfill the Core Competencies for Dietitians. Completion of this Dietetic Internship, which when following a Didactic Program in Dietetics (DPD) and successfully completed, allows the student to sit for the Registration Examination. An original signed verification statement form from the undergraduate program is necessary before proceeding with the Dietetic Internship.

MISSION STATEMENT

The CSUS Dietetic Internship will provide high-quality academic and supervised-practice experiences to produce competent entry-level registered dietitians through a comprehensive program with two concentrations in: 1) Disease prevention and health promotion; and 2) Advocacy and public policy. We aim to motivate diverse interns to develop a strong commitment to expanding knowledge and preparation for professional excellence, advocacy and service to dietetics and their community.

PROGRAM GOALS AND OBJECTIVES

Please see below for program goals and objectives. Program outcomes data are available upon request by contacting the Program Director: braunstein@csus.edu .

Program Goal #1: The program will produce graduates who are diverse, confident and competent entry-level practitioners.

Objectives:

1.1 At least 80% of program graduates complete program requirements within 15 months (150% of the program length).

1.2 At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

1.3: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

1.4: At least 80% of employers will rate graduates with a mean competence rating of satisfactory or better as entry-level dietitians.

1.5: Over a 5-year period, at least 30% of program graduates will represent diversity in the profession (i.e., Latinx, male, Asian, African American).

Program Goal #2: The program will increase the number of graduates employed in Northern California as Registered Dietitians who incorporate disease prevention and health promotion or advocacy and public policy in professional practice.

Objectives:

2.1 Of graduates who seek employment, ≥80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

2.2 Of graduates who seek employment ≥ 50 percent will be employed in Northern California as Registered Dietitians within 12 months of graduation.

2.3 Over a 5-year period, ≥80 percent of graduates will indicate they have incorporated principles of disease prevention and health promotion or advocacy and public policy in their practice.

Program Goal #3: The program graduates will have a commitment for advocacy, professional development, leadership and community service.

Objective:

3.1: Over a 5-year period, ≥66% of graduates will indicate active involvement in local professional organizations and/or community service.

ADMISSION REQUIREMENTS

CSUS Dietetic Interns are expected to be highly motivated, goal-oriented, responsible, flexible and organized. Successful interns are self-directed, proactive, attentive, and aware of learning opportunities. Interns must strive to excel above the minimum performance standards.

To be considered for admission to CSUS's DI Program, all prospective interns must have:

- Completed a B.S. or B.A. degree.
- Completed an ACEND-accredited Didactic Program in Dietetics and provide a DPD Verification Statement prior to the start of the internship.
- A health status that would permit performance of all DI Program duties.

See the CSUS Dietetic Internship website (www.csus.edu/facs/dietetic-internship) for information on acceptance into the program.

REGISTRATION & COSTS

Tuition is based on graduate fees for the Academic Year. Graduate tuition fees are subject to change, even after initial fee payments are made, without notice, until the date when instruction has begun. All CSUS listed fees should be regarded as estimates that are subject to change by The Board of Trustees. Please check the Bursar's website for updates on fees for the Fall and Spring sessions. For the Summer session, please check the Office of Continuing Education's website. Interns enroll in >6.1 units for fall and spring semesters plus 3 units for the summer session. The table below lists the estimated tuition for the 2020-21 CSUS DI Class. It is the Intern's responsibility to check with the Bursar's office for accurate tuition data.

NOTE: Due to Covid-19 ACEND is allowing Dietetic Interns to graduate with a minimum of 1000 supervised practice hours, comprised of no fewer than 600 preceptor-led hours and no more than 400 hours of Alternate Supervised Practice hours. Because fewer than our program's accredited hours of 1265 hours will allow us to provide interns with a Verification Statement it is anticipated that interns will NOT need to enroll for any Supervised Practice hours in the Summer of 2021.

Fall 2020 Resident	
Resident Tuition Fee	$3,588
Additional University Fees	$838
Total	**$4,426**

Fall 2020 Non-Resident	
Non-Resident Tuition and University Fee	$4,426
Additional $396 per unit for Non-resident	$4,752 (for 12 units)
Total	**$9,178**

Spring 2021 Resident (estimated)	
Resident Tuition Fee	$3,588
Additional University Fees	$838
Total	**$4,426**
Total Fall + Spring	**$8852**
Summer Resident (based on 2019) NOT ANTICIPATED FOR 2021	
Tuition for 3 units	$990
Additional University Fees	$416
Total	**$1,406**

Spring 2021 Non-Resident (estimated)	
In-State Total Fee	$4,426
Additional $396 per unit for Non-resident	$4,752 (for 12 units)
Total	**$9,178**
Total Fall + Spring	**$18,356**
Summer Non-Resident (same as Resident) NOT ANTICIPATED FOR 2021	
Tuition for 3 units	$990
Additional University Fees	$416
Total	**$1,406**

Financial Aid

The Program is currently a non-certificate, non-degree program. Therefore, **financial aid for Interns is not an option at this time**. Interns are encouraged to seek external sources of financial aid, including from the state and national Academy of Nutrition and Dietetics.

Payment of Fees

Payment due dates and amounts can be found in your MySacState Student Center by choosing the Account Inquiry link under the Finances section. Failure to pay by the due date will result in enrollment cancellation.

- Those registering through early registration will have fourteen (14) calendar days to pay
- Those who register during late registration will have seven (7) days to pay

Interns are responsible for late fees applied to their account that resulted from failure to pay on time. Registration fees can be paid in full each semester or using the State University Fee Installment Payment Plan. More up-to-date details of the installment amounts and due dates can be found here.

Withdrawal and Refund of Fees

Students wishing to withdraw from the Dietetic Internship must follow University procedures for refund of tuition and fees. The University updates fees and deadline dates every academic year. The refund policy, schedule and deadlines can be found here.

The application fee, State University installment fee, late registration fee, and enrollment cancellation fee are not refundable.

PROGRAM POLICIES AND REQUIREMENTS

STATEMENT OF EQUAL OPPORTUNITY

California State University Sacramento does not discriminate on the basis of race, color, national origin, gender, or sexual orientation in its educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted there under, prohibit discrimination on any of the California State University Sacramento campus. In addition, the California State University Sacramento complies with the requirements of Title VII of the Civil Rights Act of 1964 as amended and the regulations adopted there under. By California State University Sacramento Board of Trustees policy, the California State University Sacramento does not discriminate on the basis of sexual orientation. Inquiries concerning equal opportunity may be referred to the Director of Equal Opportunity/ Affirmative Action, Sacramento Hall 259, (916) 278-6907, the campus officer assigned the administrative responsibility of reviewing such matters, William Bishop (william.bishop@csus.edu) or to the Regional Director of the Office of Civil Rights, Region IX, 50 United Nations Plaza, Room 239, San Francisco, California 94102.

Policy for the Disabled

California State University Sacramento does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted there under prohibit such discrimination. Inquiries concerning compliance may be addressed to the Office of Equal Opportunity/ Affirmative Action, Sacramento Hall 259, (916) 278-6907.

Policy for Prior Learning/Competence

California State University Sacramento does not grant credit or competence based on prior education or experience. There is no policy for assessing prior learning or competence. The director will do her best to find alternate enriching experiences if an intern has prior experience in an area where we have rotations. For example, we have had interns with significant Long Term Care experience prior to the internship. After conversations

Student Health Services

All currently enrolled students who pay student health fees as part of their tuition fees are eligible to be seen by Student Health and Counseling Services. Health Services Fees provides for basic medical services as defined by EO943 and basic mental health services as defined by EO1053. Augmented services may be offered. A review of Student Health Services can be seen here. Major illnesses and injuries, as well as conditions requiring hospitalization, are beyond the scope of Student Health services. Any outside health services received by students are their financial responsibility.

Required Health Insurance

Interns must provide a copy of their health insurance card. An electronic copy of the card will kept on file. If you will need to find health insurance on your own it is recommended that you check out Covered California (www.coveredca.com) to see which health insurance plans are available to you. Sacramento State University does not offer access to health insurance.

Required Health Screenings

Interns must provide satisfactory evidence that they are free from contagious disease and do not otherwise present a health hazard to facility patients, employees, volunteers or guests. Evidence for proof of immunity must be provided for prior to starting the program. Evidence shall include, without limitation, proof of immunity or clearance documentation for the following:

- Hepatitis B – positive (+) Hepatitis B surface antibody **titer**
- Varicella – positive **titer**; 2 doses of vaccine *may* be acceptable
- Measles – positive **titer**; 2 doses of vaccine (measles or MMR) *may* be acceptable
- Mumps – positive **titer**; 2 doses of vaccine (mumps or MMR) *may* be acceptable
- Rubella – positive **titer**; 2 doses of vaccine (rubella or MMR) *may* be acceptable
- Tuberculosis – 2 negative skin tests; one within 6 months prior to start date, and one within 1 year of start date, or if past history of positive skin test, a chest x-ray within one year prior to start date indicating no active Tuberculosis and completion of a TB questionnaire indicating no signs or symptoms of TB. A minimum of one test is required, but the number of required tests or dates can be facility dependent.
  Note: if you have had a Quantiferon (Quant) Gold test that measures the presence of mycobacterium tuberculosis (rather than the 2 negative skin tests) it *may* be accepted by some organizations where you will do your rotations. Check with the internship director to see if your placement sites will accept this test.

Immunization/Vaccine appointments at the Student Health Center can be made with the *Patient Portal*. Go to the Health Center web page and scroll down on the right and follow the link to schedule an appointment.

My Clinical Exchange – hospital onboarding

Some of our hospital sites require the use of My Clinical Exchange to complete the onboarding. The cost of this is $39.50 and will be good for one year. Not everyone will be required to use this system and incur the expense, but it is important to know that this is a possible expense.

Drug Screening and Background Check

Drug screenings and background checks are required and processed through Verify Students, a division of Corporate Screening Services, Inc. The process is completed online at www.verifystudents.com and costs $93. Instructions are provided by your Program Director in your Pre-Orientation Task List. Please keep a copy of your results, and one copy will be placed in your personal file. Please be aware that some facilities

require and conduct their own background checks that may incur additional costs to the Intern.

General & Professional Liability Insurance

Liability insurance from Marsh & McLennan Companies https://www.proliability.com is required for all Interns. Coverage limits must be at least one million dollars ($1,000,000) per incident and an aggregate of three million dollars ($3,000,000). The typical cost of student liability insurance is $35.00/year ($1,000,000/$3,000,000). The process is completed online.

Housing

Interns are responsible for their own housing arrangements. The cost in Sacramento varies greatly. Students are encouraged to find housing in the area of their primary placements.

Transportation

Interns must have their own reliable transportation for the duration of the Internship. Many sites are not located in the city of Sacramento and some sites could be as far as 100 miles away from campus. As a reminder, during your interview for the internship you were told that you might need to drive up to 80 miles for a rotation, and you verbally acknowledged this information. The director will keep your residence location in mind when planning the schedule, though some wonderful preceptors for you and your personal dietetics interests might be farther away.

Basic Life Support Certification from the American Heart Association

Each intern will be required to complete the BLS training from The American Heart Association. The didactic part of the training can be completed online, and then the intern will need to complete the in-person practice testing. This must be completed before the start of the internship. The due date will be sent with the internship onboarding email.

Auto Insurance

The program assumes no liability for safety to or from assigned experiences. All Interns must show proof of personal automobile insurance during the entire Internship period.

Parking

Interns must pay for campus parking when they are on campus by either paying the daily rate or purchasing a parking pass. When classes meet at the Downtown Campus location (304 S Street) you can park on the streets near the building by paying the parking meter fees. You can also purchase daily hanging tags on campus that will allow you to park in the parking lot near the Downtown Campus building. Sometimes we may meet at other locations that will require paying to park. Some of your rotation sites will have free parking, paid parking, or no parking available. Be sure to check with your preceptor about parking options and costs at that site.

Student Support Services

Students in the Dietetic Internship Program will pay for a campus OneCard during orientation ($15), which provides full access to the library including all library databases, inter-library loan, and library reference services. Interns may use their OneCard for identification for Student Health services. A SacLink account is needed for school and home Internet access, e-mail and Canvas (Faculty/Student Online Learning

Interface).

Technology

Cell phones should NOT be audible at Internship sites or class time. Use phones during personal time (i.e. before and after work hours, and lunch or break periods). In some circumstances students may be asked to carry a pager. Interns are required to have a reliable email account **that is checked daily**. As the program has moved toward paperless documentation, it is essential for Interns to have routine, dependable access to the Internet, a laptop/computer and a scanner. If you do not own a physical scanner there are cell phone apps that will allow you to use your phone to take a photo of the document, and then save it as a pdf document.

Trajecsys

Trajecsys (www.trajecsys.com) is an app that you will use to track your hours and to keep track of your rotation evaluations. Interns will register for and pay $50 for this application. Your preceptors will have access to Trajecsys to use the electronic evaluations. Interns will also complete the preceptor evaluations in the Trajecsys app. This is a new system for the 2020-21 year and we will review more details during orientation.

Dress Code

Interns are expected to act and dress according to the facility dress code for a professional dietitian. This usually requires professional dress clothes, low-heeled, close-toed shoes, simple jewelry (if any), and a clean white lab coat over clothes (mainly for inpatient clinical rotations). An identification badge is required at all facilities. Some facilities will require a picture ID and will arrange for this at the facility site. If the facility does not arrange for a picture ID, the CSUS DI Program-issued name badge ($5, paid for during orientation) is to be worn while at the site. No jeans, t-shirts, exercise shoes, flip-flops, shorts, short skirts, sleeveless tops, dangly earrings are to be worn. Any visible tattoos may need to be covered, depending on the policy of the rotation site. Jewelry is limited to wedding rings and a watch. Fingernail polish and artificial nails are not allowed in some rotation sites (mainly inpatient and food service management). Each Intern is responsible for checking with the staff before the beginning of each rotation at each facility to ascertain the dress code for that site. If an Intern's appearance or wardrobe is considered inappropriate by the preceptor, the Intern will be asked to correct the situation before participating in scheduled activities and will be required to make up time lost.

ROLES AND RESPONSIBILITIES

Interns, preceptors, and faculty members form a triad in CSUS's DI Program. All three parties in the triad should practice the following responsibilities for successful outcomes:

The Interns shall:

1. Be well and fit physically, mentally, and emotionally. Inform the CSUS DI Program Coordinator or Director in writing 2 months prior to the start of CSUS's DI Program, of any disability that will require special accommodations. Failure to disclose disability may impact your status in the internship.
2. Be aware of proper body mechanics at all times in order to prevent personal injury.
3. Follow policies and procedures of CSUS's DI Program, CSUS, and individual rotation sites. Abide by the protocol of all sites in regard to work hours, breaks, and other pertinent issues.
4. Read literature required or appropriate to CSUS's DI Program assignments.
5. Adhere to schedules and deadlines for all classroom and rotation assignments. Communicate with DI Program Faculty and/or Preceptors if an emergency necessitates a change.
6. Complete special projects and assignments given by Preceptors and proactively seek and take advantage of learning opportunities in addition to meeting the competency learning activities.
7. Use projects to develop and strengthen analytical and problem solving skills.
8. **Arrive early or on time** to rotations and Monday class days. Work with each preceptor to determine the preferred procedure for communicating lateness or absence for a scheduled rotation day.
9. Be analytical and use critical thinking when completing evaluation forms.
10. Complete evaluations and surveys (both during and after the program), and provide ongoing feedback regarding the DI Program to assist in the enhancement of the curriculum and overall program.
11. Review rotation evaluations and self-evaluations with Preceptors and the Program Coordinator.
12. Follow program protocol and ethical conduct in handling problems and grievances.
13. Demonstrate confidentiality, professionalism, ethical behavior, integrity, and honesty.
14. Represent CSUS, CSUS's DI Program, and the dietetics profession appropriately, both in conduct and attire. A professional manner, positive attitude and appropriate interaction with Preceptors, other employees and patients are required.
15. Do not use illegal substances. No alcohol or substance use during class or internship hours. Drug tests will be required at various rotation sites, possibly in addition to the ones completed before the start of the internship.
16. Inform CSUS's DI Program Coordinator or Director in writing of address, email, and phone number changes as soon as they occur.

<u>The Preceptor shall:</u>

1. Educate staff of their role and responsibilities in the CSUS DI Program.
2. Arrange for Intern to attend special educational activities such as departmental and interdisciplinary meetings, or visits to specialty departments and services that would enhance his or her learning experiences.
3. Inform Intern of the expected schedule, work hours, activities and assignments, dress code,

parking, etc. as soon as possible so that Intern may avoid uncertainty upon arrival.

4. Orient Intern to the facility/department policies and procedures and resources, including introduction to staff and site-specific safety policies and requirements.
5. Evaluate the Intern's performance using the established criteria and provide prompt feedback to Interns.
6. Notify the Program Coordinator or Director as soon as possible of Intern's sub-standard performance, conduct or absences.
7. Complete the rotation competency evaluation form and schedule a meeting for the intern's evaluation (required for clinical and food service management rotations only).

The CSUS DI Program Faculty Shall:

1. Provide Interns and Preceptors with rotation assignments, competencies/learning activities, and evaluation guidelines.
2. Arrange for regular conferences throughout the experience, both with Interns and Preceptors as necessary, to adequately supervise the program.
3. Quickly address performance concerns as communicated by the Preceptor or Intern, including additional conferences and site visits when necessary.
4. Notify Preceptor of any issues that may affect intern's performance or require schedule adjustments at their site.
5. Provide classes at planned times and notify Interns and Preceptors as soon as possible of schedule revisions.
6. Implement and evaluate the curriculum to uphold the quality of standards.
7. Assess Interns' performance and provide guidance.

Contact Information:

Interns shall contact the DI Director and/or Coordinator when needed by e-mail, phone, or text. If immediate response is needed by the intern shall contact the DI Director by e-mail, phone, or text.

Nadine Braunstein: cell: (617) 733-3979; braunstein@csus.edu

ROTATION INFORMATION/REQUIREMENTS

Rotation Site Placement

Individual placement will depend upon: (1) facility choice, (2) acceptance of the applicant by the area facility, (3) recommendation by the Dietetic Internship Coordinator/director, (4) student interest, and (5) geographical residence of the student. Although every attempt will be made to place a student near their

geographical residence, it will not always be possible. Therefore, the Intern must demonstrate reliable transportation with appropriate automobile insurance to travel to facility placement. Supervised practice placement may require an Intern to travel up to 100 miles in each direction to their facility or to relocate during the assigned rotation.

Rotations are scheduled to provide CSUS Dietetic Interns a minimum of 1260 hours supervised practice experience. Every possible effort will be made to arrange a placement that minimizes travel for each Intern; however is not always possible due to placement and preceptor availability. Interns cannot request rotation site changes. If an intern does not accept a placement, the program does not guarantee placement at another location. If an intern is not satisfied with a placement site, all concerns must be addressed directly with the DI Program faculty. Preceptors should refer all interns with issues related to placement sites to the DI Program Director. Rescheduling may affect the program completion. Extensions of more than 8 weeks will not be permitted and will result in dismissal from the program without any refund of program fees.

Sometimes a rotation site becomes unavailable for various reasons (such as personnel changes), which requires the DI Director to find an alternate site. This may require revising other rotation times, or finding an alternate site that is further away from an intern's home than the original rotation site. The DI Director will communicate these needed changes with the intern promptly. It is important to consider the rotation schedule as a 'work in progress' that could change at any time.

Rotation Hours

Interns must practice a minimum of 32 hours per week (eight hours per day for four days). Typically, interns will accrue the minimum 32 hours Tuesday through Friday and will attend class on Mondays. Work hours (start and end time) may vary due to job responsibilities.

Practice sites may require some weekend and holiday work. Campus observed holidays will be additional time off as no class time will be scheduled. When holidays occur on rotation days, Monday classes will be replaced with rotation days.

Internship hour credit is NOT accrued for the following:

- Commuting to and from the practice site
- Most Monday Class Days that are predominantly didactic
- Completing required assignments – this will be discussed further during orientation as there are additional nuances related to COVID-19 that could possibly allow some time to be counted as Supervised Practice Hours or Alternate Supervised Practice hours
- Academy of Nutrition and Dietetics Meetings
- Meals

Any Intern who works more than 6 consecutive hours must take a meal break, a minimum of 1⁄2 hour long, which is not counted as practice time.

Interns will need to be proactive in planning weekly activity schedules with the Preceptor to fulfill the

required competencies. Interns are to report on and off duty to the Preceptor. Interns are expected to demonstrate willingness to perform above the minimum expected in terms of quality, and willingness to spend time involved in work activities.

You will be asked to report your hours using the Trajecsys App. Details about documenting your time will be discussed during orientation.

*******COVID-19 STATEMENT*******

Note: COVID-19 has caused major disruptions for Dietetic Internship programs around the country. Rotation sites have needed to place restrictions on having interns on-site which has led to some virtual rotations or cancelled rotations because sites and preceptors cannot assure safe distancing or safety as recommended by the Centers for Disease Control and Prevention and the California Department of Public Health. ACEND, the Accrediting body for dietetic internships, has formulated guidelines and is allowing internships to graduate interns with a minimum of 1000 hours, including a minimum of 600 supervised practice hours (led by a preceptor) and a maximum of 400 hours of 'alternate supervised practice hours' that meet specific criteria. Even with the reduction in required hours, all competencies must be achieved. Interns may need to complete more than the minimum hours to successfully achieve the competencies. Interns may also need to extend the time to graduate if some competencies are not able to be completed due to COVID-19 rotation site closures. We are guests of rotation sites and must work with their preceptors and organization guidelines.

Every effort will be made to provide interns with as 'close' to the experience as the internship promoted at the time interns applied to the program. That being said, the program and CSU Sacramento must place your personal safety first. You may have opportunities to complete 'virtual' rotations where you work from home under the direction of the preceptor to complete projects to meet the competencies as required by ACEND so that you meet their guidelines to obtain a Verification Statement. Some rotations will not lend themselves to virtual rotations. The Program Director will work in collaboration with each preceptor to assure that intern safety is maintained when an intern completes rotation hours on-site at an organization. CSU Sacramento has developed a set of guidelines to assure that rotation sites are following CDC and/or CDPH safety guidelines.

Interns will also be required to compete a waiver document for EACH on-site rotation that releases the university from liability if a student is exposed to COVID-19.

The number of COVID-19 cases in any area of California may require rotation sites to suspend or halt students from participating in field study experiences at any time. The fluid nature of cases will require the DI Director to work with preceptors to make adjustments. Dietetic Interns will also need to be flexible with any changes that may happen, as schedule dates are

likely to change for various reasons. Different experiences may be found so that interns can achieve the required competencies. Interns will need to take personal responsibility to monitor achievement of competencies along with the DI Director.

Rotation Hours & Schedules

The Dietetic Internship Director, Coordinator, and Preceptors determine supervised practice placement. Day-to-day assignments in all rotations will be scheduled by the supervising RD/RDN (Preceptor) and will follow the facility scheduling needs. Evenings, weekend and holidays may be included.

The supervised practice is divided into:

Clinical Rotations	**24 weeks**
Acute Care (Clinical 1 and 2 rotations)	16 weeks**
Long-Term Care / Rehabilitation	2 weeks
Outpatient Clinical	3 weeks
Renal Nutrition	3 weeks

**[Note: Due to COVID-19 there will be 12 weeks of clinical as well as a 2-week pre-clinical boot camp to prepare you for your clinical rotation.]

Community Rotations	**7 weeks**
WIC	2 weeks
School Nutrition	2 weeks
CA Dept. of PH	3 weeks^^

^^ Note: Due to COVID-19 the CA Dept. of Public Health has needed to redirect resources and is not able to host dietetic interns in 2020-21. Other organizations and opportunities will be integrated into the internship year where some of the activities interns would have been completed at CDPH will be completed elsewhere.

Food Service & Management Rotation	**7 weeks**
Elective Rotation	**2 weeks**
Orientation	**1 week**
Vacation	**2 weeks**
Total	**43 weeks (37+ weeks)**

Elective Rotation
Two weeks (8 days) of elective time is given to Interns to give greater exposure or new exposure to areas of dietetics. It is the responsibility of the Intern to secure an elective placement, **however, the elective must be done through one of the agencies with an existing contract with CSUS**. If CSUS does not have a contract the DI Director will work with the elective preceptor to try to get a contract. Without a contract an intern cannot do a rotation with a preceptor and/or organization. Within the week of an elective rotation, the Coordinator or Director may schedule remedial work if deemed needed. The elective is decided upon between the Intern, Dietetic Internship Director, and facility availability.

In selecting a site for the elective rotation, the following criteria must be met:

1. Identify an area of interest in the field of dietetics.
2. Identify the location and prospective preceptor for this rotation.
3. Obtain approval from the DI Program Director or Coordinator.
4. **Identify at least 8 competencies that would be met during the elective rotation at least 2 weeks before the rotation.** You may want to complete this in collaboration with the Internship Director and/or the preceptor. Create an evaluation form (based on the evaluations that are used for your other rotations) that you will share your preceptor and then will complete with the elective preceptor at the end of the rotation.

It is best to identify where you would like to do your elective early in the internship to allow communication/approval between the DI Director or Coordinator and the Preceptor/organization. Because establishing contracts with new sites is tedious and can take many months it is best to choose an organization with an established contract. The DI director will discuss options during orientation.

Vacation/holidays
A total of two weeks of holiday vacation will be assigned to each Intern. Interns do not have the option to waive this vacation time to finish earlier. Vacation time is scheduled based upon program management and facility. Three additional vacation days will occur at the beginning of the week when the state CAND Annual Conference occurs. Interns will make up two of these days the week before and the week after the conference by being at the rotation site on Mondays of those weeks. The final make up day will occur during a/some Monday class days where simulation will occur.

Prevention of interns to replace employees
It is the policy of the California State University Sacramento Dietetic Internship to conduct the program in compliance with the minimum wage ruling.

The US Department of Labor publication entitled EMPLOYMENT RELATIONSHIP UNDER THE FAIR LABOR STANDRDS ACT, dated February 1973, states the following under the heading “Trainees”: The Supreme Court has held that the words to “suffer or permit to work,” as used in the Act to define “employ,” do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the

premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close observation. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded.
4. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
5. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent training.

Illness/Injury at a Rotation Site

As stated in the Student Placement Agreement – The Facility shall, on any day when a student is receiving training at its facilities, provide necessary emergency health care or first aid for accidents occurring at its facilities. Except as provided in this paragraph, the Facility shall have no obligation to provide medical or surgical care to the intern. Neither the University nor the Learning Site assumes any financial responsibility in the event an intern becomes ill or injured as a result of his/her participation in a learning activity at the Rotation Site. In the event that an intern is injured or becomes ill while at Learning Site, the Learning Site and/or Intern will contact the Coordinator or Director as soon as possible. Each Learning Site has the Coordinator's and Director's e-mail and cell phone number. If necessary, Intern's emergency contact will be contacted by the DI Program Director. This contact information will be kept securely in the file folder associated with the intern's name on the shared drive for the Dietetic Internship. The Intern will make his/her own arrangements for medical attention as needed and he/she will notify the Director and Preceptor at the Learning Site if he/she will be absent for any length of time.

Absences

Absence due to illness or injury must be reported immediately to the respective Site Preceptor and the Program Director/Coordinator prior to or within one hour of the Intern's scheduled starting time. Any absence, which requires two or more days of time off, must be verified by a physician's note.

Each Intern is allowed two days of sick time during the internship year that does not require makeup of time missed; however, every effort should be made to make up the time missed, especially in acute settings. Interns will also make up any missed assignments. Interns are required to make-up additional days for any more than 2 sick days. W*ithout exception, ALL absences, excused or unexcused, MUST be reported to the Program Director or Coordinator*.

Unexcused absences are those not related to illness or injury. In this case, the student must make up missed time. An unexcused absence may also reflect on the Intern's professional conduct evaluation. An intern may not take a sick day during the supervised practice rotations (especially if the intern has not

taken the two allowed sick days) as a personal day, to attend a job interview, or for other reasons.

CLASSROOM EXPECTATIONS

In order to participate in the Dietetic Internship each student must enroll in CSUS graduate courses. Once selected for the Dietetic Internship and successfully matched to our program, Interns are admitted to the University through the Office of Graduate Studies.

Attendance

Interns are expected to attend orientation and class as directed. Absences and/or tardiness are grounds for progressive disciplinary action. Leaving class or meetings early is NOT acceptable. Interns who are absent from class will need to make-up class hours as directed by the Program Coordinator or Director. Extended absences may require that the intern withdraws from the DI Program or request a leave of absence. In the case of withdrawal, submitted fees will be not be refunded.

Class Assignments and Grading Scale

See individual class syllabus and assignments on Canvas, the learning management system used by Sac State.

Course Materials

Course materials have been divided into categories: required or recommended/suggested. Most references that are required of this program are ones that you will continue to use throughout your professional career and not for the purpose of one course.

Examinations

The RD Practice Exam (by CDR) will be given in the beginning of the internship. This quiz is to gauge students' knowledge at the beginning of the internship. The same exam will be given at the end of the internship year. These examinations will be completed in Canvas. At the end of the internship an intern must achieve at least 75% correct in order to graduate from the internship.

Professional Meetings/Conferences and Membership

In addition to having Monday classes, Interns are expected to enthusiastically and actively participate by volunteering in activities planned or sponsored by the Northern Area District of Nutrition and Dietetics and other community nutrition programs and organizations. Interns are required to attend the annual California Academy of Nutrition and Dietetics (CAND) Annual Conference and they are encouraged to attend the Academy of Nutrition and Dietetics (AND) annual meeting when held in California. Interns are also required to attend the CAND Policy day held in Sacramento.

The Program Director will provide registration and program information to the interns. It is the intern's responsibility to make the registration fee payment and meet the registration deadline. Interns will be required to make up practice hours missed in the event of professional meeting attendance. Costs for registration, transportation and/ or lodging are the full responsibility of the Intern. There are volunteer

opportunities for interns for the CANDAC and national dietetic association meetings that can reduce the attendance costs. Information about those volunteer opportunities will be shared with the interns. Note: In 2021 the CANDAC meeting will be virtual in April. Student costs for this virtual event is $25 for early registration.

Each Intern is required to become an associate student member of the Academy of Nutrition and Dietetics. The Intern is also required to become a member of the local district dietetic association (Northern Area District). The DI Program "Project List" will be distributed during orientation week – the projects listed will specify which meetings and conferences interns must attend.

Additional Paperwork

Preceptors will review the assignment and complete the intern's evaluation form. Interns are to make copies of reports, and evaluations and any assignments for their personal files. The CSUS DI Program keeps all reports and papers on the department drive.

EVALUATION / PERFORMANCE APPRAISAL

In order to complete the CSU Sacramento Dietetic Internship each Intern must meet competencies and learning objectives/experiences based on the Academy's "Standards of Education." These competencies are listed in the ACEND "Core Competencies for the RD," which will be reviewed with you during Orientation (see Appendices). To ascertain competency completion, each objective will be evaluated by performance appraisals completed by Preceptors and the Dietetic Internship Director or Coordinator. Competencies will be tracked by both the Intern and the Program Director or Coordinator. Competent performance is essential for completing the Dietetic Internship Program, as indicated by a score of 2 or higher for each competency.

Evaluation Instruments

Evaluation of acquisition of competencies for entry-level dietitians will be assessed using these measures:

1. Midpoint evaluations for certain supervised practice rotations (includes competency checklist)
2. Final performance appraisals of all supervised practice rotations (includes competency checklist)
3. Projects, assignments, and course grades.
4. Midpoint evaluation halfway through the DI program (in January)
5. Final evaluation at the end of the DI program (in June)

Electronic copies of the evaluation forms are provided to interns during orientation week.

EVALUATION OF INTERNS

Mid-point Rotation Evaluation

The following rotations will have a mid-point evaluation: Food Service Management, Clinical 1, and Clinical 2. Note: in the 2020-21 year there will only be one clinical rotation of 12 weeks, divided depending on the needs of the preceptor. The number of reviews in terms of mid-and end reviews will be determined in consultation between the preceptor and director. The purpose of the reviews are to track

your progress in completing the competencies required by ACEND, and personal progress. Please schedule with your preceptor and program director in advance. The evaluation forms will be completed in the Trajecsys app.

End-of-Rotation Evaluation

All rotations will have a final evaluation. The following rotations will include a final evaluation meeting with the Director or Coordinator and the Preceptor: Food Service Management, Clinical 1 and Clinical 2. Everyone at the evaluation meeting will have an opportunity to ask questions, clarify issues and make comments. The formal evaluation form will be signed. The intern's rotation evaluations are also completed at the end of the rotation and reviewed at the meeting. The evaluation forms will be completed in the Trajecsys app.

Midpoint and Final Evaluation

The Program Director or Coordinator will conduct a midpoint evaluation halfway through the DI program. It is a reflection where each intern explores areas of success and areas needed for additional growth and attention. The Director is available at any time to discuss concerns or suggestions for program improvement. The Director conducts a final evaluation with each intern at the conclusion of the DI Program. This is a comprehensive questionnaire that is used for continuous program improvement. This evaluation must be completed/submitted in order to obtain a Verification Statement for the program. The Director will not read these evaluations until after graduation to maintain confidentiality.

If a less than satisfactory performance is noted on any performance appraisal or assignment, an additional conference will be scheduled with the Dietetic Internship Director, Intern, and Preceptor to establish a plan for improvement, which may include remedial and individualized experiences to enhance understanding/performance. The Coordinator will follow-up with the Intern and Preceptor to determine if performance is satisfactory. If additional time is needed for remediation time may be taken from the elective rotation, or possibly require additional time after the completion of the 43-week program. If after a reasonable amount of time the Intern is making unsatisfactory progress or still unable to achieve a satisfactory rating the Intern may be removed from the Internship program.

INTERN EVALUATION OF PROGRAM

The DI Program strives for excellent intern and faculty communication and solicits and encourages feedback and suggestions to enhance the DI Program. Interns have many opportunities and the obligation to objectively evaluate the program. Interns are encouraged to be honest, objective, constructive, professional and timely in their evaluations.

Guest lecture evaluations are done throughout the program. Preceptor evaluations are completed at the end of each rotation. The DI Program, classes, Program Director, and Program Coordinator are evaluated at the end of the program. One year after graduation, the DI Director or Coordinator mails a one-year

survey packet to graduates. Part of this packet is for the graduate to complete while the other part is for the graduate's employer to complete. Graduates are encouraged to complete his/her part of the survey and to ask his/her supervisor to complete the other part. These responses are compiled over time and they serve as a vital database of evaluative information. The DI Program uses this information to critically and systematically assess its strengths and weaknesses and make modifications accordingly.

ACCESS TO PERSONAL RECORDS

The DI Director maintains confidential personal records of each Intern. Persons who have access to these records include Program administration, Department Chair, authorized Academy officials, and the Intern. Interns have access to their files, which include files on the Department share drive and a binder in the office of the FACS Department. Requests to see your folder should be done one week in advance with the Internship Director. Exceptions to this policy would only transpire in the event of a release in response to subpoena, court order, or request for information from a Federal, State or Local Agency with jurisdiction. Interns are not allowed to see their application materials or program ranking information because of the confidential nature of the ranking and letters of recommendations.

PROTECTION OF PRIVATE INFORMATION

The Federal Family Education Rights and Privacy Act of 1973 (2OU.S.C.1232g) and regulations adopted there under (45 C.F.R. 99) and California Education Code Section 671000 et seq., set requirements designed to protect the privacy of students concerning their records as maintained by the California State University, Sacramento campus.

GRIEVANCE PROCEDURES

Any individual may submit a complaint against the CSUS Dietetic Internship Program regarding ACEND accreditation standards or policies, the CSUS Dietetic Internship Program, program facility sites or preceptors, or any persons involved in the DI Program. The complainant is advised to discuss the issue first with the Program Director. If the issue is not addressed or resolved, the intern can request to meet with the FACS Department Chair. The meeting request can be submitted in the FACS department office in Mariposa Hall 3000. Complaints related to ACEND standards can be filed with ACEND directly (if not resolved with the Director or Department Chair) by filling out a complaint investigation form and mailing to: Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs. The ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or

dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. See the Procedure for Complaints against Programs here. All complaints related to the ACEND accreditation standards, including the resolution of complaints will be kept on file for a minimum of 7 years.

In the event of a grievance, the University maintains a procedure for resolution. It is the policy of California State University, Sacramento, to comply with the Section 504 Regulations adopted by the Department of Health and Human Services. Accordingly, any student who believes there has been a violation of the regulations is encouraged to discuss the matter with the campus 504 Coordinator or with the Dean of Students. If such discussion does not resolve the matter, the student may then initiate a grievance. The 504 Coordinator shall inform the grievant of his/her right to file a grievance directly with the Office of Civil Rights, Department of Justice, in lieu of or in addition to filing under University grievance procedures. The informal and formal grievance procedures are available in the Department of Consumer and Family Studies/Dietetics office.

Here is an example of how an intern would proceed with a complaint:

- Intern discusses issue with Program Director
- If not resolved, Intern requests a meeting with FACS Department Chair
- If the complaint is related to ACEND standards and is not resolved by processes above, Intern files a complaint through the ACEND website (see link above)

DISCIPLINARY/TERMINATION PROCEDURES

Grounds for progressive disciplinary action:

1. Poor classroom performance
2. Poor attitude
3. Inappropriate interaction with Preceptors, other employees or patients
4. Substance use or alcohol use during workday hours or substance use that affects performance
5. Excessive absenteeism or tardiness
6. Failure to follow program policy and procedure
7. Failure to follow rotation site policy and procedure
8. Violations of professional standards including common ethics and professional ethics as described in the 2018 Code of Ethics for the Profession of Dietetics.

Infringement of the above or any formal complaint will necessitate a formal conference with the Program Director to discuss the problem and formulate and document a solution. The responsible Faculty or Preceptor will document the offensive events. A warning will be given to the Intern on the first occurrence. A second occurrence will result in probationary status. If the intern does not make improvement/correction the Program Director will notify the intern of his or her dismissal from the program. There will be no refund of any fees.

DISMISSAL WITHOUT WARNING

Breaching patient confidentiality is an automatic dismissal without warning.
"Confidentiality" means keeping client's personal information to oneself and not taking patient identifiable information (such as patient chart information) outside the facility. Patient stories and anecdotes should not be shared with others. *Clinical and foodservice case studies must be kept confidential.* Case studies should not contain confidential information about clients, personnel, or the rotation site, and sensitive information must be reported in a professional manner.

Case studies should be discussed only with the Preceptor who assigned the case study, fellow Interns, and CSUS DI Program faculty. Sharing the case study with anyone other than these individuals is case for dismissal without warning. Should someone other than these individuals want to see a case study, Interns should go to the Program Director, Coordinator, and Instructor for advice. Interns will deliver the case study at the rotation site and to their fellow interns in order to educate peers.

Examples of violating patient confidentiality:

1. Giving your revised case study to a third party even if that person is a RD working at the same facility. In addition to confidentiality, professionalism and ethics are involved. This situation is harmful for the Preceptor, the institution, and the University.

2. Discussing a patient with anyone in a public or private area. A relative or friend of the patient could be listening. The people listening may not know the individual you are talking about, however, they may have a relative or friend with similar a problem and think you are talking about them.

3. Placing patients' personal information on counters and desks allowing anyone to see and read. Example: You may be working at the nurses' station and have print outs of patient or nursing reports that contain information about all the patients, such as their age, sex, diagnosis, medication, length of stay, diet, etc.

4. Making a negative conclusive statement without adequate and appropriate analysis. Example: Making a statement that the reason why a food service establishment is not able to keep delivered food temperatures out of the danger zone is due to management (pointing fingers).

PROGRAM COMPLETION

Requirements
The following components must be satisfactorily completed to receive the Verification Statement, which qualifies the dietetic intern to take the Registration Examination.

1. Meet ALL ACEND Core & Program-defined Concentration Competencies
2. Submit ALL rotation evaluations by the specified deadline
3. Submit ALL preceptor & facility evaluations by the specified deadline

4. Submit ALL exit documentation by the specified deadline
5. Submit ALL Intern Projects by the specified deadline
6. Complete academic coursework with a grade of C or better
7. Score 75% of higher on the final practice RD examination

Dietetic interns are allowed a maximum of 15 months, starting with the month that the dietetic internship rotations begin, to complete the entire program. If a dietetic intern is unable to complete the program in 15 months, he/she will not receive a Dietetic Internship Verification Statement. [This is a requirement from ACEND, our accrediting agency, that the program must be completed within 1.5 times the usual time.]

Verification Statement

Five copies of the Verification statement with the original signature of the Program Director are given to the intern after successful completion of the program. A copy of the Verification Statement is also kept in the intern's electronic file in case one is needed at a future time.

REGISTRATION EXAMINATION ELIGIBILITY

Towards the completion of the program the program director will provide a workshop for interns. The workshop will assist interns in completing the exiting packet. The packet includes: Name/Address Verification Form and the Computerized Registration Eligibility Application.

Program Directors will forward the Name/Address Verification Form and the Computerized Registration Eligibility Application to the Commission on Dietetic Registration (CDR). Interns will receive a letter confirming your registration eligibility from CDR approximately two to three weeks following Program Director submission to CDR, though likely sooner because it is now an electronic process.

Passing the registration examination is required to become a Registered Dietitian and to use the professional suffix RD or RDN. Successful completion of the DI Program is a prerequisite for taking the registration examination.

The registration examination is a quality assurance to test the knowledge and skills needed of an entry-level dietitian. After an individual passes the registration examination, the Commission of Accreditation will issue to the RD a registration number.

It is the responsibility of the Registered Dietitian to verify and comply with certification law(s) for the particular state of employment. Most states have enacted legislation regulating the practice of dietetics. If practicing in California, RDs are offered title protection and do not require licensure. Please review this website for information about laws that regulate dietitians and contact information for state licensure agencies. https://www.cdrnet.org/state-licensure.

EXPECTATIONS OF GRADUATES

Graduates of CSUS's DI Program are expected to pass the national Registration Examination for Dietitians within one year of program completion. As entry- level practitioners, graduates of CSUS's DI Program are expected to provide quality nutritional care with concern for individual needs and sensitivity and responsiveness to the community and to the demands of our society. Graduates are asked to contribute towards the growth of the program by serving as a guest speaker, contributing resources, assisting in the enhancement of the curriculum, assisting in the review of internship applications and serving as a preceptor to interns when eligible. Graduates are encouraged to get involved with professional associations (local and/or national) after graduation.

ROTATION EXPECTATIONS

Interns will be given their rotation schedule and checklist with important dates. Please refer to the checklist to know when to contact your preceptors.

1. Contact Preceptor/Site Manager 2-4 weeks before the start of the rotation via email by sending the pre-rotation form.
    a. Through an e-mail to your preceptor, find out if you need to process through their HR department for any medical or background check paperwork. You are responsible for paying for any additional information required of the site. Try to schedule any appointments around your current schedule, but if you have to take time off to take care of their paperwork then let the Program Director know so that arrangements can be made. Note: Sutter hospital rotations require 8 weeks, and Dignity hospitals required at least 4 weeks to complete the onboarding through My Clinical Exchange. For Renal rotations please initiate the pre-rotation form at least 6 weeks in advance as the onboarding process is very comprehensive. Plan your outreach to the preceptor accordingly.
    b. Obtain schedule, arrival time, complete paperwork, expectations, and anything expected of you before you arrive on your first day. You will find out this information when your preceptor returns your pre-rotation form to you.
    c. You must attach your pre-rotation form in the e-mail with answers for your Preceptor to read.
    d. Ask the site which references and resources you need to bring with you the first day.
    e. You must copy the Program Coordinator (or director when there is not a Coordinator) in this initial email with your Preceptor. After the pre-rotation form is completed by both parties please upload this document in Canvas.

2. Bring all necessary items your first day
    a. Copies of all your immunizations, liability insurance, driver's license, background & drug screen results, HIPAA and ServSafe certificate(s) – if applicable
    b. 3 ring binder or other method of staying organized and taking notes
    c. Calculator, pen, blank paper
    d. Blank calendar to fill in with Preceptor the first day

e. Clean, white lab coat if required
f. Appropriate/professional dress
g. Appropriate references/resources
h. Meet with your Preceptor on your first day. Review the evaluation forms and discuss expectations. Review your projects & competency goals and deadlines for the rotation. Explain that you will you will be responsible for monitoring your Competency Accomplishments Log, which will be shared with your Preceptor periodically and during the midpoint evaluation.
i. Establish a schedule with your Preceptor. Go over the Interns', Preceptors', facility and Program Directors' expectations. For example, ask them how/when they like questions asked, should you ask questions as you go along or at the end of the day.

ROTATION COMPLETION EXPECTATIONS

The following is expected of each Intern **within 2 business days from the end of every rotation**:

1. Complete the Final Evaluation in its entirety.
2. Email the Final Evaluation to the Program Coordinator. The Preceptor must be included on the e-mail.
3. Complete your Preceptor and Facility Evaluation Form, review with your preceptor, sign electronically, and e-mail to the Program Coordinator. The Preceptor must be included on the e-mail.

INTERN PROJECTS

There are several projects Interns must complete throughout the program. The Program Coordinator and Faculty will review the details of these projects during didactic time. All projects must be completed on time and in compliance with the expectations. Project information is available to the public upon request.

California State University
Dietetic Internship Program

Program Handbook
Policy & Procedure Manual

Appendices

APPENDICES

ACEND Core Competencies for Registered Dietitians Effective June 1, 2017

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Upon completion of the program, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Upon completion of the program, graduates are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.
- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice

Program-Defined Concentration Competencies

Concentration Area 1: Disease Prevention and Health Promotion

Upon completion of the program, graduates are able to:

- DPHP 1.1 Develop a disease prevention or health promotion intervention project

Concentration Area 2: Advocacy and Public Policy

Upon completion of the program, graduates are able to:

- AAPP 1.1 Demonstrate understanding of the influence of policy and legislation on prevention programs
- AAPP 1.2 Understand and participate in legislative activities involved in reform benefiting health and wellness of constituents
- AAPP 1.3 Understand and participate in current public policy activities of focus in California

CSUS DI PROGRAM CALENDAR

April 2020	• Program Acceptance • Non-refundable Deposit
May	Administrative Matters • Summer Address • AND Student Membership • Fee Schedule • Housing • Campus Map and Directions • Automobile Insurance • Professional Liability Insurance
June, July, August	• Preceptor training • Recruit additional rotation sites as needed Summer Assignments • Summer study guide • HIPPA Certification • Blood Borne Pathogen Certification • EAL Certification • Required Texts • TB test results
August	Orientation August 17-21, 2020 • Administrative Matters --- review of policy and procedures, orientation to campus and resources • Review of competencies, evaluation process • Review of assignments, portfolios • Clinical and foodservice 'primers' in preparation for future rotations • Cares and WIC orientations onsite • Name badge • Rotations begin last week of August • Weekly Monday classes begin Monday August 24
September	• Interns are encouraged to schedule individual conferences with the Program Director throughout the DI Program • NADA Meeting
October	• Rotations • Weekly Monday Classes • NADA Meeting • FNCE 2020
November	• Rotations • Weekly Monday Classes • Thanksgiving Holiday (2 days off- Thurs/Fri)

December	• Rotations • Weekly Monday Classes • 2-week holiday break 12/19/2020 – 1/3/2021)
2021 January	• Rotations resume 1/4/2021 • Mid DI Evaluation with Director/Coordinator
February	• Rotations • Weekly Monday Classes
March	• Rotations • Public Policy Workshop March 9, 2020 • Weekly Monday Classes • Review applications for next class • NDEP Meeting for Area 1 Dietetics educators
April	• Rotations • Weekly Monday Classes • Match Day • Resume/Interviewing Workshop • California Dietetic Association Meeting (April 2021)
May	• Rotations • Weekly Monday Classes • Media Workshop
June	• Rotations • Graduation Friday June 11 (Note: Interns may graduate earlier or later than the June 11 date depending on COVID-19) <u>Administrative</u> • Establish Eligibility for RD Exam • Address Update • Graduation ceremony • Final Program Evaluation • Exit interviews/ Award of Verification Statements • Verification Statements to CDR
July	<u>Administrative</u> • Review program • Administer Graduate and One year Post surveys • Update curriculum • Update Policy handbook • Create rotation schedule for next class
August 2021	• Preceptor Training

ADVISORY COUNCIL

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DIETETIC INTERNSHIP PROGRAM

RECOMMENDED BOOK LIST

Clinical Nutrition

Pocket Guide to Nutrition Assessment. http://www.eatrightstore.org/product/59D604A4-79B0-4A2B-8548-8715860342A0

Mahan, L. and Janice L Raymond. Krause's Food and the Nutrition Care Process. 14th Ed. Philadelphia: W. B. Saunders Company, 2017.

Bakerman, S. ABC's of Interpretive Laboratory Data. 5th Ed. 2014.

Venes, D. Taber's Medical Dictionary App + Web or Cyclopedic Medical Dictionary. 23rd Ed. F.A. Davis Company, 2017.

Pediatric Nutrition Handbook, 7th Edition: Kleinman, R. American Academy of Pediatrics, 2013.

Nelms, Marcia. Medical Nutrition Therapy. A Case Study Approach. 5th Edition. Cengage.

Foodservice and Management

Gregoire, M.B., Foodservice Organizations: A Managerial and Systems Approach, 9th Ed., 2016, Pearson, Boston.