

**Brooklyn  
College**



**Dietetic Internship Student Handbook**

**2013**

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	3
<b>ADMINISTRATION AND FACULTY</b>	3
<b>MISSION STATEMENT AND PROGRAM GOALS</b>	
Mission of the Dietetic Internship	4
Program Goals and Objectives	4
Accreditation Status	5
<b>ADMISSION PROCEDURES</b>	
Admission Requirements	5
Recency of Education Requirements for the Dietetic Internship	5
Application Procedures	5
Estimated Program Expenses	6
<b>DI PROGRAM</b>	
Course Registration	6
Rotation Schedule	7
Rotation Sites and Facilities	7
Policy on Replacement of Employees	7
Assignments/Projects	7
General expectations for rotations	8
<b>POLICIES AND PROCEDURES</b>	
Attendance/Sick Days	9
Protection of Student Privacy and Access to Personal Files	9
Statement of Equal Opportunity	10
Sexual Harassment Policy	10
Insurance Requirements	10
Evidence of Health Status/Medical Clearance Form	11
Illness or Injury at the Rotation Site	11
Student Complaint Policy	11
ACEND Complaint Policy	12
CUNY Policy Regarding Student Complaints	13
Disciplinary/Termination Procedure	13
Dress Code	14
Standards of Professional Behavior	14
University's Policy on Academic Integrity	14
HIPPA	14
Code of Ethics	14
Liability for Safety in Travel	15
Transportation Costs	15
Application for Prior Assessed Learning	15
<b>PERFORMANCE AND EVALUATION</b>	16
<b>RESPONSIBILITIES AND PROGRAM COMPLETION</b>	
Responsibilities of the Intern, Preceptor, and DI Director	17
Program Completion Requirements	18
Registration Examination for Dietitians	18
Information for Program graduates	19
<b>DIETETIC INTERNSHIP CHECKLIST</b>	20
<b>APPENDIX</b> Code of Ethics	21

## **Brooklyn College Dietetic Internship**

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

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

### **DEPARTMENT ADMINISTRATION AND FACULTY**

The Department of Health and Nutrition Sciences is located at 4123 Ingersoll Hall, 2900 Bedford Avenue, Brooklyn, NY 11210.

The main office phone number of the Department of Health and Nutrition Sciences is:  
(718) 951-5026.

The department's web page address is:

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

A list of faculty involved with the program is as follows:

#### **Roseanne Schnoll, PhD, RD, CDN**

DI Director, Associate Professor, Department of Health and Nutrition Sciences  
Brooklyn College of CUNY, 2900 Bedford Avenue, Brooklyn, NY 11210-2889

Phone (718) 951-5000 ext: 2745

[rschnoll@brooklyn.cuny.edu](mailto:rschnoll@brooklyn.cuny.edu)

<http://academic.brooklyn.cuny.edu/health/rschnoll>

#### **Susan Jakuboski, MS, RD, CDN**

DI Coordinator, Department of Health and Nutrition Sciences  
Brooklyn College of CUNY, 2900 Bedford Avenue, Brooklyn, New York 11210-2889

Phone (718) 951-5000 ext. 6699

[SJakuboski@brooklyn.cuny.edu](mailto:SJakuboski@brooklyn.cuny.edu)

## **Mission of the Dietetic Internship**

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

### **Program Goal 1:**

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

#### **Outcomes measured over a five year period:**

1. *At least 80% of graduates will pass the Registered Examination for Dietitians on their first attempt.*
2. *At least 90% of interns will complete the program within 12 months of admission.*
3. *At least 80% of graduates who sought employment will be employed in the nutrition and dietetics field within one year of completing the program.*
4. *At least 80% of graduates will complete a Master's degree within two years of completing the program.*
5. *At least 85% of graduates who respond to the DI Graduate Exit Survey will rate their preparedness to perform as entry level practitioners with a score of 80% or better.*
6. *At least 85% of alumni who respond to the Alumni Survey will rate their preparedness to perform as entry level practitioners with a score of 80% or better.*
7. *At least 85% of employers who respond to the Employer Survey will rate graduates' preparedness to perform as entry level practitioners with a score of 80% or better.*

### **Program Goal 2:**

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

#### **Outcomes measured over a five year period:**

1. *At least 85% of DI graduates who respond to the DI Graduate Exit Survey will rate their preparedness to contribute as nutrition and dietetics professionals in culturally diverse communities with a score of 80% or better.*
2. *At least 85% of preceptors who respond to the Preceptor Survey will rate interns' preparedness to contribute as nutrition and dietetics professionals in culturally diverse communities with a score of 80% or better.*
3. *At least 85% of Alumni who respond to the Alumni Survey will rate their preparedness to contribute as nutrition and dietetics professionals in culturally diverse communities with a score of 80% or better.*

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

**Accreditation Status:**

The Brooklyn College Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 216 West Jackson Boulevard, Suite 800, Chicago, IL, 60606; (312) 899-5400. ACEND is a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. The Brooklyn College Dietetic Internship is ACEND-accredited for up to 12 internship positions annually.

**Admission Requirements**

- 1) Graduation from an ACEND approved didactic program in dietetics.
- 2) Matriculation in the Brooklyn College M.S. in Nutrition Program.
- 3) Completion of 12 graduate credits in nutrition including HNSC 7241X - Nutritional Aspects of Disease, HNSC 7240X - Assessment Techniques and Nutritional Care, and 7213X Human Pathophysiology with a grade of B or better in each course and an additional elective course. Students with graduate courses from other institutions may substitute the equivalent courses with approval from the program director.

Please note: Separate applications are required for the DI program and the MS in Nutrition.

**Recency of Education Requirements for the Dietetic Internship**

All applicants are expected to have a Verification Statement dated no earlier than 5 years prior to the internship start date.

When the Verification Statement is more than 5 years old, the applicant is expected to submit documentation of having taken, or in the process of taking, 6 credits of upper-level dietetics courses within the last 5 years from a university with a Didactic Program in Nutrition and Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) or evidence of clinical practice within the past five years. At least 3 of the credits must be in the subject area of Medical Nutrition Therapy. Candidates are encouraged to contact the program director to discuss additional coursework. The applicant is expected to earn a B or better in these courses.

**Application Procedures**

All applicants will be required to participate in computer matching. Applicants can obtain computer matching instructions directly from D&D Digital Systems, Inc., 304 Main Street, Suite 301, Ames, IA 50010-6148, Phone: (515) 292-0490, Fax: 515-663-9427, <http://www.dnddigital.com> or email: [dnd@netins.net](mailto:dnd@netins.net). Please note that applications for consideration must be submitted electronically by February 15 through the DI Centralized Application System (DICAS) website. Please contact DICAS customer support at 617.612.2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org).

**Application to the Brooklyn College DI**

All of the following must be submitted online via DICAS:

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

In addition, the Brooklyn College DI requires the following additional materials:

- **Non-refundable application fee** of \$40. Please make check payable to “*Brooklyn College Member Organization*” and mail to Brooklyn College DI Program, Department of Health and Nutrition Sciences, 2900 Bedford Avenue, Brooklyn, NY 11210-2889. Please note this fee is separate from the \$40 fee to apply to DICAS.
- **Verification of completion of a total of 12 graduate credits** (including required courses described above) by the end of the semester. 3.0 grade point average
- **Evidence of matriculation into the Brooklyn College M. S. program.** Applicants who already have a Masters in Nutrition from another institution may apply as a graduate non-degree student. When applying for admission to our MS check off “graduate non-degree” and write on your application that you are applying to the DI.\*
- **Recent photo –upload to DICAS**

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

**Estimated Program Expenses**

Non-refundable application fee	\$ 40.00
Tuition*	\$365/credit (NYS residents) \$675/credit (non-residents)
Student Activity Fee	\$75.10
Materials fee (per semester)	\$75.00
Liability insurance	\$ 37.00
Personal health insurance	varies
Textbooks / supplies	\$200.00
Uniform costs	varies
Housing	varies
Meals	varies
Transportation	varies
Academy Student Membership	\$50.00

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

**Brooklyn College DI Program**

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

Fall semester:

HNSC 7200X	Seminar in Nutritional Practice	3 credits
HNSC 7202X	Fieldwork in Dietetic Practice I	4.5 credits

Spring semester:

HNSC 7201X	Seminar in Clinical Application	3 credits
HNSC 7203X	Fieldwork in Dietetic Practice II	4.5 credits

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

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

**Rotation Sites and Facilities**

Brooklyn College Dietetic Interns work with Preceptors at supervised practice sites in the New York area. The DI Director and Dietetic Program Coordinator will assign students to facilities for their rotations and scheduling will be discussed on an individual basis with preceptors. Every effort is made to assign the interns according to their geographical preferences. However there is no guarantee that an intern will be placed in the location or site that he or she desires.

Following is a list of sites where interns have been placed either currently or in the past:

- Augustana Lutheran
- Brooklyn Hospital Center
- CAMBA, Inc.
- City Harvest
- Coney Island Hospital
- Cornell University Cooperative Extension
- Lincoln Hospital Ambulatory Care/ Lincoln Medical & Mental Health Center
- Maimonides Medical Center
- NY Methodist Hospital
- Queens Hospital Center
- Saint Joachim & Anne Nursing and Rehabilitation
- Visiting Nurse Services of NY
- Woodhull Medical Center
- Wyckoff Heights Medical Center
- Yeled v' Yalda Early Childhood Center

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

**Policy on Replacement of Employees**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education. Preceptors must adhere to the learning activities as provided by the program director.

**Assignments/Projects**

Assignments and projects are posted on Blackboard.

Interns may be required to complete didactic work, project development, and/or research during their hours away from the facilities.

Interns are required to maintain a notebook as well as an electronic portfolio of assignments. Interns demonstrate professional writing and presentation skills by completing a major case study at the end of the clinical rotation.

### **General expectations for rotations**

#### **Medical Nutrition Therapy – key areas of competency**

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

#### **Public Health and Community Wellness rotations – key areas of competency**

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

#### **Food Systems Management – key areas of competency**

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



### Independent Practice -key areas of competency

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

### **Attendance**

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

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

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

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

Students who are observant of religious holidays must notify the field supervisor and the program director at least two weeks in advance that they will be absent from the site. The student must arrange to reschedule the missed time and specific experiences.

### Seminar in Nutritional Practice HNSC 7200X and Seminar in Clinical Application HNSC 7201X

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

### **Protection of Student Privacy**

Intern personnel files will be kept in a locked filing cabinet in the director's office.

All the information in the file is private and confidential except for projects the intern has completed which may be shared with other faculty and students. Interns have the right to review their personal internship files upon request.

### **Statement of Equal Opportunity**

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

The complete policy is published in the *Brooklyn College Graduate Bulletin*.

### **Sexual Harassment**

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

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

[www.brooklyn.cuny.edu/pub/policies.htm](http://www.brooklyn.cuny.edu/pub/policies.htm)

### **Insurance Requirements**

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

- **Student Professional Liability Insurance** : All students in the DI must purchase professional liability insurance before beginning their field experience. Applications for coverage will be provided to students upon acceptance into the program. The current fee for liability insurance is \$37.00/year. Verification of coverage must be provided before beginning the program.
- **Health Insurance**: Evidence of medical coverage must also be provided before beginning the program.
- **Liability for safety in Travel**: Students are responsible for travel arrangements and liability for safety to and from the rotation sites and the college. The facilities and the college assume no responsibility in this matter.

## **Evidence of Health Status/Medical Clearance Form**

Before entering the program, interns must provide the program director with documentation of the following:

- PPD skin test for tuberculosis or chest x-ray within the last year.
- Measles, Mumps, Rubella (MMR) vaccination
- Documentation of Varicella exposure or positive Varicella immune titer
- Hepatitis B vaccine series
- Tetanus, Diphtheria, Pertussis (Tdap)
- Any additional testing required by the site\*
- Physicians note stating that the student is in good medical condition and has medical clearance to work

If a student wishes to waive any vaccinations required by the Dietetic Internship or by the site, the student will be required to sign a waiver form. Failure to have all required vaccination may result in some sites declining hosting the intern.

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

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

## **Illness or Injury on Site**

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

## **Student Complaints**

### **Program Complaint Procedure**

If a student has a complaint about the program he/she will write a letter to the DI Director with a clear outline of the grievance and the desired outcome or resolution. The DI Director will respond within one week of the written request and provide the student with a resolution. If the student is not satisfied with the resolution he/she may appeal the decision. The appeal will be reviewed by the Nutrition Steering Committee and the student will be provided with a final resolution/decision.

### **Rotation Site Complaint Procedure**

If a student has a grievance at a field site the procedure is as follows: The student should confer with the preceptor to settle the problem. If the student is still dissatisfied, he/she may send a letter to the DI director stating the problem and an appointment will be arranged to discuss the matter.

Documentation of complaints will be kept in a file cabinet in the Director's office and will be kept for a minimum of 5 years.

### **ACEND Policy and Procedure Regarding Program Complaints\***

- A. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, 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. The complaint must be signed by the complainant. Anonymous complaints are not considered. Where a complainant has threatened or filed legal action against the institution involved, ACEND will hold complaints in abeyance pending resolution of the legal issues and the complainant is so advised.
- B. ACEND staff forwards all written complaints to the ACEND chair within four weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
- C. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the chair's review that no further action will be taken.
- D. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
- E. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail.
- F. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
- G. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
- H. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
- I. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.

J. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.

K. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.

L. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation.

M. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.

N. The program has the right to request the ACEND board to reconsider a decision to place the program on probation or to withdraw accreditation. (See ACEND Policy & Procedure Handbook, Section 2.8)

*\*See ACEND Policy and Procedure Handbook [www.eatright.org/ACEND](http://www.eatright.org/ACEND). Please note that complaints should only be directed to ACEND when all other options have been exhausted.*

### **City University of New York (CUNY) Policy Regarding Student Complaints**

The university and its colleges have a variety of procedures for dealing with student-related issues, but those procedures generally do not cover student complaints about faculty conduct in the classroom or other formal academic settings. The university respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. At the same time, however, the university recognizes its responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures. CUNY's policy on student complaints about faculty may be accessed at [www.cuny.edu](http://www.cuny.edu); click on the tab "Faculty/Staff," then "Student Complaint Procedures" in the section "Policies and Procedures."

### **Disciplinary/Termination Procedure**

All interns are expected to maintain standards of performance, conduct and proficiency. The DI director will call a meeting immediately with the intern to provide guidance if needed. If standards and policies are still not being met after the meeting, remedial action may be imposed; Corrective measure for inadequate performance or misconduct. A record of the discussion will be entered into the student's personal file. If the prescribed changes in behavior are not made, the student may be discharged from the site and required to repeat the rotation at another facility. If two such terminations are required, expulsion from the DI program will result.

Students who are unable to complete the program due to illness or other personal issues must meet with the DI Director to discuss options.

## **Dress Code**

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

## **Standards of Professional Behavior**

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

At all times, interns are expected to perform in a professional manner. Professional behavior is discussed and evaluated throughout the Program. Interns are oriented to the code of ethics (Appendix) and the guidelines for professional conduct of the Academy of Nutrition and Dietetics throughout the program.

## **University's Policy on Academic Integrity**

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

## **HIPPA**

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

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

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

## **Code of Ethics**

The Academy of Nutrition and Dietetics (Academy) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and

obligations of the dietetics practitioner to the *public, clients, the profession, colleagues and other professionals*.

By accepting membership in the Academy of Nutrition and Dietetics members agree to abide by the Code (see Appendix).

### **Liability for safety in Travel**

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

### **Transportation Costs**

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

### **Application for Prior Assessed Learning (PAL)**

**PAL Policy:** The Brooklyn College Dietetic Internship participates in the Prior Assessed Learning (PAL) program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns are required to complete 1200 supervised practice hours. A maximum of 300 hours of prior learning may be credited toward supervised practice through this assessment. Interns with documented experience in medical nutrition therapy (MNT), food systems management (FSM), public health and community wellness (PH) or independent practice (IP) may be granted hours toward the internship by the DI Director. Experience submitted for PAL will only be evaluated if it took place after completion of all DPD coursework.

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

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

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

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

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

### PAL Documentation

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

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

### Performance and Evaluation

To successfully complete the DI, students must meet all the specific competencies outlined by ACEND. These competencies are based upon specific learning experiences designed to provide necessary tools for entry-level dietitians. Students work with preceptors at each field site and with the DI Program Director to insure that all competencies are met. Students completing the DI are expected to pass the Registration Examination for Dietitians, to be able to practice in a variety of settings, and to take part in ongoing professional activities.

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

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

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



Students will meet with the program director at designated times to review their progress.

The program director will confer with site preceptors to monitor students' progress.

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

### **Responsibilities of the Intern, Preceptor and Director**

#### **Dietetic Intern Roles and Responsibilities**

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

#### **Site Preceptors' Role and Responsibilities:**

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

#### **Internship Director's Role and Responsibilities:**

- Serve as liaison between the department and the practice site
- Serve as liaison between the Department and ACEND/CDR
- Serve as Chair of the Advisory Board and Internship selection committee
- Prepare program completion ACEND verification statements for Internship graduates
- Prepare and distribute Internship application information to prospective students
- Review and revise recruitment materials as needed
- Review and revise, in cooperation with department faculty and site preceptors, program policies and procedures and evaluation instruments
- Conduct student evaluations in cooperation with site preceptors
- Provide ongoing support and advice for all interns during their placement.
- Remain in constant communication with the interns via telephone, email and scheduled visits

- Serve as instructor for graduate DI seminar courses
- Maintain intern files including transcripts, completed site evaluation forms
- Develop and revise the curriculum for the program
- Obtain affiliation agreement contracts for each participating practice site
- Conduct program evaluation survey of current interns, program graduates, and employers of graduates

### **Program Completion Requirements**

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

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

Students can then apply to sit for the Registration Examination for Dietitians.

### **Registration Examination for Dietitians**

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

### **Information for Program Graduates**

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

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

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

## Dietetic Internship Checklist

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

- 1. Original DPD Verification Statement
- 2. Official transcripts from undergraduate institutions including the transcript conferring your BA/BS degree
- 3. Copy of Student Professional Liability insurance
- 4. Copy of medical health insurance
- 5. Record of immunization and medical clearance
- 6. Copy of Academy student membership
- 7. \$75 materials fee

## Academy/CDR Code of Ethics

### Principles

#### Academy of Nutrition and Dietetics/Commission on Dietetic Registration

Excerpt from Code of Ethics for the Profession of Dietetics. *J Am Diet Assoc.* 2009;109:1461-1467. *Effective January 2010* available at [www.eatright.org/codeofethics](http://www.eatright.org/codeofethics). The complete Code includes information on the Ethics Committee, complaint submission process and various ethics resources.

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

#### 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 the Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

#### Responsibilities to the Public

3. The dietetics practitioner considers the health, safety and welfare of the public at all times.
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.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

#### Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/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.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/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.

16. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.

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.

### **Responsibilities to Colleagues and Other Professionals**

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