

Dietetic Internship Program Handbook

New Mexico State University

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I. New Mexico State University (NMSU) Dietetic Internship (DI) Program

The Dietetic Internship at NMSU combines the dietetic internship with a graduate program leading to a Master of Science in Family and Consumer Sciences with an emphasis in Dietetics. Upon successful completion of the combined master's degree and dietetic internship (DI), the student qualifies to take the registration examination to become a Registered Dietitian (RD). The mission of the Dietetic Internship at NMSU is to support the mission of New Mexico State University, the College of Agricultural, Consumer, and Environmental Sciences, and the Department of Family and Consumer Sciences through graduate education and supervised practice experiences in dietetics.

A. NMSU Mission Statement

New Mexico State University is the state's land-grant university, serving the educational needs of New Mexico's diverse population through comprehensive programs of education, research, extension education, and public service.

B. The NMSU College of Agricultural, Consumer, and Environmental Sciences (ACES) Mission Statement

Improve the lives of New Mexicans, the nation, and the world through research, teaching, and extension.

C. Department of Family and Consumer Sciences (FCS) Mission Statement

Serve the culturally diverse clientele of New Mexico through quality teaching, research, extension education, and public service programs. We endeavor to produce and disseminate scholarly information to advance the understanding of the citizens of New Mexico in the areas of clothing, consumer science, family and consumer sciences education, family relations, fashion merchandising, food science and technology, human nutrition, and textiles.

D. Dietetic Internship at NMSU Mission Statement

To support the mission of New Mexico State University, the College of Agricultural, Consumer, and Environmental Sciences, and the Department of Family and Consumer Sciences through graduate education and supervised practice experiences in dietetics that will give program graduates:

- Knowledge and skills for entry-level dietetics practice and to pass the National Registration Examination for Dietitians
- Knowledge of entry-level dietetics practice in Cooperative Extension Service
- A commitment to lifelong learning and thought
- A scientific attitude and ability to evaluate and/or apply research in entry-level dietetics practice
- Competency to implement resources, critical thinking, cultural sensitivity, and effective communication skills to promote client well-being in entry-level dietetics practice.

E. DI Program Goals and Outcomes Measures

Goal 1: Dietetic interns enrolled in the NMSU DI program will complete the DI and receive verification statements that qualify them to take the Commission on Dietetic Registration national examination for dietitians. Graduates of the NMSU DI program will pass the Commission on Dietetic Registration national examination for dietitians.

- 80% or more of interns enrolled in the DI program will complete all program requirements within 150% of the time planned for completion.
- Over a five-year period, the pass rate for program graduates taking the registration examination for the first time will be at least 80%.

Goal 2: Graduates of the NMSU DI program will be qualified and prepared for a variety of entry-level career opportunities in the profession of dietetics and will be able to apply research and theory using evidence-based research in their entry-level dietetics practice.

- Over a five-year period, 90% or more of program graduates who sought employment in dietetics will be employed within one year of program completion.
- 90% or more of DI graduates who start their first dietetics position as an RD will feel well-prepared for their position.
- Five years after completion of the DI, 90% or more of graduates who are practicing in dietetics will be able to meet continuing education requirements to maintain their RD credential.
- 90% or more of employers of DI graduates who are RDs will feel that the entry-level RDs are well-prepared for their positions.

F. Program Description

The Dietetic Internship is housed within the Department of Family and Consumer Sciences in the College of Agricultural, Consumer, and Environmental Sciences. It is a graduate level practicum program, incorporating supervised practice with graduate coursework. Completion of the program requires 36 hours of graduate credit. Successful completion will result in a Master of Science degree in Family and Consumer Sciences with an emphasis in dietetics. Graduates are eligible to take the Registration Examination for Dietitians.

Interns are enrolled in a two-year program. Interns are admitted either during the pre-selection process (see Dietetic Internship Application) or through computer matching. Each intern is assigned to a primary supervised practice facility in Las Cruces or the surrounding area.

All interns are required to participate in a minimum of 1200 hours of supervised practice while enrolled in the dietetic internship. Interns are placed in supervised practice facilities for 32 hours per week during the two fall and two spring semesters (33 weeks). During the summer, interns are in supervised practice facilities for 32 hours per week for 10 weeks. Rotations during the internship

include: general clinical, renal, nutrition support, long-term care, WIC, child nutrition programs, general foodservice management, staff relief, food bank, and a concentration in Cooperative Extension Service nutrition programs. In addition, interns gain other skills through a variety of experiences and activities, including: Health Promotion & Education intervention, Recruiting, Community Health Activities, Menu Planning, Professional Development, and Leadership Activities. The Dietetic Internship Program at New Mexico State University is currently granted initial accreditation status by The Commission on Accreditation for Dietetics Education of the American Dietetic Association (CADE), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-4876.

G. Basic Rotations of Supervised Practice

- Approximately 8 weeks of Community Nutrition rotations
- Approximately 8 weeks of Community Nutrition in Cooperative Extension Service rotations
- Approximately 15 weeks of Clinical Dietetics rotations
- Approximately 10 weeks of Foodservice Systems Management

H. Program Concentration: Community Nutrition in the Cooperative Extension Service

This concentration area was chosen as a way to meet the mission of the dietetic internship at New Mexico State University, by integrating graduate level education and research with supervised practice activities to prepare entry-level dietitians that work to improve the health of individuals, families and communities. In addition to helping the program achieve its mission statement, the concentration area draws on the strengths of the Cooperative Extension food and nutrition programs, whose research focus is on community-based nutrition interventions.

The competencies listed below have a strong focus on health promotion and education of diverse populations across the lifespan. In addition, these rotations add to the competencies outlined for accredited dietetic internships and will enhance the intern's knowledge and skills. The variety of work settings will also improve research skills of the dietetic intern.

I. Cooperative Extension Service Concentration Competencies:

- CES 1. Conduct a needs assessment with a select population.
- CES 2. Investigate grant opportunities that meet the needs of the selected population. Work with the organization to prepare the grant to meet those needs.
- CES 3. Develop and implement a health promotion program.
- CES 4. Evaluate a health promotion program. Develop and evaluate reports, budgets, and plans of work to document program effectiveness.
- CES 5. Consult with organizations regarding food access for target populations.

- CES 6. Evaluate the operation of Cooperative Extension Service nutrition programs in the areas of policies and procedures, staffing, scheduling, and recruitment/screening of volunteers/clients.
- CES 7. Develop and deliver nutrition presentations to client/consumer audiences on various topics related to client/consumer needs.
- CES 8. Ensure cultural relevancy and appropriateness of nutrition education.
- CES 9. Assess educational needs and provide nutrition counseling based on individual needs, knowledge, medical needs, and socioeconomic status.

J. Sample Calendar and Rotation Schedule

Fall semester, first year: Graduate level didactic classes = 10 credits

Spring semester, first year: Supervised practice rotations in Community Nutrition and Cooperative Extension Service + 3 credit didactic class + 1 credit supervised practice in school foodservice management = 9 credits

Summer semester, first year: Supervised practice rotations in Foodservice Systems Management + 2 credit didactic class + supervised practice in community nutrition (WIC) = 6 credits

Fall semester, second year: Supervised practice rotations in Clinical Dietetics + 3 credit didactic class = 9 credits

Spring semester, second year: Graduate level didactic classes, completion of thesis or written and oral competency exams = 9 credits

K. Cost to Students

The cost of the program for the 2011-2012 academic years is \$261.60/credit for New Mexico residents and \$780/credit for non-residents. The internship averages nine credits per semester plus student/wellness fees totaling \$52 per semester. This includes use of the school facilities including the technology center, Activity Center and health services. The cost is subject to change yearly when the Board of Regents votes on a new budget. The dietetic interns will also pay a student fee of \$600 per semester. This fee will cover the cost associated with facilitating the educational portion of the internship.

Dietetic interns should plan to purchase a variety of text and reference books (for example: clinical text, medical terminology, foodservice, and community nutrition). Many of these books will be used in more than one course.

Dietetic interns are responsible for transportation to all facilities, parking and meals. Generally this means having one's own car, as the hours of attendance do not always correspond to public transportation and some placements may be outside Las Cruces.

Dietetic interns will need to purchase a white lab coat or jacket to be worn in the hospital. Dietetic interns must attend a minimum of two professional meetings during the DI calendar year. Many are at no cost to the dietetic interns but others may charge a fee.

The faculty requires dietetic interns to join the American Dietetic Association as a student member. The yearly membership fee for 2011-2012 is \$50. This membership includes a subscription to the Journal of the American Dietetic Association. Applications are available online at www.eatright.org Students must be members before the start of the program.

L. Estimated Cost of DI

- Non-refundable NMSU Dietetic Internship application fee \$50
- NMSU Graduate Application fee \$30
- Total credits 36 credits
- Cost per credit hour \$261.60 (New Mexico resident)
- Cost per credit hour \$780 (Non-residents)
- Student/wellness fees per semester \$52
- Student fees \$600 per semester
- Textbooks for five semesters \$1,000
- Transportation for five semesters \$600
- Clothing for professional components (lab coat) \$50
- ADA membership \$50/year
- Conference fees \$35 - \$70/year
- Other possible expenses: instructor fee for student make-up time scheduled beyond the normal semester/term \$75 per/day
- Criminal background check \$75
- Housing and utilities \$700/month
- Medical examination and immunizations – varies
- Professional liability insurance \$24/year
- Personal medical insurance – \$844/year (2010-2011) through NMSU or your own
- Auto insurance – varies

M. ADA Registration Exam

The application fee to sit for the registration examination is \$200. The exam is given throughout the year by the Commission on Dietetic Registration's (CDR) testing agency, ACT, Inc. The program director submits registration eligibility forms for students at the end of the program. There are over two hundred (200) approved test sites nationwide, located in universities and communities. Refer to: http://www.cdrnet.org/programdirector/act_centers.cfm

Candidates will receive the most updated test center listing at the time of test registration. If you experience difficulty either during scheduling or testing, please contact ACT at 319/337-1315.

ADA membership dues for active registered dietitians are \$220 per year. CDR charges \$50 per year for registration maintenance. Additionally, 75 accrued credit hours of approved continuing education must be completed every 5 years along with a Professional Development Portfolio.

N. Requirements for Acceptance

Potential dietetic interns must have:

1. Obtained a Verification Statement as evidence of meeting the minimum academic requirements from a CADE-accredited Didactic Program in dietetics within the past three years.
2. Completed of a minimum of a baccalaureate degree from an accredited college or university.
3. Gained acceptance into the Graduate School at New Mexico State University and Graduate Studies in the Department of Family and Consumer Sciences, New Mexico State University.
4. Graduate Record Examination (GRE) scores from within the past five years.
5. A cumulative GPA of 3.0 or higher over the last 60 hours of academic work taken, whether undergraduate or graduate hours.
6. Earned a minimum score of 550 (paper-based) or 80 (internet-based) on the Test of English as a Foreign Language (TOEFL) within two years prior to application if not a native English speaker.

Prior to the start of the Dietetic Internship, the dietetic intern is required to submit the following paper work:

- Immunization Form (sent to NMSU Health Services)
- Medical Form (sent to NMSU Health Services)
- Hepatitis B (proof of 1st, 2nd, and 3rd shots)
- Annual PPD (within 6 months of start date)
- Proof of Health Insurance (available through NMSU if needed)
- Back Page of DI Handbook signed
- Current ADA Membership Card
- DPD Verification Form from Didactic Director
- 2 Official Transcripts with degree conferred date
- Fingerprint/Criminal Background Check
- Drug Screening Test

All paperwork is reviewed by the DI Director for completeness and must be completed prior to the start date of practicum rotations.

Verification Statements are viewed and accepted only if the signature is original and the date of program completion is written with month, day, and year.

Transcripts are accepted only if official with degree conferred date.

Medical and immunization records are reviewed by NMSU Health Services and must be complete. PPD and a physical exam must be within six months of the start date of the program, and the Hepatitis B series must include the first two inoculations. The 3rd of the Hepatitis B series must be completed before the end of the first fall semester.

Final admission in the program is contingent upon passing a drug screening and fingerprint/background check. All students are expected to remain drug free and in a suitable physical and mental condition for the learning environment. The intern is responsible for completing required paperwork and the cost of drug screening and fingerprint/background checks. This process is required prior to program admission and the results will be shared with the assigned facilities.

Dietetic Interns will not be permitted to begin practicum rotations until all paperwork is satisfactorily complete and approved by the DI Director.

It is the dietetic intern's responsibility to inform the DI faculty of any existing health problems that may affect the student's ability to perform in the various rotations.

O. Assessment of Prior Learning and Credit Toward Program Requirements

It is the policy of the DI program not to provide credit toward program requirements for prior learning.

II. Professionalism

A. Professional Behavior

Dietetic interns will be representing the Department of Family and Consumer Sciences at New Mexico State University at all times. Professional, ethical conduct is expected at all times. Professional behavior includes being prompt, alert, and prepared for all class sessions and site experiences. Students are guests of the facility. Preceptors at the facility teach to contribute to and further the profession of dietetics. Your placement is a privilege, not a right. It is expected that all interns know and adhere to The American Dietetic Association Code of Ethics at all times.

1. With regard to patients/clients, remember to follow patient/client rights and medical ethics, as follows:

- a. Patient charts or medical records are privileged information. Dietetic students may interpret diet information to the patient, but relaying any other information should be left to the discretion of the patient's physician. Patient charts and all other patient records

should be kept out of reach of unauthorized persons. Patient charts cannot be copied and are not allowed to be taken from the patient's medical unit. **Violations of patient charts may result in immediate termination from the facility and program.**

- b. Do not discuss matters pertaining to patients in public places such as elevators, corridors, or lounge areas.
- c. Always speak directly to a patient when discussing his/her dietary needs. Conversations not to be heard by the patient should take place away from the patient's hearing.
- d. Each facility may have other patient/client rights, which must be followed. (Health Insurance Portability and Accountability Act of 1996 [HIPAA]).
- e. All contact with patients is done only under the supervision of the designated facility faculty.
- f. Any information pertaining to the patient's health obtained from patients, patient family members, or other medical personnel should be shared with the facility faculty.

2. In regard to the facility, a student must remember:

- a. Employees are to be treated with respect at all times. If a situation occurs resulting in a misunderstanding, students should immediately inform their facility instructor.
- b. Employees are not to be taken advantage of by the student to facilitate completion of internship assignments.
- c. Confidential information obtained in an internship situation must be kept between the student and internship faculty.
- d. The personnel rules of the facility should be observed.

3. In regard to each facility, the student should keep in mind that: her/his performance is directly related to the continued participation and cooperation of that facility and its staff in the education of NMSU students.

4. Remember that internship faculty have volunteered their time in the interest of the student's professional development. Maintaining a good relationship with the clinical faculty includes:

- a. Sharing information obtained regarding the client's health care at the internship facility with the internship faculty.
- b. Directing any problems or questions to internship faculty.
- c. Tailoring project assignments to fulfill a need at the facility.

5. Attendance

Dietetic interns are expected to be present at the assigned internship facility whenever they are scheduled. If you are sick or have car trouble or know you are going to be late, you must contact your preceptor at your facility as soon as possible. Absences must be made up, and this must be worked out with the personnel at the facility and your NMSU instructor.

6. Injury at Assigned Facility

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

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

- 1) Notify the preceptor or supervisor at the facility.
- 2) Obtain emergency medical care.
- 3) The preceptor and dietetic intern will complete both an accident report from the facility and an accident report from the Department of Family and Consumer Sciences.
- 4) Notify the Dietetic Internship Director at NMSU regardless of how insignificant the accident.
- 5) Fax the report to the Dietetic Internship Director.
- 6) The Dietetic Internship Director will fax the accident report to NMSU Health Services.

You must inform your DI Director within 24 hours of an absence. Two excused absences per semester are acceptable without being made up. Attendance at class days is mandatory; students are required to make up absences with a written assignment.

7. Liability Insurance

Each dietetic intern is expected to maintain his/her own driver's license, mode of transportation, and liability insurance on the motor vehicle.

Interns are required to carry health and professional liability insurance. Liability insurance is available from Marsh Affinity Group Services. The price is approximately \$24 per year. You can sign up via the ADA web site: <http://www.personal-plans.com/ada/welcome.do> Click on the Professional Liability link on the left side of the web site. Scroll down to select the "Students All States" link.

B. Professional Appearance

All interns: Wear a name badge at all times. Students should be clean, neat, and well-groomed at all times. Gum chewing is not allowed. Smoke only in designated areas. Hairnets and/or caps must be worn in foodservice areas. Avoid wearing perfumes or colognes. Visible tattoos must be covered, and multiple body piercings must be removed (two earrings are allowed in the lobe of each ear). Shoes need to be comfortable for walking, but no clogs, gym shoes, sandals, thongs, or other open-toe shoes. The dietetic intern will need to carry a calculator with her/him for facility rotations and class days. Professional dress is also required for classroom days.

Men: Conservative front-button shirts with slacks and dress shoes. A clean white lab coat is also necessary.

Women: Business casual street clothes (e.g., dress, skirt or pants with blouse or sweater) with a clean white lab coat.

Check with your preceptor prior to your rotation for any additional requirements of the facility.

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

C. Responsibility of Dietetic Intern in Practicum Facility

The dietetic intern:

1. Is responsible for her/his own transportation to and from the practicum facility and must provide her/his own meals at facilities.
2. Is responsible for following the policies of practicum facilities.
3. Is responsible for reporting on time and following all established regulations during regularly scheduled operating hours of the facility.
4. Must contact the dietitian or contact person at the practicum facility and the NMSU faculty if an emergency prevents reporting for clinical education as scheduled. Hours must be rescheduled as soon as possible with clinical and NMSU faculty at their convenience. Since this program is very intensive, it is strongly recommended that absenteeism occur only in an emergency.
5. Must complete all assignments on schedule.
6. May not work on class assignments during practicum hours.
7. May not leave assigned clinical areas during practicum experience without permission of NMSU or clinical faculty.
8. Must communicate to the instructor any problems the dietetic intern feels he/she is experiencing with any aspect of his/her clinical experience in a timely fashion.
9. Is required to contact the DI Director on a regular basis to discuss her/his progress in each facility.

The DI Director is an advocate of the dietetic intern and is there to ensure the dietetic intern is receiving a positive educational experience.

III. Polices and Procedures

A. Evaluation/Grades

Dietetic interns must earn a "B-" grade or better. Supervised practice performance is evaluated by the DI director and the instructor in the facility. This

is done both verbally and using an evaluation form filled out by the dietetic interns and the instructor in the facility. Meetings are scheduled with all three and between the DI director alone with the dietetic intern. The dietetic intern is encouraged to comment on her/his progress and has a chance to disagree with the evaluation by the preceptor at the facility.

B. Termination Policy

A dietetic intern must meet minimum competencies of each rotation to begin the next rotation. Projects and didactic assignments must meet a minimum of satisfactory performance.

If a dietetic intern is consistently not meeting the weekly objectives in the supervised practicum, then the dietetic intern may be removed from the facility.

When objectives are not being met, the dietetic intern is informed of her/his status after discussion among DI faculty. If improvement does not occur, the Department Head and the Academic Dean are informed of the situation, and the dietetic intern is permanently taken out of the practicum course.

Dietetic interns will be terminated if in violation of the American Dietetic Association's professional Code of Ethics or for inability to meet the minimum requirements for didactic or clinical assignments.

a. The ADA Code of Ethics Revised 2009

Fundamental Principles

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

Responsibilities to the Public

3. The dietetic practitioner considers the health, safety, and welfare of the public at all times. The dietetic practitioner will report inappropriate behavior or treatment of a client by another dietetic practitioner or other professionals.

4. The dietetic practitioner complies with all laws and regulations applicable or related to the profession or the practitioner's ethical obligations as described in this Code.
 - a. The dietetic practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
 - b. The dietetic practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
 - c. The dietetic practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetic practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
 - a. The dietetic practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
 - b. The dietetic practitioner provides services in a manner that is sensitive to cultural differences.
 - c. The dietetic practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetic practitioner does not engage in false or misleading practices or communications.
 - a. The dietetic practitioner does not engage in false or deceptive advertising of his or her services.
 - b. The dietetic practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
 - c. The dietetic practitioner provides accurate and truthful information in communicating with the public.

7. The dietetic practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
 - a. The dietetic practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
 - b. The dietetic practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
 - c. The dietetic practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetic practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
 - a. The dietetic practitioner provides sufficient information to enable clients and others to make their own informed decisions.
 - b. The dietetic practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetic practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetic 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 dietetic practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetic practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetic 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 dietetic practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
 - a. The dietetic practitioner makes full disclosure of any real or perceived conflict of interest.
 - b. When a conflict of interest cannot be resolved by disclosure, such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetic practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetic practitioner accurately presents professional qualifications and credentials.
 - a. The dietetic practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetic practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
 - b. The dietetic practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetic practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetic practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetic practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetic practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.

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

Responsibilities to Colleagues and Other Professionals

19. The dietetic practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
 - a. The dietetic practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interest of others.
 - b. The dietetic practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

For more information <http://www.eatright.org/codeofethics/>

C. Classroom Ethics (individual instructors may modify)

1. Dietetic interns should be on time for classes.
2. Class attendance:
Excessive absenteeism is discouraged, and each individual instructor may have policies regarding number of absences allowed. All assignments are to be made up. The dietetic intern will assume responsibility for missed classwork and information covered.
3. Dietetic interns are encouraged to consult with the instructor of any course when they do not fully understand the material presented. Faculty has posted office hours.
4. Dietetic interns are encouraged to participate in class discussions. Sharing of experience will increase enjoyment of classes and facilitate learning.

D. Projects

For each rotation the dietetic intern will have written projects to complete. The following guidelines must be adhered to:

1. Submitting work from other students, institutions or publications without references is unacceptable and (0) credit will be given.
2. The following policies will apply to dietetic intern assignments and course standards.
 - a. All written assignments must be legible.
 - b. All assignments must be stapled, clipped or in a notebook or folder.

- c. Assignments are due on the specified date. Late assignments may be penalized.
- d. Papers must be neat. Paper torn out of a notebook, crumpled, dog-eared, dirty, blotched or scratched out is not acceptable.
- e. Assignments should be proofread to avoid misspelling, poor grammar and incoherent sentences. Unacceptable work will need to be revised and handed in again.
- f. Written work should reflect clarity of thought and organization. Be sure to document your references using the Journal of the American Dietetic Association guidelines.
- g. Papers should be doubled-spaced on white paper. Hand written work is not acceptable. We encourage the use of word processors. Students are required to be computer competent by the end of the program (Microsoft Word, Microsoft PowerPoint, and Microsoft Excel). A list of requirements will be given to students during Seminar I.
- h. Allow a one-inch margin on each side when typing (font size 12) and doubled spacing.
- i. Each instructor may have additional requirements for assignments.
- j. Black ink should be used when writing in a legal document such as a medical record. (Check at each facility if a special color is necessary.)

E. Academic Affairs

1. Dietetic interns' files are kept in a locked office where only department faculties have access. Dietetic interns may review their files if they wish.
2. If at any time the dietetic intern is concerned about her/his performance, she/he is encouraged to speak with their instructor.
3. Each dietetic intern has a mailbox (folder) in the department where faculty and preceptors can return projects or communicate with dietetic interns.

F. Professional Meetings

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

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

G. Grievances/Complaint Process

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

The Commission on Dietetic Registration and the American Dietetic Association have procedures for filing grievances as follows: United States Department of Education regulations mandate accrediting agencies to require accredited programs to provide students with information on how to file complaints with the accrediting agency.

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

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

CADE Procedure for Complaints Against Program

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

<http://www.eatright.org/CADE/content.aspx?id=7975&terms=CADE+complaints>

A copy of the accreditation standard and/or CADE's policy and procedure for submission of complaints may be obtained by the contacting the staff at 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995 or by calling 800-877-1600 ext. 4872. All written complaints will be mailed to the Chair and Public Member of CADE for action.

H. Holiday Observance

1. Dietetic interns may be required to work in their practicum facility on holidays that are not official NMSU school holidays. This option is at the discretion of the facility. The observance of religious holidays, other than those designated by NMSU, must be approved by the instructor and arrangements made in advance by the student to complete assignments.
2. If classes have been cancelled due to inclement weather, dietetic interns are not required to attend their clinical experience. However, dietetic interns are responsible for calling their facility.

I. Verification Statement Program Completion Requirements

This Verification Statement is necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination.

The DI requires 36 credits for completion. Dietetic interns must demonstrate both academic and supervised practicum competence. Dietetic interns must earn a "B-" grade or better on all final supervised practicum evaluations and DI projects.

In addition, the dietetic intern must pass a proficiency exam at the end of the DI program with a minimum score of 80% for successful completion of the program.

The Verification Statement to CDR may be delayed or withheld if a dietetic intern does not meet the practicum evaluation standard of a B- or better and the project requirements of a B- or better and therefore does not demonstrate entry level competence of all program requirements*.

*(including all financial obligations to NMSU)

Review Courses/Exam Preparation

Seminar II will provide dietetic interns with materials to prepare them for the Commission on Dietetic Registration Examination for Dietitians.

Registration Exam

It is the dietetic intern's responsibility to obtain from CDR, and submit according to CDR deadlines, the application to take the CDR exam. It is also the responsibility of the dietetic intern to prepare adequately to take the dietetic registration exam. New Mexico State University is neither responsible for, nor liable for dietetic intern's failure to pass the Dietetic Registration exam.

IV. Competency Statements for the Supervised Practice Component of the Dietetic Internship

A. ERAS 2008 Competencies/Learning Outcomes

Competency statements specify what every dietitian should be able to do at the beginning of his/her practice career. The competency statements build on the foundation knowledge necessary for the entry-level practitioner to perform reliably at the level indicated. Thus, all entry-level dietitians will have the basic competencies and additional competencies according to the concentration area completed.

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

1. Scientific and Evidence-Based Practice: Integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

SP 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes.

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

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

SP 1.4 Evaluate emerging research for application in dietetics practice.

SP 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis.

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

Upon completion of the DI, graduates are able to:

SP 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation

standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics.

SP 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposal, education materials, policies and procedures).

SP 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience.

SP 2.4 Use effective education and counseling skills to facilitate behavior change.

SP 2.5 Demonstrate active participation, teamwork, and contributions in group settings.

SP 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.

SP 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

SP 2.8 Demonstrate initiative by proactively developing solutions to problems.

SP 2.9 Apply leadership principles effectively to achieve desired outcomes.

SP 2.10 Serve in professional and community organizations.

SP 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses, other health professionals, administrative and support personnel to facilitate individual and organizational goals.

SP 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures.

SP 2.13 Perform self-assessment, develop goals and objectives, and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration.

SP 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background.

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

Upon completion of the DI, graduates are able to:

SP 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

SP 3.1.a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.

SP 3.1.b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.

SP 3.1.c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals, and selecting and managing intervention.

SP 3.1.d Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.

SP 3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass methods for maximizing client education, employee training, and marketing.

SP 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.

SP 3.4 Develop and deliver products, programs, or services that promote consumer health, wellness, and lifestyle management merging consumer desire for taste, convenience, and economy with nutrition, food safety, and health messages and intervention.

SP 3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends.

SP 3.6 Coordinate procurement, production, distribution and service of goods and services.

SP 3.7 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs for various populations, groups and individuals.

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

Upon completion of the DI, graduates are able to:

SP 4.1 Use organizational processes and tools to manage human resources.

SP 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

SP 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes.

SP 4.4 Participate in public policy activities, including both legislative and regulatory initiatives.

SP 4.5 Conduct clinical and customer service quality management activities.

SP 4.6 Use current information technology to develop, store, retrieve and disseminate information and data.

SP 4.7 Prepare and analyze quality, financial or productivity data, and develop a plan for intervention.

SP 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

SP 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes.

SP 4.10 Develop a business plan for a product, program, or service including development of a budget, staffing needs, facility requirements, equipment and supplies.

SP 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems, and guidelines required by the practice setting.

SP 4.12 Participate in coding and billing of dietetic/nutrition services to obtain reimbursement for services from public or private insurers.

5. Concentration Area Community- Cooperative Extension Service

A concentration area is added to the basic competencies so that a supervised practice program can prepare graduates for identified market needs.

- 5.1 Conduct a needs assessment with a select population.
- 5.2 Investigate grant opportunities that meet the needs of the selected population. Work with the organization to prepare the grant to meet those needs.
- 5.3 Develop and implement a health promotion program.
- 5.4 Evaluate a health promotion program. Develop and evaluate reports, budgets, and plans of work to document program effectiveness.
- 5.5 Consult with organizations regarding food access for target populations.
- 5.6 Evaluate the operation of Cooperative Extension Service nutrition programs in the areas of policies and procedures, staffing, scheduling, and recruitment/screening of volunteers/clients.
- 5.7 Develop and deliver nutrition presentations to client/consumer audiences on various topics related to client/consumer needs.
- 5.8 Ensure cultural relevancy and appropriateness of nutrition education.
- 5.9 Assess educational needs and provide nutrition counseling based on individual needs, knowledge, medical needs, and socioeconomic status.

Dear Dietetic Student,

This form contains a Medical/Health Record Authorization. Its purpose is to ensure your health and safety along with the health and safety of the patients/clients at agencies utilized in the Dietetic Internship. Please sign, detach and return the Medical/Health Record Authorization to the address below. This signed form must be on file in the Health Services Office before you begin supervised practice rotations. Thank you.

Medical/Health Record Authorization

Please print

Student Name

Last	First	M.I.	Maiden/Birth Name
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Social Security # _____

To: Director of Health Services, New Mexico State University

This is to authorize the Director of Health Services at NMSU, to release my medical/health records, or a portion thereof, to the Department of Family and Consumer Sciences and to any agency at which I participate in dietetic internship where such disclosure is required to insure my health and safety or the health and safety of the patients/clients at the agency.

Student signature

Date

Please return this form to: NMSU Dietetic Internship Director
PO Box 30003, MSC 3470
Las Cruces, NM 88003

V. Signed Agreement by Student (Dietetic Intern)

I, _____, have read the Dietetic Internship Program Handbook of the Department of Family and Consumer Sciences, New Mexico State University, and am familiar with its content. I agree to abide by the terms and policies contained therein as long as I am a student in the Dietetic Internship Program accredited by the American Dietetic Association.

The department has made no promise or guarantee that upon graduation from the dietetic internship I will find employment in dietetics, nor does it ensure that as a graduate of the dietetic internship, I will pass the registration examination for certifying dietitians.

Signed _____

Date _____