



New York Distance Dietetic Internship

HANDBOOK

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WELCOME

The New York Distance Dietetic Internship invites you to join us to become a Registered Dietitian-Nutritionist. Every future dietitian has a story to tell. **We promise to be a mentoring resource throughout your entire career.** By enrolling now in NYDDI you are joining a dedicated team committed to your success. Keep scrolling and in a short time you will realize NYDDI is the perfect fit for you.

ACCREDITATION STATUS

The New York Distance Dietetic Internship has been granted full accreditation by The Accreditation Council for Education of the Academy of Nutrition and Dietetics (ACEND).

NYDDI has the approval of ACEND to run an internship program and accept interns. Graduates from an ACEND candidacy program can sit for the Registration Exam after they have successfully completed the internship.

Contact Information for ACEND:

The Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, Illinois 60606-6995

(312) 899-0040 ext. 5400

Fax: (312) 899-4817

E-mail: ACEND@eatright.org

Web: www.eatright.org/ACEND

INFORMATION ON MASTER'S DEGREE

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a master's degree to be eligible to take the credentialing exam to become a Registered Dietitian Nutritionist (RDN). For more information about this requirement visit CDR's website:

<https://cdrnet.org/graduatedegree>.

INTRODUCTION

The New York Distance Dietetic Internship (NYDDI) is a post-baccalaureate 8 month distance learning program offering three core supervised practice rotations: Food Service Management, Community Nutrition, Clinical Nutrition and Elective called Health and Nutrition Influencer.

We feature a flexible curriculum and state of the art program allowing you to complete our internship and become a Registered Dietitian-Nutritionist in as short as time possible.

As you look at other programs, keep one thing in mind, The New York Distance Dietetic Internship is the *most affordable and flexible program available*.

Plus, we have the recognized RD guru Tania Collazo, who prepares you for the RD exam through biweekly trainings.

Our distance internship allows interns to custom-design their own program in their current demographic location.

Finding one's own preceptors and facilities makes all the difference. Frequently this leads to professional relationships that develop while working alongside preceptors. For us, the reward is sweetest when we hear of interns receiving job offers due to the relationships they have built while completing their internships near where they live!

We have two semesters; one starting January and ending in August, the second semester begins in May and ends in December.

CONTACT INFORMATION

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NYDDI Internship Director

917-213-6529

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NYDDI Program Coordinator

516-457-1870

PROGRAM DESCRIPTION

Our exemplary internship provides interns with the professional skill sets to practice as entry-level Registered Dietitian-Nutritionists. Interns secure supervised practice sites that meet their interests and are in their chosen geographical areas.

Interns work eight-hour shifts, five days a week at local facilities which provide nutrition and dietetic services to people across the lifespan from diverse cultures.

NYDDI supports the diverse needs of interns. Through training links provided to our preceptors and staff we ensure an inclusive environment; fostering equitable treatment by program faculty of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age.

NYDDI complies with local, state, and federal regulations, prohibiting discrimination based on an individual's race, color, religion, sexual orientation, nationality, or disability.

Outcomes

Outcome information is kept in our office, located at 202 Merrick Rd., Lynbrook, NY 11563. Our office phone is 516-295-0535. Please email the internship program at nyddi@yahoo.com with specific requests.

PROGRAM DIRECTOR PERSONAL STATEMENT

While attending college I never dreamed of becoming a Registered Dietitian. I majored in English hoping one day to become a writer or professor. When I was at a crossroad, unsure about my future, I took a nutrition course at a local college and the rest is history. Ultimately, I earned a Master's degree in Nutrition, Food, and Dietetics from New York University.

Sure, I have had tough days, but **I have never once regretted the decision to become a Dietitian**. Our field offers so many options - Healthcare, Performance Nutrition, Culinary, Public Health, Private Practice, Wellness, Influencer, are just a few. Now is my time to give back and share the knowledge and hard-fought experience I have accumulated. I have held positions in clinical, community, and food service settings. At one time, I toured the country proving CE seminars.

When I started as a Preceptor it helped me see what interns need and helped shape my decision to start NYDDI.

Keep clicking to find out details about our recognized program.

NYDDI SUPPORT

NYDDI SUPPORTS YOU IN THE FOLLOWING AREAS:

- **RD EXAM PREP / TUTORING / TESTING RESOURCES**
 - Application process
 - Preceptor and site selection
 - Affiliation agreements
 - Learning resources
 - Calendar and scheduling
 - Prior assessed learning
 - Required documentation
 - Performance monitoring
 - Disability accommodations
 - Complaints / grievances
 - Leave of absence
 - Extension requests
 - Counseling and health support resources
 - Evaluations
 - Interviewing

Note: Most areas are expanded in the Handbook.

See CDR link for their RDN prep - <https://www.cdrnet.org/Study>

TUITION / PAYMENT POLICIES

Tuition overview

The total tuition for the internship is \$8,450, divided into three equal installments. You can pay by bank check with no extra fees, or by credit card with a 2% surcharge on each installment.

Payment Schedule

Standard Installments (No Surcharge)

- At signing of the internship agreement: \$2,800
- Five business days before orientation: \$2,800
- Within two months after orientation: \$2,850

Credit Card Installments (2% Surcharge)

- At signing of the internship agreement: \$2,856
- Five business days before orientation: \$2,856
- Within two months after orientation: \$2,907

BEFORE MATCH DATE

Payable to:	
Dietetic Internship Centralized Application Service (DICAS)	\$50
Tuition (½ due after match, ½ due one week before orientation)	\$8,450
Academy of Nutrition and Dietetics student membership	\$58
Automatically provides membership in your local state dietetic association	
Physical exam (expense based on insurance)	Approx. \$30 (copay)
Vaccines and Immunizations if required by facility	varies
Criminal background check if required by facility	varies
Medical insurance (required)	varies
Intern liability insurance	\$30
Automobile insurance	varies
Uniform e.g. lab coat if required, nonslip shoes, etc.	Approx. \$85
Orientation materials – blood pressure and blood glucose kits	\$50

Electronic platform for attendance, coursework, and evaluations Payable to the DI App	\$200
Learning platform programs – Payable to Visual Veggies Software company	\$260

Tuition \$8,450 + estimated expenses \$530 = \$8,980

NOTE: The following fees and expenses are covered in your tuition

- _ Application review
- Review of prior learning (if submitted)
- _ Biweekly RD prep training
- _ Preceptor and facility placement assistance

AFTER GRADUATION

Payable to:	
Pearson Vue to sit for Registered Dietitian exam	\$225

REFUND POLICY

A complete refund will be honored if cancellation is made within three business days of making the first payment. After that, fees and payments are non-refundable regardless of the reason. Once you are accepted into our program that slot is held specifically for you.

SCHOLARSHIPS AND LOANS

NYDDI is not an academic program and does not offer financial aid, stipends, or financial compensation to dietetic interns. Interns are not eligible for federal financing.

We do not participate in federal student financial assistance programs administered by the U.S. Department of Education.

If requested, the program **will complete loan deferment forms** provided by the student or their lender.

Any external financing for tuition should be arranged prior to commencement of the internship.

Please see ACEND link to grants and scholarships

[Grants and Scholarships \(eatrightpro.org\)](http://eatrightpro.org)

GREAT NEWS – Refer a Friend and SAVE MONEY!

Save \$200! How? Refer a friend or social media friend, who is accepted to our program. **Both of you will save \$200 off the tuition.**

INTERNATIONAL STUDENTS

International Students (non-U.S. citizens) need to have appropriate visas. It is the intern's responsibility to maintain valid visa status for the duration of the internship program. International students wishing to apply must follow procedures set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for international students. For further details, refer to ACEND website at International Students (eatrightpro.org). We do not currently sponsor visas.

International students who have current F1 status can enter the NYDDI internship program using OPT (optional practical training visa) during the internship.

OPT visa takes about 3 months to obtain. Students planning to use this option are encouraged to start their paperwork early. Students with an F visa should apply for practical training (CPT or OPT) from their graduating schools. We suggest you meet with the International Student Office months before you graduate to start the process.

MISSION AND GOALS

Mission Statement

The mission of NYDDI is to prepare entry-level registered dietitian nutritionists with skills allowing them to provide quality, efficacious services to the public.

Goal #1 – Prepare graduates to be entry-level registered dietitian nutritionists.

At least 80% of interns complete program requirements within 12 months (150% of the program length).

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

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

Goal #2 – The program will prepare graduates to deliver quality services to the public.

Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

When surveyed, at least 70% of employers will respond 1,2, or 3 on a 5 point scale the internship prepared interns for entry-level practice.

When surveyed, a minimum of 70% of employers will respond with 1,2, or 3 on a 5-point rating scale that internship graduates deliver quality care to the public.

NYDDI periodically evaluates the achievement of our mission, goals, and objectives. We collect data to identify the efficacy of our work and areas for improvement.

ADMISSION REQUIREMENTS

Applicants applying to NYDDI are required to have a bachelor's degree from a U.S. regionally accredited university or college, enrolled in a master's program with one semester completed, or have earned a master's degree before beginning the internship.

Required course work must be accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

A minimum overall 2.80 grade point average and a 2.80 grade point average in DPD coursework which has been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) is required. A Verification Statement or Declaration of Intent is required from an ACEND approved Didactic Program in Dietetics (DPD) or a Foreign Dietitian Education (FDE) program.

Coursework must be completed within five years after beginning our internship. If your Verification Statement is beyond 5 years, we request applicants take a Medical Nutrition Therapy (MNT) course. NYDDI carefully reviews each application holistically. Applicants need to be motivated, self-directed, and provide quality references.

DOCUMENTATION FOR ADMISSION

NOTE: Without the required documentation you may not start orientation.

1. Recent physical exam (within one year of orientation date), must state intern is in good health and can complete an internship. If a 'reasonable accommodation' is needed e.g., cannot stand longer than 15 minutes, it must be stated.
2. Vaccinations and immunizations as required by the facility.
3. NOTE: Many facilities require **Covid 19, flu, TB and hepatitis vaccinations or tests. Check with preceptors about requirements.**
4. If you drive, a legal state driver's license and auto insurance must be provided.
5. Proof of medical insurance.
6. Original Verification Statement from an accredited didactic program in dietetics – may be sent after you graduate.
7. Official transcript with all your coursework wherever you attended schools. Please send official transcripts if you attended more than one college or university. Only official transcripts or copies of official transcripts are accepted. **Unofficial transcripts are not accepted.**
Transcripts need to indicate degree and date conferred.
8. Practice liability insurance.
9. If enrolled in a graduate program, acceptance letter on official letterhead and current transcript. If graduated with a master's degree, official transcript or copy of official transcript indicating date and degree conferred.

INSURANCE REQUIREMENTS

The New York Distance Dietetic Internship is not liable for any intern travel as a driver, passenger, cycling, walking, or on public transportation to, from, or while at a rotation which results in an accident, injury, or mortality. We require interns provide proof of car insurance and medical insurance before starting rotations.

REQUIREMENTS TO BECOME A REGISTERED DIETITIAN NUTRITIONIST

To become a Registered Dietitian Nutritionist there are specific academic and experiential requirements. Once these have been successfully fulfilled and interns have passed the credentialing examination, they may use the title of RDN.

ACEND provides an explanation of the educational and professional requirements to become a Registered Dietitian-Nutritionist on their website.

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The following is quoted from the ACEND factsheet available at <https://www.eatrightpro.org/acend>. Registered Dietitian Nutritionists (RDN's) are food and nutrition experts who have met the following criteria to earn the RD credential.

ACEND CRITERIA - Completed a minimum of a bachelor's degree at a U.S. regionally accredited university or college or foreign equivalent, and course work through an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic (DPD), Coordinated (CP), Future Graduate (FG) or Foreign (FDE) or International Dietitian Education (IDE) program. For a list of accredited programs see <https://www.eatrightpro.org/acend>. Effective 1/1/2024, a master's degree will be required to take the Commission on Dietetic Registration RDN credentialing exam.

ACEND CRITERIA - Completed required supervised practice/experience through an ACEND accredited Dietetic Internship (DI), Coordinated (CP), Future Graduate (FG) or International Dietetic Education (IDE) program or an individualized Supervised Practice Pathway (ISPP) offered through an ACEND-accredited program. Information on ACEND accredited programs at www.eatrightpro.org/acend.

NYDDI REQUIREMENT - To graduate, interns will receive satisfactory or higher evaluations from their preceptors, pass periodic domain quizzes, pass a final exam, based on the RD exam, and timely completion of assignments during their rotations; thereby fulfilling the ACEND required competencies. Once an intern has successfully completed the requirements, they will receive a signed Verification Statement which is required by the Commission on Dietetic Registration to sit for the national credential exam.

ACEND CRITERIA – Passed a national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org. To maintain the credential, an RDN must complete continuing professional educational requirements.

NYDDI – Shortly after internship graduation our office sends the required paperwork to the Commission on Dietetic Registration. Upon receipt, usually within two weeks, interns are notified they can then sit for the exam.

ACEND CRITERIA – Some RD's hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession but are not required.

ACEND CRITERIA – In addition to RDN credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RDN.

Once requirements are met, interns will be able to practice as Registered Dietitians-Nutritionists once they pass the registration exam. Interns may contact the state affiliate of the Academy of Nutrition and Dietetics for more information.

COMPLETION / GRADUATION REQUIREMENTS

The following is a list of completion requirements.

- Completion of both DI (ACEND competencies and supervised practice hours requirement) and graduate degree in any field of study.
- Satisfactory completion of 1000 hours of supervised practice.
- Completion of 3-day virtual Orientation.
- Completed work assignments, capstone project, cases study, and evaluations. Work assigned during the program must be submitted by the due date.
- Successful completion of RD domain prep quizzes and final exam with a score of 75% or higher.
- Oral presentation of one case study presentation for a target audience.
- Receive an overall signed evaluation rating of 3 or higher from preceptors.
- Maintain professional and ethical standards as outlined in the Academy of Nutrition Code of Ethics.
- Agree to allow NYDDI to contact your employer regarding satisfaction with work performance.
- Complete evaluations of their preceptors, facilities, rotations, NYDDI program and staff. Responses are confidential and help us with future planning.
- Completion of a graduate degree.
- State Licensure may be required. Information for specific states is available at www.cdrnet.org.

Interns including those enrolled in master's programs are responsible for completing program requirements within one year from beginning their first rotation.

Please work with your preceptors to ensure evaluation forms are submitted on time.

In the event an intern cannot complete their rotation within the allotted timeframe, they may request an extension or leave of absence from the Program Director as soon as possible in writing. Requests will be carefully reviewed and must be approved in writing before being granted.

Rotations are followed by a self-reflection essay. This allows interns to express their feelings regarding rotations. How did they grow? Where did they feel they need to improve. It is an important part of the learning process.

Interns are required to complete evaluations of preceptors, facilities, staff, internship program, meetings, resources, and RD prep. **We encourage interns to offer suggestions.** Your suggestions help us improve our program for us future interns.

VERIFICATION STATEMENT

After successful completion of both DI and their graduate degree, interns receive a Verification Statement allowing them to be eligible to sit for the registration examination for dietitian-nutritionists administered by the Commission on Dietetic Registration (CDR).

Once interns pass the registration exam, they will be able to practice as Registered Dietitians-Nutritionists.

PROTECTION OF PRIVACY AND IDENTIFICATION VERIFICATION

Correspondence, files, and personal information shall remain private and protected. Interns and graduates have the right to see their files by making a request with the program director.

Intern's Verification Statement and files will be retained by NYDDI for seven (7) years. Family members or others are not permitted access to the data without written permission from the intern.

NYDDI follows the U.S. Department of Education *Guidance Issued on Protecting Student Privacy While Using Online Educational Services*.

We do not share email addresses.

The privacy of intern online communication and records is protected by a secure username and password.

NYDDI requires photo identification to confirm intern identity.

- Photo ID Driver's license or –
- ID card issued by federal, state, or local government agencies or –
- School ID card with a photograph

DICAS APPLICATION PROCESS

NYDDI participates in the Centralized Application System (DICAS) Application process. The program is accessed by clicking [DICAS | Applicant Login Page Section \(liaisoncas.com\)](https://liaisoncas.com). The DICAS fee is \$50 for the first application submitted and \$25 for each additional application.

DICAS requires a personal statement, online application, official transcripts and 3 letters of recommendation. **We do not require any additional supplemental information or forms.**

TRANSCRIPTS

Official transcripts from colleges and universities attended may be sent electronically or by mail to:

DICAS – Transcription Dept.

PO Box 9118

Watertown, MA 02472

DICAS scans your transcript and places an electronic copy in your application.

You may apply to our program prior to graduation. However, we will require an official copy of your final transcript when your degree is posted for interns matched to NYDDI. **Transcript must indicate date and degree conferred.**

TECHNOLOGY REQUIREMENTS

Interns upload complete attendance, case study, capstone projects, assignments, evaluations, and other work electronically.

Note: Cellphone are not recommended for meetings.

Minimum technology requirements for work and virtual meetings;

- Active email account (not school account)
- Computer laptop with minimum 4GB memory
 - *Note: Chromebook running Google Chrome is not compatible
- Microsoft Office 10 or later with Word, Excel, and PowerPoint
- High speed internet connection
- Webcam and headset with earphones and microphone
- System to back up your work

During Orientation, NYDDI interns will learn about and participate in using our software called the DI App.

INTERNSHIP CALENDAR

Acceptance to the NYDDI internships occurs twice each year. One rotation begins in January and ends in August. A second set of rotations begins in May and ends in December. Orientations are scheduled days before rotations begin. **Immediately following Orientation, you may begin your first rotation.**

Interns are permitted up to a combined three days off as either religious holiday observance, personal, or sick days during the program. Requested days off should be made one week in advance with your preceptor. Interns are required to contact NYDDI and their preceptor when they will not be at their rotation. **Time missed must to be made up**, generally at the end of the rotation.

Note: Interns may be required to work on legal holidays, especially if working during shift coverage assignments. Arrangements must be made with your preceptor in advance of scheduling.

*Note: **NYDDI builds into the 8-month program a one week vacation period** during the last week of December and near July 4th. Other than the scheduled week interns may not take other time off. If an intern wants to swap the holiday vacation with another vacation, it must first be approved.

The intern schedule should model their preceptor's schedule. The ideal rotation is Monday to Friday for 8 hours a day. We count 7.5 hours of work time and 30 minutes for lunch totaling an 8 hour day.

NYDDI is closed on legal holidays, therefore interns are not required to work on those days unless they choose.

FSM-7 WEEKS, COMMUNITY- 7 WEEKS, CLINICAL- 7 WEEKS, HEALTH AND NUTRITION INFLUENCER 7 WEEKS.

(Preferable rotation order is: FSM, Community, Clinical, Health and Nutrition Influencer)

<p>7 weeks (250 hrs.)</p>	<p>Community</p>	<p>Preceptor _____ _____ Phone _____ Email _____</p>	<p>Community Nutrition</p> <p><i>Community based organizations, public and private health centers, WIC, YMCA or YMHA (preferably if they have disease prevention programs) senior centers, home delivered meals, farmers markets, SNAP education, community gardens.</i></p>
<p>7 weeks (250 hrs.)</p>	<p>Clinical</p>	<p>Preceptor _____ _____ Phone _____ Email _____</p>	<p>Assessing needs of the population, creating community education programs, budgeting, management, program development and assessment.</p> <p>Clinical Nutrition</p> <p><i>Hospital, long-term care w/ enteral feeding, cancer center, rehabilitation center, dialysis center, facilities providing nutrition support, pediatrics, subacute setting, diabetes center, bariatric center, eating disorder centers.</i></p> <p>Interview, screen & monitor patients, nutrition assessment & intervention, nutrition focused physical exam, charting & medical records, individualized pt. menu, pt. counseling, apply nutrition care plan, research, case studies for</p>

<p>7 weeks (240 hrs.)</p> <p>TOTAL = 1000 hrs.</p> <p>*32 weeks</p>	<p>Health and Nutrition Influencer</p>	<p>Preceptor_____</p> <p>_____</p> <p>Phone_____</p> <p>Email_____</p> <p>*Rotations run for 28 weeks. Full term includes a three-day orientation, 1 week vacation and RD prep totaling 32 weeks.</p>	<p>common disease states, PES statements.</p> <p>Elective</p> <p>Rotation competencies and activities TBD by program director in collaboration with preceptor and intern.</p>
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CORE ROTATIONS

<i>ROTATION-Required</i>	<i>REQUIREMENTS</i>	<i>PRECEPTOR REQUIREMENTS</i>	<i>SITE LOCATIONS</i>
Foodservice Management – 250 hours	One or two sites, each must serve a minimum of 60 meals per day.	Foodservice director, executive chef, certified culinary professional, certified dietary manager, nutrition, and dietetic technician, registered.	Hospitals, long term and rehabilitation care centers, in-patient rehabilitation facilities, school food service (both private and public), college and university food service, commissaries, home delivered meals programs.
Community Nutrition – 250 hours	One or two sites. Outpatient must see minimum 25 clients / patients per week.	RDN preferred, but not required. Registered Nurse, certified health education specialist, certified international lactation consultant, appropriate	Community based centers, senior centers, assisted living centers, adult day care centers, supplemental food, and nutrition programs (SNAP) and

		degreed professional.	women, infants, and children's programs (WIC), YMCA programs.
Clinical Nutrition – 250 hours	<p>One or two sites – Must cover;</p> <p>Overweight/obesity</p> <p>Endocrine disorders</p> <p>Cancer</p> <p>Malnutrition</p> <p>Cardiovascular disease</p> <p>Gastrointestinal disease</p> <p>Renal disease</p> <p>Pregnant / lactating</p> <p>If needed, learning modules are available.</p>	<p>Required - Registered Dietitian or RDN, Licensed Dietitian, Chief Clinical Dietitian, Clinical Dietitian, Clinical Nutrition Support Dietitian, Renal Dietitian.</p>	<p>Hospitals, long term, and rehabilitation care centers, providing enteral feedings, in-patient rehabilitation, skilled nursing facilities, cancer centers, dialysis programs, diabetes centers, bariatric centers, outpatient health counseling.</p>
ELECTIVE ROTATION			

<p>Health and Nutrition Influencer concentration 240 hours</p>	<p>One or two sites.</p>	<p>Registered Dietitian preferred, wellness dietitian, supermarket dietitian, author, speaker, dietitian blogger, radio show, science writer, another credentialed professional</p>	<p>To Be Determined</p>
		<p>Registered Dietitian preferred, masters of public health, certified public health professional, appropriate degreed professional</p>	<p><u>SUGGESTIONS</u> <i>For Public Health Nutrition:</i> Government affiliated / community-based programs, senior centers, community-based food cooperatives, local food banks, farms providing community based educational</p>

			programs, shelters, anti-poverty food recovery programs.
		Registered Dietitian preferred, certified strength and conditioning specialist (CSCS), certification as a specialist in sports dietetics (CSSD), exercise physiologist, kinesiologist, physician, certified athletic trainer (ATC)	<p><u>SUGGESTIONS</u> <i>For Sports Nutrition:</i></p> <p>College and university sports programs, minor and major league sports and training facilities, military sports programs, full-service health clubs where nutrition services are offered</p>
		Registered Dietitian preferred, certified executive chef (CEC), certified culinary professional, appropriate degreed or	<p><u>SUGGESTIONS</u> <i>For Culinary Nutrition:</i></p> <p>Community based services where meals are served, culinary education and training schools</p>

		credentialed professional	and programs, private practice.
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Rotation Site tips

- Preferred order is FSM, Community, Clinical, Health and Nutrition Influencer
- Rotations may be split. For the sake of continuity, it is best for only one clinical site.

ORIENTATION

We hold a mandatory 3-day virtual orientation scheduled several days before the start of rotations. January for the Spring term, May for the Fall term.

At orientation you receive an in depth review of the curriculum with work examples in each rotation. You will hear from graduated interns speaking about ‘a day in the life ...’

We introduce the DI app, RD learning platform, and more.

You meet our staff, clinical instructor, and RD guru, Tania Collazo, RDN.

TIMELINE FOR PROCESS OF APPLICATION THROUGH GRADUATION

<i>ACTIVITY</i>	Spring	Fall	<i>NOTES</i>
Rolling DICAS Admission			*Do not wait until the last minute.
Accept appointment to program			
Enrollment agreement due w/ 1 st payment	Upon acceptance	Upon acceptance	See payment details and schedu
2nd payment due	1 week prior to orientation	1 week prior to orientation	See payment details and schedu

Rotations begin	January	May	
Rotations end	August	December	
After completion of requirements, Verification Statement is issued	September	January	Requirement for graduation must be met.
NYDDI enters information to CDR	Shortly after Verification Statement	Shortly after Verification Statement	
CDR notifies Pearson Vue, who contacts intern to schedule appt. to sit for exam			Less than two weeks
Intern sits for RD exam			Expected within one year after completion

CODE OF ETHICS

As an intern and future Registered Dietitian-Nutritionist you are expected to abide by the Academy Code of Ethics. This code is intended to establish a system to deal with complaints involving those working in our profession and the public.

Adapted from the ACEND website –

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity.

Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

Questions or concerns regarding the Code of Ethics should be directed to Leslie Rosen, Program Director at nyddi@yahoo.com

DISTANCE MEETINGS CALENDAR

Group meetings moderated by the Program Director are held bi-monthly. **Attendance is mandatory.** In the event an intern cannot make a meeting, they must notify us in advance. At orientation, we provide a calendar with topics and speakers for meetings. Please be sure to have an uninterrupted private space for meetings.

The cornerstone of the meetings is RD prep with Tania Collazo, RDN.

As mentioned in our technology section, interns will need a computer, webcam, microphone, and headset including audio capability.

Meetings are intended to help you learn and grow throughout the entire internship.

PROFESSIONAL MEMBERSHIP AND ACTIVITIES

Interns are encouraged to join the Academy of Nutrition and Dietetics. Annual student membership fee is \$58 and will automatically provide membership in your local state dietetic association. To promote networking, interns are also encouraged to join local district dietetic associations (student dues are generally offered)

Interns are encouraged to attend professional meetings during the program. We encourage students to attend the Academy of Nutrition and Dietetics annual Food and Nutrition Conference and Expo (FNCE) which is held in the fall of each year. It is also encouraged to attend your state conference or district meeting in your local area.

WORKING DURING THE PROGRAM

Rotations are full time commitments. **Therefore, working during the internship is discouraged.** Some interns find part-time or weekend work, however we advise you to make your internship your top priority.

INTERN REMEDIATION AND RETENTION

Success is defined by:

1. Successfully completing rotations
2. Scoring well on evaluations
3. Preparing for the Registration Exam
4. Passing the exam

Periodically, the challenge to complete assignments requires remediation. Remediation could include, but is not be limited to; NYDDI conducting virtual meetings, providing technical instruction, counseling, referrals for RD prep tutoring, and other resources to give an intern every chance to succeed.

Within the allotted time frame, if an intern cannot satisfactorily complete assignments, regularly pass quizzes, prepare quality materials for presentations, receive satisfactory evaluations, or demonstrates insufficient entry-level skills, the program director will schedule a formal virtual meeting to counsel and advise the intern regarding their options. This may include but is not limited to adopting a career better suited to their ability.

As an example, another career might be a Dietetic Technician, Registered (DTR) or Dietary Manager. NYDDI will assist in these decisions while providing support and resources for these or other options.

Should an intern decide to resign from the program an email with an attached letter must be sent to the program director.

Regardless of the reason for resignation or dismissal, NYDDI does not provide a refund of either the deposit or balance of payment. Once you commit to entering the NYDDI program, we hold your place and do not give it out to another applicant. If you have further questions, please revisit our refund policy.

SITE SELECTION

IF YOU LIVE IN THE NEW YORK or LONG ISLAND AREAS, NYDDI HAS IN PLACE SEVERAL SITES AND PRECEPTORS FOR ROTATIONS.

If you live outside of the NY area, we have signed affiliation agreements in several parts of the country.

Interns are required to secure their clinical preceptor before admission. We ask interns to download the two-page preceptor form in our Forms dropdown menu from our website www.nyddi.com and send it to your planned preceptor. Ask your preceptor to sign and complete the form. It is a non-binding agreement. **Have them send you the signed form and attach it your enrollment form.**

NOTE: Clinical rotations at hospital are challenging to find. **Therefore, we suggest you contact local nursing and rehabilitation facilities that provide enteral feedings. Preceptors in these settings tend to be more accessible to guide you in completing assignments.**

Future interns frequently express concern about securing preceptors. This is understandable. Some hospitals have contracts with other programs. Do not be discouraged. There are plenty of qualified preceptors grateful to have an ambitious intern work with them.

For best results follow some of these proven tips -

The best way to secure any rotation is to **call the facility and speak to the Dietitian.** Try to make an appointment for an interview. Once an appointment is secured you are on your way to securing a rotation.

Success takes perseverance. *Start by calling and leaving a message introducing yourself with the gatekeeper Dietitian. Follow the same day with an email. This is then followed with a follow up call and voicemail message.*

*Our experience has shown **the formula of call, email, call works.***

We cannot overemphasize the need to act swiftly securing facilities, preceptors, and affiliation agreements. This process takes time, frequently months. Certain preceptors require

interviews, while certain facilities require their own medical and background clearances. Interns must continually work at following up.

The idea of interviewing with a preceptor beforehand is to develop some chemistry. We want both parties to determine in advance if they think their time will be well spent. It is always easier to move on if the intern feels the preceptor, space and or location, is not a right fit for you.

NYDDI strongly encourages interviewing with preceptors.

In many ways a preceptor is also a mentor. They are sacrificing their work time and knowledge with the intention of helping you become the best possible entry-level dietitian. Like any relationship, it takes time to get to know one another. **The smartest starting point is to establish a work schedule.** Once established, it makes sense to review your assignments with the preceptor in advance.

Finding your own preceptors and facilities can lead to professional relationships while working alongside preceptors and other staff each day. We often hear of interns who have received job offers after developing close relationship while completing their internships. For us, this is one of the most rewarding aspects of our internship.

Within the first few days it is best to share with the preceptor the following:

- NYDDI Handbook
- Work schedule
- Assignments to meet competencies
- Daily assignments (preceptor may adjust as needed)

We strongly suggest a scheduled 15–20-minute meeting with your preceptor once each week to plan projects and address issues.

This meeting is generally summarized in the intern weekly summary (part of the DI app).

Your preceptor meetings are the hallmark of building strong communication habits which will stay with you throughout your career.

Preceptors are busy! Interns need to remind their preceptors what is required to be on the same page.

NYDDI provides preceptors with a useful Preceptor Handbook and Preceptor Slides once we receive the signed forms.

Preceptors are asked to review material on the ACEND website regarding their work as preceptors. It is an excellent resource and provides helpful guidance before and during their work as a preceptor. See links below -

[ACEND training and volunteer opportunity's introduction \(eatrightpro.org\)](http://eatrightpro.org)

[Preceptors and Mentors \(eatrightpro.org\)](http://eatrightpro.org)

If Preceptors are a member of NDEP see the following link –

[NDEP Preceptor Resources \(eatrightpro.org\)](http://eatrightpro.org)

By participating in trainings, preceptors can earn C.E. credits. Please view the links for details.

PRECEPTOR REQUIREMENTS

To supervise interns, the site must have on staff a qualified professional to serve as a preceptor.

For clinical rotations the preceptor must be a Registered Dietitian Nutritionist.

For other rotations and concentrations, it is **preferred** that a preceptor be a Registered Dietitian-Nutritionist or either a certified, licensed, or appropriate degreed professional.

Except for clinical nutrition, preceptors are not required to be RDN's. Qualified preceptors need to have the education and experience needed to provide guidance for supervised practice experience.

See this list of preceptor options –

PRECEPTOR REQUIREMENTS - FOODSERVICE
Foodservice director, executive chef, certified culinary professional, certified dietary manager, nutrition, and dietetic technician, registered.
PRECEPTOR REQUIREMENTS - COMMUNITY
RDN preferred, but not required. Registered Nurse, certified health education specialist, certified international lactation consultant, appropriate degreed professional.

PRECEPTOR REQUIREMENTS - CLINICAL

Required -Registered Dietitian or RDN, Licensed Dietitian, Chief Clinical Dietitian, Clinical Dietitian, Clinical Nutrition Support Dietitian, Renal Dietitian.

PRECEPTOR REQUIREMENTS - ELECTIVE

Professional with the education and experience needed to provide guidance for supervised practice experience.

Preceptors must be licensed to meet state and federal regulations or credentialed as needed in the area or areas in which they are providing intern supervision.

Preceptor responsibilities include:

- Work with interns to schedule work / learning experiences
- Orient the intern to the facility
- Mentor the intern and provide daily supervised learning experiences
- Review the curriculum assignments with the intern
- Evaluate intern work using our online software (the DI app)
- Be familiar with NYDDI internship policies (NYDDI handbook)
- Act as liaison for the NYDDI internship

Preceptors are not paid or compensated for the time they spend with interns. The intern's work helps them do their jobs while at the same time provides interns with invaluable real-life experiences.

Most importantly, preceptors are asked to set aside adequate time to provide proper supervision with a willingness to share experiences that will help the intern grow.

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NOTE: As an intern you are not a paid employee. You may do periodic shift coverage with supervision. However, your role is that of an intern, not an employee. If asked to repeatedly cover shifts or asked to work in areas outside your scope of practice, you need to speak to your preceptor and contact our office. **You must not be used to replace employees.**

REQUIREMENTS FOR SUPERVISED PRACTICE SITES

Supervised practice is defined as hours spent in supervised work activities under the guidance of a qualified preceptor. **Interns may not work unless a preceptor or approved alternate is present at the rotation.**

Interns prepare and perform specific work throughout the rotation. This work is driven by the learning activities to meet the ACEND competencies.

If planning on using a practice site for 40 hours or more the site must have a full-time preceptor available on staff to support the intern's needs. This includes but is not limited to space available for interns to work and IT access.

If one practice location is not able or willing to provide the required rotation experiences and competencies, the intern is responsible to find an alternate practice site that will fulfill the competencies and experiences.

We suggest lining up a minimum of six to eight potential facilities and preceptors to cover your four rotations. Why?

Because there might be times when an intern presents a placement or preceptor where **we feel it might not be a good fit**. This could be because the placement is not challenging enough or cannot provide the work experience to meet the ACEND requirements. If this is the case, the intern needs to find the best match to meet their needs.

We are open to listening. However, our decisions are backed by years of experience with the intern's best interest in mind. Final decisions regarding the acceptance of a facility are not negotiable.

If working at a Dialysis center for part of your clinical rotation, it is suggested to be done the last two weeks of the clinical rotation.

If an intern has previously worked at a WIC (Women Infants and Children) position, it would be best to find another community rotation.

WIC is generally limited to four weeks.

Private practice rotations are best suited for the Health and Nutrition Influencer rotations.

Consultant Dietitians who work mainly in acute or chronic care settings are generally accepted. You will need signed affiliation agreements from each facility (see Affiliation Agreements dropdown).

COMPETENCY REQUIREMENTS

As you proceed through your rotations you will complete ACEND required competencies. Under the guidance of your preceptor, **your assignments are the conduit to complete the required competencies.**

To evaluate your work, assess student learning, and ensure competency requirements we review the following;

- ✓ Competency rubric
- ✓ Preceptor evaluations – midpoint and end of rotation
- ✓ Capstone projects in each rotation
- ✓ Case study
- ✓ Quiz scores from each domain
- ✓ Weekly work summaries
- ✓ Disease state checklists
- ✓ Population group checklists

At the completion of each rotation interns complete a self-evaluation which is shared with the preceptor and reviewed by the program director. It is a candid opportunity to self-reflect on your growth and areas to improve.

At the completion of each rotation, interns will evaluate the preceptor, facility, and rotation.

There are a total of 50 competencies in five domain areas. See the ACEND list of competencies under the Forms dropdown in our website www.nyddi.com.

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NYDDI requires the completion of four rotations. During orientation interns receive a rotation syllabus with a brief overview of what to expect and tips to get started in the rotation. The centerpiece of the syllabus is the learning assignments to meet the ACEND competencies. There are instructions and clearly outlined work examples. **Refer to the syllabus each day.**

NOTE: As part of your learning experience, it makes sense to repeat work in different rotations. This is why a learning activity will appear in a few rotations. This is intentional. We learn by repetition and building on successes.

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There are learning activity options paired with competencies. As an example, in competency *CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.*

This can be accomplished through several work activity examples during most rotations – See below:

Develop, conduct, and evaluate in-service training for target groups. Develop educational materials. Plan and implement patient nutrition education class (diabetes, cardiovascular, weight loss, etc.). Develop and conduct a Case Study presentation, with video coverage.

This material is covered in our orientation. Examples will be given of how learning activities match with competencies.

ATTENDANCE VERIFICATION

Keeping track of attendance is an important shared responsibility between the intern and preceptor. Interns maintain electronic attendance logs each day in the DI app.

Attendance is verified by the preceptor’s approval at the midpoint and completion of their rotation.

If an intern will be out, both the Preceptor and the NYDDI program must be emailed.

If the preceptor is out e.g., vacation, the intern must tell NYDDI in advance who will be covering the preceptor’s work.

SUPERVISE PRACTICE DOCUMENTATION

There are several areas where interns need to document their efforts. These include but are not limited to -

- ✓ Attendance
- ✓ Weekly work summaries
- ✓ Weekly meeting summary with their preceptor recorded in the weekly summary
- ✓ Population group checklist
- ✓ Disease states checklist
- ✓ Self-reflection essay at the completion of each rotation
- ✓ Case study presentation to a target audience
- ✓ Capstone projects
- ✓ Evaluations or preceptor, facility, and NYDDI program
- ✓ Competencies checklist

Assignments are reviewed by the preceptor and **uploaded after completion by the intern in the DI app.**

NYDDI monitors intern's work throughout the internship using the DI app.

During Orientation, the DI app will be extensively reviewed with ample practice opportunities.

FORMS AND AFFILIATION AGREEMENTS

Before starting a rotation, **NYDDI must have a written affiliation agreement** with the facility.

To execute an agreement, facilities need to meet the following criteria:

- Have a qualified individual present to supervise the intern. Only a Registered Dietitian /Registered Dietitian Nutritionist (RD/RDN) is acceptable to supervise the clinical rotation.
- An RD/RDN or an appropriate degreed professional for the community rotation. A clinic site must schedule a minimum of twenty-five (25) clients per week.
- An RD/RDN or certified food service professional for the food service rotation. For a foodservice rotation, the site must serve a minimum of 60 meals per day.
- An RD/RDN or an appropriate degreed professional for the health and nutrition influencer rotation.

Our program review facilities and preceptors for suitability upon submission in the DI app.

Affiliation agreements are legal documents that must be in place before an intern can start working at a facility. The Affiliation Agreement outlines in writing the relationship between the three parties (Facility, New York Distance Dietetic Internship, and the Intern).

Once an intern has decided with their preceptor, the next step is to follow up with an Affiliation Agreement. Interns provide their preceptors with the NYDDI Affiliation Agreement on our website listed under forms.

Interns need to identify the proper title, name, email address, contact phone, date, and related information. Accuracy in spelling is critical.

Once completed and signed, please ask the preceptor to return the form **TO THE INTERN**. After checking for a signature and date, the intern uploads the form in the DI app.

There are a few nuances regarding Affiliation Agreements interns need to be aware of before starting rotations.

Once the rotation begins, should an intern choose a new or different preceptor and facility, the intern will need to complete a new preceptor and facility form and Affiliation Agreement.

- a) If an intern decides with a Consultant Dietitian, the intern needs the Preceptor and Facility form and Affiliation Agreement, **for each location the Consultant works.**

- b) If an intern is working at a facility less than one week e.g., filling in missing days, an Affiliation Agreement can be waived. *Instead, an email is sent from the preceptor outlying the arrangement.*
- c) If the intern works five or more days at any facility, a separate Preceptor and Facility form along with an Affiliation Agreement is required.

Note: Frequently facilities prefer to use their own Affiliation Agreements. That is fine, however it needs to be emailed to our office at nyddi@yahoo.com for our review and signature. If NYDDI has concerns with the facility agreement we will email or call the preceptor, who in turn can communicate these concerns with their administration.

Once approved we sign the agreement, we send it back to the preceptor and intern. The last step is the intern uploads the signed form into the DI app.

If in doubt check with NYDDI.

One last comment about facilities and preceptors. An intern may not begin a rotation until the required documentation is in place:

- ✓ Preceptor and Facility Form
- ✓ Affiliation Agreement

Both can be found under the Forms heading in our website www.nyddi.com

Affiliation agreements, placements for supervised practice, and correspondence with institutions, organizations, or agencies are maintained and stored digitally in our office. These documents are private and are backed up on the Cloud.

CREDIT FOR PRIOR LEARNING

Interns may apply for credit for prior paid work or volunteer experiences towards completion of their supervised practice hours. To receive credit, interns must first be enrolled in the NYDDI program. Credit is only offered for core rotations, food service or community nutrition. **We do not offer credit for the clinical nutrition or the elective rotation.**

An intern must have either worked or volunteered a minimum of six (6) months at the job. Paid work or volunteering must have been completed during the past five years.

Prior learning credit is completed in the DI app. There are areas for interns to list their work duties and responsibilities. Responses must be specific and detailed.

It is required to have documentation and description of work experiences attested to by an immediate supervisor. Prior learning must demonstrate the achievement of required competencies in nutrition and dietetics as outlined in the ACEND competencies.

If an intern worked as an accredited Dietetic Technician, the application for prior credit will be reviewed with due consideration.

There is no charge for NYDDI to review prior learning applications.

Interns may receive up to 25% maximum equal to 250 hours reduction of the 1000 hours required hours.

Some examples of work activities include:

For Food Service -

- **Recipes – either evaluating, testing, or standardizing**
- **Menu development**
- **Planning and implementing special events**
- **Food production planning, record keeping, and implementation**
- **Sanitation reviews**
- **In-service training for staff and volunteers**

For Community Nutrition -

- **Lesson plans for education sessions e.g. diabetes classes, pregnant / lactating classes**
- **Providing nutrition education and counseling**
- **Following regulatory compliance e.g., assisting on completing assessments and surveys**
- **Interviewing patients / clients**
- **Scheduling staff**
- **Similar examples that fulfill competencies**

Examples of NOT FULFILLING REQUIRED COMPETENCIES

Circling menus	Calling replacement staff
Delivering trays or meals	Working on the trayline
Posting signs /notices	Prepping meals
Taking attendance at meetings	Calling clients
Driving clients to appointments	Social visits with clients

The prior learning documentation is reviewed by the program director. Prior learning credit hours approval is at the sole discretion of the Program Director, Leslie Rosen, MA, RDN, CDN. Decisions for credit hours is not subject to appeal and does not affect program fees.

DRESS CODE

Interns are expected to present a neat, clean, and professional appearance during their work. The prevailing dress code is 'business casual.'

The first order of business is to wear your ID badge. Once enrolled we mail you a personalized ID badge. We live in an age of uncertainty, please be sure to wear the ID badge every day.

Protective equipment must be worn as required. Check with your preceptor or the kitchen supervisor working in kitchens or performing a nutrition focused physical exam. An intern should thoroughly wash their hands before and after any active work assignment.

Some examples of protective coverings are:

KITCHEN

Disposable gloves, apron, hairnet, or hair cap, beard net for facial hair

PATIENT PHYSICAL EXAM

Disposable gloves, lab coat, mask (N95), goggles (optional)

DIRECT PATIENT CARE

Lab coat, mask

DIRECT PATIENT CARE (ISOLATION PRECAUTION)

Lab coat, disposable full-length gown, mask (N95), gloves, shoe covering, goggles (optional).

Certain facilities require specific dress code requirements. This should be discussed with your preceptor before beginning a new rotation.

Keep in mind the following items are not permitted:

- Large visible tattoos
- Baggy oversized clothing
- Tank tops or low-cut tops
- Large facial piercings
- **Open toed shoes and sandals**
- Long acrylic nails
- Leggings, yoga, or sweatpants
- Shorts
- Jeans
- Visible under garments
- Crocs
- Flip flops

When working with patients be sure to follow common courtesy and avoid the following:

- ✓ Wearing headphones
- ✓ Using personal phones
- ✓ Eating or chewing gum
- ✓ Sunglasses
- ✓ Using e-cigarettes

No one wants to be on the end of a complaint about dress code and appearance. Please always adhere to the dress code!

PROFESSIONAL BEHAVIOR

Interns are expected to abide by the Academy of Nutrition and Dietetics Code of Ethics, Standards of Practice in Nutrition Care, and the Standards for Professional Performance. See link - [Code of Ethics for the Nutrition and Dietetics Profession \(eatrightpro.org\)](http://eatrightpro.org)

Preceptors are advised to review and evaluate an intern's behavioral professionalism during their work. Therefore, it is strongly suggested to become familiar with these codes before starting rotations. Regardless of the rotation, interns can face challenging situations during their work. These resources provide useful tools for safe, smart practice.

The Ethics and Standards of Care includes six domains of professional behavior. They reflect responsibility, accountability, and training during their work.

- 1) Quality in their work
- 2) Accountability and competence
- 3) Services (work) under supervision
- 4) Applied research
- 5) Communication and applied knowledge
- 6) Utilization and management of resources

This code should be referred to periodically, as a guide to professional behavior.

The Code of Ethics applies to everyone in the field of dietetics, including interns. By accepting membership in the Academy, and maintaining CDR credentials, members and student members agree to abide by the Code.

The fundamental principles are:

- Dietetics practitioners conduct themselves with honesty, integrity, and fairness.
- Dietetics practitioners support and promote high standards of professional practice – for the benefit of clients, the public, and the profession by reporting perceived violations to the Code of Ethics.

SOCIAL MEDIA

Like everything else, social media can be a two-edged sword. A great place to share fun and exciting events or a medium for criticism of behaviors. Interns have worked long and hard to complete their education and now accepted into our internship, yet all this hard work can be set aside if discretion is thrown to the wayside by words and photos that can damage your hard-earned reputation.

It is never worth it!

As a dietetic intern there are critical guidelines to follow relating to ethics and professionalism when using social media. As interns we are governed by the same Code of Ethics as established dietitians. Some of the guidelines include, but are not limited to:

- Professional boundaries
- Patient / client privacy
- Truthful, accurate, and credible information
- Transparency and disclosure

USEFUL GUIDELINES put out by ACEND. See the link for the Social Media policy - [Social Media Policy \(eatrightpro.org\)](http://eatrightpro.org)

We suggest interns follow social media best practices outlined by the Academy of Nutrition and Dietetics.

1. As a member of our community posting content to any Academy social media site, you are agreeing not to participate in any of the following activities:
 - Violating any local, state, or federal laws and regulations including, but not limited to, copyright and intellectual property rights laws regarding any content that you send or receive, as stated in this policy.
 - Sharing content or material that is unlawful, disruptive, threatening, profane, obscene, defamatory, abusive, intimidating, or offensive. Further, you agree to refrain from posting advertisements, solicitations, or “spam” of any kind. The Academy reserves the right to determine what material is appropriate for its social media sites. The Academy will remove any material it, in its sole discretion, determines to be inappropriate.
 - Impersonating any person or entity, or falsely stating or misrepresenting your affiliation with a person or entity, especially the Academy.

- Sharing any material that is not yours to share or that you do not have a right to make available under any law or under a contractual or fiduciary relationship.
 - Transmitting any material that infringes upon a patent, trademark, trade secret, copyright, or other proprietary rights of any party.
-

Social media posts are considered public. We encourage posts which speak of courtesy, respect, and professionalism. The barometer of any post is – ‘is this posting suitable for public space.’ **Always model professionalism.**

If angry or frustrated about circumstances, speak directly to the people involved. Do not be a target on social media.

DICIPLINARY POLICY AND PROCEDURES

There may be circumstances where an intervention is called for beyond routine corrections. A complaint about an intern's behavior may be initiated by a preceptor, facility, another intern, NYDDI staff or instructors.

Complaints or charges must be in dated in writing with a summation of evidence. NYDDI will accept anonymous complaints.

An intern will receive a written copy of the complaint.

NYDDI will gather the evidence. If a complaint is received with allegations, the program opens an investigation.

Some examples of unacceptable professional or unethical behaviors, whereby an intern could possibly be dismissed from the program, are listed below. This is a partial list; however, it provides a good idea of what constitutes unsuitable behaviors:

- Not meeting responsibilities – e.g., chronic lateness, absenteeism, poor personal hygiene, repeated lack of concentration, not responding to emails, phone calls, or written requests.
- Failure to exhibit professional behavior e.g., inappropriate, and offensive language or behaviors, fighting or violence, throwing items, inappropriate or offensive gestures, threats, jokes.
- Violating patient/ client confidentiality e.g., gossiping, comments about patients / clients on social media.
- Offensive language and postings on social media.
- Violation of facilities written policies, procedures, or regulations.
- Violation of the Code of Ethics for the Profession of Dietetics, or Standards of Professional Practice.
- Cheating on work assignments and projects.
- Plagiarism.
- Inappropriate relationships with patients, patient families, staff, or preceptors.
- Damaging property, bias and discrimination, cyber harassment, forgery/ fraud, harassment, retaliation.
- Drug and/ or alcohol use while in a rotation.
- Refusal to submit to a requested drug, alcohol, or background check if requested by the facility.

- Failure to report changes in medical status or abilities to work during a rotation.
- A negative report on a criminal background check during the rotation.
- Disrespect and negative comments about a person's culture, appearance, accent, attire, age, gender. This includes sexist remarks and similar lack of respect for people.
- Being dishonest and lack of integrity e.g., misrepresenting yourself, lying, falsifying records including time sheets, not checking accuracy of information before speaking to or providing written materials to patients and clients, asking others to do your work, acting outside the scope of an intern's role.
- No real effort toward learning and self-improvement e.g., spending excessive time on the phone, not accepting responsibility for work errors, resisting constructive suggestions from NYDDI staff or preceptors, demonstrating apathy.
- Not complying with NYDDI requirements e.g., not submitting work in a timely manner, not providing requested materials for Verification Statement, other non-compliance actions.
- Stealing – an intern *may not* take office supplies, food, or other property off the premises of the site.
- Convicted of a violation of local, state, or federal statute.
- Two or more incidents of unexcused absence from a rotation or assignments.

If an intern repeatedly exhibits negative behaviors, they risk being dismissed from the program. Dismissal is always a last resort after several attempts at remediation are unsuccessful.

NOTE: We never rush to judgement. Everyone is given the benefit of the doubt. However, when behaviors surface that fall into one or more of the above categories' actions will be taken.

Like everything in life, there is a gray area. Complaints are reviewed by the program director and discussed with all parties. A Zoom meeting may be scheduled.

Discipline is a process and addressed according to the level of infraction. As an example, if caught stealing, the intern could be summarily dismissed from the program.

NYDDI may take interim action of suspension immediately following an egregious allegation or arrest on a serious crime e.g., sexual misconduct, etc. An interim action may be issued in the following circumstances – to ensure the physical and emotional safety and well-being of facility staff, to ensure the intern's own physical or emotional safety and well-being; or if the intern poses an ongoing threat or disruption of the normal operations of the program.

Once imposed, an interim action e.g., suspension immediately takes effect.

Interim actions may be utilized for any intern accused of a violation. Interns accused of violations are not permitted to have any contact with the complainant regardless of the circumstances. This includes but is not limited to calls, texts, emails, or visits.

If the behavior is deemed egregious, the intern may receive a disciplinary memo, suspension, or dismissal, which is followed with a scheduled Zoom meeting.

After receiving a written memo, the intern is asked to prepare a written 'corrective action plan' for review and approval and submit it within three days to NYDDI.

Corrective action is shared by all parties, where it will be signed and dated. If the intern and NYDDI do not come to an agreement on the corrective action plan then the program director will require the intern to follow the one he requires. The corrective action plan will spell out what the negative consequences are for non-compliance. Once counseled the expectation is the negative infraction will stop. If not, progressive discipline will continue. **The maximum number of discipline memos an intern may receive is two.** At that point they will be dismissed from the program.

In the event a memo and the corrective action proves unsuccessful, or if there is another infraction warranting a memo, an intern could be placed on probation. In this case, a probation warning will be issued by email and mail. The terms of the probation are determined by the program director and are final.

In the event of a suspension, the intern will prepare and submit a new 'corrective action plan.' Corrective action is shared by all parties, where it will be signed and dated. If the intern and NYDDI do not come to an agreement on the corrective action plan then the program director will require the intern to follow the one he requires. The corrective action plan will spell out what the negative consequences are for non-compliance. Once counseled the expectation is the negative infraction will stop. If not, progressive discipline will continue. The program director will monitor the intern's progress. Unless there is a reasonable improvement in the intern's behavior or work performance, the intern could face dismissal from the program.

Decisions to dismiss an intern are given very serious consideration. Before a decision is made to dismiss an intern, the program director will meet with the program coordinator, administrator, chief executive officer, and legal counsel. The final decision to dismiss an intern is made by the program director.

Decisions to dismiss an intern are final and not subject to appeal.

If dismissed, the intern will receive an email and registered letter in the mail.

We shun these events and ask interns to fully prepare themselves with a 100% effort. Make a real effort to be on time, find parking in advance, and work on building a strong relationship with the preceptor and department staff. The small steps an intern takes could lead to job offers with many other unforeseen benefits.

INTERN INITIATED WITHDRAWAL

In the event an intern chooses to withdraw from the internship, the program director must be informed in writing via email. Additionally, we request a certified letter. The tuition, fees, and associated costs are not refundable. Keep in mind, we held a space for the intern which could have been assigned to another applicant.

Withdrawals are final. An intern may reapply to the program at a future date.

INJURY OR ILLNESS

In the event of an injury or illness requiring immediate medical attention, some facilities (hospitals) may provide medical care. Interns are required to have personal medical insurance. Expenses related to medical care are the responsibility of the intern. At no time will NYDDI assume any medical expenses during the internship. This includes medical care, ambulance, medication, or related expenses.

Interns are required to report any accident, illness, or injury, regardless of the severity to their preceptor and NYDDI within 24 hours.

Interns are asked to familiarize themselves with each facilities accident / injury policy and follow proper procedures. Most offices have a copy of the Facilities Manual. Spend some time during the first days at work to review incident policies.

If injured or if an intern becomes ill at a rotation site, immediately notify the preceptor. Should the intern need to leave early, that is fine, but keep in mind, depending on the circumstances, hours need to be made up. If approved by the preceptor, hours may be made up during the evenings, weekends, or holidays.

An intern's well-being, both physical and emotional is NYDDI's highest priority.

In the event of a lengthy absence, each case will be reviewed by NYDDI and the preceptor to determine the likelihood of successfully completing the rotation. Absences more than three days for illness, require a medical note on the day the intern returns. A copy must be provided to the preceptor and scanned to NYDDI.

If an intern has a communicable illness e.g., cold, they might transfer germs to patients with compromised immune systems. Therefore, **always, err on the side of caution.**

HAZARDOUS WEATHER POLICY

In the event of severe weather interns must use their best judgement when traveling. Talk with the preceptor about concerns. Interns should never abruptly leave a work site without first speaking to the preceptor or person in charge.

If travel is hazardous, call or text in advance to discuss the circumstances with the preceptor. In some cases, a late arrival will be permitted. This is dependent on weather and travel conditions. **In most cases time can be made up.** The intern is required to email NYDDI letting us know the circumstances of missed time. Keep in mind, missing work due to severe weather must be made up.

When the intern returns to work, they must meet with the preceptor and schedule the makeup time. Another option would be to use the day as personal time off.

During rotations interns do not work from home. The purpose of rotations is to receive direct, on-going supervision of your work from your preceptor.

ACCOMMODATIONS FOR DISABILITY

When an intern has an American Disabilities Act documented physical, emotional, sensory, or medical impairment, NYDDI will work with the intern and facilities to provide a reasonable accommodation. Requests for a reasonable accommodation, with support documentation, must be made at least one month prior to the start of orientation.

Documentation from a medical professional should describe the disability and suggested accommodation e.g., cannot stand for longer than 15 minutes.

COMPLAINTS

Complaints by interns, preceptors, instructors, and facilities can usually be resolved with level headed conversations. Many times, complaints are based on **misunderstandings caused by poor communication**. Resolving complaints takes real work and a willingness to understand one another. Compromise is usually the needed ingredient for a successful resolution. Sometimes more than one attempt will be necessary. NYDDI will make every effort to have complaints amicably resolved.

At times, what appears as a complaint, might be an error in judgement. If that is the case, the program director will review the complaint and treat it as a counseling session. A discussion will follow reviewing the circumstances and a written 'corrective action plan' will be prepared.

A complaint about unethical behavior or unprofessional behavior, or another subject a person feels is unacceptable, may be started by anyone related to the internship program. This includes, but is not limited to; another intern, preceptor, facility staff person or volunteer, NYDDI staff, including the program director.

If after a reasonable cooling off period, usually 1 or 2 days, and the matter is not resolved, further action may be taken.

In rare circumstances, when open discussions cannot resolve the complaint, a formal complaint letter may be sent with a summation of the complaint. This letter must be sent directly to the program director.

At that point, the program director will arrange a conference Zoom meeting with the parties. After the circumstances are discussed, and all the evidence is reviewed, the final decision regarding the outcome is determined by the program director. Decisions are not subject to further review.

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NYDDI works with all parties to resolve the complaint. Written complaints, regardless of who initiated the complaint, including the action steps to resolve the complaint and its resolution is kept on file seven years at our office. We also maintain a printed out in a folder.

If the nature of the complaint is so egregious, in rare circumstances an intern could be summarily dismissed. One example is a physical fight. An intern may request a hearing via a Zoom meeting. NYDDI will work expeditiously on making those arrangements.

If an intern feels they are a victim of unethical or unprofessional behavior at the facility where they are working e.g., sexual harassment or other, they should immediately contact the NYDDI program director. The program director will take steps to have the issue corrected or the intern will leave the rotation. A new more suitable rotation may be pursued.

In every case, the first step is to write up the complaint and listen carefully to the issues. We never rush to judgement, always trying to reasonably resolve complaints.

If the program director cannot resolve the complaint to the satisfaction of the intern, they may contact our Compliance Officer, attorney Andrew Mandell, Esq.

Mr. Mandell's contact information is:

Andrew Mandell, Esq.

243-10 Van Zandt Ave.

Douglaston, NY 11362

A.Mandell31455@verizon.net

516-717-9713

If the nature of the complaint is related to the internship program's compliance with ACEND accreditation standards, and if after several attempts by the parties involved the complaint cannot be reasonably resolved, individuals may submit written complaints related to ACEND accreditation standards to –

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics

120 S. Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Phone: (312) 899- 0040, ext. 5400

Email: ACEND@eatright.org

Web: www.eatright.org/ACEND

A copy of the accreditation standards, along with policies and procedures for submitting complaints may be obtained by contacting ACEND (see above).

We pride ourselves in running a transparent supportive program. However, in the event where all reasonable options are exhausted, an intern could decide to pursue civil litigation against the New York Distance Dietetic Internship, its program director or staff. If so, litigation must be initiated in Nassau County, of New York State.

Legal disputes are governed by the laws of New York State. Fees associated with the filing are the responsibility of the intern.

SUPPORT SERVICES

The intern’s well-being is directly tied into the successful completion of the internship. All internships, like any job has peaks and valleys. Therefore, we offer services and referrals to help you get through the valleys of an internship.

Our NYDDI team has decades of first-hand experience to help you. Interns may reach out to us any time. If we feel the issue is beyond our scope of experience, we can refer interns to an appropriate resource. Some examples of where an intern may need additional help is counseling, health services, financial advice, and tutoring. Keep us in mind as the first call or email. **We pledge to do everything we can to help interns get through the rough patches.**

LEAVE OF ABSENCE POLICY

Reasons for a requested leave of absence can be personal (medical), injury or family related. No one can predict what life will bring. An intern requesting a ‘leave of absence,’ beyond 3 workdays, may do so in writing. Once the request has been approved by the program director the intern will receive a confirmation email.

If the request is medical or injury related, NYDDI requires a letter from the intern’s physician allowing you to return to the program and fully resume work. If a reasonable accommodation is requested, the letter must indicate what accommodation is requested and for how long e.g., cannot lift more than 5lbs.

Interns are asked to keep in touch on a regular basis (weekly email) with NYDDI updating the status of the leave.

It is possible an intern may not be able to resume their rotation with the preceptor working with them before their leave of absence. In that case, NYDDI will work with the intern on securing a new preceptor or facility to enable them to complete the program in a timely manner. It may not happen overnight, but we will work together with the intern to get them to the finish line.

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If the leave of absence is prolonged and the intern cannot continue the internship past one year of the start date, a request for a pro-rated refund will be considered. Pro-rated refunds based on an approved ‘leave of absence’ are subject to a final review by the program director. Decisions regarding an approval for a leave of absence are final.

EXTENSION OF INTERNSHIP

Every effort should be made by the intern to complete their rotations within 8 months. Other than an approved 'leave of absence,' our expectation is for interns to take the steps necessary to complete their rotations within the allotted time.

Expected completion is to be completed within 8 months after beginning. We build a cushion of an additional month for transitions between rotations, unplanned time off, or other circumstances that come up. If an intern is not able to complete the internship with one full year of starting, for any other reason than an approved leave of absence, **there will be an \$200 per month levy till the program is completed.** An appeal for exceptional circumstances will be considered on an individual basis. Decision of the program is final.

Reasons for extending a rotation could be –

- a) an unsatisfactory evaluation, requiring the intern to repeat that rotation, possibly at a new facility with a new preceptor
- b) suspension from the program
- c) failing 2 final exam quizzes

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In special circumstances an internship may be extended because of a documented extended illness, injury, pregnancy, or another unforeseen major life event. The intern will be afforded a 'reasonable accommodation' with an extension granted at no additional charge.

This is determined on a case-by-case basis.

INTERN PERFORMANCE MONITORING

The evaluation and feedback of an intern’s work is critical to the success in the internship. Formal evaluations are done by the preceptor at the midpoint and at the end of the rotation (week 7). Interns need to score a minimum of 3 on the rubric.

During rotations there are assignments, a presentation of a case study, and capstone projects.

Capstone projects are separately evaluated. Interns are asked to perform end of rotation self-reflections which allows them to gather their thoughts and reflect on their growth.

NYDDI asks interns to provide reflective evaluations of assignments, preceptors, rotation facilities, internship structure, NYDDI office staff (communication, skills, and effectiveness).

We look forward to intern’s feedback to help us grow.

The rotation syllabus outlines the details of the specific evaluation by the preceptor of an intern’s work.

As mentioned earlier, it is a good idea to schedule a 15–20-minute weekly meeting with the preceptor to provide an opportunity to review upcoming assignments, informally discuss progress, and further develop a strong working relationship. **You never know, one day, the preceptor could be a work supervisor.** These meetings are recorded on the weekly summary.

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Preceptors do not like pleading, cajoling, or asking them to change an opinion. **View their comments as a gift.** An intern should ask for specifics on where and how they can improve. Do not pressure preceptors for a higher score. It is best to meet early with the preceptor and often, getting constructive feedback, while having an opportunity to voice their opinion.

Write down areas needing improvement or areas needing more attention e.g., incomplete assignments, unproductive down time, or wherever the preceptor feels the intern needs to improve. Resolve to use this as an opportunity to make the most of your rotation.

There is no shame in needing improvement. Keep in mind, an intern, is being placed in real-life situations. Interns are not expected to know everything but **are expected to seek feedback and work on improving.** Repeated and consistent communication is the hallmark of interns preparing themselves for the challenges of working in our field.

If an intern receives an unsatisfactory preceptor midpoint evaluation the intern needs to contact NYDDI. They may need to repeat the assignment(s). A Zoom meeting between the intern, preceptor, and program director may be scheduled.

Before the meeting, all parties need to be briefed about the circumstances, and plan steps to correct the deficiencies. At the meeting a formal ‘corrective action plan’ will be set up, discussed by all parties, and implemented with a timeline.

There will be no extensions to the timeline.

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If technical assistance is deemed necessary, NYDDI will provide suggestions for resources to move forward.

If the corrective action plan within the allotted timeline is deemed incomplete or insufficient, the rotation will need to be repeated. Often it is done at a different site.

Interns may only repeat one rotation. An intern who scores unsatisfactory on the final evaluation of two rotations, will be counseled on other career options and/or asked to leave the program. Other career options include but are not limited to – Dietetic Technician, Registered (DTR) or Certified Dietary Manager (CDM).

Keep in mind this is a last resort. We realize every rotation has stressful periods, personal obligations, and / or financial pressures. However, we have found interns who fully commit to their work are usually successful.

NYDDI and the preceptor will work with interns to give them every opportunity to succeed. **No one wants to be part of an unsuccessful outcome.**

Remember you had pressure in college and managed a strong GPA. This ‘can do’ attitude served you well in the past and will serve you again during stressful times during your internship. Trust the process, it works!

PROGRAM NON-RETALIATION POLICY

Any type of retaliation by an intern against another intern for making a report of a complaint or grievance is prohibited and treated as a very serious matter. If the retaliation is determined to be egregious it may be grounds for dismissal.

The program director may not retaliate against interns or preceptors who make complaints about internship program staff or the program director. The NYDDI Compliance Officer, Andrew Mandell, Esq. will review any formal written complaints to determine if retaliation has taken place, and step in for the program director if he deems the program director has acted inappropriately.

PRESELECT STATUS

Applicants to the NYDDI program may apply six months prior to completion of their master's degree.

The application deadline for preselect students is Jan. 15 for the Spring cohort and August 15 for the Fall cohort.

NYDDI is affiliated with following online master's degree programs -

New York Institute of Technology

Johnson and Wales University

Rosalind Franklin Medical University of Medicine and Science

Kansas State University

Cedar Crest College

Lamar University

See our website www.nyddi.com for details.

APPENDIX

ACEND COMPETENCIES

3.1 The program's curriculum must be designed to ensure the breadth and depth of requisite skills needed for entry- level practice as a registered dietitian nutritionist.

a. The program's curriculum must prepare interns with the following core competencies:

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

Competencies

Upon completion of the program, graduates are able to:

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

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRON 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

Competencies

Upon completion of the program, graduates are able to:

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



Preceptor Qualifications and Facility Form

Preceptor name (last, first, initial):

Preceptor employer:

Employer address:

Preceptor daytime phone:

Preceptor email:

Years preceptor has worked for this employer:

How many hours per week does this preceptor work for this employer?

Has this preceptor previously supervised students/interns?

Yes No

Preceptor's highest degree achieved:

Preceptor's professional credentials:

What licensure or professional certification is required for your role as a practitioner?

Check the rotations for this preceptor and facility:

Clinical Rotation Foodservice Rotation Community Rotation Health and Nutrition Influencer Rotation

Other: _____ Other: _____

Describe continued competency (CPEs or other professional development) appropriate to precepting responsibilities in the past seven years:

Other Information:

Continued



Rotations are approximately 7 weeks (250 hours supervised practice)

As a Preceptor I agree to;

- Directly supervise of above-named intern.
- Schedule appropriate learning experiences to meet rotation competencies (intern will receive a copy of assignments to share with you in advance).
- Orient the intern to the facility and staff.
- Evaluate the intern using the NYDDI DI app.
- Read and familiarize myself with the NYDDI Preceptor handbook
- Communicate with NYDDI regarding progress or issues concerning the intern.
- Mentor and provide daily supervision as needed to foster confidence and skill preparing the intern to become an entry-level dietitian.
- Agree to be the point of contact regarding the progress of the intern.

If a RD, please attach a copy of your RD card. Thank you.

Please see link to Academic Council of Education in Nutrition and Dietetics (ACEND) resources

[Preceptors and Mentors \(eatrightpro.org\)](http://eatrightpro.org)

Continued



Facility Information

Facility Name _____

Address _____

State _____

Zip code _____

I agree to be a Preceptor for intern _____
after acceptance to the New York Distance Dietetic Internship (NYDDI).

Comments or concerns:

Preceptor Signature _____

Please print name _____

DATE _____

Any questions or concerns please contact us a nyddi@yahoo.com

or call our office at 516-457-1870

Thank you for being a mentor and preceptor.

Leslie Rosen, MA, RDN, CDN

Internship Director

PLEASE RETURN THIS SIGNED FORM TO YOUR INTERN



Approval to Process Affiliation Agreement

Intern name: (please print) _____

Date: _____

The New York Distance Dietetic Internship (NYDDI) is seeking placement for a Dietetic Intern (please print name)

_____ at your facility. NYDDI and the Accreditation Council for Education in Nutrition and Dietetics (ACEND) require an agreement for internship experiences. Interns carry \$1,000,000 professional liability insurance per incident and \$3,000,000 aggregate (more than one incident).

Supervised Practice Facilities- ACEND Standard 8.

8.1b Agreements must delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations, and/or agencies.

8.1c Agreements must be signed by individuals with an appropriate institutionally assigned authority in advance of placing students.

On the next page is the **NYDDI Affiliation Agreement to be signed, and returned**. If your organization has a specific agreement used for internships, please notify us. Our contact is Gail Cotler-Rosen, Program Coordinator, email nyddi@yahoo.com.

An Affiliation Agreement between NYDDI and the facility must be fully **executed prior to the intern beginning their supervised practice experience.**

Agreements must be signed by individuals with the appropriate authority in advance of placing interns.

Name of administrator with appropriate the authority to sign the Affiliation Agreement.

Name _____ Title _____

Email Address: _____ Phone _____



AFFILIATION AGREEMENT

This Affiliation Agreement is entered into between the New York Distance Dietetic Internship, located at 202 Merrick Rd., Lynbrook, NY 11563, hereinafter referred to as “NYDDI” and (The Affiliated Facility) _____ located at _____, State _____ Zip _____.

PURPOSE

NYDDI is a distance dietetic internship program in business for educating and training dietetic interns to meet the qualifications for practice in the profession of Dietetics. We request the assistance of the Affiliated Facility to provide a supervised experience and facility for the interns. The Affiliated Facility recognizes the need for providing the community it serves with qualified Dietitians; and is willing to assist by providing supervised experiences to the interns enrolled in the program.

THEREFORE, it is mutually agreed between such parties that -

TERMS

1. NYDDI and the Affiliated Facility shall cooperate to provide a **beneficial supervised practice** during an agreed upon time period by the Preceptor employed by the Affiliated Facility and NYDDI.
2. Both parties agree there shall be **no discrimination** based on marital status, race, color, sex, age, religion, sexual orientation, gender identity, disability, and/or national origin pertaining to any experiences during the internship experience.
3. NYDDI and the Preceptor of the Affiliated Facility **agree to cover competencies and learning activities** during the supervised practice. **The Preceptor agrees to participate in the evaluation process.**
4. The Preceptor of the Affiliated Facility agrees to be the **primary liaison** and as such, agrees to maintain communication, cooperation, and oversee the educational experiences of the dietetic intern.

5. **Interns are not employees** of NYDDI or the Affiliated Facility and are not entitled to employee benefits or compensation.
6. Either party may act to **immediately withdraw any intern whose conduct has a detrimental effect** on patients, clients, or staff of the Affiliated Facility.
7. Both parties will instruct their respective staff and participating interns to maintain **strict confidentiality** of intern and patient / client / resident information as required by law.
This includes the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability Accountability Act (HIPAA) and by internal policies and procedures of NYDDI and the Affiliated Facility.
8. One objective of the internship training shall be to **create awareness for the interns** of the activities within the Affiliated Facility and to have the interns gain experience in such activities.
9. **The dates and length of the time interns will be assigned to the Affiliated Facility shall be mutually agreed to by NYDDI and the Affiliated Facility** prior to the interns beginning their rotation.
10. During the supervised experience, interns shall be directed by NYDDI staff members to
 - a) **coordinate the program with the Preceptor of the Affiliated Facility**
 - b) furnish information to the Preceptor prior to the start of the rotation e.g., intern name, contact information, and schedule
 - c) visit the Affiliated Facility as needed to observe intern and work environment
 - d) evaluate intern progress which includes, but is not limited to evaluation and input from the Preceptor.
11. **Any materials or examination instruments loaned to the intern by the Affiliated Facility must be returned** upon the completion of the rotation in satisfactory condition or replacement costs will be charged to the intern.

INTERN RESPONSIBILITIES

- a. Be **fully prepared** to meet the time demands of the experience, exclusive of special planning.
- b. **Provide their own transportation** and living arrangements during their supervised practice.
- c. Observe and **adhere to administrative policies**, procedures, rules of conduct and dress of the Affiliated Facility as though employed there.
- d. **Assume responsibility** of ones' own progress e.g., extra study time or time spent on an assignment.
- e. **Learn from constructive criticism** and mistakes.

- f. **Arrange consultations**, web-based meetings, and other meetings or evaluations at mutually agreed upon times. Keep to these schedules pending unforeseen circumstances.
- g. Preceptors shall realize and accept each intern has divergent capabilities in acquiring the skills to be a competent entry-level dietitian. Therefore, **each intern shall progress at their own rate**.
- h. **Do not remove materials**, emails, electronic documents, manuals, or anything from the Affiliated Facility without prior approval.
- i. **Report tardiness or unplanned absences** by text and email the Preceptor and NYDDI within a reasonable time before the assigned reporting time.
- j. **Schedule missed time** e.g., personal day, no later than two weeks of the date. Notify Preceptor and NYDDI of planned time off.
- k. Always maintain full and **complete confidentiality** of the Affiliate Facility patients, clients, or residents.

AFFILIATED FACILITY and PRECEPTOR RESPONSIBILITIES

1. Provide interns with an overall **facility orientation**. This may include facility rules and regulations, mission statement, and helpful information allowing the intern to become acclimated to the Affiliated Facility.
2. Provide interns with details of their **daily assignments** during their rotations.
3. Provide opportunities for the intern to **observe staff members** perform their duties.
4. Provide **supervised work experiences** in areas defined by the intern's rotation objectives.
5. The Affiliated Facility always shall maintain **full responsibility for the quality of care given patients / clients**.
6. After achieving specific levels of knowledge, skill, and judgment, **interns shall perform select duties** with a minimum level of supervision.
7. Interns may **not be asked to replace staff** to fulfill any staff work responsibilities, unless related to work activities to meet the intern's learning activities.
8. Participate in **the evaluation process of the intern**. This may include, but not be limited to evaluation forms, scoring on a case study or research project, communication skills, and related work.
9. Interns agree to **keep records of dates, time, and location of intern's work**. Preceptors agree to monitor and sign off on record keeping.
10. Participate if needed in **telephone discussions or web-based meetings** regarding the intern's progress.

- 11. In the event of an emergency** or urgent health care need, if the Affiliated Facility has an emergency department, the intern may be treated. **Costs of treatment or transportation to another facility will be the responsibility of the intern.**
12. Fully participate in the **spirit of sharing experiences** to further the development of the intern.

REGULATORY COMPLIANCE AND INSURANCE

If required or requested by the Affiliated Facility, **interns shall undergo a health examination, vaccinations, immunizations, drug testing, background check** and/or supply any health-related documents. Requests will be prearranged with the intern and expensed to the Affiliated Facility.

Professional liability insurance is maintained by NYDDI in the amounts of \$1 million individual and \$3 million aggregate. A copy of the certificate of insurance is sent to the preceptor before starting a rotation.

EFFECTIVE DATE

This Affiliation Agreement shall become effective on _____ and will automatically renew annually unless otherwise terminated by one of the parties or if there is a significant change in the name or status of the Facility signing this Agreement.

This Affiliation Agreement may be revised or modified by mutual consent of the contracting parties.

This Affiliation Agreement shall be terminated 30 days after a written notice, sent by registered mail to the person named below to either party.

This agreement may be terminated by either party for cause after providing the other party 30 days to cure the deficiency under this Affiliation Agreement.

Every effort will be taken to allow the intern currently placed with an Affiliated Facility to complete their placement unless the intern is personally responsible for the reason termination is requested.

The Affiliated Facility agrees to allow the NYDDI to use their name and location for informational materials posted on the NYDDI website and to provide information to prospective and current interns about rotation placements.

- continued -



IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized officers as of the day, month, and year written below.

For: Facility Name

Print Name and Title

Mailing Address:

_____, ST _____ Zip _____

Direct Phone (____) ____ - _____

Contact person's Email: _____

Signature and Date

=====

Preceptor's Name _____

Email Address: _____

Best phone: _____

Internship Name

New York Distance Dietetic Internship

Leslie Rosen, MA, RDN, CDN

Program Director

Mailing Address:

202 Merrick Road

Lynbrook, New York 11563

516-457-1870

www.nyddi.com

Signature and Date

Please return the signed form to the intern. Thank you.



INTERNSHIP AGREEMENT

As a dietetic intern in the New York Distance Dietetic Internship, I have been notified of the following policies and agree to comply with them.

Tuition overview

The total tuition for the internship is \$8,450, divided into three equal installments. You can pay by bank check or Zelle with no extra fees, or by credit card with a 2% surcharge on each installment.

Payment Schedule

Standard Installments, Check or Zelle (No Surcharge), Account nyddi@yahoo.com

- First internship installment \$2800
- Five business days before orientation: \$2,800
- Two months after orientation: \$2,850

Credit Card Installments (2% Surcharge)

- First internship installment \$2,856
- Five business days before orientation: \$2,856
- Two months after orientation: \$2,907

Intern Withdrawal

Withdrawal or dismissal from the program for any reason does not exempt you from the payment obligation. Internship slots are not transferable to anyone else; therefore, we require full tuition payment for all interns regardless of degree of program completion.

It is the responsibility of the prospective intern to confirm and assure preceptor availability per the internship schedule. This includes, but is not limited to preceptors declining their commitment to the internship prior to or during the internship. If a preceptor declines to serve as a preceptor, it is the responsibility of the intern to find a

suitable replacement, and complete the required preceptor forms and affiliation agreements to replace the previous preceptor.

Preceptors must be established with Affiliation Agreements completed and verified by the beginning of each rotation. If a preceptor falls through, NYDDI must be notified within 24 hours. Internship tuition is nonrefundable if preceptors cannot be replaced and internship cannot be completed.

You are asked to complete an internship schedule with preceptor agreements from each of your sites. It is your responsibility to find suitable sites for all your rotations.

Internship commencement is contingent on the completion of all preceptor forms and affiliation agreements between each facility and the New York Distance Dietetic Internship. These must be completed PRIOR TO the beginning of a rotation.

Graduation Requirements

Interns must meet several criteria for graduation and verification –

1. Successful completion of orientation, rotations, capstone projects, case study.
2. Successful completion of 28 weeks of rotations totaling no less than 1000 hours of supervised practice in assigned sites.
3. Score of 75% or better on the internship final exit exam.
4. Score of 75% or better on each of the four domain unit exams.
5. Timely completion of competencies achieved through work assignments.

The purpose of the internship is to prepare future dietitians who can competently perform at an entry-level position and successfully complete the RD exam.

Failure to perform at the expected level at any time may result in remediation, suspension, or termination at the discretion of the internship director. Preceptors indicating repeated reservations or problems with interns may result in intern suspension or termination.

Should any unforeseen circumstances arise, the internship must be completed, with all rotations passed, within 12 months (1 year) of the internship start date.



Time Off

During the 28-week scheduled period there is one vacation week scheduled and up to 3 personal days (including sick days). In some cases, interns will be off during their regularly scheduled rotations due to holidays. In other cases, interns may work some Saturdays, Sundays, or evenings. Interns are expected to work 8 hours per day to achieve the minimum 1000-hour requirement for internship completion. Rotation hours are determined by the individual preceptors. Interns are required to work those assigned hours. It is recommended interns attempt to minimize sick time as any missed work will need to be made up. If something comes up, time off must be approved in advance by the preceptor and program director. Failure to achieve the required number of hours will result in delayed graduation from the program.

Intern Responsibilities

- 1) Interns must acquire and submit health insurance, auto liability insurance (if driving) and liability insurance.
- 2) **The facilities where you do your rotations frequently require COVID vaccines, immunizations, TB skin test, or Hepatitis B.** If required, these vaccines and immunizations are up to the intern to attain. Check with the facility about required immunizations prior to starting each rotation. **INTERNS WILL NOT BE ALLOWED INTO SITES UNLESS THESE REQUIREMENTS ARE MET.**
- 3) Interns must adhere to policies and procedures at facilities regarding training, orientation, professionalism, appropriate behavior, appearance, attire, work schedules, confidentiality, observed holidays and other facility requirements.
- 4) Interns must contact site preceptors prior to beginning a rotation to arrange the initial meeting at the site, review the requirements, and set measurable goals for their work.
- 5) Interns must upload required assignments.
- 6) Interns must complete all requirements of the internship and complete all paperwork and assignments to graduate and receive a Verification Statement.
- 7) **A completed Master's degree is required prior to receiving a Verification Statement.**
- 8) Interns must successfully complete the exit exam with a score of 75% or better to graduate and receive a Verification Statement.
- 9) Interns must have daily access to computer, email, and the ability to upload required documentation to the program director.
- 10) The intern may be asked to submit to drug screens or background checks during the internship. The intern must pass both the drug screens and background checks.

Additional Expenses

There is a one time \$200 fee payable to the Software Developer for using the DI app. It is an on-line dashboard. The DI app is your go-to record keeping, weekly summaries, attendance, competency matrix, assignments, major project, disease checklist, population checklist, and other related work. Details are available at www.thediapp.com.

Interns will need to have their account set up before Orientation. This allows us to review the features with you during the Orientation. Please move quickly setting up your account. Please review the features and upload required documents once operational.

There is a one-time fee of \$250 payable to Visual Veggies nutrition learning platform. Created by a Registered Dietitian, Visual Veggies includes reference articles, study domain platform, quizzes, pre-and post-mock RD test, and everything you need to prepare for the RD exam. They have a 90.8% first time pass rate. Details will be sent in a future email www.visualveggies.com.

Interns are requested to set up a non-school email address to be used for the duration of the intern. Examples are @gmail.com or @yahoo.com.

- Continued -



Payment page –

Enclosed is a bank check, money order, or credit card to register the following person for the upcoming NYDDI internship program. PLEASE PRINT NEATLY.

Intern's first and last name _____

Permanent address _____

City _____ State _____ Zip _____

Intern's email: _____

Cell # _____

Enclosed is \$ _____ for the 1st, 2nd, or 3rd. payment (circle one)

If using a credit card – Type of Card. We accept Visa and Mastercard (circle)
(PLEASE DOUBLE CHECK FOR ACCURACY)

First and Last Name on card _____

Card # _____

Exp. Date ____ / ____

Security Code _____

Address of card holder: (PLEASE DOUBLE CHECK FOR ACCURACY)

State _____ Zip code _____

Email address of card holder _____

Please mail bank check or money order to:

New York Distance Dietetic Internship

202 Merrick Rd.

Lynbrook, NY 11563

Email: nyddi@yahoo.com

First payment is due within one week after acceptance to the program.

2nd payment is due one week prior to the start of orientation.

3rd payment is due two months after orientation.

I agree to the terms of this Internship Agreement

Print Name _____

Signature _____

Date _____

Emergency Information

The information provided below is strictly confidential. It will not be shared with anyone without the expressed written consent of signer. It is intended to help you in the event of an emergency. Please alert us to changes if needed.

Your name _____
(please print)

Person to contact in the event of an emergency –

First Name _____ Last name

(please print)

Relationship to you -

Cell phone (include area code) _____

Landline (include area code) _____

Email address _____

ALTERNATE Person to contact in the event of an emergency

First Name _____ Last name

(please print)

Relationship to you

Cell phone (include area code) _____

Landline (include area code) _____

Email address _____

In the event of an emergency, crisis, or otherwise extreme circumstance out of my immediate control, I give the New York Distance Dietetic Program permission to contact the person or persons listed on this form.

Intern signature

Date



SIGN OFF PAGE

New York Distance Dietetic Internship

Signature Page

Name: _____

(Please print)

I have read and understand the New York Distance Dietetic Handbook. I agree to abide by the policies and procedures outlined. If I have questions regarding material presented, I agree to contact the program staff.

Intern's Signature

DATE _____