April, 2018

Dear Dietetic Intern,

Congratulations on being accepted into the Idaho State University Dietetic Internship. This DI Handbook was developed to provide specific program information. After reading this handbook, sign the statement on the last page of the handbook to indicate your understanding of the contents and that you agree to abide by the policies. Return the signature page to the DI Coordinator during Orientation week. It will be placed in your intern file that is maintained in the Dietetic Internship office. Thank you for your cooperation. You should also review the ISU Student Handbook which is available through the ISU Web page.

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Idaho State University (ISU) is a broad-based regional public doctoral university, providing a broad range of educational services to a culturally diverse population of students and to the state. The university serves as Idaho’s lead institution for education in the health professions and related biological and physical sciences. ISU delivers state-wide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences. ISU is accredited by the Northwest Association of Schools and Colleges.

The Kasiska Division of Health Sciences (KDHS) is home for the vast majority of the health programs offered at ISU. KDHS has a mission statement that is multifaceted: “Idaho State University’s Kasiska Division of Health Sciences provides leadership in the delivery of rural health care by educating caring and competent professionals across all dimensions of health and promote collaborative research and practice in the health sciences.”

The KDHS offers a variety of health-related degrees (associate, bachelors, masters, and doctorates) and is made up of the following: College of Pharmacy, School of Health Professions, School of Nursing, Office of Medical and Oral Health, School of Rehabilitation and Communication Sciences, and the Institute of Rural Health. More information on the KDHS can be accessed at https://www.isu.edu/healthsciences/

EQUAL OPPORTUNITY STATEMENT

ISU subscribes to the principles and laws of the State of Idaho and federal government, including applicable executive orders pertaining to civil rights, and all rights, privileges, and activities of the institution are made available without regard to race, creed, color, sex, age, disability, or national origin. The university is an Equal Opportunity and Affirmative Action employer. Evidence of practices which are not consistent with such policy should be reported to the Office of the President of the University.
INTRODUCTION TO THE IDAHO STATE UNIVERSITY DIETETIC INTERNSHIP PROGRAM

The Idaho State University (ISU) Dietetic Internship Program is designed to provide experiences in clinical, community, and administrative dietetics, with an emphasis in Community Nutrition. Community rotations comprise a little more than 1/3 of the planned experiences, which makes the ISU Dietetic Internship Program somewhat unique as compared to the more traditional programs emphasizing clinical and administrative dietetics. However, clinical and administrative rotations are also designed to provide entry level skills in these areas. In Idaho, the dietitian working in the small rural community hospital or consulting is likely to be responsible for total department management. Graduates of the ISU Dietetic Internship Program will be able to function independently to meet the challenges of dietetic practice in the rural setting as well as larger facilities in Idaho and throughout the United States. The ISU Dietetic Internship was granted continued accreditation in 2008 for ten years. Accreditation status is granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995.

PHILOSOPHY AND GOALS OF THE IDAHO STATE UNIVERSITY DIETETIC INTERNSHIP PROGRAM

It is the philosophy of the developers of the ISU program that a Dietetic Internship Program should provide a broad base of quality experiences in clinical, community, and administrative dietetics for entry-level practice and registration eligibility.

The goal of the ISU Dietetic Internship Program is to educate and train individuals through supervised practical experience in the field of dietetics. These experiences are designed/intended to develop competent individuals with sufficient adaptability and skills for recognizing, addressing, interpreting, and communicating multidimensional issues encountered by professional dietitians as they work, collaborate, and network.

MISSION

The mission of the Idaho State University Dietetic Internship is to prepare caring and competent entry-level registered dietitian nutritionists who collaborate with other health professionals through a supervised practice experience that exceeds the performance standards of the Accreditation Council for Education in Nutrition and Dietetics.

PROGRAM GOALS AND OBJECTIVES

Program Goal 1: Program graduates are professionally competent entry-level registered dietitian nutritionists through a comprehensive supervised practice experience.

Program Goal 1 Objectives:
1. At least 80% of program interns complete program within 13.5 months (150% of program length).
2. Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. 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%.
5. 90% of working RDNs over a five-year period will be satisfied that the DI program adequately prepared them for effective entry-level careers in dietetics.

Program Goal 2: Prepare program graduates to be caring registered dietitian nutritionists who promote collaboration within their practice setting.

Program Goal 2 Objectives:

1. 50% of graduates over a five-year period will participate in professional organizations within the first year following graduation.
2. Of those employers who respond to the survey, 90% of employers will rate program graduates’ preparation for entry-level practice as satisfactory or higher.
3. 50% of employers over a five-year period will rate program graduates’ collaboration within their employment setting as satisfactory or higher.

Data on ACEND-required objectives must be evaluated annually using an average of data from the previous three years. ACEND required objectives are Goal 1: objectives 1, 2, 3, & 4 and Goal 2: objective 2.

**TYPHON**

The DI uses an online subscription service to manage various aspects of the internship including: documenting immunizations, health insurance, TB screen results, drug screening results, background check results, rotation performance evaluations, time sheets, your evaluation of the facilities and etc. This service costs you $90.00 and you have access to your account for 5 years after graduation. Typhon has a portfolio feature for your use if you desire. You will be sent a login and password. Once you have access to your account you are required to upload copies of your immunizations, health insurance card, initial drug screening and TB screen results no later than one week BEFORE orientation week starts in August.

**REGISTRATION**

Interns in their first semester must register for NTD 4486 and 4488 (Dietetic Internship I). Second semester interns should register for NTD 4487 and 4489 (Dietetic Internship II). **Pocatello/Twin Falls interns register for section 1, Meridian interns register for section 2.** Pre-registration for all interns will be done online. Interns can register for fall semester as soon as University
admission is granted. Second semester will be available for registration approximately two weeks before the end of fall semester. Questions concerning registration should be directed to the Office of Registration and Records. Registration is not permitted after the second week of classes. A department, with the dean’s permission, may deny permission to register in any class or laboratory after the first week in cases of special difficulty where make-up work is concerned.

**DIETETIC INTERNSHIP PROGRAM COMPONENTS AND ROTATION SITES**

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**Clinical Nutrition (Pocatello-8 weeks, Meridian-9 weeks)**

| Eastern Idaho Regional Medical Center (Idaho Falls)                      | St. Alphonsus Regional Medical Center (Boise)                             |
| Portneuf Medical Center (Pocatello)                                       | St. Alphonsus Medical Center (Nampa)                                     |
| St. Luke’s Magic Valley Regional Medical Center (Twin Falls)              | St. Alphonsus Medical Center (Ontario)                                   |
|                                                                          | St. Luke’s Meridian Medical Center                                       |
|                                                                          | St. Luke’s Regional Medical Center (Boise)                               |
|                                                                          | West Valley Medical Center (Caldwell)                                    |
|                                                                          | Veterans Affairs Medical Center (Boise)                                  |

**Clinical Nutrition – Long Term Care (2 weeks)**

| Aspire Human Services (Pocatello)                                         | Good Samaritan Society Boise Village and others                          |
| State Hospital South Long Term Care (Blackfoot)                           |                                                                          |
| Genesis HealthCare Facilities (Twin Falls)                                |                                                                          |

**Clinical Nutrition – Oncology (1 week)**

| Mountain View Hospital Oncology (Idaho Falls)                             | St. Luke’s Oncology Center                                              |
| Portneuf Medical Cancer Center (Pocatello)                                |                                                                          |
| St. Luke’s Mountain States Tumor Institute (Twin Falls)                  |                                                                          |

**Community Nutrition**

| Diabetes Education (Pocatello 3 weeks, Meridian 2 weeks)                  |
| Rocky Mountain Diabetes Diagnostic & Treatment Center (Idaho Falls)      | St. Luke’s Humphries Diabetes Center                                    |
| St. Luke’s Magic Valley Diabetes Education (Twin Falls)                  | St. Alphonsus Diabetes Center                                           |
SEMINARS: Held some Fridays on a variety of topics. See academic calendar for specific dates.

TOTAL DIETETIC INTERNSHIP EXPERIENCE: 34 WEEKS = 1,327 TOTAL HOURS

A combination of the above rotations will be offered in each course section: NTD 4486 and 4488 (Dietetic Internship I) and NTD 4487 and 4489 (Dietetic Internship II).

CAMPUS CLOSURE

In the event the university closes either campus for weather related concerns or other reasons on a scheduled Friday seminar then the affected interns will be excused that day as campus is closed. If a campus closure occurs during normally scheduled rotation hours, interns are expected to attend rotations as usual. Contact preceptors with questions and use precautions if road conditions are poor.

PROGRAM COMPLETION REQUIREMENTS (ACEND Standard RE 1.6a & 10.2m)

The internship is planned to be completed in 9 months over two semesters and interns must complete a minimum of 1200 supervised practice hours. Under extreme circumstances, such as a medical emergency or need for educational remediation, an intern can have up to 13.5 months
(150% of the planned program length) to complete the program. Circumstances warranting an extension will need a physician’s note or other documentation justifying the need. The decision to grant an extension will be made by the program director/internship coordinator with input from preceptors and faculty. The extension may involve additional tuition and fees.

SUPERVISED PRACTICE DOCUMENTATION (ACEND Standard RE 10.1d)

The program documents supervised practice hours through the timesheet feature in Typhon. The timesheets are approved by the preceptor. Seminar time is documented by the coordinator.

INSURANCE REQUIREMENTS (ACEND Standard RE 10.2a)

MALPRACTICE INSURANCE

Personal liability insurance is required for each intern prior to beginning rotation competencies. Insurance is automatically added to your account and paid for when paying fees. The cost is approximately $5.00 each semester.

HEALTH INSURANCE

ISU does not require health insurance, but you are still required to have health insurance as a condition of the agreements in place with facilities you will be working in as an intern. Interns must provide proof of medical insurance in Typhon no later than one week prior to Orientation Week in order to begin the internship. (NOTE: If you were on your parents’ insurance policy, you may no longer be covered since you have graduated from college. You may want to check the policy to be sure.)

TRAVEL DURING THE INTERNSHIP (ACEND Standard RE 10.2b)

Interns are responsible for their own transportation to and from all assigned facilities and experience sites. The University is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

ILLNESS OR INJURY AT THE FACILITY (ACEND Standard RE 10.2c)

If the intern experiences an injury, illness, or other adverse event while in rotation at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the intern. The intern is responsible for any costs incurred. Report an injury, illness, or other adverse event to preceptor and DI coordinator, and follow facility reporting policies.

BACKGROUND CHECKS (ACEND Standard RE 10.2d)

A background check is required before beginning the internship. Instructions are given for obtaining a background check as soon as an intern is accepted into the program. Investigators
will be looking for things like tickets, misdemeanors or felonies for the past 7 years. For some
rotations, an additional background check, drug screening, and fingerprinting may also be
required.

**IMMUNIZATIONS AND SCREENINGS (ACEND Standard RE 10.2d)**

Prior to beginning the internship, Interns must show documentation of the following:
- Screening for tuberculosis (TB) (negative PPD within the past 3 months or a negative chest x-
ray)
- 10 drug panel test
- Hepatitis B (all 3 shots, with at least 2 shots completed by the time the internship begins)
- Mumps, measles, and rubella (MMR) 2 shots. If only 1 MMR shot, then titer showing immu
nity
- Diphtheria and current tetanus (Tdap)
- Varicella (chicken pox) (immunization record or positive IgG titer)

TB screening (and appropriate follow-up) and other vaccines can be obtained at the Idaho State
University Health Center. The MMR vaccine can be obtained through the Southeastern Idaho
District Health Department in Pocatello and the Central District Health Department in Boise. It is
also possible that a rotation site may require a flu vaccine. If this occurs it will be your
responsibility to obtain a flu shot. Flu shots should be obtained in the fall for the best protection
from the current flu strain.) **Upload proof of screening and vaccinations (within the last year)
to Typhon no later than one week before orientation week begins.** Meridian interns will have
the opportunity to get a free flu shot from the Pharmacy department during Health Sciences
Experience Night, usually in late September.

Drug screening may be required more than once as some facilities have timeframes they require
the screen be performed.

**INTERNS DO NOT REPLACE EMPLOYEES (ACEND Standard RE 10.2e)**

Interns can work on competency assignments, assist preceptors with projects, oversee projects,
perform planned professional staff relief experiences, and etc., but interns doing supervised
practice must not be used to replace employees. The affiliation agreement signed by each facility
states that interns are not to be considered facility employees.

**GRIEVANCE PROCEDURE (ACEND Standard RE 10.2g & h)**

Interns may file complaints according to University procedures. As noted in university
information the intern may file grievance with the dietetic programs director instead of the
internship program director. Retaliation is not permitted by any of the parties: DI program
director, faculty or staff, intern, preceptor. The University grievance policies are available at:
After all other options for resolution with the program and ISU have been exhausted, any individual may file complaints about any accredited program with ACEND®. Note that ACEND® will investigate only signed allegations that the program is not in compliance with accreditation standards or policies. More information is located at ACEND®. ACEND® can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995)

ASSESSMENT of PRIOR LEARNING (ACEND Standard RE 10.2i)

Experiential Learning Assessment is an avenue by which a dietetic intern may be awarded credit for experiential learning gained after completion of an ACEND-accredited didactic program in dietetics (DPD). This experiential learning must be from a paid position, such as a dietary manager, dietetic technician, WIC Aide, or certified professional chef with responsibilities that fulfill certain dietetic internship competencies.

Procedures for establishing credit for prior learning are as follows:

1. Intern will contact Program Director 2 months before the start date of the internship to request an assessment of prior learning. If this request for assessment is verbally approved, then the intern will follow up with a written request using the portfolio method. The Program Director will provide the intern with a list of the ACEND-approved internship competencies for the rotation that is being assessed.

2. The prior learning portfolio should thoroughly describe and document knowledge gained experientially, and also should demonstrate how knowledge gained outside the internship is related to the Dietetic Internship Competencies. Examples can include job description(s)/job duties, performance appraisals, promotions, projects, and other relevant documentation.

3. The intern must obtain a letter corroborating work experience from his/her immediate supervisor(s).

4. Intern must submit the portfolio and all supporting documentation at least 1 month before the start date of the internship. (This is to allow time for scheduling changes.)

The Program Director will review the portfolio to determine if ACEND-approved competencies have been met, and to what extent. The amount of supervised practice hours to be credited will depend upon the number of rotation competencies for which the intern is able to demonstrate competency achievement. The Program Director will determine if prior credit will replace a portion of a rotation or if an alternate rotation will be provided to enhance learning beyond the intern’s previous related paid position experiences. If the Program Director determines that prior credit will replace a portion of a rotation, it may be possible that the rotation(s) will be shortened accordingly (tuition fee is not adjusted). Hours credited will be indicated on a timesheet and stored in the intern’s file.

FORMAL ASSESSMENT OF INTERN LEARNING (ACEND Standard RE 10.2j)
Interns will be regularly informed regarding their progress in the program using competency performance measures from the curriculum, professional behavior measures, research paper grading, and performance on other Seminar assignments. Each intern’s professional qualities and overall rotation performance will be formally evaluated at the end of each rotation and the midpoint of longer rotations through use of the Overall Evaluative Summary of Rotation Performance in Typhon (Appendix A). Intern professional and ethical behavior and academic integrity is kept in consideration during all evaluation and grading processes.

**PROGRAM RETENTION AND REMEDIATION PROCEDURES (ACEND Standard RE 10.2k)**

The intern who is not meeting performance criteria is identified using formal and informal assessment and evaluation information. Interns may be offered the opportunity to improve performance through such means as: additional case study work and additional supervised practice hours in a topic area. University Student Success Center services available for assistance include content area tutoring, math center, and writing center. In the event that the intern is not able to meet performance criteria the intern may be encouraged to withdraw from the program. If program withdrawal become necessary, the internship faculty will advise the intern regarding other potential career paths.

**DISCIPLINARY/TERRMINATION PROCEDURES (ACEND Standard RE 10.2l)**

1. Interns receiving a grade of Unsatisfactory (U) on any one rotation will receive an Incomplete (I). Each intern will be given the opportunity to repeat one rotation once. The rotation must be passed with a grade of Satisfactory (S) the second time or the intern will be dismissed from the program. This rotation must be made up as soon as possible such as during the Summer Session and may require an additional fee.
2. Interns caught cheating on exams and/or assignments or plagiarizing the work of others is grounds for dismissal from the program.
3. Breaching confidentiality in any of the facilities is grounds for dismissal from the program.
4. Any violation of the ISU Student Code of Conduct is grounds for dismissal. See the ISU Student Handbook.
5. Any violation of the Academy Code of Ethics is grounds for dismissal.

When disciplinary action is required, at least two faculty members will be involved in the discussion with the intern. Disciplinary actions will be indicated in writing, signed by both the intern and coordinator, and placed in the intern’s file.

**GRADUATION REQUIREMENTS (ACEND Standard RE 10.2m & n)**

In order to receive a semester grade of Satisfactory (S) from either NTD 4488 or NTD 4489, interns are required to complete all facility rotations with a grade of Satisfactory (S) from both the preceptor AND the Internship Coordinator. All rotation evaluations must be completed to receive an “S” for the semester. Seminar days are considered a rotation and must also be passed with an “S.” If you miss a distance learning lecture for any reason you must view the video tape and summarize the information in writing by the next Monday class. Written assignments must be
completed satisfactorily. Case studies and major presentations must receive an average proficiency of 80%. All assignments must be turned in on time. Interns must participate in community service projects as assigned.

Interns completing a minimum of 1200 hours of supervised practice and receiving a satisfactory grade (S) in both NTD 4486/4488 and NTD 4487/4489 will receive a Certificate of Completion, Idaho State University, Dietetic Internship Program and an Internship Verification statement. Graduates will be eligible to take the national registration examination.

**WITHDRAWAL PROCEDURES & REFUND POLICY (ACEND Standard RE 10.2p)**

Students may withdraw from a class or from the University. To initiate a withdrawal from a class, a student must obtain a drop/add card from the Office of Registration and Records. To withdraw from the University, the student must obtain a withdrawal permit from the Office of Registration and Records and obtain all appropriate signatures. When students enrolled in for-credit classes withdraw from Idaho State University or make schedule changes that reduce their total fee obligation, refunds are made on the following basis:

General University fees paid without use of a fee reduction program:

- Refunds are calculated and authorized by the Office of Financial Services. The drop/withdrawal date is the actual date the drop or withdrawal form is received by an authorized University office or automated system.

Refunds of registration charges for full-time fees, part-time credit hour fees, non-resident tuition, professional program fees, and departmental fees are calculated on the total amount of fees paid, using the first official day of the University semester or session as the starting date.

**LEAVE OF ABSENCE (ACEND Standard RE 10.2q)**

Interns experiencing an emergency, such as an extensive illness, that prevents active participation in the program may be granted a leave of absence. The leave request must be accompanied by a physician’s note or other documentation justifying the leave. The decision to grant the leave will be made by the program director with input from preceptors and faculty. Depending on the leave length, the intern may require an incomplete for the semester grade. The supervised practice hours must be completed and plans for completing the internship need to be made in writing for inclusion in the intern’s file. See program completion requirements above for timeframe in which the internship is expected to be completed.

**VACATION AND HOLIDAYS* (ACEND Standard RE 10.2q)**

The Dietetic Internship Program will require a minimum of 40 hours per week for week with no seminar and 38 hours a week for weeks with seminar between rotations and seminar sessions.
Additional time will be required to research and complete assignments. During rotation assignments interns will occasionally be assigned to work weekends and late shifts.

2018-2019

Orientation Week: August 13 - 16
Rotations begin: August 20
Labor Day: September 3
Thanksgiving Break: November 19 - 23
Winter Break: Dec. 15– Jan 1
Classes/Internship resumes: January 2
Martin Luther King, Jr./Idaho Human Rights Day: January 21
President’s Day: February 18
Spring Break Week (Tentative): March 18 – 22
Classes/Rotations End: May 3

Personal Day – One per Semester—see guidelines. *Due to rotation scheduling, some interns may have a different break schedule &/or start and end dates.

STUDENTS MUST NOTIFY PRECEPTORS IN ADVANCE OF UPCOMING HOLIDAYS AND PERSONAL DAYS THAT OCCUR DURING EACH ROTATION.

PERSONAL FILE ACCESS/CONFIDENTIALITY AND PRIVACY PROTECTION (ACEND Standard RE 10.2r & s)

Complete files on every intern enrolled in this program are maintained in a locked file in the Dietetic Program offices in Garrison Hall on the Pocatello campus. A set of locked files on Meridian interns is in the office of the Meridian Internship Coordinator. The files contain admissions materials, on-going evaluation materials from the clinical sites, and the grade forms for each semester. Interns may have access to these files by making an appointment with the Internship Coordinator who will schedule a time for the intern to review the file. Materials may not be taken from the files by the intern. Confidentiality of intern records is maintained. Persons other than the faculty, staff, and interns may not have access to these files without written permission of the student.

ISU informs students of the Family Educational Rights and Privacy Act of 1974, as amended. Details regarding FERPA can be found on the ISU website at https://www.isu.edu/registrar/ferpa/. Questions concerning the Family Education Rights and Privacy Act may be referred to the Associate Director of Registration and Records at 208-282-2661.

CAMPUS AMENITIES AND SERVICES (ACEND Standard RE 10.2t)

CENTER FOR STUDENTS WITH DISABILITIES

Idaho State University is committed to equal opportunity in education for all students, including
those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodation in this course, please contact the ADA & Disabilities Resource Center, 208-282-3599. University policy states that it is the responsibility of students to contact instructors during the first week of each semester or as occurrence dictates to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

PERSONAL COUNSELING SERVICES

The Counseling and Testing Center at the main campus in Pocatello provides personal counseling and individual assessments. Most services are on an appointment or sign-up basis. Because there are often waiting lists for individual counseling, students are urged to schedule appointments as early as possible. ISU counselors and psychologists have graduate degrees, and annually attend continuing education seminars. They have all passed certification tests set by the National Board of Certified Counselors or the American Psychological Association, and are licensed by the State of Idaho. For more information, call 208-282-2130. Counselors are also available at the ISU—Meridian campus. To set up an appointment, call 208-373-1719.

ISU HEALTH CENTER

The ISU Health Center employs a comprehensive and competent medical staff to provide students with quality health care while they are attending ISU. Office calls are free to all students who pay full ISU fees. Students are seen on a walk-in basis or by appointment for most medical services. Call 208-282-2330 for more information. Unity Health Center will see ISU-Meridian students as part of an agreement between Unity Health Center and ISU Student Health Services. Call 208-895-6729 for more information.

FINANCIAL AID

Interns may be eligible for financial aid. ISU also participates in the Western Undergraduate Exchange (WUE). Interns from several western states are eligible to apply for the WUE. Call the financial aid office at 208-282-2756 or the scholarships office at 208-282-3315 for more information.

PARKING

Any person operating or parking any motor vehicle on the ISU campuses must pay $100 per year or $70 per semester for an official permit in General lot and must register the vehicle at the parking office located on the corner of 5th Street and Humbolt for the Pocatello campus or the front information desk for the Meridian campus. Call 208-282-2625 in Pocatello or 208-373-1700 in Meridian for more information.

IDENTIFICATION CARD and Name Badges
Interns can obtain a student identification card by taking their fee payment receipt to the parking office located on the corner of 5th Street and Humbolt on the Pocatello campus or the front information desk on the Meridian campus. Interns can call 208-282-2618 in Pocatello or 208-373-1700 in Meridian for more information. Name Badges will also be obtained at the same location during orientation week.

LIBRARY

The Eli M. Oboler Library contains nearly 544,000 bound volumes, almost 3,300 subscriptions, over 1.8 million pieces of microform material and over 450,000 printed government documents. The library provides a full range of services to students and staff. An integral part of library service is the provision of reference and research assistance to patrons. General reference service is provided at the reference desk and is available during most hours that the library is open.

Library instruction is available and can be tailored to address students’ specific needs, from general library orientation to subject-specific bibliographic research. In addition to supplying informational materials from its own collections, the library provides an interlibrary loan facility, which is equipped to locate and deliver books and periodical articles from other libraries’ holdings.

COMPUTER CENTERS

Computer labs are located in numerous buildings on the Pocatello, Meridian, and Idaho Falls campuses. To gain access you need to have an ISU computer account. The current charge for a computer account is $35.00 per semester and $30.00 for a summer session. For more information about what each lab location has to offer visit http://www2.isu.edu/its/labs/labinfo.shtml. A complete listing of lab hours and hardware at each lab is available in a PDF on the above link.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

Attendance
It is not acceptable to arrive late to class or to leave early without prior arrangement (i.e. call if you are going to be late). This behavior is considered unprofessional, and will be counted as an absence.

Interns will arrive at the area of assignment at the scheduled time. It is the intern’s responsibility to request any rotation schedule adjustments at least three weeks in advance; however, scheduling changes should not be requested and will not be honored except in cases of emergencies. Contact the Internship Coordinator. If unable to appear at scheduled time, call the area of assignment to report your absence and call the Internship Coordinator.
Sick Leave and Funeral Leave
To meet required supervised practice hours, rotation time missed due to excused absences, such as illness or death in the family, will need to be made up at the discretion of the Internship Coordinator and site preceptors. The intern must call both the Internship Coordinator and the preceptor before 8:00 a.m. in the event of absence. Unexcused absences will result in a grade of unsatisfactory from the rotation from which time was missed. If the Seminar day is missed, interns will be required to view video tapes and write a summary of the information, and in other ways make up the missed information.

Personal Days
Interns may take one personal day per semester, with approval from the preceptor and Internship Coordinator. Personal days are not cumulative over the two semesters. Personal days may be taken on Fridays if desired, but you will be required to view videotapes of the missed lectures.

Dress
Wear professional, conservative clothing. Men are not required to wear a tie, but should wear shirts with a collar. A clean white uniform or lab coat may be required by a rotation site. A standard name tag pin shall be worn AT ALL TIMES. Professional attire should be worn under the lab coat (no jeans or sweat shirts, miniskirts, leggings, low-cut blouses, or tank tops). Enclosed shoes with rubber or crepe soles must be worn. Sandals are not acceptable. Hair must be off the shoulder and covered with a hair net or hat in food preparation areas. No perfume or strong fragrances should be worn. In food preparation areas no large jewelry (rings, earrings, bracelets) or fingernail polish should be worn. Lab coats must be buttoned in food preparation and service areas. Nails should be clean and short. Clean, plain white tennis shoes are acceptable in foodservice rotations. Beards must be covered with a beard net.

Personal Hygiene
Interns will follow sanitary practices in the clinical facilities. Wash hands with soap before working with food. Wash hands after working in a soiled area before working with food. Wash hands after going to the toilet or using a handkerchief before handling food again. Avoid touching hair or face while working with food; wash hands after each contact. Visible piercing jewelry may not be worn any place other than the ears during the rotations.

Food Handling
Correct method of tasting must be followed when tasting food at ALL times. Spoons and a rubber spatula used for blending or stirring ingredients are not to be licked. The two spoon method for tasting is best to follow. A spoon or fork placed in the mouth must be washed or put in soiled area immediately.

Personal Conduct
Interns are expected to assume responsibility for their own behavior at all times. Refer to Idaho State University Student Handbook Student Code of Conduct and Disciplinary Procedures.
Professional Behavior
Unprofessional behavior is not acceptable in the dietetic internship. If a pattern of unprofessional behavior is seen, it will be documented in the intern’s file. If 2 incidents of unprofessional behavior are documented, the intern will be notified that he/she has been placed on probationary status, he/she will be counseled on behavior change, and will sign a PI plan.

Examples of unprofessional behavior include (but are not limited to):
2 or more unexcused late assignments; 2 or more unexcused tardiness; 2 or more assignments that continue with mistakes after first being brought to their attention; inappropriate or foul language; disrespect towards faculty, preceptors, peers, patients/clients and others in the workplace; dishonesty.

All behaviors noted in the PI plan must remain corrected for the remainder of the internship for the intern to graduate. If further incidents of unprofessional behavior are noted, intern may be dismissed from the program.

APPROXIMATE PROGRAM COSTS

The following is an estimation of program cost to the individual student. Figures are for the full academic year if not otherwise noted.

Tuition:
- In-State $7,166/year*
- Out-of-State $21,942/year*
- Additional Course Fee $1,450.00/Semester* see note below
- Liability Insurance $5.00/Semester

**(Students are required to purchase their own health insurance and show proof of coverage before Orientation. These costs have not been included in the above fee estimates.)

Typhon account $90.00

Clothing:
- Lab Coat(s) $40-$80
- Shoes (flat, rubber sole) $40-$80

Books and Supplies: Variable

Drug Screenings $45.00 each

Background Check $45.00

Health Screen and Immunizations: $135 (approximate)

ISU Computer Account $35/semester

Professional Membership (AND) required: $50/year

Local Dietitians membership $0

Transportation: Variable

ISU Parking Pass (optional) $100/year for general pass

Jean Inman Review Course $385 registration cost

Graduation Application Fee $20.00

Intern is responsible for providing own transportation to rotations.
The figures quoted above are estimates of actual program expenses as of May 2018. Actual cost may be more or less than estimates. Housing and personal living expenses have not been included as these often vary considerably between individuals.

*These figures are subject to change by the Idaho State Board of Education. In addition, those interns accepted to the program will pay a $1450 program professional fee and is in addition to tuition. The fee is added to your tuition statement and must be paid by August 17.
Appendix A – Core Competencies (2017 Standards)

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

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

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

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

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.
Appendix B – Overall Rotation Evaluation  
(This is completed in Typhon)

Name: _________________________Rotation: _________________________

OVERALL EVALUATIVE SUMMARY OF ROTATION PERFORMANCE

Check the appropriate blank:

___ SATISFACTORY (S)  
A grade of satisfactory (S) should be awarded to an intern receiving an "S" or above in all competencies and in the Evaluation of Professional Qualities.

___ CONDITIONAL SATISFACTORY (CS)  
A grade of conditional satisfactory should be given to an intern when one or both of the following situations apply:

1. An unsatisfactory (U) is given for ONE competency or ONE Professional Quality.
2. ONE "NI" is given in TWO separate competencies or TWO Professional Qualities or ONE competency and ONE Professional Quality.  
(The preceptor, intern, and Internship Coordinator will communicate in writing what the intern must do in order to raise a conditional satisfactory to a satisfactory. The intern should expect to put in additional time in order to fulfill uncompleted competencies.)

___ UNSATISFACTORY (U)  
A grade of unsatisfactory (U) should be given to an intern if one or more of the following situations apply:

1. Any unexcused absences during the rotation.
2. One or more competencies is not completed by the intern. (Note: If an intern cannot complete a competency due to facility limitations, it should be noted under the comments section of the evaluation form.)
3. A "U" is given for TWO or more competencies or TWO Professional Qualities.
4. If a “CS” is not raised to an “S” in the specified time, the “CS” reverts to a “U.”
5. THREE or more "NI"s are given in separate competencies.

(Interns must repeat the rotation if the overall rotation grade of "U" is received. A "U" or Conditional Satisfactory on the repeated rotation is grounds for dismissal from the program without certificate.)
Appendix C – Academy of Nutrition and Dietetics Code of Ethics

Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)
Code of Ethics for the Nutrition and Dietetics Profession
Effective Date: June 1, 2018

Preamble:

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, provides general principles and specific ethical standards for situations frequently 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.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner’s roles and conduct. All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners”. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

   Nutrition and dietetics practitioners shall:
   
   a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
   
   b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
   
   c. Assess the validity and applicability of scientific evidence without personal bias.
   
   d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
   
   e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.
   
   f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
   
   g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
   
   h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)
Nutrition and dietetics practitioners shall:

a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.

b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.

c. Maintain and appropriately use credentials.

d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).

e. Provide accurate and truthful information in all communications.

f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.

g. Document, code and bill to most accurately reflect the character and extent of delivered services.

h. Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.

i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. **Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

a. Participate in and contribute to decisions that affect the well-being of patients/clients.

b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.

d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

f. Refrain from verbal/physical/emotional/sexual harassment.

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

h. Communicate at an appropriate level to promote health literacy.

i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. **Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

a. Collaborate with others to reduce health disparities and protect human rights.

b. Promote fairness and objectivity with fair and equitable treatment.

c. Contribute time and expertise to activities that promote respect, integrity, and competence
of the profession.

d. Promote the unique role of nutrition and dietetics practitioners.

e. Engage in service that benefits the community and to enhance the public’s trust in the profession.

f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision- making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals² and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:


   http://www.eatrightpro.org/~/media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitions.pdf


Appendix D – Academic Calendar

Dietetic Internship Academic Calendar 2018-2019

General Information:
- Orientation week August 13 – 16th 9am – 5pm, Friday August 17th, 9 am – 2 pm.
- Rotations scheduled Monday – Friday with class day as noted below. Occasional weekend and evening time at rotations may occur.

August:
Rotations Monday – Friday with Friday class days as noted
August 20, rotations begin
No class day after orientation week

September:
Rotations Monday – Friday with Friday class days as noted
September 3, Labor Day
September 7 & 21, class day, 9 am – 3:30 pm

October:
Rotations Monday – Friday with Friday class days as noted
October 5 & 19, class day, 9 am – 3:30 pm

November:
Rotations Monday – Friday with Friday class days as noted
November 2, 16, & 30 class day, 9 am – 3:30 pm
November 19 – 23, Fall break, no rotations, no class day

December:
Rotations Monday – Friday with Friday class days as noted
December 7, class day, 9 am – 3:30 pm
December 15 – January 1, Winter break, no rotations, no class day

January:
Rotations Monday – Friday with Friday class days as noted
January 2, Rotations resume
January 21, Martin Luther King holiday
January 25, class day 9 am – 3:30 pm

February:
Rotations Monday – Friday with Friday class days as noted
February 8 & 22, class day 9 am – 3:30 pm
February 18, President’s Day holiday

March:
Rotations Monday – Friday with Friday class days as noted
March 8 & 29, class day 9 am – 3:30 pm

March 18 – 22, ISU spring break. Intern spring break may not match the University’s and may be used for making up hours.

April:
Rotations Monday – Friday with Friday class days as noted

April 6 & 7 (Saturday & Sunday), Jean Inman Review, Pocatello, Albion Hall Room 108. Saturday check-in starts at 7:30 am and the session starts promptly at 8 am.

April 12, & 19, class day 9 am – 3:30 pm

April 25 & 26, IAND Annual Meeting, Boise, ID. Attendance at the state meeting is voluntary and does not count toward supervised practice hours. Interns may go if they want and must 1) make certain you have completed enough hours to afford the time away from rotations or make arrangements to make up the lost hours, 2) discuss with the preceptor BEFORE making any travel arrangements, 3) understand that all costs are the intern’s responsibility. The program will not cover any of the costs.

May:
Rotations Monday – Friday with Friday class days as noted
May 3, class day 9 am – 3:30 pm, the planned program end date
Appendix E – Kasiska Division of Health Sciences Organization Chart
### Recommended Vaccines for Health Care Personnel

Health care personnel (HCP) are at risk for exposure to serious, and sometimes deadly, diseases. To protect HCP, it is important to reduce the risk of vaccine-preventable diseases. In addition to protecting employees, ensuring that they are up-to-date with recommended vaccines will: decrease the potential of employee furlough, reduce the need and cost for post-exposure prophylaxis of patients/residents/HCP, and help ensure an efficient exposure response. Good vaccine coverage among employees will also protect the health of patients and visitors.

**Health care personnel includes:** physicians, nurses, nursing assistants, emergency medical personnel, dental professionals, medical and nursing students, laboratory technicians, environmental service workers, pharmacists, hospital volunteers, and administrative staff.

<table>
<thead>
<tr>
<th>Vaccines recommended for health care personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Varicella</strong> <em>(chickenpox)</em></td>
</tr>
<tr>
<td>If no proof of immunity, HCP need 2 doses of varicella vaccine, at least 28 days apart. Proof of immunity includes:</td>
</tr>
<tr>
<td>• Documentation of prior vaccination.</td>
</tr>
<tr>
<td>• Clinician diagnosis or serological verification of a history of varicella or herpes zoster (shingles).</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
</tr>
<tr>
<td>If previously unvaccinated, HCP need a 3-dose series (on a 0, 1, and 6 months schedule). Obtain anti-HBs serologic testing 1–2 months after third dose for HCP who perform tasks that may involve exposure to blood or body fluids.</td>
</tr>
<tr>
<td><strong>Influenza</strong> <em>(flu)</em></td>
</tr>
<tr>
<td>Annual vaccination.</td>
</tr>
<tr>
<td><strong>MMR</strong> <em>(measles, mumps, rubella)</em></td>
</tr>
<tr>
<td>HCP need documentation of 2 MMR given at least 28 days apart unless they have proof of immunity. Proof of immunity includes:</td>
</tr>
<tr>
<td>• Documentation of 2 doses of MMR vaccine.</td>
</tr>
<tr>
<td>• Laboratory evidence of immunity.</td>
</tr>
<tr>
<td>• Laboratory confirmation of disease.</td>
</tr>
<tr>
<td>• Born before 1957.</td>
</tr>
<tr>
<td>• For HCP born before 1957, verification of immune status may depend on the risk of exposure to measles within the facility. See the <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mmr.html">MMR ACIP vaccine recommendations</a>.</td>
</tr>
<tr>
<td><strong>Td</strong> <em>(tetanus, diphtheria, pertussis)</em></td>
</tr>
<tr>
<td>• HCP need a one-time dose of Tdap as soon as possible if there has been no Tdap previously administered (regardless of when previous dose of Td was received).</td>
</tr>
<tr>
<td>• Td boosters every 10 years.</td>
</tr>
<tr>
<td><strong>Meningococcal ACWY and B serogroups</strong></td>
</tr>
<tr>
<td>Vaccinate microbiologists that are routinely exposed to <em>Neisseria meningitidis</em> isolates:</td>
</tr>
<tr>
<td>• A dose of MenACWY, and boost every 5 years, if risk continues.</td>
</tr>
<tr>
<td>• The 2- or 3- dose series of Men B (depending on product used).</td>
</tr>
</tbody>
</table>

Also, see CDC’s [Recommended Vaccines for Health Care Workers](https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html).
Appendix G – Signature Page

I have read and comprehend the information presented in the ISU DI Handbook. I agree to abide by the policies set forth in this handbook throughout the remainder of my internship.

______________________________  ____________________
DI Intern Signature              Date

______________________________  ____________________
Witness                         Date