

**DIETETIC INTERNSHIP PROGRAM
POLICY AND PROCEDURE
HANDBOOK
2019-2020**



THE SAGE COLLEGES
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INTRODUCTION & WELCOME

This handbook contains information about the Sage Graduate Schools (SGS) Dietetic Internship (DI) program. Included is detailed information about the program that must be read by all incoming dietetic interns.

Please refer to this handbook throughout your tenure in the DI. By accepting admission into this program the dietetic intern assumes responsibility for all professional behaviors, policies and procedures cited in this handbook and all other official College handbooks and publications.

We are excited about the DI program offered at Sage and look forward to watching your professional growth throughout the program. Though our program is demanding, experience has shown that our students become excellent dietetic professionals as a result of their hard work and perseverance.

This is just the beginning of your commitment to lifelong learning as a dietetic professional. Take advantage of each learning opportunity as they are presented to you. Greet challenges with optimism and believe in yourself. Stay motivated and focused on your goal of successfully completing the requirements for eligibility to sit for the registration examination for dietitians.

PROGRAM OVERVIEW

The DI is a graduate certificate program housed within SGS School of Health Sciences and is part of the Nutrition Science Department at The Sage Colleges (TSC).

Interns are encouraged to visit:
<https://catalog.sage.edu/content.php?catoid=34&navoid=1707> to learn more about SGS.

TSC offers a 10-month generalist DI program with a concentration area in communications.

NUTRITION SCIENCE DEPARTMENT MISSION & VISION

Mission:

The mission of The Sage Colleges Nutrition Science program is to advance the field of nutrition through scholarship, outreach, and preparation of entry-level registered dietitians (RDNs) within a small, private liberal arts college.

Vision:

To be recognized as a leading nutrition program in the Northeast.

SAGE DIETETIC INTERNSHIP MISSION

The mission of the DI program is to prepare entry-level RDNs who are committed to lifelong learning and leadership within the profession.

ACCREDITATION STATUS

The Capital Region of New York State Approved Pre-Professional Practice Program (AP4) was initially approved through December 1999 by the Council on Education (COE) Division of the Education Accreditation/Approval branch of the Academy of Nutrition and Dietetics.

Effective April 22, 1995, the Commission on Accreditation/Approval for Dietetics Education of The Academy of Nutrition and Dietetics granted a status change from an Approved Pre-Professional Practice Program (AP4) to Developmental Accreditation as a Dietetic Internship (DI). The program name changed from the Capital Region of New York State AP4 to SGS DI. As a result of the developmental accreditation status, a site visit by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) was conducted in March 1999 and 2011. A program assessment report (PAR) was submitted in May 2016 of which was approved for continued accreditation. The programs next accreditation review will take place in fall 2020.

ACEND is the only accrediting agency for dietetics education recognized by the United States Department of Education (USDE). The address and telephone number of ACEND are: 120 South Riverside Plaza, Suite 2190, Chicago, IL. 60606-6995, 800/877-1600-899-5400. See Appendix A ACEND Complaint Policies and Procedures.

SGS of TSC is accredited by the Middle States Association of Colleges and Schools and is chartered by the Board of Regents of the University of the State of New York.

PROGRAM GOALS & OUTCOMES

The following goals ensure the effectiveness of the Sage DI to achieve its mission.

1. Prepare graduates to be competent in a variety of entry-level positions in the field of dietetics; and
2. Prepare graduates who demonstrate lifelong learning as a personal and professional obligation for dietetics practice.

Over a five-year period, outcome objectives to assess achievement program goal #1 include:

Objective 1.1. Over a five-year period, 95% of full time interns will complete all program requirements within 15 months of beginning the program and 80% of part time interns will complete all program requirements within 33 months of beginning the program [ACEND required outcome measure];

Objective 1.2. Over a five-year period, at least 85% of graduates who seek employment in dietetics will be employed within three months of program completion [ACEND required outcome measure];

Objective 1.3. Over a five-year period, the pass rate for DI graduates taking the registration examination for the first time will be at least 80% [ACEND required outcome measure];

Objective 1.4. Over a five-year period, the one-year pass rate for DI graduates taking the registration examination will be at least 80%;

Objective 1.5. Over a five-year period, at least 90% of graduates will indicate that they were “adequately prepared” or better for entry-level practice;

Over a five-year period, outcome objectives to assess achievement program goal #2 include:

Objective 2.1. Over a five-year period, 75% of graduates will complete the Commission on Dietetic Registration (CDR) Professional Development Portfolio within 6 months of passing the registered dietitian (RD) examination; and

Objective 2.2. Over a five year period, 50% of graduates will pursue graduate school, an additional degree or specialty certification.

Program concentration (communications) related goals:

1. Review, analyze, evaluate and disseminate current literature to establish recommendations for best practices in the field of nutrition and dietetics.

2. Apply concepts and techniques from current computer and web-based technologies and social media platforms for use in the field of nutrition and dietetics.

Learning objective to meet goal #1: 100% of interns will score 80% or better on their poster presentation assignment.

Learning objective to meet goal #2: 100% of interns will score 80% or better on their Nutrition Care Process recorded case presentations.

DI PROGRAM COMPETENCIES

Throughout the duration of the program interns must fulfill 41 competency requirements as determined (ACEND). Competencies can be found in Appendix A.

PROGRAM FORMAT

The dietetic internship will commence August 26, 2019 and will end on or about June 12, 2020.

Interns will complete rotations in acute care clinical, outpatient clinical, long term care, foodservice management and community nutrition settings to practically apply their didactic program and dietetics (DPD) knowledge. Interns will learn to assess nutrition needs of patients, clients or target populations with different cultural backgrounds and across the continuum of care. Interns will utilize the Nutrition Care Process (NCP) to determine the appropriate nutrition interventions for individuals/group settings or a community. Interns will also experience all facets of a food service operation and ultimately will function in a management capacity towards the later weeks spent in their foodservice management rotation.

Supervised practice hours breakdown:

Acute Care Clinical: 440 hours

Outpatient Clinical: 80 hours

Long Term Care: 80 hours

Food Service Management: 400 hours

Community Nutrition: 280 hours

Total: 1280 hours

Practicum and graduate coursework:

Interns will complete three practicum courses (6 credits each) and two graduate courses (3 credits each) to receive 24 graduate credits:

NTR-530-30/35 (*DI Practicum I*), fall 2019;
NTR-531/35 (*DI Practicum II*), spring 2020
and NTR 532-30/35 (*DI Practicum III*),
summer (section III) 2020

In addition to practicum, interns will complete NTR-525, *Advanced Medical*

Nutrition Therapy (fall or spring semesters – will take concurrent to or before acute care clinical rotation) and NTR-555, *Nutrition Research: Interpretation and Communication* (fall or spring semesters– will take concurrent with management or community rotation). Both NTR-525 and NTR-555 are offered fully online.

There is a three-day intensive on-campus orientation in the fall prior to the start of practicum. A DPD related pre-test will be given during this time.

Onsite interns are required to return to TSC for their end of practicum presentations. The DI Director will also host scheduled meeting days between semesters at TSC to include (but not limited to) review of upcoming rotation requirements, lectures on various topics, field trips, etc.

DI related calendars and schedules are provided during August orientation. If there are any changes to the calendar or schedule they will be posted to Moodle. The college's academic calendar can be accessed online: <https://www.sage.edu/academics/academic-calendars/>

Onsite practicum schedule (2019-2020):

Practicum I:
8/26-11/11 (off Labor Day)

Practicum II:
12/1-2/24
Off 12/23-12/27 & 1/1

Practicum III:
3/16-6/1

Exit week: 6/8-6/12

Refer to calendar and schedules distributed during August orientation and posted to Moodle regarding dates you are required on campus when you are not actively completing practicum.

All interns will be actively completing practicum during the timeframes listed above. Please note, part-time and distance interns' schedules will deviate from the

schedule indicated above. Individualized schedules will be distributed to you during August orientation.

Please note, the DI is not consistent with TSC' Academic Calendar. However, you still will want to review the calendar to identify when your graduate courses begin for each semester.

Full-time interns are in practicum for 40 hours/week and part-time interns complete 24 hours/week of practicum (excluding certain holidays and allotted time between practicum rotations). *These hours do not include lunch break.*

A final DPD related exam will be given during the exit week of the program on which a minimum 75% must be achieved. The following materials will also be completed during the last week of the DI: paperwork required by the Commission on Dietetics Registration (CDR) to qualify for registration examination for dietitians; Professional Development Portfolio (PDP) instruction, focus groups and any other required business is completed.

Full-time Interns

Full-time interns are expected to complete the DI within the standard 10-month timeframe. However, when extenuating circumstances arise, the intern may be granted up to 15 months to complete the program.

Part-time Interns

Part-time interns are expected to complete the DI within a 20-month timeframe. However, when extenuating circumstances arise, the intern may be granted up to 33 months to complete the program.

Part-time positions have been approved by ACEND. Part-time interns complete the DI over two academic years rather than one. Part-time schedules can vary and interns must work closely with the DI Director and DI Coordinator for scheduling and registration requirements.

CREDIT HOUR POLICY

Given that practicum does not fall within each academic semester you will still be required to register for the fall, spring and summer III semesters to pay for your supervised practice experience. The fall semester tuition includes practicum I & first graduate course; spring semester tuition includes practicum II & second graduate course; summer III semester tuition covers practicum III.

Please review the credit hour policy for graduate level internships:
<https://www.sage.edu/academics/registrar/credit-hour-policy/>

The DI Director will advise you how to register for each semester during advising which occurs at the end of your fall and spring practicum. You will need to register for a non-credit course (NCR) during your second practicum (onsite) and if you are completing rotations during the winter break period (distance).

PRACTICUM PLACEMENTS

Onsite: All rotations are appointed by the DI Coordinator (Professor Longton). Interns are provided a preference survey upon acceptance into the program. The DI Coordinator works diligently to schedule and secure all onsite interns' placements and great effort goes into matching placements with intern preferences. Interns will receive placement roughly a month prior to the start of the program.

Interns are assigned to a variety of facilities and transportation to and from each site is the responsibility of each intern. Professor Longton will make every effort to arrange placements within close proximity to where the intern will be residing throughout the program, however, there are times when up to one hour of travel may be required.

Note: interns are responsible for contacting all preceptors at the beginning of the fall semester and then again one month prior to the start of the rotation.

Twelve onsite interns will be placed in a cohort setting for their acute care clinical rotation at Ellis Hospital in Schenectady, NY.

Distance:

Practicum placements for all rotations are the sole responsibility of the intern.

The *Distance Track Preceptor Application* and *Dietetic Internship Affiliation Agreement(s)* must be submitted and fully executed for each site prior to the start of the internship. These forms are sent to the interns upon acceptance to the program and available on our website:

<https://www.sage.edu/academics/school-of-health-sciences/dietetic-internship-program/dietetic-internship-distance-track/>

The DI Coordinator is responsible for maintaining all affiliation agreements for the program. All contracts should be sent to the attention of Professor Longton so she can contact appropriate parties at both the practicum site and TSC if needed.

ATTENDANCE

Onsite Track: Attendance is required for all internship-related activities as scheduled by the program director.

Distance Track: Attendance is required at the August orientation (three-days) at TSC in Troy, NY, and for all assigned practicum rotations. Distance students are welcome to attend all scheduled events if able.

Additional required attendance is included in the individual course schedules provided at the beginning of each practicum semester. Any absences will need to be rescheduled and/or extra activities will be assigned to cover the necessary work to support knowledge and competency of the missed material. Due to this expectation, credit is not awarded for attending and participating in class. Points will be deducted for tardiness and absences.

TSC recognizes the value of participation in and observance of religious obligations and practices by individual students. No student will lose credit because a religious observance prevents participation in any class or practicum experience time. A student who intends to be absent from classes for a religious observance must notify the DI Director in advance and make arrangements to complete the missed activities and/or assignments. If a facility can no longer accommodate an intern for the completion of the planned experience a new placement will be arranged.

Shifts vary depending on preceptor schedules. As previously mentioned, full-time interns are expected to complete 40 hours of practicum/week (this does not include lunch breaks. Part-time interns typically complete 24 hours/week.

Sick/Personal Time: Each intern is granted 16 hours (2 days) of sick time and/or personal time off throughout the duration of the entire internship. **The minimum total hours of supervised practice experience must equal 1264 hours or greater.**

Practicum hours missed beyond the 16 hours provided must be completed during designated make-up weeks or breaks between practicum rotations.

IMPORTANT: Interns should not exceed 40 hours of supervised practice on a regular basis to allow for ample time to complete practicum-related assignments and additional graduate coursework. There may be a few occurrences that a shift runs late, however, if this is happening frequently please make the program director aware. It is important to note that these extra hours will not apply towards make-up hours (unless pre-planned and approved by DI Director). **Please contact the DI Director if your hours are exceeding >45 hours/week regularly.**

NOTE: all hours must be supervised; interns are not allowed to work from home and cannot be at a facility without appropriate oversight and mentorship.

ABSENCES

Interns must immediately notify their preceptor if they are going to miss time at their practicum rotation due to either illness or other extenuating circumstances.

The DI Director must also be notified of absences when they occur. The director may be reached via email (morgam1@sage.edu) or phone at 518-244-4598. Interns are required to make up any missed work/time from a planned rotation beyond the allotted 16 hours (2 days) of sick/personal time granted to each intern over the course of the entire internship (see next section for details). This also includes leaving early and arriving late during a scheduled day at any facility. Interns are responsible for rescheduling any missed experiences with the respective preceptor. Extended absences may require that the intern either withdraw from the program or request a leave of absence, please refer to *TSC Student Handbook* for more information. All schedule request changes, leave of absence and/or course withdraw must be made in writing via email to the DI Director.

WEATHER

Interns are expected to be in attendance at practicum rotation assignments on all scheduled days. However, in the event of inclement weather please use your best judgement as safety is a priority. You must contact your preceptor and DI Director to inform them if you will not be attending practicum due to the weather conditions.

You will be required to reschedule missed days due to inclement weather with your preceptor.

ROTATION CHANGES

It is common for preceptors to change jobs or face unexpected circumstances resulting in a change in practicum location. For the onsite track, this may result in a delay in the start of the rotation or a change in rotation type. The intern will need to be flexible while we work to find an alternate placement. The distance track intern will be

responsible for finding and securing another placement should this situation arise.

TUITION AND ANTICIPATED COSTS 2019-2020

ONSITE Dietetic Intern Tuition

Tuition \$16,080.00
(24 graduate credits @ \$670.00/credit)
*Does not include incidentals**

The 2019-2020 on-site tuition includes practicum placement, intern handbooks, and contracted services and instruction e.g., guest lecturers and field trips/simulated learning activities.

DISTANCE Dietetic Intern Tuition

Tuition \$11,760.00
(24 graduate credits @ \$490.00/credit)
*Does not include incidentals**

*Interns also have incidental expenses including but not limited to: attending August orientation, required textbooks, lab coat, professional memberships (national and local affiliation) professional liability insurance, personal health insurance (available through TSC if needed <https://www.sage.edu/academics/student-accounts/student-health-insurance/>), physical exam and immunizations, criminal background check, drug screening, travel to and from supervised practice sites, travel costs for various field trips, office supplies, relocation and housing. Interns should also budget for exam study materials.

Estimated Incidentals:

Health Insurance: \$2615.00 (annually)
On-campus Housing (optional):
\$3635/semester (Troy campus)
Gas: \$120-180/month
Academy Membership: \$58
Local Dietetic Association: \$10
Liability Insurance: \$22
HIPAA Certification: \$10
Background check, fingerprinting and drug screening (if required): \$150
Lab coat: \$10-30
Required Textbooks (does not included recommended): \$380

Jean Inman Study Guide: \$385

IMPORTANT: onsite interns must budget for attendance at the New York State Academy of Nutrition and Dietetics (NYSAND) Annual Meeting and Expo as selected interns will be presenting their research posters at the meeting in spring 2020. The meeting will be held in Saratoga, NY.

HOUSING

Graduate housing may be available through TSC Residence Life:
<https://www.sage.edu/student-life/residence-life/>.

TRANSPORTATION

A car and valid license is required. Travel (gas and tolls) to facilities, field trips and TSC campuses must be additionally budgeted. Parking permits are required on campus if parking on campus; the program director will provide interns temporary passes if holding learning experiences on campus. Some cooperating institutions may also charge a parking fee.

Campus Parking & Maps

For information regarding parking & campus maps, please visit:
<https://www.sage.edu/about/public-safety/parking-at-sage/>

Practicum Parking

Some facilities either charge for parking, provide a car sticker for the duration of the rotation or have free parking available to the intern. Be sure to obtain parking information prior to the start of each rotation.

Distance track interns should investigate parking at each site and adhere to their facility parking policy.

Public Transportation

The Sage Shuttle offers transportation to and from TSC' Albany and Troy campuses.

All full-time students at TSC have access to free bus transportation through the Capital District Transportation Authority (CDTA) using your valid Sage ID.

<https://www.sage.edu/student-life/the-sage-shuttle/>

INTERN ROLE AND RESPONSIBILITIES

Professional Behavior

An intern is neither considered a student nor an employee by the affiliates. The intern functions in a learning capacity with the direct guidance and supervision of a preceptor. Therefore, an intern is expected to work closely with their assigned preceptor(s), keep them informed of their daily activities and whereabouts, and present oneself in a positive and professional manner at all times. High standards of conduct have been established by the internship for the interns to perform their required competencies.

Becoming a professional involves learning and commitment beyond the mastery of the profession's "body of knowledge." It encompasses the integration of attitudes, values and behavior that reflect personal integrity, respect for self, respect for the right of differing viewpoints, and a sense of responsibility as a contributor to a community of people. Application of the AND *Code of Ethics* is integrated into each course and the practical experiences. Our program has been designed with teaching/learning experiences that will allow students to continually work toward achieving the following:

1. *A positive view of self and increased self-awareness as demonstrated by:*

- self-advocacy
- self-initiating behaviors
- dependability
- comfort defending one's own position
- tolerance of error
- seeking and obtaining feedback, and constructive response to criticism

- modifying behavior as appropriate
- direct verbal and nonverbal communication
- continual values clarification
- reflectiveness

2. *Interpersonal competence as demonstrated by:*

- listening to and hearing others
- skills and strategies to increase collaboration
- empowering others
- sensitivity to the agenda and values of others

3. *Commitment to learning and contribution to learning of others:*

- seeking and contributing new ideas
- enthusiasm in learning situations
- contributing to or originating discussion
- eliciting input, opinions and participation of others

Personal characteristics and abilities which are important for the intern to develop and exhibit include, but are not limited to the following: flexibility, motivation, assertiveness, initiative, enthusiasm, accountability, ability to use a variety of resources, responsible, credible, open minded; professional image, appearance, and demeanor; diplomatic, positive outlook, realistic idea of preceptor's day; respect for privacy, confidentiality and facility property; time management, independent judgment, knowledge of professional networking vs. socializing, tact, ability to express oneself orally, willingness to learn, accepting of constructive criticism, sound judgment, ability to prioritize, analytically think and solve problems.

Academic program responsibility remains in the hands of the intern, including the responsibility for completing course work and planned experiences in an honest and ethical manner. Plagiarism, the theft of written material with the pretense of making the material represent your own work, is a serious offense in both the academic community and the working world. Deliberate photocopying, copying information without sufficiently referencing

the source, and closely simulating information/ideas from an original reference are common forms of plagiarism. Interns are expected to honestly research information and present it accurately, both in written and oral formats. This may require obtaining information from more than one source to thoroughly comprehend a concept, discuss the significance of recent research findings, accurately assess a patient's needs, or make recommendations to improve a food service system. Academic dishonesty in any of its forms, including plagiarism, cheating, and failure to comply with guidelines for the conduct of human research, will not be tolerated at the SGS. All interns are responsible for reviewing *the Student Handbook* which includes the Code of Conduct prior to the start of the program:
<https://www.sage.edu/student-life/student-handbook/>

Since papers are required in many of the courses, you must demonstrate good writing style and proper technique in all written assignments. Papers and assignments require research using professional literature and peer-reviewed journals. Refer to the *American Medical Association Manual of Style (10th edition)* for correct style in writing papers and citing references. All interns are provided electronic access to the AMA Manual of Style via TSC libraries. Refer to Appendix A for copyright information.

IMPORTANT:

All written assignments must be submitted using Microsoft Word.

Uploaded files are to be uploaded as follows:

- Assignment or document title_last name
- Evaluations that are more than one-page are to be as one document. Please do not submit each page individually.

Practicum experiences also require professional responsibility. The health care field is a highly regulated environment. This helps to ensure the intern's safety and that of the patients, residents and clients you encounter as well as their privacy and confidentiality. Interns are responsible for maintaining confidentiality of all patient protected health information (PHI) and must adhere to the Health Insurance Portability and Accountability Act (HIPAA) at all times. Prior to starting the internship, all interns must complete an online HIPAA and OSHA training module. The details regarding these online courses will be provided. Refer to Appendix B for further details related to the issues of safety, rights and confidentiality.

Activities not to be completed during Practicum Hours

The following activities should not be completed at the facility: answering emails (except on lunch break), completion of any practicum or graduate coursework assignments; **these activities are to be completed at home.**

Please note you will be receiving e-mails from faculty throughout the workday, however, you should not be checking or responding to e-mails during practicum hours as indicated above.

If your preceptors observe you completing any of these activities a warning notice may be issued.

Interns may collect patient related information for their clinical case study or collect and analyze data (raw data should not leave the facility), develop in-service(s) and education materials required for practicum activities and access the TSC or practicum facility's library services to retrieve research papers during their rotation hours.

Graduate School Preparation

Interns are expected to complete reading materials and activities assigned to provide

background information for application during the planned experiences and for discussion in classes and online forums. Participation in projects and group discussions help to problem solve and work as a team member. Oral and written communication skills, vital to the practicing clinician, are emphasized throughout the curriculum. Interns are to review the following graduate course policies: <https://catalog.sage.edu/content.php?catoid=36&navoid=1838>

Computer Access: Interns are expected to have access to a computer (laptops are ideal) and software to accommodate online courses, Moodle and the college web-based intranet communication system. MySage and will be utilized for all courses. Faculty communicates with interns via their MySage account only. Proper e-mail etiquette is expected in all electronic communications.

Record of Work Submitted: Interns MUST keep copies of ALL materials submitted, materials returned by the DI faculty and course instructors, and copies of the course syllabus for future reference if needed (e.g., evaluation of transferring credit to another institution).

Human Subjects Guidelines:

Before completing the management process improvement project and clinical case study assignment the dietetic intern is responsible for carefully reading TSC Institutional Review Board (IRB) Guidelines concerning human subjects' research. All procedures to apply for and obtain TSC IRB clearance to conduct the project must be adhered to. The Sage Colleges IRB requires that all researchers (including students) applying for a project review must demonstrate competency in human subjects' research by completing the CITI Program training. The intern is responsible for providing a copy of the TSC IRB written verification to the facility's practicum preceptor project advisor before conducting the project. Refer to the SGS DI practicum manuals and the SGS web site, <https://www.sage.edu/academics/sage-research-institute/the-institutional-review->

board/, for details on receiving research approval involving human subjects, as required by federal and state regulations. The DI director will go over this information in detail at August orientation.

Communication during DI:

Current address, telephone and cell phone(s) numbers, and email addresses are necessary to maintain ongoing communication. Interns are personally responsible to notify the DI Coordinator, as well as the Registrar's Office (<https://www.sage.edu/academics/registrar/>), of any changes with their mailing address and telephone number.

Academic Advisement for Interns

The DI faculty believe that advising is a shared, collaborative process between faculty and students. This process is ongoing, occurring both on a formal and informal basis. Together the DI Director and intern will:

- monitor intern academic progress and intervene accordingly (i.e. referral, updates of progress, problem solving);
- monitor intern progress towards fulfilling all practical supervised experiences, and graduate course requirements;
- assist the intern during registration, and
- assist the student in transitions including adapting to the demands of the graduate school, clinical experiences and personal aspects of life as a dietetic intern.

The Faculty Advisor is responsible for:

Scheduling office hours: The DI faculty do not have open office hours. Interns are urged to make appointments in advance. This will allow scheduling of adequate time for advisement.

The DI Director is responsible for:

- conducting internship advisement,
- maintaining student files in good order, including a brief note verifying each student/faculty meeting when warranted,

- meeting with advisees following any letter from the SGS Dean which indicates the student is experiencing academic difficulty or there is a change of status (in the role of student advisor, advisors get a copy of these letters), and
- making referrals as appropriate for career counseling, financial aid, learning assistance/tutoring, and/or physical/psychological support and services (in the role of student advisor) (see college catalog - Financial Aid, Academic Support Service and Student Life).

The Student is responsible for:

- Notifying the DI director of any changes in name, address and home/work telephone numbers. These changes must also be made to the Registrar's Office.
- Additional notices to the DI director may include, yet are not limited to: anticipated changes in academic status, including leave of absence, request for an incomplete in a course, adding or dropping courses, requests to take courses off campus, and requests to complete practical experiences outside of the Capital Region. These requests must be made in writing, using appropriate forms if applicable (i.e. add/drop and incomplete forms).
- Maintain regular communication with the DI Director to review the sequence and completion of the dietetic internship requirements.
- Checking e-mail daily and responding within 24 hours to DI related correspondence.
- Immediately bringing concerns regarding practicum and/or preceptor performance to the attention of the DI Director.

The Preceptor is responsible for:

Preceptors focus on supervising practice-based learning. They demonstrate the incorporation of theory into practice, suggest useful learning experiences to help interns

achieve learning objectives, and identify the usefulness of self-evaluation. Preceptors provide constructive feedback based on the intern(s) performance, to help enhance their learning experience and promote development of a strong professional. Preceptors often view themselves as a professional role model and view the intern as a prospective co-worker.

PROFESSIONAL IMAGE STANDARDS

Interns are expected to present themselves to facilities in professional attire. Usually interns will also be required to wear a full-length lab coat over their clothes during the acute care clinical rotation. Refer to the Dress Code Policy, Appendix B for further details. Interns should also obtain and adhere to their individual practicum site dress code policy at all times. Interns should present themselves in business casual attire at all times unless otherwise indicated by the DI Director.

Interns who do not adhere to the dress code policy of the DI and/or facility will be asked to leave practicum and receive a warning notice. Refer to the Warning Notice Policy, Appendix A for further details.

IDENTIFICATION

An identification nametag is required at most facilities. A SGS student ID is to be obtained during the August orientation and must be visible at all times during practicum experiences, unless otherwise indicated. For more information about student identification cards visit:

<https://www.sage.edu/about/public-safety/id-cards/>

Some facilities will require their organization's picture ID and will arrange for this on or before the first day of the rotation.

CELLPHONE USE

Interns may carry their cell phone discreetly and kept on silent/vibrate; however, should

not be on their phones/e-mail during practicum rotation (with the exception of breaks). Interns must also abide by cellphone rules/policies set forth by their practicum facility.

ACADEMIC AND PROFESSIONAL STANDARDS STATEMENT

The DI Director reviews the SGS DI *Academic and Professional Standards Statement* and the *Academic Standards Policy* at August orientation. Interns then sign the Academic and Professional Standards Statement to indicate they are aware of and understand the academic and professional program requirements. Refer to Appendix A to review.

PROTECTION OF PRIVACY OF INFORMATION

Contents of intern files will be restricted to use by the DI faculty, but with written intern consent, it may be sent to prospective employers and other individuals as requested by the intern. Refer also to the TSC Catalog and the SGS Student Handbook for more information.

ACCESS TO PERSONAL FILES

Intern files are maintained in the DI faculty's offices and online through secure, password-protected cloud based storage. These files include intern medical records, evaluations from rotations, assignments and grades earned in required graduate courses. Interns may see any/all of their file by making an appointment with the DI Director. The intern files are confidential and are made available only to the intern or faculty required to evaluate the intern. Interns who sign recommendation waivers may not review their DI application recommendations.

STUDENT SUPPORT SERVICES

The following services are available to all dietetic interns: Financial Aid, Fitness Programs and Recreation facilities, Housing, Academic Advisement, Career

Development, Health and Counseling Services, Academic Support, and Drug and Alcohol Abuse Prevention Program. Financial aid is available to all interns who are also matriculated into a degree-bearing program at TSC. For more information regarding financial aid, visit: <https://www.sage.edu/admission/financial-aid/>

LIBRARY SERVICES AND REQUIREMENTS

Library services include computer-based periodical indexes, interlibrary loan service, and online databases. Interlibrary loan includes access to library databases, e-books and journals.

Anyone wishing to use the library system or to take books out of the library **must** have a Sage photo ID and MySage login and password. IDs can be obtained from the office of Public Safety, John Paine Building, Troy Campus, upon showing proof of registration.

ACADEMIC COMPUTER CENTERS

The online-distance format of this internship requires every intern to own or have access to a computer. Majority of assignments throughout the DI require the use and demonstration of working with computers. All DI courses utilize the Moodle Online Learning Management System, an online teaching format.

Campus Computer Access: Computers are located in the libraries and computer labs on TSC' Albany and Troy campuses.

MYSAGE

MySage is our Intranet portal, which provides access to the college **email**, community interaction and collaboration tools, course/instructional support, and a centralized web portal through which information is disseminated to the Sage community. Each intern is provided with MySage access details (ID and password) at the beginning of the dietetic internship

program. Interns are responsible for maintaining their MySage account and email. All DI correspondence via email will be sent through MySage utilizing proper email etiquette.

E-MAIL ETIQUETTE

Never use Hey! Avoid "Hi" or any other casual greeting. Most appropriate way to address faculty or preceptors:

Dear Dr./Professor/Ms./Mr. "last name."
You may use Hello Dr./Professor/Ms./Mr. "last name."

Examples:

- "Good Morning Professor Morgan"
- "Good Afternoon Professor Longton"

When communicating with the Deans:

- "Dear Dean Kelly" (Avoid addressing with "Hello". Use the formal communication when addressing the Deans.)

SOFTWARE/HARDWARE REQUIREMENTS

All interns must use Moodle and several supporting programs during the internship. A webcam, speakers and a microphone will be needed for recording various assignments and to deliver presentations. You will need Microsoft Office, Zoom (free), Screencast-o-matic (free) and Google Chrome for your Browser.

CAREER PLANNING CENTER

Career development, planning and placement activities are available through the Career Development Center website, <https://www.sage.edu/student-life/career-planning> or via email, careerservices@sage.edu or in person, Shea Learning Center (Library), 3rd Floor, Troy campus. Workshops are held throughout the year on various topics, and assistance is available for revising resumes, writing cover

letters, negotiating salaries and interviewing for new positions.

INSURANCE REQUIREMENTS

Having **medical insurance** is the intern's responsibility while participating in the DI. All interns must present proof of insurance to the DI Coordinator prior to or upon beginning the program. Interns must have medical coverage throughout the duration of the internship. As mentioned health insurance is available through TSC if needed <https://www.sage.edu/academics/student-accounts/student-health-insurance/>.

To enroll visit www.mystudentmedical.com -> select The Sage Colleges in the dropdown menu -> Enrollment Form.

Note: Can pay per semester or annually.

Professional liability insurance is required and must be purchased by the intern on or after July 1, 2019 so it is valid for the entire program. All interns must present proof of insurance to the DI Coordinator prior to or upon beginning the program.

Liability for Safety in Travel: Automobile insurance is required. The DI program assumes no liability.

Injury or Illness While in a Facility: Facilities must make emergency medical care available to interns who may become ill or injured while at the facility. There may be a fee for this service dependent upon the nature of the illness or injury.

DRUG TESTING & CRIMINAL BACKGROUND CHECKS

Currently the DI does not require drug testing and criminal background checks; however, some placements require both. The DI Director & Coordinator will assist all interns with this process. Any associated fees are the responsibility of the intern.

IMMUNIZATION AND HEALTH REQUIREMENTS

To meet state and federal health code requirements, all interns must provide proof of immunization for a minimum of measles, mumps, rubella, and chicken pox (natural immunity or varicella vaccination), TD or TDaP within the past 10 years, Hepatitis B vaccinations (in progress or completed) and submit a medical history form, proof of yearly physical exam and 2-step tuberculin test completed on or after July 1, 2019. Yearly flu shot documentation or refusal must be submitted to DI Coordinator by October 31st 2019. Interns will not be allowed into any health facility unless the physical examination report, complete immunizations, and necessary blood tests have been done. The DI Coordinator must receive the completed forms by August 1, 2019. This information is held in the interns' file and released only according to HIPAA requirements and upon receiving a medical release form from the intern.

AMERICANS WITH DISABILITIES ACT

The Sage Colleges are committed to responding to the needs of students with disabilities, as defined by the Americans with Disabilities Act. Students who require accommodations or modifications related to a disability should first contact the Disability Services office at 518-244-6874. You can also e-mail the office at disabilities_services@sage.edu.

It is imperative that any student in need of classroom assistance or modification must alert the Professor to the particular condition or need within the first week of class. Refer to Appendix A, College Policy Statements and individual course syllabi for details.

TITLE IX

Please visit and review all contents on Title IX: <https://www.sage.edu/student-life/title-ix/>

Resource Guide for Students on Sexual Offenses: https://www.sage.edu/wp-content/uploads/2017/08/TSC_Resource-Guide-for-Students-on-Sexual-Offenses-August-2017.pdf

EDUCATIONAL PURPOSE OF THE DI

Interns are at facilities for the educational purpose of completing supervised practice experiences. They are neither to be considered employees nor to replace employees. Dietetic Interns may be placed at a facility in which they are employed based on the contingency that internship time and activities remain separate from the individual's employment hours and responsibilities. Refer to Appendix A for the procedures to arrange this type of placement.

ACADEMIC/CLINICAL GRIEVANCES AND PETITIONS

In unusual circumstances, a difficulty may arise at a practicum placement. Interns are encouraged to discuss complaints and questions with the preceptor first. If satisfaction is not attained or the intern feels that he/she cannot approach the preceptor, he/she contacts the DI Director. Professor Morgan will arrange to meet with the intern and preceptor immediately to discuss and resolve the issue(s). If the intern wishes he/she may either initially or further pursue the matter with the Nutrition Science Department Chair (518-244-2048), the Dean of the School of Health Sciences (518-244-2030) and/or the ACEND. For ACEND contact information, refer to the ACEND Grievance/Complaint Procedure in Appendix A.

ACCESS TO SGS ACADEMIC POLICIES

All SGS academic policies can be accessed at the following link. Several of these policies can also be found in Appendix A.

<https://catalog.sage.edu/content.php?catoid=36&navoid=1838>

ASSESSMENT OF PRIOR LEARNING

The SGS DI Assessment of Prior Learning process provides limited waivers in a way that recognizes the learning achievements of

students while conserving their resources of time and money in the pursuit of the supervised practical experience. Interns accepted into the Sage DI are encouraged to complete the waiver application as soon as possible after official acceptance into the DI to have prior learning experiences applied towards the 1280 required hours. A minimum experience of 6 months in any setting is expected before a waiver is considered. Refer to the DI website for all details:

<https://www.sage.edu/academics/school-of-health-sciences/dietetic-internship-program/dietetic-internship-assessment-of-prior-learning/>

EVALUATION PROCEDURES & FORMAL ASSESSMENT OF INTERN LEARNING

Interns receive evaluations following each of the practical rotations from their preceptor. Each intern is accountable for obtaining their evaluations and reviewing them with the DI Director. A copy is maintained in the intern's personal file. If a significant portion of the rotation is not successfully completed, a remediation plan will be put in place with input from the intern, DI Director and preceptor in order to achieve competency of the experience. The DI Director documents the plan for completing unsatisfactory work, which is kept in the intern's file. Refer to the *Academic Standards Policy* in Appendix A. Evaluation procedures are discussed with interns at orientation and are included in practicum handbooks and on Moodle.

The DI Director as well as facility preceptors evaluate interns. Tools utilized to evaluate entry-level competence include, but are not limited to, evaluations, assignments, quizzes and observations during supervised practice experiences. The intern must successfully complete each component and assignment to pass each course. The course syllabus and practicum handbooks provide the details of when and how intern performance and learning progress are evaluated.

DI RETENTION AND REMEDIATION

The Sage DI strives for all interns to be successful. The evaluation process is an ongoing, formative activity, which allows interns to progress at their own rate. When issues arise, each situation is addressed based on the individual intern's needs. To support successfully achieving the ACEND competencies/learning outcomes and the Sage DI concentration outcomes, the DI Director reserves the right to request interns take a leave of absence and/or repeat rotations or graduate courses where activities, objectives and competencies have not been met, and course assignments when a grade is below a B. Repeat work will receive a maximum grade of B. Any academic and supervised practice requirements not completed by the end of the program in 2020, will be completed as soon as possible. Refer to The SGS DI *Academic Standards Policy* Appendix A, syllabi and practicum handbooks for further information pertaining to the planned experiences.

DISCIPLINARY AND DISMISSAL PROCEDURES

Interns must abide by the policies and procedures of the affiliating organizations while completing their planned experiences. Failure to comply with stated policies and procedures subject the intern to dismissal from the program. The preceptor shall issue up to three warnings regarding new or repeat violation of policies and procedures at the facility. Upon receipt of three warnings, the intern will be dismissed from the program. *The Warning Notice Policy and Procedure* is in Appendix A.

Please refer to Appendix A, *Academic Standards Policy*, for further elaboration on disciplinary and dismissal actions if academic and professional standards are not met.

REQUIREMENTS FOR COMPLETION

The following components must satisfactorily be completed to receive the

Verification Statement, which qualifies the intern to sit for the registration examination for dietitians.

1. Successfully complete all planned practicum experiences of the DI (clinical, management and community);
2. Earn an overall average grade of "B" or better in the five required graduate courses; and
3. Pass a final comprehensive examination (minimum 75% score).

DI Program requirements must be completed within two years of the start date.

CREDENTIALING & VERIFICATION STATEMENT PROCEDURES

Upon successful completion of the practical experiences, all assignments, the final DI comprehensive examination and the academic graduate component, the DI Director signs the Verification Statement substantiating completion of the program and provides each intern with six copies. An original copy is maintained indefinitely by the Nutrition Science Department. Upon program completion, The DI Director completes and submits the registration eligibility application to CDR via the online Registration Eligibility Processing System (REPS). CDR is the credentialing agency for AND and is responsible for establishing and enforcing standards and qualifications for dietetic registration and minimum competency for entry-level practice. As of July 1, 1999, CDR utilizes a computer assisted test (CAT) format. The DI Director provides information and guidance pertaining to the examination as the program progresses. Extensive information is also available at CDR's website, www.cdrnet.org.

CDR Study Guides are purchased for all interns and provided during Exit Week.

New York State Certification of Nutritionists/Dietitians

New York State has a certification for nutritionists/dietitians to become certified with the New York State Education Department as a Certified Dietitian/Nutritionist (CDN). The application process is reviewed at the end of the internship. The nutrition science program at TSC is registered with the New York State Education Department.

DI CONTACT INFORMATION

Michelle Morgan, MS, RDN, CDN
Director, Dietetic Internship
Office: Ackerman 306
Nutrition Science Department
The Sage Colleges
65 1st Street
Troy, NY 12180
Phone: (518) 244-4598
Fax: (518) 244-4586
E-mail: morgam1@sage.edu

Dorian Longton, MS, RD, CDN
Coordinator, Dietetic Internship
Office: Ackerman 304
Nutrition Science Department
The Sage Colleges
65 1st Street
Troy, NY 12180
Phone: (518) 244-2044
Fax: (518) 244-4586
E-mail: longtd@sage.edu

Appointments for meetings should be scheduled directly with the DI Director and/or Coordinator.

Any academic, supervised practice completion or personal concerns should be directed to the DI Director.

Questions regarding supervised practice placements, preceptor contact information and associated paperwork should be directed to the DI Coordinator.

In efforts to streamline communication, all general questions regarding the DI that can be generalizable to the group, including but not limited to: practicum assignments, due dates, orientation, etc., should be posted to the associated practicum forum on Moodle.

The student is responsible for reading all DI associated materials. Before e-mailing a question, please initially look to the materials provided. If unable to locate the answer upon review, please post your questions to the forum on Moodle as indicated above.

Due to a high volume of e-mails, phone calls and meetings, please be patient in waiting for our response to a phone call or e-mail. If there is truly urgent matter at hand, please call and leave a message or e-mail with the subject title: "IMPORTANT or URGENT". This will allow us to respond to your concerns promptly.

When leaving phone messages, be sure to indicate the best number to reach you, the time(s) you are reachable and a brief description of what you need from the faculty.

Please note as your program faculty we do not accept any social media requests.

OTHER RESOURCES

The Sage Colleges Catalog, Calendars and Course Schedules are only available online, in a paperless format. These documents provide the most current information and additional details, college policies and general information. Interns will find policies on Health Services, Losses, Snow Emergencies, Library and Computer Center hours, Graduate Program requirements (other than the DI), Title IX, etc., as well as course descriptions, faculty profiles and campus maps. Interns are required to use online registration and access all information from the colleges' website (www.sage.edu).

APPENDIX A

Academic Responsibilities and Policies

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Competency Requirements for Dietetic Interns

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 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.

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 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.**

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communication 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 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 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 cost 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.

ACEND COMPLAINT POLICIES AND PROCEDURES

COMPLAINTS AGAINST PROGRAMS

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

1. ACEND staff forwards all written complaints to the ACEND chair within three weeks of receipt of the complaint. If the complainant requests to remain anonymous to the program, the complainant must also provide a written copy of the complaint where identifying information is blocked out.
2. If the ACEND chair determines that the complaint does not relate to the accreditation standards or policies, the complainant is notified in writing within two weeks of the Chair's review that no further action will be taken.
3. If the ACEND chair determines that the complaint may relate to the accreditation standards or policies, the complaint is acknowledged in writing within two weeks of the chair's review and the complainant is provided a copy of the process for handling the complaint.
4. At the same time as the complainant is notified, the complaint is forwarded to the program by express mail second day delivery for tracking purposes. The administrative officers of the institution or organization sponsoring the program, currently on file with ACEND, receive copies of the correspondence by first class mail.
5. The ACEND chair requests the program to conduct a preliminary investigation and submit a report addressing the relevant accreditation standards or policies postmarked no more than 30 calendar days from receipt of the notification, as documented by the record of second day delivery.
6. The ACEND chair may also request further information or materials relating to the complaint from the complainant, the institution or other sources.
7. The ACEND chair appoints a review committee to consider the complaint, along with all relevant information. The review committee recommends appropriate action to the ACEND board at its next scheduled meeting.
8. In determining the appropriate action, the ACEND board considers the complaint, materials relating to the complaint, the review committee's recommendation, if any, and additional evidence provided by the program, if any.
9. The ACEND board or the ACEND chair may determine that legal counsel is needed to address the complaint. Staff works with the ACEND board and legal counsel to identify a plan to address the complaint.
10. If the complaint is determined to be unsubstantiated or not related to the accreditation standards or policies, no action is taken.
11. If the complaint is substantiated and indicates that the program may not be in compliance with the accreditation standards or policies, appropriate action is taken, which may include, but is not limited to, scheduling an on-site visit of the program. If the complaint is substantiated and the ACEND board determines that the program is not in compliance with the accreditation standards or policies, the ACEND board may place the program on probation or withdraw accreditation or approval.

12. The program director and administration of the sponsoring institution are notified of the ACEND board's decision and action in writing within two weeks of the decision. The complainant is notified of the final decision and action when the reconsideration and appeals process expires.
13. The program has the right to request the ACEND board to reconsider a decision to withdraw accreditation or approval.

Complaint form can be accessed:

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

COMPLAINTS ABOUT ACEND

An individual, for example, student, faculty, dietetics practitioner, and/or member of the public, may submit a complaint about the standards, policies, procedures, or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints will not be considered. The following procedure will be used in the investigation of a complaint.

1. ACEND staff will forward all written complaints to the ACEND chair and a public member within three weeks of receipt of the complaint.
2. If the ACEND chair and the public member determine that the complaint does not relate to the standards, policies, procedures, or conduct of ACEND, the complainant will be notified within two weeks of their review that no further action will be taken.
3. The ACEND chair will appoint a review committee that will consider the complaint, along with all relevant information, and recommended appropriate action to ACEND.
4. ACEND or the ACEND chair may determine that legal counsel is needed to address the complaint. The A.N.D. staff will work with ACEND and legal counsel to identify a plan to address the complaint.
5. ACEND will consider the review committee's recommendation as its next scheduled meeting. If the complaint is determined to be unsubstantiated or not related to the standards, policies, procedures, or conduct of ACEND, no action will be taken. If the complaint is substantiated, appropriate action will be taken.
6. The complainant will be notified of ACEND's decision and action in writing within two weeks of the decision.

COLLEGE POLICY STATEMENTS

The Spirit of Learning: Statement on Appropriate Conduct on Campus

All members of The Sage Colleges community are expected to conduct themselves in a way which respects the learning environment. Thus, Sage has the right to remove any student from a classroom, other academic area, or program at any time if the student's behavior is contrary to the spirit of learning or hinders the operation of the program in any way. Violent, disruptive, harassing or intimidating behavior is not tolerated in the classroom or any other place on campus. Any student whose conduct disrupts a class or other learning environment may be required to leave the premises immediately and subjected to disciplinary and/or legal action.

Student Handbook

Students share responsibility with the faculty and administration for establishing and maintaining standards of behavior that enhance learning and growth for the entire community. Students are expected to become familiar with the content of the Student Handbook and review the Student Conduct Code, available online for Russell Sage and Sage College of Albany, as well as in the Dean of Students offices on both campuses. The handbooks for each College contain additional information regarding student life, extracurricular activities, and academic policies.

Internship, Practicum, Student Teaching, Clinical Placement

The specific number of required hours per credit awarded varies depending on the discipline and/or the requirements set by the program's accrediting body. All require a minimum of 40 supervised clock hours per 1.0 credit awarded.

Religious Policy Statement

The Sage Colleges recognize the value of participation in and observance of religious obligations and practices by individual students. No student will be denied admission or suspended because a religious observance prevents participation in any examination, study, or work requirement. A student who intends to be absent from classes for a religious observance must notify each instructor in advance and make arrangements to complete the examination, study, or work missed. An opportunity will be provided for each student to make up any examination, study, or work requirement for an absence due to religious observance.

Grading Policy

Written coursework that does not conform to the fundamentals of good English usage will be returned to the student for revision or adversely graded at the discretion of the instructor.

At the end of each term, the standing of a student in each of his/her courses is reported by the instructor to the Registrar and is entered on the student's permanent record. Standing is expressed according to proficiency using a grading system with plus and minus designations, which is also used to determine quality points for calculating grade point averages. At Sage Graduate Schools, the grades of A+ and D are NOT used. Sage uses the following grading systems:

Sage Graduate Schools Grades

A = Distinguished Work

- B** = Average Work
- C** = Below Average Work
- F** = Failure

Student Responsibility

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. At the time of admission, in consultation with his/her advisor, each student reviews his/her academic program to make certain that requirements for the degree are being met satisfactorily. In addition to the requirements listed here, programs may have additional requirements. Each student is responsible for communicating with program advisors to ensure that all prerequisite and required coursework and associated activities such as internships, theses, and portfolios are identified, scheduled, and completed. Any requests for exceptions not specifically addressed by stated policies and procedures can be made to the appropriate graduate school dean.

Official E-mail Communication

Sage considers MySage the exclusive vehicle for official college e-mail communication. As such, *username@sage.edu* will be considered the official e-mail address for writing and forwarding electronic correspondence. All users are expected to regularly check their Sage e-mail account (on MySage) and to acknowledge messages in a timely manner. In addition to general College notices, faculty members frequently use the College's e-mail system to notify and correspond with members of their classes. It is recommended that students frequently access their College assigned e-mail account for information. All students are responsible for managing their disk quota such that there is room for new mail to arrive. Any electronic business conducted with the College must be done via a *sage.edu* account.

Services for Students with Disabilities

The Sage Colleges promote self-advocacy for students with disabilities and facilitates a positive and adaptive learning environment for such students. Students seeking accommodations are required to present a recent (within the past three years of the current date or as prevailing scientific knowledge warrants) evaluation of their disability conducted by a licensed professional. It is imperative that upon admission, students requesting accommodations contact the Director of Disabilities Services in the Academic Support Center, with offices in Hart Hall in Troy (244-2208) and The Library in Albany (292-1764). Following is the complete College policy and a review of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Policy on Academic Honesty

Academic dishonesty in any of its forms, including cheating, plagiarism, misuse of SageNet, and failure to comply with guidelines for the conduct of human research, will not be tolerated at The Sage Colleges. A full statement of the policy on Academic Honesty can be found as an appendix to the Student Conduct Code on The Sage Colleges web site. A hard copy can be requested from the Dean of Students in Albany Kahl Campus Center 145 (518) 292-1753 or in Troy Cowee Hall 2nd Floor 244-2207.

For guidance in proper referencing of sources, as well as how to avoid plagiarism, consult the most recent editions of the following works, which are available in the reference section of the libraries on the Troy and Albany campus.

Copyright Issues

The U.S. Copyright laws, 17 U.S.C. 102(a)(1982) give protection to authors of works, whether or not actually published. If a work is copyrighted, it ordinarily cannot be reproduced without the permission of the copyright holder, which may include paying a royalty or purchasing the work.

The “fair use” exception allows for limited copying of copyrighted works without incurring penalties for violation of the law. “Fair use” clearly allows, for example, the making of a single copy of an article for one’s personal use, or to place on reserve in the Library. Beyond this example, fair use has been determined on a case-by-case basis.

Factors included in the law when considering whether a “fair use” exception is present include:

- 1) the purpose and character of use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2) the nature of the copyrighted work;
- 3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4) the effect of the use upon the potential market for or value of the copyrighted work. (17 U.S.C. sec. 107)

When the copyright law was last amended, in 1976, considerable discussion was held in Congress about the role of photocopying, particularly of book chapters, articles, etc., for classroom use. During the hearings for the law, an Agreement on Guidelines for Classroom Copying was made part of the legislative history of the bill [91975 U.S. Code Cong. and Ad. News 5682, discussed in *Basic Books, Inc., v. Kinko’s Graphics Corp.*, 758 F. Supp. 1522 (S.D.N.Y. 1991)]. The guidelines emphasize that copying for classroom use must be spontaneous, brief, and limited and that each copy must include a copyright notice. The Agreement went on to give examples of each of these characteristics. Spontaneous means that the decision to copy a work is made too late to obtain the necessary permission. Brief means an article of less than 2500 words, or an excerpt of not more than 1000 words or 10 percent of the article, whichever is less. Limited in effect means that there are no more than 9 instances of multiple copying for one course during one class term; limited to one course (i.e., one time) only; and not more than one piece of work per author.

Other restrictions include: copying cannot create, replace, or substitute for an anthology; cannot substitute for the purchase of books, reprints, or periodicals; and students cannot be charged more than the actual cost of the photocopying.

New areas of copyright law concern the copying of computer software; the use of copyrighted materials (text, graphs, images, etc.) for multi-media classroom presentations; and downloading and uploading material on the Internet. Similar principles seem to be applying to these new uses for copyrighted materials.

While most of the litigation around the copyrighted law has concerned for-profit operations like Kinko’s, lack of profit, or no charge to students, is not enough to exempt a potential violator. The law provides for statutory damages, regardless of actual proven monetary losses, of up to \$20,000 per infringement, plus attorney’s fees.

The safest rule of thumb is that if you are unsure whether making more than one copy of a copyrighted work is a violation of the law, it probably is!

SAGE GRADUATE SCHOOLS STATEMENT OF POLICY CHARACTERISTICS OF GRADUATE COURSES

Characteristics of Graduate Study

The Sage Graduate Schools Curriculum Committee requires that graduate courses exhibit the following characteristics categorized by content, role of the instructor, and role of the student.

Content

- An emphasis on theory and the translation of theory into practice.
- A greater reliance on the development of critical evaluation skills through analysis of research literature.
- The range of content covered addresses the depth and complexity of recent developments in the field at a substantial, professional level.

Role of the Instructor

- The role of the instructor goes beyond that of a conveyor of information.
- The instructor of a graduate course develops a learning environment that allows students to construct their own knowledge and understanding.
- Graduate courses rely on interactive, collaborative problem solving to a greater extent, allowing students the opportunity to integrate and apply what is learned to relevant and current situations.

Role of the Student

- Graduate students are expected to assume responsibility for their own learning.
- Graduate students are presumed to have knowledge based in the discipline that prepares them for independent pursuit of knowledge, expertise and skills.
- Graduate students are expected to be proficient in written and spoken communication.

SOCIAL MEDIA ETTIQUETTE POLICY

In order to safeguard against potential Health Insurance Portability and Accountability Act (HIPAA) violations and the privacy and legal concerns with social media, no intern shall post information regarding their practicum facilities on any social media sites. This includes, but is not limited: tagging yourself at a specific location, identifying facility names or patient information, on any social media sites (Twitter, Facebook, LinkedIn, etc.). Posting anything about your practicum site or place of employment puts you at risk, and you may innocently disclose sensitive information that infringes upon a patient's privacy and puts you in danger of serious consequences. Any and all patient information is private, regardless of the way, shape or form it is shared.

**SAGE DIETETIC INTERNSHIP
WARNING NOTICE POLICY AND PROCEDURE**

Policy: The preceptor and/or program director will document, on letterhead, any incident whereby an intern fails to comply with the policies and procedures of the affiliating organization and/or the SGS DI while completing their planned experience.

Purpose: To provide documentation of an incident which may lead to suspension or dismissal from the program

Procedure:

1. Interns are expected to abide by policies and procedures of the affiliating organizations, the SGS DI and TSC while completing their planned experiences.
2. The Facility mentor and/or DI Director documents an incident contrary to facility policies and procedures or the SGS DI policies and procedures, and identifies the required corrective action(s). The DI Director may be consulted to determine what, if any, action is to be taken.
3. The document, which is known as a warning notice, is given to the intern in a timely fashion, i.e., within hours of the unacceptable action. The document is reviewed and signed by the intern, preceptor and/or DI Director.
4. The DI Director is notified immediately of actions that warrant a suspension.
5. The DI Director receives a copy of the warning notice from the facility preceptor. The copy is maintained in the intern's file for the duration of the program.
6. Receipt of three warning notices will lead to dismissal from the program.

**The Sage Colleges
Dietetic Internship
Academic Standards Policy**

Effective: 8/2016

Revised by: DI Director - Michelle Morgan, MS, RDN, CDN

Revision Dates: 8/2016, 8/2017

Policy:

In accordance with The Sage Graduate Schools Academic Standards Policy (<http://www.sage.edu/sgs/academics/policies/>), Dietetic Interns must maintain acceptable academic standing by meeting the following criteria:

- An average of B or above (GPA of 3.0 or above on a 4.0 scale)
- Completion of program within the specified time limits 15 months for full-time interns, 33 months for PT interns
- No more than two Incomplete or RP grades on the transcript
- A ratio of Attempted to Completed credits, excluding credits in the current semester, of .75 or better
- An acceptable level of professional behavior

Grade Point Average

- A 3.0 must be maintained in Dietetic Internship Practicum (NTR 530-532) & Related Coursework (NTR-525 & NTR-555) each semester.
- A GPA below 3.0 will result in probation the following semester.
- If the semester GPA is below 3.0 for two consecutive semesters, the student is subject to suspension. Remedial work may be offered instead of suspension at the discretion of program director.
- Student must maintain a minimum GPA of 3.0 to complete the certificate program

Failure of Dietetic Internship Practicum and/or Related Coursework

- If a grade of “F” is obtained in Dietetic Internship Practicum (NTR 530-532) student will be suspended from the program for a year. NTR 530-532 are sequential practicums; failure of any practicum course makes you ineligible to continue on to NTR 531 and/or NTR 532 until the failed practicum course is completed successfully. Student must achieve a minimum grade of a “B-” upon retaking practicum course.
 - The intern will be dismissed from the program if a grade of “F” is obtained in two practicum courses
- If a grade of “F” is obtained in NTR-525 and/or NTR-555 the student will be placed on probation and must repeat the course the following semester and achieve a minimum grade of a “B-”.
- Failure of a rotation based on preceptor's assessment will result in remediation or failure of the associated practicum course. A meeting will be held with preceptor, student and DI Director to determine whether additional time and/or remedial work are needed in order to fulfill competence in rotation or failure of entire practicum.

Completion of Supervised Practice Portion of Dietetic Internship

Clinical practicum rotation(s):

- Must meet entry level or above (rating ≥ 2) for 90% of all clinical competencies on end performance evaluation completed by preceptor. This equates to no more than five competencies earning novice (rating = 1).

Food Service Management and Community rotations

- Must achieve “good” or above (rating ≥ 3) for 90% of all food service management and community competencies on the end performance evaluation completed by preceptor. This equates to no more than 2 competencies earning fair or below (rating ≤ 2).

Students who demonstrate unsatisfactory performance during any supervised practice experiences as defined by course objectives, may be grounds for immediate removal from their placement, required remediation, failure in the course, suspension or dismissal from the graduate program, upon review from DI Director, nutrition science department chair and preceptors.

Professional Behavior (Coursework and Practicum/Supervised Practice)

Students who demonstrate unprofessional behavior will be subject to failure of a practicum course, leading to suspension or dismissal upon review from DI Director, Nutrition Science Department Chair and fieldwork supervisors/preceptors.

Unprofessional behavior includes but is not limited to the following:

- Violation of SGS, DI or practicum facility policies and procedures
- Any actions deemed to be insubordinate by program director or preceptors
- Misconduct including but not limited to plagiarism, misbehavior, repeat tardiness and/or absence etc.

Documented Warning Notices

Program director and supervised practice preceptor will document any violation of program or supervised practice facility’s policies and procedures as a warning.

Please note that interns may be dismissed from their practicum site at any time should they fail to comply with the facility’s policy and procedures.

Intern will be dismissed from program upon receipt of three warning letters. See warning letter policy on page 32.

Dismissal

If student is dismissed from the program, fees will not be refunded or remitted, in whole or in part, and neither Sage nor any of its officers shall be liable whatsoever for such exclusion.

Remediation

Supervised Practice

If the intern is approved by the program director to repeat supervised practice they must achieve “satisfactory” in all competency areas that were not met at a satisfactory level during prior supervised practice experience. Remedial work may include, but is not limited to: additional practicum hours, simulation exercises, assignments, etc.

Satisfactory performance in Supervised Practice Hours (Practicum) is defined as:

- Earning “entry level” or above (rating ≥ 2) for 90% of all clinical competencies on intern’s End Performance Evaluation completed by preceptor. This equates to no more than five competencies earning novice (rating = 1).
- Earning “good” or above (rating ≥ 3) for 90% of all food service management and community competencies on Intern’s End Performance Evaluation completed by preceptor. This equates to no more than 2 competencies earning fair or below (rating ≤ 2).

Practicum Coursework

Should the program director grant the intern remediation in place of suspension (Practicum Courses (NTR 530, 531, 532): the intern must redo any unsatisfactory practicum course assignments specified by the program director. The highest grade achievable in the practicum course in which assignments were redone is a B.

**The Sage Colleges Dietetic Internship Program
Academic and Professional Standards Statement**

Please complete this form and return to the Dietetic Internship Director

Name _____

School Address _____

School Telephone () _____

Home Address _____

Home Telephone () _____

To: Dietetic Internship Program Director:

Didactic Coursework:

I am aware of the criteria I must meet in order to maintain my status as a Dietetic Intern and to be able to be eligible for continuation in the supervised practice component of the program. I understand I must achieve an average of B or above (GPA of 3.0 or above on a 4.0 scale) in all Dietetic Internship related courses (NTR 530, 531, 532, 525 & 555). I understand I must successfully complete all practicum assignments and hours, oral presentations, final comprehensive exam while demonstrating effective professional behavior; including interpersonal communication skills and judgment, necessary for the didactic educational experiences and professional practice.

Supervised Practice Performance:

I must meet entry level or above (rating ≥ 2) for 90% of all clinical competencies on my end performance evaluation completed by preceptor. This equates to no more than five competencies earning novice (rating = 1). I must also earn "good" or above (rating ≥ 3) for 90% all food service management and community competencies on my end performance evaluation completed by preceptor. This equates to no more than 2 competencies earning fair or below (rating ≤ 2).

Should I achieve an overall average grade of B- or lower (<3.0) in the dietetic internship program, I will be subject to probation, suspension or dismissal from the program. If such dismissal becomes necessary, fees will not be refunded or remitted, in whole or in part, and neither Sage nor any of its officers shall be liable whatsoever for such exclusion. I agree to maintain the standards outlined above and understand that failure to meet these standards may result in my dismissal from the professional program.

I understand I must be continually enrolled in the program. In the event a leave of absence is required, this must be requested by the student and approved by the Program Director to maintain a place in the program and eventually be eligible to receive the Academy of Nutrition and Dietetics Verification Statement.

I understand that upon completion of the Sage Graduate Schools Dietetic Internship, I am expected to successfully pass the registration examination for dietitians and serve as a preceptor once dietetics employment is secured. I have read and agree to The Sage Colleges Dietetic Internship Academic Standards Policy.

Signature _____ Date _____

SAGE DIETETIC INTERNSHIP
Employment at a DI Practicum Facility

POLICY:

Dietetic interns may be placed at a facility in which they are employed based on the contingency that internship time and activities remain separate from the individual's employment hours and responsibilities. If an intern is getting paid during a supervised practice rotation, it should be clear that they are not replacing other employees and are there to complete specific program requirements as specified by the DI Director.

PROCEDURES:

1. It is the intern's responsibility to notify the DI Director of their anticipated employment situation while completing the dietetic internship.
2. The DI Director discusses with the intern their employment status, responsibilities, hours etc.
3. If an intern desires to complete a portion of the DI practicum at their place of employment, the Dietetic Intern shares information about the DI with their supervisor, manager, etc., to determine the feasibility of completing a portion of the DI at the respective facility. Key items to discuss include, yet are not limited to: DI hour requirements, learning activities required for the practicum, Affiliation Agreement requirements, and benefits for the facility.
4. When the facility determines that either they will consider having the employee complete some of the DI practicum at the facility or they decide an employee may complete some of the DI practicum activities while being employed at the facility, the DI Director meets with the facility to review program requirements and clarify any concerns regarding conflict of interest, schedule, etc.

APPENDIX B

Professional Responsibilities

OSHA REGULATIONS – DEFINITIONS

Blood Borne Pathogens mean pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

Other Potentially Infectious Materials (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, amniotic fluid, saliva in dental procedures, and body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures and HIV or HBV-contaminating culture medium or other solutions; and blood, organs or other tissues from experimental animals infected with HIV or HBV.

Personal Protective Equipment is specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard is not considered to be personal protective equipment.

Regulated Waste means liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

Right to Know – employees (interns) have the right to know about all types of chemical hazards. Information concerning chemical hazards is transmitted by container labeling, material safety data sheets (MSDS), and employee training.

INFECTION CONTROL
Universal Blood and Body Fluid Precautions
(Universal Precautions)

General Information

The following information is a summary of key points for the Infection Control of Universal Blood and Body Fluid Precautions (UP). Detailed guidelines vary by facility. Consult a Mentor as needed.

1. Universal precautions are designed to protect the health care worker from exposure to potentially infectious agents through the use of barriers such as gloves, gowns, masks, and protective eyewear. The universal blood body fluid precautions are used with all patients and patient care equipment. Traditional isolation precautions are still used, but are only implemented when the patient is known or suspected of have a specific communicable disease
2. All health care workers must routinely use the appropriate barrier(s) (i.e. gowns, gloves, masks, eye protection) to prevent skin and mucous membrane exposure when in direct contact with blood or body fluids.
3. Unsterile latex or vinyl examination gloves are not the most common barrier worn for touching blood and body fluids, mucous membranes or non-intact skin of all patients, and for handling items or surfaces soiled with blood or body fluids. Gloves must be changed after contact with each patient followed by hand washing. **NOTE:** Sterile gloves are worn for procedures involving contact with normally sterile areas of the body.
4. Masks and protective eyewear or face shields must be worn during procedures that are likely to generate droplets or aerosolization of blood in order to prevent exposure to mucous membranes of the mouth, nose and eyes.
5. Moisture resistant gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.
6. Never recap used needles. Always discard into locked sharps containers. Never bend or break needles by hand.
7. Discard all sharps (razor/scalpel blades, suture needles and syringes) into locked sharps containers.
8. Emergency mouth-to-mouth resuscitation devices should be readily available in all areas where resuscitation is predictable.
9. Gloves must be worn when cleaning up all blood spills. Rubber utility work gloves are available for all cleaning procedures.
10. Any health care worker who has contact with blood or sharps in their day-to-day activities should consider receiving the Hepatitis B Vaccine. Contact Employee Health Clinic for more information.

INFECTION CONTROL – GENERAL CONSIDERATIONS

“Hospitals should do the sick no harm” (Florence Nightingale, 1856)

1. The infection control program is implemented for the development of systems within a health care facility in order to provide a high level of patient care through the surveillance, prevention and control of nosocomial (hospital acquired) infections.
2. Hand washing is the single most effective way of preventing the spread of infection to both patients and employees.
3. Each facility has an Infection Control Policy Manual, which contains infection control policies and procedures. These provide guidelines and standards to prevent infections to both employees and patients/residents. Consult a mentor as needed for a specific facility’s policy.
4. The two main goals of the Infection Control Program are to
 - 1) Prevent patients from acquiring infections while they are hospitalized (nosocomial), and
 - 2) Prevent employees from being unnecessarily exposed to communicable or infectious diseases.
5. All employees must have documented an infection control in-service annually. Education is an important aspect in preventing infections.
6. The employee’s understanding of the infection control program is one of the key elements to controlling and reducing infections
7. All needle sticks or cuts from contaminated sources should be reported by completing the facility’s Incident Report form. Splashing of body fluids into eyes, mouth or onto non-intact skin should also be reported on the Incident Form. When the source (the patient) is known, ALWAYS identify them on the Incident Form.
8. Employee Health Clinic is responsible for all follow-ups related to contaminated needles sticks and bloody mucous membrane exposures. Notify your mentor for immediate treatment procedures.

LONG TERM CARE FACILITIES - RESIDENT RIGHTS

As a nursing home resident, you have the right to:

- Dignity, respect and a comfortable living environment
- Quality of care and treatment without discrimination
- Freedom of choice to make your own, independent decisions
- The safeguard of your property and money
- Safeguards in admission, transfer and discharge
- Privacy in communications
- Participate in organizations and activities of your choice
- An easy to use and responsive complaint procedure
- Exercise all of your rights without fear of reprisals

DIGNITY AND RESPECT

You have the right to:

- be treated with dignity, respect and consideration at all times;
- privacy in the treatment and care of your personal needs;
- choose activities, schedules and health care consistent with your interests and plan of care;
- communicate with and have access to people and services inside and outside the facility;
- be consulted when the facility sets policies about your rights and responsibilities and about aspects of your life in the facility;
- staff assistance in the interpretation of your rights.

Facility Responsibility

The facility must:

- ensure that you are treated as an individual and encourage you to participate in programs and services of your choice;
- provide you with safe, clean and comfortable rooms and surroundings;
- protect you from any kind of harsh and abusive treatment;
- provide you privacy in communicating and associating with people of your choice.

HOSPITALS - PATIENT'S BILL OF RIGHTS

As a patient in a hospital in New York State, you have the right consistent with law, to:

1. Understand and use these rights. If for any reason you do not understand or you need help, the hospital **MUST** provide assistance, including an interpreter.
2. Receive treatment without discrimination as to race, color, religion, sex, national origin, disability, sexual orientation or source of payment.
3. Receive considerate and respectful care in a clean and safe environment free of unnecessary restraints.
4. Receive emergency care if you need it.
5. Be informed of the name and position of the doctor who will be in charge of your care in the hospital.
6. Know the names, positions and functions of any hospital staff involved in your care and refuse their treatment, examination or observation.
7. A no smoking room.
8. Receive complete information about your diagnosis, treatment and prognosis.
9. Receive all the information that you need to give informed consent for any proposed procedure or treatment. This information shall include the possible risks and benefits of the procedure or treatment.
10. Receive all the information that you need to give informed consent for an order not to resuscitate. You also have the right to designate an individual to give this consent for you if you are too ill to do so. If you would like additional information, please ask for a copy of the pamphlet "Do Not Resuscitate Orders – A Guide for Patients and Families."
11. Refuse treatment and be told what effect this may have on your health.
12. Refuse to take part in research. In deciding whether or not to participate, you have the right to a full explanation.
13. Privacy while in the hospital and confidentiality of all information and records regarding your care.
14. Participate in all decisions about your treatment and discharge from the hospital. The hospital must provide you with a written discharge plan and written description of how you can appeal your discharge.
15. Review your medical record without charge and obtain a copy of your medical record for which the hospital can charge a reasonable fee. You cannot be denied a copy solely because you cannot afford to pay.
16. Receive an itemized bill and explanations of all charges.
17. Complain without fear of reprisals about the care and services you are receiving and to have the hospital respond to you and if you request it, a written response. If you are not satisfied with the hospital's response, you can complain to the New York State Health Department. The hospital must provide you with the Health Department telephone Number.

CONFIDENTIALITY OF HIV RELATED INFORMATION

Public health law – Article 27-F Part 63

Sub-Chapter G in 10 NYCRR

“This information has been disclosed to you from confidential records which are protected by state law. State law prohibits you from making any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by law. Any unauthorized further disclosure in violation of state law may result in a fine or jail sentence or both. A general authorization for the release of medical or other information is not sufficient authorization for further disclosure. Disclosure of confidential HIV information that occurs as the result of a general authorization for the release of medical or other information will be in violation of the state law and may result in a fine or a jail sentence or both.”

GENERAL INCIDENT REPORTING SYSTEM

Definition

An *Incident* is any unexpected event, including yet not limited to an injury or illness while in a facility for supervised practice, involving a patient, visitor, employee, physician, volunteer, student or piece of equipment.

Purpose

- Rapid identification of all situations with liability potential so they can be investigated immediately and action can be taken to reduce losses and prevent a recurrence.
- Identification of situations, which present a risk to patients or staff so that corrective action can be taken to prevent injuries.
- Review of all incidents for problems or opportunities to improve care/service so action can be taken to correct the problem or improve the care/service.
- Identification of educational topics to promote facility-wide safety and reduce liability and losses.

Procedures

- Refer to the facility's Incident Reporting Policy for details.
- Complete an incident report when an unexpected event is identified.
- The person discovering the incident completes the form no later than the end of that shift.
- Notify your preceptor of all incidents and give them the completed incident report.
- If unsure an event is an "incident," ask your preceptor.
- New York State requires that certain types of incidents with injury be reported to the Department of Health. The details of this process and what types of incidents are reported will be provided to those interns involved in identifying State reportable incidents.
- If you become ill or have an accident at a facility, they are required to provide immediate medical care. However, depending on the nature of the situation, you may be billed for services rendered.

IF YOU HAVE ANY QUESTIONS, CONCERNS OR SUGGESTIONS, PLEASE DISCUSS WITH YOUR MENTOR.

GENERAL SAFETY PRECAUTIONS

Intern will:

- Report all conditions considered unsafe to the Mentor/Department Head if they cannot correct the problem themselves.
- Use caution when operating or closing doors to avoid injury to others close by.
- Make a practice of picking up any waste, refuse, fruit skins, or other items that may cause someone to slip, fall or trip.
- Not place disposable items or equipment in the laundry.
- Remove or turn down nails which stick out wherever found, especially in crating or containers.
- Be sure to keep supplies and materials properly labeled and stacked or arranged securely in bins or racks
- Use ladders to reach overhead work. Chairs, boxes, tables, shelves, or other makeshift supports may result in a serious fall.
- Not remove guards from electric or other power drive equipment while in operation. Do not operate without guards. If repairs have to be made, guards must be replaced before the equipment is used again.
- Not attempt to touch or operate electrical equipment unless trained in its operation.
- Walk going up or down stairs, not run, and use handrails.
- When lifting a heavy object, be sure to have good footing, bend at the knees to grasp the weight, keep the center of gravity of the object close to the body, get a firm hold, and keep arms and back as straight as possible.
- Make sure that wet or slippery floors are properly designated.

PROFESSIONAL IMAGE STANDARDS - DRESS CODE

Sage Graduate School Dietetic Internship (DI)

POLICY: All dietetic interns are to wear professional attire during all internship planned experiences.

PURPOSE: To properly represent the DI and affiliate Nutrition Departments as professional health care workers; to comply with standards of professional responsibility in the day-to-day work environment; and to promote self-development.

PROCEDURE:

1. Dress code for interns is to match professional standards of the facilities responsible for planned experiences.
2. Dress code is business casual at most facilities. No denim, leggings, mini-skirts, sweatshirts/sweatpants, plunging necklines (cleavage is unacceptable), halter tops, sandals/open toed shoes or sneakers. Avoid excessive jewelry (can pose as a hazard). Facial piercings are to be removed and tattoos are to be covered according to facility policies. Nail polish and synthetic nails are often not accepted in food service operations.
3. A lab coat is to be worn at all times during planned clinical experiences, unless stated otherwise by individual practicum placement facilities.
4. An intern who arrives in non-professional attire for a planned experience receives a Warning Notice and is requested to change their attire prior to beginning the workday. This may require the intern to leave the facility.
5. Facility mentor is to issue a warning notice to intern regarding lack of compliance with facility policy. Refer to the Warning Notice Policy in Appendix A for details.
6. Any time lost from the planned experience due to improper attire is to be made up at the convenience of the facility.
7. Interns who are to be involved in physical activity, e.g., management rotation inventory assignment, are to verify acceptable attire with the facility preceptor.

APPENDIX C

Intern Orientation Checklist

**SAGE GRADUATE SCHOOL DIETETIC INTERNSHIP
INTERN ACKNOWLEDGEMENT**

INTERN ORIENTATION CHECKLIST

Policy: all interns shall be required to attend orientation on the subject matter listed below.

- Nutrition Science Department Mission & Vision
- Dietetic Internship Mission & Vision
- Accreditation Status
- Program Goals & Outcomes
- Dietetic Internship Program Competencies
- Program Format
- Credit Hour Policy
- Practicum Placements
- Attendance
- Absences
- Weather
- Rotation Changes
- Tuition and Anticipated Costs 2019-2020
- Housing
- Transportation
- Intern Roles and Responsibility
- Dietetic Internship Graduate Testing Policy
- Identification
- Professional Image Standards
-
-
- Cellphone Use
- Academic and Professional Standards
- Protection of Privacy Information
- Access to Personal Files
- Student Support Services
- Library Services and Requirements
- Academic Computer Centers
- MySage
- E-mail Etiquette
- Software/Hardware Requirements
- Career Planning Center
- Insurance Requirements
- Drug Testing & Criminal Background Checks
- Immunization and Health Requirements
- Americans with Disabilities Act
- Title IX
- Educational Purpose of DI
- Academic/Clinical Grievances and Petitions
- Access to SGS Academic Policies
- Assessment of Prior Learning

- Evaluation Procedure & Formal Assessment of Intern Learning
 - DI Retention and Remediation
 - Disciplinary and Dismissal Procedures
 - Requirements for Completion
 - Credentialing & Verification Statement Procedures
 - Internship Contact Information
- Other Resources

This is to acknowledge that the above listed topics have been reviewed with the intern. The intern understands that they should first consult the DI handbook for further clarification. Either the DI Director or immediate mentor may be contacted with further questions.

Intern Signature/Date

Internship Director Signature/Date

Intern Name (print)

Internship Director Name (print)