



**Dietetic Internship Program
Distance Applicant Guide
2022-2023**

Welcome prospective distance interns!

Thank you for your interest in completing your Dietetic Internship at Russell Sage College. This applicant guide provides important information to assist you in setting up your supervised practice experiences as part of the program. It is imperative that you begin connecting with potential preceptors to secure your supervised practice sites as soon as possible. All sites must be secured upon application to the distance track to be considered. Should you have any questions please do not hesitate to contact us.

Sincerely,

Professor Morgan

Program Contact Information:

Michelle Morgan, MS, RDN, CDN
Director, Dietetic Internship
morgam1@sage.edu

Michelle Guy, MS, RDN
Coordinator, Dietetic Internship
walkem4@sage.edu

2022-2023 Tentative Program Calendar

Mandatory Pre-orientation (virtual): May and June

Mandatory Orientation in Troy, NY: August 23-25

Practicum I: August 29-November 15

Practicum II: December 5-February 24

Practicum III: March 20-June 5

Exit week: June 12-16

Note, advising, presentation, class and makeup days are held between practicums.

Supervised Practice Hour Requirements

ROTATION	NUMBER OF HOURS
Clinical	600 hours
Acute Care	440 hours (11 weeks)
Outpatient	80 hours (2 weeks)
Long Term Care	80 hours (2 weeks)
Food Service Management	400 hours (10 weeks)
Community	280 hours (7 weeks)
Total Hours	1280

General Rotation Guidelines

- a. You must meet the minimum hours in each practicum category and the total number of required hours in order to meet the Russell Sage College distance program requirements.

- b. Rotations can be split between different facilities. For example, two weeks at a WIC and five weeks at the department of health; Outpatient rotation: 1 week in renal and 1 week in endocrine or bariatrics. Note: If your facility has an outpatient clinic, this may be used for your outpatient rotation.
- c. You may plan for the majority of your acute care clinical experience to take place in a high acuity rehab facility, however at least 4 weeks of acute care must take place in a hospital setting.
- d. Be imaginative when you choose your placements. You may contact the program director to discuss placement options to ensure they are acceptable.

Attention all applicants: prior to applying, you must review the following website to review State Authorization information as you can only complete supervised practice rotations in states that our college is authorized to do so.

<https://www.sage.edu/academics/evening-weekend-and-online-programs/state-authorizations/>

Application Process: <https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship-program-details/dietetic-internship-application-process/>

Russell Sage College
Dietetic Internship Application Release Form 2022-2023
Onsite and Distance Tracks

Applicant Name:

Release for Application File

I authorize my DICAS application to be released to individuals participating in the Russell Sage College Dietetic Internship (RSC DI) selection process. I understand that the purpose of this review is for selection purposes only and information contained in the file will be kept confidential by the reviewers.

Program Status: 1 = first choice; 2 = second choice;

_____ Full Time _____ Part Time

Program Track: (Please check the appropriate track you are applying to. If applying to both tracks, please rank. 1 = First Choice, 2 = Second choice; 0 = not applying)

_____ Onsite Track _____ Distance Track

DISTANCE TRACK ONLY: State(s) where you will be completing your supervised practice hours:

NOTE: All preceptors must be secured upon application to the program. The Preceptor Sign-up Form must be submitted with this document OR with your DICAS application to be considered for the distance track. If submitting the completed form with your DICAS application please check here:

ONSITE TRACK ONLY: For location: Rank 1-4 (1=First Choice & 3 =Last Choice), or 0= unwilling to go to this location

_____ Greater Capital District (Albany, Schenectady, Troy)

_____ Saratoga Springs

_____ Plattsburgh

_____ Other (specify _____)

Release for placement: I understand that if I numbered any of the areas above, I may be placed in any of those areas and I will be prepared to remain in the chosen area for the duration of the program.

Application Checklist

Check, if present

1. A check for \$40 payable to Russell Sage College _____
(*Fee waived for RSC graduates*)
2. Release form complete with signature below _____

E-mail Contact:

Please provide an email address for contact, if necessary, by the RSC DI Application Review Committee

Acceptance Day Procedure:

On Appointment Day, I will call or email stating my acceptance/rejection of the match by 6:00pm EST to Michelle Morgan, DI Director, 518-244-4598 or morgam1@sage.edu.

I understand the implications of the application release, and the need to identify my preferred program status and placement for acceptance into the RSC DI for fall 2022.

Signature

Date

Print Name

Date

Russell Sage College Dietetic Internship Distance Track Preceptor Sign-up Form

Proposed Dates	Hours	Rotation	Facility	Preceptor Information		
				Name/Signature	Address	Email/Telephone
<i>Tentative Start: fall 2022 or can provide a specific date</i>	440	<i>Clinical</i>	<i>The NY Hospital</i>	<i>Janine Smith Doe Janine Smith Doe</i>	<i>10 1st St, New York, NY 10000</i>	<i>jsd@sdlkj.com 555-555-5555 ext. 113</i>
<i>Tentative End:</i>						
EXAMPLE Start:	440	Acute Care Clinical				
End:						
Start:	80	Long Term Care				
End:						
Start:	80	Outpatient Clinical				
End:						
Start:	400	Food Service Management				
End:						
Start:	280	Community				
End:						

Full-time Rotation schedule suggestions*:

Practicum	Option #1	Option #2	Option #3
Practicum I: August 29-November 15 (Labor Day off)	Acute Care Clinical	Community, Outpatient & Long-Term Care	Food Service Management
Practicum II: December 5-February 24 *Off week of December 27	Food Service Management	Acute Care Clinical	Community, Outpatient & Long-Term Care
Practicum III: March 21-June 10	Community, Outpatient & Long-Term Care	Food Service Management	Acute Care Clinical

*Part-time interns must complete 24 hours/week and are encouraged to follow one of the options presented above for scheduling rotations if able.

Clinical Rotation Preceptor Selection & Practicum Checklist

Rotation Length

Clinical Hours	600 hours
Acute Care	440 hours (11 weeks)
Outpatient	80 hours (2 weeks)
Long Term Care	80 hours (2 weeks)

Facility – Acute Care (440 hours/11 weeks)

The acute care clinical rotation should be at a facility that will expose you to a variety of learning opportunities and experiences with different disease states. You may consider completing rotations at large hospitals, small community hospitals or long-term care facilities. You may complete your entire acute care clinical rotation at one site or utilize two sites if certain experiences are not available at the primary clinical site. However, a minimum of four weeks must be spent at an acute care hospital. The clinical facility or facilities must provide in-patient care to ensure all of the activities on the *Acute Clinical Rotation Planning & Suggested Activity Checklist* are fulfilled.

Progression of acute care clinical rotation:

Week 1: Orientation

Week 2-5: Intro to MNT

Week 6-9: Advanced MNT

Week 10-11: Entry Level Practice

Facility – Outpatient Clinical (80 hours/2 weeks)

The outpatient clinical rotation should be at a facility that will expose you to a variety of learning opportunities and experiences with different disease states. Places to consider when choosing an outpatient rotation are a dialysis center, endocrinology or gastroenterology practice, eating disorder clinic, outpatient bariatric center, private practice among others. You may complete your entire outpatient rotation at one site or utilize two sites, but you must spend a minimum of one-week at any outpatient site. The outpatient facility must provide outpatient care to ensure all of the activities on the *Outpatient Rotation Planning & Suggested Activity Checklist* are fulfilled.

Facility – Long Term Care (80 hours/2 weeks)

The long-term care rotation may take place at any long-term residence that will expose you to a variety of learning opportunities and experiences with different disease states. This could be with an aging adult population or a pediatric population, however they must live at the facility and not just provide rehab or outpatient services. If part of your acute care clinical experience is

Adapted from Cedar Crest College (2013), revised fall 2021

taking place in a long-term care facility, you must dedicate two weeks to long-term care, separate from acute care, to fulfill all clinical practicum requirements. The Long-Term Care facility must ensure all of the activities on the ***Long-Term Care Rotation Planning & Suggested Activity Checklist*** are fulfilled.

Preceptor

Your primary preceptor for all clinical rotations must be a registered dietitian nutritionist (RDN) and credentialed/licensed as appropriate to meet state and federal regulations. The preceptor or another RDN on staff must be available to you the entire time you are at the facility.

Intern Assignment Requirements

Interns and preceptors will receive handbooks that outline all assignment requirements during their clinical rotations. Some of the assignments/activities include:

Acute Care:

- Complex Clinical Case Study Paper & Presentation
- Clinical In-service
- Activities specific to patient care

Outpatient:

- Coding & Billing activity
- Activities specific to patient/client care

LTC:

- Activities specific to resident care

Acute Clinical Rotation Planning & Suggested Activity Checklist

Disease-Specific Activities: Intern will be able to observe and work with patients in an inpatient setting with the following disease states at my facility:

Disease States	P= Primary Site S= Secondary Site
Overweight & Obesity	
Malnutrition	
Endocrine Disorders	
Cardiovascular Disease	
Cancer	
Gastrointestinal Disease	
Renal Disease	
Respiratory Disease/Distress (COPD)	
Dementia	
Critical Care/Enteral & Parenteral Nutrition	
Food Allergies (optional)	
Pediatrics (optional)	
HIV/AIDS (optional)	

Suggested Activities and Progression of Rotation: During the acute care clinical rotation, interns are expected to progress from:

- Orientation (1-2 weeks) →
- intro to MNT (3 weeks) →
- advanced MNT (3-4 weeks) →
- Entry Level Practice (ELP) (2-3 weeks)

The progression should include the ability to see patients that are more complex and manage a larger caseload (minimum of 6 patients/day) by the time interns reach ELP.

Per ACEND, interns must develop nutrition care plans utilizing the Nutrition Care Process (NCP) for patients, residents or clients of various populations and cultural backgrounds, across the continuum of care.

Acute Clinical Rotation Planning & Suggested Activity Checklist
(to be completed throughout rotation)
Orientation: First Week Activities

Activities	P= Primary Site S= Secondary Site
Review list of activities with preceptor, discuss schedule, practicum requirements and expectations.	
Review facility's standards for Universal Precaution Policies and Procedures and general safety procedures.	
Review Joint Commission (JC) standards and standards for nutrition screening and assessment.	
Review HIPPA guidelines and regulations for scenarios applicable to the facility	
Review the Code of Ethics, Scope of Practice, and Standards of Professional Performance for Acute Clinical Registered Dietitians	
Review the facility's job description for an entry-level staff dietitian	
Observe and work with diet office support staff and RDs <ul style="list-style-type: none"> ● Ordering and managing diet orders, meals and nourishments/oral supplements and observe how these are delivered to patients ● Review menu items, nutrient content of foods and learn the facility's policies and procedures related to the menu/meal selection process ● Learn how to use the food service and diet office management system that may be integrated with the EHR 	
Tour the kitchen: <ul style="list-style-type: none"> ● Become familiar with the facility's layout (tray line, dish room, formula and supplement room/preparation area) ● Observe the different job responsibilities of food service staff ● Observe management styles being utilized 	
Review the Nutrition Screening Process: <ul style="list-style-type: none"> ● Discuss the appropriateness of the screening parameters to determine if the screening process asks the right questions ● Evaluate how effective the screening process is in correctly identifying patients at risk for malnutrition or who are malnourished ● Review the policies and procedures for rescreening ● Observe nutrition screening 	
Medical Record Documentation: Interns should become familiar with the facility's: <ul style="list-style-type: none"> ● documentation guidelines ● electronic health record [EHR] and documentation procedures charting format ● application of NCP and IDNT, etc. 	
Meet with the Clinical Nutrition Manager or other applicable personnel to understand: <ul style="list-style-type: none"> ● The facilities malnutrition program ● How reimbursement is obtained from public or private payers, fee-for-service and value-based payment systems. ● Be sure to ask how RDNs services are covered in the inpatient setting. 	
Work with RDNs Observe and work with one or more registered dietitians as they execute the NCP and function as part of the interdisciplinary team.	

<p>Perform the Nutrition Care Process (a through c below) and use standardized nutrition language by completing the following: first with self-direction followed by correction/guidance from the preceptor.</p> <ol style="list-style-type: none"> Assess the nutritional status of an individual Determine nutrition problem[s] and create problem, etiology, signs and symptoms (PES) statements; and Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention that are based on evidence-based guidelines/standards Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis. NOTE: this will be completed on a patient who has already been assessed and follow up is required. 	
<p>Attend rounds/meetings:</p> <ul style="list-style-type: none"> inpatient rounds plan of care meetings medical grand rounds hospital meetings and lectures etc. 	
<p>Follow and observe other professionals:</p> <ul style="list-style-type: none"> Observe a video fluoroscopy Observe a surgery in progress Observe a swallowing evaluation Observe placement of feeding tubes Observe wound care and debridement Observe an endoscopy or colonoscopy Meet with other disciplines e.g., pharmacist, lactation consultant, social worker etc. 	

Introduction to MNT

Activities	P= Primary Site S= Secondary Site
<p>Review and discuss policies for:</p> <ul style="list-style-type: none"> standards of care and documentation in the medical records the nutrition care manual facility acceptable diet orders the use of department and facility resources expectations of the preceptor to adhere to facility standards of care and professional practice while participating in this rotation 	
<p>Review the Nutrition Screening Process with preceptor</p> <ul style="list-style-type: none"> discuss the appropriateness of the screening parameters to determine if the screening process asks the right questions evaluate how effective the screening process is in correctly identifying patients at risk for malnutrition or who are malnourished 	
<p>Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals of differing ages and health status, first with self-direction followed by correction/guidance from the preceptor.</p>	

<p>a) Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered</p> <p>b) Determine nutrition problem[s] and create problem, etiology, signs and symptoms (PES) statements; and</p> <p>c) Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention that are based on evidence-based guidelines/standards</p> <p>d) Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis</p>	
<p>Attend and participate in rounds</p> <ul style="list-style-type: none"> ● inpatient rounds ● plan of care meetings ● medical grand rounds ● hospital meetings and lectures etc. 	
<p>Conduct meal rounds and patient interviews</p> <ul style="list-style-type: none"> ● to obtain accurate information regarding cultural and religious influences on dietary habits ● socioeconomic factors influencing nutritional status ● physical appearance ● need for adaptive feeding devices 	
<p>Conduct</p> <ul style="list-style-type: none"> ● 24-hour recalls ● 3-day food intake records ● analyze intake; utilize both a computer analysis program and a manual method ● based on the patient's physiological needs, complete assessment/analysis of patients' 24-hour nutrient intake for adequacy in meeting the RDA's/DRI's. ● Discuss advantages and disadvantages of computer vs. manual methods of calculating nutrient content. 	
<p>Conduct nutrition focused physical exams.</p> <ul style="list-style-type: none"> ● Observe and participate in a nutrition focused physical exam as part of the nutrition assessment 	

Advanced MNT

Activities	P= Primary Site S= Secondary Site
<p>Review and discuss the facility policies for:</p> <ul style="list-style-type: none"> ● standards of care ● documentation in the medical record ● the nutrition care manual ● facility acceptable diet orders ● the facility's formulary EN and PN ● use of department and facility resources ● expectations of the preceptor to adhere to facility standards of care and professional practice while participating in this rotation. 	

<p>Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals of differing ages and health status, with minimal assistance/guidance from preceptor.</p> <ol style="list-style-type: none"> Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered Determine nutrition problem[s] and create problem, etiology, signs and symptoms (PES) statements; and Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention that are based on evidence-based guidelines/standards Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis 	
<p>Develop skills in enteral/parenteral nutrition (Learning/understanding then progressing towards independently performing/demonstrating these skills under the supervision of RDN)</p> <ul style="list-style-type: none"> Review formulary Observe parenteral solutions being prepared and administered Identify the function of all features on TF pump Understand different types of EN tubes and access Understand different types of vascular access for PN Understand EN-medication interactions and medications that can/cannot be given per tube Observe nasogastric tube placement/or PEG placement Perform a cost analysis of enteral/parenteral products, compare cost of EN and PN and to a regular diet Develop and implement transitional feeding plans, e.g., conversion from one form of nutrition support to another e.g., PN → EN or EN → oral intake Understand indications/contraindications for use Identify and understand tolerance and make recommendations for adjusting when necessary 	
<p>Other activities</p> <ul style="list-style-type: none"> Observe respiratory therapy treatment with a respiratory therapist; discuss the interrelationship between blood gasses and ventilator settings. Discuss observations, participation and interactions with healthcare team members with the preceptor. Attend in-services and meetings as appropriate Meet with social work to understand the EHR documentation and insurance coverage requirements for a patient being discharge on enteral nutrition 	
<p>Conduct nutrition focused physical exams.</p> <ul style="list-style-type: none"> Appropriately performs a nutrition focused physical exam as part of the nutrition assessment under the supervision of an RDN 	

Entry Level Practice (2-3 weeks)

*Minimum caseload during ELP is six patients per day. To give you some direction, here are suggestions for possible tasks or activities you could perform with the preceptor during your ELP portion of the rotation:

P= Primary Site S= Secondary Site	P= Primary Site S= Secondary Site
Review and discuss your ELP role with preceptor	
Review the facility's job description for an entry-level staff dietitian; meet with the preceptor and plan the two-week assignment, i.e., unit assignment, number of patients, etc.	
Review and discuss policies for: <ul style="list-style-type: none"> ● standards of care ● documentation in the medical record ● the nutrition care manual ● facility acceptable diet orders ● the facility's formulary for PN and EN ● use of department and facility resources ● expectations of the preceptor to adhere to facility standards of care and professional practice while participating in this rotation. 	
The expected patient load can be as little as six patients per day and as many as 15 patients per day, depending on the facility.	
Actively participates in rounds/meetings as an entry level professional <ul style="list-style-type: none"> ● Actively advocate/recommend appropriate nutrition interventions (as necessary) 	
Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals of differing ages and health status, independently, with limited guidance from preceptor only when/if necessary. <ol style="list-style-type: none"> Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered Determine nutrition problem[s] and create problem, etiology, signs and symptoms (PES) statements; and Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention that are based on evidence-based guidelines/standards Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis 	
Review and practice all SOPs/SOPPs as well as status/accomplishments and any questions that arise, findings from resources, etc. with preceptor on a daily basis	
Complete any other tasks, activities as required and/or assigned by the preceptor, attend in-services and meetings as appropriate	
Conduct nutrition focused physical exams. <ul style="list-style-type: none"> ● Appropriately performs a nutrition focused physical exam as part of the nutrition assessment under the supervision of an RDN 	
Assignments that may need some supervised practice time: <ul style="list-style-type: none"> ● NCP Case Presentation Recording ● Clinical Case Study Paper & Presentation* ● Diet Education* (x3) 	

<ul style="list-style-type: none"> ● Clinical In-Service/Education* <p>Please review the intern's rotation/assignment guide for more information. *Indicates Preceptor must complete an evaluation for the assignments</p>	
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I agree that the activities checked above have been discussed with my potential preceptor(s) and will be able to be accomplished at the designated sites. I also agree that the above site(s) has agreed to host me, the intern, if accepted into the Russell Sage College Dietetic Internship – Distance Track.

Prospective Intern Name

Prospective Intern Signature

Date

I agree that I am able to provide the intern with all experiences and activities checked above.

Prospective Acute Clinical Preceptor's Print Name

Prospective Acute Clinical Preceptor's Signature

Date

Primary Acute Clinical Site Name

Prospective Secondary Acute Preceptor's Print Name (if applicable)

Prospective Secondary Acute Preceptor's Signature (if applicable)

Date

Secondary Acute Clinical Site Name (if applicable)

Outpatient Rotation Planning & Suggested Activity Checklist

Disease-Specific Activities: Intern may have the potential to observe and work with patients in an outpatient setting with the following disease states at my facility (check all that apply):

Disease States	P= Primary Site S= Secondary Site
Overweight & Obesity	
Malnutrition	
Endocrine Disorders	
Cardiovascular Disease	
Cancer	
Gastrointestinal Disease	
Renal Disease	
Respiratory Disease/Distress (COPD)	
Dementia	
Critical Care/Enteral & Parenteral Nutrition	
Food Allergies (optional)	
Pediatrics (optional)	
HIV/AIDS (optional)	

General Outpatient Required and Suggested Activities	P= Primary Site S= Secondary Site
Review the facility policy and procedure manual(s) and discuss state/regulatory practices	
Review the Code of Ethics, Scope of Practice, and Standards of Professional Performance for Outpatient Registered Dietitians	
Review the facility's job description for an entry-level staff dietitian	
Review and discuss Joint Commission (JC) standards, CMS standards and/or other standards of care set by other regulating bodies	
Review and discuss policies for: <ul style="list-style-type: none"> ● standards of care ● documentation in the medical record/documentation format ● the nutrition care manual utilization ● nutrition screening (see below for more details) ● interdisciplinary care plan meetings ● use of department and facility resources 	
Review the therapeutic diets and formularies (EN, TPN & drug) available at the facility (if applicable)	
Review the Nutrition Screening Process:	

<ul style="list-style-type: none"> ● discuss the appropriateness of the screening parameters to determine if the screening process asks the right questions ● review the screening tool used by the facility ● evaluate how effective the screening process is in correctly identifying patients at risk for malnutrition or who are malnourished ● review the policies and procedures for rescreening ● observe and participate in nutrition screening 	
<p>Participate in and contribute to</p> <ul style="list-style-type: none"> ● patient rounds ● care conferences ● team meetings ● In-service trainings 	
<p>Participate in all patient care and care management activities as member of the clinical team (intern should progress towards this by end of rotation)</p>	
<p>Observe and work with diet office support staff and RDs (if applicable)</p>	
<p>Conduct at least 1 group or individual diet/nutrition education</p>	
<p>Interns should follow & observe other professionals (where applicable)</p> <ul style="list-style-type: none"> ● Speech ● Pharmacy ● Respiratory ● Social work ● Physical Therapy ● Occupational Therapy ● Etc. 	
<p>Meet with appropriate personnel responsible for coding and billing to discuss, understand, and participate in coding and billing</p> <ul style="list-style-type: none"> ● how MNT is billed/coded/reimbursed ● reimbursement for services from public and private insurers ● out-of-pocket payers/costs ● importance of malnutrition diagnosis ● regulatory agency policies and procedures (where applicable) 	
<p>Complete Nutrition Care Process (NCP) for patients; include</p> <ul style="list-style-type: none"> ● Initial assessments ● Quarterly assessments ● Counseling session ● Follow ups 	
<p>Conduct nutrition focused physical exams.</p> <ul style="list-style-type: none"> ● Appropriately perform a nutrition focused physical exam as part of the nutrition assessment under the supervision of an RDN 	
<p>Nutrition Care Process</p>	

Step 1: Nutrition Assessment	
Review of patient charts	
Observe RD conducting all aspects of NCP and using IDNT to document the NCP	
Performs nutrition screening of patients (if applicable)	
Identifies pertinent data from medical/diet/social histories and medical progress notes	
Conducts diet history, meal rounds, patient satisfactions surveys and calorie counts when appropriate	
Assess nutritional status of patients through use of anthropometric, biochemical, clinical and dietary measures	
Assesses patient's caloric, protein and fluid needs based on stress level and medical condition	
Step 2: Nutrition Diagnosis	
Diagnoses nutrition problems and creates a problem, etiology, & signs and symptoms (PES) statement according to the facility's procedures.	
Step 3: Nutrition Intervention	
Plans and implements nutrition recommendations/interventions to include prioritizing nutrition diagnosis, formulating a nutrition prescription, establishing goals, and selecting and managing interventions.	
Assigns appropriate patient care activities to DTRs and/or support personnel considering practice guidelines and policies within the facility	
Refers clients and patients to other professionals and services when needs are beyond individual scope of practice	
Provide individual diet instruction appropriate for the disease state	
Step 4: Nutrition Monitoring and Evaluation	
Monitors and evaluates problems, etiologies, signs and symptoms and the impact of interventions of the nutrition diagnosis	
Monitors patient's food and/or nutrient intake	
Medical Record Documentation	

Documents nutrition assessment, nutrition diagnosis, nutrition intervention, and monitoring/evaluation plans through use of medical record per institution guidelines and professional guidelines.	
Summarizes pertinent anthropometric, biochemical, clinical and dietary data to identify nutrition problems in concise PES statements	
Perform all aspects of the NCP independently	
Diet/Enteral and Parenteral Nutrition Calculation Skills	
Calculates diet patterns, nutrient intakes, and EN/TPN solutions (when appropriate)	
Observe the administration of enteral and parenteral nutrition	
Selects, recommends, and implements enteral and/or parenteral formulas suitable to the medical condition and based on acceptable dietetic practice and scientific literature (when appropriate)	
Identifies and monitors appropriate criteria for tolerance of enteral and parenteral formulas	
Other suggested activities	
Attend department and facility PI/QI meetings and other meetings with the preceptor, actively listen and participate where appropriate.	
Deliver a journal article presentation applicable to population you are serving to preceptor and RDNs/NDTRs	
Conduct a group education activity for residents or clients	
Develop and deliver an in-service presentation for staff	

*This list can be added to and/or adjusted to fit your specific site.

Site specific suggested activities (i.e. renal, endocrine, and/or bariatric) will be provided prior to the start of the rotation.

I agree that the activities checked above have been discussed with my potential preceptor(s) and will be able to be accomplished at the designated sites. I also agree that the above site(s) has agreed to host me, the intern, if accepted into the Russell Sage College Dietetic Internship – Distance Track.

Prospective Intern Name

Prospective Intern Signature

Date

I agree that I am able to provide the intern with all experiences and activities checked above.

Prospective Outpatient Preceptor's Print Name

Prospective Outpatient Preceptor's Signature

Date

Primary Outpatient Site Name

Prospective Secondary Outpatient Preceptor's Print Name (if applicable)

Prospective Secondary Outpatient Preceptor's Signature (if applicable)

Date

Secondary Outpatient Site Name (if applicable)

Long Term Care Rotation Planning & Suggested Activity Checklist

Disease-Specific Activities: Intern may have the potential to observe and work with patients in a long-term care setting with the following disease states at my facility: (check all that apply)

Disease States	P= Primary Site S= Secondary Site
Overweight & Obesity	
Malnutrition	
Endocrine Disorders	
Cardiovascular Disease	
Cancer	
Gastrointestinal Disease	
Renal Disease	
Respiratory Disease/Distress (COPD)	
Dementia	
Critical Care/Enteral & Parenteral Nutrition	
Food Allergies (optional)	
Pediatrics (optional)	
HIV/AIDS (optional)	

Required and Suggested Activities	P= Primary Site S= Secondary Site
Review the facility policy and procedure manual(s) and discuss state/regulatory practices	
Review the Code of Ethics, Scope of Practice, and Standards of Professional Performance for Long Term Care Registered Dietitians	
Review the facility's job description for an entry-level staff dietitian	
Review and discuss Joint Commission (JC) standards, CMS standards and/or other standards of care set by other regulating bodies	
Review, discuss, and understand policies/procedures for: <ul style="list-style-type: none"> ● standards of care ● documentation in the medical record/documentation format ● nutrition care manual utilization ● facility acceptable diet orders and supplements ● nutrition screening (see below for more details) ● MDS (see below for more details) ● interdisciplinary care plan meetings ● state and federal regulations for long term care facilities 	
Discuss the policies for: <ul style="list-style-type: none"> ● personal use of department and facility resources 	

<ul style="list-style-type: none"> ● expectations of the preceptor to adhere to facility standards of care and professional practice while participating in this rotation 	
Review the therapeutic diets and/or formularies (EN, TPN & drug) available at the facility	
<p>Review and evaluate statistical report sheets</p> <ul style="list-style-type: none"> ● monthly weights ● supplement/nourishment consumption ● daily meal round reports, etc. ● make improvement suggestions as necessary 	
Review, discuss, and understand the importance of malnutrition risk, diagnosis, treatment, and reimbursement in the long-term care setting	
<p>Review the Nutrition Screening Process:</p> <ul style="list-style-type: none"> ● discuss the appropriateness of the screening parameters to determine if the screening process asks the right questions ● review the screening tool used by the facility ● evaluate how effective the screening process is in correctly identifying patients at risk for malnutrition or who are malnourished ● review the policies and procedures for rescreening ● observe and participate in nutrition screening 	
<p>Conduct nutrition assessments:</p> <ul style="list-style-type: none"> ● At least 1 initial assessment ● At least 1 annual assessment ● Perform the Nutrition Care Process and use standardized nutrition language for individuals 	
Develop/update care plans for residents based on completed initial/quarterly assessments.	
<p>Conduct nutrition focused physical exams:</p> <ul style="list-style-type: none"> ● Appropriately perform a nutrition focused physical exam as part of the nutrition assessment under the supervision of an RDN 	
<p>Perform food intake studies to calculate nutritional intake of residents</p> <ul style="list-style-type: none"> ● Perform Food Intake Studies using manual methods the diabetic exchange system (if applicable) and percent meal intakes, to calculate nutritional intake of residents. ● Coordinate activity with nursing staff/aids, NDTRs and other staff. 	
Conduct at least 1 group or individual diet/nutrition education	
<p>Attend care conferences and conduct the nutrition care component of interdisciplinary team meetings for at least one resident</p> <ul style="list-style-type: none"> ● discuss resident's nutrition intervention and treatment needs, and discharge planning, as appropriate. 	

Participate in the care of residents requiring adaptive feeding devices.	
Participate in ethical/end of life discussions.	
Attend and participate in Wound Care Rounds as able.	
Observe and work with diet office/food service support staff and RDs	
<p>Tour the kitchen:</p> <ul style="list-style-type: none"> ● Become familiar with the facility's layout (tray line, dish room, formula and supplement room/preparation area) ● Observe the different job responsibilities of food service staff ● Observe management styles being utilized ● Observe preparation of thickened food products, and residents with dysphagia on meal rounds. 	
<p>Participate in coding and billing for nutrition services.</p> <ul style="list-style-type: none"> ● Meet with MDS Coordinator ● Complete nutrition section of MDS 3.0 ● Understand the importance of the MDS form, assessment schedule/due dates, and malnutrition diagnosis ● Discuss, understand, and participate in coding and billing for nutrition services to obtain reimbursement for services from public and private insurers by participating in completion of the nutrition section of MDS 3.0. 	
<p>Attend and participate in and contribute to</p> <ul style="list-style-type: none"> ● patient rounds ● care conferences ● team meetings ● In-service trainings 	
Nutrition Care Process	
Step 1: Nutrition Assessment	
Review of patient charts	
Observe RD conducting all aspects of NCP and using IDNT to document the NCP	
Performs nutrition screening of patients (if applicable)	
Identifies pertinent data from medical/diet/social histories and medical progress notes	
Conducts diet history, meal rounds, patient satisfactions surveys and calorie counts when appropriate	

Assess nutritional status of patients through use of anthropometric, biochemical, clinical and dietary measures	
Assesses patient's caloric, protein and fluid needs based on stress level and medical condition	
Step 2: Nutrition Diagnosis	
Diagnoses nutrition problems and creates a problem, etiology, & signs and symptoms (PES) statement according to the facility's procedures.	
Step 3: Nutrition Intervention	
Plans and implements nutrition recommendations/interventions to include prioritizing nutrition diagnosis, formulating a nutrition prescription, establishing goals, and selecting and managing interventions.	
Collaborates with appropriate NDTRs and/or support personnel for patient care activities considering practice guidelines and policies within the facility	
Refers clients and patients to other professionals and services when needs are beyond individual scope of practice	
Provide individual diet instruction appropriate for the disease state	
Step 4: Nutrition Monitoring and Evaluation	
Monitors and evaluates problems, etiologies, signs and symptoms and the impact of interventions of the nutrition diagnosis	
Monitors patient's food and/or nutrient intake	
Medical Record Documentation	
Documents nutrition assessment, nutrition diagnosis, nutrition intervention, and monitoring/evaluation plans through use of medical record per institution guidelines and professional guidelines.	
Summarizes pertinent anthropometric, biochemical, clinical and dietary data to identify nutrition problems in concise PES statements	
Perform all aspects of the NCP independently	
Diet/Enteral and Parenteral Nutrition Calculation Skills	
Calculates diet patterns, nutrient intakes, and EN/TPN solutions (when appropriate)	

Observe the administration of enteral and parenteral nutrition	
Selects, recommends, and implements enteral and/or parenteral formulas suitable to the medical condition and based on acceptable dietetic practice and scientific literature (when appropriate)	
Identifies and monitors appropriate criteria for tolerance of enteral and parenteral formulas	
Develops and implements appropriate transitional feeding plans	
Observe placement of feeding tubes (when able)	
Other Suggested Activities	
Identify the role and responsibilities of the <ul style="list-style-type: none"> ● clinical manager ● staff RDNs ● Diet techs ● Food service management ● Food service staff 	
Meet with and observe the Speech Language Pathologist (SLP)/Occupational Therapist (OT) <ul style="list-style-type: none"> ● observe swallowing evaluations ● observe video-fluoroscopy ● observe preparation of thickened food products, and residents with dysphagia on meal rounds. 	
Attend department and facility PI/QI meetings and other meetings with the preceptor, actively listen and participate where appropriate.	
Deliver a journal article presentation applicable to population you are serving to preceptor and RDNs/NDTRs	
Conduct a group education activity for residents or clients	
Develop and deliver an in-service presentation for staff	

*This list can be added to and/or adjusted to fit your specific site.

I agree that the activities checked above have been discussed with my potential preceptor(s) and will be able to be accomplished at the designated sites. I also agree that the above site(s) has agreed to host me, the intern, if accepted into the Russell Sage College Dietetic Internship – Distance Track.

Prospective Intern Name

Prospective Intern Signature

Date

I agree that I am able to provide the intern with all experiences and activities checked above.

Prospective Long-Term Care Preceptor's Print Name

Prospective Long-Term Care Preceptor's Signature

Date

Primary Long-Term Care Site Name

Prospective Secondary Long-Term Care Preceptor's Print Name (if applicable)

Prospective Secondary Long-Term Care Preceptor's Signature (if applicable)

Date

Secondary Long-Term Care Site Name (if applicable)

Food Service Management (FSM) Rotation Preceptor Selection & Practicum Checklist

Length

FSM	400 hours (10 weeks)
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Facility

The FSM rotation should be at a facility that will expose you to multiple aspects of food service management. Examples of facilities you may complete your FSM rotation are: hospital, long-term care facility, school nutrition services program, university/college dining service, commercial or corporate food service. The FSM facility or facilities must be able to provide access to all of the activities on the ***Food Service Management Rotation Planning & Suggested Activity Checklist***. The activities should progress from basic to more complex throughout the rotation. By the end of your rotation, it is expected that you will be able to function as staff relief with minimal supervision.

Preceptor

Your preceptor for this rotation should be the food service director or manager and does not need to be a RDN but must be credentialed, licensed or trained as appropriate to meet state and federal regulations for the area in which they are supervising interns. It is recommended that food service preceptors are ServSafe certified.

Intern Assignment Requirements

Interns and preceptors will receive handbooks that outline all assignment requirements during their management rotation. Some of the assignments/activities include:

- Complete a process/quality improvement research project
- Plan and execute a theme meal
- Plan and present an in-service presentation to staff

Food Service Management Rotation Planning & Suggested Activity Checklist

The intern will be able to observe and participate in the following activities:	P= Primary Site S= Secondary Site
Review Policy & Procedure Manual; review city & state regulations	
Review the Strategic Plan; mission statement/philosophy of the facility and department	
Review strategic planning strategies and goal setting processes of the facility and dietetic/food service department	
Review the organizational charts of the facility and food service department	
Review Disaster Plan and Policies e.g., COVID-19 planning/adaptations	
Review audit findings & the most recent results of Joint Commission, CMS/NYSDOH, and/or School Lunch survey and evaluate status of actions to correct any deficiencies noted.	
Review the Code of Ethics, Scope of Practice, and Standards of Professional Performance for Food Service Management Registered Dietitians	
Review the facility's job description for the food service manager	
Tour facility and meet staff	
<p>Work all relevant positions & participate in all areas of the food service operation including, but not limited to:</p> <ul style="list-style-type: none"> ● Procurement process (see below for more details) ● Inventory (see below for more details) ● Sanitation ● Food preparation/production ● Serving/delivery ● Observe departmental operations for implementation of regulations and guidelines for dietetic services. ● Management activities as a member of the management team (food service supervisor; food service manager) <p>It is expected that interns are exposed to, and work in, each role to gain an understanding of the employees' job responsibilities.</p>	
<p>Identify the roles and functions of the support personnel involved in food service at this facility and identify the chain of command/organizational chart:</p> <ul style="list-style-type: none"> ● food service manager ● food service supervisor ● dietetic technician ● dietetic assistant ● dietary aide/assistant ● food service worker, etc. 	
<p>Participate in the use of equipment:</p> <ul style="list-style-type: none"> ● Consult staff to determine proper function, use, care, cleaning and maintenance of all major pieces of kitchen equipment ● Conduct an equipment audit and review the results with the preceptor 	
<p>Participate in ware washing and trash disposal:</p> <ul style="list-style-type: none"> ● participate in and manage the ware washing, dish machine, and disposal operations ● Note any problems and recommend solutions ● Identify labor, equipment, and supply costs ● Analyze the use of detergents, special cleaning agents and dispensing systems, and recommend appropriate changes. ● Participate in trash disposal and the handling of hazardous materials 	

<p>Complete a Purchase Order - Purchasing/Procurement</p> <ul style="list-style-type: none"> ● Review the facility's purchasing specifications, check food and supply items in stock to verify compliance with established specifications; create specifications for three food items from different categories (even if the facility does not use specifications). Interns will also complete this during the Theme Meal project. ● Provide new specifications for the preceptor to review, discuss any problems with the specifications and correct/make changes, implement specifications when possible. ● Review completed purchase orders with the preceptor or purchasing agent; also identify the facility's forecasting model or share the concepts and specific procedures for a Forecasting Model for food purchasing. ● Discuss the frequency of ordering various food and non-food items (meats, vegetables, fruits, dairy, bakery, beverages, paper and cleaning supplies) and the logistics behind the facility's ordering schedule. ● Observe and participate in the facility's procurement process. ● Utilize food-forecasting methods to complete a purchase order; utilize computer technology where applicable. ● Analyze purchasing requirements; based on current inventory levels prepare a purchase order for food and supplies needed for the next scheduled delivery. ● Assist food service director/preceptor in negotiation of contracts/bids or purchases with food distributors/vendors 	
<p>Experience Inventory, Receiving/Storage:</p> <ul style="list-style-type: none"> ● Review, observe and participate in the facility's inventory, receiving and storage procedures, including completion of records/forms and inspection of goods ● Analyze the facility's actual receiving and storing practices ● Revise/develop a tool to ensure goods received meet facility expectations/criteria. ● Review the facility's inventory and allocation policies and procedures ● Identify control points and methods to achieve control of costs and product usage. ● Conduct a study of the usage and control of two products, track each product from time of entry into the kitchen storage area to consumption by the intended customer; critically compare forecasted need to actual production, amount served and amount left over, if any and how the leftovers will be/were utilized; and evaluate for adherence to the HACCP guidelines. 	
<p>Review & discuss menu type and modification to accommodate therapeutic diets</p> <ul style="list-style-type: none"> ● Identify that recipes and menus accommodate the target population (largest population served) within the operation ● Develop a new recipe that meets the needs of the population being served is feasible and culturally appropriate. 	
<p>Review & assist with menu planning and recipe testing:</p> <ul style="list-style-type: none"> ● Review, modify or revise standardized recipes within the food service management software/system as part of a recipe audit to determine whether the nutrition analysis is accurate for the recipe and portion size. ● Ensure that allergens are appropriately indicated per recipe within the food service management software/system ● Input new recipes into the food service management software system as part of the theme meal project ● Complete a nutrition analysis of at least three standardized recipes ● Build new diets/nutrition-patterns based on facility or program standards 	

Review and monitor production schedules	
<p>Monitor tray-line:</p> <ul style="list-style-type: none"> ● Conduct a test tray to evaluate temperature, accuracy and timeliness compared to guidelines set forth by the department, facility or other regulatory agency. ● Conduct a plate waste study and compare to benchmarks established by the department, facility or other regulatory agency. 	
<p>Conduct a Sanitation Audit:</p> <ul style="list-style-type: none"> ● Evaluate facilities for food safety practices utilizing the HACCP process. ● Apply the CCP decision tree, the Seven Principles of HACCP and the flowchart or flow diagram for two different menu items from receiving to point of service (POS). *NOTE: This activity may be completed in conjunction with the Theme Meal Project. ● Complete sanitation audits; discuss results and recommendations for any needed improvement with the preceptor. 	
<p>Prepare schedule:</p> <ul style="list-style-type: none"> ● Review the department's scheduling process and applicable policies and procedures. ● Work as a team (intern/preceptor) to "jointly" complete the next schedule for the department. ● Discuss how the following situations are best handled: vacation coverage, sick employees, over time, job sharing, part-time employees and flextime. ● Be sure to discuss whether scheduling accounts for unscheduled absences ● Delegate tasks 	
<p>Participate and assist with managerial communications:</p> <ul style="list-style-type: none"> ● Including any form of communication between management and staff <ul style="list-style-type: none"> ● written memos, newsletters, daily meetings, training, etc. ● Including any form of communication with customers/patients <ul style="list-style-type: none"> ● Marketing, signage, announcements, rounds, customer satisfaction/complaints, etc. 	
<p>Review methods and data for forecasting procedures</p> <ul style="list-style-type: none"> ● Review and utilize the department's computer/information technology system (IT) for Forecasting ● Assess the department's cost control/financial management system; track data and/or information required to establish and monitor forecasting ● Identify additional areas where data/information may be used 	
<p>Review and Analyze Department Budget</p> <ul style="list-style-type: none"> ● Review methods the process of budget creation and management ● Review and utilize the department's computer/information technology system (IT) for budgeting ● Identify labor costs associated with food production. Determine whether the facility has adequate FTEs to meet the needs of food production and service. ● Review projected department budget for current fiscal year, compare projections (planned budget) with actual costs of food, labor and supplies; for the most recent month completed (or other designated time period agreed upon with the preceptor) prepare: <ul style="list-style-type: none"> ● an analysis of the reasons for identified differences between budgeted and actual costs; ● analyze the cost variance for at least two different months for: 1) raw food 	

<p>cost/patient, and 2) meals/man hour labor cost; develop plans to control future variances;</p> <ul style="list-style-type: none"> ● review factors which influence food, labor and supply costs, identify them as "controllable" or "uncontrollable" ● identify the differences between predicted and actual costs, controllable and uncontrollable factors; ● Meet with the facility's Chief Financial Officer (CFO) or key person in the office to obtain information about health care financing and healthcare reform, and its effect on nutrition and food services; and discuss the budgeting process, the timeline, and other pertinent factors. ● Review department's profit/losses statement (if possible) 	
<p>Discuss, understand, and calculate productivity and financial calculations: (see pre-rotation assignments & calculations PowerPoint for more information) - as applicable</p> <ul style="list-style-type: none"> ● Meals/labor hour ● Minutes/meal ● Labor cost/meal served ● FTE/Day ● FTE/Week ● Labor Turnover Rate ● Food Cost per Meal ● Food Cost Percentage ● Determining Selling Price 	
<p>Discuss, understand, and calculate production calculations for new or existing recipes (see pre-rotation assignments & calculations PowerPoint for more information) - as applicable</p> <ul style="list-style-type: none"> ● Edible Portion (EP) ● % yield ● Amount to Purchase (AP) ● Popularity Index 	
<p>Participate in waste reduction and sustainability promotional efforts:</p> <ul style="list-style-type: none"> ● Identify waste reduction methods that are in place ● Identify areas where waste reduction can be improved and discuss realistic recommendations to reducing waste ● Identify local food vendors and compare costs to products currently in-use at the facility. ● Identify whether the facility has a recycling or composting plan and whether this is a practice that can be incorporated. ● Demonstrate cross utilization of ingredients, sustainable practices and waste reduction as part of the theme meal. ● Develop a quality assurance initiative that focuses on protecting the environment. Prepare a cost benefit analysis and ensure the initiative is supported by data/scientific evidence. 	
<p>Conduct Customer Satisfaction Survey:</p> <ul style="list-style-type: none"> ● Evaluate them as per the objective set by the department, facility or other regulatory agency ● Analyze and make changes to menus with respect to the needs of the population being served (if applicable) 	
<p>Analyze the Accuracy of a Job Description:</p>	

<ul style="list-style-type: none"> Analyze the accuracy of at least one job description and the corresponding job specification and work schedule by following/working with an employee for at least two days Obtain information from the employee regarding if job duties align with job description. Review findings from the job description, job specification and work schedule analysis, provide specific recommendations for changes if necessary. NOTE: This task may be completed in conjunction with the PI Project. 	
<p>Human Resources: meet with & observe HR functions (hiring, firing, etc.):</p> <ul style="list-style-type: none"> Review department's interviewing processes, hiring procedures, orientation program for new employees Discuss benefits and compensation and negotiating skills Review personnel policies, discipline and grievance procedures; compare to current federal and state labor regulations and note any variations. <p>If possible, observe and participate in:</p> <ul style="list-style-type: none"> an interview to hire employees a counseling session an employee evaluation for staff in different positions and levels 	
<p>Attend and then lead a PI/QA Meeting:</p> <ul style="list-style-type: none"> Review the department's Performance Improvement (PI) Manual and Program. Review the department's methods for assessing Quality Assurance (QA) Attend department and facility PI/QA meetings and other meetings with the preceptor. Actively listen and participate where appropriate. If possible, lead a QA/PI meeting towards the end of your rotation. 	
<p>Identify & Discuss Management Styles</p> <ul style="list-style-type: none"> Identify and define the management & leadership skills required of a food service manager, include interpersonal, conceptual and administrative/technical Identify & discuss different management and leadership skills and how they may be applied to a diverse array of scenarios 	
<p>Meet with IT or appropriate personal</p> <ul style="list-style-type: none"> Discuss implementation, functionality, strengths, and weaknesses of the electronic health record system and/or food service management software system 	
<p>Complete the One-week Menu & Theme Meal project (see intern's rotation guide book for more information)</p> <ul style="list-style-type: none"> Utilize data collected from customer satisfaction surveys to one-week menu development 	
<p>Develop and execute an In-Service Training for Staff (see intern's rotation guide book for more information)</p> <ul style="list-style-type: none"> Preceptor must complete evaluation of this assignment 	
<p>Complete Process Improvement Project & Presentation (see intern's rotation guide book for more information)</p> <ul style="list-style-type: none"> Preceptor must complete evaluation of this presentation 	

*This list can be added to and/or adjusted to fit your specific site.

Note to interns: review the pre-rotation assignments (terms/definitions, calculations, etc.) and try to understand how they apply to your particular supervised practice experience.

I agree that the activities checked above have been discussed with my potential preceptor(s) and will be able to be accomplished at the designated sites. I also agree that the above site(s) has agreed to host me, the intern, if accepted into the Russell Sage College Dietetic Internship – Distance Track.

Prospective Intern Name

Prospective Intern Signature

Date

I agree that I am able to provide the intern with all experiences and activities checked above.

Prospective Food Service Management Preceptor's Print Name

Prospective Food Service Management Preceptor's Signature

Date

Primary Food Service Management Site Name

Prospective Secondary Food Service Management Preceptor's Print Name (if applicable)

Prospective Secondary Food Service Management Preceptor's
Signature (if applicable)

Date

Secondary Food Service Management Site Name (if applicable)

Community Rotation Preceptor Selection & Practicum Checklist

Length

Community	280 hours (7 weeks)
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Facility

The community rotation should be completed at a site(s) where the delivery of nutrition/health education and nutrition/health services occurs. Examples of facilities appropriate to the community rotation include local & state health bureaus, cooperative extension offices, local & state community agencies, outpatient nutrition education and counseling facilities, wellness programs, senior centers, corporate food stores with nutrition professional on staff, childcare organizations, WIC, organizations such as American Cancer Society, etc. The community facility or facilities must be able to provide you with opportunities to complete all of the activities on the *Community Rotation Planning & Suggested Activity Checklist*. The rotation should progress from basic to more complex activities. You may complete all of this rotation at one site or utilize two sites to ensure diversity of experiences in community dietetics and/or if certain experiences are not available at the primary community site. You must spend a minimum of 2 weeks at any community site.

Preceptor

Your preceptor for this rotation should hold a position related to the delivery of nutrition services and/or public health. They do not need to be a RDN must be credentialed, licensed or trained as appropriate to meet state and federal regulations for the area in which they are supervising interns.

Intern Assignment Requirements

Interns and preceptors will receive handbooks that outline all assignment requirements during their community rotation. Some of the assignments/activities include:

- Develop education materials
- Plan and execute a wellness activity

Community Rotation Planning & Suggested Activity Checklist

Required and Suggested Activities	P= Primary Site S= Secondary Site
Review activities and plan your experience <ul style="list-style-type: none"> ● Review activities to be completed ● Planned dates of events ● Identify projects and activities that the intern may work on independently when agency staff are unavailable 	
Review the philosophy and strategic plan of the sponsoring agency	
Review policies & procedures for the program	
Review organizational chart	
Review job descriptions	
Review the Code of Ethics, Scope of Practice, and Standards of Professional Performance for Community Registered Dietitians	
Review the facility's job description for an entry-level staff dietitian or nutrition related positions	
Discuss and understand the demographics, socioeconomic characteristics, and target populations the community organization serves	
Review the agency's <ul style="list-style-type: none"> ● sources of funding ● processes for funding ● proper allocation of resources 	
Review, discuss, assists with completing a grant application on behalf of the organization	
Conduct cost/benefit analysis of various programs offered by the facility	
Review the budget for a program and resource allocation, make recommendations to improve	
Review the agency's list of community resources <ul style="list-style-type: none"> ● Discuss when and how to refer to community resources ● utilize as necessary when referring clients for general health and nutrition ● Add to list of community resources 	
Work with all levels of staff in the program	
Utilize informatics technology: <ul style="list-style-type: none"> ● computer software ● computer generated documents ● forms relevant to the nutritional operation of the local agency 	
Participate in assessing, developing, delivering & implementing, and monitoring & evaluating programs or services for a group or population served by the agency that promotes consumer health, wellness and lifestyle management by merging consumer desire for taste, convenience, cultural considerations and economic environment with nutrition, food safety and health messages	
Develop or update educational materials for a variety of audiences: <ul style="list-style-type: none"> ● Lesson plans ● Infographics ● Brochures ● Newsletters ● Magazine articles 	

<ul style="list-style-type: none"> ● Blog posts ● Social Media content 	
Develop a survey or other method of evaluation such as a focus group to assess <ul style="list-style-type: none"> ● whether a specific program or those operating programs within the organization are meeting the needs of the population it serves ● whether customer service could be improved ● make recommendations based on results ● (also, a part of the Wellness Activity assignment) 	
Screen individuals for nutrition risk	
Provide/Deliver nutrition education/counseling	
Conduct nutrition education demonstrations/cooking demonstrations	
Conduct home visits, if possible/applicable	
Perform all aspects of providing nutrition education/counseling carried out by the agency, under preceptor supervision, this shall include <ul style="list-style-type: none"> ● scheduling & promotion of program ● arranging meeting space ● preparing the presentation lesson plan, content & handouts ● developing a budget and resource allocation ● securing equipment 	
Complete a Community Assessment project (see intern's rotation guide for more information)	
Develop and Deliver a Program and/or Wellness Activity at the community site that will enhance or add to existing programs or services (see intern's rotation guide for more information)	

I agree that the activities checked above have been discussed with my potential preceptor(s) and will be able to be accomplished at the designated sites. I also agree that the above site(s) has agreed to host me, the intern, if accepted into the Russell Sage College Dietetic Internship – Distance Track.

Prospective Intern Name

Prospective Intern Signature

Date

I agree that I am able to provide the intern with all experiences and activities checked above.

Prospective Community Preceptor's Print Name

Prospective Community Preceptor's Signature

Date

Primary Community Site Name

Prospective Secondary Community Preceptor's Print Name (if applicable)

Prospective Secondary Community Preceptor's Signature (if applicable)

Date

Secondary Community Site Name (if applicable)

Important Information for Preceptors

Hours

All interns will be actively completing practicum and related coursework during the semesters above. Full-time interns are in practicum for 40 hours/week and part-time interns complete 24 hours/week of practicum (excluding holidays and allotted time between practicum rotations). *These hours do not include lunch break.* **Interns are not allowed to exceed 40 hours of work/week unless permission is granted by the program director in advance.**

Activities not to be completed during supervised practice 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.

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 Russell Sage College or practicum facility's library services to retrieve research papers during their rotation hours.

Weather

Interns are expected to attend 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 the 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.

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.

Intern Requirements

All interns 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 1st of the year entering the program. Yearly flu shot documentation or refusal must be submitted to DI by October 31st of each academic year. Proof of COVID-19 vaccination is required. Interns also have medical and liability insurance coverage, and completion of HIPAA, OSHA and ServSafe training.

Selection, Evaluation and Affiliation Agreement Requirements for Supervised Practice Sites Policy

Selection of Supervised Practice Sites and Preceptor

Supervised practice sites in the areas of acute care, outpatient and long-term care must have at least 1 registered dietitian nutritionist (RDN), adequate staffing, space and support to host a dietetic intern for any rotation experiences. Achievement of competence must be evaluated by an RDN. Ideally, the RDN has been working for at least one-year in their specified area of practice. On rare occasions under specific circumstances, a new RDN may serve as a preceptor. The program director will closely monitor interns under the supervision of a new RDN.

Food service management and community preceptors do not need to hold the RDN credential, however, they should be competent and adequately experienced in their area of practice.

All preceptors must complete training requirements as designated by the program director to include an application, resume and their CDR credentialing card prior to hosting a dietetic intern. In addition, they must complete the Dietetics Preceptor Training prior to hosting a dietetic intern and every 3 years.

Evaluation of Supervised Practice Sites and Preceptors

Supervised practice Sites and Preceptors will be evaluated annually based on intern feedback and program director site visits and/or meetings with preceptors. The program director reserves the right to discontinue the use of supervised practice sites if staffing is not adequate to support the needs of an intern, the environment is not conducive to learning and/or ongoing complaints, or confirmed negative intern feedback regarding the site or preceptor(s).

Affiliation Agreement Requirements:

A fully executed affiliation agreement must be in effect prior to a dietetic intern fulfilling any supervised practice requirements. Affiliation agreements may be department or facility specific depending upon the site. If affiliation agreements from a department or facility need to be modified they must be approved by the RSC *VP for Finance & Administration*. The dietetic internship program director (or their designee) are responsible for ensuring all affiliation agreements are fully executed and active prior to an intern beginning supervised practice. For agreements that do not have auto renewal terms, the program will initiate renewals no less than 90 days prior to an agreement's expiration date.

Evaluation Procedures, Formal Assessment of Intern Learning, Remediation and Retention

Interns receive performance evaluations at the midpoint and/or at the end of each rotation depending on rotation length. Each intern is accountable for ensuring their preceptors complete the evaluations on e-Value.

The preceptors and DI Director evaluate the competency achievement of interns. Performance evaluations and assignments are used to assess that all competencies have been attained. Interns must achieve at least competent on all final evaluations of intern performance where competency

requirements are assessed. Interns who do not successfully meet the required competencies must either repeat an activity or supervised practice experience (in whole or in part as determined by the DI Director and preceptor) until competency is attained for all CRDNs being evaluated. The DI Director documents and maintains the plan for completing remedial supervised practice experience and/or assignments.

Failure to comply with stated policies and procedures subject the intern to dismissal from the program. The preceptor and/or DI Director 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.

Incident Reporting Via Warning Notice

The preceptor will document any incident whereby an intern fails to comply with the policies and procedures of the affiliating organization while completing their supervised practice experience (procedure can be found on page 39 of the [Policy & Procedure Manual](#)).

Rotation Specific Evaluation of Intern Performance:

[Acute Care Evaluation of Intern Performance](#)

[Outpatient & Long-Term Care Evaluation of Intern Performance](#)

[Food Service Management Evaluation of Intern Performance](#)

[Community Evaluation of Intern Performance](#)

Please note all evaluations are completed using the eValue platform.

**Accreditation Council for Education in Nutrition and Dietetics (ACEND)
2022 Competency Requirements for Dietetic Interns**

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

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

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

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

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

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

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

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

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

CRDN 3.2 Conduct nutrition focused physical exams.

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

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

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

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

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

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

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

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

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

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

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

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

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

CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).

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

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

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

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

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

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

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

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.