



**Dietetic Internship Program
Remote Applicant Guide
2023-2024**

Welcome prospective remote interns!

Thank you for your interest in completing your MD-DI or 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. Should you have any questions, please do not hesitate to contact us.

Sincerely,

Professor Guy

Program Contact Information:

Michelle Guy, MS, RDN
Director, Dietetic Internship
guym@sage.edu

Julia Cobble, MS, RDN
Coordinator, Dietetic Internship
cobblj@sage.edu

2023-2024 Tentative Program Calendar

Mandatory Orientation 1 (virtual): April

Mandatory Orientation 2 (virtual): May

Practicum I-III: dependent on the track that is chosen. Please see calendars within.

Exit week: dependent on the track that is chosen. Please see calendars within.

Supervised Practice Hour Requirements

Rotation	Weeks	Hours
	Full-time: 5 - 8 hour days/week Part-time: 3 - 8 hour days/week	Full-time @ 40h/week Part-time @ 24h/week
Acute Care	10/16.75	400
Long Term Care	2/3.5	80
Outpatient	2/3.5	80
Food Service Management	6/10	240
Community	5/8.5	200
Total	25/42.25 weeks	1000 hours

General Rotation Guidelines

1. 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 remote program requirements.
2. Rotations can be split between different facilities.
3. 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.
4. All facilities must meet all CRDN requirements set for the specific rotation.
5. 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/dietetic-internship-application-process/>

Russell Sage College
Dietetic Internship Application Release Form
Onsite and Remote Tracks

After completing the DICAS application, all applicants must complete the Dietetic Internship Application Release Form linked below. The information on this form can be found below for your information only. The form must be completed using the Google Form, link provided below.

https://docs.google.com/forms/d/e/1FAIpQLSe8zcthdn2rIUYSzenBUrCmqyiJG1iQQJBAftL1AJNYaJgNpg/viwwform?usp=sf_link

1. Applicant Name: _____
2. Email: Please provide an email address for contact, if necessary, by the RSC DI Application Review Committee: _____
3. Dietetic Internship Program Type (select program type you are applying for, check all that apply):
 - Traditional MS-DI
 - Accelerated MS-DI *Accelerated track only available to be completed full-time
 - Graduate Certificate
4. Full-time or Part-time Preference: (Check all that apply.)
 - Full-time, Onsite
 - Part-time, Onsite
 - Full-time, Remote
 - Part-time, Remote
5. REMOTE TRACK ONLY: State(s) where you will be completing your supervised practice hours:

6. REMOTE TRACK ONLY 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 remote track. If submitting the completed form with your DICAS application please check here:
 - Submitting Preceptor Sign-up form with DICAS Application
7. ONSITE TRACK ONLY: For location: Rank 1-4 (1=First Choice & 3 =Last Choice), or 0= unwilling to go to this location

*Locations will be dependent on placement availability.

Release for placement: I understand that if I choose any of the areas listed below, I may be placed in any of those areas and I will be prepared to remain in the chosen area for the duration of supervised practice.

Locations	First Choice	Second Choice	Last Choice	Unwilling
Greater Capital District (Albany, Schenectady, Troy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saratoga Springs/Glens Falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plattsburgh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hudson/Poughkeepsie	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. ONSITE TRACK ONLY: List any other locations not listed above you would be willing/prefer for placements.

*Locations depend on placement availability

Release for placement: I understand that if I list any of the areas below, I may be placed in any of those areas and I will be prepared to remain in the chosen area for the duration of supervised practice.

9. Application Payment: A check for \$40.00 payable to Russell Sage College must be mailed to the address below, along with completing this form. This fee is waived for current Russell Sage College students.

ATTN: Michelle Guy, MS, RDN
 Dietetic Internship Director
 Nutrition Science Department
 Russell Sage College
 65 1st Street
 Troy, NY 12180

Please enter the date that you mailed the check: _____

10. Acknowledgement:

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.

Acceptance Day Procedure:

On Appointment Day, I will email stating my acceptance/rejection of the match by 6:00pm EST to Michelle Guy, DI Director, guym@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 MS-DI or DI Program. (Choose 1)

- I acknowledge and accept
- I do not acknowledge and do not accept

Russell Sage College Program Options

This section will provide you details for each of the program options associated with the Dietetic Internship. You will choose which option you will apply for and use the calendar for that option as well as the Preceptor Sign-up Sheet. The Preceptor Sign-up sheet is required to be submitted with your application to the program.

The program options are listed below. Each option includes 1000 supervised practice hours (3 practicums @ 6 credits each). Each option will be detailed further in the pages to come.

1. MS-DI:

For those entering the dietetic internship with a DPD verification statement and do not have a graduate degree.

- a. Traditional (Full- or Part-time)
- b. Accelerated

2. Dietetic Internship Graduate Certificate Program:

For those who have an existing MS degree or close to completing an MS degree, the program will still offer a three-semester, 24-credit graduate certificate program.

MS-DI Traditional Track (Full- or Part-time)

For those entering the dietetic internship with a DPD verification statement and do not have a graduate degree, the program will offer a 42-credit MS-DI Traditional track, completed within 5-semesters for the full-time option or 7 semesters for the part-time option. Interns will earn a Master's Degree in Applied Nutrition and a DI verification statement upon successful completion of this program and will be eligible to register for the Registration Exam for Registered Dietitians. To earn a DI verification statement, completion requirements include:

1. Complete 42-graduate credit program of study and maintain overall grade point average of a 3.0 ("B") or better.
2. Successfully complete all planned supervised practice experiences of the DI (clinical (acute, long-term care and outpatient), management and community).
3. Successfully achieve all core competencies by the end of the program.
4. Pass a final comprehensive examination (minimum 75% score).

MS-DI Traditional Track Full-time Structure

Full-time track options require the intern to complete 40 hours/week of supervised practice (5 - 8 hour day/week). The program will be completed over 5 semesters. The structure of this program will be completed as follows.

Semester/Course	Credits
Fall 1 (2023) - 9 credits	
NTR 551 - Research Methods in Health Sciences	3
NTR 555 - Nutrition Research: Interpretation and Communication	3
NTR 690 - Directed Research I	3
Spring 1 (2024) - 9 credits	

NTR 5XX - Elective	3
NTR 525 - Advanced Medical Nutrition Therapy	3
NTR 691 - Directed Research II	3
Summer 1 (2024) - 9 credits	
NTR 5XX - Elective	3
NTR 530 - Practicum I (Supervised Practice)	6
Fall 2 (2024) - 9 credits	
NTR 5XX - Elective	3
NTR 531 - Practicum II (Supervised Practice)	6
Spring 2 (2025) - 6 credits	
NTR 532 - Practicum III (Supervised Practice)	6

MS-DI Tradition Track Full-time Calendars

MS-DI Traditional applicants are not required to have all placement sites secured upon application to the program, however, accepted applicants will be required to have all placement sites secured by the beginning of the semester prior to the start of their supervised practice (by January 2024). Below you will find several option calendars. You are required to choose the option that best fits the available placements you seek out. The calendars will help you to visualize the supervised practice schedule.

MS-DI Traditional Full-time

Key	
Acute Care Clinical Rotation: 50 - 8 hour days	
Food Service Management (FSM) Rotation: 30 - 8 hour days	Beginning and End of the semester
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	Holiday - No practicum
Community Rotation: 25 - 8 hour days	uncolored dates - no practicum hours
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	

Practicum I Options

Option 1 - Acute Care Summer 2024

Option 2 - Community & LTC/OP Summer 2024

April						
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May						
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June						
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April						
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August						
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August						
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September						
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Option 3 - FSM & LTC/OP Summer 2024

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May						
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August						
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MS-DI Traditional Full-time Practicum II Options

Option 1 - Acute Care Fall 2024

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September						
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July						
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September						
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October						
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November						
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December						
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Option 3 - FSM & LTC/OP Fall 2024

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MS-DI Traditional Full-time Practicum III Options

Option 1 - Acute Care Spring 2025

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February						
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March						
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April						
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June						
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Option 2 - Community & LTC/OP Spring 2025

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Option 3 - FSM & LTC/OP Spring 2025

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February						
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March						
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April						
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May						
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June						
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Remote Track Preceptor Sign-up Form

MS-DI Traditional Full-time

Candidates applying to the Remote MS-DI Traditional track will be required to secure all supervised practice placements by the semester prior to the start of supervised practice. All interns will be required to have their supervised practice placements secured by January 2024.

You must locate and secure preceptors for the following dates/timeframes. There are three options per practicum. All interns are required to complete rotations in acute care clinical, community, food service management, long term care, and outpatient settings. Each option can only be chosen once. All three options must be completed by the end of the internship experience. The purpose of the options given are to allow you to piece together a schedule that works for you and the preceptor.

Please refer to the Remote Applicant Guide for more information located on the RSC website link below:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-distance-track/>

Practicum	Dates	Hours 40 hours/wk, (8 hours/day x 5 days/week)	Rotation	Facility Name	Facility Address	Preceptor Name	Preceptor email and phone number	Preceptor Signature
Summer 2024 (Choose 1 of the 3 options)								
Practicum I Option 1	Start Date: 05/27/24 (off 07/04)	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 08/05/24							
Practicum I Option 2	Start Date: 05/27/24	200 hours (5 weeks)	Community					
	End Date: 06/28/24							
	Start Date: 07/15/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 07/26/24							
Practicum I Option 3	Start Date: 05/27/24 (off 07/04)	240 hours (6 weeks)	Food Service Management					
	End Date: 07/08/24							
	Start Date: 07/15/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 07/26/24							

Fall 2024 (Choose 1 of the 3 options)								
Practicum II Option 1	Start Date: 09/09/24	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 11/15/24							
Practicum II Option 2	Start Date: 09/09/24	200 hours (5 weeks)	Community					
	End Date: 10/11/24							
	Start Date: 10/21/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 11/01/24							
Practicum II Option 3	Start Date: 09/09/24	240 hours (6 weeks)	Food Service Management					
	End Date: 10/18/24							
	Start Date: 10/21/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 11/01/24							
Spring 2025 (Choose 1 of the 3 options)								
Practicum III Option 1	Start Date: 02/03/25	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 04/11/25							
Practicum III Option 2	Start Date: 02/03/25	200 hours (5 weeks)	Community					
	End Date: 03/07/25							
	Start Date: 03/17/25	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 03/28/25							
Practicum III Option 3	Start Date: 02/03/25	240 hours (6 weeks)	Food Service Management					
	End Date: 03/14/25							
	Start Date: 03/17/25	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 03/28/25							

MS-DI Traditional Track Part-time Structure

Part-time track options require the intern to complete 24 hours/week of supervised practice (3 - 8 hour days/week). Interns are required to complete 6 credits per semester. This program will be completed over 7 semesters. The structure of this program will be completed as follows.

Semester/Course	Credits
Fall 1 (2023) - 6 credits	
NTR 551 - Research Methods in Health Sciences	3
NTR 690 - Directed Research I	3
Spring 1 (2024) - 6 credits	
NTR 555 - Nutrition Research: Interpretation and Communication	3
NTR 691 - Directed Research II	3
Summer 1 (2024) - 6 credits	
NTR 5XX - Elective	3
NTR 5XX - Elective	3
Fall 2 (2024) - 6 credits	
NTR 525 - Advanced Medical Nutrition Therapy	3
NTR 5XX - Elective	3
Spring 2 (2025) - 6 credits	
NTR 530 - Practicum I (Supervised Practice)	6
Summer 2 (2025) - 6 credits	
NTR 531 - Practicum II (Supervised Practice)	6
Fall 3 (2025) - 6 credits	
NTR 532 - Practicum III (Supervised Practice)	6

MS-DI Tradition Track Part-time Calendars

MS-DI Traditional applicants are not required to have all placement sites secured upon application to the program, however, accepted applicants will be required to have all placement sites secured by the beginning of the semester prior to the start of their supervised practice (by August 2024).

MS-DI Traditional Part-time

Key	
Food Service Management (FSM) Rotation: 30 - 8 hour days	Beginning and End of the semester
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	Holiday - No practicum
Community Rotation: 25 - 8 hour days	uncolored dates - no practicum hours
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	
Acute Care Clinical Rotation: 50 - 8 hour days	

Practicum I

FSM & LTC/OP - Spring 2025

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April						
Su	Mo	Tu	We	Th	Fr	Sa
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Practicum III

Acute Care - Fall 2025

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Remote Track Preceptor Sign-up Form

MS-DI Traditional Part-time

Candidates applying to the Remote MS-DI Traditional track will be required to secure all supervised practice placements by the semester prior to the start of supervised practice. All interns will be required to have their supervised practice placements secured by August of 2024.

Please complete the following supervised practice preceptor sign-up sheet. You must locate and secure preceptors for the following dates/timeframes.

Please refer to the Remote Applicant Guide for more information located on the RSC website link below:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-distance-track/>

Practicum	Dates	Hours 24 hours/wk, (8 hours/day x 3 days/week)	Rotation	Facility Name	Facility Address	Preceptor Name	Preceptor email and phone number	Preceptor Signature
Spring 2025								
Practicum I	Start Date: 01/27/25 -	240 hours (10 weeks)	Food Service Management					
	End Date: 04/02/25							
	Start Date: 04/07/25	80 hours (3 weeks + 1 day)	Outpatient or Long Term Care (Circle one)					
	End Date: 04/28/25							
Summer 2025								
Practicum II	Start Date: 05/13/25 -	200 hours (8 weeks + 1 day)	Community					
	End Date: 07/07/25							
	Start Date: 07/14/25	80 hours (3 weeks + 1 day)	Outpatient or Long Term Care (Circle one)					
	End Date: 08/04/25							
Fall 2025								
Practicum III Option 2	Start Date: 08/20/25	400 hours (16 weeks + 2 days)	Acute Care Clinical					
	End Date: 12/09/25							

MS-DI Accelerated Track:

For those entering the dietetic internship with a DPD verification statement that do not have a graduate degree, the program will offer a 42-credit MS-DI Accelerated track, completed over 4-semesters. This track is only offered as a full-time option. Interns will earn a Master’s Degree in Applied Nutrition and a DI verification statement upon successful completion of this program and will be eligible to register for the Registration Exam for Registered Dietitians. To earn a DI verification statement, completion requirements include:

5. Complete 42-graduate credit program of study and maintain overall grade point average of a 3.0 (“B”) or better.
6. Successfully complete all planned supervised practice experiences of the DI (clinical (acute, long-term care and outpatient), management and community).
7. Successfully achieve all core competencies by the end of the program.
8. Pass a final comprehensive examination (minimum 75% score).

MS-DI Accelerated Track Structure

The accelerated track requires the intern to complete 40 hours/week of supervised practice (5 - 8 hour day/week). The program will be completed over 4 semesters. The structure of this program will be completed as follows.

Semester/Course	Credits
Fall 1 (2023) - 9 credits	
NTR 555 - Nutrition Research: Interpretation and Communication	3
NTR 551 - Research Methods in Health Sciences	3
NTR 690 - Directed Research I	3
Spring 1 (2024) - 12 credits	
NTR 525 - Advanced Medical Nutrition Therapy	3
NTR 691 - Directed Research II	3
NTR 530 - Practicum I (Supervised Practice)	6
Summer 2 (2024) - 9 credits	
NTR 5XX - Elective	3
NTR 531 - Practicum II (Supervised Practice)	6
Fall 2 (2024) - 12 credits	
NTR 531 - Practicum II (Supervised Practice)	6
NTR 5XX - Elective	3
NTR 5XX - Elective	3

MS-DI Accelerated Track Calendars

MS-DI Accelerated applicants are required to have all placement sites secured upon application to the program. Below you will find several option calendars. You are required to choose the option that best fits the available placements you seek out. The calendars will help you to visualize the supervised practice schedule.

MS-DI Accelerated Track

Key	
Acute Care Clinical Rotation: 50 - 8 hour days	
Food Service Management (FSM) Rotation: 30 - 8 hour days	Beginning and End of the semester
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	Holiday - No practicum
Community Rotation: 25 - 8 hour days	uncolored dates - no practicum hours
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	

Practicum I Options

Option 1 - Acute Care Spring 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Option 3 - FSM & LTC/OP Spring 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MS-DI Accelerated Track Practicum II Options

Option 1 - Acute Care

Option 2 - Community & LTC/OP

Summer 2024

Summer 2024

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
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July						
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21	22	23	24	25	26	27
28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Option 3 - FSM & LTC/OP

Summer 2024

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
						4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MS-DI Accelerated Track Practicum III Options

Option 1 - Acute Care

Option 2 - Community & LTC/OP

Fall 2024

Fall 2024

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Option 3 - FSM & LTC/OP

Fall 2024

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Remote Track Preceptor Sign-up Form

MS-DI Accelerated

All candidates applying to the Remote MS-DI Accelerated track must have all supervised practice preceptors secured upon application to the program. Please complete and submit this form with your application.

You must locate and secure preceptors for the following dates/timeframes. There are three options per practicum. All interns are required to complete rotations in acute care clinical, community, food service management, long term care, and outpatient settings. Each option can only be chosen once. All three options must be completed by the end of the internship experience. The purpose of the options given are to allow you to piece together a schedule that works for you and the preceptor.

Please refer to the Remote Applicant Guide for more information located on the RSC website link below:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-distance-track/>

Practicum	Dates	Hours 40 hours/wk, (8 hours/day x 5 days/week)	Rotation	Facility Name	Facility Address	Preceptor Name	Preceptor email and phone number	Preceptor Signature
Spring 2024 (Choose 1 of the 3 options)								
Practicum I Option 1	Start Date: 02/05/24	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 04/12/24							
Practicum I Option 2	Start Date: 02/05/24	200 hours (5 weeks)	Community					
	End Date: 03/08/24							
	Start Date: 03/18/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 03/29/24							
Practicum I Option 3	Start Date: 02/05/24	240 hours (6 weeks)	Food Service Management					
	End Date: 03/15/24							
	Start Date: 03/18/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 03/29/24							
Summer 2024 (Choose 1 of the 3 options)								

Practicum II Option 1	Start Date: 05/27/24 (off 07/04)	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 08/05/24							
Practicum II Option 2	Start Date: 05/27/24	200 hours (5 weeks)	Community					
	End Date: 06/28/24							
	Start Date: 07/15/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 07/26/24							
Practicum II Option 3	Start Date: 05/27/24 (off 07/04)	240 hours (6 weeks)	Food Service Management					
	End Date: 07/08/24							
	Start Date: 07/15/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 07/26/24							

Fall 2024
(Choose 1 of the 3 options)

Practicum III Option 1	Start Date: 09/09/24	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 11/15/24							
Practicum III Option 2	Start Date: 09/09/24	200 hours (5 weeks)	Community					
	End Date: 10/11/24							
	Start Date: 10/21/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 11/01/24							
Practicum III Option 3	Start Date: 09/09/24	240 hours (6 weeks)	Food Service Management					
	End Date: 10/18/24							
	Start Date: 10/21/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 11/01/24							

Graduate Certificate Track (Full- or Part-time):

For those who have an existing MS degree or are close to completing an MS degree, the program will still offer a three-semester, 24-credit graduate certificate program, completed within 3-semester at 40 hours/week for the full-time option or 24 hours/week for the part-time option. Interns will earn a DI verification statement upon successful completion of this program and will be eligible to register for the Registration Exam for Registered Dietitians (in combination with the Master’s Degree that was previously earned prior to acceptance into the graduate certificate program). To earn a DI verification statement, completion requirements include:

1. Earn an overall grade point average of a 3.0 (“B”) or better.
2. Successfully complete all planned supervised practice experiences of the DI (clinical (acute, long-term care and outpatient), food service management and community).
3. Successfully achieve competence in all core competencies by the end of the program.
4. Pass a final comprehensive examination (minimum 75% score).

Graduate Certificate Track Full- and Part-time Structure

The graduate certificate full-time track requires the intern to complete 40 hours/week of supervised practice (5 - 8 hour days/week). While the graduate certificate part-time track requires the intern to complete 24 hours/week of supervised practice (3 - 8 hour day/week). Both programs will be completed over 3 semesters. The structure of this program will be completed as follows.

Semester/Course	Credits
Fall 1 (2023) - 9 credits	
NTR 555 - Nutrition Research: Interpretation and Communication*	3
NTR 530 - Practicum I (Supervised Practice)	6
Spring 1 (2024) - 9 credits	
NTR 525 - Advanced Medical Nutrition Therapy*	3
NTR 531 - Practicum II (Supervised Practice)	6
Summer 1 (2024) - 6 credits	
NTR 532 - Practicum III (Supervised Practice)	6

*NTR-525 will be taken with acute care clinical supervised practice rotation which will occur in either fall or spring. NTR-555 will be scheduled during the opposite semester.

If NTR-555 or NTR 525 have already been completed as a part of your Master’s Degree prior to acceptance into the graduate certificate program, the course can be waived with proper documentation.

Graduate Certificate Track Full-time Calendars

Graduate Certificate applicants are required to have all placement sites secured upon application to the program. Below you will find several option calendars. You are required to choose the option that best fits the available placements you seek out. The calendars will help you to visualize the supervised practice schedule.

Graduate Certificate Full-time

Key	
Acute Care Clinical Rotation: 50 - 8 hour days	
Food Service Management (FSM) Rotation: 30 - 8 hour days	Beginning and End of the semester
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	Holiday - No practicum
Community Rotation: 25 - 8 hour days	uncolored dates - no practicum hours
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	

Practicum I Options

Option 1 - Acute Care

Fall 2023

July						
Su	Mo	Tu	We	Th	Fr	Sa
			4	5	6	7
2	3					8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Option 2 - Community & OP/LTC

Fall 2023

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Option 3 - FSM & OP/LTC

Fall 2023

July						
Su	Mo	Tu	We	Th	Fr	Sa
			4	5	6	7
2	3					8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Graduate Certificate Full-time Practicum II Options

Option 1 - Acute Care Spring 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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April						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Option 3 - FSM & LTC/OP Spring 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Graduate Certificate Full-time Practicum III Options

Option 1 - Acute Care

Summer 2024

Option 2 - Community & LTC/OP

Summer 2024

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Option 3 - FSM & LTC/OP

Summer 2024

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Remote Track Preceptor Sign-up Form

Graduate Certificate Full-time

All candidates applying to the Remote Graduate Certificate Dietetic Internship track must have all supervised practice preceptors secured upon application to the program. Please complete and submit this form with your application.

You must locate and secure preceptors for the following dates/timeframes. There are three options per practicum. All interns are required to complete rotations in acute care clinical, community, food service management, long term care, and outpatient settings. Each option can only be chosen once. All three options must be completed by the end of the internship experience. The purpose of the options given are to allow you to piece together a schedule that works for you and the preceptor.

Please refer to the Remote Applicant Guide for more information located on the RSC website link below:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-distance-track/>

Practicum	Dates	Hours 40 hours/wk, (8 hours/day x 5 days/week)	Rotation	Facility Name	Facility Address	Preceptor Name	Preceptor email and phone number	Preceptor Signature
Fall 2023 (Choose 1 of the 3 options)								
Practicum I Option 1	Start Date: 09/11/23	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 11/17/23							
Practicum I Option 2	Start Date: 09/11/23	200 hours (5 weeks)	Community					
	End Date: 10/13/23							
	Start Date: 10/23/23	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 11/03/23							
Practicum I Option 3	Start Date: 09/11/23	240 hours (6 weeks)	Food Service Management					
	End Date: 10/20/23							
	Start Date: 10/23/23	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 11/03/23							
Spring 2024 (Choose 1 of the 3 options)								

Practicum II Option 1	Start Date: 02/05/24	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 04/12/24							
Practicum II Option 2	Start Date: 02/05/24	200 hours (5 weeks)	Community					
	End Date: 03/08/24							
	Start Date: 03/18/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 03/29/24							
Practicum II Option 3	Start Date: 02/05/24	240 hours (6 weeks)	Food Service Management					
	End Date: 03/15/24							
	Start Date: 03/18/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 03/29/24							

Summer 2025
(Choose 1 of the 3 options)

Practicum III Option 1	Start Date: 05/27/24 (off 07/04)	400 hours (10 weeks)	Acute Care Clinical					
	End Date: 08/05/24							
Practicum III Option 2	Start Date: 05/27/24	200 hours (5 weeks)	Community					
	End Date: 06/28/24							
	Start Date: 07/15/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	End Date: 07/26/24							
Practicum III Option 3	Start Date: 05/27/24 (off 07/04)	240 hours (6 weeks)	Food Service Management					
	End Date: 07/08/24							
	Start Date: 07/15/24	80 hours (2 weeks)	Outpatient or Long Term Care (Circle one)					
	07/26/24							

Graduate Certificate Track Part-time Calendars

Graduate Certificate applicants are required to have all placement sites secured upon application to the program. The schedule for the part-time option is detailed below. The calendars will help you to visualize the supervised practice schedule.

Graduate Certificate Part-time

Key	
Acute Care Clinical Rotation: 50 - 8 hour days	
Food Service Management (FSM) Rotation: 30 - 8 hour days	Beginning and End of the semester
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	Holiday - No practicum
Community Rotation: 25 - 8 hour days	uncolored dates - no practicum hours
Long Term Care (LTC) or Outpatient (OP) Rotation: 10 - 8 hour days	

Practicum I Acute Care - Fall 2023

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
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Practicum II FSM & LTC/OP - Spring 2024

January						
Su	Mo	Tu	We	Th	Fr	Sa
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February						
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Practicum III Community & LTC/OP - Summer 2024

April						
Su	Mo	Tu	We	Th	Fr	Sa
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May						
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August						
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September						
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Remote Track Preceptor Sign-up Form

Graduate Certificate Part-time

All candidates applying to the Remote Graduate Certificate Dietetic Internship track must have all supervised practice preceptors secured upon application to the program. Please complete and submit this form with your application. You must locate and secure preceptors for the following dates/timeframes.

Please refer to the Remote Applicant Guide for more information located on the RSC website link below:

<https://www.sage.edu/academics/schools/health-sciences/nutrition-programs/dietetic-internship/dietetic-internship-distance-track/>

Practicum	Dates	Hours 24 hours/wk, (8 hours/day x 3 days/week)	Rotation	Facility Name	Facility Address	Preceptor Name	Preceptor email and phone number	Preceptor Signature
Fall 2023								
Practicum I	Start Date: 08/23/23	400 hours (16 weeks + 2 days)	Acute Care Clinical					
	End Date: 12/12/23							
Spring 2024								
Practicum II	Start Date: 01/22/24 -	240 hours (10 weeks)	Food Service Management					
	End Date: 03/27/24							
	Start Date: 04/01/24	80 hours (3 weeks + 1 day)	Outpatient or Long Term Care (Circle one)					
	End Date: 04/22/24							
Summer 2024								
Practicum III	Start Date: 05/14/24 -	240 hours (10 weeks)	Community					
	End Date: 07/08/24							
	Start Date: 07/14/24	80 hours (3 weeks + 1 day)	Outpatient or Long Term Care (Circle one)					
	End Date: 08/04/24							

**Clinical Rotation
Preceptor Selection & Practicum Checklist**

Rotation Length

Clinical Hours	560 hours
Acute Care	400 hours
Outpatient	80 hours
Long Term Care	80 hours

Facility – Acute Care (400 hours)

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 or small community hospitals 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 2-4: Intro to MNT

Week 5-7: Advanced MNT

Week 8-10: Entry Level Practice

Facility – Outpatient Clinical (80 hours)

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 include dialysis centers, endocrinology or gastroenterology practices, eating disorder clinics, outpatient bariatric centers, and private practices 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)

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 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.

Clinical Preceptors

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
- Diet Education
- 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

Instructions: Review the following information below with potential preceptors to ensure they are aware of what is expected. Signatures are required below.

Disease-Specific Activities: Intern will be able to observe and work with patients in an inpatient setting with the following disease states during their Acute rotation:

Disease States	✓
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

During your acute care clinical rotation, you are expected to progress from:

- orientation (1-2 weeks)
- → intro to MNT (3 weeks)
- → advanced MNT (3-4 weeks)
- → 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 you reach ELP.

Orientation Activities	✓
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 RDNs	
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) 	

<ul style="list-style-type: none"> ● Observe the different job responsibilities of food service staff ● Observe management styles being utilized 	
<p>Meet with the Clinical Nutrition Manager or other applicable personnel to understand:</p> <ul style="list-style-type: none"> ● The facility's 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. 	
<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 	
Intro to MNT → Advanced → ELP Progression Activities	
Review and discuss your ELP role with preceptor	
Review the facility's job description for an entry-level dietitian; meet with the preceptor and plan the two-week assignment, i.e. unit assignment, number of patients, etc.	
<p>Nutrition Screening Process:</p> <p>Review → observe → participate in with guidance → perform independently</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 ● Review the policies and procedures for rescreening ● Observe nutrition screening 	
<p>Medical Record Documentation:</p> <p>Review → observe → participate in with guidance → perform independently</p> <ul style="list-style-type: none"> ● documentation guidelines ● electronic health record [EHR] and documentation procedures charting format ● application of NCP and IDNT, etc. 	
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:</p> <p>Review → observe → participate with guidance → perform independently</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 interventions 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>Review → observe → participate with guidance → perform independently in each:</p> <ul style="list-style-type: none"> ● inpatient rounds ● plan of care meetings ● medical grand rounds ● hospital meetings and lectures etc. ● Actively advocate/recommend appropriate nutrition interventions (as necessary) 	
<p>Follow and observe other professionals, if available:</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 	

<ul style="list-style-type: none"> ● Observe wound care and debridement ● Observe an endoscopy or colonoscopy ● Meet with other disciplines e.g., pharmacist, lactation consultant, social workers, etc. 	
<p>Meal rounds and patient interviews</p> <p>Review → observe → participate with guidance → perform independently</p> <ul style="list-style-type: none"> ● obtain accurate information regarding cultural and religious influences on dietary habits ● socioeconomic factors influencing nutritional status ● physical appearance ● need for adaptive feeding devices 	
<p>Review → observe → participate in with guidance → perform independently</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>Nutrition focused physical exams:</p> <ul style="list-style-type: none"> ● Review → observe → participate in with guidance → perform independently 	
<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 ● 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 ● Observe 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>Review → observe → participate in with guidance routine health screening assessments including</p> <ul style="list-style-type: none"> ● 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) 	
<p>Review → observe → participate with guidance providing instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.</p>	
<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 ● Observe and participate in a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed ● Observe a full swallow evaluation ● Meet with social work to understand the EHR documentation and insurance coverage requirements for a patient being discharge on enteral nutrition 	
<p>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</p>	
<p>Complete any other tasks, activities as required and/or assigned by the preceptor, attend in-services and meetings as appropriate</p>	
<p>Assignments that may need some supervised practice time:</p>	

<ul style="list-style-type: none"> • Clinical Case Study Paper & Presentation* • Diet Education* (x3) <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 – Remote Track.

Prospective Intern’s Name Printed

Prospective Intern’s Signature

Date

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

Prospective Acute Clinical Preceptor’s Print Name

Prospective Acute Clinical Preceptor’s Signature

Date

Outpatient Rotation Planning & Suggested Activity Checklist

Instructions: Review the following information below with potential preceptors to ensure they are aware of what is expected. Signatures are required below.

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	✓
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	✓
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 Dietitian Nutritionists	
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 nutrition screening or referral process for outpatient services	
Participate in and contribute to <ul style="list-style-type: none"> ● Patient-related care meetings 	
Participate in all patient care and care management activities as member of the clinical team (intern should progress towards this by end of rotation)	
Observe and work with diet office support staff and RDNs (if applicable)	
Conduct at least 1 group or individual diet/nutrition education	

Interns should follow & observe other professionals within the outpatient office (social work, case management, pharmacy and other providers)	
Meet with appropriate personnel responsible for coding and billing to discuss, understand, and participate in coding and billing <ul style="list-style-type: none"> • MNT billing processes • reimbursement for services from public and private insurers • out-of-pocket payers/costs • importance of malnutrition diagnosis • regulatory agency policies and procedures (where applicable) 	
Complete Nutrition Care Process (NCP) for patients; include <ul style="list-style-type: none"> • Initial assessments • Follow up assessments • Counseling sessions 	
Conduct nutrition focused physical exams. <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 	
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.	
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	
Discuss commonly seen diets, trends and over the counter supplements being used by clients	
Commonly recommended supplements (example, after weight loss surgery)	

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

Renal Specific Activities	✓
Discuss the Pathophysiology of renal-related diseases	
Discuss medications and lab values influenced by dietary compliance	
Discuss and understand different dialysate solution concentrations and indications for change	
Discuss and observe different access, indications and complications of each: <ul style="list-style-type: none"> ● catheter ● fistula ● graft 	
Discuss and observe different modalities and why they are chosen: <ul style="list-style-type: none"> ● HD (in-center, in-center nocturnal, home) ● PD (manual or cyclic) ● CVVHD 	

Discuss Evidenced-based nutrition practice guidelines for CKD & ESRD on dialysis (HD or PD)	
Attend new patient dialysis orientation	
Attend home dialysis visits	
Attend patient care conferences	
Observe mechanics of water treatment and hemodialysis equipment.	
Review labs with patients	
Create/contribute to nutrition education materials	
Interns could spend time with: <ul style="list-style-type: none"> • Nephrologist • RN • Social Worker/Case Manager • Reuse Technician 	
Review and discuss with the preceptor the <i>Clinical Guidelines for Chronic Kidney Disease</i> from the National Kidney Foundation *http://www.kidney.org/professionals/kdoqi/guidelines_ckd/toc.htm .	
Review & discuss with preceptor or designee, the reimbursement structure (coding and billing) for nutrition services from public (Medicare) or private insurers for renal disease and dialysis	

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

Endocrine specific activities	✓
Discuss the Pathophysiology the different endocrine disorders treated at the facility	
Review medications and lab values	
Work with other RDNs, CDEs, physicians, nurses, exercise physiologists, and counselors as indicated, to provide comprehensive care for clients.	

*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 – Remote Track.

Prospective Intern’s Name Printed

Prospective Intern’s Signature

Date

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

Prospective OP Preceptor’s Print Name

Prospective OP Preceptor’s Signature

Date

Long Term Care Rotation Planning & Suggested Activity Checklist

Instructions: Review the following information below with potential preceptors to ensure they are aware of what is expected. Signatures are required below.

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

Disease States	✓
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	✓
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 ● 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	
Review and evaluate statistical report sheets <ul style="list-style-type: none"> ● monthly weights ● supplement/nourishment consumption 	

<ul style="list-style-type: none"> ● 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 residents 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. 	

Attend and participate in and contribute to:	
<ul style="list-style-type: none"> ● Rounds ● Care conferences ● Team meetings ● In-service trainings ● Palliative care/ethics discussions 	
Nutrition Care Process	
Step 1: Nutrition Assessment	
Review of resident charts	
Observe RD conducting all aspects of NCP and using IDNT to document the NCP	
Performs nutrition screening of residents (if applicable)	
Identifies pertinent data from medical/diet/social histories and medical progress notes	
Conducts diet history, meal rounds, resident satisfactions surveys and calorie counts when appropriate	
Assess nutritional status of residents through use of anthropometric, biochemical, clinical and dietary measures	
Assesses resident's caloric, protein and fluid needs based on stress level and medical condition	
Step 2: Nutrition Diagnosis	
Diagnoses nutrition problems and create 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 resident care activities considering practice guidelines and policies within the facility	
Refers clients and residents 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 resident'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 – Remote Track.

Prospective Intern's Name Printed

Prospective Intern's Signature

Date

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

Prospective LTC Preceptor's Print Name

Prospective LTC Preceptor's Signature

Date

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

Rotation Length

FSM	240 hours
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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

Instructions: Review the following information below with potential preceptors to ensure they are aware of what is expected. Signatures are required below.

The intern will be able to observe and participate in the following activities:	✓
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 the 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, 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 employee's 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 ● dietary aide/nutrition 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, and 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. 	

<ul style="list-style-type: none"> ● 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 	
<p>Review and monitor production schedules</p>	
<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, overtime, 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 cost/patient, and 2) meals/man hour labor cost; develop plans to control future variances; ● 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>Participate in Quality Assurance activities related to any of the following:</p> <ul style="list-style-type: none"> HACCP Standard Operating Procedures (SOP) Sanitation audits Food quality testing Service quality Customer satisfaction surveys Oversight of tray line/expedite Food temperature audits Training staff 	
<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 Theme Meal project (see directions above for more details)</p> <ul style="list-style-type: none"> Preceptor must complete evaluation of this assignment 	
<p>Develop and execute an In-Service Training for Staff (see directions above for more details)</p> <ul style="list-style-type: none"> Preceptor must complete evaluation of this assignment 	
<p>Complete Process Improvement Project & Presentation (see directions above for more details)</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.

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 – Remote Track.

Prospective Intern's Name Printed

Prospective Intern's Signature

Date

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

Prospective FSM Preceptor's Print Name

Prospective FSM Preceptor's Signature

Date

**Community Rotation
Preceptor Selection & Practicum Checklist**

Rotation Length	
Community	200 hours

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 however 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

Instructions: Review the following information below with potential preceptors to ensure they are aware of what is expected. Signatures are required below.

Required and Suggested Activities	✓
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 ● 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)	

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

Prospective Intern's Name Printed

Prospective Intern's Signature

Date

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

Prospective Community Preceptor's Print Name

Prospective Community Preceptor's Signature

Date

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 32 hours/week (4 - 8 hour days/week) and part-time interns complete 24 hours/week (3 - 8 hour days/week) of practicum (excluding holidays and allotted time between practicum rotations). **These hours do not include lunch break.** Interns are not allowed to exceed 32 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 judgment, 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 or QuantiFERON-TB Gold (QFT) test completed prior to the start of supervised practice. 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.

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

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 (if applicable) 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 40 of the [Policy & Procedure Manual](#).)

2022-2023 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) Core Competency
Requirements for Dietetic Intern**

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

Competencies

Upon completion of the program, graduates are able to:

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

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

Competencies

Upon completion of the program, graduates are able to:

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

CRDN 3.2 Conduct nutrition focused physical exams.

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

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

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

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

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, such as 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.

Competencies

Upon completion of the program, graduates are able to:

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

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

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

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

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

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

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

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

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

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

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

Competencies

Upon completion of the program, graduates are able to:

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

CRDN 5.2 Identify and articulate one's skills, strengths, 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.