HANDBOOK

Dietetic Internship

And

Nutrition Advanced Certificate

University at Buffalo (SUNY)

School of Public Health and Health Professions

Department of Exercise and Nutrition Sciences
This handbook is a compilation of materials regarding policies and procedures involved with the Dietetic Internship (DI) and the Nutrition Advanced Certificate (NAC). The Handbook is meant to assist interns and faculty in the process of handling these procedures and it was designed to supplement the Exercise and Nutrition Science Department Web Site and the Graduate School Web Site. If answers to any of your pertinent questions cannot be found in any of these sources of information, please consult with the Dietetic Internship Program Director.

Interns are required to read and understand all items in the Handbook, or seek clarification with the Program Director. Students will be asked to sign a memo, reflecting receipt and understanding of the Handbook.

Acknowledgments

The Nutrition Program, University at Buffalo acknowledges the contribution of the following in developing this edition of the DI/NAC Handbook:

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Mission and Goals</td>
<td>3</td>
</tr>
<tr>
<td>Accreditation Status</td>
<td>4</td>
</tr>
<tr>
<td>Credentialing</td>
<td>4</td>
</tr>
<tr>
<td>Competencies/Learning Outcomes</td>
<td>5</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>8</td>
</tr>
<tr>
<td>DI/NAC Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Assessment of Prior Learning</td>
<td>13</td>
</tr>
<tr>
<td>Program Calendar</td>
<td>14</td>
</tr>
<tr>
<td>Certificate Course Description</td>
<td>14</td>
</tr>
<tr>
<td>Student Support Services (disabilities and reasonable accommodations)</td>
<td>16</td>
</tr>
<tr>
<td>Expenses</td>
<td>18</td>
</tr>
<tr>
<td>Scholarships</td>
<td>18</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>19</td>
</tr>
<tr>
<td>Policy &amp; Procedures for the Dietetic Internship</td>
<td></td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>19</td>
</tr>
<tr>
<td>Health Certificate &amp; Medical Insurance</td>
<td>19</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>19</td>
</tr>
<tr>
<td>Privacy of Information &amp; Access to Personal File</td>
<td>20</td>
</tr>
<tr>
<td>Discipline</td>
<td>20</td>
</tr>
<tr>
<td>Necessity to Repeat DI/NAC Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Remediation for Supervised Practice</td>
<td>21</td>
</tr>
<tr>
<td>Withdrawal and Refund of Tuition and Fees</td>
<td>21</td>
</tr>
<tr>
<td>Preceptor Contact</td>
<td>21</td>
</tr>
<tr>
<td>Criminal Background Check and Drug Testing</td>
<td>21</td>
</tr>
<tr>
<td>Appropriate Lines of Communication</td>
<td>21</td>
</tr>
<tr>
<td>Grievance Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Intern Advisement</td>
<td>22</td>
</tr>
<tr>
<td>Registration Examination Preparation</td>
<td>22</td>
</tr>
<tr>
<td>Practice Site Policies</td>
<td>23</td>
</tr>
<tr>
<td>Intern Replacement of Employees</td>
<td>23</td>
</tr>
<tr>
<td>Professional Dress and Conduct</td>
<td>23</td>
</tr>
<tr>
<td>Confidentiality/HIPAA</td>
<td>23</td>
</tr>
<tr>
<td>Travel</td>
<td>24</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>24</td>
</tr>
<tr>
<td>General Definitions of Expectations in Clinical Activities</td>
<td>25</td>
</tr>
<tr>
<td>Injury or Illness during Supervised Practice</td>
<td>26</td>
</tr>
</tbody>
</table>
The mission of the Dietetic Internship is to provide supervised dietetic experience to students of Accreditation Council for Education in Nutrition and Dietetics (ACEND) approved undergraduate programs so that they achieve the performance requirements of entry-level dietitians. The Program emphasizes the interaction of students, faculty and staff who act with integrity and seek personal and professional excellence. The mission further reflects the research, service and training missions of the University, School and Exercise and Nutrition Sciences Department in that it intends to train health practitioners who will provide leadership in research and clinical settings in the region, state and nation. Moreover, its chosen area of concentration, “Nutrition and Community Wellness,” addresses the service need in Buffalo and the Western New York area for practitioners who are trained to utilize research and technology in the prevention and amelioration of illness.

The Dietetic Internship at the University at Buffalo will provide an opportunity to develop competencies in dietetic practice. Further, through graduate course work offered in conjunction with the clinical practice (the Nutrition Advanced Certificate), interns will acquire and maintain state-of-the-art knowledge reflecting the rapidly changing technology and modes of practice in health care. For eligible participants desirous of continuing their studies, the 15 required semester hours of course work may be transferred into the Master’s program in Nutrition or Exercise Science.

Graduates of the Dietetic Internship will be equipped to provide quality services to their patients/clients as defined by the Academy of Nutrition and Dietetics 2012 Core Competencies for the Registered Dietitian. Students should refer to this resource throughout the Dietetic Internship for self-reflection concerning the minimum competent level of dietetic practice and professional performance for Registered Dietitians.

See Appendix 1 for the current Program Assessment Matrix which includes the Mission, Goals and Objectives for the Dietetic Internship. Actual program outcomes data is available for review by students and the public, upon request and appointment with the Dietetic Internship Program Director.
ACCREDITATION STATUS

The University at Buffalo Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995. Phone: (312) 899-0040 x 5400 Website: http://eatright.org/ACEND

CREDENTIALING

Upon successful completion of the Dietetic Internship, including the 15 hours of graduate course work, the intern will receive a Verification Statement of completion of the dietetic internship and will be eligible to sit for the Registration Examination for Dietitians. Once the RD exam is passed, graduates are eligible to apply for status as a Certified Dietitian/Nutritionist of New York State http://www.op.nysed.gov/prof/diet/ In addition, a Registered Dietitian (RD) may now use the optional term Registered Dietitian Nutritionist (RDN).

NOTE: The Commission on Dietetic Registration (CDR) has now determined that a Master’s degree in any major, will be required to become a Registered Dietitian/Registered Dietitian Nutritionist, as of 2024.
Core Competencies for the RD (2012)
(Student Learning Objectives)

Competencies
Upon completion of the program, graduates are able to:

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice
   
   CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives
   CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of dietetics practice
   CRD 1.3 Justify programs, products, services and care using appropriate evidence or data
   CRD 1.4 Evaluate emerging research for application in dietetics practice
   CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis

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

   CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with the accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
   CRD 2.2 Demonstrate professional writing skills in preparing professional communications
   CRD 2.3 Design, implement and evaluate presentations to a target audience
   CRD 2.4 Use effective education and counseling skills to facilitate behavior change
   CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings
   CRD 2.6 Assign patient care activities to DTR’s and/or support personnel as appropriate
   CRD 2.7 Refer clients and patients to other professional and services when needs are beyond individual scope of practice
   CRD 2.8 Apply leadership skills to achieve desired outcomes
CRD 2.9 Participate in community and professional organizations
CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services
CRD 2.11 Demonstrate professional attributes within various organizational cultures
CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
CRD 2.13 Demonstrate negotiation skills

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

CRD 3.1 Perform Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
   a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
   b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
   c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
   d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
   e. Complete documentation that follows professional guidelines, required by health care systems and guidelines required by the practice settings
CRD 3.2 Demonstrate effective communication skills for clinical and customer services in a variety of formats
CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends
CRD 3.5 Coordinate procurement, production, distribution and service of goods and services
CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals
4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

CRD 4.1 Participate in management of human resources
CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives
CRD 4.4 Conduct clinical and customer service quality management activities
CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data
CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention
CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
CRD 4.9 Analyze financial data to assess utilization of resources
CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers

Nutrition and Community Wellness Competencies

NCW 1.0 Manage nutrition care within primary and secondary prevention care programs for diverse populations across the lifespan

NCW 2.0 Participate in and critique community based or prevention based research

NCW 3.0 Participate in comprehensive community wellness programs in Western New York. Plan, integrate, conduct and evaluate education sessions within these programs.

NCW 4.0 Analyze and critique the mission, goals and operational management of a community wellness program

NCW 5.0 Identify underserved populations and design a food and nutrition wellness program for this population
NCW 6.0 Design a health promotion/disease prevention intervention project that integrates with the wellness program designed in NCW 6.0

NCW 7.0 Develop tools and conduct community based food and nutrition program outcomes assessment and evaluation

The Academy of Nutrition and Dietetics/Commission on Dietetic Registration
Code of Ethics for the Profession of Dietetics

Preamble

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the Academy of Nutrition and Dietetics Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

The Ethics Code applies in its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of the Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of the Academy of Nutrition and Dietetics. All of the aforementioned are referred to in the Code as “dietetics practitioners”. By accepting membership in the Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of the Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.

2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and
by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. **The dietetics practitioner considers the health, safety, and welfare of the public at all times.** The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.

4. **The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.**
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
   c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. **The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.**
   a. The dietetics practitioner does not, in professional practice, discriminate against other on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. **The dietetics practitioner does not engage in false or misleading practices or communications.**
   a. The dietetics practitioner does not engage in false or deceptive advertising or his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.

7. **The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.**
   a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his or her practice.
b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.

c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

15. The dietetic practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

16. The dietetic practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”, “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by the CDR
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
   c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.
d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

**Responsibilities to Colleagues and Other Professionals**

19. **The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.**
   
a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interest of others.
   
b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

Dietetic Internship (DI) and Nutrition Advanced Certificate (NAC) Requirements

Requirements for the DI/NAC include the satisfactory completion of the 1200 hours of supervised dietetic experience and the successful completion of 15 credit hours of graduate course work. The 15 credits are obtained through enrollment in the following courses:

- Energy/Protein Nutrition (NTR 500) - 3 Credits
- Vitamins & Minerals (NTR 501) or Pre-Approved Elective - 3 Credits
- Nutrition Assessment (NTR 523) or Pre-Approved Elective - 3 Credits
- Nutrition Assessment Instruments (NTR 524) - 1 Credit
- Principles of Nutrition Intervention (NTR 603) - 2 Credits
- Pathophysiology of Nutrition Related Diseases (NTR 600) - 3 Credits

Good Research Practice Course - Students must complete a 4-hour, in person training session on Good Research Practice prior to completing their research rotations.

Students who already possess a Master’s degree, may be required to enroll in the same number of comparable graduate course hours to ensure recent graduate training in nutrition. These alternate courses are selected in consultation with the Program Director. In order to transfer credits to the M.S. degree Program in Nutrition or Exercise Science, a grade of “B” or better is required.

If an intern decides to pursue a M.S. degree in the Exercise and Nutrition Science department once the internship is completed, the intern must make an appointment with the Director of Graduate Studies for the department and then proceed based on the Director’s advice. A grade of B- or better is needed for MS required courses, as well as an overall 3.0 GPA.

*Students who do not intend to complete the MS degree at the University of Buffalo, may select a pre-approved elective in place of NTR 501, in consultation with the Program Director, to better meet their educational needs and professional goals. Students who do intend to stay on for the MS degree are required to take NTR 501.

*Students who determine that they have had sufficient upper level undergraduate nutrition assessment course work may opt to register for a pre-approved elective in place of NTR 523. Prior to the start of the internship, incoming interns are asked to compare their undergraduate curriculum in nutrition assessment with the current course syllabus and lecture schedule for NTR 523 to make this determination. Program Director approval is required for any NTR 523 course replacement.

All courses applied to the Nutrition Advanced Certificate must equate to a minimum of a 3.0 GPA average. Upon completion of the 15 credits, the Nutrition Advanced Certificate will be
awarded. In order to complete the Dietetic Internship, a grade of at least C minus is required for all required graduate courses.

**ASSESSMENT OF PRIOR LEARNING**

The Dietetic Internship and the Nutrition Advanced Certificate will take into account prior graduate course work and experiential learning as follows:

**Prior Graduate Course Work:**
- Graduate course work previously taken must have been taken within 5 years of the start of the internship program
- Official transcripts, syllabi for all courses, and course descriptions must be available for review prior to the start of the internship year
- Grades for all course work being submitted for review must be “B” or better

The Program Director and Clinical Director will only review materials submitted by Interns that meet the above criteria. Course work that is similar to the designated course work necessary for the NAC will be accepted on a case by case basis. The Program Director and Clinical Director will meet with the prospective intern prior to the start of the Dietetic Internship to select alternate course work to be taken to meet the NAC requirements of the Dietetic Internship.

**Prior Experiential Learning:**
Prospective Interns who believe that they have achieved competency through previous experiential learning or work are encouraged to plan their Supervised Practice rotations to demonstrate their ability to meet the related competencies prior to the planned rotation. A detailed one page summary of the student’s experience is required. The summary should include the following: what the student did—duties, responsibilities, tasks; time frame; with whom; stating how many hours of experience the student gained will also be necessary in order to receive credit. The professor/supervisor must sign off on the detailed one page summary. Separate evaluation forms may need to be completed by the student and professor/supervisor who oversaw the experience. The student as well as the professor/supervisor will sign off on both evaluation forms. The student will return both evaluation forms to the Program Director of the UB Dietetic Internship for review. The Program Director will review the detailed one page summary, evaluation forms and determine whether credit for Supervised Practice will be given to the student.
**Program Calendar**

### Fall Semester

<table>
<thead>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>Nutrition Assessment (NTR 523) or Pre-Approved Elective</td>
<td>3</td>
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<tr>
<td>Energy/Protein Nutrition (NTR 500)</td>
<td>3</td>
</tr>
<tr>
<td>Field Experience (424 hours for Clinical Group/328 hours for Food Service Group) (Emphasis: Clinical-Group A, Food Service Management-Group B)</td>
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### Spring Semester

<table>
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<tr>
<th>Subject</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Vitamins and Minerals (NTR 501) or Pre-Approved Elective</td>
<td>3</td>
</tr>
<tr>
<td>Pathophysiology of Nutrition Related Diseases (NTR 600)</td>
<td>3</td>
</tr>
<tr>
<td>Field Experience (424 hours for Clinical Group/328 hours for Food Service Group) (Emphasis: Clinical Group-B, Food Service Management-Group A)</td>
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### Summer Semester

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Principles of Nutrition Intervention (NTR 603)</td>
<td>2</td>
</tr>
<tr>
<td>Nutrition Assessment Instruments (NTR 524)</td>
<td>1</td>
</tr>
<tr>
<td>Field Experience (448 hours)</td>
<td></td>
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<td>(Emphasis: Individually designed Community Wellness and Research rotations.)</td>
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**NUTRITION ADVANCED CERTIFICATE COURSE DESCRIPTIONS**
NTR 500 ENERGY/PROTEIN NUTRITION (3) Covers sources, absorption, availability, metabolism and functions of major nutrients, i.e., carbohydrates, proteins, and lipids. The regulatory role of enzymes and hormones in absorption and metabolism of these nutrients will be examined. Methods used to estimate the requirements and Recommended Dietary Allowances for protein and energy will be discussed.

NTR 501 VITAMINS AND MINERALS (3) Will examine in depth the sources, absorption, availability, metabolism and functions of micronutrients (minerals and vitamins). The interaction between minerals and vitamins will be discussed. Methods used to determine requirements, Recommended Dietary Allowances or amounts recognized as safe for these nutrients will be discussed.

NTR 523 NUTRITION ASSESSMENT (3) Considers the scientific basis and methods for determining nutritional status of individuals throughout the lifespan. The lecture series includes (1) nutritional assessment methods (laboratory indices, anthropometric and dietary methods and standards) (2) nutritional assessment in maternal and child populations at risk; and (3) the epidemiologic and clinical basis for assessing and monitoring major nutritional risks in adult years.

NTR 524 NUTRITION ASSESSMENT INSTRUMENTS (1) Uses basic principles of evaluation and measurement research to have the student: (1) identify a problem relative to nutrition services for a given population, (2) determine how to evaluate the problem, (3) choose, design and pilot test measurement instrument.

NTR 600 PATHOPHYSIOLOGY OF NUTRITION RELATED DISEASES (3) Examines the physiologic and metabolic alterations in chronic and acute illness and trauma requiring modifications in nutritional care; the current scientific basis for nutrition intervention measures; and the interrelationships between diet, other treatment modalities, and nutritional status.

NTR 603 PRINCIPLES OF NUTRITION INTERVENTION (2) Covers advanced individual and group nutrition intervention principles and techniques. The focus includes factors influencing and methods affecting change to positive food selection and eating behaviors to promote health as well as treat disease.
STUDENT SUPPORT SERVICES

Library Resources

Located on the UB South Campus, the Health Sciences Library focuses its resources and services to meet the information needs of the University’s five health sciences schools and the departments comprising those schools. Resources include over 9,900 current biomedical journal subscriptions in print or electronic formats, over 365,000 volumes of book and journal titles, multiple digital programs and a well-used history of medicine collection highlighting rare medical instruments.

A growing array of electronic information resources including MEDLINE, CINAHL, EMBASE, PsycINFO, Web of Science, Evidence Based Medicine Reviews and Nursing Reference Center are available to all students either on campus or remotely. Additionally, students have access to the full array of information resources throughout the University Libraries system.

Reference assistance is provided in person, by phone, chat or via email, askHSL@buffalo.edu. Librarians are available to share searching expertise, and provide information research consultation for students working on a thesis, dissertation, and research project or grant proposal.

Information Management Education (IME) supports information literacy by providing library instruction on curriculum based and resource based topics including Basic and Advanced Ovid, E-Journals, EndNote, EMBASE. Web 2.0 technologies, and Web of Science, among others. Online tutorials provide instruction and assistance in using information resources and applications. In addition, interlibrary loan and document delivery service either electronically or in print are provided to the university’s community via Access Services.

Learning Resources

UB maintains mainframe systems that are accessible from the Dietetic Internship room (31 Farber and The Health Sciences Library) and from off-campus. There are also numerous microcomputer facilities located around the university, such as the computer lab in Kimball Hall. UB Micro IT Support Services provides personal student technology support, on a fee based schedule.

Teaching resources include overhead projectors, slide projectors, and some lecture halls are equipped with high technology delivery systems, including on-line presentations. In addition, the University offers some undergraduate and graduate classes by distance learning. This includes one course in Introductory Nutrition and a hybrid graduate course in the Summer semester.
UB Student Support Services can provide academic tutoring, disability support, counseling and testing. The Teaching and Learning Center provides continuing education for better instruction by UB faculty. The University at Buffalo is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for members of the University community. Any intern who wishes to receive reasonable accommodations for their disabilities must report to Accessibility Resources before receiving accommodations within the Dietetic Internship. The Accessibility Resource Office will meet with you to determine what reasonable accommodations are required for you to be successful. Then, they will contact the Directors of the Dietetic Internship to inform them of what accommodations you need and determine if these can reasonably be provided. This can be done while maintaining confidentiality regarding the disabilities. Accessibility Resources: 25 Capen Hall Buffalo, New York 14260 Phone: (716) 645-2608 or (716) 645-2616 Fax: (716) 645-3116 http://www.student-affairs.buffalo.edu/ods/index.php

You are not required to inform us that you have a disability, however, if you request accommodations for a disability it must be done through the Accessibility Resource Office before you can receive reasonable accommodations. This service can also be utilized for any of the graduate classes that the intern registers for, as these classes are required for the Dietetic Internship but may be separately administered by the University Faculty.

Other Support Services

The Student Wellness Team offers student counseling, health and wellness education services. The Student Response Center provides student advisement, resources and financial services. The School of Public Health and Health Professions Research Administration Services is available to students, faculty and staff for research assistance. Career Services offers career counseling and job placement assistance.
### EXPENSES

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Fee</td>
<td>$3,500/each Semester* (Fall, Spring and Summer)</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$500-900/Credit*</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$2,000**/year</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$35-40</td>
</tr>
<tr>
<td>Medical Exam</td>
<td>$100**</td>
</tr>
<tr>
<td>Living Expenses</td>
<td></td>
</tr>
<tr>
<td>Housing/Food</td>
<td>$500/Month**</td>
</tr>
<tr>
<td>Manuals, Books, Uniforms</td>
<td>$200/Semester**</td>
</tr>
<tr>
<td>Program Application Fees</td>
<td>$50 for DI AND $50 to the Graduate School for the Nutrition Advanced Certificate. DICAS $40 for first DI/$20 for each additional DI. All fees are non-refundable.</td>
</tr>
<tr>
<td>Computer Matching Fee</td>
<td>$50 (D&amp;D Digital)</td>
</tr>
<tr>
<td>AND Student Membership</td>
<td>$50</td>
</tr>
<tr>
<td>WNYDA Membership</td>
<td>$10</td>
</tr>
<tr>
<td>RD Exam Required Review Materials</td>
<td>$400 The Jean Inman review course-separate fee</td>
</tr>
<tr>
<td>GRE Exam by August 1</td>
<td>$150**</td>
</tr>
<tr>
<td>ServSafe by August 1</td>
<td>$15</td>
</tr>
</tbody>
</table>

Transportation and parking fees are the responsibility of the student. **A car and driver’s license is required** for the Dietetic Internship. Estimated mileage to clinical sites = 30-48 miles each way. Parking fees vary by clinical site.

A facility may require fingerprinting and a background check before the start of the rotation. This cost is the responsibility of the student. It is noted that the New York State Police Department offers fingerprinting and background checks and will be considered as an option.

*Internship fee and Tuition/University fees are billed separately to you by the University and late fees established by the University apply to both the Internship fees and Tuition/University fees

**Estimated
NOTE: If the student decides to complete the MS degree, after completion of the DI and NAC, an additional $50 Graduate School fee may be required in addition to the fees defined above.

SCHOLARSHIPS

Interns enrolled in the Dietetic Internship are eligible for financial assistance from a variety of sources depending upon financial need and enrollment status. The Academy of Nutrition and Dietetics offers some scholarships for students in internships and graduate studies. Please see the Dietetic Internship Program Director for current information regarding applications and deadlines. Interns may search the Internet for this information also. The address is: http://www.eatright.org/Foundation/content.aspx?id=7016&terms=scholarships

Upon completion of the Fall semester in the Dietetic Internship, all successful interns (3.00 GPA and “Pass” for internship activities) are eligible to apply for University at Buffalo, Nutrition Program scholarship monies available through the Annette Rachman Fund and Glenda’s Gift. See the Program Director for this information and application form.

FINANCIAL AID

Students enrolled in the Dietetic Internship and the Nutrition Advanced Certificate are considered full time students for financial aid purposes. See the Program Director for general advice concerning financial aid and the current UB financial aid point of contact for the program.

POLICIES AND PROCEDURES FOR THE DIETETIC INTERNSHIP

PROFESSIONAL (MALPRACTICE) LIABILITY INSURANCE

Prior to the commencement of the Dietetic Internship, individuals must document that student liability insurance has been purchased. See Program Director for further information.

HEALTH CERTIFICATE AND MEDICAL INSURANCE

Individuals beginning the internship experience should be in good health. Interns are responsible for the cost of all personal medical care which is needed during the internship. Interns are required to carry adequate medical insurance.
Evidence of health insurance and a physical examination are required to participate in clinical settings. All interns are required to show evidence of required immunizations and tests. The University at Buffalo Health Center at Michael Hall monitors compliance to the health insurance mandate and determines the requirements for students in health related programs such as the Dietetic Internship.

EQUAL OPPORTUNITY

All individuals who meet the eligibility requirements outlined above and in the University Graduate Policies, have equal access to the DI/NAC program. The University at Buffalo does not discriminate on the basis of race, sex, age, creed, color, disability, national origin, religion, sexual orientation, marital or veteran status in the admission to the Graduate School or in any activity related to the Graduate Program in Nutrition, including the DI/NAC program. The university policy concerning Discrimination and Harassment can be found at: http://policy.business.buffalo.edu/Policy%20Library/Discrimination%20and%20Harassment.pdf The university policy concerning Reasonable Accommodation can be found at: http://policy.business.buffalo.edu/Policy%20Library/Reasonable%20Accommodation.pdf

PRIVACY OF INFORMATION AND ACCESS TO PERSONAL FILE

Information obtained during the application process to the DI/NAC program, grades, and performance evaluations are confidential and will not be released except on written request by the intern.

Individuals may request to see materials in their file at any time, except for letters of recommendation where the individual has signed a waiver forfeiting their right to see these documents.

DISCIPLINE

If the Program Director, Clinical Director and/or Clinical Instructor determine that an intern is not meeting the DI/NAC program standards (clinical or academic), the matter will be discussed with the intern and a memo for the record of the discussion will be entered into the intern’s personal file. Any additional infraction may lead to dismissal from the program. Examples of infractions which could lead to dismissal are: plagiarism, cheating, lying or other forms of academic dishonesty, insolence, absenteeism, habitual tardiness, refusal to cooperate, academic or supervised practice deficiencies, leaving the practice site before assigned time (without notice) or non-compliance with the Academy of Nutrition and Dietetics/CDR Code of Ethics for the Profession of Dietetics found on pages 8-11.
NECESSITY TO REPEAT DI/NAC REQUIREMENTS

If an intern enrolled in the DI/NAC is unable to fulfill the clinical and academic requirements due to reasons of health or other extenuating circumstances, a grade of “I” may be assigned. If an “I” grade is assigned, the individual may re-enter to the DI/NAC program at a later date and complete the unfinished academic experience as well as practicum experience as necessary. Refer to the Graduate School Web Site for deadlines concerning “I” grades. There will be no Dietetic Internship additional fee for continuation of the program after re-entry in the case of health or other extenuating circumstances. The maximum amount of time to complete the program is three years.

REMEDIATION FOR SUPERVISED PRACTICE

If a student fails to pass a Supervised Practice rotation, the student will meet with the Program Director to develop a written remediation plan. The student will acknowledge the plan which will be in his/her file. If the remediation plan fails to result in a pass for the Supervised Practice rotation the student may be dismissed from the program based on the evaluation of the Program Director.

WITHDRAWAL AND REFUND OF TUITION AND FEES

The University determines policies regarding withdrawal and refund of tuition and fees. The current academic calendar and schedule of classes lists deadlines. The same calendar applies for withdrawal and refund of Dietetic Internship fees.

SUPERVISED PRACTICE PRECEPTOR CONTACT

Students are required to contact their scheduled SP Preceptor two weeks in advance of the start of their rotation. The purpose of this contact is to set up the initial starting time and place for the rotation, as well as giving the preceptor the ability to convey any other key details needed for the start date. If the intern cannot reach the SP Preceptor by email/phone 3 business days prior to the start, he/she should contact the Program Director and/or Clinical Director immediately for additional instructions. Interns are not to show up at a SP site, without this initial student/
preceptor contact. When each SP rotation is completed, it is strongly suggested that the intern send a brief, handwritten thank you note to the preceptor for his/her time and mentoring.

**CRIMINAL BACKGROUND CHECK AND DRUG TESTING**

At present, only a few sites require a criminal background check for students, normally completed at the SP site. Drug testing is not a requirement for any SP site at this time. However, these requirements could change during the dietetic internship year. Students would be required to comply with undergoing a criminal background check and/or drug testing, if required by a SP site, in order to complete the Dietetic Internship.

**APPROPRIATE LINES OF COMMUNICATION FOR STUDENT COMPLAINTS**

1. Interns who wish to express a complaint or concern about courses, faculty, other interns/students, existing policies and procedures, etc. should follow appropriate lines of communication.
   a. Courses: The intern should first request an appointment with the instructor of record to discuss and attempt to resolve the concern/complaint. Faculty have office hours. A request for an appointment may be made in writing (a note left in the faculty member’s mailbox, or with the secretary), in person, by phone, voice mail or email. If the problem remains unresolved (or if the intern feels he/she is unable to approach the instructor of record about the matter), the intern should then request an appointment with the Program Director. The intern should be prepared to list: 1. the nature of the concern(s); 2. what steps he/she has already taken to resolve the matter; and 3. what their expectations are regarding how the matter should be resolved.

   b. Dietetic Internship: Each student should feel free to express any complaints or concerns about the program to the Program Director, Clinical Director and/or Clinical Instructor. Faculty will make all efforts to resolve the issue with the student in a timely fashion. If not satisfied, the student can feel free to make an appointment (without retaliation) with the Exercise and Nutrition Sciences department chairperson to address any unresolved complaints or concerns.

**GRIEVANCE PROCEDURES**

Dietetic Interns have access to the University at Buffalo formal grievance procedures. Refer to the University at Buffalo web site for policies and procedures governing grievances. See [http://grad.buffalo.edu/Academics/Policies-Procedures/Grievance-Policies-and-Procedures.html](http://grad.buffalo.edu/Academics/Policies-Procedures/Grievance-Policies-and-Procedures.html)
Students may contact ACEND (contact information is on page 4) in order to submit a complaint for unresolved complaints related to ACEND accreditation standards. Students should submit complaints to ACEND only after all other options with the Dietetic Internship and the University at Buffalo have been exhausted.

INTERN ADVISEMENT

The Program Director of the Dietetic Internship advises all interns enrolled in the DI/NAC program. If an intern decides to pursue a M.S. degree in the Exercise and Nutrition Science department once the internship is completed, the intern must make an appointment with the Director of Graduate Studies for the department and then proceed based on the Director’s advice.

REGISTRATION EXAMINATION PREPARATION

The Program Director will identify the required RD exam preparation materials/programs at the beginning of the internship year. It is expected that interns will study and fully prepare to pass the RD exam on the first attempt.

PRACTICE SITE POLICIES

DI students must abide by the University at Buffalo polices, found at the UB Policy Library http://policy.business.buffalo.edu/Pages/default.aspx as well as Supervised Practice site facility policies regarding dress code, grooming requirements, scheduling, completion of paperwork, patient confidentiality. The following policies and procedures are to be observed at ALL facilities:

INTERN REPLACEMENT OF EMPLOYEES

Interns will not routinely replace regular employees except for specific professional staff experience that is necessary to complete the prescribed learning activities.

PROFESSIONAL DRESS AND CONDUCT

Supervised Practice facilities have developed dress codes to promote safety and present a professional appearance to clients. Dress codes are to be followed by all interns at all times. Professional attire in the clinical area consists of a clean and pressed white lab coat worn over
business attire. Business attire is defined as dresses, skirts, and dress pants, shirts and ties. Closed shoes (no clogs, sneakers, boots or sandals) as well as stockings are required. Usually cropped pants are prohibited and skirts must be knee length or longer. Light make-up and a small amount of (non-facial) jewelry may be worn. Avoid wearing very long earrings and nail polish at your supervised practice sites. Nail polish is prohibited when handling food. Hairnets must be worn in areas where food is present. Males are to be clean shaven. Mustaches, if worn, are to be neatly trimmed. Tattoos should be discreet and not apparent to patients/clients. Interns who are not considered to be properly attired by the clinical instructor or preceptor will be dismissed from the clinical area and required to make up the lost time. Other decisions regarding dress or conduct may be made on an individual case basis per the discretion of the Program Director. If it is determined that an intern is not exhibiting professional and appropriate behavior, this will be addressed by the Program Director and may result in disciplinary action and dismissal from the Dietetic Internship. Interns will wear nametags at all practice sites. Cell phones are not authorized to be used in the Supervised Practice settings for personal calls/texts, unless it is an emergency or on lunch time, if allowed by the facility.

Unless asked to do otherwise, use the formal form of address: Mr., Ms., Mrs., Dr., etc. rather than the first name when addressing faculty, clients/patients, facility personnel, supervising dietitian/preceptors and other members of the health care team.

CONFIDENTIALITY/HIPAA

The client’s right to privacy must be observed. Information about the client obtained from the medical report, other health care personnel, the client or his family is confidential and is not to be repeated or discussed other than in the process of providing nutritional care to the client or during health team evaluation.

Information regarding the client, which is not pertinent to the nutritional care you are providing the client, is not to be revealed to the client or his family.

All interns must complete the HIPAA training course. The course is available online and at no cost to the intern. Interns must complete this training prior to the end of the Fall Orientation. Documentation of completion will be verified by the Program Director prior to clinical assignment of the Intern. In the case that HIPAA regulations change during the course of the training year, interns will be required to complete the updated HIPAA online training course.

TRAVEL

Cars are required for the internship. All interns are responsible for arranging their travel to and from the clinical site. Owners of cars are responsible for travel liability for themselves and riders
in their car. Students using public transportation assume personal responsibility for their safety. Instructors and fellow interns can usually provide advice about parking at different facilities.

ATTENDANCE/PARTICIPATION

Interns have the responsibility to personally notify their clinical instructor(s) or preceptor(s) if they will be late or absent from the clinical area during their scheduled rotation, as well as the Program Director or Clinical Director. Any arrangements for changing clinical days, hours or assignments must be approved in advance by the Program Director or Clinical Director and the clinical instructor(s) or preceptor(s). An intern who is persistently late or absent from the clinical area may be dismissed from the program. Being persistently late is defined as arriving five minutes later than the scheduled time more than once a week. Time off for personal or family vacations, etc. is not allowed during the Dietetic Internship, unless scheduled as OFF on the Supervised Practice calendar (1 week in November, 2 weeks in December, 1 week in April). Refer to the Dietetic Internship website for most current academic calendar. [http://sphhp.buffalo.edu/exercise-and-nutrition-sciences/education/dietetic-internship/calendar.html](http://sphhp.buffalo.edu/exercise-and-nutrition-sciences/education/dietetic-internship/calendar.html)

In both clinical and didactic courses any intern who does not complete assignments on time, shows little effort to participate in classes, post-conferences or discussion groups and is absent more than two times from classes/clinical experiences for reasons other than illness may be dismissed from the program.

Interns have the responsibility to complete clinical assignments within the time allotted at clinical sites. Interns unable to complete their assignments on time will review their time management skills with the Program Director and/or Clinical Director. If significant improvement by the intern is not demonstrated within a time frame, a warning will be issued to the intern. After two warnings the Program Director will decide whether the intern is given the option to continue in the program or will be required to repeat the experience the following year.

Interns found using supervised experience time for assignments other than those assigned for the supervised experience will be issued a warning. Further disciplinary action will be taken if this behavior is continued after the warning.

It will be necessary to make up any days that are missed in the clinical area in order to comply with the requirements of DI/NAC. Personal, medical, or dental appointments should be scheduled at times that do not conflict with class or clinical hours. Holidays observed by the University are not observed at the clinical site unless the site observes the holidays. Holidays observed by the clinical site and not by the University may be used for class experiences at the discretion of the Program Director.
Supervised Practice can be scheduled by the Clinical Director between 7 am and 5 pm Monday-Friday. Occasionally, additional experiences may be scheduled in the evenings or weekends and must be approved by the Clinical or Program Directors and the site preceptors.

GENERAL DEFINITIONS OF EXPECTATIONS IN CLINICAL/SUPERVISED PRACTICE ACTIVITIES

Preceptor A person in active practice who serves as a role model and as a liaison between the University and site clinical staff in guidance of student experiences.

Role Model A person in active practice who shares his/her duties, experiences, and concerns with a student.

The following is a brief resume of expectations for individuals involved in clinical/supervised practice.

Clinical Director/DI Clinical Instructors (Role Model)
1. Informs site clinical staff and preceptor of appropriate information about abilities and limitations of student and assures that the student performs professionally.
2. Collaborates with preceptor in establishing procedures and activities in the clinical area for the student.

Preceptor (Role Model)
1. Collaborates with the site clinical staff in establishing procedures and activities in clinical area for the students.
2. Assigns work schedule for students that correlates with the department’s usual activities.
3. Serves as liaison for communication between Clinical Director, site clinical staff and student.
4. Coordinates student evaluations.

Site Clinical Staff (Role Model)
1. Share experiences and allow the student to participate in usual activities as much as possible (may request student to perform an activity)
2. Communicate problems that may arise to student, Preceptor and Clinical Director
3. Perform as informal professional advisors.
4. Provide input for student evaluation.

Student
1. Performs assigned duties, as requested, in a professional manner.
2. Makes “professional use” of time in clinical area.
3. Communicates effectively with the Clinical Director/DI Clinical Instructors, Preceptor and site clinical staff.

INJURY OR ILLNESS DURING SUPERVISED PRACTICE

Policies regarding injury or illness at work in force at the supervised practice site will be observed by the intern. Interns will be advised of those policies by their site preceptors. The Program Director or Clinical Director should also be notified concerning any injury or illness that occurs at the supervised practice site.

EVALUATIONS

Intern evaluation is an ongoing process. A student may make an appointment to review graded assignments at any time throughout the semester. Evaluation of interns, clinical instructors, preceptors and sites are completed at the end of each rotation. For longer rotations, a mid-point evaluation is also completed. The purpose of all evaluations is to enhance professional development and self-improvement. Thus, the evaluation process should be viewed as a learning experience. All intern evaluations are to be discussed with the Supervised Practice preceptor, signed and dated where indicated and returned to the Program Director. Preceptor and/or Clinical Instructor evaluations are to be returned to the Program Director. Program evaluation also occurs throughout the semester and at the end of each semester.

PRE/POST INTERNSHIP PRACTICE EXAMINATION

During orientation and immediately following completion of the practice experience, interns are required to take the practice Registration Examination for Dietitians.

Dietetic Internship GRADUATION REQUIREMENTS

The intern will require the following to pass the UB Dietetic Internship:

1. Successful achievement and documentation of at least 1200 hours of supervised practice hours
2. A minimum “Satisfactory” rating on final evaluations from all preceptors in all rotations: Acute Care, Long Term Care, Clinical Nutrition Management, Renal, Specialty, Institutional Food Service, Community Food Service, Pediatric, Critical Care, Community Wellness, Research

3. All competencies must be met at or above the satisfactory level. Passing is defined for each competency, as found on the Learning Assessment Matrix.

4. All assignments must be submitted and deemed acceptable by the Clinical Director &/or Program Director, as outlined on the Summary of Documentation for each semester.

5. All evaluation forms must be turned in, as outlined on the Summary of Documentation.

6. 15 hours of NAC graduate coursework must completed with a minimum grade of “C-” to pass the UB DI.

7. The student has a maximum of 3 years to complete the UB Dietetic Internship.
Mission of the Dietetics Program Using the IP Standards (Standard 4)

The mission of the Dietetic Internship is to provide a period of Supervised Practice to students of Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited undergraduate programs, so that they achieve the performance requirements of entry-level dietitians. The program emphasizes the interaction of interns, faculty and staff who act with integrity and seek personal and professional excellence. The mission further reflects the research, service and training missions of the University, School of Public Health and Health Professions, and the Department of Exercise and Nutrition Sciences. It intends to train health practitioners who will provide leadership in research and clinical settings in the region, state and nation. Moreover, the internship’s chosen concentration area, Nutrition and Community Wellness, addresses the service need in Western New York. These practitioners will be trained to utilize innovations in research and technology in the prevention and amelioration of illness.

Program Goal, Objectives and Assessment (Standards 5, 6, 7 and 8)

Goal A. Provide Supervised Practice experience to students of ACEND accredited undergraduate programs so that they will be able to reliably perform Core Competencies for Dietitians and the concentration area of Nutrition and Community Wellness

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Data</th>
<th>Assessment Method</th>
<th>Assessed by</th>
<th>Actions</th>
<th>Timeframe finished</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% of interns complete the Supervised Practice hours as demonstrated as a “SP” or better for each core competency and NCW concentration competencies</td>
<td>SP time and Activity Logs, SP end evaluation forms, Competency assignment evaluation, Group Competency Matrix</td>
<td>Review throughout the semester and at the end of Fall, Spring and Summer semesters during end evaluation sessions with the student.</td>
<td>Clinical Director and/or Program Director</td>
<td>Identify hours not met for any SP rotations. Develop a plan of action with the student to complete the required SP hours. Identify any competencies not met. Develop a plan of action to complete the competencies.</td>
<td>At each student program completion, usually August of each year</td>
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</table>

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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>90% of interns demonstrate improvement on post-RD practice exam scores, when compared with pre-RD exam scores</td>
<td>Pre-RD practice exam scores, Post-RD practice exam scores</td>
<td>Comparison of two test scores for each individual per class</td>
<td>Clinical Instructor and/or Clinical Director</td>
<td>If target is not met, revise the RD exam review process to enhance learning throughout the internship.</td>
<td>August, after completion of the Post-RD practice exam</td>
</tr>
</tbody>
</table>
90% of interns receive a grade of "B" or higher for NTR 524, reflecting the capstone team project for the DI with a NCW concentration

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>80% of interns complete the program within 18 months (150% of program length)</td>
<td>Completion date and timeframe for each intern</td>
<td>Analyze data per class</td>
<td>Clinical Director and/or Program Director</td>
<td>Develop a plan to improve completion rates and time frame, if needed.</td>
<td>Review data each Feb</td>
</tr>
<tr>
<td>80% of DI graduates pass the RD exam on the first attempt</td>
<td>RD Pass Rate from ACEND</td>
<td>Analyze data per individual (if possible with anonymous results option) and per test year</td>
<td>Clinical Director and/or Program Director</td>
<td>Develop a plan for test improvement, if the first time pass rate is less than 80% for any year in a 5 year period.</td>
<td>Review data as it becomes available, twice per year</td>
</tr>
<tr>
<td>80% of graduates who sought employment in dietetics are employed within 12 months of program completion (excluding interns who stay on for graduate work)</td>
<td>One Year Graduate Survey</td>
<td>Analyze data for graduates who sought employment, immediately post program</td>
<td>Clinical Director and/or Program Director</td>
<td>Develop a plan in collaboration with UB Career Services to enhance graduate employment, if needed.</td>
<td>Review data each Feb</td>
</tr>
<tr>
<td>90% of employers who respond to the One Year Employer Survey, rate the graduate as a 4 on a scale of 1-5, on overall performance as an employee</td>
<td>One Year Employer Survey for each class, administered in the Fall</td>
<td>Analyze data for graduates who sought employment, post program</td>
<td>Clinical Director and/or Program Director</td>
<td>If possible, interview employers who rate interns less than 4, to determine any areas for program improvement or development.</td>
<td>Review data each Feb</td>
</tr>
</tbody>
</table>

**Program Goal, Objectives and Assessment (Standards 5, 6, 7 and 8)**

Goal B. Prepare entry-level dietitians, who take the Registered Dietitian examination, become employed and demonstrate leadership in the field of nutrition
## Program Goal, Objectives and Assessment (Standards 5, 6, 7 and 8)

**Goal C.** Provide graduates the opportunity for further contribution to the advancement of the field of nutrition and dietetics through graduate study

<table>
<thead>
<tr>
<th>Objectives</th>
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</tr>
</thead>
<tbody>
<tr>
<td>90% of interns who respond to the One Year Graduate Survey rate the DI as a 4 on a scale of 1-5, on overall impression of the program</td>
<td>One Year Graduate Survey for each class, administered in the Fall</td>
<td>Analyze data per class</td>
<td>Clinical Director and/or Program Director</td>
<td>Review respondent comments and adjust program, if needed.</td>
<td>Review data each Feb</td>
</tr>
<tr>
<td>25% of graduates who respond to the Five Year Graduate Survey demonstrate leadership in the field of nutrition and dietetics as demonstrated by advanced practice certifications, supervisory employment positions or positions in professional organizations</td>
<td>Five Year Graduate Survey for each class, administered in the Fall</td>
<td>Analyze data per class</td>
<td>Clinical Director and/or Program Director</td>
<td>If needed, encourage interns to strive for leadership positions in the field of dietetics.</td>
<td>Review data each Feb</td>
</tr>
</tbody>
</table>

### Program Goal, Objectives and Assessment (Standards 5, 6, 7 and 8)

**Goal C.** Provide graduates the opportunity for further contribution to the advancement of the field of nutrition and dietetics through graduate study

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</thead>
<tbody>
<tr>
<td>50% of interns complete an advanced degree</td>
<td>UB Transcript</td>
<td>Analyze the % of interns per class who complete an advanced degree</td>
<td>Clinical Director and/or Program Director</td>
<td>If needed, encourage interns to strive for leadership positions in the field of nutrition and dietetics by obtaining a graduate degree.</td>
<td>Review data each Feb</td>
</tr>
<tr>
<td>50% of interns complete an advanced degree</td>
<td>One Year Graduate Survey</td>
<td></td>
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<tr>
<td>50% of interns complete an advanced degree</td>
<td>Five Year Graduate Survey</td>
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80% of interns who complete the DI, will also be awarded the NAC

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<thead>
<tr>
<th>Handbook Updated June_2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition Advanced Certificate</td>
</tr>
<tr>
<td>Analyze the % of interns per class who complete the NAC</td>
</tr>
<tr>
<td>Clinical Director and/or Program Director</td>
</tr>
<tr>
<td>Evaluate the particular course or courses if target is not met, by speaking with the individual faculty member. Evaluate the educational/science background and preparation of the particular students who had difficulty with the particular graduate class or classes. Talk to students to determine how they could have done better and how the program could have supported them better.</td>
</tr>
<tr>
<td>Review the data in the Fall, after submission of the NAC completion form and after the final UB DI transcript is available.</td>
</tr>
</tbody>
</table>

Handbook Updated June_2015