PROGRAM HANDBOOK

FOR THE INTERNSHIP PROGRAM IN NUTRITION AND DIETETICS

2026-2027

VITERBO UNIVERSITY

LA CROSSE, WISCONSIN



PREFACE

As a student entering the Internship Program in nutrition and dietetics at Viterbo University, you undoubtedly have many questions regarding the program, its history, its underlying philosophy, and some of the policies and procedures that will govern your life as a student. Therefore, this handbook has been prepared by the faculty to better acquaint you with the program and to serve as a reference for the upcoming year.

Please take this handbook seriously: you are responsible for the information contained within. Communication between students and faculty is an important and vital component of the ongoing evaluation of Community-Medical Dietetics at Viterbo. If you have any suggestions on how this student handbook can be improved, we invite your comments.

At the end of this handbook is a form for your signature verifying you 1) have read this handbook, 2) understand its content, and 3) will comply with the content of this handbook. By the end of the first week of the internship this signed form must be handed in to the Program Director via the Moodle dropbox.

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Subject: The Community-Medical Dietetic Patch and Pin

Symbolism:
Triangle Figures—The family (community)
Caduceus—Medicine
Pot and utensils—Food preparation
Wheat—Staff of life

Colors: Blue - Health
Red - Life-giving
Brown - Of the earth
Gold - Professional ethics



Designed by Linda Wettstein
Class of 1977

Part 1: Introduction

Subject: History of the Internship Program in Nutrition and Dietetics

The internship program in nutrition and dietetics at Viterbo University began in 1990 as an Approved Pre-Professional Practice Program (AP4). The Accreditation Council for Education in Nutrition and Dietetics (ACEND) voted to phase out all AP4's by 2000, and programs could choose to convert to an accredited internship. The 1997 class was the first to be admitted to Viterbo's program under classification of a developmentally accredited internship program in nutrition and dietetics. The internship received full accreditation in July 2002. Viterbo's internship program is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 312-899-5400.

Upon completion of the program, the intern is eligible to take the registration examination for certification of professional status to become a Registered Dietitian (R.D.).

Subject: Philosophy of Community-Medical Internship Program in Nutrition and Dietetics

Health care is a dynamic, changing part of our society, and dietetics, as an integral component of the health care system, is a changing profession. One of the important changes that have taken place in the last few years is the growing importance of prevention and not just treatment of disease. There is an amazing growth of outpatient clinics, public health agencies, and health education programs aimed at prevention of disease and promotion of general "good health."

There is, therefore, a growing need to provide comprehensive nutritional care for communities. Nutritional care that continues over time, after a patient has been released from the hospital; nutritional care that is close at hand; nutritional care of a general nature aimed at large population groups; and nutritional care provided by a dietitian who can bring personal support and science-based expertise to bear on nutritional problems.

The curriculum of the Viterbo Dietetic Internship combines knowledge and skills of both the hospital and community dietitian to meet societal demands for comprehensive nutritional care. A graduate of the program is a professional member of the health care team, and as a professional person has been trained to make decisions based upon a body of current scientific knowledge and acquired skills.

Subject: Definition of the Community-Medical Dietitian

The Community-Medical Dietitian, RD is a member of the health care team and promotes health through nutrition. The community-medical dietitian assesses nutritional needs, applies management skills in control and prevention of illness and utilizes communication and education skills to assist individuals and groups to assume responsibility for their own health care.

Subject: Program Mission

The Viterbo University Dietetic Internship provides supervised practice experiences aligned with the Accreditation Council for Education in Nutrition and Dietetics' Standards of Education to those who have completed didactic program requirements. The Program prepares students to be entry-level registered dietitian nutritionists who serve as faithful and ethical leaders in the community.

Subject: Statement of Equal Opportunity

As with the University at large, the Nutrition and Dietetics Department admits qualified students to all rights, privileges, programs, and activities within the department. The department does not discriminate on the basis of race, creed, color, sex, national origin, religion, marital status, age, disability, or sexual orientation in the administration of any of its stated policies or procedures or those of the University.

Subject: Accreditation

The Internship Program at Viterbo University is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312-899-5400.

Subject: Notice of Opportunity to File Complaints with the Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or the Council's policy and procedure for submission of complaints can be found on the Academy website under Accreditation/Dietetics Education.

Adopted: July 1994
COE Division of Education Accreditation/Approval

The procedure for filing complaints against programs was updated in February 2019; please follow this link to view the procedure: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend

ACEND® can be contacted by: Email: ACEND@eatright.org
Phone: 800/877-1600, ext. 5400
Mail: 120 South Riverside Plaza
Suite 2190, Chicago, IL 60606-6995

Subject: Program Goals and Outcomes

Goal 1. The Program will provide quality education to a diverse student body in order to prepare competent entry-level dietitians.

Outcome measures

- 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program.
- Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- The program's one year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- At one year post program completion, employers will rate graduates as "satisfied" or above in with our graduate's preparation for an entry-level career as a Registered Dietitian Nutritionist.
- At least 80% of program interns will complete program requirements within 15 months (150% of program length)

Goal 2. The Program will prepare entry-level dietitians who are able to work with individuals from diverse economic, ethnic, or educational backgrounds

Outcome measures:

- At one year post program completion, at least 80% of graduates will mark they are prepared or well-prepared on the graduate survey in the area of working with diverse population
- At least 80% of graduates will be ranked as satisfied or better by employers on their preparation for an entry-level career as a Registered Dietitian Nutritionist.

Part 2: Academic Information and Responsibilities

Subject: Philosophy of Competency-based Education

The goal of any professional education program is to prepare students to a certain level of expertise or competence so that they may perform professional roles upon graduation. Prior to institution of competency-based education, the movement toward this final level of performance was measured in hours of instructional time or some other arbitrary standard. Obviously, all interns do not complete any given course with the same amount of competence. Therefore, in competency-based instruction, the faculty in conference with individual intern determines and informs the intern of what s/he must be able to do to be considered competent. The intern then works at his/her own pace until s/he reaches this predetermined goal. When s/he is finished, s/he can move on to

another task. Upon completion of all competencies and learning experiences for a particular phase, the student has completed that phase, and moves on to other learning experiences.

Some interns may complete all of the learning experiences in a particular competency, but have not completed them up to the predetermined level of performance. When this occurs, after a conference with the instructor, the intern must repeat the competency until the level of performance is achieved. No intern may move on to the next competency until all previous ones have been satisfactorily completed. If an intern does not achieve all competencies by the end of a course, s/he must take a grade of incomplete. Applications for the incomplete are obtained from the Viterbo Assistant Academic Vice President. See class schedule for deadline for incompletes for respective phases of the program. If work is not completed and an incomplete not filed, the intern will receive no credit for the course.

Subject: Program Completion

General Completion Requirements

Appendix 1 of this handbook lists the Competency Statements that the Accreditation Council for Education in Nutrition and Dietetics states (in the Standards of Education) must be completed during any internship program. This section also lists competencies by course number.

Specific Course Completion Requirements

PHASE I Courses

Nutrition 567 4 Credits
Overview: This course assists the student in collection appropriate subjective and objective data associated with obtaining a health and diet history. This course provides an introduction to physical and diagnostic assessment of health status. Physical assessment competencies to be attained at the novice level include: assessment of body composition; measurement of vital signs; blood glucose; physical assessment of fluid status; intra- and extra - oral assessment, dysphasia screening; and clinical assessment of nutrition status. The emphasis is on knowing normal findings and normal variations in the healthy adult, well child, and the well elder person. A review of MNT topics and community nutrition is covered.

Completion Requirements:

- Complete all work in supervised practice according to the Code of Ethics for the Profession of Dietetics.

PHASE II Courses

Nutrition 582: Dietetic Internship Rotation 1 6 Credits.
Overview:

During the program, learning experiences allow the intern to:

- Assess the nutritional status of patients with complex medical conditions; diagnose nutrition problems; plan and implement nutrition interventions; and monitor and evaluate problems, etiologies, signs and symptoms, and the impact of nutrition interventions
- Establish collaborative relationships with patients, caregivers and health professionals
- Use effective education and counseling skills to facilitate behavior change
- Develop time management and critical-thinking skills
- Function as the clinical staff dietitian in various areas to assess nutritional status and to develop and implement an appropriate care plan for each client
- Develop and demonstrate professional characteristics expected of a dietitian
- Develop, conduct, supervise and evaluate a community nutrition intervention project
- Provide nutritional care for individuals and groups in community-based settings
- Develop and provide food and nutrition services in a health care setting
- Perform management functions related to safety, security and sanitation that affect employees, customers, patients and food
- Demonstrate and promote responsible use of resources, including employees, money, time, food and disposable goods

Completion Requirements:

- Complete either the MNT or Community Professionalism Evaluation after week 8 with all related competencies (see Appendix 1) at least a developing level 3
- Complete MNT or Community Professionalism Evaluation after week 16 with all related competencies (see Appendix 1) at least a developing level 4
- Complete Food Service Management Professionalism Evaluation after week 16 with all related competencies (see Appendix 1) at least a developing level 4 if MNT is first rotation
- Complete all work in supervised practice according the Code of Ethics for the Profession of Dietetics.

PHASE III Courses

Nutrition 583: Dietetic Internship Rotation 2, 6 Credits
Overview:

During the program, learning experiences allow the intern to:

- Assess the nutritional status of patients with complex medical conditions; diagnose nutrition problems; plan and implement nutrition interventions; and monitor and evaluate problems, etiologies, signs and symptoms, and the impact of nutrition interventions
- Establish collaborative relationships with patients, caregivers and health professionals
- Use effective education and counseling skills to facilitate behavior change

- Develop time management and critical-thinking skills
- Function as the clinical staff dietitian in various areas to assess nutritional status and to develop and implement an appropriate care plan for each client
- Develop and demonstrate professional characteristics expected of a dietitian
- Develop, conduct, supervise and evaluate a community nutrition intervention project
- Provide nutritional care for individuals and groups in community-based settings
- Develop and provide food and nutrition services in a health care setting
- Perform management functions related to safety, security and sanitation that affect employees, customers, patients and food
- Demonstrate and promote responsible use of resources, including employees, money, time, food and disposable goods

Completion Requirements:

- Complete either the MNT or Community Professionalism Evaluation after week 8 with all related competencies (see Appendix 1) at least a developing level 3
- Complete MNT or Community Professionalism Evaluation at completion of rotation with all related competencies (see Appendix 1) at least a developing level 4
- Complete Food Service Management Professionalism Evaluation after week 16 with all related competencies (see Appendix 1) at least a developing level 4 if MNT is first rotation
- Complete all work in supervised practice according the Code of Ethics for the Profession of Dietetics.

Final Completion Requirements

- Complete Evaluation of Professionalism with all related competencies (see Appendix 1) at least at a developing level 4
- Complete all work in supervised practice according the Code of Ethics for the Profession of Dietetics.
- Complete the Inman review program to prepare for the Registration exam

Supervised Practice

Occasionally, part of a supervised practice time will be scheduled outside of those times listed on the semester timetable. Also, sometimes you may have to meet with a client/patient outside of regularly scheduled times. (While clinical instructors try to schedule clients for appointments at times conducive to your clinical hours, this is not always possible) This is necessary to accommodate the schedules of the clinical facilities and clients and provide a quality student supervised practice experience. You will be notified in advance when this occurs and be expected to adjust your schedule as needed or make special arrangements with the instructor.

Supervised practice experience also requires some preparation/planning and follow-up outside of scheduled time. Preparation activities may include studying protocols and procedures, practicing anthropometric techniques, reviewing charts, or setting up in-services/cooking demos, to name a

few. Follow-up work may also be necessary to complete reports, problem lists and nutrition care plans, etc. You should therefore expect to devote time outside of the scheduled supervised practice time blocks for these activities.

During each rotation, you are required to follow the supervised practice facility's schedule. In some facilities, this may mean some early morning or weekend hours.

During supervised practice, you must not be used to replace employees.

You are expected to be prompt and very conscientious in attending supervised practice. It is important, however, that you do not come to supervised practice if you are ill. For information in absenteeism and academic requirements regarding making up missed supervised practice, see the section on Absenteeism under Academic policies in this handbook.

Subject: Supervised Practice Hours

In order to take the Registered Dietitian Nutritionist (RDN) exam, you **MUST** complete a **MINIMUM of 1000 hours of supervised practice**. However, this program requires a minimum of 1,200 hours. The following requirements must be met when completing supervised practice hours.

a. All hours **MUST** be logged in Sonia
b. Interns are responsible for tracking hours and assuring the minimum hours needed are achieved
c. Interns are expected to arrive on time for supervised practice sessions. An intern unable to comply with attendance and punctuality for supervised practice must contact the course instructor prior to their rotation. Failure to do so **will** result in a failure for that course. Prior notification does not necessarily assure an excused absence. An intern who is absent from the program more than three (3) days, may be required to withdraw from the supervised practice course.
d. Interns will provide their own transportation to/from sites.

Subject: Failure of Supervised Practice Courses

a. Failure of Supervised Practice Course-Conditions under which a grade of NC (no credit) is awarded.

1. Intern does not achieve the minimum score of 4 on each competency for their final professional evaluations.
2. Intern does not abide by the HIPAA or Academic Integrity Policies
3. Intern is dismissed from supervised practice site due to poor performance, or ethical violation
4. Intern has more than 3 absences, tardiness, or unexcused early departures

Subject: Poor Performance in Supervised Practice Courses

b. **Intern evaluations and communication of poor performance**
    1. Each intern will be evaluated at mid-point and at the end of each rotation, where the minimum score, according to the syllabus, must be achieved to receive 'credit (CR)'.
    2. When a poor performance is observed, or a failing evaluation score is earned or awarded, the following will occur-
        a. Instructor will notify intern of standing.
        b. Instructor will schedule and hold a meeting with the intern and Dietetic Internship Program Director within 1 week of the intern's awareness of the situation.
        c. During the meeting, the intern will receive an email from the instructor describing their learning plan. The intern will be required to sign the learning plan agreeing to the terms for improvement in order to continue in the program.

Subject: Repeating a Supervised Practice Course

c. **Repeating a Course**
    1. Should the intern fail, and the failure results from not adhering to academic and department policies (ie. HIPAA, Integrity, etc.), that policy will supersede and determine the outcome, which may include immediate dismissal from the program.
    2. Should the failure result from achieving a suboptimal score on each competency within the evaluation, the intern will fail the course, will receive a grade of 'no credit (NC)' and will be placed on probation and will be required to retake the entire course, potentially delaying graduation by 1 year.
    3. Interns placed on probation have **ONE** opportunity to retake a course (providing there is an opening in the class/section), and **a maximum of two semesters** to attain the required credit (CR) grade. If after two semesters on probation the intern has not satisfactorily completed the course/rotation, the intern **will be terminated** from the Dietetic Internship Program, and will be referred to the University's career counseling services to seek further guidance.

Policy for Appeal of Supervised Practice Site Placement for Dietetic Interns

Purpose:
The purpose of this policy is to provide Dietetic Interns (DIs) with a fair and transparent process to appeal their supervised practice site placement. This process ensures that DIs have the opportunity to express concerns and seek resolution if they feel their site assignment is not

aligned with their professional goals or personal needs, in accordance with the objectives of their internship program.

Policy Statement:
Dietetic Interns who believe that their assigned supervised practice site is not suitable for their educational needs or personal circumstances may appeal the decision. The appeal process is designed to be fair, timely, and focused on reaching an equitable solution while maintaining the integrity of the program's objectives.

Eligibility to Appeal:
Reasons for filing an appeal include feeling there are significant issues related to the following:
- Personal or Logistical Issues: Difficulties such as long commute distances (greater than approximately 1 hour), financial burden, health concerns, or family obligations that make the placement impractical.
- Special Circumstances: Significant personal or professional circumstances (e.g., medical, disability, religious observances, etc.) that might affect the ability to participate in the assigned practice site.

Non-Eligible to Appeal:
Interns change their mind AFTER the clinical coordinator has secured a supervised practice placement.
Rotations scheduled to begin within 12-weeks.

Timeline for Appeal:

1. Initial Placement Notification:
Generally, interns will receive their site placement details via Sonia according to the chart below. There are situations where you may not receive notification of your site until the week before rotations begin, but this is rare. This notification will include the name and contact information of the assigned preceptor, the site address, and the scheduled start date.

ROTATION	PLACEMENT DATE WILL BE SOLIDIFIED (in general)	Appeal Deadline
1: 8/31-10/23/2026	7/1/2026	7/6/2026
2: 10/26-12/18/2026	9/1/2026	9/6/2026
3: 1/18-3/5/2027	11/15/2026	11/20/2026
4: 3/15-5/14/2027	1/15/2027	1/20/2027

2. Informal Discussion:
Within **5 business days** of receiving the placement notification, the DI should contact the Clinical Placement Coordinator to discuss the concerns informally. This will allow the DI to clarify any issues and explore potential alternatives before submitting a formal appeal.

3. Formal Appeal Submission

If the concern is not resolved through informal discussion, the DI may submit a formal appeal. The appeal must be submitted in writing within **10 business days** from the date of the initial placement notification. The appeal should include:

- The DI's full name and contact information
- A clear description of the reasons for the appeal
- Supporting documentation or evidence (e.g., medical notes, logistical concerns)
- A proposed resolution or alternative solution (e.g., different placement, extended timeline)

4. Review Period

Upon receipt of the formal appeal, the Clinical Placement Coordinator will review the appeal and any supporting documents. The DI will receive an acknowledgment of the appeal within **5 business days** of submission.

5. Decision Timeline

The decision regarding the appeal will be made within **10 business days** of receiving the formal appeal. If additional information or discussion is required, this timeline may be extended with notification to the DI.

6. Appeal Outcome

- The DI will receive a written response detailing the decision and rationale. If the appeal is granted, a revised placement plan will be communicated, including new site details or a deadline with which the new sites details will be provided and any necessary adjustments to the program schedule.
- If the appeal is denied, the DI will be provided with a detailed explanation of the rationale, and they will be expected to proceed with the original placement.

Rationale for Appeal:

The following are potential valid reasons for a DI to appeal their supervised practice site placement:

1. Personal or Logistical Challenges:
   - Circumstances such as health issues, financial constraints, or family obligations that make participation in the assigned site impossible or impractical.
   - The placement requires a commute or living arrangement that imposes an unreasonable burden on the DI.

2. Discrimination or Inappropriate Treatment:
   - Concerns regarding harassment, discrimination, or unethical treatment at the practice site that compromise the DI's ability to succeed in the program.

3. Health or Disability-Related Concerns:
   - If the DI has a medical condition or disability that requires specific accommodations or makes participation at the assigned site untenable.

4. Religious or Cultural Considerations:
- Instances where placement at the assigned site conflicts with the DI's religious practices, cultural norms, or values.

Procedure for Appeal Resolution:

1. Review by Clinical Placement Coordinator:
The Clinical Placement Coordinator will evaluate the appeal in consultation with relevant stakeholders (e.g., faculty, preceptor, administrative staff). The goal is to understand the DI's concerns and identify possible solutions.

2. Alternative Placement Options:
If the appeal is accepted, the program will attempt to identify a new supervised practice site that meets the DI's needs. This may involve reassigning the intern to another site, adjusting the rotation schedule, or accommodating special requests where possible.

3. Program Integrity and Limitations:
While every effort will be made to accommodate the DI's needs, it is important to note that some appeals may not be granted if they would compromise the integrity of the program, violate accreditation standards, or place an undue burden on the program's resources.

4. Final Decision:
The final decision will be communicated in writing to the DI. If the appeal is denied, the DI must proceed with the original placement.

Subject: HIPAA

The Health Insurance and Portability and Accountability Act (HIPAA) was created to protect patient confidentiality and improve efficiency and effectiveness of the healthcare system. For more information, see https://www.hhs.gov/hipaa/for-professionals/index.html .

Protected patient health information includes:

- Name
- Address (all geographic subdivisions smaller than state, including street address, city county, and zip code)
- All elements (except years) of dates related to an individual (including birthdate, admission date, discharge date, date of death, and exact age if over 89)
- Telephone numbers
- Fax number
- Email address
- Social Security Number

- Medical record number
- Health plan beneficiary number
- Account number
- Certificate or license number
- Any vehicle or other device serial number
- Web URL
- Internet Protocol (IP) Address
- Finger or voice print
- Photographic image - Photographic images are not limited to images of the face.
- Any other characteristic that could uniquely identify the individual (i.e. rare medical condition, unique life circumstances, relation to others, etc.)

All Viterbo University students will receive HIPAA training before taking part in supervised practice in the healthcare setting. It is of utmost importance that all students strictly adhere to HIPAA regulations when conducting themselves within and outside of supervised practice. HIPAA violations include, but are not limited to:

1. Verbally sharing patient information with individuals not directly involved in the patient's care
2. Sharing physical records with individuals not directly involved in the patient's care
3. Taking patient records from health setting premises without removing identifying information and the expressed consent of the preceptor at that site
4. Sharing confidential patient information on social media
5. Leaving patient records unattended in a public place (i.e. hospital cafeteria, lobby, etc.).
6. Leaving a computer which contains confidential patient information without locking the screen.
7. Sharing your healthcare login/password with others
8. Discussing confidential patient information in a public place (i.e. hospital cafeteria, elevator with individuals not involved in patient care, etc.).
9. Checking a patient's health record whose care you are not involved in (i.e. family member, neighbor, celebrity, etc.).

In addition, it is your duty to report a HIPAA breach that you witness or have information about. If you witness or have knowledge of another student breaching HIPAA, you are required to report this violation to the course instructor within 48 hours, either via email or in person. Failure to do so will result in a level 2 HIPAA violation.

Subject: HIPAA Violations

When a concern is brought forward that a student has violated HIPAA regulations, the faculty member/instructor for the course will first investigate the claims. The student will be individually interviewed, as well as any witnesses and the student's preceptor. If the faculty member deems that a HIPAA violation has likely taken place, a meeting will be convened with

the instructor, program director, and department chair. Within this meeting, the following will be determined:

1. The intent of the student—good faith or malicious
2. The extent of information/ individuals impacted
3. Any history of HIPAA violations from the student
4. The student's honesty about the situation

Subject: HIPAA Violation Remediation/ Consequences

HIPAA violation consequences are listed below and will depend on the determination of the four points listed above, as well as any other mitigating factors.

Level 1 HIPAA Violation
Definition: Accidental HIPAA violation (i.e. forgetting to lock computer)
Remediation: Student will be allowed to return to supervised practice after they complete a remediation assignment as deemed appropriate by the instructor.

Level 2 HIPAA Violation
Definition: Purposeful HIPAA violation but in good faith, or second level 1 violation. Level 2 HIPAA violation could also be failing to report a HIPAA violation that student has knowledge of.
Remediation: Student will be suspended from supervised practice for 1 week and will be required to complete a remediation assignment as deemed appropriate by instructor. This assignment must be completed and approved by the instructor before the student returns to supervised practice. Student will be required to make up supervised practice hours at a time convenient to preceptor (i.e. university break, finals week, staying late, weekends, etc.) before grades are due for that course.

Level 3 HIPAA Violation
Definition: Purposeful HIPAA violation with one of the following circumstances: dishonesty about situation, extremely sensitive information shared with others, confidential information shared with many unauthorized individuals. No malicious intent. Level 3 HIPAA violation could also be repeated level 2 HIPAA violations.
Consequence: Student will fail supervised practice course and have the option to either retake the course the following year or exit the program.

Level 4 HIPAA Violation
Definition: Purposeful HIPAA violation, intent was to harm others or repeated level 3 HIPAA violations.
Consequence: Student will be expelled from program.

Professional Appearance

Interns represent the image of dietetics to the public and reflect the standard of the Viterbo University Internship Program in Nutrition and Dietetics. Specific dress requirements may change from site to site. In general, however, professional dress in supervised practice settings is as follows:

- Wear clean, pressed lab coats if required by the facility. Wash often and hang when not in use.
- No jeans under lab coats. Nice slacks and pantsuits are permissible. Some clinical sites will require ties for men.
- Be modest in use of makeup and jewelry. Tasteful earrings, and fingernails, confine rings to wedding bands or similar type, etc.
- Hairnets or caps should be worn in all food production areas.
- A nametag with name and position, as well as a Community-Medical Dietetic patch should be visible (i.e., worn) at all times.
- Be well groomed. Keep your hair and person clean.

Subject: Evaluation and Grading

Intern Evaluation Plan

Appendix 2 shows the evaluation plan that will be used throughout the internship. The specific evaluation/assessment forms that will be used can be found in **Sonia.** The evaluation process includes the core skill areas of Scientific and Evidence Base of Practice, Professional Practice Expectations, Clinical and Customer Services, Practice management and Use of Resources at the base. Each intern learning outcome/competency is matched with a core skill. Evaluation scales of 1 to 5 are used in each form to rate performance. The definitions of the rating scale are as follows:

Novice (rating of 1-3): Below expectations. The intern has mastered knowledge in an area, but has no practical experience upon which to base decisions. The intern can be described as hesitant, tentative, or uncertain how to proceed. The student has many questions that relate to the application of knowledge in a particular situation. He/she will know isolated facts, but lacks the experience necessary to relate those facts to a larger problem (task), or to determine the significance of those facts.

Developing (rating of 4-6): Met expectations. The intern has enough experience in similar situations so that he/she can proceed with confidence in parts, but not in all aspects of an assignment. The intern will ask questions that relate to the unique parts of an assignment or clinical situation. The intern can relate facts to the larger problem (task), but may miss details that are important in a specific instance. The intern has difficulty interpreting subjective, but not objective, information.

Mastered (rating of 7-9): Exceeds expectations. The intern has gained experience so that he/she can proceed in confidence in most situations. The intern can manage multiple aspects of a

problem (task). Questions are related to only specific policies or procedures that the student has not yet encountered. The intern can relate important facts and details in most instances, and can interpret both subjective and objective information to make rational decisions.

General Comments on Intern Evaluation:

There are, however, some general comments that can be made regarding the caliber of work that is expected of all Community-Medical dietetic interns. All written papers, abstracts, and reports must be typed with correct spelling, punctuation, and English. One of the most important competencies for you to acquire is the ability to represent thought on paper in a clear, concise, and professional style. Therefore, all written work will be judged not only on content but also on neatness, correctness of English, and style of writing. It is departmental policy that any written materials you produce for public distribution at clinical sites (newsletters, brochures, etc.) clearly state your name and your position as a Viterbo University dietetic intern.

During supervised practice experiences you are judged by clients and other members of the health care team not only by your knowledge and clinical skills, but also by the manner in which you present yourself as a professional. This professional manner becomes another part of the evaluation of competence, and is reflected in attitude, appearance and accountability.

Professional attitude is a difficult concept to define, but some ways in which it can be measured are through confidence and poise exhibited during supervised practice assignments, reliability and promptness in carrying out tasks, and respect for your instructor, fellow students, other professionals and for the client or patient. Professional appearance is also vital. Simplicity in hairstyle, makeup, jewelry and dress and general cleanliness and neatness are also important. Specific codes of dress and appearance will be required at certain supervised practice settings. You will be informed of these when the occasion arises. Professional accountability means that you are accountable to the client, patient, or other health professionals with whom you are working. In order to accomplish your objectives you will be expected to spend extra time if necessary, and are responsible for adjusting your schedule accordingly.

As your skills increase and as you move toward more complex competencies, you will be given more and more responsibility in the supervised practice setting. Your professionalism will thus assume more and more importance and you will become more and more competent in this area. No one is expected to be a polished professional in the first clinical experience but you are expected to move consistently toward that goal throughout your internship program.

The instructor in charge of the unit you are working on is the person responsible for the evaluation of performance on that unit. It is quite possible that other health professionals outside Viterbo will help you with some of the learning experiences in that unit, and therefore the will be providing input into you evaluation. Input from preceptors is considered in the final evaluation of entry-level competence.

Subject: Student Tips for Success during Supervised Practice (Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End, Teaching Pol. Sci., pp. 329-335, April 1980)

Progressive Steps Through Supervised Practice	Do	Don't
Self-Assessment: Acceptance of Placement	1. Analyze your interests, values & goals & be certain your faculty advisor is fully aware of them. 2. Despite temporary placement & student status, regard yourself as a professional & a member of the staff. 3. Prepare yourself to expect & accept that problems & frustrations will occur 4. When problems occur, be patient & pleasant; cope with problems with an attitude toward solution & negotiation	1. Do not act as if you know all of the answers. Remember, as a student, you are placed in an agency for a learning experience. 2. Do not let yourself become involved in internal conflicts.
Routine Office Matters	1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff.	1. Do not expect any special treatment.
Orientation	1. Request & read information you need regarding the organizational structure, names of key people, office policies & procedures to facilitate orientation. 2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others. 3. Become familiar with the entire agency so you can see where you fit. Review: a. Annual reports, program plans, program descriptions, etc. b. Budget documents	1. Do not take too long to familiarize yourself with the agency, staff, etc. 2. Do not let yourself "take sides" in office politics. 3. Do not be critical of the nutrition staff if documents & plans do not follow the format learned in school. The format & procedures for such documents as plans, budgets, etc. are usually dictated by the agency or higher governmental entity.

	c. Organizational charts	
Integrating into the New Environment	1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees. 2. Learn quickly, the people who facilitate the work- flow. 3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff! 4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person's position, etc. 5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities. 6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning).	1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable recommendations. 2. Do not exercise authority. However, be ready to offer suggestions. 3. Do not become "pigeon-holed", but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.
Establishing the Task(s) & Assignments	1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation. 2. Evaluate your assignments in terms of the amount of time available during your rotation. 3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busy work, speak with your	1. Do not hesitate to contact the internship director if the experiences are not in line with the competencies. 2. If you feel a task is irrelevant, do not accept the task with asking questions about its relevance. However, do not ask questions in such a way as to be offensive.

	preceptor. If necessary, inform the Internship Program Director and ask for assistance. 4. Plan carefully around the time available to you so time limitation will not be a problem. Draw a time line so you and your supervisor will be able to realize the time required for an assignment.	3. Do not allow yourself to be overloaded with tasks no other staff member will do. 4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible. 5. Do not pretend you performed a certain type of task when, in fact, you have not; do not refrain from asking questions until you understand the task at hand. 6. If you leave an unfinished product, do not leave it in such condition that no one else would be able to continue working with it.
Developing Student/Preceptor Rapport	1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience. 2. Assure your field advisor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile. 3. If you suffer from "lack of guidance", remedy the situation by either approaching your preceptor or internship program director. However, it is necessary to respect the preceptors extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours. 4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative. 5. With respect to your preceptor, remember he/she is responsible for your relations with other sections & departments. Make contacts pleasant, productive, and quick—not wanting	1. Do not fail to have regularly scheduled meetings with your field advisor so you can acquire feedback.

	to be the cause of any negative feelings between you and others.	
Vital Elements of Successful Experience	1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency. 2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to. 3. As a student, be aware that educational training is an important tool to be used in the working world. The classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book-learning to work in the "real-world". 4. Develop and maintain careful, quality work habits. 5. Since staff may be busy, schedule meetings with individuals several days in advance. 6. Take advantage of training workshops offered inside and outside the organization. 7. Keep a positive attitude and remember that new ideas may take a long time to implement.	1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind. 2. Do not refrain from contributing. 3. Do not be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills. 4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (become an impartial observer).
Future Direction	1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences.	1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be "practice-ready" as an entry-level dietitian.

Part 3: Internship Fees/Requirements

Subject: Viterbo University Dietetic Internship Tuition $765/credit

Phase I (summer semester – 4 credits) (May 18 – June 26, 2026)	$3,060.00
Phase II (fall semester – 6 credits) (Aug. 31 -Dec. 18, 2026)	$4,590.00
Phase III (spring semester – 6 credits) (Jan. 18 – May 14, 2027)	$4,590.00

Other Viterbo fees	
Activity fee (1-11 credits) $15.00/credit up to max of 45.00/semester	$
Activity fee (full-time)	95.00/semester
Technology fee (1-11 credits) $25.00/credit up to max of	$150.00/semester
Technology fee (full-time)	250.00/semester
Additional fees:	
RD Exam Review Session	$400

Subject: Withdrawal and Refund of Tuition and Fees

The official course schedule gives exact dates for refund of tuition and fees upon withdrawal from the internship. In general, withdrawal during week 1 – 100% refund; withdrawal during weeks 2-4 – 50% refund; withdrawal weeks 5-8 – 25% refund; withdrawal after week 8 of each semester-no refund. Refunds for non-fifteen week sessions (Phase I) will be prorated. For exact dates, see the Semester Schedule Bulletin.

Subject: Scholarship and Financial Aid

Viterbo University offers several types of student scholarships, loans and grants to qualifying students. The office of Director of Financial Aid is located on the second floor of Murphy Center. The staff of this office are interested in seeing that all students with desire and ability are not prevented from obtaining a degree due to financial need.

The Academy of Nutrition and Dietetics also awards scholarships to deserving students on a nationwide basis. Information regarding these awards can be obtained from the Chairperson, Nutrition & Dietetics Department. The deadline for application has been February 15 of the academic year prior to awarding of the grant.

Subject: Financial Responsibilities beyond Viterbo University Internship Program Fees:

Community-Medical Internship Program Expenses (costs in parenthesis are estimates)

1. General needs: lab coats ($50.00)
2. Local transportation to and from supervised practice assignments: $100.00 - $300.00 (out of town placements will be higher)
3. Resource materials including texts, calculator, etc.: $300.00
4. Inman exam review sessions: $400
5. Housing: is variable however it is estimated at $400-500/month.

Upon completion of the Internship Program, there are additional expenses of:

1. Academy Active Membership, $216.00 (optional, but strongly recommended) To transfer membership from student to professional is $108.00.
2. RD exam fee of ~$200.00 (Due dates specified in separate correspondence from the Pearson)

Subject: Health Requirements, Illness or Injury in Supervised Practice

For your own health and the safety of those with whom you work, each student must submit results for:

All are due by June 1st unless another date is indicated:

1. Evidence of rubella immunity (rubella vaccination or positive rubella titer)
2. Evidence of DPT (or TD) immunization
3. Hepatitis B immunization
4. Varicella
5. Flu shot (annually each fall, Due by 11/1)
6. QuantiFERON-TB Gold (QFT) OR 2-step TB Skin Test (TST)
7. COVID-19, **(or waiver)**
8. 10-panel drug screen **(if required by the site)**
9. Documentation of health insurance
10. Background check
11. Background Information Disclosure (BID) Form

These are completed as part of the application process for the third year for the 4+1 program and are required upon starting the direct-entry program. Failure to meet all health record requirements may prohibit the student from clinical sites. Evidence of completing the health requirement listed above should be uploaded to Sonia. (See Sonia tutorial posted on Moodle)

Throughout the professional phase, all students must be current in these immunization requirements. Note: The QuantiFERON-TB Gold test (or 2-step TST TB) and flu shot must be done annually. All new vaccines must be uploaded to Sonia. Failure to maintain vaccine requirements may prevent a supervised practice site from working with you.

Students who choose not to receive the vaccinations should notify the clinical coordinator and will need to apply for an exemption with the supervised practice site placement. It is the responsibility of the student to complete the application and return it to the site contact. There is no guarantee that a facility that accepts exemptions will be available at the time of the student's

assigned clinical rotation or that the exemption will be granted. Student progression in the program may be impacted.

Neither Viterbo University nor the supervised practice facilities in which students complete learning experiences provide health insurance for Viterbo student dietitians. Upon request, the business office will supply brochures to students regarding obtaining their own health insurance.

Viterbo University is committed to ensuring all students have equitable access to comprehensive support services, including health services, counseling, tutoring and testing, and financial aid resources. These services are available to promote student well-being, academic success, and financial stability, and can be accessed in person or online as needed - https://www.viterbo.edu/academics/student-resources.

Subject: Student and Professional Dietetic Organizations/Meetings

1. *Academy of Nutrition and Dietetics*. The Academy is the national professional organization for dietitians. As such, the Academy is active in helping its members keep up with new information through its journal and local, state, and national meetings. Membership (active category) in the Academy is generally equated with professional qualification to practice as a dietitian. The Academy is also the organization which provides for continuing education credit necessary for maintenance of the status of registered dietitian. Dietetic interns are required to join the Academy as a student member.

   You are eligible upon completion of the internship program to take the National Registration examination for Dietitians which, if successfully completed, confers the title of Registered Dietitian. This affirms that you meet the standards of an entry-level dietitian, and is necessary for almost all professional employment as a dietitian. The fee for the Registration Examination is about $200. The Program Director will orient you to the application process.

2. *Inman RD exam review session:* Each dietetic intern is **required** to complete the Inman program. More information regarding dates will be provided by the program director.

Subject: Miscellaneous Information

1. Study Rooms—Conference rooms are available in the School of Nursing. The Todd Wehr Memorial Library is available for study for all students.
2. Cell Phones-Cell phones are not allowed in classes or at supervised practice settings.
3. Interns are required to provide their own transportation to and from supervised practice facilities located away from the institution.
4. Equipment—There may be times when interns need to borrow certain equipment (e.g., calipers, food models, food demonstration kit, etc.). This may be done by reserving it on the reservation calendar pages in the dietetics assessment lab.

   a. your name
   b. borrowed article
   c. date it will be returned is given to the Department Administrative Assistant

No equipment may be borrowed for longer than 48 hours. All equipment ***must*** be for supervised practice use only.

5. There is no smoking in any building at Viterbo. Several supervised practice facilities are "smoke free". You are expected to comply with the smoking regulations at all supervised practice sites and at Viterbo.
6. Interns are expected to know how to use the Internet and email before beginning the internship.

Part 4: Academic Policies/Procedures

Academic Policies

Criteria and policies established for admission, retention, and successful completion of the program are as follows:

1. Statement of Equal Opportunity
   As with the University at large the Nutrition and Dietetics Department admits qualified students and affords them all rights, privileges, programs and activities within the department. The department does not discriminate on the basis of age, race, sex, color, handicap, religion, sexual orientation or national or ethnic origin in the administration of any of its stated policies or procedures or those of the University.

2. Awarding of the Verification Statement
   All interns who complete the program according to completion requirements outlined previously in this manual within 150% of the time allotted for program completion will be awarded a verification statement. This statement officially verifies program completion and is necessary to become eligible to take the registration exam, to become an active member in the Academy of Nutrition and Dietetics, and to be eligible for licensure/certification in states which have such laws.

   Verification of program completion is awarded when the student has:

   A. Exhibited competence in each of the core and emphasis competencies listed in Section VII of this manual by the course instructor. This is measured by the course instructor (sometimes in consultation with the clinical preceptor)
   B. Performed all skills in an ethical, honest manner and in accordance with the Academy Standards of Professional Responsibility and Viterbo University student policies.
   C. Completed Master's level degree.
   D. Completed a minimum of 1200 hours of supervised practice. This is divided as follows:
      - Food Service Systems Management – 120 hours minimum
      - Community Nutrition – 640 hours minimum
      - Medical Nutrition Therapy – 640 hours minimum

3. Absenteeism, Illness, Injury During Supervised Practice Experiences

   If you are going to be late for or miss a supervised practice due to illness, you must notify your instructor and preceptor by phone or email in advance: leave a message on the voice mail if the instructor or preceptor does not answer. The same rule holds true for any meeting you have set up with a clinical preceptor: call the preceptor in advance. The clinical instructor reserves the right to request and receive documentation from a third party (e.g., physician or University Health Service nurse) to verify the reason you were absent. If interns miss a presentation or other supervised practice activity involving the public, and are not excused the consequences may be: 1) they fail the course, 2) they fail the assignment.

   All missed clinical time must be made up *before* progressing to the next clinical unit: you cannot pass a clinical course until successfully completing all units. Generally, the supervised practice time missed must be made up *within* one week. It is *your responsibility* to contact the instructor to initiate the make-up *and* rearrange your personal schedule as needed to complete the supervised practice experience: the regular clinical class hours cannot be used for the make-up. For some clinical units, you may be asked to keep a time card and have it signed by a clinical preceptor as verification that missed clinical time was completed satisfactorily. Based on the discretion of the faculty, if you are *late* and the quality of a presentation is impaired, you fail the assignment, even it is completed albeit late. Supervised practice sites do not carry injury insurance for dietetic interns. You may be treated at the site if you are injured at your own cost or with your own insurance.

4. Resolution to Interns Concerns

   There may be times when there is a misunderstanding, disagreement or conflict between an intern and a staff or faculty member. When this occurs, the intern is encouraged to follow these steps:

   1. Write out the concern to help clarify the matters involved.
   2. Compile the appropriate documents (assignments, syllabi, etc) to prepare for conversations.
   3. Approach the person involved and tactfully discuss your concern(s) using the necessary documents (i.e. assignments, syllabi)
   4. If the concern or conflict cannot be resolved by talking with the individual, follow these steps:
      a. For concerns related to class or coursework, the student should:
         i. Write a note to the faculty member to address your concern.
         ii. If the faculty member does not respond within a week, the student may approach the department head and/or dean.
         iii. If the department head and/or dean does not respond within a week, the student may consider use of another step and approach the Academic Vice President.
      b. For concerns not related to class or coursework, the student should:
         i. Write a note to the student, staff, administrator or faculty member to address the concern.

ii. If the student, staff, administrator or faculty member does not respond within a week, the student may approach the individual's supervisor.
iii. If the individual's supervisor does not respond within a week, the student may consider use of another step and approach the VP for Student Development.

5. Vacation and Holidays

The following are vacations related to the 2026-2027 school year.

Labor Day Holiday	--	September 7, 2026
Thanksgiving Break	--	November 25- 29, 2026
Christmas Break	--	December 19, 2026-January 17, 2027
Spring Break	--	March 8-12, 2027

Dietetic interns are also allowed to take up to 3 personal/sick days, however, these need to be approved by both the dietetic internship program director and your preceptor prior.

6. Termination Policy

Please see section on program completion requirements for information on the requirements to complete each course along with the desired competency level. As stated in this section, interns are regularly evaluated according to the evaluation plan in Section VI, and utilizing the general program evaluation instruments which are also in this section. If the intern is unable to complete tasks to the desired level, he/she will not meet the requirements for continuation in the internship. The intern will receive a written letter from the program director stating the reason for denial of contin3uation. Copies of this letter will be placed in the intern file and sent to the Academic Vice President.

7. Readmission Policy

For whatever reason, an intern may need to interrupt her/his education during some of the program. Depending on the duration of the absence, the intern may have to wait until the following program year to complete supervised practice experiences which have been missed: this decision is made by the Program Director, with input from faculty. Also at the discretion of the faculty, the student may need to demonstrate her/his mastery of objectives/skills completed during the supervised practice which occurred previous to the interruption of the program. The Standards of Education specify that a dietetic intern must complete the program within two years and must include 20 hours of practice per week for the weeks in a session. Therefore any student who does not finish in two years must apply for admission and, if accepted, s/he must go through the entire program.

8. Travel Liability Insurance

If an intern is a passenger in a Viterbo University owned vehicle (and that vehicle is being operated by a University employee or authorized individual), the intern is covered (i.e., medical costs) by the University's auto insurance policy. If an intern is authorized to operate a University vehicle (requires preapproval by the University Business Office), the liability

coverage in the University's auto insurance policy is effective for the intern operator. Aside from the previous two situations, the University provides no insurance for interns in transit to/from supervised practice sites.

9. Policy for Making Photocopies
   In order to make sure items needing to be copied at the copy center are approved and charged to the correct budget number, any intern who needs to have copying done for the internship program, needs to go through the Nutrition office or a faculty member for correct budget number and approval. No intern should make photocopies without having a form from the Nutrition office with approval from their course instructor or organization advisor.

10. Access to intern records policy
    The Viterbo intern handbook contains the university's policy on privacy of intern records. This policy also applies to student records which are kept in the Nutrition & Dietetics Department. Each intern file contains: the application materials sent when the intern applied to the Viterbo Internship, copies of intern grade reports, signed releases, the student agreement form in the intern handbook, originals of supervises practice evaluation forms, copies of verification statements once the intern completes the program. These files are locked in the Nutrition & Dietetics Department office and interns have the same right to inspect and seek correction of these records as that outlined in the general university policy.

11. Protection of privacy of information
    The Viterbo intern handbook contains the university's policy on privacy of intern information. All dietetics interns have rights under Family Educational Right and Privacy Act (FERPA) which gives interns the right to inspect and review their education records and to correct misleading or inaccurate information through formal and informal hearings.

    Specific information on directory information, withholding directory information and parent/guardian notification, is contained in the Viterbo Intern Handbook. Dietetic interns are subject to these policies.

13. Selection of Supervised-Practice Facilities Policy

    The selection of sites for supervised practice for food service, community and medical nutrition therapy rotations must consider:

    - Extent to which Registered Dietitian's at the site practice in a professional, proactive manner
    - Ability to offer experiences in line with the 2022 ACEND Standards
    - Preceptor feedback and evaluations of supervised practice
    - Distance to site and travel considerations
    - Number of students accepted at each site
    - Student evaluations of their experiences at the site

    Supervised Practice sites which agree to offer clinical or community nutrition experiences for Viterbo CP and DI students must have a written agreement with Viterbo University which is

signed by the organization's administrative authority and the University's Administrators. That agreement assures that both the organization and Viterbo University clearly understand the timeline and their respective and mutual responsibilities for the supervised practice education of the CP and DI students.

14. Assessment of Prior learning and Credits Policy

The internship program does not grant credit or supervised practice hours for prior learning. All students must complete the 1000 hours of supervised practice.

15. Student Services

All Viterbo Dietetic Interns are eligible to secure the same Student services as all Viterbo Students. This includes, but is not limited to, the following services:

	Phone	Email
Career Services	608-796-3828	careers@viterbo.edu
Technology Help Desk	608-796-3870	helpdesk@viterbo.edu
Academic Resource Center	608-796-3190	arc@viterbo.edu
Reference Librarian	608-796-3270	reference@viterbo.edu
Counseling Service	608-796-3808	lstugelmayer@viterbo.edu
Viterbo Health Service	608-796-3806	scdanielson@viterbo.edu
Financial Aid	608-796-3900	FinancialAid@viterbo.edu

Access student life button from Viterbo web page (**www.viterbo.edu**) for more available resources.

Viterbo University Policies/Procedures

Viterbo interns are covered under policies in regard to the following items are listed in the Viterbo University Catalog, the following are University Policies/Procedures

a. grievance procedures (See Academic & Non-academic Due Process)
b. vacation, holidays and absence policies
c. scheduling and program calendar
d. insurance requirements
e. tuition, fees, and estimated expenses
f. academic honesty
g. access to personal file
h. protection of privacy of information
i. statement of affirmative action policy
j. liability for safety in travel to and from assigned areas
k. course attendance
l. disciplinary/termination procedures (See Academic & non-academic Due Process)

m. Academic due process includes grievance procedures.
n. Student conduct guidelines sanction and appeal for nonacademic due process.

Subject: Professional Code of Ethics Policy

Interns are expected to perform in a manner consistent with the Code of Ethics for the Profession of Dietetics which follows. This is the code which has been established for the profession.

Faculty requires that students aspiring to become professional dietetic practitioners demonstrate behavior based upon values such as honesty, dependability, accuracy, etc. It is therefore the policy of the Nutrition & Dietetics Department that any act which constitutes a breach of ethical conduct as outlined in the Academy Code of Ethics will result in disciplinary action. Disciplining action will be commensurate with the seriousness of the act and may result in failure of the course or dismissal from the program.

The complete Academy Code of Ethics is found in **Appendix 4**.
Some of the examples of acts that constitute a breach of ethical conduct include, but are not limited to:

- Falsifying records, Code of Ethics Principle #1, 16
- Breaking confidentiality, Code of Ethics Principle #10
- Plagiarizing assignments, Code of Ethics Principle #1, #16, #17

Additional examples include behaving in a way that is disruptive toward a positive learning environment or positive clinical environment. This includes rude, biased, or inappropriate behavior toward teachers, fellow students, clinical staff, patients/clients and their families. Viterbo academic honesty policies and Viterbo student conduct codes also apply to dietetic interns. These policies are included in the Viterbo Intern Handbook. Interns are required to act to protect patient privacy in accordance with each institution's HIPAA privacy policy.

Appendix 1: Competency Statements

Appendix 1: Competency Statements for the Supervised Practice Component

Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably at the verb level indicated. The Viterbo University Internship Program has additional competencies related to the Community Nutrition Emphasis that is offered.

Core Competencies for Dietitians
Upon completion of the Supervised Practice component of dietitian education, all graduates will be able to do the following:

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

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

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

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

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice..

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

Upon completion of the DI, graduates are able to:

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 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 Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Upon completion of the DI, graduates are able to:

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process and 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 ration, B12 or iron supplementation)

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

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

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

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

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

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

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

CRDN 3.11 Develop and deliver products, programs and 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.

Upon completion of the DI, 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, customers, 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 nutrition informatics to develop, store, retrieve and disseminate information and data.

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

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

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

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 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.

Upon completion of the DI, 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 the 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 Mento others.

CRDN 5.8 Identify and articulate the value of precepting.

Core Competencies by Course Number

Internship Program in Nutrition and Dietetics
Viterbo University

Nutrition 567– Phase I

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

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.

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 2.10 Demonstrate professional attributes in all areas of practice.

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

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 ration, B12 or iron supplementation)

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 healthcare professional for full swallow evaluation when needed.

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

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

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

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

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

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 5.8 Identify and articulate the value of precepting.

Nutrition 582 Phase II

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 1.4 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.

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 2.4 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 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 3.4	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 healthcare professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client 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 that accommodate the cultural diversity and health needs of various populations, groups and individuals.
CRDN 4.1	Participate in management functions of human resources (such as 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).
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.

Nutrition 583 Phase III

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.

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 Assess the impact of a public policy position on nutrition and dietetics practice.

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 program.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client questions concerning emerging trends.
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.

Appendix 2: Assessment Grid

Learning Assessment Matrix
Ongoing Assessment of Competencies/Expected Learning Outcomes
The expected outcomes in the table below are formatted as stretch goals. These outcome measures are higher than what is expected for program completion. Under Course Descriptions, each course describes what is needed for completion requirements. It is understood that 100% of interns will meet all course completion requirements.

Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice					
A) RE 6.1.a: ACEND-Required Core Competency	**B) RE 6.1.b:** Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	**C) RE 6.1.c:** Didactic courses and/or experiential learning in which assessment will occur	**D) RE 6.1.d:** Individuals responsible for ensuring assessment occurs	**E) RE 6.1.e:** Timeline for collecting formative and summative data	**F) RE 6.2:** Data on achievement of learning outcomes, included date collected
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of students will achieve a minimum score of 4 on CRDN 1.1 on the professional (summative) evaluation	NUTR 582/583* Supervised Practice in Health Management *Section 001 of 582 or 583 is always associated with the Supervised Practice in Health Management course and Section 002 of 582 or 582 is always	Program director and preceptors	Every semester	

		associated with Supervised Practice in Health Promotion			
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	100% of students will achieve a minimum score of 4 on CRDN 1.2 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of students will achieve a minimum score of 4 on CRDN 1.3 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis.	100% of students will achieve a minimum score of 4 on CRDN 1.4 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 1.5: Incorporate critical-thinking skills in overall practice.	100% of students will achieve a minimum score of 4 on CRDN 1.5 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in	Program director and preceptors	Every semester	

		Health Management			
Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.					
A) RE 6.1.a: ACEND-Required Core Competency	**B) RE 6.1.b:** Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	**C) RE 6.1.c:** Didactic courses and/or experiential learning in which assessment will occur	**D) RE 6.1.d:** Individuals responsible for ensuring assessment occurs	**E) RE 6.1.e:** Timeline for collecting formative and summative data	**F) RE 6.2:** Data on achievement of learning outcomes, included date collected
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.	100% of students will achieve a minimum score of 4 on CRDN 2.1 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	100% of students will achieve a minimum score of 4 on CRDN 2.2 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	

CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.	100% of students will achieve a minimum score of 4 on CRDN 2.3 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.4: Function as a member of interprofessional teams.	100% of students will achieve a minimum score of 4 on CRDN 2.4 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.5: Work collaboratively with NDTRs and/or support personnel other disciplines.	100% of students will achieve a minimum score of 4 on CRDN 2.5 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	100% of students will achieve a minimum score of 4 on CRDN 2.6 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

CRDN 2.7: Apply change management skills to achieve desired outcomes.	100% of students will achieve a minimum score of 4 on CRDN 2.7 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.8: Demonstrate negotiation skills.	100% of students will achieve a minimum score of 4 on CRDN 2.8 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.9: Actively contribute to professional and community organizations.	100% of students will achieve a minimum score of 4 on CRDN 2.9 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.10: Demonstrate professional attributes in all areas of practice.	100% of students will achieve a minimum score of 4 on CRDN 2.10 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public.	100% of students will achieve a minimum score of 4 on CRDN 2.11 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.	100% of students will achieve a minimum score of 4 on CRDN 2.12 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 2.13: Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	100% of students will achieve a minimum score of 4 on CRDN 2.13 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations					

A) RE 6.1.a: ACEND-Required Core Competency	**B) RE 6.1.b:** Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency				**C) RE 6.1.c:** Didactic courses and/or experiential learning in which assessment will occur	**D) RE 6.1.d:** Individuals responsible for ensuring assessment occurs	**E) RE 6.1.e:** Timeline for collecting formative and summative data	**F) RE 6.2:** Data on achievement of learning outcomes, included date collected
CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.	100% of students will achieve a minimum score of 4 on CRDN 3.1 on the professional (summative) evaluation				NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 3.2: Conduct nutrition focused physical assessment.	100% of students will achieve a minimum score of 4 on CRDN 3.2 on the professional (summative) evaluation				NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care	100% of students will achieve a minimum score of 4 on CRDN 3.3 on the professional	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester				

laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy (such as modifications to bowel regimens, carbohydrate to insulin ration, B12 or iron supplementation).	(summative) evaluation							
CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	100% of students will achieve a minimum score of 4 on CRDN 3.4 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester				
CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available assist in the process	100% of students will achieve a minimum score of 4 on CRDN 3.5 on the professional	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester				

of placing nasogastric or nasoenteric feeding tubes.	(summative) evaluation							
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	100% of students will achieve a minimum score of 4 on CRDN 3.6 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester				
CRDN 3.7: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.	100% of students will achieve a minimum score of 4 on CRDN 3.3 on the professional (summative) evaluation				NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 3.8: Design, implement and evaluate presentations to a target audience.	100% of students will achieve a minimum score of 4 on CRDN 3.4 on the professional (summative) evaluation				NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and	100% of students will achieve a minimum score of 4 on CRDN 3.5 on the professional (summative) evaluation				NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

designed for the educational level of the audience.		NUTR 582/583 Supervised Practice in Health Promotion			
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.	100% of students will achieve a minimum score of 4 on CRDN 3.6 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	100% of students will achieve a minimum score of 4 on CRDN 3.7 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 3.12: Deliver respectful, science-based answers to client questions concerning emerging trends.	100% of students will achieve a minimum score of 4 on CRDN 3.8 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	100% of students will achieve a minimum score of 4 on CRDN 3.9 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
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.	100% of students will achieve a minimum score of 4 on CRDN 3.10 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
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					
A) RE 6.1.a: ACEND-Required Core Competency	**B) RE 6.1.b:** Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of core competency	**C) RE 6.1.c:** Didactic courses and/or experiential learning in which assessment will occur	**D) RE 6.1.d:** Individuals responsible for ensuring assessment occurs	**E) RE 6.1.e:** Timeline for collecting formative and summative data	**F) RE 6.2:** Data on achievement of learning outcomes, included date collected

CRDN 4.1: Participate in management of human resources (such as training and scheduling).	100% of students will achieve a minimum score of 4 on CRDN 4.1 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.	100% of students will achieve a minimum score of 4 on CRDN 4.2 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 4.3: Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).	100% of students will achieve a minimum score of 4 on CRDN 4.3 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 4.4: Apply current nutrition informatics to develop, manage and disseminate information and data.	100% of students will achieve a minimum score of 4 on CRDN 4.4 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.	100% of students will achieve a minimum score of 4 on CRDN 4.5 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	100% of students will achieve a minimum score of 4 on CRDN 4.6 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	100% of students will achieve a minimum score of 4 on CRDN 4.7 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	100% of students will achieve a minimum score of 4 on CRDN 4.8 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

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.	100% of students will achieve a minimum score of 4 on CRDN 4.9 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	
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).	100% of students will achieve a minimum score of 4 on CRDN 4.10 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Management	Program director, nutrition and dietetics faculty and preceptors	Every semester	

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.					
A) RE 6.1.a: Program-Defined Concentration Competency	**B) RE 6.1.b:** Learning objectives that state specific activities and qualitative or quantitative target measures that will be used to assess overall student achievement of concentration competency	**C) RE 6.1.c:** Didactic courses and/or experiential learning in which assessment will occur	**D) RE 6.1.d:** Individuals responsible for ensuring assessment occurs	**E) RE 6.1.e:** Timeline for collecting formative and summative data	**F) RE 6.2:** Data on achievement of learning outcomes, included date collected

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership skills and cultural orientation and develop goals for self-improvement.	100% of students will achieve a minimum score of 4 on CRDN 5.1 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	100% of students will achieve a minimum score of 4 on CRDN 5.2 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	100% of students will achieve a minimum score of 4 on CRDN 5.3 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 5.4 Advocate for opportunities in the professional	100% of students will achieve a minimum score of 4 on CRDN 5.4 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in	Program director, nutrition and	Every semester	

settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).		Health Promotion	dietetics faculty and preceptors		
CRDN 5.5 Demonstrate the ability to resolve conflict.	100% of students will achieve a minimum score of 4 on CRDN 5.5 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 5.6 Promote team involvement and recognize the skills of each member.	100% of students will achieve a minimum score of 4 on CRDN 5.6 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 5.7 Mentor others	100% of students will achieve a minimum score of 4 on CRDN 5.7 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	
CRDN 5.8 Identify and articulate the value or precepting.	100% of students will achieve a minimum score of 4 on CRDN 5.8 on the professional (summative) evaluation	NUTR 582/583 Supervised Practice in Health Promotion	Program director, nutrition and dietetics faculty and preceptors	Every semester	

Appendix 3: Academy of Nutrition and Dietetics Code of Ethics

Appendix 3: Code of Ethics for the Profession of Dietetics

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the Code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. The code applied to members of the Academy of Nutrition and Dietetics only. A second code was adopted by the House of Delegates in October 1987 and applied to all members and Commission on Dietetic Registration credentialed practitioners. A third revision of the code was adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, for all members and Commission on Dietetic Registration credentialed practitioners. The current Code of Ethics was approved on June 2, 2009, by the Academy Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

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 this Code of Ethics to reflect the values (Figure) 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 Code of Ethics applies to the following practitioners:

a) In its entirety to members of the Academy who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
b) Except for sections dealing solely with the credential, to all members of the Academy who are not RDs or DTRs; and
c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of the Academy.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all members of the Academy and credentialed dietetics practitioners agree to abide by the Code.

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 the Academy and its credentialing agency, CDR.

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.

4. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
    a. 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.
    b. 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.
    c. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
    d. 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 others 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 of 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.

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).

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.

14. The dietetics 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.

15. The dietetics 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 Academy of Nutrition and Dietetics") only when the credential is current and authorized by 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.

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 interests 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.

Accessed from http://www.eatright.org/codeofethics/ Journal Academy of Nutrition and Dietetics, 2009; 109: 1461-1467.

Student Agreement Form

MY SIGNATURE BELOW VERIFIES THAT I HAVE:

1) READ THIS HANDBOOK
2) UNDERSTAND ITS CONTENT
3) WILL COMPLY WITH ITS CONTENT.

DATE SIGNATURE

Viterbo University

AUTHORIZATION FOR RELEASE OF INFORMATION

NOTE: All matters relating to student records are considered privileged and confidential and are treated as such by the employees of Viterbo University. Information regarding such matters cannot be given without consent of the student.

The Viterbo University Nutrition & Dietetics Department is hereby granted

my permission to: release to clinical agencies

obtain from requiring disclosure

such information as may be necessary of _____
Print or Type Full Name Of Student

Purpose of need for disclosure: Clinical placement for supervised practice experiences.

Specific information to be disclosed: Copies of Background Information Disclosure Form , results of Criminal History Search & immunization records.

This consent to disclose may be revoked by me at any time.

This consent (unless expressly revoked earlier) expires upon: My completion of the Viterbo University Nutrition & Dietetics Coordinated Program or Internship Program.
Specify Date, Event, or Condition Upon Which it will Expire

Signature of Student/Person Authorized to Consent: _____

Date Signed: _____

Viterbo University

AUTHORIZATION FOR RELEASE OF INFORMATION

NOTE: All matters relating to student records are considered privileged and confidential and are treated as such by the employees of Viterbo University. Information regarding such matters cannot be given without consent of the student.

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Signature of Student/Person Authorized to Consent: _____

Date Signed: _____