



**UNIVERSITY OF PUERTO RICO
MEDICAL SCIENCES CAMPUS
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF GRADUATE PROGRAMS
DIETETIC INTERNSHIP PROGRAM**

DIETETIC INTERNSHIP MANUAL

August, 2023

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Welcome and congratulations on your selection as a
Medical Sciences Campus Dietetic Intern!

The purpose of this manual is to acquaint the dietetic intern and preceptors with information needed during the year of Internship at the Dietetic Internship Program (DIP), sponsored by the Medical Sciences Campus of the University of Puerto Rico.

The Manual contains pertinent information regarding Program's mission goals, organization, curriculum, and areas for clinical practices. Besides, it details the norms and procedures for dietetic intern's performance and evaluation, information on library, counseling, health services, and extracurricular activities. It is suggested that the dietetic intern refer to this manual whenever necessary.

I. HISTORICAL BACKGROUND OF THE PROGRAM

The Dietetic Internship Program (DIP) was established in 1969 under the Office of the Chancellor of the Medical Sciences Campus (MSC) of the University of Puerto Rico (UPR). The Medical Sciences Campus is located at the Puerto Rico Medical Center in Río Piedras. This Center comprises hospitals and institutions, which offer tertiary and supra-tertiary health care services.

The School of Health Professions (SHP), formerly known as the College of Health Related Professions was created as a Deanship in 1976, as part of an academic and administrative re-organization of the MSC. In this same year, the DIP was incorporated as one of the programs within the Department of Administrative and Community Health Programs. At present, the DIP belongs to the Department of Graduate Programs of School of Health Professions, due to the SHP reorganization in 1997. In 1970, the Program received its first site visit evaluation. Since then, the Internship has been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accreditation agency of the Academy of Nutrition and Dietetics formerly known as the Commission on Accreditation of Dietetics Education (CADE) of the American Dietetic Association (ADA).

The DIP of the SHP is the only Internship Program sponsored by an academic institution in Puerto Rico.

II. PROGRAM'S MISSION AND GOALS

A. Mission

The Dietetic Internship Program mission is to prepare competent **entry-level registered dietitian nutritionist** able to meet different professional challenges and changes in the health care delivery system. To meet these challenges, the academic activities, go beyond the traditional professional skills by developing entry-level **registered dietitian nutritionist** with human sensibility, ethical and moral values and the holistic view of the human being. The academic activities develop in the dietetic interns critical thinking skills that lead them to analyze situations, and make responsible decisions.

The Dietetic Internship Program as part of the SHP of the MSC of the University of Puerto Rico shares the academic goals and ideals of excellence of the Institution. The Program aims to develop the individual potential of the students admitted to the Dietetic Internship Program. It provides the dietetic interns with learning experiences to integrate previously acquired knowledge, obtain new knowledge, skills, attitudes, and build resources for personal and professional growth. The learning experiences provide entry-level competencies needed in all the nutrition and dietetics areas, with Medical Nutrition Therapy (MNT) as an emphasis area. Furthermore, the Program shares with the sponsoring institution the ideal of service to the community and encourages the use of research in the dietetic interns.

B. Goals and Objectives

The Medical Sciences Campus, the School of Health Professions and the Dietetic Internship Program (DIP) mission and goals serve as the basis for the development and revision of the DIP goals. The goals and objectives were revised during summer 2022. The goals and objectives are in accordance with the 2022 ACEND Accreditation Standards for Nutrition and Dietetic Internship Programs. The goals and objectives are:

Program Goal 1

Graduates will be competent entry-level registered dietitian nutritionist who will promote and maintain the best health conditions for the community, as members of the interprofessional team.

Objectives:

- a) At least 80% percent of program interns complete program requirements within 16.5 months. (150% of the program length of 11 months).
- b) At least 85% percent of the graduates judge that the Program prepares professionals, for lifelong learning, in dietetics who will promote and maintain the best health conditions for the community as member of the interprofessional team.
- c) At least 85% of the program graduates are satisfied with the clinical experiences received throughout the Internship.

Program Goal 2

Graduates will be competent with critical thinking, and leadership in foodservice systems management and community dietetics, with emphasis in Medical Nutrition Therapy.

Objectives:

- a) Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within twelve (12) months of graduation.
- b) At least 70% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- c) 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%.
- d) At least, 80% percent of employers assessed will judge graduates as competent entry-level licensed dietitian nutritionist committed to ethical practices.
- e) At least 85% of the graduates believe that the Program provides supervised learning experiences geared to develop knowledge and skills in foodservice systems management and community dietetics, with emphasis in Medical Nutrition Therapy.

The DIP has a Medical Nutrition Therapy (MNT) concentration area. The MNT goals are:

MNT1 Demonstrate the ability to critically appraise the scientific literature related to current MNT practice for chosen complex medical conditions.

MNT2 Perform Nutrition Care Process of patients/clients with complex medical conditions.

MNT3 Appraise enteral and parenteral regimens for complex medical conditions based on nutritional assessment.

MNT4 Apply communication skills in the counseling process, to integrate the nutritional needs of patients/clients with complex medical conditions.

III. ORGANIZATION

The DIP of the MSC, University of Puerto Rico, is a post-master program, which offers a dietetic curriculum with emphasis in Medical Nutrition Therapy. When established, the Dietetic Internship Program was organized under the Office of the Chancellor of the Medical Sciences Campus. In 1976, the SHP was created, and the Dietetic Internship was incorporated to it, along with other health related programs. It has been evaluated by the Administrative Board and Academic Senate (1977) of the Medical Sciences Campus, the University Board (1978) of the University of Puerto Rico, and finally on January 1979 received the Certification of approval from the Council on Higher Education of the University of Puerto Rico.

A. Accreditation Status

The Internship Program has been granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) the accreditation agency of the Academy of Nutrition and Dietetics formerly the Commission on Accreditation of Dietetics Education (CADE) of the American Dietetic Association (ADA). ACEND is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered. Contact information:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Email: ACEND@eatright.org

Phone: (800) 877-1600, ext. 5400

Mail: 120 South Riverside Plaza

Suite 2190, Chicago, IL 60606-6995

Website: <https://www.eatrightPRO.org/ACEND>

B. Administrative Structure

The Dietetic Internship is one of the programs within the Department of Graduate Programs, of the School of Health Professions, of the Medical Sciences Campus, University of Puerto Rico. The Medical Sciences Campus operates as a higher education institution licensed by the Puerto Rico Council on Education (PRCE) and is accredited as a campus by the Middle States Commission on Higher Education (MSCHE).

The Dietetic Internship Faculty is composed of a Director, and a professor that work on a full time basis at the Program's office, and clinical preceptors. Dietitians working for the different agencies, hospitals, and institutions that participate as affiliations for the internship's clinical experiences constitute this latter group. They collaborate in the supervision of the clinical practice with no stipend from the Program. At each affiliation, one dietitian is designated as preceptors, with the purpose of coordinating the learning experiences and the evaluations of the dietetic interns.

Dietetic Internship Director Roles and Responsibilities:

The Dietetic Internship Director is the principal administrative and executive officer of the Program.

- Maintains the Department Chair adequately informed of Program's activities, which impacts the Department or other program.
- Conducts faculty meetings, at least monthly, encouraging the participation of faculty members.
- Schedules and conducts faculty and preceptor's meetings, at least once per year.
- Implements the Program's policy and program of studies in compliance with institutional objectives, in consultation with faculty members, the Department Chair, and the Associate Dean for Academic Affairs.
- Assigns the academic loads of the faculty members, including teaching, research, service, and/or administrative responsibilities.

- Is responsible for the administrative actions needed to obtain the human and physical resources needed to guarantee Program's quality.
- Submits recommendation to the Department Chair about recruitment, tenure, promotions, and leave of absences of faculty members and non-academic personnel.
- Supervises and evaluates the performance of the Program's faculty and non-academic personnel.
- Directs the Program's accreditation activities.
- Identifies and coordinates with the Department Chair the interdisciplinary teaching resources for the Program.
- Participates in direct teaching of dietetic interns.
- Participates in the academic evaluation of dietetic interns, informs their academic deficiencies, and provides adequate mechanisms to attend the situation.
- Submits to pertinent organisms, the information needed for the preparation of documents or reports, such as course programming, academic schedules, School Catalog, classroom assignments, and books requests, among others.
- Establishes and maintains communication with public and private institutions/organizations of the community; and be aware of changes in the profession of nutrition and dietetics.
- Represents the Program in designated Department and School levels committees, and in all official communications and activities.
- Prepares and submits, through the Department Chair, all the reports requested by pertinent organisms.
- Is responsible for the general planning, implementation, assessment and evaluation of the Program's.
- Develops and implements a systematic evaluation process, which demonstrates the achievement of Program's goals.
- Performs other duties upon request of the Department Chair, the Associate Dean for Academic Affairs, and the Dean.

One (1) full time professor employed by the sponsoring institution collaborate with the Director in the fulfillment of the academic and administrative duties.

Dietetic Internship Professors Roles and Responsibilities:

The DIP professors instruct, supervise and evaluate dietetic interns in several clinical learning experiences.

- Coordinate the dietetic interns' class schedule.
- Contact the lecturers and other teaching resources.
- Search for didactic materials and identifies equipment needed.
- Plan the weekly meetings with the dietetic interns.
- Schedule program evaluations to be done by the dietetic interns twice during the year.
- Collaborate in the evaluation process of the dietetic interns.
- Conduct the administrative affairs discussions held during weekly meetings with the dietetic interns.
- Collaborate in the personal orientation and academic counseling of the dietetic interns.
- Coordinate the Program's clinical experiences, in collaboration with the Program Director, with the personnel of the institutions affiliated to the Program.
- Offer nutrition courses to health education and other health related profession students.
- Participate in training and educational programs for physicians and other health team personnel.
- Collaborate in Accreditation process.

In addition, the Faculty participates in Program, Departmental and School level committees. Some of these are standing committees in which the Program's Faculty representation is necessary.

C. Program level committees

1. Curriculum Committee

This committee is activated whenever curriculum revisions are made. It is composed by the Programs faculty ascribed to the SHP and representatives of the Preceptors are also included. The staff of the Office of Curriculum Affairs is available for consultation in this respect.

2. Student Selection Committee

This committee is activated for the student selection process at Program level. It is composed by:

- the Program Director
- a Program faculty member
- a faculty member of the UPR, Nutrition and Dietetics Program.
- at least two (2) members of the Program's preceptors.
- a representative of Students Affairs Office, SHP College Counselor.

D. Department level Committees

One (1) representative of the Program's Faculty actively participates in departmental level committees together with representatives from the programs, which are in the same Department such as:

- Promotion and Graduation Committee
- Curriculum Committee

E. School level Committees

The Director of the Program or a designated representative of the faculty actively participates in School level committees together with representatives from the other programs in the School, such as:

- Admissions Committee
- Administrative and Academic Committee
- Professional Practice Committee
- Strategic Plan Committee

Dietetic Internship Preceptor Roles and Responsibilities:

The preceptor is to teach the intern the skills and knowledge required to function as an entry-level registered dietitian nutritionist or manager in the preceptor's area of specialty.

- Plan all the dietetic interns' activities at the supervised practice areas, in coordination with the Internship Director or her representative.
- Keep abreast of the latest concepts related to the area in charge.
- Instruct and supervise the dietetic interns on the work to be done.
- Facilitate the teaching-learning process. Be effective in the communication with the dietetic interns.
- Evaluate the dietetic intern advancement in the supervised practice area.
- Provide opportunities for the dietetic intern to dedicate time in tasks related to a particular interest.
- Be a role model of a good professional in the field.
- Participates in Program level committees.
- Attend all faculty meetings and participate in activities prepared by the dietetic interns.
- Collaborate in the Program's general evaluation.
- Responsible for the dietetic interns' attendance record while under their supervision; and in charge of notifying internship Director of any interns' absences.

- Responsible for the preparation of the dietetic interns working schedules in their respective experience areas.
- Assure the educational purpose of the rotation to prevent the use of interns to replace employers.

Dietetic Intern Roles and Responsibilities:

The dietetic intern will acquire the skills and knowledge to function as an entry-level dietitian or manager in all areas of dietetics. Failure to follow these rules might result in termination from the program.

- Fulfills all requirements specified by supervised practices such as – drug testing, criminal background checks and special medical laboratories.
- Adheres to each and all MSC policies and procedures as to the supervise facilities policies and procedures.
- Attends all supervised practices as scheduled by the DIP faculty.
- Performs all tasks assigned in each area.
- Develops skills, and apply the acquired knowledge in the different situations encountered in the working areas.
- Maintains a professional attitude at all times.
- Calculates all special diets.
- Interprets nutrition information to patients and institution's clientele.
- Maintains and effective communication with the clinical faculty and department personnel.
- Shows judgment in making decisions.
- Prepares all written projects and assignments on time.
- Shows preciseness, punctuality, and responsibility in all experience areas.
- Assumes all delegated responsibilities in the absence of the clinical faculty.
- Uses complete uniform and shows professional appearance in all areas, at all times.
- Attends all dietetic intern's meetings, and participates in extracurricular activities.
- Notifies absences to experience area clinical faculty, and Internship Director.
- Evaluates her own professional performance.
- Maintains working materials such as calculator, at hand at all times.
- Is prepared for each rotation by reading required texts /articles and completing all previously assigned tasks.

IV. INFORMATION FOR DIETETIC INTERNS

A. Policies and procedures for dietetic interns

A-1. Uniforms

Uniforms are to be provided by the dietetic interns. The dietetic interns must be in complete uniforms while they are assigned to each of the experience areas. Fingernails should be of a moderate length; polished only in a natural shade; acrylic nails are prohibited by the PR Health Department. Only jewelry accepted with uniform is wristwatch and graduation, engagement or wedding rings. No bracelets or decorative pins nor elaborate earrings should be worn with uniform. Neither visible piercing, nor tattoos will be allowed.

A-2. Attendance

Dietetic interns have the opportunity of complete all supervised practice rotation as designed in the DIP Curriculum. They are required to attend all rotation sites as scheduled in the DIP rotation calendar. The work schedules vary according to each of the experience areas. In other words, they may be regular hours from Monday to Friday; or irregular work shifts five days a week. Five minutes after the in-coming hour will be considered as tardiness.

The Preceptors are responsible for the preparation of the dietetic interns work schedules in their respective experience areas. Requests for set work shifts, according to personal convenience for the intern, will not be considered. These schedules must be checked by means of an attendance record sheet. It is the dietetic intern's responsibility to keep these records and submit them to the Internship Practice Coordinator.

When a disaster period is declared, the dietetic interns must report to the Director of the Internship Program, for the pertinent arrangements of the services, which have to be rendered. The following situations are considered emergencies: flooding, hurricanes, strikes, and other irregular happenings that could be classified as such.

The sites where interns perform their duties include medical, administrative and community settings established for specific services that are not usually open to the public. Therefore, no visitors from outside the DIP are allowed. Dietetic interns may not invite or allow the visit of persons outside the Program at any of the internship sites during working hours.

A-3. Absence

If the dietetic intern is unable to report to duty at the assigned hour, the Preceptor and the Dietetic Internship Program are to be notified before the scheduled hour of duty. **Interns are responsible for reporting absences or late arrival as soon as possible by phone to the preceptor and the Internship Practice Coordinator.**

If the dietetic intern incurs in a time loss from the experience area, the intern must discuss with the Preceptor, DIP Practice Coordinator or Director what should be done to comply with the established hours required in the experience. If the absence incurred is in a time from the weekly meetings, the intern must report the absence as soon as possible to the DIP Academic Coordinator or the Director, in order to replace the established hours required in the weekly meetings' experience.

Should an intern require a personal leave of absence, due to personal reasons, a written request must be submitted to the Internship director.

A-4. Released time

Whenever necessary and with justification, dietetic interns are granted released time. These arrangements are made with the dietetic preceptor of the clinical area to which the intern is assigned. Each intern has to comply with a scheduled number of hours of experience at every one of the clinical areas. Thus, the dietetic preceptor arranges for the intern to replace the hours sometime during the remaining days of the experience.

When the petition for released time is conducive to major changes in the intern's rotation, the permission is to be granted by DIP Practice Coordinator and Program Director after the necessary arrangements are made. Once the benefit of a particular activity is determined, the selection for attendance is based on intern's rotation schedule. The decisive factor is the duration of the experience area to which the intern is assigned.

There are occasions when the Program Director decides that the group of interns will attend a particular activity and notifies the Preceptors of this decision. They in turn facilitate the time for the interns to attend the activity. An example of this is attendance at annual meetings of the AND-Puerto Rico Affiliate and of the Puerto Rico College of Nutritionist and Dietitians.

A-5. Sickness

Dietetic interns are granted three (3) days sick time during the year. Nevertheless, each intern has to comply with a scheduled number of hours of experience, thus, the dietetic preceptor/faculty arranges for the intern to replace the hours/works missed while sick with the coordination of the DIP Practice Coordinator. If the illness exceeds the sick time the dietetic intern is granted for the year or interferes with the rotation requirements, the intern must make-up the requirements of the experience area. The length of the Internship may be extended to complete the requirements.

The intern must present to the Internship a medical certificate to justify absence. Documentation from the healthcare provider is required before being allowed to return to the experience. However, the DIP reserves the right to require a statement from a healthcare provider whenever an intern misses class or work due to illness, injury or disability.

When an intern feels sick while being in a rotation he/she should immediately notify the Preceptor in charge, and call the Internship Director as soon as possible. If the condition can be treated as an ambulatory situation, the intern can seek medical advice using his/her medical plan.

If an emergency occurs, the Preceptor helps the intern to obtain medical assistance as soon as possible, and later reports the incident to the Program Director. The Preceptor and or Program Faculty may refer to the emergency procedures established by the SHP, to be used whenever an ambulance is required to deliver the patient to the Emergency Ward of the Puerto Rico Medical Center.

A-5.1 Guidelines for Exposure to Tuberculosis

Transmission of tuberculosis is usually by inhalation of droplet nuclei produced by an adult with infectious pulmonary tuberculosis. Portal of entry usually is the respiratory tract. The incubation period from infection to development of a positive tuberculin test is 2 to 10 weeks. Persons exposed to potentially infectious case tuberculosis, should undergo tuberculin skin testing. Isoniazid TNH preventive therapy is given if the skin test is positive.

After exposure to active tuberculosis, student must notify Students' Medical Services and receive treatment as indicated.

A.5.2 Guidelines for Exposure to “Varicella”

Chickenpox is highly contagious. A spread occurs by direct contact or droplet infection. Patient with Zoster (shingles) can also transmit infection. The incubation period is usually 14 to 16 days, but may occur as early as 11 and as late as 21 days after contact. The incubation period may be prolonged to 28 days by the use of Varicella-zoster immune-globuline (VZIG).

After exposure to “Varicella”:

1. Students must notify Students’ Medical Services.
2. If student is not considered immune, he/she should be considered contagious from day 11 to day 21 after exposure and should be placed in isolation.

A-6. Drug Testing and Criminal Background Checks

Random drug testing and criminal background checks may occur if required by the supervised practice facilities. The intern is responsible to assume the cost of these Drug test.

A-7. Holidays

The dietetic intern will have if possible, five (5) holidays during the year. Sometimes, because of the needs of the services, the dietetic intern will be assigned to work on a holiday. This time will be compensated to the intern during the same experience area, the time being equal to the total hours worked that holiday.

These five (5) holidays could be the following, according to the previously mentioned necessity:

- | | |
|--------------------------|-----------------|
| • January 1 | New Year Day |
| • January 6 | Three Kings Day |
| • March or April | Good Friday |
| • November-Last Thursday | Thanksgiving |
| • December 25 | Christmas Day |

A-8. Vacation

There is a two (2) week vacation scheduled during the year. The DIP will schedule the vacation within the rotation-scheduled calendar.

A-9. Weekly meetings

Meetings for dietetic interns will be scheduled weekly. Dietetic interns are expected to attend all scheduled meetings in complete uniform and should arrive at the meeting place on time. Unjustified tardiness and absences will not be permitted. These meetings are a requirement of the Dietetic Internship Program and an obligation for the dietetic intern; therefore, they constitute an **area** to be evaluated by the preceptor.

The subject matter of these meetings includes confidential information that is protected by law. Therefore, only personnel and current students of the DIP are allowed to attend. The only exception to this policy is the participation of health professionals or experts in a field related to the meeting agenda, which may be formally invited by DIP faculty.

A-10. Assignments

In order to help the dietetic interns in the preparation of assignments, all the information for the rotations will be available in the online course management system (Blackboard platform), in the folder DIP Documents.

The assignments and projects must be handed in due date. The time spent in the completion of the assignments after the day scheduled, will be in detriment to the intern's performance in the next scheduled area.

If the quality of the prepared projects is deficient, the dietetic interns will be asked to repeat them following the completion of the respective area. **If when the projects are re-evaluated, they are rated again as being deficient, the intern must repeat the projects until they are rated satisfactory.**

A-11. Authorship

Authorship is an explicit way of assigning responsibility and giving credit for intellectual work. Credit for authorship will be assigned according to the proportion of effort employed by each team member and the degree of corrective action required of mentors before the final version is approved. Authorship practices should be judged by how honestly, they reflect actual contributions to the final product. Following the author's names and credentials the Dietetic Internship Program of School of Health Professions at the Medical Sciences Campus, University of Puerto Rico, will be identified. The references used should always be cited in the approved form.

The dietetic intern is responsible for submitting written work that is original in order to fulfill the competencies of the different rotation areas. The work completed for a rotation cannot be copied or re-used to fulfill requirements, homework, or tasks of a different rotation. Nevertheless, written materials may be reproduced, translated, modified, and adapted by any of the different institutions or private practice, and such revisions must include reference to the authors as the original source of the materials.

The Dietetic Internship Program promotes the highest standards in the development of reference / didactic materials, designed by the dietetic interns, and utilized for clinical services, research, and scholarly presentations. The Faculty and the preceptors, in their role as mentors may assist interns in designing, suggesting references and producing materials at all stages.

These guidelines were developed considering the Harvard Medical School Authorship Guidelines, adopted on December 17, 1999 and published in: <http://hms.harvard.edu/about-hms/integrity-academic-medicine/hms-policy/faculty-policies-integrity-science/authorship-guidelines>.

A-12. Institutional Policies

Interns are considered full-time MSC non-degree students thus the policies and procedures as noted in all MSC students related documents apply to interns. The MSC has specific policies and procedures for the administration of the Institution. These procedures include specifications for safety, confidentiality, sexual harassment and drug and alcohol abuse.

The Institution has additional policies and procedures that give guidance for students, such as:

- Student's Admission Policies and Procedures Manual.
- Registrar's Office Policies and Procedures Manual.
- Medical Sciences Campus Faculty Manual.
- Student's Promotion and Graduation Procedures.
- Medical Sciences Campus Students Bylaws.
- SHP Manual of Policies and Procedures for Faculty Evaluation.
- Academic Senate Certifications, which establish institutional policies.
- Institutional Policy for the Acceptable Use of Information Technology Resources in the UPR.

The Program effectively enforces these policies and procedures. During orientation activities the dietetic interns receive information more specific about these policies. All Institutional Policies are documented, given, and discussed with the interns. The Institutional Policies may be accessed through the MSC web page www.rcm.upr.edu.

A-13. Information and Communication Technologies and devices

To facilitate learning and achieve the Internship's competencies, dietetic interns are expected to follow all procedures, policies and standards related to the use of information and communication technologies and devices, during working hours at all facilities. **Cell phones are not to be used during "working hours"**. If a special need arises the preceptor might allow a brief use. Computers, laptops, and related devices are to be used during "working hours" exclusively and solely for educational purposes. Privacy and free speech rights permit you to maintain and submit information on the Internet; however, social networking (e.g. Facebook, Twitter, and other similar websites) is prohibited during "working hours".

A-14. Evaluation

The Program's Faculty is responsible for the evaluation of the dietetic intern's performance at the supervised practice. Specific strategies for the formative evaluation of the dietetic intern's daily performance have been identified. Examples of some of these strategies are formal performance evaluation, oral discussions, individual informal evaluations and written criteria, tasks checklist, questionnaires and documentation of daily work. The dietetic intern must complete all rotations with a minimum of **80%**.

In addition, the evaluation process includes the use of pre and post-test. A diagnostic pre-test is administered to the dietetic interns at the beginning of each experience. This serves as an assessment strategy for the teaching/learning process during the experience. At the end of the rotation, the same topics are address in a post-test. The result of the post-test is graded as an indicator for the summative evaluation of the dietetic interns.

It is a requisite that each dietetic intern receives a written evaluation of the performance in each area of clinical experience. The preceptor completes the evaluation format provided by the Program; and is also required to discuss it with the intern and submit it to the Program. The preceptors are asked to evaluate the personal characteristics and performance observed during the time the intern spends under their supervision. Copies of these formats are included in the Dietetic Curriculum Manual and available in the online course management system (Blackboard platform).

Dietetic interns are granted the opportunity to discuss evaluations given by the preceptors at the end of the experience. Interns may receive informal and individual evaluations at any time, throughout the duration of the learning experiences. For those instances when the intern is not satisfied with the evaluation given and an agreement is not reached with the preceptor, the DIP Practice Coordinator or Director acts as mediator. Then, the DIP faculty reviews the evaluations to have an insight of the intern's performance and have the elements for tutoring and other pertinent decisions, such as learning experiences reposition.

Dietetic intern's records are kept on file to comply with the Buckley Law. The University of Puerto Rico complies with the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, as amended). This law protects the privacy of students' educational records and establishes the student's right to examine his/her files. It also provides guidelines for correcting the accuracy of the information contained in those files through informal and formal hearings. Students wishing to do so may file a request with the Family Policy Compliance Office, US Department of Education. Access to personal records is permitted with the authorization of the Program's Director.

The faculty has developed a self-evaluation form, which the intern completes at the end of the supervised practice rotations. Dietetic interns are required to complete an evaluation of each clinical experience area. Besides, dietetic interns are asked to evaluate the Program at the end of the year. The objective of the evaluations is to gather the student's comments and recommendations on the assignments and activities that have taken place during their learning experiences. The information obtained in these evaluations is considered in the process of reviewing the objectives and activities of the experience areas. During regular faculty meetings faculty members are made aware of the observation indicated by the interns. The role of

the intern in the evaluation of the Program is to make recommendations by completing the corresponding evaluation formats.

A-15. Graduation

Dietetic interns are expected to make systematic progress toward completion of their non-degree certificate. This academic progress includes completion of 75% percent of the academic rotation assigned for each calendar semester.

The Program's Faculty and preceptors are responsible for the evaluation of the dietetic intern's performance at the supervised practice. Specific strategies for the summative and formative evaluation of the dietetic intern's daily performance have been identified.

The Faculty has established that in order to be eligible for graduation the dietetic intern must comply with all the Program's requirements:

- Successful completion of the Dietetic Internship Introductory Course, the weekly class program activities, all clinical experiences
- Comprehensive exams (Visual Veggies, and the eatrightPREP) for the RDN Exam with a minimum score of 80%.
- A minimum score of 80% in each of the Program's evaluations

In the event that these requirements are not fulfilled within the Program's 11-month timeline, dietetic interns are still eligible for graduation as long as all requirements are completed within the established maximum time limit of 24 months. Any intern who fails to fulfill the Program's requirements during the aforementioned 11-month timeline will not be given an incomplete, but rather considered a "student in progress," as established by the Registrar's Office, until successful completion.

A) Procedures

The dietetic intern fills out a graduation application, and pays the required fee, along with the enrollment procedures during the Registration period of the last semester of internship.

1. The DIP prepares a document that certifies that the dietetic intern has satisfactorily completed the Program's requirements. This document is signed by the DIP Director and must be approved by the Dean of SHP and provided to the Registrar. The DI Program prepares a Verification Statement after confirming that at least 1200 hours of supervised practice in all three major rotations have been successfully completed, all core and nutrition education competencies have been met at the proficient level, and all assignments and evaluation tools have been completed.

The DI Verification is a statement that the Intern is ready to sit for the registration examination for RDNs and demonstrates the skills necessary to practice as an entry-level dietitian. In order to receive the post-bachelor certificate, dietetic interns are required to fill out a Clearance Form (*Relevo de Responsabilidad Estudiantil*). This form is completed online by administrative and academic officials as evidence that the intern has no debts with the institution. The electronic form must be presented at the Registrar's Office before the certificate is awarded.

B) Degree Awarded

After complying with the requirements, the University of Puerto Rico awards the students a Post-Master Certificate in Dietetic Internship. **The Program does not grant credit for prior learning.**

C) Credentialing

To practice the profession in Puerto Rico, it is necessary to obtain the RDN exam or the LND local examination and become an active member of the College of Nutritionists and Dietitians of the Puerto Rico. **Since, 2016 after approving the Registration Exam the candidates receive recognition to the LND local exam.**

D) Graduates

Graduates are encouraged to maintain communication with the DIP and are informed of opportunities to complete continued education activities provided by the Program. All graduates must complete evaluation forms after program completion and are requested that their employers or immediate supervisors complete an evaluation form related to the internship graduate's performance. It is advised to authorize release of the results of the RDN exam and the LND. All information will be kept confidential for accreditation documentation; only the Internship Director will have access to records containing information with intern names.

A-16. Grievance/Complaint Process

Complaints from Interns or Preceptors have been successfully handled at the DI Practice Coordinator or Director level. If further action is required, the steps are listed below.

Handling Complaints from Interns:

The Interns have the right to submit complaints of their preceptors. They can use the following communication channels:

The dietetic intern should try first to clarify the situation with the person involved. The dietetic interns may go next to the preceptor, and if needed, to the director of the service, and finally to the Program Director. When a final decision within the Program is not reached, and even when a decision is reached, the situation is referred to the corresponding bodies in the Department, School, and Campus level for the pertinent action. These bodies are Promotion and Graduation Committee of the School, and Disciplinary Board of the Campus.

The Dietetic Interns can also use the Process for attending student complaints in the University of Puerto Rico, Medical Sciences Campus, ***Proceso para atender quejas o querellas estudiantiles, Certificación JA Num. 147, 2015-2016*** in Spanish. The purpose of this document is to establish the process to attend and resolve student complaints about an action, decision, event or circumstance that is understood to have been applied incorrectly or unfairly, in violation of usual rights or practices. This process provides some guidelines that promote a constructive dialogue, understanding and resolution of concerns and student complaints through a written, clear and orderly process in the unit concerned. It is intended to address and resolve issues to achieve a satisfactory solution for the parties involved. The document is available at the Student Affairs Website at <http://de.rcm.upr.edu/>. The direct link to the document is: http://de.rcm.upr.edu/wp-content/uploads/sites/18/2018/02/Cert_147_2015-16_JA-RCM.pdf

Handling Complaints from Preceptors

The filling and handling of formal complaints from preceptors will include the communication of the preceptor with the dietetic intern and the Program Practice Coordinator. If necessary, a meeting will be held with the intern, the preceptor, Program Director and Practice Coordinator. Each step in the process will be documented and will culminate in a written summary and action plan. The preceptor may refer the intern to the counselor in charge of the dietetic interns. Since August 2018, the Program prepared a written form to document preceptor's complaint.

Handling of Complaints to ACEND about Program Noncompliance

The DIP Director, Practice Coordinator and the faculty makes every effort to guarantee the Program is following ACEND Standards. Nevertheless, if an Intern or Preceptor wishes to submit a complaint about the Program and all options have been exhausted; the process for doing so is defined in the ACEND Policy and Procedure Manual. The link to the manual is found at:

<https://www.eatrightpro.org/-/media/eatrightpro-files/acend/acend-policyproceduremanual.pdf?la=en&hash=0B877E2768D07F6572C3CFABE006A419646B2194>

A-17 Disciplinary and termination process

The dietetic intern is subject to disciplinary action by the DI Program Director while completing their planned experiences. Failure to comply with stated policies and procedures would compel the site preceptor at the facility to issue a warning notice to the intern. The DI Program Director will receive a copy of the warning notice for the intern's file and meet with the intern to discuss the occurrence. After three disciplinary occurrences, the intern may be asked to leave the DI Program.

Suspension /Termination

Dietetic interns are expected to adhere to all rules, regulations and policies established by the agency/facility in each supervised practice rotation as well as by Medical Sciences Campus.

A dietetic intern or group of interns may be suspended or eliminated from the Program, in the following situations:

- Unethical practices
- Absences more than the time allowed for illness
- Repeated absenteeism or tardiness without justified excuses
- Indiscipline
- Dereliction of the duties assigned
- Lack of respect towards the Dietetic Preceptors or her peers
- Failure to comply with the assigned duties
- Improper moral conduct
- Unsatisfactory performance
- Poor disposition or lack of interest
- Other situations that may be considered as in disciplinary actions.

Dietetic interns are urged to observe ethical practices in all experience areas. Interns face such issues as patient's rights, confidentiality of patient information and, ethical issues inherent in managing personnel, materials, money, and time. Violations of ethical practices will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal. The suspension/ termination procedure established is in accordance with the MSC – *Reglamento de Estudiantes*.

All school expenses incurred by the student before withdrawal from the school must be paid in full prior to the release of an official transcript.

After a suspension or termination, the dietetic intern may submit a new application to the MSC –Office of Admission. She/he must wait, at least **two academic years** after the termination, to initiate the application process. The candidate application will be considered new.

B. Library and Study Area Facilities

B-1. General library

The University of Puerto Rico Medical Sciences Campus Library is the main health sciences information resource in the island and the most complete collection of its kind in the Caribbean. Collections and services are geared to academic programs in Medicine, Public Health, Dentistry, Pharmacy, Nursing, and Allied Health. The Library offers a full range of services to faculty, students, and staff of the Medical Sciences Campus and health professionals in the community. These services include book and journal loans, reserve collection, reference and virtual reference, interlibrary loans, and computer literature searches, both end-user and librarian mediated. The staff also offers workshops on the use of library resources. The collection totals over 125,000 book and journal volumes, including 1,145 active journal subscriptions. The monographs collection contains 45,953 book titles. Books and journals are kept in open stacks with adjoining reading areas.

Non-print materials such as CD, DVD and videocassette programs are available in the Audiovisual Center that houses a collection of over 2,000 non-print materials and provides facilities for individual and group viewing. The Puerto Rican Collection contains unique and valuable information about the history and development of the health sciences in Puerto Rico. The Bailey K. Ashford collection, which contains part of the personal library and archives of Dr. Ashford, is a valuable collection for the study of the history of tropical medicine. The Historical Archives house institutional documents from 1966 to the present.

The Medical Sciences Campus Library online catalog, as well as Medline and numerous other information databases may be accessed through the campus web page www.rcm.upr.edu or library web page <http://rcm-library.rcm.upr.edu>. The library has a proxy server for remote access; users should have an institutional email to use the different databases and services.

As a Resource Library of the National Network of Libraries of Medicine, the Library participates in a document delivery program. It is also a member of the Consortium of Southern Biomedical Libraries (CONBLS). Through these programs, materials that are not available in the collection are obtained from other health sciences libraries using the ARIEL software for interlibrary loan transmittal. Reciprocal agreements are in place with the Veterans Administration Hospital, and the Río Piedras Campus Natural Sciences Library.

Library Hours:

Monday to Friday 7:00 am -6:00 pm

Weekends and Holidays Closed

The Veranda Area open 24/7

B-2. Other library facilities

The dietetic interns have access also to a small library organized in the SHP nutrition laboratory facilities. This library includes reference books in nutrition, dietetics, food production, administration, as well as copies of journals of related topics. Some of the clinical experience's areas have books, journals, educational materials and some audiovisual equipment available for dietetic intern use.

B-3. Instructional Aids

The Dietetic Internship Program has available the basic equipment and instructional aides to complement the supervised practice experiences. The network laboratories at the School of Health Professions and Medical Sciences Campus provide students consistent and dependable access to information technology. Besides, there is a personal computer for dietetic intern's use at the Program's Office. Audiovisual equipment and materials are located at the Office of Learning Resources and Informatics Services of the School of Health Professions and at the Program's Office.

C. BOOKS & MATERIALS

The faculty has selected the following references as required and recommended books to use during the Internship year (2023-2024).

C.1 Required Books

- a) Academy of Nutrition and Dietetics. *Nutrition Terminology Reference Manual* (eNCPT): Dietetics Language for Nutrition Care. <http://ncpt.webauthor.com>. /Online version.
- b) Academy of Nutrition and Dietetics & American Diabetes Association. *Choose your Foods: Food List for Diabetes*, 2019.
- c) Escott-Stump, S. *Nutrition and Diagnosis-Related Care*. Philadelphia: Lippincott Williams & Wilkins. (Most recently published edition)
- d) Leonberg B. *Pocket Guide to Pediatric Nutrition Assessment*. Academy Nutrition and Dietetics (3rd Ed.), 2020. (Print or eBook)
- e) Mahan, K. Escott-Stump, S. & Raymond, J. *Krause's Food & the Nutrition Care Process*. St Louis, Missouri: Elsevier. (Most recently published edition)
- f) Mordarski, B & Wolff, J. *Nutrition Focused Physical Exam Pocket Guide*. Cleveland, Ohio: Academy of Nutrition and Dietetics; (3rd Ed.), 2021. (Print or eBook)
- g) Phillips, SC & Gonyea, JE. *Clinical Guide to Nutrition Care in Kidney Disease*. Cleveland, Ohio: Academy of Nutrition and Dietetics. (Most recently published edition)
- h) Renal practice Group, National Kidney Foundation Council on Renal Nutrition. *Clinical Guide to Nutrition Care in Kidney Disease*; (3rd Ed.), 2023. (Print or eBook)
- i) Width, M & Reinhard, T. *The Essential Pocket Guide for Clinical Nutrition* (Spiral-bound). (Most recently published edition)

RDN Practice Exam Computer Programs:

- 1. 2023 Inman's Review Course for the Academy of Nutrition and Dietetics Registration Exam <https://www.inmanassoc.com> (August 3- 4, 2023)
- 2. Visual Veggies Software. RD Exam Study Suite. <https://visualveggies.com/products/rd-exam-study-suite/>. (To buy on or before August 25, 2023).
- 3. EatrightPrep is the Academy's state-of-the-art platform for those preparing to take the Registration Examination for Dietitians. (To buy in May 2024).
- 4. CDR RD Exam Prep. Pocket Prep App. (To buy in May 2024).

C.2 Recommended Books

- a) Academy of Nutrition and Dietetics (A.N.D). *Nutrition Care Manual*. Internet-based professional resource that is updated annually. NCM is available online and purchased by annual subscription. <https://www.nutritioncaremanual.org/about-ncm>
- b) Behavioral Health Nutrition Dietetic Practice Group and Pediatric Nutrition Practice Group. *Academy of Nutrition and Dietetics Pocket Guide to Children with Special Health Care and Nutritional Needs*. Chicago, IL: Academy of Nutrition and Dietetics (2nd Ed.), 2021. (Print or eBook)
- c) Brown A. *Understanding Food Principles and Preparation* (6th Ed.) Boston, Cengage Learning, 2019.

- d) Charney, P. *Pocket Guide to Parenteral Nutrition*. Cleveland, Ohio: Academy of Nutrition and Dietetics; 2018. (Most recently published edition)
- e) Charney, P & Malone, A. *Pocket Guide to Enteral Nutrition*. Cleveland, Ohio: Academy of Nutrition and Dietetics. (Most recently published edition)
- f) Charney, P & Malone, A. *Pocket Guide to Nutrition Assessment* (4th Ed.). Chicago, IL: 2022. (Print or eBook)
- g) Cummings, S & Isom, K. *Pocket Guide to Bariatric Surgery* (3rd. Ed.). Chicago, IL, Weight Management DPG: Academy of Nutrition and Dietetics, 2021.
- h) Grant B. *Pocket Guide to the Nutrition Care Process and Cancer*. Academy of Nutrition and Dietetics; 2014. (Print or eBook)
- i) Gregorie, M. *Foodservice Organizations: A Managerial and Systems Approach*. Pearson. (Most recently published edition)
- j) Hess & Hunt, Inc. *Review of Dietetics Manual for the Registered Dietitian Exam*. Chicago, IL. Nutrition Communications. (Most recently published edition)
- k) Holli, B & Beto, J. *Nutrition Counseling and Education Skills for Dietetics Professionals*. (8th Ed.). Lippincott Williams & Wilkins; 2023.
- l) Horn L & Beto, J. *Research: Successful Approaches in Nutrition and Dietetics*. Academy of Nutrition and Dietetics; Chicago, Illinois. (Most recently published edition)
- m) *Medical Terminology: A Programmed Learning Approach to the Language of Health Care*. Philadelphia: Lippincott Williams & Wilkins. Most recently edition. (Print and Kindle Edition)
- n) Mordarski, B & Wolff, J. *Pediatric Nutrition Focused Physical Exam Pocket Guide*. Cleveland, Ohio: Academy of Nutrition and Dietetics; 2019 (eBook).
- o) *Mosby's Dictionary of Medicine, Nursing & Health Professions*. Mosby. (Print, App and Kindle Edition). (Most recently published edition)
- p) Niedert, K. *Nutrition Care of the Older Adult: A Handbook for Nutrition throughout the Continuum of Care*. Academy of Nutrition and Dietetics (3rd Ed.). 2016 (Print or eBook)
- q) Pagana & Pagana. *Mosby's Diagnostic and Laboratory Test Reference*. St. Louis, Missouri: Elsevier Mosby (Print and Kindle Edition). (Most recently published edition)
- r) Payne-Palacio, J. & Theis, M. *Introduction to Foodservice*. (Most recently edition).
- s) *Pediatric Nutrition Reference Guide*. Texas Children's Hospital. Texas Children's Hospital. (Most recently published edition)
- t) Pronskey, Z. *Food Medication Interactions*, (Spiral bound) (19th edition). 2018.
- u) Silver, A. & Stollman, L. *Making Nutrition Your Business: Private Practice and Beyond*. Academy of Nutrition and Dietetics. (Most recently published edition)

C-3. Materials

The Faculty recommends the following working materials for use during the internship year:

- Desk kit (scissors, ruler, stapler, clips, adhesive tape, paper, blue pens, etc.)
- Calculator
- Diary / Calendar / Agenda
- Computer/ I-pad with high-speed Internet access
- Printer and ink

D. Approximate Annual Investment for Dietetic Interns

Admission Application	\$30.00
Registration Fee at the Medical Sciences Campus for Residents	\$2,000.00
Maintenance and Technology Fee	\$500.00
Graduation Fee	\$80.00
Medical Insurance (if student does not have a Medical Insurance)	\$1,112.00
Hepatitis B Vaccine (if student does not have it) & Varicella (chickenpox)/Covid-19, Influenza vaccine and Seroconversion labs	\$300.00
Uniforms (uniforms, duty shoes, hosiery, name tag, emblems, and lab coats)	\$800.00
Books and other materials	\$1,500.00
AND student membership	\$58.00
Conventions (FNCE and others)	\$150.00
Special activities, etc.	\$100.00
Special rotation sites request (drug screening)	\$100.00

Others:

2023 Inman's Review Course for the Academy of Nutrition and Dietetics Registration Exam	\$385.00
Visual Veggies Software	\$200.00
CDR RD Exam Prep. Pocket Prep App	\$39.00
EatrightPREP for the RDN Exam Platform	\$200.00
Food Safety HACCP Certification	\$100.00
Transportation / Housing/ Hotels/ Parking/ (all around the Island)	\$1,000.00
COVID-19 surcharge may be required to help cover the cost of upgraded Personal protective equipment (PPE) essential for keeping safe during the pandemic.	\$200.00
Personal expenses	\$1,200.00
Personal computer / I-pads and peripherals with internet access	\$1,500.00

In Certification No. 77, 2019-2020 of the Governing Board of the University of Puerto Rico, it was established that as of the academic year 2020-2021 the cost of tuition, at the University of Puerto Rico, for Non-Resident Students and International Students will be equal to the cost of tuition for Local or Resident Students. All amounts and fees are subject to change.

***Dates of withdrawal and/or refund for tuition and fees are specified in the official Academic Calendar of the Medical Sciences Campus published each year.**

E. Financial Assistance

The institution provides financial aid to admitted students that apply and qualify under the criteria established for this purpose.

F. Counseling Services

The Office of Student Affairs of the School has a Counseling Program among the many services it renders. The objectives of the Counseling Program are as follows:

- To assist the students in making an adequate identification and adjustment to the university environment.
- Help students define personal and professional goals.
- Guide the students toward excellence in their selected program of studies.
- Help the students in knowing and understanding themselves.
- Assist the students in developing adequate vocational goals.
- Help the students prepare themselves to participate effectively in community life.

Whenever a dietetic intern shows or expresses a conflict, which interferes with the normal course of the clinical experiences or studies, the intern should seek counsel through his preceptor. The preceptor refers the intern through the Program Director to the counselor in charge of the Dietetic Internship students. This procedure is done by completing the Referral Form provided by the Office of Student Affairs. Furthermore, the counselors refer students to medical specialists according to their needs.

G. Health Services

The Office of Medical Services of the Medical Sciences Campus offers primary health care to all students registered at this Campus. The Office is open from 7:30 A.M. to 4:00 P.M., Monday to Thursday and 7:30 A.M. to 3:30 P.M. Friday. The facilities are located on the third floor of the Guillermo Arbona Building Suite B-349. Emergency care during non-working hours is provided through affiliated hospitals and physicians. For more information, please call at (787) 758-2525 ext. 1215/1216, visit the office's web page at <http://de.rcm.upr.edu/servicios-medicos-aestudiantes/>, or write to email serviciosmedicosestudiantes.rcm@upr.edu

The institution offers a medical plan that includes ambulatory, medical, and surgical services, hospitalization, X rays, and maternity care coverage. Pharmacy coverage is optional. Those students who do not have a private medical coverage plan pay an annual fee during enrollment week. This fee varies from year to year, and offers coverage for the first, and second semester, summer session, island wide and at all times.

H. Insurances

Other insurance policies provided by the Medical Sciences Campus to all students are:

- malpractice
- accident coverage
- liability

Dietetic interns and preceptors are informed of these insurance policies at the beginning of the Program. In addition, to the coverage provided by the Medical Sciences Campus, the students are covered by the Social Protection for Automobile Accident Act of the Puerto Rico Commonwealth Annotated Laws. This is a no-fault insurance law that provides limited compulsory administrative insurance system for automobile accidents. In order to receive the benefits of the insurance, the parties involved are obligated to have a valid driver license, and the cars involved a valid renewal sticker (*marbete*).

Persons outside the DIP are not covered by these policies. Therefore, extreme caution must be applied when persons outside the DIP participate in internship activities. Casual visitors are not allowed.

I. Extracurricular activities

I-1. Student Organizations

Each year, Medical Sciences Campus students meet for the purpose of electing class boards, school student councils, and the General Student Council, as well as for appointing representatives to institutional bodies.

- **Class Boards**
Students elect class boards to serve as liaisons between the students and the administration. They also organize social, athletic, and other activities.
- **School Student Councils**
Student councils are elected by the students at each school. Their members are the official student representatives and spokespersons.
- **General Student Council**
The General Student Council is composed of its President, two members from each school student council, the student representatives to the Academic Senate, and the student representative to the University Board.
- **Disciplinary Board**
Students select two representatives to the Disciplinary Board through the General Student Council, thus insuring student representation in disciplinary actions.
- **Faculty Meetings**
Students in each school have the right to elect a few students that may be present during faculty meetings. This number may not exceed 10 percent of the total number of faculty members at the school.
- **Faculty Standing Committees**
There are some standing committees in which students have representation, including curriculum, admissions, and books and instruments. Representation may vary at each school depending on existing committees.
- **Academic Senate**
Students from each school elect one student who represents them in the Academic Senate. The President of the General Student Council is also a student representative to this body.
- **Administrative Board**
Students elect a representative to the Administrative Board through the General Student Council.
- **University Board**
Students of the Medical Sciences Campus elect one student representative to the University Board.

I-2. Social and Cultural Activities

The Cultural Activities Office of the Deanship for Student Affairs provides activities for the cultural development of students and the campus community. These include concerts, conferences, dances, lectures, films, variety shows, and plays offered throughout the academic year.

Art exhibits are displayed at the main building. Leading local painters and sculptors have exhibited their work on campus.

V. PROGRAM'S CURRICULUM

A. Description

The Dietetic Internship Program is an eleven (11) months program -forty-four (44) weeks-, starting during the first week of August. It provides the dietetic interns with learning experiences to integrate previously acquired knowledge, obtain new knowledge, and build resources for personal and professional growth. The supervised practice experiences are suitable for developing skills in the best procedures for carrying out nutrition and dietetic services. Besides, it gives opportunities to learn about the role of nutrition in the health care delivery system. A Supervise Practice Curriculum Manual is provided to interns on the online course management system (Blackboard platform).

A-1. Program Schedule

The program schedule is divided in three (3) areas: A Dietetic Internship **Introductory Course (4 weeks)**, the **supervised practice experiences (38 weeks)**, and the Weekly Class Program. The Introductory Course reviews topics included in the knowledge requirements for entry-level registered nutritionist dietitians to strengthen these fundamentals and temper the way for the supervised practice. In addition, the course gives the dietetic interns a clear perspective of the concepts of research, public health care, and topics concerning community and health care services. This becomes valuable knowledge as they progress through the internship experiences. The supervised practice experiences have scheduled at various institutions within and outside the Puerto Rico Medical Center where the Program is located, and divided into the three (3) main areas: Medical Nutrition Therapy (general and concentration), Food Service Systems Management and Staff Responsibility, Community Dietetics and Staff Responsibility. The weekly Class Program is designed by the DIP faculty to foster the acquisition of knowledge and skills for the fulfillment of the DIP goals and the ACEND Accreditation Standards for Internship Program in Nutrition & Dietetics, 2022. To complete the forty-four (44) weeks schedule **two (2) weeks for RDN Practice Exam** are included.

A-2. Facilities for Supervised Practice Experiences

In the **Medical Nutrition Therapy** component (both general and concentration) there are facilities, which provide the dietetic interns with activities for the accomplishment of competence in the following areas among others:

- nutritional assessment procedures for patients of all ages and sex with complex medical conditions, cancer, burns, VIH, mental conditions, pulmonary diseases, undernourished and at risk.
- nutritional care plan coordination's, implementation, and follow up.
- nutrition counseling for hospitalized patients.
- case studies development.
- nutritional support services.

In the **Food Service Systems Management** component, the facilities identified for the dietetic interns provide for achievement of competence in the following areas:

- managerial practices
- menu planning
- food estimates, procurement, receipt, cost, storage, and inventory
- regular diets production
- safety and sanitation standards
- quantity food production
- food production processes for special diets
- control mechanisms for meat preparation
- food distribution services
- quality controls
- operation of cafeteria services
- layout, design, and equipment specifications
- sustainability project.

In the **Community Dietetics** component there are facilities used as settings for achievement of competence in the following areas:

- assessment of community nutritional needs
- planning and implementation of community nutrition education services
- use of multimedia mass communication services
- out-patient nutrition intervention and education
- management of at-risk population nutritional needs

The Faculty established a grouping of the administrative, clinical and community experience in order to help the dietetic interns strengthen skills and achieve the competencies.

The supervised practice experiences take place at various agencies, hospitals and institutions that collaborate as affiliations for the Program. The Staff Responsibility rotation must be selected by the intern, from the facilities' that have a formal written agreement with the DIP. Most of these facilities provide health care and services of primary, secondary, tertiary, and supra-tertiary health care delivery levels, prevention and curative approaches and are private or public funded. This is considered an asset. Thus, the experiences at these facilities prepare the dietetic interns with an in-depth vision of the nutritional care services, which will enable them to perform in their professional career. Some of these facilities are:

- University Hospital
- Cardiovascular Center for PR and the Caribbean
- HIMA San Pablo
- Atlantis Healthcare Inc.
- Auxilio Mutuo Hospital
- Central Kitchen, Puerto Rico Health Services Administration
- Department of Education
- Department of Health-Women, Infants and Children Program
- Center of Sports Medicine
- Dr. Federico Trilla UPR Hospital

A-3. Weekly Class Program

The Dietetic Interns Weekly Class Program is organized to include licensure and registration examination topics discussions sessions; seminars, workshops or conferences related to the supervised practice experiences; case study presentations and administrative matters related to the Program.

In addition, orientation visits to agencies, services or professional staff members who will oversee the supervised practice related to the topics discussed. It is during this time that the dietetic interns could coordinate and participate in special assignments as the National Nutrition Month fair, the collection and later donation of non-perishable foods. The combination of learning experiences, within the rotation and the weekly Class Program activities, provide many opportunities for the development of personal and professional attitudes, values, and skills relevant to the practice.

A-4. Supervised Practice Experiences Scheduling

The Dietetic Internship Program's Faculty has designed a curriculum for supervised practice, which includes both didactic, and practice related learning experiences. These planned learning experiences were developed to correspond to the terminal and enabling objectives that the faculty considered necessary to attend the competencies for an entry-level registered nutritionist dietitian. Evaluation strategies/criteria were developed for each objective to identify their attainment. Regularly, the supervised practice week is composed of four (4) days, from Monday to Thursday or five (5) days for MNT concentration rotations. Fridays are usually scheduled for classes, meeting, case studies presentations, and review sessions for registration and licensure exams. A working day is of seven and a half (7.5) hours. Therefore, a week of

supervised practice is at least of thirty (30) hours for general supervised practice experiences and (37.5) hours for MNT concentration rotations.

Planned learning experiences (including activities in professional work settings and alternate supervised experiences such as simulation, case studies and role playing) in which interns perform tasks over defined periods of time to demonstrate mastery of ACEND competencies. Learning activities performed by interns that are not typically performed as part of the preceptor's work responsibilities, such as writing papers, completing a study guide or other homework, should not be counted towards fulfilling supervised-practice hours in professional work settings.

The ten (10) dietetic interns are organized in pairs. Usually, the rotation at each supervised practice area consists of two students at one time, five times during the academic year. A Supervised Practice Curriculum Manual is available on the online course management system (Blackboard platform).

B. Competencies

The following competencies are the new approved by the Accreditation Council for Education in Nutrition and Dietetics for Nutrition and Dietetics Internship Programs (DI); adopted September 1, 2021 and effective as for June 1, 2022. The revised DIP curriculum with the new MNT concentration is annually review and changes and improvement are mated based on the current changes in practice.

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

Standard 3: Curriculum and Learning Activities

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

Competencies

Upon completion of the program, graduates are able to:

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

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

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

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

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of 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 Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Competencies

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol) recommending and /or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

- CRDN 3.6 Conduct and swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communications 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 and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Competencies

Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management 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 customer service quality management activities (such a 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 risk to achievement set goals and objectives, risk management plan, or risk due to clinical liability of foodborne illness).

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

Competencies

Upon completion of the program, graduates are able to:

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

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

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

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiation 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.

C. Agreements

The Program or the Medical Sciences Campus has written agreements with the institutions used for the supervised practice experiences. They are kept on file at the Program's Office.

The written agreement includes the following aspects, among others:

- Willingness of the affiliated institution to provide supervised practice to dietetic interns.
- The institution's compromise to designate a member of the dietetic staff to be the Preceptor of the dietetic intern, in an ad-honorem basis, and coordinate the learning experiences with the Internship Director or representative.
- Guarantee that the dietetic interns will not substitute regular dietetic employees.
- Assurance that the dietetic interns and the Program's Faculty will comply with all the rules and regulations of the institution.
- Responsibility of the institution for spoiled or mislabeled food or beverage served to patients or clients.
- Coverage for dietetic interns' health and liability insurance will be provided by the Medical Sciences Campus.
- Term of agreement and process of renewal or termination of agreement.

VI. ACADEMIC INTEGRITY

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the University of Puerto Rico General Student Regulations (Board of Trustees Certification 154 2010-2011) in section 6.2.1 defines

Academic Dishonesty as: "Any form of dishonesty or lack of academic integrity, including, but not limited to, fraudulent actions, obtaining grades or degrees using false or fraudulent simulations, copying in whole or in part the academic work of another person, plagiarizing in whole or in part the work of another person, to copy in whole or in part the answers to the questions of an examination from another person, making or getting another person to take any oral or written test or examination on their behalf, as well as help or facilitate that another person incurs in said behavior". Section 6.2.2. defines

Fraudulent Conduct as: "Conduct with intent to defraud, including, but not limited to, malicious alteration or falsification of grades, records, identification cards or other official documents of the University or any other institution. Any act or action of passing or circulating as genuine and true any of the documents specified above will also be subject to disciplinary sanction, knowing that they are false or altered". Any of these actions will be subject to disciplinary sanctions in accordance with the procedure established in the current University of Puerto Rico General Student Regulations. **DISCLAIMER:** The above statement is an English Translation of certain parts Article 6.2 of the General Student Regulations of the University of Puerto Rico (Reglamento General de Estudiantes de la Universidad de Puerto Rico – Cert. JS 154 2010-2011). It was originally prepared by the Deanship of Academic Affairs of the Medical Sciences Campus and revised and approved by the Academic Senate on March 2, 2017. In case of a discrepancy or disagreement with the original text in Spanish, the Spanish version will always prevail and be given priority. Approved by the Academic Senate, Certification 049, 2016-2017.

VII. REASONABLE MODIFICATION STATEMENT

Any student who presents a condition or health situation that qualifies him / her before the law to receive reasonable modification, has the right to make his request in writing in the Office of Services for Students with Disabilities (OSEI), following the procedure established in the document Request for Services and Reasonable Modification. A copy of this document is obtained in the OSEI Office, located on the third floor of the Dr. Guillermo Arbona Irizarry building, office B-349 (next to Medical Services for Students) and on the RCM's website in the Deanship of Students portal. The application does not exempt the student from fulfilling the academic requirements of the study programs. CIPE - Amended and Updated on 02-07-2018.

VIII. TITLE IX: NO DISCRIMINATION

The Medical Sciences Campus (MSC) of the University of Puerto Rico (UPR) does not discriminate in its academic offerings because of sex, race, color, age, national origin, political or religious ideas, gender, gender identity or expression, pregnancy, civil status, sexual orientation, ethnic origin or because of being a victim or be perceived as a victim of domestic violence, sexual assault, sexual harassment, or stalking. This policy complies with federal statutes under Title IX, as amended, and related the institutional policies of the UPR. It is the duty of every member of the university community to notify any discrimination or complaint event before the Office of the Title IX Coordinator, telephone 787-758-2525, ext. 1368 or 1360, or accessing the web page www.rcm.upr.edu/tituloix. Approved by the Academic Senate, Certification 035, 2018-2019, Amended.

IX. CONTINGENCY PLAN: *Certificación Número 33, 2020-2021 JG UPR*

"In the event of an interruption in academic work as a consequence of an emergency, the professor will use an alternate mechanism to communicate with the student and continue, if possible, with the course offering using alternative technological resources."

THE MEDICAL SCIENCES CAMPUS OF THE UNIVERSITY OF PUERTO RICO IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE AGAINST ANY UNIVERSITY EMPLOYEE OR CANDIDATE BECAUSE OF SEX, COLOR, PLACE OF BIRTH, AGE, PHYSICAL OR MENTAL HANDICAP, ORIGIN OR SOCIAL CONDITION, POLITICAL OR RELIGIOUS BELIEFS.

VIII. CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESSION

Effective Date: June 1, 2018

Preamble:

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the

appearance of influencing professional judgment.

- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
<http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

**UNIVERSITY OF PUERTO RICO
MEDICAL SCIENCES CAMPUS
SCHOOL OF HEALTH PROFESSIONS
DEPARTMENT OF GRADUATE PROGRAMS
DIETETIC INTERNSHIP PROGRAM**

**DIETETIC INTERN MANUAL
CONFIRM FORM**

By my signature below, I, (print your name) _____, confirm that I have received and read the University of Puerto Rico Dietetic Internship Manual. I understand the contents and agree to abide by all procedures, policies and guidelines specified in this resource. If I have any questions regarding any part of Manual, I am aware that it is my responsibility to seek clarification from the Dietetic Internship Program Director.

Dietetic Intern Signature: _____

Today's Date: _____