

# DIETETIC INTERNSHIP

## STUDENT HANDBOOK OF POLICIES AND PROCEDURES

Fall 2023



## Table of Contents

### Section 1: Description of the MSND: DI Program

- Mission Statement.....3
- DI Goals and Objectives .....4

### Section 2: MSND: Dietetic Internship Program Specifics

- The Path to Becoming a RDN.....5
- General Program Costs.....5
- Application and Admission Requirements.....7
- MSND Degree Requirements.....9
- Accreditation Status.....10

### Section 3: Student Support Services

- Ensuring Student Success.....11
- Financial Aid.....11
- Health Services.....11
- Health Education Resource Center.....12

### Section 4: Student Requirements and Rights

- Academic Standing for MSND: DI Students.....13
- Complaints About Program.....14
- Liability Insurance Coverage.....15
- Policy for Intern Absence/Sick Leave.....15
- Unusual Occurrence Policy and Liability.....16
- Access to student files and protection of student information.....16
- University's Commitment to Diversity.....17

### Section 5: Dietetic Internship Policies

- Assessment of Prior Learning and Experiences.....18
- Affiliated Medical Centers.....18
- Dietetic Internship Rotation.....19
- Academic and DI Calendar/Schedule.....19
- Evaluation Policy.....20
- Internship Progress.....21
- Disciplinary/Termination Procedures.....22
- Policy on Replacement of Employees.....23
- Issuance of DI Verification Statement.....23
- NTR Drug and Alcohol Free Learning Environment Policy.....24

### Section 6: Responsibilities of Graduate Dietetic Intern and EIU DI Coordinator

- Graduate Dietetic Intern Job Description.....24
- Responsibilities of the EIU DI Coordinator.....25
- Code of Ethics for the Profession of Dietetics Fundamental Principles.....25



**Section 1**

**Master of Science in Nutrition and Dietetics: Dietetic Internship Option Description**

The MSND: Dietetic Internship Option offers the Dietetic Internship that is necessary to become a Registered Dietitian Nutritionist. Degree-seeking students who match with EIU's Dietetic Internship through D & D Digital and who are admitted into this program will take 2 academic semesters of graduate coursework on Eastern's campus in Charleston, Illinois. Once the student completes the on-campus coursework, he/she will move to the location of his/her Dietetic Internship.

Timeline	MSND: DI Program
Interns accepted	Spring: 16-18 Fall: 7-9
Eligible applicants	Graduate of an accredited DPD program
Program concentration	Nutrition Education
Program location	EIU's campus and affiliated Internship locations around the greater Central/Eastern Illinois area
EIU Graduate credits required	36
Hours of Supervised practice	1200
Anticipated time for completion	18 months
Schedule for completion	Year 1: 2 semesters of graduate course work Year 2: Supervised practice – 3 starts May – December September – April January – August
Upon completion student receives	Academy of Nutrition and Dietetics verification statement of DI completion + EIU Master of Science in Nutrition and Dietetics <i>Note: DI verification statements are provided 3 times per year – January, June, September</i>
Application deadline	Spring: February 15 (MS paperwork and DICAS application) Fall: September 25 (MS paperwork and DICAS application)

**Mission Statement of MSND: Dietetic Internship Option (NDDI)**

The MSND: Dietetic Internship Option offers the Dietetic Internship that is necessary to become a Registered Dietitian Nutritionist. Degree-seeking students who match with EIU's Dietetic Internship through D & D Digital and who are admitted into this program will take 2 academic semesters of graduate coursework on Eastern's campus in Charleston, Illinois. Once the student completes the on-campus coursework, he/she will move to the location of his/her Dietetic Internship.

The **mission** of the MSND: Dietetic Internship Option, with its Nutrition Education Emphasis is to integrate research and theory-based nutrition education through innovative, rigorous, and collaborative supervised practice experiences, and to prepare entry-level registered dietitian nutritionists to enter the diverse workforce and devote their careers to empowering individuals,

families, and communities through lifelong learning, professional engagement, and community service.

**DI Goals and Objectives**

1. The Master of Science in Nutrition and Dietetics: Internship program will develop competent, graduate-level, entry-level registered dietitian nutritionists with the knowledge and skills needed to provide professional service targeted at improving the overall health and well-being of individuals, families, and communities through theory-based nutrition education.

- At least 80% of students are expected to complete the DI within 150% of the program length (27 months).
- Over a five-year reporting period, at least 80% of graduates will take the CDR credentialing exam for registered dietitian nutritionists within 12 months of program completion.
- Over a five-year reporting period, at least 80% of graduates will pass the CDR credentialing exam for registered dietitian nutritionists within one year following first attempt.
- Within 12 months of completing the Dietetic Internship, at least 80% of graduates who seek employment in fields related to nutrition and dietetics will have obtained employment.
- Over a five year reporting period, at least 80% of graduate survey respondents will agree or strongly agree that the Master's and practicum experiences were important for their careers in dietetics.
- At least 80% of the employers surveyed will indicate satisfaction with the EIU Dietetic Internship graduate's entry-level competence as a registered dietitian nutritionist.

2. The program will prepare graduates to engage in professional service and lifelong learning.

- One year post graduation, 50% of graduates who respond to the alumni survey will indicate they are serving as a preceptor.
- One year post graduation, 50% of graduates who respond to the alumni survey will indicate active involvement in at least one professional organization.

Program outcomes data is available upon request.

***DI Coordinator***

Melissa K. Maulding, MS, RDN  
1433 Klehm Hall  
217-581-7571  
mkmaulding2@eiu.edu

## Section 2

### MSND: Dietetic Internship Program Specifics

#### **The Path to Becoming a RDN**

Becoming a Registered Dietitian Nutrition (RDN) is a multi-step process (see Summary Table below). First, the student will need to complete a baccalaureate degree and complete the required Didactic Program in Dietetics (DPD) coursework. This DPD Verification Statement verifies that graduates have met the required Standards of Education established by the Accreditation Council for Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics (AND), and is eligible to begin an ACEND-accredited Internship Program.

Second, the student will need to be accepted into and successfully complete an Internship Program (IP), such as a Dietetic Internship or an Individualized Supervised Practice Pathway. The MSND: Dietetic Internship Option at EIU includes the IP component. At EIU, successful completion of the NDDI program (including all graduation requirements, not just the DI portion) will lead to the issuance of the ACEND Verification Statement of Internship Program Completion. Once the Internship Program is successfully completed, and the IP Verification Statement is issued, the student is eligible for the Registration Examination for Registered Dietitian Nutritionists.

The final step to becoming a RDN is to earn a passing score on the national registration examination (hopefully on the first try!!).

For more information on how to become a RDN, you can also visit the Academy of Nutrition and Dietetics website at [www.eatright.org](http://www.eatright.org) and search for how to become a RDN.

*Summary Table: EIU Pathway to Becoming a RDN*

<b>STEP</b>	<b>OUTCOME</b>
Complete bachelor's degree and earn the DPD Verification Statement	DPD Verification Statement
Apply for IP through the DICAS portal	Potential match with an IP
Complete the MSND: Dietetic Internship Option	DI Verification Statement and MSND degree
Register and study for the RDN exam. Take and PASS the national RDN exam.	RDN Certification by the Commission on Dietetic Registration

#### **General Program Costs**

All such expenses are the responsibility of the student.

Eastern Illinois University's Textbook Rental Service provides the students at Eastern Illinois University with quality textbooks at an affordable cost. For more information, visit Textbook Rental Service's website at [www.eiu.edu/~textbks/](http://www.eiu.edu/~textbks/).

FALL 2023 DI STUDENT HANDBOOK

Program Fees	Cost
EIU Tuition: Please check for updates at <a href="http://catalog.eiu.edu/content.php?catoid=13&amp;navoid=263">http://catalog.eiu.edu/content.php?catoid=13&amp;navoid=263</a>	Illinois & border state resident: \$169/credit Ex cost: 15 credit hours, fees and textbook rental: \$ 8,504.40 Non-border state: \$508/credit Ex cost: 15 credit hours, fees, and textbook rental: \$ 19,684.80
EIU Graduate School application fee	\$30
EIU DICAS application fee	\$35
Academy of Nutrition and Dietetics DICAS application fee	\$45
D&D Digital Matching fee	\$50
<b>Other expenses and Approximate Costs:</b> As with any graduate dietetic program there are additional expenses above and beyond fees and tuition. An estimated range of such expenses may include	
Housing: depending on geographical location (rural vs. city) and housing preferences	\$800.00/month
Utilities: depending on location and utility usage	\$150.00/month
Gasoline: depending on where you reside in proximity to campus and internship site, depending on type of vehicle, gas mileage of the vehicle, cost of gasoline, and amount of miles driven	\$50-200.00/month
Food: depending on the student's preferences, the amounts of food eaten, and the geographical location where the food was purchased	\$50-200.00/month
Medical tests: Immunizations, TB test, urine drug screen. Depending on if the tests are completed at the EIU Health Services or by their personal MD	\$90-200.00
Criminal Background check	\$20
Drug Screen	\$50
Lab coat: depending on brand of coat as well as geographic location of purchase	\$30-50.00

### **Application and Admission Requirements**

Admission into the MSND: DI Option is two-fold. First, the applicant must be admitted into The Graduate School at Eastern Illinois University. Secondly, the applicant must be matched with the Dietetic Internship through the D & D Digital matching process. The application process for both parts is described below.

#### *Graduate School Application*

\_\_\_ Apply to Graduate School (<https://www.eiu.edu/myeiu/>), noting the MS in Nutrition and Dietetics: Nutrition Education as your preferred program. Please note there is a \$30 application fee. Prospective graduate students who completed their undergraduate program at EIU, do NOT need to include transcripts in their application for Graduate School at EIU. Those students with transcripts from other universities need to have those transcripts mailed to the Graduate School at Eastern Illinois University.

**Note:** Applications are accepted year-round.

Preferably for prospective students who plan to start the program in January, please submit your graduate application by **September 25**.

For prospective students who plan to start the program in August, please submit your graduate application by **February 15**.

\_\_\_ Email the MSND Coordinator your personal letter of intent that explains how the MSND will assist you in achieving your career goals.

\_\_\_ Request two letters of recommendation be written on your behalf. These letters need to be emailed to the MSND Coordinator by your letter writers. At least one recommendation must address your academic performance. Both letters of recommendation should discuss your areas of strength and weakness in the following areas: ability to interact and work effectively with others; critical thinking skills and ability; communication skills, including both written and verbal skills as well as with peers and superiors; sense of professionalism; and work ethic.

\_\_\_ Upon receipt of the graduate school application, the personal letter of intent, and the two letters of recommendation, the MSND Coordinator will determine the admission status into the MSND program.

#### *Dietetic Internship Application*

Those applicants interested in applying for EIU's ACEND accredited Dietetic Internship, which has a Nutrition Education Emphasis, need to complete these components as well as the MSND components listed above.

\_\_\_ Complete and submit D & D Digital (<http://www.dnddigital.com/>) paperwork entering Eastern Illinois University as a match choice by 11:59 p.m. Central Time on September 25 or February 15. There is a \$50.00 computer matching fee. The DI accepts students in both the Spring (**February 15** due date) and Fall (**September 25** due date) computer matches.

\_\_\_ Complete and submit your application to the Dietetic Internship Centralized Application Services (DICAS) (<https://portal.dicas.org/>). In your personal statement, be sure to include your strengths and weaknesses, long and short term professional goals, and how the EIU program will



help you achieve your professional goals (limited to 1,000 words). For your letters of recommendation, one will need to be from a work supervisor and two from faculty. E-mail DICASinfo@DICAS.org for more information about this system. The on-line application must be completed for our program by 11:59 p.m. Central Time on September 25 or February 15. There is a \$45.00 application fee.

\_\_\_ Pay the Eastern Illinois University Dietetic Internship (DI) application fee of \$35 by mailing a check or money order payable to Eastern Illinois University to Melissa Maulding, 600 Lincoln Ave, Nutrition and Dietetics, Charleston, IL 61920.

***Pre-select Options***

Eastern Illinois University has two pathways to preselection for the Dietetic Internship. First, if you have a DPD verification statement from EIU, you are eligible for preselection. Second, any student with a DPD verification statement from any undergraduate Nutrition & Dietetics program may apply for one of three graduate assistantships in the program, which includes preselection.

<b>General Information:</b> Openings in MS-degree Dietetic Internship Track	25 Spring: 16-18 Fall: 7-9
Average number of applicants to EIU MS/DI program, last 2 years	55
GRE score requirement (General Exam)	Competitive quantitative and verbal GRE scores. There is no minimum score, but our students typically have: >3.5 score on analytical writing section
Minimum GPA required (cumulative and DPD)	2.75
Average DPD GPA of enrolled interns, last 2 years	3.50
Interview	A phone interview will be conducted with a few selected applicants. Note, if you have come for a campus visit, attended an open house, and/or spoke with the DI coordinator prior to applicant review date, you likely will not be emailed for a phone interview as a soft interview has taken place during these times. Therefore, you are likely still being considered for our DI.
Ranking of importance for acceptance into the MS/DI Program	1. Letter of Application (60%) 2. GPA (20%) 3. Letters of Recommendation (15%)

*Graduate Assistantship Application Components*

For those who will be starting your graduate work in the fall semester, the MSND program has three assistantships available: one who assists faculty in undergraduate coursework (specifically teaching the introductory Food Selection and Preparation course), and two who coordinate the nutrition education efforts on campus.

\_\_\_ Apply, if interested, for a general EIU graduate assistantship (<https://www.eiu.edu/dieteticsgrad/assistantships.php>). For one of the specific Nutrition and Dietetics graduate assistantships, apply before **February 15**. You might also consider clicking on "select all" in the assistantship application, so that your assistantship application is available to all departments on campus. Graduate assistantships are only available for an academic year (August-May), so potential DI students participating in the fall match aren't eligible for graduate assistantships.

### **MSND Degree Requirements**

- Degree requirements include those outlined for a master's degree by the Graduate School (see "Requirements for a Master's Degree").
- The MSND: Dietetic Internship Option requires 33 semester hours. Please note that no more than 30% of your graduate degree credits may come from online courses.
- Nutrition and Dietetics: Dietetic Internship Core 30 semester hours, which includes a 1200 hour (about 7 months full-time) Dietetic Internship.
  - Core Courses:
    - NTR 5150 - Medical Nutrition Therapy Credits: 3
    - NTR 5600 – Research Methodologies in Nutrition and Dietetics: 3
    - NTR 5610 – Systematic Reviews in Nutrition and Dietetics: 3
    - NTR 5151 – Nutrition and Public Health: 3
    - NTR 5154 - Medical Nutrition Therapy Credits: 3
    - NTR 5155 – Communication in Nutrition Education. Credits: 3
    - NTR 5156 – Leadership in Nutrition and Dietetics: 3
    - NTR 5981 - Dietetic Internship Credits: 3
    - NTR 5982 - Dietetic Internship Credits: 3
    - NTR 5983 - Dietetic Internship Credits: 3
    - NTR 5984 - Dietetic Internship Credits: 3
  - Elective Courses:
    - Electives 3 semester hours

### ***Graduate Study Plan Stipulations***

1. You are limited a maximum of 10 semester hours of coursework taken between 4750 and 4999.
2. You must complete 36 semester hours. For those not writing a thesis, your Certification of Comprehensive Knowledge will be determined by your performance on the systematic review you submit in Systematic Reviews In Nutrition (NTR 5610).
3. In consultation with your graduate advisor, draft your graduate study plan and submit for approval by the MSND Coordinator within the first few weeks of your second semester taking courses. Your graduate advisor will know which courses will be offered online and which ones will be on campus for the next two years.
4. Per Graduate School policy, you have six years to complete your degree. You may take coursework on a part-time basis, but the dietetic internship is a full-time commitment.

Upon satisfactory completion of both the MS degree and the dietetic internship, students will be provided with an Academy of Nutrition and Dietetics Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

**Accreditation Status**

EIU's Dietetic Internship program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext 5400, <http://www.eatright.org/acend>

## Section 3

### Student Support Services

#### ***Ensuring Student Success***

Eastern Illinois University offers a wide variety of student involvement opportunities, such as the Student Dietetic Association and Kappa Omicron Nu, and student support services through the University's Student Success Center (<http://www.eiu.edu/success/>), including study and test taking strategies, one-on-one consulting, and alternate testing sites and Health Services (<http://www.eiu.edu/health/>), including medical care and counseling services.

Additionally, students are encouraged to become members of the Academy of Nutrition and Dietetics. This membership provides various benefits to students as they prepare to become registered dietitian nutritionists. Further information about becoming a student member can be found at <http://www.eatrightpro.org/resources/membership/student-member-center>

As members of the Academy, students can join a variety of Dietetic Practice Groups (DPGs). DPGs allows students to interact with other dietetic professionals in an area of core interest. Further information about DPGs can be found at <http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups>

#### ***Financial Aid***

OFFICE OF FINANCIAL AID & SCHOLARSHIPS  
Student Services Building – East Wing  
600 Lincoln Avenue  
Charleston, IL 61920  
(217) 581-3713  
<http://www.eiu.edu/finaid/>

Several scholarships are available to students enrolled in the College of Health and Human Services. Applications are due in early September. For application and eligibility requirements, consult <https://eiu.academicworks.com/>.

#### ***Health Services***

The Eastern Illinois University Health Service offers convenient medical care right here on campus. The Clinic is dedicated to providing student-oriented primary care and health education through medical services and a variety of programs. These on-site resources include: a medical clinic, a full state certified lab, x-ray and EKG, pharmacy and over the counter medications, and the Health Education. Drug testing is available at EIU Health Services with background checks available through other resources that the DI Coordinator will provide. Counseling Services are available to students. For more information, visit <http://www.eiu.edu/counscctr/>

For further information:

(217) 581-3013  
health@eiu.edu  
Human Services Building (South Quad)  
[www.eiu.edu/health](http://www.eiu.edu/health)

**Health Education Resource Center (HERC)**

The HERC serves as a resource for students, faculty, and staff by providing programs, campaigns, interventions, and one-on-one consultations regarding health-related topics. The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold prevention and education, nutritional analysis, cooking classes and education, and sexual health education. Most services are free to students.

For further information:

(217) 581-7786

herc@eiu.edu

Booth House on 4th Street

[www.eiu.edu/herc](http://www.eiu.edu/herc)

## Section 4

### Student Requirements and Rights

#### ***Academic Standing for MSND: DI Students***

A student must be considered in good standing prior to starting the internship. Good standing is defined as maintaining a graduate cumulative GPA of 3.00 or higher for all graduate course work.

#### *Academic Warning*

A student is placed on academic warning if the cumulative GPA is below 3.00 but higher than 2.50. Candidates in academic warning may be afforded the opportunity to raise the cumulative GPA to the required 3.00 during the next semester in which they are enrolled. It is the candidate's responsibility to monitor academic standing. Candidates who fail to make the required progress toward good standing may be notified by the Graduate School when they are in academic warning. If a student is placed on academic warning, they may lose their internship place.

#### *Academic Dismissal of Graduate Degree or Certificate Candidates*

Graduate students admitted to degree or certificate candidacy who complete 12 or more semester hours may be dismissed from the University if their graduate cumulative GPA falls below 2.50. If a student is dismissed from the MS program, they will lose their internship place and need to reapply through DICAS and D & D digital. Additionally, they will need to reapply to the MSND: DI program.

#### *Academic Standing for Graduate Assistants*

Graduate assistants must meet the GPA, enrollment and other requirements in order to continue assistantship eligibility. Graduate assistants are advised to consult the section of the Graduate Catalog titled "Graduate Assistantships" for detailed information regarding these requirements.

#### *Program Withdrawal Policy*

Eastern Illinois University Dietetic Interns may withdraw at any time from EIU and from the MSND Program and/or the Dietetic Internship. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently.

#### *Withdrawal and Refund of Tuition and Fees*

Students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Charges adjusted are related to Tuition, General Fees and Outreach Fees. Please contact University Housing and Dining Services for information related to cancellation of your housing contract at (217) 581-5111. Contact the Office of the Registrar at (217) 581-3511 for information about withdrawing from a course or the University. You may also be interested to see how course and University withdrawal may affect your financial aid. Further information can be found at:

[http://catalog.eiu.edu/content.php?catoid=33&navoid=1414#acad\\_astan\\_for\\_grad\\_degr\\_and\\_cert\\_c\\_and](http://catalog.eiu.edu/content.php?catoid=33&navoid=1414#acad_astan_for_grad_degr_and_cert_c_and)

### *Student Discipline and Grievance Procedures*

The Office of Student Standards (<http://www.eiu.edu/judicial>) coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed by a University Student Standards Board approved by the Vice President for Student Affairs (VPSA). Student concerns related to faculty, staff, and curriculum are reviewed by the Director of Nutrition and Dietetics and the Lumpkin College of Business and Applied Sciences Associate Dean. An appeal of a decision made by the University Student Standards Board is handled by the VPSA and an appeal related to a course grade is handled by the College Grade Appeal Committee (see IGP 45 at <http://castle.eiu.edu/auditing/045.php>) or visit the Grade Appeal website at <http://castle.eiu.edu/acaffair/GradeAppeal/>).

If an intern has a grievance against a Site Director, preceptor, another internship site staff member, or the content or process of an experience, the following steps should be taken:

1. The intern should make a good faith effort to resolve the matter with the precepting faculty involved.
2. If the intern's efforts with precepting faculty do not resolve the concern, and if the student wishes to pursue resolution of the disagreement further, the intern can discuss the matter with the DI Coordinator.
3. If the disagreement is not successfully mediated by interactions with the DI Coordinator the intern may file a formal complaint against the DI Coordinator and/or EIU DI Program. This complaint will be presented to the Director of Nutrition and Dietetics.
4. If the intern's formal complaint is not resolved by the Director of Nutrition and Dietetics, the intern may file a grievance against the DI Coordinator with the Lumpkin College of Business and Applied Sciences.
5. If all of the above avenues have been exhausted without resolution, the intern is advised to contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). See below for more information.
6. After culmination of the grievance process the intern may continue in the program with no retribution.

### ***Complaints about Programs***

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606, by calling 1-800-877-1600 extension 5400, emailing [acend@eatright.org](mailto:acend@eatright.org), or on the ACEND website at: <http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a->

complaint Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

### **Liability Insurance Coverage**

Eastern Illinois University is a member of SURMA, which is an intergovernmental self-insurance pool that provides its members with a program to fund liability exposures. The program covers civil liability for bodily injury, personal injury and property damage to tangible property resulting from occurrences in the conduct of university business, and damages arising out of certain professional services.

Employees, students in internships, and agents are "covered persons" under the self-insurance program and subject to its terms and conditions. The coverage is limited to occurrences of professional services which are within the scope of assigned duties and subject to the terms and conditions of the coverage document.

### **Policy for Intern Absence/Sick Leave**

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies
  - a. Any days required off must be made up in the rotation during the time missed before moving on to the next rotation.
2. Absences are approved by Coordinator and preceptor on a case by case basis.
  - a. Weekends and vacation days may be used to complete missed days, per rotation site, and availability of RD supervision.
3. Interns are also allowed three days in the event of the death of an immediate family member. The intern must bring documentation such as the memorial card to the Site Director. Days missed may still need to be made up as students must complete 1200 hours of supervised practice.
4. Interns must immediately contact their Site Director and any other preceptors they are currently assigned to when calling in sick. The intern must also notify the DI Coordinator of the absence from the rotation and note it on their time log.
5. It is the responsibility of the intern to arrange and complete any missed days. Any missed days not completed within six weeks of the end of the internship program means the intern did not successfully complete the Dietetic Internship Program.
6. If an intern gets injured while at an affiliating agency, he/she must report the injury to the Site Director/preceptor immediately and to the DI Coordinator. (See Unusual Occurrence Policy below.)
7. Interns participate in the internship at their own risk and are not covered by Worker's Compensation.
8. Interns are responsible for tracking individual supervised practice hours in a professional work setting and submit documentation to the DI Coordinator via an online system.

Interns are scheduled for a minimum of forty hours per week at their rotation site. Extra project work will require interns to use off-duty time. Interns are expected to be punctual and available throughout the rotation. The Site Director and/or DI Coordinator shall handle all rescheduling. All absences and reasons for absences should be noted on the evaluation form and the time log. All assignments and projects must be completed by the given deadlines.

If an intern must be absent for an extended period of time for illness, pregnancy or adoption leave, or a personal crisis, he/she will be given a grade of incomplete in 5981, 5982, 5983, or 5984,



depending on the rotation, for that semester. With approval by the DI Coordinator, the intern will be given additional time to complete that semester's work or be dropped from the program. This extra time can be up to 150% of the 2-year schedule for DI track completion (3 years). Unexcused absences are not acceptable and are subject to disciplinary action.

### **Unusual Occurrence Policy and Liability**

An unusual occurrence (e.g. adverse reaction to medication, fall or injury, burns) is any event of which a preceptor is made aware and that has potential to result in harm to a dietetic intern. If a dietetic intern gets sick or has an unusual occurrence during their rotation and needs assistance, the dietetic intern is responsible for informing the preceptor of the occurrence as soon as possible after the occurrence. The preceptor and the dietetic intern must document such occurrences.

It is the dietetic intern's responsibility to arrange for immediate care whether is to the Eastern Illinois University Student Health Services or the intern's healthcare provider of choice. The dietetic intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the student.

The dietetic intern needs to complete a Report of Unusual Occurrence form that may be obtained from the EIU DI Coordinator, completed, then forwarded to the appropriate Program Director for review. In addition, one copy of the report is to be kept by the dietetic intern, and one copy is to be kept in the intern's file in the program office. If the dietetic intern or person harmed declines immediate care or referral for follow-up care, this declination is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation. If the dietetic intern does not want to sign the form, the preceptor should complete it, note that the intern has refused to sign, and provide the intern with a copy.

Upon notification by the dietetic intern of an unusual occurrence that involves potential or actual harm to the intern, another person, or to agency product/property, the preceptor will meet with the student to determine the nature of the occurrence. The preceptor will then contact the DI Coordinator to complete the appropriate agency incident report. The original is given to the student and one copy is kept in the Program Director's office. Eastern Illinois University, the, the College of Health and Human Services, the Nutrition and Dietetics unit, and Dietetic Internship Program are not liable for any injury or accident occurring during travel to and from assigned rotation sites, meeting locations, etc. Dietetic interns are to be covered under a personal liability/auto insurance for daily travel to and from assigned rotations and experiences.

### **Access to personal files and protection of privacy**

Eastern Illinois University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a full statement of the rights afforded to students by FERPA, consult the University Graduate Catalog.

Eastern Illinois University Nutrition Program Dietetic Internship files are kept in secured file cabinets and locked in the MSND Coordinator's office. All information in the file is private and confidential except for projects the intern has completed, which may be disseminated among our faculty and other interns for educational purposes. The EIU Dietetic Internship Coordinator has access to interns' confidential Nutrition Program Internship files. Interns have the right to review their personal Dietetic Internship file upon request.

**University's Commitment to Diversity**

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited. See IGP #174.

The Office of Civil Rights and Diversity is located on campus in 1011 Old Main. For additional information concerning the University's equal opportunity policy, please call (217) 581-5020. The Office of Civil Rights and Diversity reports to the University General Counsel.

## Section 5

### Dietetic Internship Policies

#### ***Assessment of Prior Learning***

No credit will be allowed for past experiences completed outside of the scope of University-granted credit. Per Graduate School policy, students may request that graduate credit be transferred from another university to be applied to the MSND program. Details of that policy are available on the Graduate School's website at [http://catalog.eiu.edu/content.php?catoid=33&navoid=1414#prev\\_earn\\_cred](http://catalog.eiu.edu/content.php?catoid=33&navoid=1414#prev_earn_cred).

#### ***Affiliated Medical Centers***

There are nine medical centers affiliated in the EIU Dietetic Internship ([https://www.eiu.edu/dieteticsgrad/internship\\_sites.php](https://www.eiu.edu/dieteticsgrad/internship_sites.php)). These sites are located within east central to central Illinois including the following cities: Champaign, Danville, Decatur, Effingham, Jacksonville, Mattoon, and Springfield.

#### ***Selection Criteria and Agreements for Affiliate Medical Centers***

Each medical center must achieve the following basic requirements to be affiliated with EIU's Dietetic Internship program.

- a. Demonstrate a desire to have EIU students in their facility.
- b. Provide adequate and competent staff to guide EIU students.
- c. Assure adequate patient load in order to provide students with a diverse array of experiences.
- d. Location within a 250-mile radius from EIU's campus.
- e. Offer affordable housing within the community.
- f. Provide opportunities for students to achieve DI core competencies as stipulated by ACEND.
- g. Designate one Site Director who the student can communicate with regarding the internship progress and who is responsible for facilitating the evaluation of student progress.
- h. Review the matched intern's DI application and facilitate an interview with the matched intern before placement is made to the internship site.

There will be a written affiliate agreement between EIU and each affiliate medical center, which has been mutually agreed upon. An original copy of the agreement will be signed and kept on file at EIU. The agreement can be amended at any time and will be reviewed and updated routinely, not to exceed a ten-year time span.

**Dietetic Internship Rotations**

After completing two academic semesters of coursework on Eastern’s campus, the intern will complete 30 weeks in one of the 8 affiliated medical centers.

<b>Week</b>	<b>Rotation</b>	<b>Location</b>	<b>Contact Hours</b>
1	Orientation to Management	Home	40
2-3	Management: Food Production	Home w/off-site foodservice tour	80
4	Management: Safety	Home	40
5	Management: Procurement	Home	40
6-7.5	Management: People	Home	60
7.5-8	Management: Financial	Home	<b>60</b>
	<b>GRADE for NTR 5981</b>		<b>(340 hrs)</b>
9	Management: Staff Relief	Home	40
10	Orientation to Clinical Care	Home	40
11	Mental Health	Home or OFF SITE	40
12	Nutrition Support (mini case study)	Home	40
13	Maternal/Pediatrics	Home or OFF SITE	40
14	Weight Management	Home or Off Site	40
	<b>GRADE for NTR 5982</b>		<b>(320/640 hrs)</b>
15-16	Diabetes (mini case study)	Home	80
17-18	Cardiac/Pulmonary	Home	80
19-20	GI/Surgery	Home	80
21	Oncology/Palliative Care	Home	40
22	Renal	Home or Off Site	40
	<b>GRADE for NTR 5983</b>		<b>(320/960 hrs)</b>
23-27	Staff Relief	Home	200
28-29	Community	Home & Off Site	80
30	Special Interest Area (SIA)	Home or Off Site	40
31	(Optional) Additional SIA	Home of Off Site	40
	<b>GRADE for NTR 5984</b>		<b>(240-280/1200-1240 hrs)</b>

**Academic and DI Calendar/Schedule**

Graduate students, while enrolled in graduate coursework, will follow the University’s academic calendar. While completing the Dietetic Internship, interns will follow the University’s academic calendar for important dates, such as withdrawal, drop, grade deadlines, and applying for graduation, but will adhere to their internship site calendar for hours/days off. The University academic calendar is available from the Office of the Provost website at [www.eiu.edu/registra/acadcal.php](http://www.eiu.edu/registra/acadcal.php).

Interns will follow the internship site's schedule as far as holidays and attendance. The following dates, interns do not need to report to their internship site:

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the day after
- Christmas Day
- New Year's Day

Other holidays and religious obligations requiring time off should be discussed with the Site Director at the beginning of the internship experience.

### **Evaluation Policy**

The purpose of evaluation is threefold:

1. To assist the graduate dietetic intern develop professionally and personally.
2. To provide an appropriate assessment of their progress.
3. To provide a continuing plan for professional growth.

The intern is responsible for providing the preceptors with the appropriate rotation evaluation link(s)/form(s) and making an appointment with the supervisor(s) to complete each evaluation. At the times designated in the Evaluation Schedule below, evaluation forms are to be completed separately by the intern and the rotation supervisor. After discussing the intern's and preceptor's evaluations, the information should be loaded into qualtrics and an updated copy of the evaluation completion log loaded into the appropriate drop box in D2L. This formal evaluation should be supplemented by frequent, and ongoing, informal feedback between the intern and the preceptors. Ongoing self-evaluation by the intern is also a cornerstone of the process. At the conclusion of the DI, the intern will evaluate the Dietetic Internship, the preceptors, and the overall graduate program.

### *Intern Evaluation of Performance and Grading*

Graduate dietetic interns (DIs) are informed regularly of their progress by their preceptors. It is the DI's responsibility to schedule rotation evaluations with the Site Director and/or preceptors and to keep the DI Coordinator abreast of their progress. The interns complete self-assessments and receive formal assessment on their progress at specified intervals throughout the program. The intern is responsible to assure that the DI Coordinator receives all evaluations in D2L in the proper dropboxes.

The DI Coordinator will assign and report grades (Credit or No Credit) based on verbal and written feedback from each site, reported performance evaluations, and in consultation with the DI's Site Director. A total of four grades will be issued, one for each quarter of the dietetic internship (see Dietetic Intern Agreement Form and/or DI Rotation Schedule).

Given that the start date of the Dietetic Internship sections is not in correlation with the University semester, a grade of "Incomplete" might be given. Once the identified standards are completed, the DI Coordinator will submit the paperwork to change the "Incomplete" to a grade. All standards must be achieved before the end of the Dietetic Internship in order for the verification statement to be awarded.

*Evaluation Schedule*

<b>Evaluation Completed</b>	<b>Form Used</b>	<b>Evaluator(s)</b>
Mid-management	Mid-management	Intern and supervisors
Catered Event	Catered Event	Intern and supervisors
Clinical rotations	Rotation Evaluation	Intern and supervising RDN
Mid-term evaluation	Clinical evaluation	Intern and site director
Final-clinical evaluation	Clinical evaluation	Intern and site director
Presentations (inservices, nutrition education presentations)	Nutrition Education Evaluation	Intern and supervisor
Case Studies	Case Study Evaluation	Supervising RDN and/or Site Director, EIU Faculty Mentor for Major Case Study
End of DI	Exit Evaluation, DI Time Log	Intern and Site Director
End of DI	MSND Program Evaluation, DI Preceptor Evaluation	Intern

***Intern Retention and Remediation***

Interns must receive passing evaluation scores on all required ACEND DI Competencies. Efforts will be made by preceptors and the DI Directors to assist, encourage, and support an intern to improve their skills, knowledge, and performance to achieve this minimum accepted level. Interns are expected to let the DI Directors and preceptors know if they are struggling in their rotation. If an intern is struggling in a rotation and/or is danger of failing a rotation, the DI Directors should be made aware by the preceptor as soon as possible and counseling will be provided for the intern.

If an evaluation indicates an intern may not be successful at a rotation or case study or if a rotation is not successfully completed, the intern will be on probationary status. Based on the comments noted on the intern’s evaluation and commentary from the site director and the intern, the DI Coordinator will devise a remediation plan and work with the intern to determine competency by:

- Being assigned additional assignments by the rotation preceptor and/or DI Director.
- Repeating portions of the failed rotation, or possibly the rotation in its entirety at the same internship site. Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation after the regular internship end date.

The preceptor and the DI Coordinator must approve the schedule for a repeat rotation.

If the intern is not successful at the internship site by the repeat of the rotation(s)/case study, the intern will be removed from the site. If the DI Coordinator, in consultation with the Director of Nutrition and Dietetics, believes that competency has been achieved, the DI Coordinator will ask the site director of one of the affiliated medical centers if they would be willing to provide a second internship placement. The DI Coordinator will fully disclose the reason for the initial removal as well as the results of the remediation. If a site is willing to place the intern, the DI Coordinator will share the DI application packet with the site director with the site director conducting an interview

with the intern. Based on the result of the interview, the intern may be placed in the site, or will await notification of another willing site.

If none of the DI sites are willing to allow the intern into their facility or if the DI Coordinator does not feel that remediation was successful, then, the intern will not receive an additional placement and will be terminated. If the intern receives a second placement, and fails to meet the standard at this location as well, the internship will be terminated with no additional remediation or DI placement offered.

Copies of written probationary status letters and individualized improvement plans will be stored in the intern files. If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination from the program.

Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

The 1,200 hours of the Dietetic Internship must be completed within 11.25 months. Release time for family medical leave will not be included in this time allotment, however, documentation for this leave will be expected. See Unusual Occurrence and Personal Liability Policy.

### **Disciplinary/Termination Procedures**

1. If a dietetic intern exhibits behavior requiring disciplinary action, a written warning will be given and a conference will be held with the intern and preceptor if the action occurred at the internship site. Specific steps to ameliorate the identified problems within a designated period of time are a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated time period.
2. If the intern receives three written warnings for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days/tardiness, etc. the intern may be terminated from the program.
3. Other examples of possible causes for disciplinary actions/termination include:
  - a. Being under the influence of either drugs or alcohol while on the job (may result in immediate termination).
  - b. Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the internship program (may result in immediate termination).
  - c. Theft of property.
  - d. Failure to follow direction of an immediate supervisor/preceptor.
  - e. Unexcused absences.
  - f. Repeated absences or tardiness.
  - g. Failure to perform assigned tasks or not completing assignments.
  - h. Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, or preceptors.
  - i. Failure to complete graduate course work or case studies.
  - j. Disrespectful behavior towards preceptors, faculty, professional staff, or other students.
  - k. Not showing up for a scheduled rotation.
  - l. Quitting the internship program.
4. The decision to dismiss an intern from the EIU Internship Program lies with the Dietetic Internship Coordinator.

**Policy on Replacement of Employees**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments should be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the DI Director and Site Director.

**Completion of DI/Certification of Graduation**

In order for graduation to be certified at the end of a term, all assignments pertaining to the Dietetic Internship (NTR 5981,5982,5983, & 5984) must be satisfactorily completed no later than Friday, 11:59 p.m., the last day of classes in the term the student is enrolled in NTR 5984. Students who do NOT meet this deadline will receive an Incomplete for NTR 5984 which will remain in place until AFTER the degree certification date for that term, and will not be removed until all required assignments have been completed to the satisfaction of the Dietetic Internship Coordinator.

**Issuance of DI Verification Statement**

The Verification Statement, which indicates your completion of our graduate program, will be issued after certification of your graduate degree - not when the Dietetic Internship is completed. Once the Verification Statement is earned, the graduate's information will be shared with CDR and the graduate will be eligible to sit for the registration exam.

**NTR Drug and Alcohol Free Learning Environment Policy**

The Eastern Illinois University Nutrition and Dietetics Department is committed to protecting the safety, health and wellbeing of all colleagues and other individuals impacted by our student experiences (courses and internship rotations). We recognize that drug use and alcohol abuse pose a significant threat to our goals. We have established a drug free policy for our students participating in medical facility experiences (coursework and DI) of the program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

Students matched with EIU for the MSDI are to be informed of EIU NTRs Drug Free Learning Environment Policy and drug testing procedures upon acceptance to the program. Onboarding of the student may not proceed unless and until the candidate has successfully passed a pre-program initiation drug test. (For sake of clarity, although the use of cannabis (marijuana) is permitted in Illinois for medical and recreational use, it remains an illegal drug under federal law. As a result, a candidate who tests positive for cannabis (marijuana) will not be considered to have passed the pre-program initiation drug test.) Those that fail the test are unable to begin coursework and internship experiences at medical facilities until evidence of a negative test are provided, and may be referred to counseling or treatment services available at EIU.

Students and Interns are tested prior to starting their program at EIU. If a student/intern has left for whatever reason and returns within 90 days or less there is no need to retest. If gone more than 90 days, the student/intern should be retested.



## Section 6

### Responsibilities of Graduate Dietetic Intern and EIU DI Coordinator

#### Graduate Dietetic Intern Job Description

The Graduate Dietetic Intern is responsible for complying with all aspects outlined in this Position Description. The Graduate Dietetic Intern will develop basic clinical and management skills and techniques and incorporate them into professionally acceptable practice with patients and employees. The Graduate Dietetic Intern will report to the DI Coordinator at Eastern Illinois University and the Site Director at the assigned medical center. *At no time during the Dietetic Internship will the intern be used to replace workers.*

#### Responsibilities

1. Completes orientation at the medical center, familiarization with departments, especially within the Food and Nutrition Services departments, and interrelationships of departments, policies, procedures, individual responsibilities, and routines.
2. Completes orientation to Dietetic Internship; familiarization with policies, procedures, and responsibilities of the intern, site director, and DI Coordinator.
3. Maintains established department policies, procedures, objectives, and safety and sanitation standards.
4. Maintains harmonious working relationships with department staff and medical center personnel.
5. Serves as a nutrition resource to other health professionals.
6. Understands and complies with the principles of confidentiality, privileged communications and professional ethics in written and oral communication regarding patient conditions.
7. Maintains regular communication with EIU DI Coordinator and Site Director at the assigned medical center. Additional meetings with supervisors can be anticipated as circumstances warrant. It is the intern's responsibility to arrange meetings when appropriate.
8. Participates in educational programs and in-services meetings; presented in-services as assigned. Participates in fire, disaster, and safety programs, as assigned.
9. Reviews current professional literature to keep abreast of new developments in nutrition and management research and practice.
10. Participates in and accepts responsibility for departmental and medical center projects, as assigned, within the scope of the program.
11. Gains knowledge of nutrition and dietetics by completing, but not limited to, established DI Curriculum.
12. Completes management rotations with assigned personnel, noting position procedures and equipment used. Compares job position descriptions with actual jobs.
13. Observes management principles in practice, including food production, food procurement, human resource management, and financial management.
14. Understands and complies with regulatory agencies.
15. Responsible for patient care as assigned by Registered Dietitian Nutritionists. Patient care includes culturally-competent nutrition screening, nutrition assessment, assessment and provision of education related to medical nutrition therapy, daily patient follow up, discharge planning, and outpatient counseling.
16. Completes all required rotations including four weeks of staff relief, generally provided as 3 weeks of clinical rotations on assigned floors and one week of a special interest.

## FALL 2023 DI STUDENT HANDBOOK

17. Gains understanding of providing nutrition consultation to small nursing homes and hospitals through visits to area facilities with a consultant dietitian.
18. Completes community nutrition unit through interviews, visits and other assignments at selected agencies.

### Minimum Qualifications

1. Bachelor's degree and signed Didactic Program in Dietetics Verification Statement.
2. Concurrent enrollment in Master of Science in Nutrition and Dietetics at Eastern Illinois University.
3. Effective oral and written communication skills.
4. Clean background check.
5. Has reliable transportation to travel to DI site as well as to community sites for community, consultancy, and renal rotations.

### Special Qualifications

1. Desirable to have a Food Service Manager's Sanitation Certificate.

### Responsibilities of the EIU DI Coordinator

1. Orient the intern to the DI Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Develop schedules for the DI program, organize rotations and plan class days.
4. Ensure that all interns are meeting Accreditation Council for Education in Nutrition and Dietetics (ACEND) core competencies.
5. Serve as a role model and mentor.
6. Serve as an advocate for the intern when appropriate and justified.
7. Act as a liaison between the preceptor and intern as needed.
8. Develop partnerships with outside organizations that strengthen the program.
9. Develop and enforce policies and procedures.
10. Direct the selection and procession of new interns.
11. Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
12. Be involved in Academy of Nutrition and Dietetics activities that strengthen the quality of the dietetic internship program.
13. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
14. Monitor and evaluate intern's progress in each rotation.
15. In collaboration with the DI Site Director and other staff, evaluate the Final Project/Major Case study at the completion of the intern's rotations.

## **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.<sup>1</sup> Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup> Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup> 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.<sup>2</sup> Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup> 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."<sup>4</sup> 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.<sup>2</sup> Justice (social justice): supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources. Non-Maleficence: is the intent to not inflict harm.<sup>1</sup>

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).