

DOMINICAN UNIVERSITY COORDINATED AND LOCAL ISPP PROGRAMS IN DIETETICS



HANDBOOK

Borra College of Health Sciences

Revised – July 2023

Table of Contents

Welcome Letter	4
Section I: Coordinated and Local Individualized Supervised Practice Pathway (ISPP) Programs at Dominican University - Borra College of Health Sciences	5
GETTING TO KNOW DOMINICAN UNIVERSITY	6
Campus Parking	6
Dominican University Resources	6
Dominican University Medical Documentation	6
PROGRAM OVERVIEW	6
Definitions	7
Statement of Program Intent and Purpose	8
Philosophy and Mission	8
Goals and Objectives	9
Communication Table	11
Coordinated and Local ISPP Programs Overview and Completion Requirements	12
Core Curriculum Course Descriptions	13
SUPERVISED PRACTICE OVERVIEW, EXPECTATIONS, AND GENERAL POLICIES	14
Overview	14
Program and Rotation-Specific Orientation	15
Length of Program	15
Exxat	15
Required Program Documentation and Medical Tests	16
Academy Membership	16
Acceptance Letter	16
Acknowledgement of Program Change Policy	16
Background Checks	16
CPR/BLS Training	16
Health Insurance Policy	16
Intern Agreement Form	17
Liability Insurance	17
OSHA Training: Prevention of Transmission of Bloodborne Pathogens	17

Physical Exam	17
Titers: Measles, Mumps, and Rubella (MMR), Hepatitis B, and Varicella	18
Tuberculosis (TB) Test.....	18
Evaluations.....	19
Required Hours	21
Schedule.....	21
Verification of Intern Identity	21
Liability for Safety in Travel	21
Professional Expectations.....	21
Written Assignments	22
Expectations and Responsibilities throughout the Program	22
Professional Appearance	23
General Dress Code Guidelines	23
Additional Basic Food Service Management Supervised Practice Guidelines	24
Tuition and Expenses	24
Lab Fees	24
SUPPORT SERVICES.....	25
Accommodation Guidelines.....	25
Academic Success Center	25
Wellness Center	25
Section II: Coordinated and Local Individualized Supervised Practice Pathway (ISPP) Programs Policies and Procedures	26
Attendance Policy: Supervised Practice Courses.....	27
Code of Conduct	30
Communication, Electronics, and Social Media	31
Disciplinary Action	32
Engagement in Personal Nutrition Enterprises and Activities	34
Grading.....	36
Grievances	37
Injury and Illness	38
Intern Retention and Remediation.....	39
Pregnancy	42

Pre-Rotation Testing	43
Prior Assessed Learning (PAL).....	44
Protection of Privacy of Intern Information	46
Visual Veggies	47
Withdrawal Policy	48
Section III: Appendix	49
ACEND 2022 RD/RDN Core Competencies	50
Associated Program Fees.....	53
Prior Assessed Learning Application Form	54

Welcome Letter

Dear Intern,

Welcome to Dominican University! We are pleased to have you join our Nutrition Sciences Department through your enrollment in one of our Coordinated or Individualized Supervised Practice Pathway (ISPP) programs. Each of our programs meets the Accreditation Council for Education in Nutrition and Dietetics (ACEND) requirements and will provide you with opportunities and experiences to successfully prepare you for a rewarding career in the practice of nutrition and dietetics.

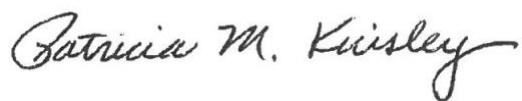
For some of you, this is the first handbook that you are receiving, and it provides you with general information, guidelines, and policies regarding your participation in this phase towards practice in nutrition and dietetics as a Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN). For others, this is the latest version of a familiar document.

You must be familiar with everything in this handbook. It is not only a valuable reference but also a compilation of what you will need to know to ensure that you are successful throughout your program. You are responsible for knowing and upholding all policies and procedures herein.

The first section begins with general information that every intern should know (pertinent terms, available resources, and program overview), followed by a description of the basic components of the programs (competencies, evaluations, testing, and expectations). Then, you will find program requirements that must be completed before a verification statement is given. The second section covers important policies and procedures. The last section contains an appendix with additional relevant information.

Be assured that our support for you continues through every step of your program and beyond. We are pleased that you have chosen Dominican University. We will collaborate and guide you throughout your journey to becoming a Registered Dietitian and look forward to you joining us as our future colleagues in the practice of nutrition and dietetics.

Wishing you the very best both now and in your future career,

A handwritten signature in cursive script that reads "Patricia M. Knisley".

Patricia M. Knisley, RD, MS
Director, Coordinated and ISPP Programs in Dietetics
Borra College of Health Sciences/Dominican University

**Section I: Coordinated and Local
Individualized Supervised Practice Pathway
(ISPP) Programs at Dominican University -
Borra College of Health Sciences**

GETTING TO KNOW DOMINICAN UNIVERSITY

In addition to this handbook, Dominican University has a [Student Handbook](#). Please be sure to review it as well to be familiar with Dominican's policies, guidelines, and expectations as a student member of the Dominican community.

Campus Parking

Parking at Dominican University is allowed by permit only. The cost of the parking permit is typically \$50 per year for commuters and \$100 per year for campus residents. Current information and details about purchasing a parking pass can be found [here](#).

Dominican University Resources

Nutrition Sciences Office Main campus, Parmer Hall, Room 102 708-488-5290 (Office) 708-488-5117 (Fax)	<u>Academic Enrichment Center</u> Parmer Hall, LL010 aec@dom.edu
Borra College of Health Sciences Main campus, Parmer Hall, Room 101 708-524-6320 (Office)	Campus Security Security office: 1 st floor parking garage safety@dom.edu (708) 524-5999
<u>Dominican Financial Aid</u> Main campus, Lewis Hall, Room 115 finaid@dom.edu (708) 524-6785	<u>Accommodations and Disability Access</u> Main campus, Crown, Room 126 ada@dom.edu (708) 524-6785
<u>Registrar's Office</u> Main campus, Lewis Hall, Room 129 registrar@dom.edu (708) 524-6774	<u>Student Accounts</u> Main campus, Lewis Hall, Room 119 bursar@dom.edu (708) 524-6487

Dominican University Medical Documentation

All interns enrolled in six or more credit hours are required by the State of Illinois to submit a Certificate of Immunity to the Wellness Center. You will need to submit your health forms and proof of immunizations through the [Wellness Center](#) prior to your first class/supervised rotation course.

Interns who are not compliant with the immunization requirements will be fined \$75 each semester. Please note that the submission of the Certificate of Immunity is a separate form that will be sent directly to the Wellness Center. Even if requested, the Wellness Center will not send any medical information to the Department of Nutrition.

Exemptions due to medical or religious reasons will be considered in accordance with the University policy. Dominican University requires that any exemption request be made to the

Wellness Center via their specific guidelines. A copy of the required Illinois Certificate of Medical or Religious Exemption to Required Immunizations and/or Examinations Form can be found [here](#) and in Exxat. Once completed and signed/dated by both the intern and the health provider, this form must be submitted to the Wellness Center Portal for review. Notification of approval or denial of the exemption request will be provided to the intern by the Wellness Center. A copy of any exemption approval from the Wellness Center must be provided to the Coordinated/ISPP programs via Exxat.

PROGRAM OVERVIEW

Note: Unless specifically noted otherwise, the policies and guidelines in this handbook apply to all interns in each of the Coordinated and ISPP programs.

Definitions

Please review the definitions below before continuing with this handbook. Getting a grasp on their meanings will help you understand the remainder of this document.

- **The Academy** ([The Academy of Nutrition and Dietetics](#)): *“The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals ...and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.”*
- **CDR** ([Commission on Dietetic Registration](#)): According to CDR’s website, *“the purpose of the Commission, as the credentialing agency and organization unit of the Academy, is to serve the public by establishing and enforcing standards for certification, recertification, and the Code of Ethics and by issuing credentials to individuals who meet these standards.”*
- **ACEND**: ([Accreditation Council for Education in Nutrition and Dietetics](#)): This is *“the accrediting agency for education programs preparing interns for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.”*
- **Competencies**: Think of a competency as a way to measure your capability. In other words, if you are competent, you are able to perform the skill or action according to a pre-determined level of acceptance. ACEND has pre-determined what competencies are required throughout the program to guarantee that all interns have the skills needed for entry-level practice as a Registered Dietitian/Registered Dietitian Nutritionist. These competencies will be met throughout supervised practice and seminar courses (See Appendix, [ACEND 2022 RD/RDN Core Competencies](#)).
- **Site Preceptor**: The site preceptor (on-site instructor/mentor) may be an employee at the assigned site (i.e., the Food Service manager of the institution) or may be a Dominican University employee (DU preceptor) who travels to the site. The site preceptor is responsible for overseeing and reviewing all supervised practice learning activities and experiences at the practice setting site and completing the intern evaluations at both midpoint and the end of the rotation. During each rotation, interns should report directly to the site preceptor.
- **DU Preceptor**: Dominican University employs this preceptor. This multi-faceted role includes that of a site preceptor, instructor, facilitator, role model, and advocate. The DU preceptor supervises a group of two or more interns on site.

- **Coordinating Preceptor:** The Coordinating Preceptor is responsible for managing all rotations within a specific area of practice (clinical, community, outpatient, food service management, or specialty nutrition). In some cases, the Coordinating Preceptor will also act as a site/DU preceptor.
- **Supervised Practice:** The supervised practice program offers a minimum of 1000 hours of hands-on training under the supervision of a Registered Dietitian or another qualified preceptor. Supervised practice is also commonly referred to as a practicum, rotation hours, or “internship.” Each intern will enroll in five supervised practice courses to complete the program.

Statement of Program Intent and Purpose

The intent of the Coordinated and Individualized Supervised Practice Pathway (ISPP) Programs at Dominican University Borra College of Health Sciences is to uphold the educational standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). All programs are designed to prepare graduates to become competent and confident Registered Dietitian Nutritionists. Coordinated and ISPP Program graduates acquire the knowledge and skills needed for humanistic dietetic practice in multiple settings. The humanistic dietetic framework fits within the scope of these Dominican University programs and enables interns to complete all requirements necessary to become an entry-level Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN) through the integration of didactic instruction and a minimum of 1000 hours of supervised practice. The 1000 hours of field experience include community, food service management, outpatient, clinical nutrition, and specialty nutrition rotation sites. Upon satisfactory completion of the Coordinated and ISPP Programs, the graduate will be eligible for application and approval by the Commission on Dietetic Registration (CDR) to take the Registration Examination for Dietitians to receive the Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN) credential.

Philosophy and Mission

Our program’s educational philosophy is to support a learning environment that is structured to promote the Sinsinawa Dominicans’ dedication to the values-centered intellectual development. Therefore, our program strives to recruit and serve a diversified community as well as promote an appreciation for service to the community and our profession. The mission of our program is to prepare competent, entry-level Registered Dietitians/Registered Dietitian Nutritionists for practice in the state and nation.

Goals and Objectives

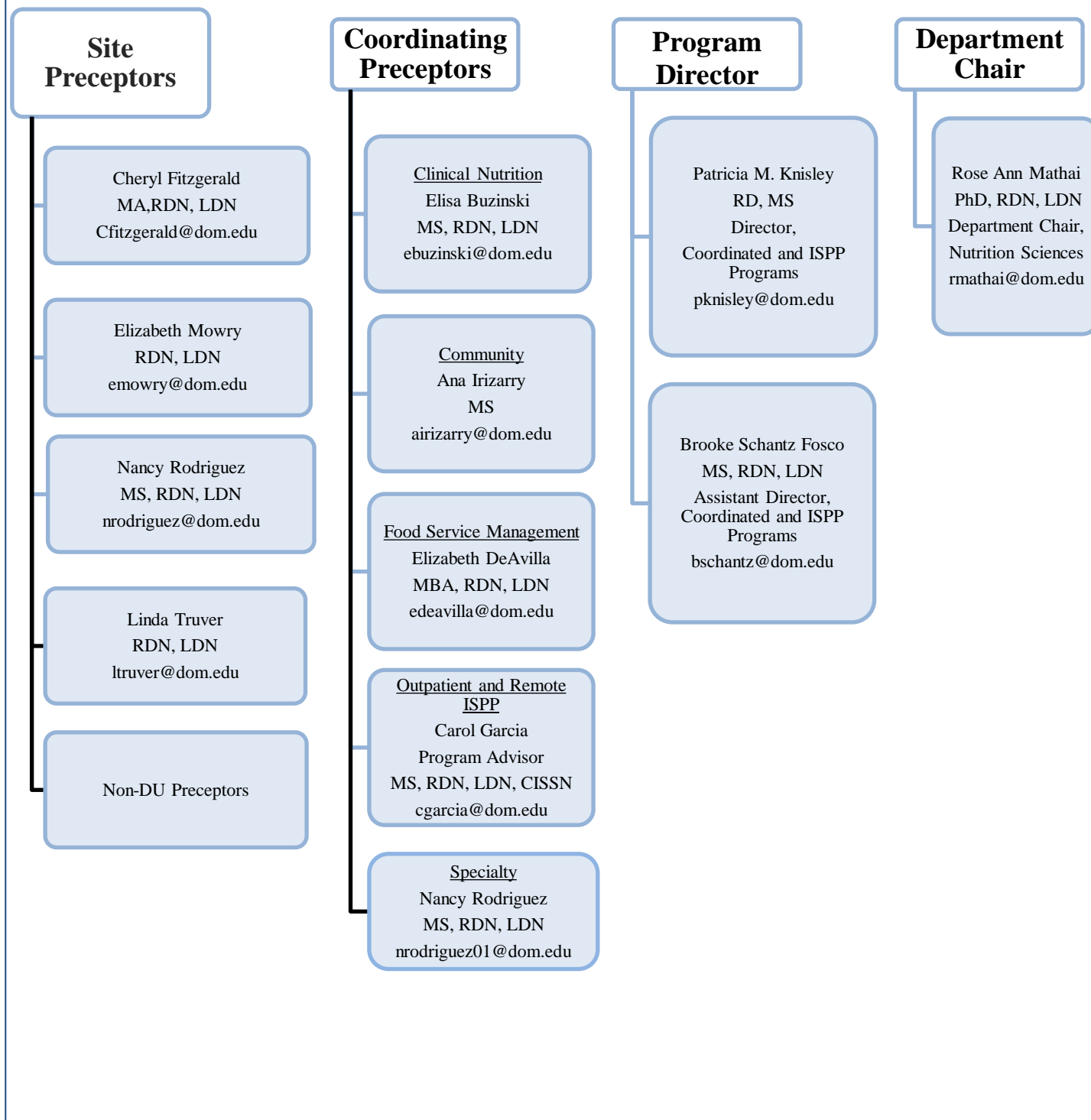
Program Goals	Program Objectives
<p>Goal 1: The program will prepare diverse graduates to become competent entry-level Registered Dietitian Nutritionists who will meet the employment needs of Illinois and the nation.</p>	<p>Objective 1.1a. ISPP Track: At least 80% of ISPP track interns will complete all program/degree requirements within two years (150% of the program length).</p> <p>Objective 1.1b. Graduate Coordinated Program: At least 80% of Graduate Coordinated Program track interns will complete program/degree requirements within three years (150% of the program length).</p> <p>Objective 1.1c. Undergraduate Coordinated Program: At least 80% of Undergraduate Coordinated Program track interns will complete program/degree requirements within seven and one-half years (150% of the program length).</p> <p>Objective 1.2. At least 80% of all program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</p> <p>Objective 1.3. 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%.</p> <p>Objective 1.4. At least 80% of all program graduates will agree or strongly agree that the program provided varied and valuable preparation for the Registration Examination for Dietitians as reported on the program Exit Interview Survey.</p> <p>Objective 1.5 Of graduates who seek employment 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.</p>

	<p>Objective 1.6 At least 80% of employers will agree or strongly agree about program graduates' knowledge and skill preparation for entry-level practice as reported on the annual Employer Survey.</p> <p>Objective 1.7 Maintain a program enrollment that consists of at least 25% under-represented minority interns.</p>
<p>Goal 2: The program will prepare graduates who demonstrate a commitment to lifelong learning and leadership in their communities and the profession.</p>	<p>Objective 2.1 At least 80% of employers will agree or strongly agree that Dominican University graduates are prepared to meet the needs of a diverse or underserved population as reported on the annual Employer Survey.</p> <p>Objective 2.2 Within two years of program completion, at least 50% of graduates will report participation in professional or volunteer activities addressing diverse and/or underserved communities as reported on the annual Alumni Follow-Up Survey.</p> <p>Objective 2.3 Within two years of program completion, at least 50% of graduates will report participation in professional development activities related to their career aspirations and paths as reported on the annual Alumni Follow-Up Survey.</p>

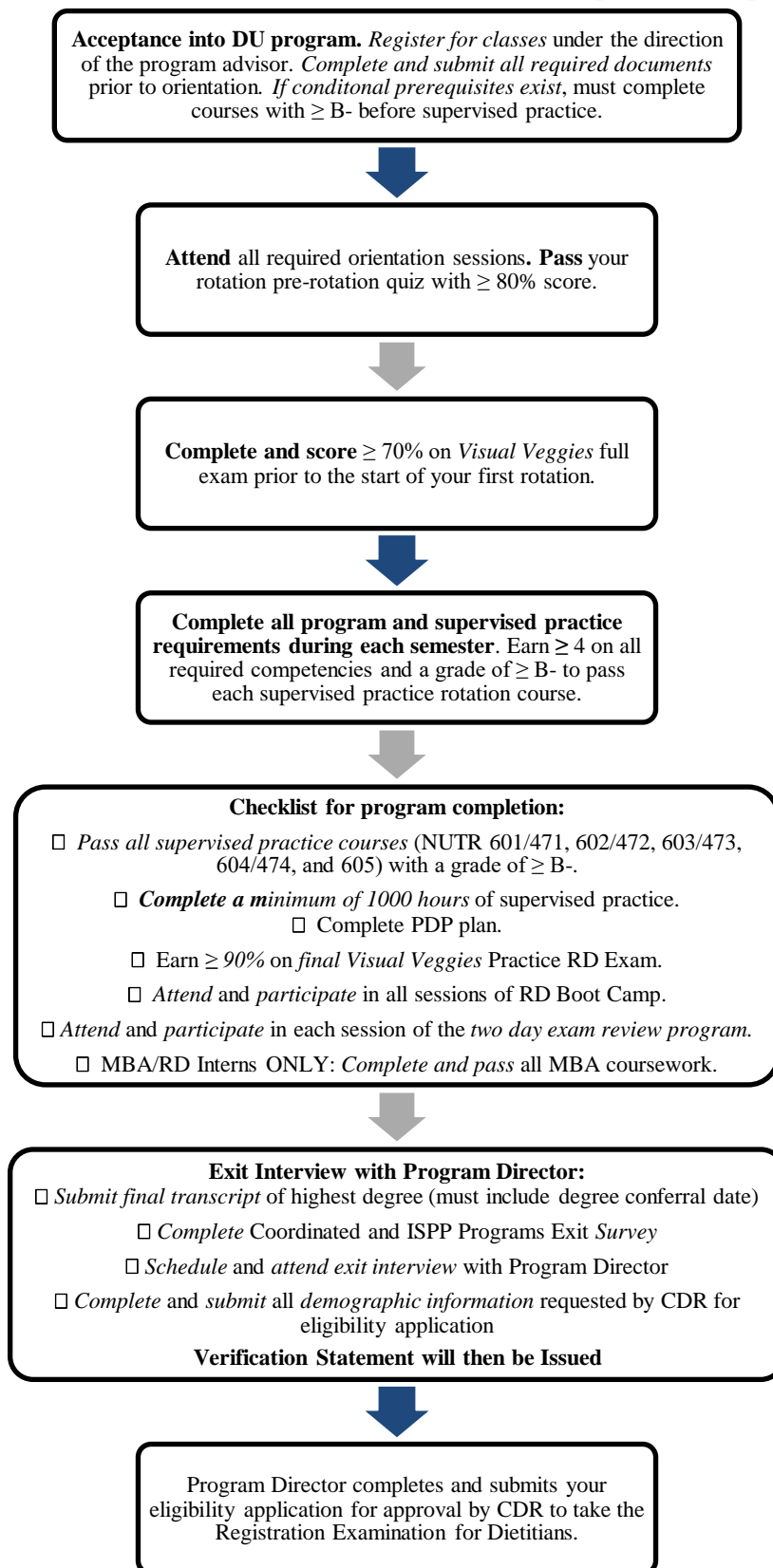
For additional information on program test completion, pass rates, and progress on program goal outcomes please visit the Dominican University [consumer information page](#).

Communication Table

Following is basic contact information for our programs' staff. In the event that you are unable to resolve a concern or issue with an on-site preceptor during a supervised practice rotation contact the appropriate Coordinating Preceptor. If necessary, continue to the Program Director and then the Nutrition Sciences Department Chair.



Coordinated and Local ISPP Programs Overview and Completion Requirements



Core Curriculum Course Descriptions

Course Name	Course Description
NUTR 471/601 <i>Community Nutrition Supervised Practice</i>	This supervised practice course allows interns to apply previously acquired didactic knowledge in nutrition and dietetics and demonstrate entry-level Registered Dietitian skills and competency. This required course places the intern in community settings overseen by qualified preceptors as part of either our ACEND-accredited Coordinated Programs in Dietetics or Individualized Supervised Practice Pathway. Interns will be required to meet specific ACEND required competencies aligned with planned intern learning activities/experiences, assignments, and projects associated with the community-based practice of Registered Dietitians. (3 credits)
NUTR 472/602 <i>Food Service Management Nutrition Supervised Practice</i>	This supervised practice course allows interns to apply previously acquired didactic knowledge in nutrition and dietetics and demonstrate entry-level Registered Dietitian skills and competency. This required course places the intern in food service management settings overseen by qualified preceptors as part of either our ACEND-accredited Coordinated Programs in Dietetics or Individualized Supervised Practice Pathway. Interns will be required to meet specific ACEND required competencies aligned with planned intern learning activities/experiences, assignments, and projects associated with the food service management-based practice of Registered Dietitians. (3 credits)
NUTR 473/603 <i>Outpatient Nutrition Supervised Practice</i>	This supervised practice course allows interns to apply previously acquired didactic knowledge in nutrition and dietetics and demonstrate entry-level Registered Dietitian skills and competency. This required course places the intern in outpatient settings overseen by qualified preceptors as part of either our ACEND-accredited Coordinated Programs in Dietetics or Individualized Supervised Practice Pathway. Interns will be required to meet specific ACEND required competencies aligned with planned intern learning activities/experiences, assignments, and projects associated with the outpatient-based practice of Registered Dietitians. (3 credits)
NUTR 474/604 <i>Specialty Nutrition Supervised Practice</i>	This supervised practice course allows interns to apply previously acquired didactic knowledge in nutrition and dietetics and demonstrate entry-level Registered Dietitian skills and competency. This required course places the intern in specialty nutrition settings overseen by qualified preceptors as part of either our ACEND-accredited Coordinated Programs in Dietetics or Individualized Supervised Practice Pathway. Interns will be required to meet specific ACEND required competencies aligned with planned intern learning activities/experiences, assignments, and projects associated with specialty practice of Registered Dietitians. (3 credits)
NUTR 605 <i>Clinical Nutrition Supervised Practice</i>	This supervised practice course allows interns to apply previously acquired didactic knowledge in nutrition and dietetics and demonstrate entry-level Registered Dietitian skills and competency. This required course places the intern in clinical nutrition practice settings overseen by qualified preceptors as part of either our ACEND-accredited Coordinated Programs in Dietetics or Individualized Supervised Practice Pathway. Interns will be required to meet specific ACEND required competencies aligned with planned intern learning activities/experiences, assignments, and projects associated with the clinical nutrition-based practice of Registered Dietitians. (6 credits)

SUPERVISED PRACTICE OVERVIEW, EXPECTATIONS, AND GENERAL POLICIES

Overview

Supervised practice rotations provide interns with experience in community nutrition, food service management nutrition, outpatient nutrition, clinical nutrition, and specialty nutrition practice settings. Interns practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Supervised practice generally occurs Mondays through Thursdays each week but can vary based on program type and/or rotation site. Interns will also meet weekly as a group with their assigned practice setting Coordinating Preceptor, typically on Fridays (either morning or afternoon but days/time frames may vary) with required attendance scheduled by the Coordinating Preceptor for each supervised practice rotation course.

With the exception of scheduling for supervised practice rotation requirements and specific program orientation requirements, the Coordinated and ISPP programs generally follow the Dominican University Academic Calendar. However, it is the intern's responsibility to check with the course instructor(s) and Coordinating Preceptor at the start of each semester to verify course schedule. Vacations or any time off outside of designated Coordinated and ISPP Programs' scheduled days off are **not** allowed. Please reference the Coordinated and ISPP Programs' calendar with important dates provided to assist you with planning.

Please note the following exceptions to the University's Academic Calendar:

1. Our programs, while allowing a holiday break between fall and spring semesters, modify the University's holiday break in order to meet the supervised practice demands of our programs and our affiliated supervised practice sites. The exact dates of your holiday break will be provided to you by August 30, 2023, so do not make any travel plans for the end of Fall 2023 and beginning of Spring 2024 semesters until then.
2. Our programs do not guarantee time off during University's scheduled spring mid-semester vacation ("spring break") as we must meet the supervised practice demands of our preceptors and our affiliated supervised practice sites. The Coordinating Preceptor for each supervised practice setting will determine whether a break from assigned rotation sites will be scheduled based on each specific site and preceptor availability and demands. Therefore, do not plan any kind of vacation, schedule appointments, etc. during the time frame designated as Mid-semester Vacation on the University's Academic Calendar unless you have received confirmation of availability from your Coordinating Preceptor. If you are enrolled in either the MBA/RD or MS/ISPP program, your graduate courses for these programs will be subject to the plans of your course instructors during the spring 2024 mid-semester vacation.

Interns will be required to meet specific ACEND competencies aligned with each supervised practice rotation. Please refer to "[ACEND 2022 RD/RDN Core Competencies](#)" in the Appendix for the complete list of required competencies.

No intern is allowed to start a rotation unless both parties (Dominican University and the affiliation site) have signed an affiliation agreement. There is no situation where an affiliation agreement is not required.

Program and Rotation-Specific Orientation

Attendance at ALL orientation sessions is mandatory. Please plan your schedule to attend all sessions regarding both general orientation and supervised practice-specific orientation and rotations as scheduled. The Coordinated and ISPP Programs Calendar can be found in your Welcome Packet/Welcome Back Packet and in Exxat. Please check your Dominican University email account regularly so you do not miss any important information from your Coordinating Preceptor, our department, or the University.

Length of Program

Interns are required to complete their program within the maximum time allowed. The maximum time allotted for all tracks is 150% of scheduled completion time. Please see below to review the expected length of each program track offered at DU and the maximum time allowed:

- Undergraduate Coordinated:
 - Expected length: Two years (6 semesters), this period begins the summer after acceptance into the Undergraduate Coordinated Program.
 - Maximum time allowed: Three years.
- Graduate Coordinated (MBA/RD):
 - Expected length: Two years (6 semesters).
 - Maximum time allowed: Three years.
- Local ISPP:
 - Expected length: Three (3 semesters).
 - Maximum time allowed: Two years.

Exxat

Exxat is a cloud-based program management platform. The primary function of Exxat is to track and get approval for supervised practice rotation hours and monitor the successful completion of supervised practice rotation competencies and evaluations. In addition, the platform also helps interns monitor their progress, store required documents, review FAQs, have access to the school contact list, upload and store required assignments, and make requests for supervised practice placements. Once accepted into the program, interns will receive an Exxat invite email providing instructions on how to login and set up a profile. More training on how to utilize Exxat will be provided during orientation.

Rotation sites are assigned using Exxat's Wishlist feature, which is a computerized matching application that considers each intern's placement preferences. Therefore, all interns are matched to various rotation sites using an unbiased method. Distance between the intern's residence or primary rotation site may vary and extended distances may occur, with all rotation assignments based primarily on the availability of the rotation site and preceptor(s).

Required Program Documentation and Medical Tests

The costs related to all required program documentation and medical tests are the intern's responsibility (See Appendix, [Associated Program Fees](#)). All required documentation must be completed and uploaded to Exxat by the deadline established by the program. It is up to the intern to be aware of all deadlines; returning interns should be aware of which documents have an expiration date and may need a second submission. Failure to meet any required document deadline could result in a delay or suspension of participation in the program.

The required documents are:

Academy Membership

- All interns are required to obtain student membership with the Academy of Nutrition and Dietetics.
- Go [here](#) to sign up for membership.
- Then, upload a scanned copy of your Academy of Nutrition and Dietetics Membership card to Exxat.
- NOTE: Annual renewal is required.

Acceptance Letter

- Go to Exxat and upload your official acceptance letter to your Coordinated or ISSP program.

Acknowledgement of Program Change Policy

- Go to Exxat, print, read, sign/date the document, and upload it.

Background Checks

- Interns are required to show proof of background clearance.
- Dominican University and all supervised practice sites maintain the right to deny and/or dismiss an intern based on the results of the background checks.
- Therefore, if there is anything on a background check that would preclude an intern from going to a supervised practice site, the intern will be dismissed from the program.
- Information and directions regarding the required background checks are posted in Exxat.

CPR/BLS Training

- Successful completion of the American Heart Association Basic Life Support (BLS) or American Red Cross BLS/CPR Training for Health Care Providers is required before program orientation. No other CPR or Basic Life Support training will be accepted.
- Online CPR courses are ONLY accepted along with in-person skill test component.
- Go to Exxat to upload CPR/BLS certification.

Health Insurance Policy

- All interns are required to show proof of current personal medical insurance throughout their entire program.
- Acquiring and maintaining medical insurance is the responsibility of the intern.
- Please upload proof of your personal medical insurance, including a copy of both the front and back of your insurance card. If the insurance card does not show your name,

please also upload documentation from your health insurance company to verify dependency/beneficiary status.

- It is ALSO mandatory that proof of your personal medical insurance be sent to the Dominican University's Wellness Center. Note: A fee of \$75.00 per semester will be added by the Wellness Center to your DU student account for non-compliance. Contact the Wellness Center for more details at 708-524-6229.

Intern Agreement Form

- Thoroughly review the 2023-2024 Coordinated and ISPP Programs Handbook and Intern Agreement Form.
- Then, sign/date the document and upload it to Exxat.

Liability Insurance

- It is mandatory that interns carry professional liability insurance throughout the entire program.
- The cost of the coverage is the responsibility of the intern. A reduced rate is available for all Academy of Nutrition and Dietetics members.
- Go [here](#) to apply. A helpful guide on how to apply online is provided in Exxat, but it is highly recommended that you call the Customer Service line (800-375-2764) instead to make sure you are purchasing the correct liability insurance.
- Coverage for one million dollars is adequate.
- Please upload only the page titled "Memorandum of Insurance" as proof of your completed liability insurance in Exxat.
- Enter expiration date as noted on the Memorandum of Insurance.
- NOTE: This will need to be renewed annually.

OSHA Training: Prevention of Transmission of Bloodborne Pathogens

- Successful completion of the Bloodborne Pathogens Program Management (Course #755).
- Complete instructions are provided in Exxat. Follow the guidelines carefully, including those for payment. You may submit your receipt of payment for this training to the Nutrition Sciences Department Administrative Assistant for reimbursement
- Go to Exxat and upload a color-scanned PDF of your certificate of training upon completion.

Physical Exam

- All interns are required to have a physical exam prior to the start of the program.
- When completed, request two copies of the documentation of this exam from your provider as it will also satisfy Dominican University's requirement for the Wellness Center. Neither the DU Wellness Center nor the Nutrition Department can share your physical's documentation with each other.
- Please download, print, and have your healthcare provider complete page #1 of the form provided in Exxat.
- Upload the completed and signed/dated physical form (page #1 only) in Exxat.

SERV Safe

- Successful completion of the SERV Safe Food Handler training is required. Step-by-step directions can be found in Exxat.
- Verification of SERV Safe Food Handler training and current certification is required before starting any supervised practice rotation in any practice setting.
- The certification period needs to run the entire length of the program or will need to be repeated before it expires so that it is in effect through the end of the program.
- If you already have a current SERV Safe Food Handler (or SERV Safe Manager) training certification, please submit a color-scanned PDF of the training certificate that includes your name and expiration date to Exxat under Required Documents.
- Complete instructions are provided in Exxat.
- Go to Exxat and upload a color-scanned PDF of your certificate of training upon completion.

Titers: Measles, Mumps, and Rubella (MMR), Hepatitis B, and Varicella

- A titer identifies the number of antibodies in a person's blood; therefore, a blood draw is required for this test. Titer results must show evidence that there is immunity to measles (rubeola), mumps, rubella (MMR), varicella, and hepatitis B.
- A copy of your personal vaccination records does NOT meet the criteria. Please upload the titer results for all 5 diseases in Exxat.
- Once completed and immunity is proven, there is no need to repeat the test for the 2nd year of the program unless required by a specific site.
- Please see the information below if any of the results indicate inadequate immunity:
 - Re-vaccination with 1-dose/2 dose series required followed by a re-titer after 4-8 weeks if requested by healthcare provider.
 - Varicella: Re-vaccination with a 1-dose/2-dose series required followed by a re-titer after 4-8 weeks if requested by healthcare provider.
 - Hepatitis B: Re-vaccination with 1-dose/3-dose series required by a re-titer after 4-8 weeks if requested by healthcare provider.
- NOTE: Medical and religious accommodations will be considered. For medical or religious exemptions please review information provided by the University regarding this [here](#). However, interns should be aware that they might be required to sign a waiver of responsibility at certain sites and follow additional protocols to protect both the patients/community members/others and the intern per the institution's policy. Please note that not all practice sites will allow any waivers of immunization/vaccination requirements. Dominican University has no control of outside institutions' policies, so it is also possible that only a limited number of supervised practice rotation sites will allow for an exemption. In the event supervised practice rotation sites are not available to accommodate this exemption, the intern's anticipated program completion will be delayed.

Tuberculosis (TB) Test

- A QuantiFERON Gold test or Chest x-ray is required. The QuantiFERON Gold test requires a blood draw. The 2-step TB tests will not be accepted. Upload test results as designated in Exxat.

- This test expires within one year and must be repeated to continue the program.

Additional documentation may be required.

- Each rotation site may have additional requirements such as but not limited to site-specific drug testing, HIPPA training, COVID vaccination, or flu shot verification.
- [Dominican University does not currently require students be fully vaccinated](#). However, the University will continue to monitor the campus COVID-19 infection rates. All students and staff must continue to submit positive results using the COVID tracker. Please note that interns are required to comply with all policies and requirements of the supervised practice rotation sites to which they are assigned. These may include specific requirements for COVID and other vaccinations.
- Your Coordinating Preceptors for each supervised practice setting will let you know what is required and how the information is to be submitted before the start of your assigned rotation.
- Please note that the cost of any additional supervised practice site requirement (e.g., current flu shot, other vaccinations, drug screening, etc.) will be the intern's responsibility.

Evaluations

Interns will be evaluated using rotation-specific competency evaluation forms. It is the intern's responsibility to review the forms before each rotation. Evaluations are done at both the midpoint and end of each rotation. At the midpoint, the preceptor may opt to focus on only those areas needing additional emphasis to reach a competent grade by the end of the rotation. Evaluations must be completed by the preceptor and the intern by the specified date. Interns must earn a "proficient or exceptional" rating on all competencies to successfully complete their supervised practice.

Interns will be evaluated at the midpoint and completion of each supervised practice rotation using the below ACEND competency scale:

ACEND Competency Evaluation Guidelines		
Description of Intern's Performance	Competency Rating	DU Preceptor and Program Director Actions for Intern Remediation for all Ratings of 3 or less
Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.	5 Exceptional	

Meets all expectations and objectives. Consistently demonstrates thorough, accurate, and appropriate application of knowledge, professional behavior, ethics, and skills in activities and assignments. Demonstrates lifelong learning skills through active participation, investigating problems, and proposing solutions.	4 Proficient	
Meets expectations and objectives by generally demonstrating accurate application of core concepts, knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in integration or consistent application. Requires additional instruction or practice to ensure achievement of competency goals.	3 Emergent	On-site preceptor will discuss and identify opportunities for improvement with the intern at the end of the rotation. The Coordinating Preceptor will determine if a remediation plan (including additional hours of supervised practice) is needed to help reach entry-level competence.
Does not meet all expectations or objectives. Continues to demonstrate inaccurate or inappropriate application of core concepts, knowledge, professional behavior, ethics, or skills. Does demonstrate some applicable knowledge or skills upon which instruction can be built. Does not meet requirements to work unsupervised with patients or clients on rotation activities or assignments.	2 Limited	Remediation plans must be completed before being granted permission to repeat the rotation. Plans should identify the specific core concepts, knowledge, professional behavior, ethics, or skills that are deficient; tutoring and supplemental practice opportunities are required to develop proficiency.
Does not meet expectations or objectives. Does not demonstrate applicable knowledge, professional behavior, ethics, or skills upon which instruction can be built. Requires significant prerequisite instruction or practice. Does not meet requirements to work unsupervised with patients or clients on rotation activities or assignments.	1 Deficient	In addition to the previously noted actions, didactic courses (earning a B- or better) may be required to develop proficiency.
Does not meet expectations or objectives of responsibility, knowledge, professional behavior, ethics, or skill application. Has demonstrated inappropriate conduct, lack of academic performance, or lack of commitment.	0 Failed	Remediation plans are not offered to interns receiving a rating of 0. These interns are dismissed from the program. Plans should include career and academic counseling.

Rating Scale: 0 - Failed 1 - Deficient 2 - Limited 3 - Emergent 4 - Proficient 5 - Exceptional

If interns do not successfully complete a supervised rotation, they will be required to register and retake the entire course. For more information, please refer to the [Intern Retention and Remediation](#) policy.

Most competencies will be repeated throughout the program to offer opportunities for growth and improvement in different practice settings. Interns must ultimately earn a rating of four (4) or five (5) for all competencies to complete the program and earn a verification statement successfully. Please also note that achieving a rating of “Proficient” (4) or “Exceptional” (5) for a particular competency during a rotation does NOT excuse the intern from meeting the competency again in subsequent courses. It is expected that 90% of all competencies included in a rotation be completed

with a rating of “Proficient” or “Exceptional,” regardless of previous achievements, to complete the current rotation. Please note that ratings of “Emergent” (3) may be deemed acceptable for some competencies in the Community or Food Service Management rotation if this is the intern’s first rotation.

Required Hours

ACEND requires that each intern attain a **minimum** of 1000 total hours by the end of the program, which includes supervised practice hours in professional work settings, simulation, case studies, and role playing. However, if an intern is not deemed competent in all required competencies after the minimum hours requirement is met, the intern will be required to complete additional hours until all required competencies and associated skills are verified as competent for an entry-level Registered Dietitian. Refer to the [Attendance Policy: Seminar and Supervised Practice Courses](#) for more information on absences and illnesses.

All hours will be documented using Exxat. Program administration staff will be able to access your hours to monitor progress, which will include any previously earned hours from prior learning.

Schedule

Interns will receive the schedule for their next rotation site before or during their rotation-specific orientation. Changes in the schedule may be necessary due to site changes and/or other unforeseen circumstances. If the intern believes the schedule should be changed, a request must be made in writing to the Coordinating Preceptor with at least one week’s notice. The intern must not initiate any schedule change with the site preceptor without first consulting with and receiving approval in writing from the Coordinating Preceptor. If the site asks the intern for a change in schedule, the Coordinating Preceptor must be immediately informed of the request.

Verification of Intern Identity

After interns enroll, they must obtain a Dominican University photo identification card. This identification card is only provided after all admission paperwork is complete and the intern’s identity is verified. A background check is also required for all Coordinated Graduate, Coordinated Undergraduate, Local ISPP, and Remote ISPP interns to further confirm each intern’s identity.

Liability for Safety in Travel

Interns must provide their own transportation throughout the program to Dominican University, any facility or agency acting as a site for supervised practice, didactic courses, and all other required events, conferences, classes, and experiential learning opportunities. All interns should take responsible and safe measures during all supervised practice rotations and any other required travel. In the event of any injury, loss, or damage, the intern will not seek compensation from Dominican University, the supervised practice site, or any individual faculty or preceptor.

Professional Expectations

All Coordinated and ISPP Program interns are expected to comply with all components of Dominican University’s Code of Conduct and the Code of Ethics for the Nutrition and Dietetics

Profession. Failure to comply with either of these codes will result in disciplinary action including dismissal from the program.

Written Assignments

All interns must follow professional guidelines when communicating with other professionals, whether through a phone call, email, text message, Canvas message, discussion boards, etc. Do not use improper abbreviations (such as those used in texting or other social media). Using proper grammar and spelling is always expected. Interns must address any preceptor, professor, instructor, advisor, staff member, etc., using a professional title unless directed otherwise.

All written assignments and projects must be completed neatly, accurately, and thoroughly. They must be submitted by the specified date. Unless otherwise stated, all projects, assignments, and emails must be typed and checked for spelling and grammar. Instructors can deduct points from any assignment or project containing these errors.

Any form of plagiarism or academic dishonesty is a serious offense and will result in immediate disciplinary action, which may include dismissal from the program. Plagiarism is the presentation of the writing or thinking of another as the intern's work. In written or oral assignments/work, an intern may use quotations, ideas, images, etc., that appear in others' work only if the intern gives the appropriate credit to the original authors. Intern must provide proof of permission to use copyrighted material to the onsite preceptor, Coordinating Preceptor, or Program Director upon request. Please note that more than seven non-consecutive words from one source are considered plagiarism. Academic dishonesty entails using unauthorized or prohibited aids in accomplishing assigned tasks. Obtaining unauthorized help on examinations or quizzes is forbidden.

Expectations and Responsibilities throughout the Program

Professional behavior is always expected. Examples of intern expectations include, but are not limited to, the points listed below.

It is the intern's responsibility to:

- Be organized.
- Be punctual. This includes being on time for rotations, classes, and homework due dates. Being on time for rotations means being present and ready to begin at the start time, not just walking in the door and still needing to look for a cup of coffee.
- Be participatory. This means being prepared with required assignments ahead of time and fully participating in related discussions and events.
- Be a good communicator. This includes taking the initiative to ask questions when clarification is needed, responding to emails within 24 hours during the weekdays, listening well to program staff and responding accordingly (this includes reading emails fully and responding to each question). Good communication is important with your preceptor, fellow interns, program staff, and other professionals you encounter at your rotations.
- Confer with the program advisor at least once each semester.
- Receive feedback in a positive manner. You are here to learn, therefore, become comfortable with receiving input and applying it accordingly.

- Take care of yourself.
- Maintain a positive attitude. This includes being respectful and showing appreciation for the instruction received.
- Treat every supervised practice rotation like a job. Some site preceptors may be looking for future employees.
- Track and record supervised practice hours correctly using Exxat.
- Work to exceed expectations in meeting competencies throughout each rotation and the entire program, even if you meet the supervised practice hour requirement prior to the end of a rotation or completion of the program.
- Always follow HIPAA guidelines; appropriate training will be provided at the beginning of all clinical rotations.
- Acquire a lab coat for the clinical nutrition rotation and as needed for any specific site requirements.

NOTE: The supervised practice experience is for the benefit of the intern. An intern must not be used to replace employees when completing a supervised practice rotation. The intern will work under the close supervision of the preceptor.

Failure to follow the above expectations may result in disciplinary action or termination from the program.

Professional Appearance

Interns are expected to present a professional image to all patients/clients, their family members and caregivers, preceptors, colleagues, University faculty and staff, and other health care providers. It is the intern's responsibility to be neat, clean, and appropriately dressed during every supervised practice rotation, virtual or onsite class/course/workshop/etc., citywide conferences, and any other program activities. Interns are expected to comply with our program's dress standards, as well as the dress requirements of each individual practice site. Interns may be asked to leave a rotation site, virtual or onsite class/course/workshop/etc., or other professional event when in violation of the dress code.

General Dress Code Guidelines

- Fingernails are to be neatly trimmed, no longer than the fingertip.
- Extreme hair color and styles are inappropriate in the clinical setting.
- Makeup: If makeup is used, it should be natural and conservative, portraying a professional appearance. Facial hair: Face may be clean-shaven or facial hair must be neatly groomed and trimmed.
- Perfumes, colognes, and heavily scented soaps are not allowed in consideration of patient sensitivities.
- Dress slacks are acceptable; however, these do not include any kind of jeans, sweatpants, or leggings. Dress shoes may range from flats to moderate-sized heels if the site allows.
- Ties are acceptable, but not required.
- Each site has the right to include additional requirements which the intern is expected to follow such as site requirement for scrubs.

Additional Basic Food Service Management Supervised Practice Guidelines

- Nail polish and artificial/acrylic nails are prohibited.
- Long hair is to be pulled back and secured.
- Hair nets, bonnets, or other hair restraints must be worn as required by the site.
- Jewelry is limited to a watch and wedding band.
- If applicable, facial hair (i.e., beard) must be covered.
- Non-slip shoes should be worn.
- All Food Service Management practice sites' policies and guidelines must be strictly followed.

Tuition and Expenses

Information on current tuition and fees are available each semester on the Dominican University's Student Accounts website. It is the intern's responsibility to be aware of Dominican University's tuition and expenses policy. For more information on Tuition and Expenses for Dominican University, please visit the Student Accounts website by clicking [here](#).

Lab Fees

Lab fees are added to your tuition bill for courses throughout the length of the program. These fees enable each intern to participate in an intensive two-day RD Exam Review Workshop, Visual Veggies, and RD Boot Camp, utilize our online program management platform Exxat, attend collaborative citywide conferences and workshops, receive academic support (tutoring, books, materials, and online resources), attend educational trainings (orientation, DU specific programs, and Advocacy Day), and have the opportunity to participate in the Registration Examination for Dietitians Incentive Program.

SUPPORT SERVICES

Accommodation Guidelines

It is the responsibility of any intern who has special needs to inform the Program Director as soon as possible and provide documentation so reasonable accommodations may be provided. Each intern requiring accommodations should contact Dominican University's [Accommodations and Disability Access](#) to obtain and provide all required documentation. Interns are encouraged to meet with the Accommodations and Disability Access Coordinator as soon as possible prior to the start of the program. To contact this office, please email ADA@dom.edu.

Academic Success Center

If an intern is struggling with a course or supervised practice rotation, the intern should seek the support of the pertinent instructor or preceptor. In addition, all DU interns have access to the [Academic Success Center](#). Services provided include, but are not limited to, the writing lab (for technical guidance and constructive feedback at all stages of the writing process), tutoring (both online and in person) and the math clinic. There are ample literacy and learning resources, as well as assistance with career development strategies. Instructions on how to make a tutoring appointment can be found on Exxat in the FAQs section.

Wellness Center

The Wellness Center is staffed by a full-time advanced nurse practitioner and Physician Assistant (PA) who are able to provide sick care, annual checkups, a number of immunizations, and lab services in collaboration with Rush Oak Park Hospital. Many services are free of charge, and all are confidential. In addition, the Wellness Center provides free and confidential counseling services to all Dominican University interns. For a complete description of Dominican University's Wellness Center, please refer to [Dominican University's Student Handbook](#). Additional information about the Wellness Center can be found [here](#).

Section II: Coordinated and Local Individualized Supervised Practice Pathway (ISPP) Programs Policies and Procedures

Attendance Policy: Supervised Practice Courses

PURPOSE: To outline the required attendance schedule for all didactic and supervised practice courses for interns in the Coordinated and ISPP Programs.

POLICY: Punctuality and preparedness enhance the educational experience and are an important aspect of professional behavior. Interns are expected to attend all classes, supervised practice rotations, and required events, arriving on time and fully prepared. If an intern is late or misses a day (or more) for illness, bereavement, or inclement weather, or requires a leave of absence, the procedures listed below must be followed. Additional guidelines will be in the supervised practice course syllabus; full compliance is expected.

PROCEDURE:

Tardiness

Lateness to any class or supervised practice rotation schedule and/or learning activity is unacceptable and may result in a grade reduction for the course.

1. If a late arrival is expected, the intern must text or call the site preceptor to explain the situation and provide an expected time of arrival.
2. The preceptor will document the tardiness.
3. Intern must also call or email the Coordinating Preceptor.
4. Chronic tardiness will result in disciplinary action (see [Disciplinary Action](#)).

Illnesses

The intern is allowed one (1) illness absence per semester. A second and subsequent absence (consecutive or not) requires a signed/dated note from a physician (MD or DO)/medical provider (PA) using the medical office's letterhead. Physician/health provider's note must include the following components or will not be accepted for approved absence due to illness from any virtual or face-to-face program activity associated with supervised practice courses or other program-required activity. The note must be on the provider's office letterhead including practice address, provider's printed name and credentials, and written/dated signature.

1. In the event of an absence, the intern must call or text the site preceptor at least two (2) hours before the start of the scheduled shift unless extreme emergency or extenuating circumstances do not allow this. The intern must also email the Coordinating Preceptor and copy the site preceptor and Assistant Program Director to provide information explaining the absence.
2. The intern's missed absence must be accurately reflected in the weekly time record.
3. The intern may not schedule makeup time with the site preceptor alone. The Coordinating Preceptor will work with the site preceptor to determine an acceptable plan. The intern may not make any schedule changes without permission.
4. All patterns of illness that occur before or after a weekend or on critical dates (test days, project due dates, holiday weeks, long weekends, etc.) will be addressed by the site preceptor, Coordinating Preceptor, and/or Program Director and may result in disciplinary action (see [Disciplinary Action](#)).

Bereavement Days

The intern may be excused for three (3) regularly scheduled days when there is a death in the immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild, or spouse's parent). The Program Director reserves the right to request valid proof of death and relationship to the family member. Any request for additional days of absence can be approved by the Program Director.

1. The intern must email the Program Director and the Coordinating Preceptor when there is a death of an immediate family member. The intern should also reach out to any instructors if missing a class or additional time for assignments is needed.
2. The Coordinating Preceptor will contact the site preceptor.
3. If requested, the intern may need to provide valid proof of death and relationship of immediate family member.
4. Upon return, the intern must discuss how to reschedule all missed hours/days with the Coordinating Preceptor.

Inclement Weather

Every intern is expected to attend all scheduled program supervised practice rotations, courses/classes/workshops/etc., and events as scheduled. If the University declares a campus closure due to inclement weather, attendance to supervised practice rotation and other program activities will be determined at the discretion of the site preceptor and/or Coordinating Preceptor and in accordance with the practice site's instructions.

1. The intern must register for Dominican University's emergency text alert service called RAVE. More information can be found [here](#).
2. In the event of inclement weather (such as heavy snow or ice), the intern will follow instructions from Dominican University's Emergency Notification system.
3. Interns are required to contact their site preceptors as soon as possible about the university closing notification and copy their Coordinating Preceptors on the email.
4. If Dominican University's Emergency Notification system states that the campus has closed, the intern will be expected to go to their supervised practice rotation site if instructed by the site preceptor and/or Coordinating Preceptor to do so.
5. If the intern's academic course is typically held face-to-face on campus and campus is closed, he/she is not to go to campus. The intern must comply with the course instructor's directives regarding substitution of virtual or online class activities as determined by the course instructor.
6. Upon return to the rotation, the intern will discuss the plan for makeup hours/activities with the Coordinating Preceptor and site preceptor as needed.

Leave of Absence

An intern who has completed at least one semester successfully may request a leave of absence (LOA) for significant events. Examples of requests for LOA include, but are not limited to, intern/family member health issues, prolonged illness, or death of a loved one, birth or adoption of a child, and military deployments. The Program Director reserves the right to either grant or refuse a program delay to any intern.

1. Intern must submit a written request including reason and length of time being requested to the Program Director.

2. Any intern granted a LOA will be required to resume the program on the agreed-upon date. Failure to restart the program as agreed will result in dismissal from the program.

Missed Supervised Practice Hours or Days

If the intern does not complete previously assigned supervised practice hours and activities due to absence, then the missed hours or days must be completed. The Coordinating Preceptor, Site Preceptor, and Program Director will reschedule when the makeup hours should be completed. If the intern does not successfully make up the required supervised practice hours and activities, the intern may need to repeat the entire rotation.

No Show

Interns who are unable to attend their assigned rotation or any associated class/session are responsible for communicating the expected absence to their on-site preceptor and Coordinating Preceptor using the procedures described above.

1. If no communication is attempted to explain the absence, a “no show” results.
2. A meeting with the Coordinating Preceptor and Program Director is required to determine if the “no show” is excused or unexcused.
3. Disciplinary action may result and may include termination from the program.

Vacation

Our programs generally follow [Dominican University's Academic Calendar](#); however, some exceptions may arise with supervised practice, so always check with your course instructors and Coordinating Preceptor at the start of each semester. Vacations or any time off outside of designated Coordinated and ISPP Programs' scheduled days off are not allowed. Please reference the Coordinated and ISPP Programs calendar with important dates provided to assist you with planning to help ensure your success. You must discuss any potential absences with your Coordinating Preceptor for approval during your program.

Please note the following exceptions to the University's Academic Calendar:

1. Our programs, while allowing a holiday break between fall and spring semesters, modify the University's holiday break in order to meet the supervised practice demands of our programs and our affiliated supervised practice sites. The exact dates of your holiday break will be provided to you by your onsite and/or Coordinating Preceptor, so do not make any travel plans for the end of Fall 2023 and beginning of Spring 2024 semesters until then.
2. Our programs do not observe the University's scheduled Spring mid-semester vacation (“spring break”) in order to meet the supervised practice demands of our programs and our affiliated supervised practice sites. The Coordinating Preceptor for each supervised practice setting will determine whether a break from assigned rotation sites will be scheduled based on each specific site and preceptor availability and demands. Therefore, do not plan any kind of vacation, schedule appointments, etc. during the time frame designated as Mid-semester Vacation on the University's Academic Calendar. If you are enrolled in either the MBA/RD or MS/ISPP program, your graduate courses for these programs will be subject to the plans of your course instructors during the Spring 2024 mid-semester vacation.

Code of Conduct

PURPOSE:

- To ensure professionalism and quality patient care by proper enforcement of Dominican University (and affiliating sites) rules, policies, and procedures.
- To maintain professional standards as set by the Academy of Nutrition and Dietetics.

POLICY: Interns will practice professional behavior during all supervised practice rotations, required courses, and any other program-required events. Failure to follow the Code of Conduct as established by Dominican University and the Code of Ethics for the Nutrition and Dietetics Profession of the Academy of Nutrition and Dietetics will result in immediate disciplinary action (see [Disciplinary Action](#)).

PROCEDURE:

Interns will adhere to the following policies throughout the program:

1. [Dominican University's Academic Policies and Student Conduct](#)
2. All affiliate supervised practice site policies regarding conduct
3. The Code of Ethics for the Nutrition and Dietetics Profession (<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>.)
4. All guidelines, expectations, policies, and procedures as outlined in the Dominican University Coordinated and Local ISPP Programs Handbook

Communication, Electronics, and Social Media

PURPOSE: To outline the policies for communication, electronics, and social media.

POLICY:

Communication

All electronic communication with the Coordinated and ISPP Programs will be done utilizing the University email account provided to each enrolled intern. Interns are expected to check their Dominican email accounts daily during the workweek (M-F) and respond in a timely manner (\leq 24 hours) to all communication from the Coordinated and ISPP Programs' faculty and staff, on-site preceptors, and Dominican University faculty and staff.

Electronic

Use of a cell phone, text messaging device, iPad, or other electronic device for non-work-related reasons is prohibited while interns are working at a supervised practice rotation site and during program activities, professional meetings, and any other program-required activity. These devices are also not allowed in the classroom unless approved for a class activity by the course instructor. Please note that if there are extenuating circumstances that may warrant the use of electronic devices, prior approval from the preceptor or instructor must be sought and attained.

Social Media

Social media includes all electronic-based technologies such as Facebook, Twitter, Snapchat, Instagram, etc. While using these social media platforms, every intern is expected to maintain the highest standard of conduct and professionalism required by the Coordinated and ISPP Programs and the nutrition and dietetics profession.

PROCEDURE:

1. The intern is required to follow the policies stated above throughout the program.
2. Failure to act professionally regarding these policies may lead to disciplinary action (see [Disciplinary Action](#)), which may include immediate dismissal from the program.

Disciplinary Action

PURPOSE: To outline the processes for disciplinary action within the Coordinated and ISPP Programs.

POLICY: There may be occasions when disciplinary actions must be taken by Coordinated and ISPP Program preceptors, staff, and/or faculty due to a lack of professionalism, problematic behavior of an intern, or failure to comply with a remediation, probation, or intervention action plans. Problematic behavior can be defined as, but not limited to, consistently demonstrating the inability and/or unwillingness to acquire and integrate professional standards of practice.

The following are examples of actions warranting disciplinary action; however, this list does not exhaust all instances leading to disciplinary action:

- Unexcused absences or repeated tardiness in a supervised practice rotation or other program activity
- Not completing or refusing to complete all assigned supervised practice activities, tasks, and projects
- Academic dishonesty or plagiarism
- Inappropriate dress in a supervised practice rotation or any program activity in both face-to-face and virtual settings.
- Unprofessional communication via personal or virtual conversation, phone, email, text, or Canvas message, discussion board conversation, or during virtual, onsite, or any program activity-related presentation
- Not complying and/or meeting the requirements of a corrective action, probation, or remediation plan
- Removal from a supervised practice rotation site due to the request of the site preceptor, facility, or organization
- Any Code of Conduct violations as cited in [Dominican University's Student Handbook](#), the Code of Ethics for the Nutrition and Dietetics Profession, the Coordinated and ISPP Programs in Dietetics Handbook, or any affiliate supervised practice site policies

PROCEDURE: Addressing violations, concerns, issues, and complaints associated with an intern's conduct, behavior, and/or actions as identified by on-site preceptors, supervised practice site facilities' administration/staff, Coordinating Preceptors, Coordinated and ISPP Programs' staff, BCHS and Dominican University faculty and staff, other interns/students, and/or members of the public will typically be followed as outlined sequentially below. However, in the event that more than one disciplinary occurrence is reported at time of action, or the reported disciplinary occurrence warrants disciplinary action and consequences more severe than a first or second official warning, the Program Director has the discretion to start the disciplinary action process at any point.

1. First Official Warning –

A remediation plan, including identified problematic behavior(s), specific actions required for correction, and consequences will be discussed with the intern and provided in a written document. The remediation plan may include disciplinary

probation. Disciplinary probation is imposed for a designated period determined by the Program Director. This probationary status includes the probability of further penalties if the intern commits additional acts of misconduct or fails to comply with any remediation plan details (See [Intern Retention and Remediation](#)). The disciplinary action/remediation plan must be signed by the intern, Coordinating Preceptor, and Program Director. If an intern does not sign said document within 4 (four) business days of receipt, the intern will be suspended from the program until the document is signed. Delay in submitting the signed/dated Disciplinary Action/Remediation Plan may also require delay in completion of supervised practice and other required program activities resulting in either incomplete status for the current supervised practice course and/or need to repeat the supervised practice rotation at another time when an appropriate affiliation site and preceptor are available and approved by the Program Director.

- If an intern does not successfully correct identified problematic behavior and fulfill all requirements cited in the First Official Warning, a Second Official Warning will be issued.
- A copy of the plan will be placed in the intern's Exxat file.

2. Second Official Warning–

- A remediation plan must be created by the Coordinating Preceptor and Program Director (See [Intern Retention and Remediation](#)).
- The remediation plan may also include a suspension or program schedule modification. A program suspension includes the exclusion from all supervised practice courses and related activities, enrollment, and other university and program-related privileges.
- The remediation plan must be signed by the intern, Coordinating Preceptor, and Program Director. If an intern does not sign said document within 4 (four) business days of receipt, the intern will be suspended from the program until the document is signed. Delay in submitting the signed/dated Disciplinary Action/Remediation Plan may also require delay in completion of supervised practice and other required program activities resulting in either incomplete status for the current supervised practice course and/or need to repeat the supervised practice rotation at another time when an appropriate affiliation site and preceptor are available and approved by the Program Director.
- A copy of the plan will be placed in the intern's Exxat file.

3. Program Removal

- When an intern has not successfully corrected identified problematic behavior and fulfilled all requirements cited in the Second Official Warning the intern will be dismissed from the program.
- A copy of all pertinent documentation will be sent to the Program Director, the Dean of the Borra College of Health Sciences, and the Dean of Students.
- Please note failure to comply with Dominican University's Code of Conduct or the Code of Ethics for the Nutrition and Dietetics of the Academy of Nutrition and Dietetics may result in immediate dismissal from the program even if no other warnings have been given.

Engagement in Personal Nutrition Enterprises and Activities

PURPOSE: To provide program policy recognizing concern associated with engagement by interns in personal nutrition enterprises and activities with acknowledgement that all interns in the Coordinated and ISPP Programs (1) are in the supervised practice phase of their education and training, (2) are yet to be verified as demonstrating entry-level Registered Dietitian competence in all ACEND-required competencies, and (3) are not credentialed through the Commission on Dietetic Registration (CDR) as Registered Dietitians.

Under the auspices of the Dominican University Coordinated and ISPP Programs:

- All interns are required to abide by the Code of Ethics for the Nutrition and Dietetics Profession.
- Each intern must comply with all requirements and provisions of nutrition and dietetics practice acts/legislation as well as Telehealth policies and legislation at federal and state levels.
- Compliance with Standards of Practice (SOPs) and Standards of Professional Performance (SOPPs) in both general practice and specific focus areas is also expected and required of all interns enrolled in Dominican University's Coordinated and ISPP Programs.

POLICY: The Coordinated and ISPP Programs of Dominican University do not support, endorse, or condone any roles and activities associated with the provision of nutrition counseling and advising services by interns/students outside their program's curriculum and supervised practice.

While enrolled in any Dominican University Coordinated and ISPP Programs, interns will:

1. Not refer to themselves as "nutritionist" or any other protected title as specified per state-based nutrition and dietetics practice acts/legislation in any document or personal reference (including but not limited to resumes, personal applications, personal introductions, presentations, educational materials, projects, and assignments) and social media platforms to which they subscribe.
2. Not provide nutrition assessment, individual or group nutrition counseling, or advising of paying or non-paying clients, patients, or followers of any enterprises, social media platforms to which they subscribe, or any other entity in which they engage unless under the direct supervision and responsibility of our programs' approved preceptors.
3. Limit social media posts to generic information associated with topics such as normal nutrition and sharing of credible, research-based resources providing evidence-based information associated with diet, nutrition, health, and wellness.

** Please note that those interns/students who are credentialed as Dietetic Technicians, Registered (DTRs) can use that credential in employment responsibilities in accordance with and under the supervision of a credentialed individual as specified by provisions of state legislation.*

PROCEDURE:

1. Failure to comply with these requirements will likely result in complaints made to state licensure boards and to the Ethics Committee of the Commission on Dietetic

Registration which can jeopardize future practice in the profession of nutrition and dietetics.

2. As engaging in the activities addressed herein present potentially serious professional and ethical concerns and consequences, failure to comply with this policy will lead to program dismissal.

Grading

PURPOSE: To outline the summative evaluation of didactic and supervised practice coursework and courses.

POLICY: The nature of dietetics requires a rigorous evaluation of didactic courses, supervised practice competencies, and program outcomes. The grading scale of the Coordinated and ISPP programs is:

- A 94-100%
- A- 90-93.9%
- B+ 87-89.9%
- B 84-86.9%
- B- 80-83.9%
- C+ 77-79.9%
- C 74-76.9%
- C- 70-73.9%
- D 60-69.9%
- F 0-59.9%

Interns must earn a grade of 80% (B-) or better in every required course to successfully complete the program. A final grade in any Coordinated or ISPP program supervised practice course less than 80% will require that the intern register for and retake the course (see [Intern Retention and Remediation](#)).

PROCEDURE:

1. Interns must earn a final grade of 80% (B-) or better in every required supervised practice course in order to remain eligible to progress in the program.
2. Scores for exams, quizzes, assignments, etc., as well as final grade score calculations, are not rounded to the nearest whole number.
3. A final grade in any supervised practice course less than 80% will require that the intern register for and retake the course (see [Intern Retention and Remediation](#)).

Grievances

PURPOSE: To outline the grievance policy, as stated in the University Student Bulletin under Academic Regulations.

POLICY: Any disagreement regarding academic procedure, including individual cases of alleged violation of academic integrity and final grades, should first be taken up with the instructor/preceptor. For additional information about Dominican University's Grievance policy, please click [here](#).

PROCEDURE:

1. In the case of a grievance, the intern is to first set up a meeting with the pertinent supervised practice site preceptor.
2. If the meeting with the supervised practice site preceptor does not settle the matter satisfactorily, the matter must then be taken up with the supervised practice Coordinating Preceptor.
3. If the meeting with the Coordinating Preceptor does not settle the matter satisfactorily, the matter must then be taken up with the Program Director.
4. If the meeting with the Program Director does not settle the matter satisfactorily, the matter should be taken up with the Nutrition Sciences Department Chair.
5. The Nutrition Sciences Department and the Coordinated and ISPP Program will maintain a record of the intern's complaint(s) for a period of seven years, including the resolution of complaint(s).
6. If the issue cannot be resolved at the Nutrition Department level, it should then be presented to the Dean of the Borra College of Health Sciences.
7. If the issue is still not resolved, the intern has the right to present the issue in writing to the committee in the Borra College of Health Sciences responsible for overseeing educational policies. The committee will request a written response from the appropriate parties (site preceptor, Coordinating Preceptor, Program Director, and/or others and may, at its discretion, seek further clarifications from the intern, on-site preceptor/Coordinating Preceptor, Program Director, and/or Borra College of Health Sciences Dean. The committee will evaluate the intern's appeal and vote to approve or deny it. A written response will be sent directly to the intern presenting the appeal, including grade adjustments if appropriate, with a copy to the on-site preceptor/Coordinating Preceptor, and/or Program Director.
8. **Note:** If an intern believes his/her program does not comply with accreditation standards, ACEND will review complaints. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995.

Injury and Illness

PURPOSE: To provide guidelines in the event an intern becomes ill or is injured while on campus or at a supervised practice site.

POLICY: Interns should have safe and immediate access to any medical care that they require when they are on the Dominican campus or on-site at their rotation in the case of sudden illness or injury. When in doubt, always err on the side of calling 911 (from a campus phone when applicable). Staff or other interns should never take on the responsibility of transporting a person to the hospital/medical center Emergency Department themselves.

PROCEDURE:

In the case of sudden illness or injury when on campus:

1. In non-emergency situations, if the intern can ambulate and get himself or herself around, assistance can be provided to bring them safely to the Wellness Center (open 9 am to 5 pm on weekdays).
2. If there is any doubt, or if the person passes out and/or is unable to get themselves to the Wellness Center, dial 911, preferably from a campus phone (when on campus) so that Campus Security can assist the first responders with location and access.
3. Note: Neither staff nor interns should attempt to drive a person to an Emergency Department themselves as they would be unequipped to manage a worsening situation before arrival.

In the case of sudden illness or injury when on-site in a non-emergency:

1. Inform the site preceptor and Coordinating Preceptor of the situation including reason and time the intern left the assigned rotation site.
2. Communicate tasks that were completed and not completed to the on-site preceptor so that patient/client care and departmental operations can be maintained.
3. Seek medical attention as appropriate.
4. If applicable, complete any required rotation site incident report.
5. Accurately record the day's supervised practice hours in Exxat.
6. Missed hours and activities must be completed (made-up) per approval from the corresponding practice setting Coordinating Preceptor and the Program Director.

In the case of sudden illness or injury when on-site in an emergency:

1. Inform the site preceptor and Coordinating Preceptor of the situation, including reason and time the intern left the assigned rotation site.
2. Ask for assistance in obtaining emergency care (i.e., 911, emergency room, etc.).
3. Seek medical attention as appropriate.
4. If applicable, complete any required rotation site incident report.
5. Accurately record the day's supervised practice hours in Exxat.
6. Missed hours and activities must be completed (made-up) per approval from the corresponding practice setting Coordinating Preceptor and the Program Director.

Intern Retention and Remediation

PURPOSE: To identify struggling interns and facilitate successful completion of the Coordinated and ISPP Programs, contributing to the overall success of the intern.

POLICY: The appropriate Coordinated and ISPP Programs staff will initiate intern retention and remediation procedures when intern performance does not meet criteria for progressing in the program. Midpoint evaluations will be utilized to identify struggling interns early in the program. Interns will be provided with additional resources to achieve success, including appropriate accommodations, when applicable. Other remedies may include lightening the intern's course load, extending the intern's program, or requiring a rotation to be repeated. However, interns with minimal chances of success in the program may be counseled about career paths that are more appropriate to their ability after adequate intervention has been implemented to support the intern without noted improvement in the intern's performance.

PROCEDURE:

Supervised Practice at Rotation Midpoint

1. If the intern has one or more ratings of 2 or below, the intern will be placed on probation and is at risk of not successfully completing the supervised practice rotation. If an intern receives ratings of 3 or higher at the midpoint but is not showing any improvement during the second half of the rotation, the intern may be placed on probation and is at risk of not successfully completing the supervised practice rotation.
2. A retention and remediation plan will be written by the Coordinating Preceptor and Assistant Director and agreed upon by the Program Director and the intern before continuing in the supervised practice rotation.
3. The intern will complete all required objectives, supervised practice competencies, and expectations as agreed to in the Retention and Remediation plan.
4. A referral to the University's Academic Success Center will also be made to determine available resources that can be utilized by the intern to support program success.
5. If the intern is unable to meet the requirements of the Retention and Remediation plan, and/or is not deemed Proficient in required competencies in the final evaluation, the intern will be required to register and repeat the supervised practice rotation. A grade of Incomplete for the supervised practice rotation course may also be considered if deemed appropriate and is approved by the Coordinating Preceptor and the Program Director, along with approval by the Dean of the Borra College of Health Sciences. Scheduling of an opportunity to repeat a supervised practice rotation course or address an Incomplete status for the supervised practice rotation course is dependent upon availability of an appropriate supervised practice site and preceptor as well as approval by the Coordinating Preceptor and Program Director

Supervised Practice at the End of the Rotation

1. Interns are required to earn a "Proficient" rating of 4 or better for every ACEND-required competency by the end of the program. If an intern has not been deemed Proficient in all required competencies addressed in a supervised practice rotation with no further

opportunities to demonstrate entry-level RD competency in required skills by the end of that rotation for any reason, the intern will be placed on probation and is at risk of not successfully completing the supervised practice program.

2. A Retention and Remediation plan will be written by the Coordinating Preceptor and Assistant Program Director and agreed upon by the Program Director and the intern before a second attempt of the supervised practice rotation will be undertaken.
A grade of Incomplete for the supervised practice rotation course may also be considered if deemed appropriate and is approved by the Coordinating Preceptor and the Program Director, along with approval by the Dean of the Borra College of Health Sciences. Scheduling of an opportunity to repeat a supervised practice rotation course or address an incomplete status for the supervised practice rotation course is dependent upon availability of an appropriate supervised practice site and preceptor as well as approval by the Coordinating Preceptor and Program Director.
3. The intern will be required to register and repeat the supervised practice rotation when the opportunity for an appropriate supervised practice site and preceptor is available,
4. A referral to the University's *Academic Success Center* will also be made to determine available resources that can be utilized by the intern to support program success.
5. The intern will complete all required objectives, supervised practice competencies, and coursework as agreed to in the Retention and Remediation Plan. This includes the achievement of at least an 80% on the corresponding supervised practice rotation quiz that will be retaken prior to the start of the rotation.
6. The intern will only have one additional opportunity (two opportunities in total) to successfully complete the supervised practice rotation. If unable to pass the supervised practice rotation on the second attempt, the intern will be dismissed from the program.

Supervised Practice Rotation Courses/Activities/Projects/Assignments/Workshops

1. Interns are expected to earn a B- (80%) or better for all coursework included in the supervised practice courses. If unable to meet that standard, the intern must re-register for the course and take it a second time.
2. The instructor for the course will meet with the intern and determine whether an additional Retention and Remediation Plan should be instituted (i.e., concurrent tutoring, referral to the Academic Success Center, etc.)
3. The intern must complete all required objectives, competencies, and coursework as agreed to in the Retention and Remediation Plan.
4. If an intern is unable to pass the course on the second attempt, the intern may be dismissed from the program.

Pre-Rotation Testing

1. A score of $\geq 80\%$ must be achieved in \leq two attempts for Community, Food Service Management, Outpatient, Clinical Nutrition, and Specialty rotations.
2. If the final attempt results in lower than 80%, the intern will not be able to start the scheduled supervised practice rotation and the Coordinating Preceptor and Program Director will develop a Retention and Remediation plan. Note: If an intern is removed from a scheduled rotation site, there will be a delay in program completion.

Visual Veggies

1. A score of $\geq 70\%$ must be achieved by the assigned date designated by the program and prior to starting the first supervised practice rotation (see [Visual Veggies](#)).
2. If the intern is unable to achieve the required minimum score by the established deadline, the intern must schedule an appointment with the Program Advisor within one week. Failure to schedule and attend this appointment may result in program dismissal.
3. The Program Advisor and Program Director will develop a Retention and Remediation plan.
4. As part of the Retention and Remediation Plan, interns will be referred to Academic Success Center for assessment.

Pregnancy

PURPOSE: To ensure the safety of both the intern and unborn child in cases of pregnancy.

POLICY: The Borra College of Health Sciences and our program value the protection of you and your family. Interns are allowed to complete supervised practice hours at a rotation site with prior approval from their OB/GYN doctor and the Program Director.

Therefore, an intern who is pregnant is required to notify the Program Director as soon as she becomes aware of her pregnancy. A physician/health care provider's note is required to continue the program without restrictions while pregnant and again after the postpartum check-up to return to the program. Any change in health status must be immediately reported to the Coordinating Preceptor and Program Director in written format. Pregnant interns must comply with every supervised practice rotation site's policy concerning health care worker (HCW) pregnancy in their organization to avoid potential hazards to the mother and the unborn child.

PROCEDURE:

1. An intern who is pregnant is required to notify the Program Director as soon as she becomes aware of her pregnancy.
2. An OB/GYN doctor's note is required to continue the program without restrictions while pregnant and again after the postpartum check-up to return to the program.
3. Any change in health status must be immediately reported to the Coordinating Preceptor and Program Director in written format.
4. Pregnant interns must comply with every supervised practice rotation site's policy concerning health care worker (HCW) pregnancy in their organization to avoid potential hazards to the mother and the unborn child.

Pre-Rotation Testing

PURPOSE: To facilitate successful completion of each rotation and overall program.

POLICY: Interns are required to take a pre-rotation test and successfully pass it prior to starting each assigned rotation.

PROCEDURE:

Community, Food Service Management Nutrition, Outpatient Nutrition, and Community Nutrition Supervised Practice

1. All interns will take a pre-rotation test prior to starting each assigned rotation.
2. Each intern must pass with an 80% or higher to begin each assigned rotation.
3. If the intern does not pass on the first attempt, one (1) additional opportunity to complete the pre-rotation test successfully will be provided (two opportunities in total).
If the intern is unable to pass the pre-rotation test on the 2nd attempt, a Retention and Remediation Plan will be required, which will include a referral to the Academic Enrichment Center and possibly a delay in the rotation until the following semester.
4. Note: If an intern is assigned two rotations in a single semester, only one test will be completed during program orientation. The intern will work with the corresponding Coordinating Preceptor to determine the timing of the required pre-rotation test for the second rotation.

Clinical Nutrition Supervised Practice

1. All interns will take a pre-rotation test prior to starting each assigned rotation.
2. Each intern must pass with an 80% or higher to begin their assigned rotation.
3. If the intern does not pass on the first attempt, one additional opportunity to complete the pre-rotation test successfully will be provided (two opportunities in total). In addition, a written assignment based on the incorrectly answered pre-rotation test questions will be required. The hand-written assignment will be due prior to the second pre-rotation attempt. If the assignment is not completed by the due date, the intern will not be allowed to complete a second attempt and will be held to the same procedure as those interns unsuccessful at both attempts.
4. If the intern is unable to pass the pre-rotation test on the second attempt, the intern will be removed from the scheduled inpatient rotation site and be required to take Medical Nutrition Therapy II at Dominican University that semester instead. This may result in a program completion delay.
5. After the successful completion of MNT II, the intern will be scheduled for the next clinical nutrition rotation spot available. If the intern is unable to pass the pre-rotation test on the second attempt, the intern may be dismissed from the program.
6. Note: If an intern is assigned two rotations in a single semester, only one pre-rotation test will be completed during program orientation. The intern will work with the corresponding Coordinating Preceptor and Program Director to determine the timing of the second required pre-rotation test.

Prior Assessed Learning (PAL)

PURPOSE: To outline the process of applying for Prior Assessed Learning (PAL) credit towards supervised practice hours and program coursework.

POLICY: Dominican University's Coordinated and ISSP Programs grant credit for qualifying prior-assessed learning towards supervised practice hours and program coursework. Once an intern has been accepted into the program, the intern may apply for PAL credit. There is a non-refundable \$150 evaluation fee. All PAL-required documentation must be submitted within 30 days of program acceptance. An enrolled intern may receive up to 150 hours of PAL credit for supervised practice hours. Credit earned with PAL must reflect the competence/skills gained from the experience in addition to meeting all other requirements.

Supervised Practice

- PAL for supervised practice experience may be gained from a paid full-time position of at least 6 months or a paid part-time position under the supervision of an individual qualified to evaluate the ACEND-required competency skills of an entry-level Registered Dietitian for at least 12 months after successful completion of an ACEND-accredited didactic program in dietetics (DPD).
- PAL credit will only be awarded for Community and Food Service Management supervised practice hours.
- All hours waived must meet ACEND's accreditation standards including both learning outcomes and rotation site-specific competencies.
- The completion date for the Coordinated and ISPP programs will not change regardless of PAL credit awarded.
- Completion of PAL documentation and application does not guarantee that credit will be awarded. The final decision regarding full, partial, or no credit awarded is at the discretion of the Program Director.

Nutrition and dietetic technicians, registered (NDTRs)

- Interns who have the DTR or NDTR credential may earn PAL for supervised practice.
- Credit for up to 150 hours of Community and up to 150 hours of Food Service Management may be awarded.
- Completion of PAL documentation and application does not guarantee credit will be awarded. The final decision regarding full, partial, or no credit awarded is at the discretion of the Program Director.

PROCEDURE:

Supervised Practice

1. The intern will contact the program advisor or Program Director to request a PAL form.
2. Interns applying for PAL must submit a complete Prior Assessed Learning Portfolio and the corresponding competency evaluation form to the Program Director within 30 days of acceptance. The portfolio includes:
 - a. Completed PAL application form.

- b. The competency evaluation form, signed and verified by a qualified supervisor. The “activities completed” section must be typed by the intern and the supervisor must sign and date all approved competencies.
 - c. Documentation of competence and knowledge gained for each completed competency being assessed. Documentation must be neatly organized.
 - d. Statement or letter from supervisor(s) verifying both competencies and skills gained during the experiences.
 - e. Non-refundable \$150 evaluation fee. Please make check out to Dominican University Nutrition Sciences Department.
- 3. Additional documentation may be requested and must be provided in a timely manner upon request. Failure to do so will result in no credit awarded.
 - 4. Applicants will be informed if any credit is awarded prior to the start of the program.

Provision for Appeal

- 1. If an intern wants to appeal the final decision made by the Program Director, the intern must contact the Program Director and schedule a meeting.
- 2. If the meeting does not settle the matter satisfactorily, please refer to step four of the grievance procedure (See [Grievances](#)).

Protection of Privacy of Intern Information

PURPOSE: To protect the privacy rights of each intern.

POLICY:

Verbal/Written Communication

All efforts will be taken to ensure the privacy rights of each intern. While some feedback may be provided in a group setting when appropriate, all individual evaluation feedback meetings will be conducted between the intern and the preceptor in a private setting. In addition, discussion of intern's concerns and issues will also take place in a private setting. Email communications are considered private and are not to be shared publicly with non-essential staff or other interns.

Intern Files

Each intern has a file that is kept in a locked filing cabinet in the Program Director's office. Only the intern, program staff (preceptors and administrative personnel), the Program Director, and the Assistant Program Director have direct access to the files.

PROCEDURE:

Accessing Department Intern Files

1. Interns may request to view their files. Permission can only be granted from the Program Director or Assistant Program Director.
2. The intern must stay in the Nutrition Office while viewing the file.
3. When finished, the file must be returned to the Program Director.

Accessing Dominican University Educational Records

1. The intern also has the right to inspect and review their Dominican University educational records within 45 days after the University receives a request for access.
2. Interns must submit a written request that identifies the record they wish to inspect to the Office of the Registrar.
3. The University official will arrange for the access and notify the intern of the time and place where the records may be inspected.

Visual Veggies

PURPOSE:

- To facilitate successful completion of each rotation and overall program by ensuring that all interns begin with the same foundational knowledge base.
- To measure the progress over the course of the program and ensure an adequate knowledge base is attained in preparation for the Registration Exam for Dietitians.

POLICY: All interns are required to take the 2.5 hour Visual Veggies practice RD exam at both the beginning (*by the assigned date designated by the program and prior to starting the first supervised practice rotation*) and the end of the program (*during the intern's final semester*). Interns must attain a minimum of 70% at the beginning and a 90% at the end of the program to earn the Verification Statement. There is no limit to the number of test attempts. Results must be sent to the program advisor. If cheating is discovered, there will be immediate consequences including potential dismissal from the program. Interns are encouraged to utilize the Visual Veggies software throughout the duration of the program to practice test-taking skills and review domain-specific information.

PROCEDURE:

Beginning of program:

- Intern will request and receive an email from the Program Director with detailed instructions on how to access the Visual Veggies site and take the Visual Veggies exam.
- Alternatively, the intern can gain direct access on one of the designated campus computers in the Jane Simmons Commons (2nd floor of Parmer).
- After completing the test, the intern must take a screen shot and forward the test results directly to the program advisor upon successful completion of the $\geq 70\%$ score.
- The intern may return as many times as desired to explore the site and take different tests in the various domains and/or use the study tools.
- If an intern is unable to achieve the minimum score by the deadline, a Retention and Remediation plan will be developed (see [Intern Retention and Remediation](#)).

End of program:

- Near the end of the program, intern will receive an email from the program advisor as a reminder of the Visual Veggies requirement.
- Intern will retake the 2.5-hour exam (called either the pretest or the “full random test”).
- The intern must take a screen shot and forward the test results directly to the program advisor upon successful completion.
- Achievement of the 90% or better score is required to complete the program and receive a Verification Statement.

Withdrawal Policy

PURPOSE: To outline the process for withdrawal from the program.

POLICY: An intern may withdraw at any time from the program. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is different from a leave of absence.

PROCEDURE:

1. The intern must write and submit a signed and dated letter to the Program Director, requesting a withdrawal and providing the reason(s) for withdrawal.
2. The Program Director will meet with the intern to discuss the decision.
3. After the discussion, if the intern decides to remain in the program, the intern resumes the program as scheduled.
 - a. The intern must write and submit a letter to the Program Director indicating the decision to remain in the program and why,
 - b. The Program Director provides a written, signed and dated letter of response to the intern to acknowledge the intern's decision to stay in the program.
 - c. All signed/dated letters are placed in the intern's program file.
4. After the discussion, if the intern decides to withdraw from the program, the intern withdraws immediately.
 - a. The Program Director provides a written, signed and dated letter of response to the intern to acknowledge the intern's decision to withdraw from the program.
 - b. All signed/dated letters are placed in the intern's program file.
5. Tuition refunds are based upon the date of completion of the appropriate academic withdrawal or drop paperwork. It is the intern's responsibility to be aware of the University's policy on tuition refunds. For more information about this process and the Registrar's Office, please visit their website by clicking [here](#) or call (708) 524-6774.

Section III: Appendix

ACEND 2022 RD/RDN Core Competencies

Domain 1

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

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

CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications
CRDN 2.3	Demonstrate active participation, teamwork, and contributions in group settings
CRDN 2.4	Function as a member of inter-professional 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.	
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 insulation ration, B12, or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, 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/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.
Domain 4 Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.	
CRDN 4.1	Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities, and food.
CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.
CRDN 4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
Domain 5	
Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.	
CRDN 5.1	Perform self-assessments that include 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 professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5	Demonstrate the ability to resolve conflict.
CRDN 5.6	Promote team involvement and recognize the skills of each member.
CRDN 5.7	Mentor others.
CRDN 5.8	Identify and articulate the value of precepting.

Associated Program Fees

For current tuition/fees, please go [here](#).

	Undergraduate Coordinated Program in Dietetics	Graduate Coordinated Program in Dietetics (MBA/RD)	Individualized Supervised Practice Pathway (ISPP) Program	Master of Science in Nutrition with Supervised Practice
Tuition	\$1239/credit hour <i>Note: 50% discount for courses taken during summer semester</i>	MBA Courses \$889.00/credit hour (30 credit hours for MBA courses without any applicable tuition discounts = ~\$26,670) Supervised Practice Rotation Courses \$750.00/credit hour (18 credit hours for supervised practice rotation courses = \$13,500) Tuition Total (without any applicable tuition discounts): \$40,170	\$750.00/credit hour <i>(18 total credit hours for supervised practice rotation courses = \$13,500 without any applicable tuition discounts)</i>	\$750.00/credit hour (39 total credit hours for nutrition supervised practice rotation courses and MS in Nutrition courses) Tuition Total (without any applicable tuition discounts): \$29,250
Experiential Fee for MBA/RD program only (one-time charge for MGMT 601)		\$115.00		

Lab Fees (Total amount for program)	\$700.00
DU Student Fee (per course)	(part-time) \$85.00/course (\$250.00 maximum) (full time) \$250.00 per semester
Matriculation Fee (one-time charge)	\$25.00

Graduation Fee for Degree Programs: MBA/RD and MS/ISPP (one-time charge)	\$100.00
DU Parking Fee (per academic year)	\$50.00 - \$100.00 <i>Subject to change</i>
Room & Board/meal plan (per year if applicable)	<i>Varies - see DU Tuition and Expenses/Student Accounts website</i>
Professional Liability Insurance (premium per year)	\$35 - \$45
Medical Exams and Medical Tests	\$150 - \$200 <i>(varies with health insurance coverage)</i>
Background Check (one-time fee)	\$60.00 (through Exxat services)
Drug Screening if required at assigned supervised practice site(s)	\$30 - \$80 for each drug screen through Exxat services
Student Academy Membership (per year)	\$58.00 <i>(June 1 - May 31)</i>
Basic Life Support for Health Providers (Red Cross or AHA) - both initial and renewal	\$100.00 <i>(varies)</i>
Serv Safe Certification	\$15.00
OSHA	\$16.00
Professional Lab Coat	\$50.00

Note: Fees are subject to updates and changes.

Prior Assessed Learning Application Form

(See full form on following pages.)

DOMINICAN UNIVERSITY

Prior Assessed Learning Application

APPLICANT INFORMATION						
Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State		ZIP	
Phone			E-mail Address			
PAL Credit Requested: Supervised Practice <input type="checkbox"/> Seminar <input type="checkbox"/>						

EDUCATION							
High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT	
Company	Phone
Address	Supervisor
Email Address	
Job Title	
Company	Phone
Address	Supervisor
Email Address	
Job Title	
Company	Phone
Address	Supervisor
Email Address	
Job Title	

PAL CREDIT AWARDED (FOR NUTRITION SCIENCE DEPARTMENT USE ONLY)

Type of Credit Awarded	Supervised Practice <input type="checkbox"/>	Seminar <input type="checkbox"/>
If Supervised Practice Please specify:	Community <input type="checkbox"/>	Foodservice management <input type="checkbox"/>
If Seminar please specify:	NUTR 502 <input type="checkbox"/>	NUTR 506 <input type="checkbox"/>
Full Credit Awarded <input type="checkbox"/>	Hours Awarded	
Partial Credit Awarded <input type="checkbox"/>	Hours Awarded	
No Credit Awarded <input type="checkbox"/>		
Other <input type="checkbox"/>	Please explain:	

PAL FINAL DECISION (FOR NUTRITION SCIENCE DEPARTMENT USE ONLY)

I acknowledge the above PAL credit decision.

Program Director Signature

Date

Student Signature

Date