The Dietetic Internship Handbook serves as a reference guide regarding the Program’s policies, procedures, and services. This handbook is not intended to, nor does it contain the complete and exact text of all rules, regulations, policies and procedures that relate to graduate students/dietetic interns. The Messiah College Graduate Student Handbook also contains policies, procedures and information about services for graduate students and should be used in conjunction with this program-specific handbook. It is not uncommon for individual programs to establish policies and expectations that exceed the minimum standards delineated in the general Graduate Student Handbook. When this occurs, the text of this program-specific handbook supersedes that which addresses the same topic in the Graduate Student Handbook.

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I. INTRODUCTION

A. THE RDN CREDENTIALING PROCESS AND THE MESSIAH COLLEGE DIETETIC INTERNSHIP

To earn the registered dietitian (RD) credential, which may also be called the registered dietitian nutritionist (RDN) credential, an individual must complete a three step process:

1) Individuals interested in achieving the RDN credential must complete a minimum of a bachelor’s degree at a US regionally accredited college or university and obtain verification that the course work required to begin a supervised practice program has been completed from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD). (The Messiah College Nutrition and Dietetics major curriculum is approved by ACEND as a DPD and enables students to complete this step.)

2) After completion of a bachelor’s degree and the required coursework, individuals interested in achieving the RDN credential must complete a supervised practice experience offered by an ACEND accredited program. These programs include master’s level coordinated programs, dietetic internships, and individualized supervised practice pathway (ISPP) programs. Accredited supervised practice programs are offered by health care facilities, community agencies, Food Service corporations, or educational institutions and are 9 - 24 months in length, including a minimum of 1200 hours of supervised practice. (Note: some colleges offer an undergraduate “Coordinated Program” which combines steps 1 and 2. Messiah does not offer this type of program.)

3) Pass a national examination administered by the Commission on Dietetic Registration (CDR).

The Messiah College Dietetic Internship is for individuals who have completed step one of the RDN credentialing process. It is a full-time, post- baccalaureate certificate program, which fulfills step two of the RDN credentialing process. The Messiah Dietetic Internship requires the completion of 1275 supervised practice hours over a 10 month period. The supervised practice sites will be selected by the Messiah College and will be located in central Pennsylvania. Dietetic interns will be required to live in central Pennsylvania. In addition to the supervised practice hours, interns will be expected to complete background readings, projects, and reports. These will be managed and submitted using the Messiah College online learning management system. The experience hours and additional learning activities are organized into 4 graduate courses. Individuals who successfully complete the dietetic internship will earn a
certificate of completion from Messiah College, an ACEND form verifying completion of the supervised practice requirements, and 19 graduate credits.

After successful completion of the Messiah College Dietetic Internship an individual is eligible to take the national dietetic registration exam, and successful completion of the registration exam earns an individual the RDN credential. In recent years, many states have enacted licensure requirements for individuals who wish to practice nutrition care. State licensure standards typically require the RDN credential. In Pennsylvania, the RDN credential is required to obtain a state license, though licensure is voluntary. In order to maintain the RDN credential, individuals must regularly evaluate their professional knowledge, skills, and needs and document participation in 75 hours of appropriate continuing education every 5 years.

For additional information on dietetics education, contact ACEND at: Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, Phone: 312-899-0040 Ext. 5400, acend@eatright.org or www.eatright.org.

For additional information about the RDN credential, contact the Commission on Dietetic Registration, 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, Phone: 312-899-0040 Ext. 5500, cdr@eatright.org or www.eatright.org.

B. MISSION, GOALS, AND OUTCOME OBJECTIVES

Mission: To prepare students to become entry-level registered dietitian nutritionists who serve and lead with excellence as they provide nutrition care grounded in current scientific evidence.

Goals and Outcome Objectives for Each Goal:

Goal 1: To prepare graduates to succeed as registered dietitian nutritionists in entry-level jobs in disciplines related to nutrition and dietetics.

Objectives: (Data for each objective will be assessed annually as a 3 year rolling average)

- Objective 1.1: At least 80% of interns beginning the Messiah College dietetic internship will complete it within 15 months.
- Objective 1.2: Of graduates who seek employment, 85% are employed in nutrition and dietetics or related fields within 12 months of graduation.
Objective 1.3: The Messiah College dietetic internship 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%.

Objective 1.4: 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 1.5: At least 80% of Messiah College dietetic internship graduates will report that their overall preparation was “good” or “excellent”.*

Objective 1.6: The employers of at least 80% of Messiah College dietetic internship graduates will report that the graduate’s overall preparation was “good” or “excellent”.*

Goal 2: To prepare graduates who are servant leaders and life-long learners.

Objectives: (Data for each objective will be assessed annually as a 3 year rolling average)

Objective 2.1: By the end of the internship, at least 90% of Messiah College dietetic interns will be able to describe two ways nutrition and dietetics practitioners can incorporate servant leadership principles in practice.

Objective 2.2: At least 80% of Messiah College dietetic internship graduates will rate the degree to which they are prepared to be servant leaders (leaders who make a priority of understanding and meeting the needs of those they are leading) as “good” or “excellent”.*

Objective 2.3: The employers of at least 80% of Messiah College dietetic internship graduates will rate the degree to which the graduate is “a leader who makes a priority of understanding and meeting the needs of the people he or she is leading as “good” or “excellent”.*

Objective 2.4: By the end of the internship, at least 90% of Messiah College dietetic interns will be able to assess their learning needs and identify resources for continuing professional development.

Objective 2.5: At least 80% of Messiah College dietetic internship graduates will rate the degree to which the internship prepared them to assess their learning needs and identify resources for continuing professional development as “good” or “excellent”.*

Objective 2.6: The employers of at least 80% of Messiah College dietetic internship graduates will rate the degree to which the graduate is able to assess their learning needs and identify resources for continuing professional development as “good” or “excellent”.*
* Graduates and their employers will be surveyed 20 months after graduates have completed the internship.

Program Outcomes Data are available on request.

C. ACCREDITATION STATUS

The Messiah College Dietetic Internship has been granted candidacy status by the Commission on Accreditation for Dietetics Education of the Academy of Nutrition and Dietetics, 120 South Riverside Drive, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext. 5400

http://www.eatright.org/ACEND

II. CURRICULUM AND SCHEDULE

A. COURSES

The Messiah College Dietetic Internship consists of four post-baccalaureate level courses.

Messiah College Dietetic Internship Course Descriptions

NUTR 503 Professional Development in Nutrition and Dietetics I (1 credit)
This course provides an introduction to professional development activities required for the registered dietitian credential. Topics include servant leadership, assessment of professional knowledge and skill, and introduction to interprofessional education. Participation at professional meetings may be required. 20 hours of supervised practice; 17 weeks.

NUTR 505 Professional Development in Nutrition and Dietetics II (1 credit)
This course provides continued experience with professional development activities required for the registered dietitian credential. Course topics include preparing for the national registered dietitian exam, job applications, leadership, and interprofessional education. Professional meeting attendance is required. 25 hours of supervised practice; 17 weeks.

NUTR 511 Supervised Practice in Medical Nutrition (8 credits)
This course provides preceptor supervised practical experiences in medical Nutrition therapy in inpatient settings. Students will learn to assess Nutritional status, prioritize patient needs, design appropriate Nutrition interventions, and monitor and
evaluate the effectiveness of Nutrition therapy. Additional activities and assignments related to supervised practice experiences are assigned. 620 hours of full time supervised practice required; 17 weeks.

**NUTR 525 Supervised Practice in Food Service and Community Nutrition (9 credits)**
This course includes supervised practical experiences in three areas: food service, outpatient nutrition education, and community programs for food insecure individuals. Additional activities and assignments related to supervised practice experiences are assigned. 610 hours of full time supervised practice required; 17 weeks.

**B. Schedule**

The Dietetic Internship courses will be completed using a cohort model in which interns will be assigned a schedule to follow. A sample rotation calendar is provided below. The all-fall and all-spring terms are each 17 calendar weeks in length. During each of these terms, all interns will participate in a professional development course, which will be in class for 4 hours a month with online activities, as well as the full time supervised practice rotations to which they are assigned. The professional development course activities will require about 3 hours per week, the supervised practice 39 hours per week, and additional assignments related to supervised practice experiences 2 – 5 hours per week. In total, the internship will require 45 – 47 hours per week. Two vacation days are scheduled in each semester: Labor Day and Thanksgiving Day in the fall and Martin Luther King Day and Good Friday in the Spring. Off days on calendar should be used for make-up days to allow for sick time or days when a supervised practice facility might be closed. These days should not to be used for planned vacations by interns.

During the supervised practice experiences, interns will follow the schedule of their preceptor. Interns are expected to be on time (or a bit early) and well prepared each day; and interns who are frequently unprepared, tardy, or absent will be dismissed from the internship. Interns will be provided with contact information for each practice site and should confirm their preceptor’s daily schedule as well as the procedure to follow if an emergency with their preceptor before each rotation begins. Supervised practice sites vary greatly in their response to adverse weather. Health care facilities need to continue providing good care to patients, and schools often delay or close to keep young drivers off of the roads. When bad weather occurs, interns should follow the schedule of the site they are assigned to.

**Lunch and Practical Experience Hours**

The following guidance applies to School Food Service, Long Term Care rotation, and Wellspan (Inpatient, Outpatient, and Food Service): Interns are expected to work an 8 hour day during the same time frame as their preceptor(s). During lunch, interns can choose to eat with their preceptor, catch up with
fellow interns, catch up on assignments or if something special is going on participate in that, etc. If an intern has an appointment right after work (right before work), needs to leave a little early (arrive late), and receives pre-approval from their preceptor and course instructor; then the intern may work during lunch, count the time, and leave early (arrive late). This may be done on occasion, but not as a regular practice.

Interns may choose to work over lunch and count the hours, but they cannot leave early for the day nor end the rotation early as a result. (Note the exception above, on occasion)

What is not allowed:
Consistently “working over lunch” to enable the intern to go home early.
Consistently “working over lunch” to fulfill hours to enable intern to end rotation at an earlier date.

Guidelines for Food Insecurity rotation are the same as above, except you may choose to take a half hour lunch and leave at 4:30 or work during lunch and leave at 4:00.

**Guidelines for use of make-up days and hours beyond minimum required rotation hours**

If a day is missed due to extenuating circumstances (e.g. sick, snow day) it may be necessary to use a make-up day. However, if an intern has exceeded the required hours for the internship rotation, then the make-up day may not be required at the discretion of the internship director and preceptor. The intern must contact the internship director with an explanation of the situation including number of days off, reason why off, and proposal for how hours will be made-up OR anticipated number of hours completed in rotation. The internship director, in consultation with preceptor, will consider rotation hours completed, progression with assignments, and how well the intern is meeting competencies in order to make a decision. However, hours completed that exceed the minimum requirement may not be used to shorten the internship scheduled days.

**Messiah College Dietetic Internship Sample Calendar**

<table>
<thead>
<tr>
<th>Date</th>
<th>All</th>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
<th>Group 5</th>
<th>Group 6</th>
</tr>
</thead>
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<td>LTC ↓</td>
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<tr>
<td>Date</td>
<td>All</td>
<td>Group 1</td>
<td>Group 2</td>
<td>Group 3</td>
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<tr>
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<tr>
<td>1-Oct</td>
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<tr>
<td>2</td>
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<td>3</td>
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<tr>
<td>22-Oct</td>
<td>Conference</td>
<td>Conference</td>
<td>Conference</td>
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<td>Rotation C</td>
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<td>Outpatient</td>
<td>School FS</td>
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<tr>
<td>25</td>
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<td>Rotation C</td>
<td>Outpatient</td>
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</table>
Conference (Conf)
Inpatient Foodservice (Inpatient FS)
Long Term Care (LTC)
One on One with program director (1:1)
Outpatient Foodservice (Outpatient)
School Foodservice (School FS)

III. COSTS AND FINANCIAL AID

A. TUITION AND FEES

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (waived for Messiah College Graduates)</td>
<td>$30</td>
</tr>
<tr>
<td>Deposit (applied to first semester tuition and fees)</td>
<td>$200</td>
</tr>
<tr>
<td>Tuition (2018-19)</td>
<td>$16340</td>
</tr>
<tr>
<td>Course Technology Fee ($30/course)</td>
<td>$120</td>
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</table>

B. ADDITIONAL REQUIREMENTS AND EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing and Food (Interns are required to provide their own off campus housing in Central Pennsylvania)</td>
<td>varies</td>
</tr>
<tr>
<td>Item</td>
<td>Cost Estimate</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Travel (Interns are required to provide their own transportation to</td>
<td>varies</td>
</tr>
<tr>
<td>practice sites; travel costs depend on living location)</td>
<td></td>
</tr>
<tr>
<td>Textbooks</td>
<td>$500 - $900</td>
</tr>
<tr>
<td>Automobile and Health Insurance</td>
<td>varies</td>
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<tr>
<td>Personal Professional Liability Insurance</td>
<td>$30</td>
</tr>
<tr>
<td>Lab Coat /safety shoes</td>
<td>$50</td>
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<tr>
<td>PA Criminal Background Check</td>
<td>$10</td>
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<tr>
<td>FBI Background Check</td>
<td>$30</td>
</tr>
<tr>
<td>Child Abuse Clearance</td>
<td>$10</td>
</tr>
<tr>
<td>ServSafe Course (if intern does not already have a valid certificate)</td>
<td>$75 - $200</td>
</tr>
<tr>
<td>Health status documentation, including a recent PPD test for</td>
<td>varies</td>
</tr>
<tr>
<td>tuberculosis, a drug screen, MMR and hepatitis B vaccination,</td>
<td></td>
</tr>
<tr>
<td>chicken pox or vaccination, flu vaccine</td>
<td></td>
</tr>
</tbody>
</table>
Computer requirements: Current computer requirements can be found on the College Information Technology Services Technology Recommendations Web Page. In addition to the standard computer requirements, interns will need a printer/scanner and a laptop with the capacity for video conferencing.

<table>
<thead>
<tr>
<th>Interns are required to be Student Members of the Academy of Nutrition and Dietetics</th>
<th>$65</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance at Professional Meetings (varies year to year with meetings attended)</td>
<td>$1,000 - $2,000</td>
</tr>
</tbody>
</table>

**C. FINANCIAL AID**

The Messiah College Dietetic Internship Participates in Title IV federal financial aid programs for those who qualify.

**D. WITHDRAWAL AND REFUND OF TUITION AND FEES**

The Messiah College Dietetic Internship is designed to be completed in one calendar year. Interns who elect to withdraw from the program will need to reapply in order to continue. The Messiah College Procedures for withdrawing from graduate programs are found in the Graduate Program Handbook:

[https://www.messiah.edu/documents/graduate_studies/Refund%20Policy.pdf](https://www.messiah.edu/documents/graduate_studies/Refund%20Policy.pdf)

The percent of tuition refunded depends on the length of the course. The following internship courses are 17 week courses: Professional Development I, Professional Development II, Supervised Practice in Medical Nutrition, Supervised Practice in Food Service and Community Nutrition.
### IV. ADMISSION AND PROGRESSION CRITERIA

#### A. CONDUCT, SKILLS AND ABILITIES NEEDED FOR SUCCESSFUL COMPLETION OF THE DIETETIC INTERNSHIP

An ACEND-accredited supervised practice program is a professional program that prepares students to provide ethical, safe, and competent nutrition care in accordance with the Standards for Professional Practice (SOP) and Standards of Professional Performance (SOPP) for Registered Dietitians.\(^1\) Dietetic Interns will be expected to abide by the Code of Ethics for the Profession of Dietetics and the Pennsylvania Code of Professional Conduct for Licensed Dietitian-Nutritionist. These documents are provided in Appendix A.

In addition to behaviors consistent with these codes of conduct, dietetic interns must possess certain skills and abilities to be able to meet the core competencies required for

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professional registration. A table describing these skills and abilities and examples of how they are used to meet professional standards is provided in Appendix B. The purpose of this table is a) To inform prospective interns of program requirements so they can assess their personal fit with the program and b) To provide a standard to ensure that interns have the required skills and abilities for successful performance at various practice locations. Any prospective or current student with concerns about whether or not he or she has the required skills and abilities to progress through the Dietetic Internship can contact the Messiah College Office of Disabilities Services by phone at (717) 796-5382 or via email to aslody@messiah.edu. When appropriate, efforts will be made to negotiate reasonable accommodation of intern needs with third party facilities, so that the intern can meet the expectations of the program.

The Messiah College Dietetic Internship requires interns to complete full time (40 hours per week) supervised practice in a professional setting plus an additional 5-10 hours per week of additional course activities. Interns will be expected to adhere to the work schedule, behavior, and dress requirements of each supervised practice facility, including facility policies for the use of personal electronic devices such as tablets, computers, or cell phones. Interns who are frequently late or who display behaviors which are not in keeping with supervised practice facility policies and/or the AND code of conduct will be removed from the internship. Many of the additional course activities will require online or computer based communication and assignments. To successfully complete these activities interns must be familiar with basic word processing, spreadsheet, and presentation software such as Microsoft Word, Excel, and PowerPoint and have a laptop or desktop computer which meets the program requirements, as well as a reliable internet connection and a printer/scanner.

The intense internship schedule will make additional paid employment a challenge. Interns who choose to work outside of the internship hours are advised to limit their work to 10 hours per week or less. Supervised practice and other internship activities will not be rescheduled to avoid conflicts with employment.

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2 Academy of Nutrition and Dietetics. ACEND Accreditation Standards for Dietitian Education Programs. Accreditation Council for Education in Nutrition and Dietetics Web Site. 
B. Admissions to the Messiah College Dietetic Internship

Application to the Messiah College Dietetic Internship

Information for Messiah College students completing DPD requirements in 2016-17 (Admitted to the internship for 2017-18).

There are two types of application to the DPD: A preselect option for students in their last year of the Messiah College Didactic Program in Dietetics (DPD) and a national dietetic internship match option which is open to all DPD graduates and Foreign Dietitian Education (FDE) programs.

Preselect Option: Only students in their last year of the Messiah College Didactic Program in Dietetics may apply to this option. Application materials will be distributed to interested students in NUTR 493: Senior Seminar in Nutrition and Dietetics, which is taken in the fall of the senior year. Preselect application criteria include:

1. Anticipated completion of a Bachelor’s degree from a regionally accredited college or university by the time the Dietetic Internship begins, as well as anticipated completion of ACEND Didactic Program in Dietetics (DPD) academic requirements by the time the Dietetic Internship begins. In order to begin the Dietetic Internship, applicants will be required to provide an official transcript from all schools attended, verifying completion of a Bachelor’s degree, as well as a verification statement from an ACEND accredited Didactic Program in Dietetics indicating that all required coursework has been completed.

2. A final DPD GPA of at least 3.3 on a 4.0 scale by the end of the fall semester of the senior year as well as a cumulative GPA of at least 3.0 and no grade of less than a C in a DPD course.

3. Completion of at least 400 hours of work or volunteer experience in the three years prior to application, with at least 200 hours in jobs directly related to nutrition and dietetics such as dietary aide, nutrition education, and food production. Preference will be given to applicants with experience in two or more of the following three areas: medical nutrition, community nutrition, food service.

4. A well written personal statement which addresses the following questions. The maximum length for this statement is 8000 characters or 1000 words.

   a) Why do you want to enter the dietetics profession?

   b) Discuss experiences that have helped to prepare you for your career.

   c) What are your short-term and long-term goals?
d) Your preparation for graduate work

e) Your reasons for applying for this particular graduate program at Messiah College

f) How this graduate program will help you meet your professional and educational goals.

g) What are your strengths and weaknesses or areas needing improvement?

h) What other information do you consider important for the selection decision?

5. One letter of recommendation from a volunteer or work supervisor and one letter of recommendation from a faculty member in the Department of Nutrition and Dietetics. A standard recommendation form will be provided for this purpose.

6. Messiah College dietetic interns will be required to maintain membership in the Academy of Nutrition and Dietetics.

Preselect applications will be due on December 1 and applicants will be notified by January 15th. Individuals accepted for the preselect option are not eligible to participate in the national dietetic internship match process.

National Dietetic Internship Match Option: This option is open to all who meet the following criteria:

1. Anticipated completion of a Bachelor’s degree from a regionally accredited college or university by the time the Dietetic Internship begins, as well as anticipated completion of ACEND Didactic Program in Dietetics (DPD) or Foreign Dietitian Education program (FDE) academic requirements by the time the Dietetic Internship begins. At the time of application, applicants should have a DPD GPA of at least 3.0 on a 4.0 scale and a cumulative GPA of at least 3.0 on a 4.0 scale. In order to begin the Dietetic Internship, applicants will be required to provide an official transcript from all schools attended, verifying completion of a Bachelor’s degree, as well as a verification statement from an ACEND accredited Didactic Program in Dietetics or a Foreign Dietitian Education (FDE) program indicating that all required coursework has been completed.

2. Completion of at least 400 hours of work or volunteer experience in the three years prior to application, with at least 200 hours related to nutrition and dietetics, such as dietary aide, nutrition education, and food production. Preference will be given to applicants with experience in two or more of the following three areas: medical nutrition, community nutrition, food service.

3. A well written personal statement which addresses the following questions. The maximum length for this statement is 8000 characters or 1000 words.
1. Why do you want to enter the dietetics profession?

2. Discuss experiences that have helped to prepare you for your career.

3. What are your short-term and long-term goals?

4. What are your strengths and weaknesses or areas needing improvement?

5. How will the Messiah College Dietetic Internship help you achieve your goals?

4. Three professional letters of recommendation, with at least one from a work or volunteer supervisor. The standard DICAS recommendation will be used for this purpose.

5. Messiah College dietetic interns will be required to maintain membership in the Academy of Nutrition and Dietetics.

Applicants will submit their application materials through the DICAS online application system and their internship choices through D&D Digital. In addition, applicants will complete an online Messiah College Graduate Programs Application. Additional information about admission requirements and process is available from Michelle Sanford MS RDN LDN, Dietetic Internship Director, msanford@messiah.edu.

Enrollment

Students will need to have final transcripts from all institutions attended, DPD verification statements, copies of their Academy of Nutrition and Dietetics membership card, PA and FBI criminal background check, child abuse clearance, health insurance card, ServSafe Certificate, and physical form submitted 50 days prior to the beginning of the Dietetic Internship. A $200.00 deposit is due 60 days prior to the beginning of the dietetic internship and semester fees must be paid prior to beginning the semester.

C. INTERN ASSESSMENT AND PROGRESSION

Assessment and Grading

Assessment of the intern’s progress in the Internship courses will be shared by the Internship preceptors and course faculty. The preceptors will monitor and assess the student’s day to day activities, including review and evaluation of daily tasks and assignments. Periodically during each course (approximately every two- three weeks or when preceptors change) the intern and preceptor will assess the intern’s level of performance for each of the ACEND competencies addressed in the rotation they are in. The intern and preceptor will compare their evaluations, and discuss the intern’s strengths, weaknesses, and strategies for improvement. These evaluation forms will be
submitted to the Messiah College faculty member teaching the course using the College online learning management system.

The Messiah faculty member teaching a course will assign a course grade. Course grades will be determined by combining the preceptor ratings and the other course activities. At the end of a course, interns must demonstrate that they have met the expectations of performance for a new entry level registered dietitian for each of the ACEND competencies addressed in the course in order to earn a grade of a B- or better. At the end of a course, interns whose performance is significantly below expectations will fail the course and be dismissed from the Internship. However, if the course instructor deems that extenuating circumstances, such as a problem with the experience site or an unanticipated personal emergency, warrant an exception to this policy, the student may be offered the opportunity to apply for an incomplete grade.

**Messiah College Dietetic Internship Program Grading Standards** (Adapted from the Messiah College Graduate Student Handbook)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description of the Standard</th>
<th>Quality Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>This grade is given in recognition of outstanding achievement.</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>This grade is given in recognition of excellent achievement.</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>This grade is given in recognition of achievement above that expected.</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>This grade indicates achievement expected of dietetic interns.</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>This grade indicates achievement somewhat less than expected of most dietetic interns.</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>This grade indicates less than expected achievement but somewhat more than minimal meeting of course requirements.</td>
<td>2.3</td>
</tr>
</tbody>
</table>
This grade indicates below-average achievement and a minimally satisfactory meeting of requirements.

An "I" signifying "incomplete" is a temporary grade given when a student is unable to complete the work for a course on time because of extraordinary circumstances, such as illness, emergency, or other reasonable cause. This temporary grade does not influence the student's grade point average. To be considered for an incomplete, the student must be passing the course and have completed at least two-thirds of the course work. An incomplete should not be given merely because a student fails to complete all the course requirements on time. The instructor giving the incomplete will establish an appropriate completion date with the student. This date may extend to the end of the semester following the one in which the course was taken. If the work is not completed by the designated date, the incomplete will be changed to an "F" and will be calculated as such in the student's grade point average.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description of the Standard</th>
<th>Quality Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>This grade reveals accomplishment that is inferior in quality and is unsatisfactory from the standpoint of course requirements.</td>
<td>0.0</td>
</tr>
</tbody>
</table>

**Remedial Instruction**

Throughout the Internship, preceptors and interns will assess the intern’s progress towards the ACEND supervised practice competencies, discussing strategies for strengthening weak areas. If the ACEND competency evaluations reveal that an intern is not progressing towards a rating of Proficient or Competent on the course competencies, the Messiah faculty member teaching the course, with input from course rotation preceptor, will discuss the problem area with the intern and formulate a remediation plan. If the intern problem persists at the middle of a course, the faculty member teaching the course will communicate the issue to the professional development course faculty member, who will discuss remediation opportunities with the intern. The intern will then follow the plan, and provide documentation of the remediation to the faculty member teaching the course and the professional development course faculty member. Remediation plans may include tutorials, additional reading, projects,
experience, or other actions which will help the intern achieve a proficient level of performance.

End of Semester Review and Academic Probation

At the end of the fall semester, the Internship Director will review each intern’s course grades (which include competency evaluation and other assignments). Any intern earning one grade of C+ or C will be placed on academic probation. The Registrar will notify the intern in writing of the probation and will provide a copy of the communication to the Internship Director. A written plan to address the deficient areas will be developed by the intern in collaboration with the professional development course faculty member and Internship Director. Interns who accumulate more than two grades of C+ or C or who fail any internship course will be dismissed from the internship at the conclusion of the semester in which the course occurred.

Transfer Credit and Credit for Prior Experience

The Messiah College Dietetic Internship does not grant transfer credit or credit for prior experience.

V. ACADEMIC POLICIES

A. REQUESTING AN INCOMPLETE GRADE

Written requests for an incomplete grade must be e-mailed by the intern to the Messiah College faculty member teaching the course and professional development course faculty member (if this is a different person) on or before the last day of the course. To request an incomplete, the intern must be passing the course and have completed at least 2/3 of the course. The request should state the reason for the request. If the request is approved, the faculty member teaching the course, professional development course faculty member and intern agree on a plan for completion of course activities, including a timeline. The maximum length of time for completion of the course is four weeks after the end of the semester in which the course was taken. The remediation plan will be sent to the Internship Director (if the Internship Director is a different person). If the Director approves, the plan will be forwarded to the Registrar’s office and the professional development course leader will enter a grade of I for the course. When the intern completes the course, the faculty member teaching the course contacts the Registrar to change the course grade from an “I” to the appropriate letter grade. If the course is not completed within the extended timetable on the plan submitted to the Registrar, the course grade will become an F.
B. Grade Dispute Procedures

If an intern disputes a course grade and it is determined that the disputed grade is not due to an error, the intern may initiate a grade dispute process. The process must be initiated within 7 calendar days of the date on which the final grade is due to the Registrar’s office.

The procedure to appeal a grade is as follows:

1. Informal discussion between the intern and the Messiah faculty member teaching the course. If the discussion results in a grade change, a grade change request is submitted to the Registrar’s Office by the instructor. If the matter is not resolved to the student’s satisfaction, the student is referred to the internship director.

2. Within 7 calendar days of the informal discussion, the intern sends a written appeal to the internship director. (If the internship director is also the Messiah faculty member teaching the course, the DPD Director will serve in the role of the internship director for these proceedings.) The internship director will arrange a meeting to discuss the matter with the intern and the instructor within 7 calendar days. If this discussion results in a grade change, the faculty member submits the grade change to the Registrar’s office. The student should be informed in writing of the decision of the internship director. If the matter is not resolved to the intern’s satisfaction, the intern sends a written appeal to the Assistant Provost/Dean of the School of Graduate Programs.

4. The intern appeals in writing to the Assistant Provost/Dean of School of Graduate Programs. This letter must be received within 7 days of the formal discussion. The Assistant Provost/Dean of School of Graduate Programs will investigate carefully and render a decision in writing within 21 calendar days, which shall be final. The final decision must be rendered no more than 49 days after the date which the intern initiates the dispute with the faculty member who assigned the grade.

5. If the intern appeals a grade from the first term, he or she will be allowed to enroll in the second term. However, if the intern’s conduct is in violation of the Code of Ethics for the Registered Dietitian Nutritionist or the Pennsylvania Code of Conduct for the Licensed Dietitian-Nutritionist or places patients at risk, the internship reserves the right to dismiss the intern from the program for conduct.

C. Good Academic Standing

An intern must earn a minimum cumulative GPA of 3.00 to remain in good academic standing at Messiah College. Cumulative GPA calculations occur at the end of each semester.
D. **INTERN CONDUCT AND ACADEMIC INTEGRITY**

Interns are expected to behave in ways consistent with the Code of Conduct for the Profession of Dietetics, the Pennsylvania Code of Conduct for the Licensed Dietitian-Nutritionist, and the Messiah College Academic Integrity Policy and Graduate Standards of Conduct and Student Expectation (found in the Graduate Student Handbook). Violations of these standards should be reported to the course faculty member and Internship Director, so that appropriate intervention can take place. Violation of these standards will be addressed by the appropriate individuals and governance group, and will follow the procedures outlined by the appropriate policy (for example: academic integrity policy, harassment policy). All reported violations or suspected violations will be documented in writing by the Internship Director, including the incident, the process by which the incident was addressed, and any sanctions resulting from the incident. Copies of the report will be provided to the Assistant Provost/Dean of School of Graduate Programs, the College Registrar, and the intern.

E. **DISMISSAL AND REAPPLICATION**

**Dismissal for more than two Grades of C+ or C or for one Failing Grade**

Interns who earn a failing grade or more than two grades of C+ or C in Messiah College Dietetic Internship courses, will be dismissed from the Internship effective at the conclusion of the part of term in which the failing grade or second grade C or C+ was assigned. Such courses will not be permitted to be taken at another institution and transferred to Messiah College.

**Notice of and Appeal for Academic Dismissal**

The Registrar will notify the intern in writing of the academic dismissal and will provide a copy of the communication to the professional development course faculty member and Dietetic Internship Director. An intern may appeal the academic dismissal within the time limit stated in the dismissal notification, by filing a written petition with the Registrar stating the reason for the appeal. The intern must also send a copy of his/her appeal to the Internship Director. Appeals are reviewed by a sub-committee of the Graduate Council, whose decision is final. The Registrar will notify the intern in writing of the appeal decision and will provide a copy of the communication to the professional development course faculty member and Internship Director. If the dismissal appeal is granted, the intern will be eligible to continue one semester on academic probation. If good academic standing is not achieved within one semester, the intern will be academically dismissed from the College.
Dismissal for Conduct

An intern behaving in a manner which violates the Code of Conduct for the Profession of Dietetics or the Messiah College Code of Conduct places patients and clients at risk of harm. Therefore, interns who behave in ways inconsistent with these codes will be dismissed from the Dietetic Internship. Interns dismissed for Code of Conduct violations will be notified in writing by the Internship Director.

Appeal of Dismissal for Conduct

Interns who wish to appeal their dismissal should provide a written letter of appeal to the Assistant Provost/Dean of School of Graduate Programs within 7 calendar days of receiving the notice of dismissal. The Assistant Provost/Dean of School of Graduate Programs will investigate the matter and provide a decision within 30 days of receiving the appeal. The Dean’s decision will be final.

Reapplication

Interns who are dismissed from the Dietetic Internship are not eligible to reapply to the program for 2 years after the academic year in which the dismissal occurs.

F. ACCESS TO PERSONAL FILES AND PROTECTION OF STUDENT PRIVACY

Access to Self-Serve Banner, e-mail and Canvas

Each intern will create a private password which can be used to access Banner, the system used for course registration, a College e-mail account, and Canvas, the College online learning management system. This password may not be shared with anyone else. The details of the College information security policy can be found in Banner.

Family Educational Rights and Privacy Act (FERPA) Rights

The Family Educational Rights and Privacy Act (FERPA) provides interns certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the intern’s education records within 45 days of the day the College receives a request for access. An intern should submit to the College official responsible for maintaining the record a written request that identifies the record the intern wishes to inspect. The College official will make arrangements for access and notify the intern of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the intern of the correct official to whom the request should be addressed.
(2) The right to request the amendment of the intern’s education records that the intern believes to be inaccurate, misleading, or otherwise in violation of the intern’s privacy rights under FERPA. An intern who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the intern wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the intern in writing of the decision and the intern’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the intern when notified of the right to a hearing. A hearing, to be conducted by a disinterested person appointed by the College President, will be held within 30 days of receipt of a written request. The intern will have a full and fair opportunity to present relevant evidence. A written decision will be rendered within two weeks of the date of the hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the intern’s education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without an intern’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a contractor, consultant, volunteer, or other party to whom the College has outsourced institutional services or functions instead of using College employees or officials; a person serving on the Board of Trustees; or a student serving on a College committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College also discloses education records without consent to officials of another school in which an intern seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

FERPA permits (but does not require) the College to release “directory information” without intern consent to anyone requesting information unless an intern instructs the College not to release such information. Directory information means information contained in the education record of a student that would not be considered harmful or an invasion of privacy if disclosed. Directory information at Messiah College includes a
intern’s name, home address, all telephone numbers on record, campus address, high school attended, campus e-mail address, photograph (available on the College’s internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major, academic awards or honors, birth date, class year, full-time/part-time status, and weight and height for members of athletic teams. Directory information does not include an intern’s social security number or student identification number. Without intern consent, a student’s social security number or student identification number may not be used by itself to authenticate identity or to gain access to education records.

The College may provide lists of intern names by religious preference (if known) once each year in response to inquiries by local churches. The College does not release directory information to outside organizations for commercial solicitation.

Any intern who does not want directory information released must give written notification to the Vice Provost/Dean of Students. That notification will be effective until rescinded by the student. The College will not disclose directory information of a former student if the student instructed the College not to release directory information while he/she was in attendance.

Revised September 2013

G. GRIEVANCE PROCEDURES

Grievances Related to the Americans with Disabilities Act, Discrimination, or Harassment

Messiah College does not discriminate on the basis of race, color, national and ethnic origin, gender, age, or disability in its admission or other programs, in accordance with the requirements of Title VI Civil Rights Act, Title IX 1972 Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, or other federal or state statutes.

A student having a grievance regarding the Americans with Disabilities Act should contact the Director of Disability Services. A student having a grievance regarding sexual harassment or assault, racial harassment/discrimination, or an unresolved conflict with another student or employee of Messiah College should notify the Director of Graduate Enrollment and Student Services and/or Director of Human Resources. The grievance will be processed in accordance with the applicable procedure.

Academic Grievances

Procedures for disputing a course grade are contained in this handbook. Students with academic grievances other than dispute of a course grade should pursue a solution in
accordance with the policies and procedures published in the Messiah College Graduate Handbook.

Other Grievances (Adapted from the Messiah College Department of Nursing Handbook)

From time to time, interns or preceptors may wish to express concerns about Dietetic Internship policies or personnel which do not fit into the academic or discrimination grievance policies. If this is the case, interns should use the following procedure.

1. Make a reasonable attempt to discuss the issue openly and in the spirit of trust with the party against whom the grievance is held, within 10 days of the time the incident or problem arises.

2. If the informal discussion is not productive, the intern should bring the problem to the attention to the Dietetic Internship Director

3. If the problem is not resolved, the intern should provide a written, signed explanation of the grievance to the Dietetic Internship Director and the DPD Director. The DPD Director will provide a written response to the grievance within 10 working days.

4. If the problem remains unresolved to the intern’s satisfaction, the intern should submit a written, signed grievance to the Assistant Provost/Dean of School of Graduate Programs. The Dean will investigate and render a decision within 30 days of receiving the written grievance.

Contacting ACEND regarding grievances

Interns should follow the Messiah College policies and procedures for processing grievances first. Interns may submit complaints related to ACEND accreditation standards to ACEND only after all on-campus procedures have been exhausted.

V. OTHER POLICIES

A. INSURANCE REQUIREMENTS

Interns are required to maintain current automobile insurance, health insurance, and professional liability insurance. If an intern’s health insurance policy changes during the Dietetic Internship, the intern is required to provide the Internship Director with a copy of the new insurance card.
B. REQUIRED BACKGROUND CHECKS AND DRUG SCREENS

The following background checks and health and drug screens must be completed no more than 6 months, but at least 30 days, before the Dietetic Internship begins. Interns are responsible for the costs of these items.

- PA Criminal Background Check
- Pennsylvania Child Abuse Clearance
- FBI Criminal Background Check (requires a fingerprint) obtained through the Pennsylvania Department of Public Welfare
- WellSpan Health Intern Medical Form (Includes documentation of immunizations and a drug screen)

C. LIABILITY FOR SAFETY IN TRAVEL TO OR FROM PRACTICE SITES

Interns are responsible to provide their own transportation to and from practice sites. Public transportation is not available, so a student must provide her/his own car. Interns are responsible for safety and for following all Pennsylvania Vehicle Code rules and regulations. Messiah College is not responsible for personal injury, accident, or financial loss suffered by the intern during this travel.

D. INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE.

Interns who are injured during supervised practice activities should immediately notify their preceptor and the Internship Director. Interns will be responsible for the costs of treatment for illness and injury and are required to have health insurance to help cover these costs. The agreement between Messiah College and the agencies providing supervised practice experiences states that the “Agency shall provide emergency medical care to College interns assigned to Agency in the event of accident, illness, or exposure to infectious disease. The intern shall be responsible for the expense of all healthcare rendered. (Health Care Agency only).” If an intern is injured during a supervised practice activity, the course faculty member should complete a Messiah College Incident Report, available in the human resources section of MCSquare.
E. EDUCATIONAL PURPOSE OF SUPERVISED PRACTICE

The purpose of a supervised practice experience is to promote the development of professional competence in the intern. Interns are not yet fully ready to assume the duties of a practicing professional and should not be used to replace employees. Interns must not be paid for their Dietetic Internship experiences.

VI. PROGRAM COMPLETION AND VERIFICATION STATEMENT

Interns are expected to complete the Dietetic Internship within 10 months. If unusual circumstances warrant an extension, all Internship requirements must be completed within 15 months. To receive an ACEND form verifying completion of supervised practice requirements interns must earn a cumulative GPA of at least a 3.0 in the Internship courses and demonstrate that they can complete all of the Internship competencies with entry level proficiency. The Messiah College Internship Director will notify CDR of the Internship completion and provide an ACEND verification statement to each intern successfully completing the program by mail, no later than 6 weeks after the Dietetic Internship requirements have been completed.

VII. STUDENT SUPPORT SERVICES

Student support services available to Messiah College dietetic interns are detailed in the Graduate Student Handbook.

APPENDIX A: CODE OF ETHICS FOR THE PROFESSION OF DIETETICS
AND PENNSYLVANIA CODE OF CONDUCT FOR THE LICENSED DIETITIAN-NUTRITIONIST

A. CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

Fundamental Principles

The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.
The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the American Dietetic Association (now Academy of Nutrition and Dietetics) and its credentialing agency, the Commission on Dietetic Registration (now the Accreditation Council for Education in Nutrition and Dietetics).

Responsibilities to the Public

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

The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty;

The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles;

The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.


1. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status or any other legally protected category;

   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences;

   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
2. The dietetics practitioner does not engage in false or misleading practices or communications.

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

3. The dietetics practitioner withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

   a. The dietetics practitioner withdraws from practice when he/she has engaged in abuse of a substance such that it could affect his/her practice;
   b. The dietetics practitioner ceases practice when he/she has been adjudged by a court to be mentally incompetent;
   c. The dietetics practitioner will not engage in practice when he/she has a condition that substantially impairs his/her ability to provide effective service to others.

Responsibilities to Clients

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

5. The dietetics practitioner treats clients and patients with respect and consideration.

   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions;
   b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

6. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
7. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

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

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

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

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

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

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

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

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

Responsibilities to Colleagues and Other Professionals

15. The dietetics practitioner demonstrates respect for the values, rights, knowledge and skills of colleagues and other professionals.
   a. The dietetics practitioner does not engage in dishonest, misleading or inappropriate business practices that demonstrate a disregard for the rights or interests of others;
   b. The dietetics practitioner provides objective evaluations of performance for employees and co-workers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
B. PENNSYLVANIA CODE OF PROFESSIONAL CONDUCT FOR THE LICENSED DIETITIAN-NUTRITIONIST

Licensed dietitian-nutritionists shall:

(1) Conduct themselves with honesty, integrity and fairness.

(2) Practice dietetics based on scientific principles and current information.

(3) Present substantiated information and interpret controversial information without personal bias, recognizing that legitimate differences of opinion exist.

(4) Provide information which will enable patients to make their own informed decisions regarding nutrition and dietetic therapy, including:

   (i) The purpose and nature of any evaluation, treatment, educational or training procedure.

   (ii) The estimated cost of each stage of a procedure or of the entire treatment.

   (iii) The reasonable expectations of the professional relationship.

   (iv) The right to withdraw from treatment at any time.

(5) Safeguard the patient’s dignity, the right to privacy and the confidentiality of patient information and make full disclosure about any limitations on the LDN’s abilities to guarantee full confidentiality. This standard does not prohibit or affect reporting responsibilities under 23 Pa.C.S. Chapter 63 (relating to Child Protective Services Law), the Older Adults Protective Services Act (35 P. S. § § 10211—10224) and other statutes which may mandate reporting of this information.

(6) Provide professional services with objectivity and with respect for the unique needs and values of individuals.

(7) Be alert to situations that might cause a conflict of interest or have the appearance of a conflict. The LDN shall provide full disclosure when a real or potential conflict of interest arises.

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3 http://www.pacode.com/secure/data/049/chapter21/subchapgtoc.html, accessed Jan. 20,
(8) Permit the use of their names for the purpose of certifying that dietetic services have been rendered only if they provided or supervised the provision of those services.

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(9) Accurately present professional qualifications and credentials.

   (i) Dietitian-nutritionists may use the title “Licensed Dietitian-Nutritionist” or abbreviation LDN only when they hold a current license issued by the Board.

   (ii) LDNs are subject to disciplinary action for aiding another person in violating any Board requirement or aiding another person in representing himself as an LDN when that person is not currently licensed.

(10) Document and maintain accurate records in accordance with the acceptable and prevailing standard of recordkeeping. Discussion of a patient’s sexual practices, preferences and performance shall be fully documented in the patient’s chart, when applicable.

The licensed dietitian-nutritionist may not:

(1) Knowingly aid, abet or assist another person to violate or circumvent a law or Board regulation.

(2) Discriminate, while providing dietitian-nutritionist services, on the basis of age, marital status, gender, sexual preferences, race, ethnicity, religion, diagnosis, socioeconomic status or disability.

(3) Knowingly permit another individual to use his license for any purpose.

(4) Misappropriate equipment, materials, property, drugs or money from an employer or patient.

(5) Solicit, borrow or misappropriate money, materials or property from a patient.

(6) Leave an assignment prior to the proper reporting and notification to the appropriate department head or personnel.

(7) Falsify or knowingly make incorrect entries into the patient’s record or other related documents.

(8) Engage in conduct defined as a sexual violation or sexual impropriety in the course of a professional relationship.
(9) Advertise in a false or misleading manner. Statements which qualify as false or misleading include the following:

(i) Statements containing a misrepresentation of facts.

(ii) Statements likely to mislead or deceive because in context the statements make only a partial disclosure of the relevant facts.

(iii) Statements intended to, or likely to, create false or unjustified expectations of favorable results.

(iv) Statements relating to fees without reasonable disclosure of all relevant variables so that the statements would be misunderstood by or would be deceptive to a layperson.

(v) Statements conveying the impression that the LDN could influence improperly any public body, official, corporation or person on behalf of the patient.

(vi) Statements containing a representation or implication that is likely to cause a reasonable person to misunderstand or to be deceived, or fail to contain reasonable warnings or disclaimers necessary to make a representation or implication not deceptive.

(vii) Statements containing representations that the LDN is willing to perform any procedure that is illegal under the laws or regulations of the Commonwealth or the United States.

(10) Practice when:

(i) The LDN has engaged in any substance abuse that could affect the LDN’s practice.

(ii) The LDN has been adjudged by a court to be mentally incompetent.

(iii) The LDN has an emotional or mental disability that affects his practice in a manner that could harm the patient.

(11) Accept a client or patient for treatment or continue treatment unnecessarily, if benefit cannot reasonably be expected to accrue.

(12) Accept or receive, or both, remuneration for making or accepting referrals.
## APPENDIX B: REQUIRED SKILLS AND ABILITIES FOR A DIETETIC INTERNSHIP AND EXAMPLES OF THEIR APPLICATION

<table>
<thead>
<tr>
<th>Required Skills and Abilities</th>
<th>Examples of the application of the skills and abilities (This list is not all inclusive.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cognitive</strong></td>
<td>Retain and use foundation knowledge for the dietetics profession. Keep up to date with frequent changes in the scientific evidence base for dietetics practice. Locate and apply current regulations and practice guidelines.</td>
</tr>
<tr>
<td>Retain knowledge and acquire new knowledge.</td>
<td>Calculate and evaluate nutrient needs and the nutrient content of food, oral supplements, and intravenous feedings. Analyze financial and productivity data.</td>
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### Personal and Interpersonal

- **Manage personal behavior and emotions**
  - Practice in compliance with the ADA/AND Code of Ethics as well as federal, state, and institutional policies. Maintain client/patient confidentiality. Manage time to meet deadlines. Respond appropriately to criticism and suggestions for improvement. Work effectively in a fast paced and stressful environment.

- **Perform self-assessment, recognize when guidance or assistance is needed.**
  - Perform self-assessment and develop personal goals and objectives for professional portfolio. Refer to other professionals or services when a patient’s/ client’s need is beyond an individual’s scope of practice.

- **Develop relationships with individuals and groups,**
  - Establish rapport with clients/patients and other health professionals and support personnel. Apply leadership skills.

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<tr>
<th>Required Skills and Abilities</th>
<th>Examples of the application of the skills and abilities (This list is not all inclusive.)</th>
</tr>
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<tbody>
<tr>
<td>Work cooperatively with others.</td>
<td>Demonstrate negotiation skills. Interact in a non-judgmental way with clients/patients with a variety of habits and beliefs.</td>
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#### Communication

- **Oral communication**
  - Interview patients and provide effective nutrition education and counseling. Provide effective individual and group nutrition education and counseling.

- **Written communication**
  - Obtain written information from the medical record and professional journals and apply in nutrition care. Interpret and use medical terminology and abbreviations accurately. Provide written information which is clear, concise, accurate, and in the appropriate format (for example medical charting, teaching materials, evidence summaries).

- **Computer skills**
  - Use current informatics technology to develop, store, retrieve and disseminate information.
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<thead>
<tr>
<th>Physical and Sensory</th>
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<tr>
<td><strong>Motor abilities and physical stamina</strong></td>
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<tr>
<td><strong>Auditory</strong></td>
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<tr>
<td><strong>Vision</strong></td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
</tr>
</tbody>
</table>
By my signature below, I, __________________________, acknowledge that I have read the Messiah College Dietetic Internship Student Handbook. I understand the contents and agree to abide by all procedures, policies and guidelines specified in this resource.

Student Signature & Date

Return this completed form to Angie Weaver
Administrative Assistant to the Dietetic Internship
amweaver@messiah.edu