Dietetic Internship Program Handbook
2021-2022

Office of Nutrition and Active Living
Maricopa County Department of Public Health

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Program Philosophy

The Maricopa County Department of Public Health's (MCDPH) vision is "*a healthy, safe, and thriving community*," and its mission is "*to make healthy lives possible."*

The Office of Nutrition & Active Living (ONAL) sits within MCDPH and aligns its vision and mission with the department. The vision of MCDPH is "*a healthy and safe community for all*." The mission of ONAL is "*we envision fair and just access to well-being for every community. everyone*."

The Maricopa County Department of Public Health's Dietetic Internship program mission is:

> *Guiding future dietitians who advocate for their communities and support fair and just access to well-being for all.*

Program participants will interact with individuals of different cultures, families and groups of all ages within Maricopa County to improve their nutritional status. Emphasis is placed on experiences with specialized populations receiving services from a public health agency. Skills obtained will enable dietetic interns to work effectively within the community to assess nutritional needs of target populations and develop and implement programs to improve their dietary profile through education and linkage with community nutrition programs.

The program faculty is committed to the Dietetic Internship program and providing quality experiences for dietetic interns to develop the highest performance levels possible.

Dietetic Internship Goals and Objectives Reflecting Program Philosophy

Goal #1:
The program will prepare graduates to take the CDR credentialing exam to become registered dietitian nutritionist.

Outcome Measurement:

1.1 At least 80% of program students complete program requirements within fifteen months (150% of the program length).
1.2 80% of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of graduation.
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 nutritionist is at least 80%.
1.4 Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
1.5 70% of graduates will remain employed within the public health sector for a minimum of three years post-graduation.

Goal #2:
Graduates will meet employer expectations as entry-level practitioners one year past graduation.

Outcome Measurement:

2.1 80% or more employers will evaluate graduates as good (score 4) or excellent (score 5) in the overall preparedness for entry-level practice.
2.2 80% or more employers will evaluate graduates as good (score 4) or excellent (score 5) in the following: professionalism, communication (verbal and written) collaboration, critical thinking, and problem solving.

Accreditation Status

The Dietetic Internship program of Maricopa County Department of Public Health, Office of Nutrition and Active Living, is granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. ACEND is recognized by the United States Department of Education (USDE) as the sole accrediting agency for nutrition and dietetics education.

120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
1-800-877-1600 x5400
E-mail: ACEND@eatright.org
Web: www.eatright.org/ACEND

Graduation Requirements

The Maricopa County Department of Public Health Dietetic Internship program consists of a full time track and a WIC track dedicated to accepting only qualified WIC staff currently working in any contracted Arizona WIC Local Agency. Performance will be evaluated on an ongoing basis throughout and at the end of each rotation. Satisfactory performance and practice skills must be demonstrated throughout the program as evaluated by each site director or preceptor. Dietetic interns are eligible for graduation from the program when assignments are completed satisfactorily and when the intern has been in supervised practice for the required number of hours. All competencies for entry-level dietitians (Core Competencies for Supervised Practice) must be met by graduation **(Appendix A).** Dietetic interns who successfully complete the program will receive a signed program verification statement and will be eligible to sit for the CDR credentialing examination.

Dietetic Intern Expenses

Dietetic interns' costs for participation in the Dietetic Internship program will vary according to the needs and lifestyles of each individual. Food, housing and transportation expenses are the responsibility of the intern.

Auto Insurance: The State of Arizona requires all drivers to carry auto insurance and that Arizona residents meet vehicle inspection requirements on an annual basis.

Health Insurance: Dietetic interns will be required to provide their own health insurance in order to participate in the Dietetic Internship program.

Professional Liability Insurance: Dietetic interns will be required to obtain intern professional liability (malpractice) insurance. This can be obtained through Marsh Affinity Group Services-Service of Seabury and Smith, 1-800-503-9230 or www.proliability.com/professional-liability-insurance/students#.

Memberships and Meetings: Dietetic interns are required to maintain membership in the Academy of Nutrition and Dietetics and a local district of the Arizona Academy of Nutrition and Dietetics (e.g., C-AZAND, S-AZAND). Interns are also required to attend at least two professional meetings during the course of the internship and submit a written professional meeting report.

Background Check: Dietetic interns are required to obtain a fingerprint clearance card through the Arizona Department of Public Safety (AZ DPS). An application packet for the fingerprint clearance card is available by contacting AZ DPS at 602-223-2279. A copy of fingerprints may be obtained from a local law enforcement office or a private fingerprinting service. The fingerprints, completed application and a Cashier's Check or Money Order (fees may vary)

should be mailed to or hand delivered to the AZ DPS for processing. Interns will receive specific instructions about the background check when they have been accepted into the program following the computer match.

Urine Drug Screen: Urine Drug Screens should be completed 30 days prior to the beginning of the clinical rotation. Each intern will receive specific instructions from the program director or coordinator on which panel is required for their facility where they will be assigned at least 60 days prior to starting their hospital rotation. Additional drug tests may be required for other rotations.

Expenses:
The following is a partial list of expenses estimated for a single person. There is no tuition fee for the WIC track. Dietetic Internship applicants are advised to consider these expenses when planning their program budget:

Dietetic Internship Application Fee	$55
Tuition *for full time track*	$4,500
Auto Insurance-	Variable
Gas (@~40 miles per work day)	$150 - $200/month (estimate)
Vehicle Emissions Inspection Fee	$15
Housing/Rent, 1-bedroom apartment	$ 650 - $1200 per month (variable)
Study Material for CDR credentialing exam (most provided)	$100-200 (variable)
Office and Miscellaneous Supplies	$100 (estimate)
Textbooks, journals, subscriptions (most provided)	$75
Professional Liability Insurance	$35
Academy of Nutrition and Dietetics Student Membership	$50
Local District Arizona Academy of Nutrition and Dietetics Student Membership	$15
ServSafe-	Variable
CPR Certification	$45
Fingerprint Clearance Card	$67
Health Insurance	Variable
Flu Shot	Variable; check with health insurance plan
Hepatitis B Series, tetanus shot-	Variable; check with health insurance plan
Varicella	Variable check with health insurance plan
MMR and TB Skin Test	Variable; check with health insurance plan
Urine Drug Screen	Variable; check with health insurance plan
Statement of good health	Variable; check with health insurance plan
COVID-19 Vaccination Required	Variable; check with health insurance plan

Compensation Practices

Full time and WIC track dietetic interns will have their parking tickets validated when visiting 4041 N Central Ave. Full time dietetic interns are responsible for all other costs associated with the internship.

WIC track dietetic interns are employees of their Local WIC Agency while completing the Dietetic Internship program. The Arizona WIC Program invests significant money into their professional development, including but not limited to: salary and benefits paid while completing internship activities, tuition and educational fees, materials, supplies, insurance and trainings.

Loan Deferment letter is provided upon intern request.

Prior to the start of the program, each WIC track dietetic intern signs an Arizona WIC Dietetic Internship Letter of Agreement. The contract outlines the responsibilities and expectations of the WIC employee completing the WIC track Dietetic Internship and the Local WIC Agency who will be supporting them during the program. In return, the WIC track Dietetic Internship graduate continues to work with the Local WIC Agency for 36 months after graduation. Failure to complete the terms of the agreement gives the Local WIC Agency and the Arizona WIC Program authorization to seek reimbursement of expenses incurred on a prorated basis.

Contract Years Completed	Costs to be paid back
0 Years	$25,000 + (Salary + ERE)
1 Year (2080 hours)	($25,000)0.66 + (Salary + ERE)0.66
2 Years (4160 hours)	($25,000)0.33 + (Salary + ERE)0.33
3 Years (6240 hours)	Contract completed = $0 owed

Equal Opportunity and Non-Discrimination Statement

The admission requirements and procedures of the Dietetic Internship program comply with the Maricopa County Merit System Commission in accordance with Arizona Revised Statute §41-1461 and any other state or federal laws that may be applicable:

> *In accordance with applicable law, the County prohibits discrimination and harassment based on race, gender, religion, color, national origin, age, disability, pregnancy, veteran status, genetic information, or any other characteristic protected by federal or state laws. Maricopa County also prohibits discrimination and harassment based on sexual orientation. Maricopa County is committed to preventing retaliation against employees who engage in activity protected by federal or state discrimination and harassment laws or policy.*

Protection of Privacy

Dietetic interns will have access to patient/client medical information and records in a manner consistent with the division's policy and procedures for confidentiality and release of records.

Patient records, files and charts are confidential and will be reviewed and discussed only in the interest of the health and care of that individual. Dietetic interns will not disclose patient information to any party with the exception of professional preceptors at the facility of work experience.

Client/patient information should never be released without the individual's written permission. Any questions regarding the privacy of client records and medical information should be made to the supervising RDN or Dietetic Internship Program Director.

Access to Intern Records/Personal Files

Hard copy records of dietetic interns shall remain confidential and will be stored in a locked

cabinet in the Program Director's office. An individual intern, the Program Director and Coordinator are the only parties who will have access to the records or their contents. Interns' files are available to the individual dietetic intern upon verbal or written request to the Program Director. The file may be reviewed by the intern, but remains the property of the Office of Community Health Innovation. Electronic records of the dietetic interns shall remain confidential and are stored in an electronic folder on a shared drive with access restricted to the Program Director and Coordinator.

Grievance Procedures

Grievance procedures are in effect to assure dietetic interns that problems or complaints will be appraised in an efficient, uniform, systematic, just, and equitable manner. The procedures outline the process for grievances to be heard and that any corrective action needed will be undertaken without reprisal, coercion, or discrimination.

Step 1 - An intern who has a complaint, problem or grievance should discuss it first with his or her immediate preceptor as soon as possible after the issue presents itself. If the problem cannot be resolved with the immediate preceptor, the intern may proceed with the supervising RDN at the institution within five working days of occurrence. If the problem is not resolved after three working days, the intern may proceed with Step 2.

Step 2 - The intern may discuss the complaint with the Dietetic Internship Director. The internship director will investigate the complaint through communication with the preceptor and supervisory RDN. The Dietetic Internship Director may also confer with the members of the Arizona Dietetic Program Advisory Council. Within three working days, the intern will be informed about the resolution of the issue by the Dietetic Internship Director.

Step 3 - If the complaint is not resolved to the intern's satisfaction through discussion with the Dietetic Internship Program Director, the intern may submit a written grievance notice to the Administrator of the Community Transformation Division within the health department. The Administrator of the Community Transformation Division will meet with the Dietetic Internship Director to come to a final resolution on the grievance. The intern will receive written notification on the final decision.

Step 4 - If the final decision does not resolve the grievance to the intern's satisfaction, the intern may withdraw from the program or may be asked to withdraw from the appointment by the Dietetic Internship Director.

Interns, as well as other program constituents, may file complaints regarding the Dietetic Internship and expect to have those complaints addressed without fear of retaliation. Interns may choose to present their grievance to the administration of the Department of Public Health rather than follow the steps above which involve the program director. Grievances directed at the Dietetic Internship program's compliance with the Standards of Education or the Dietetic Internship staff are subject to the procedures established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns must only submit complaints directly to ACEND after all other options listed above have been exhausted. **(Appendix D).**

Intern Support Services

Dietetic interns requiring assistance during the program should contact the Program Director or Coordinator for guidance and referral as soon as possible. Dietetic interns do not need to disclose all details related to the need for assistance; however, the Program Director and Coordinator need to be aware in order to best support interns while they complete the program.

The Program Director and Coordinator will work to ensure confidentiality while counseling and referring the dietetic intern to community resources. Staff from the various divisions within public health are linked to community agencies for a multitude of programs which include health and dental, housing, mental health, legal, clothing, food, education, substance abuse and domestic violence. The DI program staff will assist interns in finding available services based on their needs. Two valuable resources include *Arizona 211: Get Connected. Get Answers* (www.CIRS.org) and *Find Help Phoenix* through the First Things First program (http://www.FindHelpPHX.org/)

Performance Improvement Procedures

The Program Director and Coordinator will support dietetic interns to satisfactorily complete the Dietetic Internship on time. The dietetic intern's first rotation will be delayed if the dietetic intern does not satisfactorily complete assignments due on the first day of orientation. The intern will complete the assignments under the supervision of the Program Director and Coordinator in their office. Once complete, the intern will begin his/ her rotation.

Open communication is key to successful performance. Throughout the internship, performance improvement plans will be created when an intern's assignments are not completed in a timely manner. If the intern's assignment completion continues to be unsatisfactory after counseling and written plans for improvement have taken place then the Dietetic Internship Director, may delay their graduation date or begin disciplinary/termination procedures.

Disciplinary/Termination Procedures

Every effort will be made to establish and maintain a mutually satisfying relationship between the intern, supervisory RDNs, and site directors at the participating affiliate sites. Remedial action will be taken if an intern's performance is unsatisfactory or if personal characteristics preclude a productive working relationship between the intern and the affiliate site. If the intern's performance continues to be unsatisfactory after counseling and written plans for improvement have taken place among the intern, supervisory RDN and Dietetic Internship Director, then the Dietetic Internship Director will withdraw the intern from the program. The intern will be counseled into career paths that are appropriate to his/ her ability.

Dietetic interns will be expected to adhere to the policies, standards, and practice of the affiliate sites and The Academy of Nutrition and Dietetics' Code of Ethics **(Appendix E).**

Withdrawal and Refund of Tuition/Fees

If an intern leaves the program before completion due to any reason, the program application fee and program tuition are both non-refundable. Interns in the WIC track will be obligated to fulfill the employment contract as stated in the letter of commitment if the intern leaves the program before completion due to any reason.

Vacations/Holidays/Personal Leaves

Full time dietetic interns will begin in early September and complete the internship by the end of April. WIC dietetic interns will begin in early September and complete the internship by the end of May. Maricopa County observes the following holidays.

– Labor Day
– Veteran's Day
– Thanksgiving Day and the Friday after
– Christmas Day
– New Year's Day
– Martin Luther King Jr. Day
– President's Day
– Memorial Day

Note: If an intern observes other religious holidays, this need should be discussed with the Program Director to see what accommodations might need to be addressed.

Under normal circumstances, the dietetic interns will be granted the holidays observed by all Maricopa County offices if their rotation is scheduled with the county or affiliate which observes these holidays. If the intern is scheduled with an affiliate that does not observe these holidays and is requested to work, another day will be substituted. These arrangements must be made with the Dietetic Internship program director. For WIC track interns, holidays during WIC work weeks will be observed at the discretion of the Local Agency.

A holiday vacation period is scheduled from mid-December through the first of January for the full time track interns. WIC track interns will work with their clinic supervisors to schedule vacations during their WIC work weeks.

The WIC track interns are encouraged to take every opportunity to complete supervised practice hours at their rotation site if the affiliate site is in operation on a Maricopa County observed holiday and if the WIC work site is also closed for the holiday. Doing so will assist the WIC track intern in accruing additional internship hours whenever possible. Any remaining internship hours not met within the program year will have to be made up in order to graduate.

If it is necessary for the intern to take vacation time other than this scheduled period, the intern must make arrangements with the program director. Vacation days taken at a time other than the established Dietetic Internship holiday vacation period will be subtracted from the total of nine vacation days available above.

Time off for family or personal illness or health appointments must be made up and assignments

completed. Absence from part of a Dietetic Internship rotation due to illness should be reported to the supervising preceptor and Dietetic Internship Director by 8:00 a.m. on the assigned workday. All assignments missed during sick days are due when originally scheduled. If sick leave becomes excessive or is patterned, the intern will be counseled by the Dietetic Internship Director and subject to dismissal from the program if warranted. WIC interns need to follow their local agency policy regarding sick days.

If an intern must be absent for an extended period of time due to serious illness, pregnancy, adoption or personal crisis, he/she must meet with the Program Director and sign an agreement for completion of the program. Dietetic interns will be allowed up to three additional months to complete the assignments and supervised experiences or be dropped from the program.

Staff Relief

Dietetic interns will be not be used to replace employees on a regular basis, as this violates the minimum wage law. However, near the completion of the clinical inpatient hospital rotation, interns will demonstrate their competency in providing medical nutrition therapy by providing staff relief period during which time they will manage their own patients under the supervision of preceptors. In addition, WIC track interns will have a staff relief component during their WIC Local rotation.

Dress Code

Dietetic interns during their participation in the program are viewed as representatives of Maricopa County. As such, dietetic interns are responsible for professional appearance. The supervisory preceptor or Program Director has responsibility for the interpretation of appropriate dress within the guidelines established by MCDPH.

Each of the affiliate sites has their own dress code that may differ somewhat from that of the Maricopa County DI program. Guidelines for appropriate dress for each affiliate may be found in the E*Value Sites Information or can be obtained from individual preceptors.

Identification Badge

Identification badges will be provided for dietetic interns and must be worn during all working hours. Some facilities require that interns wear identification badges provided by their institution while the intern is completing supervised practice hours on their campuses.

Evaluation Procedures

Remedial action, within an appropriate time frame, will be planned if a conference with the Dietetic Internship Director is required due to a poor score on any evaluation. If after the designated period of time the intern has not met the requirements, the intern may be subject to dismissal pending review of the reasons for the poor performance and the intern's inability to complete the remedial actions. The review will include the Dietetic Internship Director, supervisory preceptor and the intern.

Evaluation forms are to be submitted via E*Value with the following deadlines:

Weekly	Weekly Reflection uploaded to Professional Folder
During the rotation	Time Tracking Logging *Who Did You Work With
At the end of every rotation	Intern Evaluation of Rotation *Written Assignments/Projects uploaded to Professional Folder
To be completed by preceptor:	Curriculum and Evaluation Professional Attributes *Interviewing and Counseling Evaluation *Project Evaluation *Presentation Evaluation *Case Study Presentation Evaluation
*=*If applicable*	

Use of Maricopa County Supplies and Equipment

Dietetic interns will be furnished with supplies necessary for completion of assignments. Any books, equipment, or education material that is loaned will need to be returned at the end of the internship. Anything not provided by the nutrition staff will need to be purchased at the intern's expense.

Reproduction of reports, class handouts, intern projects, or other materials related to project assignments will be at the expense of the Office of Community Health Innovation. Dietetic interns are not permitted to use reproduction equipment (copiers, printers, etc.) for personal needs.

Dietetic interns must review operating procedures for the Office of Community Health Innovation’s office equipment (e.g., word processors, personal computers) with the Office Manager. Once introduced, dietetic interns will be allowed to use office equipment based on availability or by reservation.

Liability for Safety in Travel to or from Assigned Areas, Injury or Illness while in a Supervised Practice Facility

All dietetic interns will be responsible for their own travel, medical care, insurance, treatment and the related expenses. Should a non-serious injury or accident occur in travel to or from assigned areas, the intern should notify the supervisory preceptor and Dietetic Internship program director as soon as possible and make arrangements to be evaluated and treated by their own health care provider. In an emergency or in the case of a life-threatening event the intern will be transported to the nearest emergency facility. The intern will be liable for medical expenses incurred.

Dietetic interns may use the public transportation system or their own vehicle in travel to and from assigned areas for practicum experience. The state of Arizona requires all drivers to carry auto insurance and Arizona residents must meet vehicle inspection requirements on an annual basis. Dietetic interns will be responsible for providing proof of automobile insurance and auto emissions inspection (if applicable) prior to program enrollment.

If you are injured or ill while in a supervised practice facility, report the incident to the supervisory preceptor as soon as possible and follow facility policies and procedures regarding the injury or illness.

Schedule

A prospective annual schedule is provided to dietetic interns during orientation to the Dietetic Internship Program. The Dietetic Internship Staff reserves the right to revise the schedule in order to meet the needs of staff and affiliate sites. Schedule revisions will be the responsibility of the Dietetic Internship Director working in cooperation with the affiliate sites.

Hours are 8:00 a.m. until 5:00 p.m. Monday through Friday unless otherwise scheduled by the affiliate and preceptor. Interns should plan for and anticipate a forty hour supervised practice work week. Some weekend activities will be necessary and interns should plan to be available to participate when requested.

The internship is rigorous and time intensive. Work on study guides, case studies, assignments, and projects will require time outside of the normal supervised practice rotations. It is highly recommended that an intern not plan to work in another job during the internship.

Assessment of Prior Learning/Credit toward Program Requirements

No practice hours are granted for prior work experience for the full time track. If an intern enters the program with extensive prior work experience, the Program Director will work with the intern to provide unique experiences in the respective area. Generally, this is achieved by placing the intern at a site unlike his/her previous work environment.
WIC track interns may be granted prior learning experience (up to 120 hours) based on their prior work experience. Prior work experience must be documented based on the defined procedures established by the Maricopa County Department of Public Health Dietetic Internship and submitted at the time the applicant applies for the program.

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Recency of Education Policy

The following "Recency of Education Policy" is a policy statement for those applicants with a signed Verification Statement that is dated more than 5 years before the year the internship program begins. The courses taken to satisfy the requirements of this policy must be completed at a U.S. college or university that houses an accredited DPD program.

1. If the signed Verification Statement is dated within the last 5 years, then no extra coursework is required.

2. If the signed Verification Statement is dated 5 years or more from the starting date of the internship program, then the applicant must contact the program director. The program director and applicant will review previous course work and professional work experience to assess what (if any) additional advanced classes need to be taken. The following courses may be recommended:

    a. A medical nutrition therapy or diet therapy course
    b. Another advanced level DPD nutrition course

An official transcript that verifies the courses taken should accompany the application packet.

Maricopa County Dietetic Internship Summary Table

	Full Time Track	**Part Time WIC Track**
Interns Accepted	7	6
DICAS Application Process Required	Yes	Yes
Computer Matching through D & D Required	Yes	No
Eligible Applicants	Any graduate of an accredited DPD program.	Graduate from an accredited DPD program. Must have worked full time for at least one year in any contracted Arizona WIC Local Agency prior to the internship start date.
Program Concentration	Public Health	Public Health
Program Location	Primarily within Maricopa County. Some rotations may require travel and lodging in another county.	Determined based on participants geographic location. Some travel may be required.
Hours of Supervised Practice	Minimum 1000 hours	Minimum 1000 hours (with 120 preapproved prior assessed learning)
Estimated Time Frame	Early September through April	Early September through May
Prior Learning Accepted	No	Yes

The Maricopa County Department of Public Health offers a Dietetic Internship program with a concentration in public health. The program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), of the Academy of Nutrition and Dietetics. Two tracks are available, a full-time and a WIC part time track. All applicants for both tracks will apply through the DICAS online system (https://portal.dicas.org). Full time applicants must participate in D & D Digital computer matching (www.dnddigital.com).

Selection and Evaluation of Supervised Practice Sites

Initial selection of sites will be undertaken through a variety of approaches which may include referrals from the advisory council members (AZDPAC), networking at state and local Academy meetings, referrals from current interns/preceptors and graduates. The Dietetic Internship Director and Coordinator will contact potential sites via personal visits, phone calls and/or emails to discuss competencies and the capacity of sites to meet the requirements. Once it is determined that the site is capable of meeting the necessary requirements for precepting interns, the MCDPH contracts manager will initiate the procedure for establishing the formal Affiliate Agreement between MCDPH DI and the site. MCDPH does not require Affiliate Agreements when supervised practice rotations are held at MCDPH offices and programs (i.e., WIC, head start).

Preceptors and affiliation sites are evaluated by interns through their weekly reflections, end of rotation evaluations, and informal on-going communication with Dietetic Internship Director and Coordinator.

Office of Nutrition and Active Living
Maricopa County Department of Public Health

Dietetic Internship Handbook Acknowledgment Form

I hereby agree that I have read the Dietetic Internship Program Handbook and fully understand the material included. I will adhere to the policies and procedures of the Dietetic Internship program and understand that failure to do so may result in withdrawal from the program without reimbursement.

Printed Name:_____

Signature:_____

Date Signed:_____

Appendices

Appendix A: Core Competencies for Supervised Practice

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

Competencies

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

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

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

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Competencies

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Competencies

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition focused physical exams.
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4 Design, implement and evaluate presentations to a target audience.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Competencies

CRDN 4.1 Participate in management of human resources.
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3 Conduct clinical and customer service quality management activities.
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Explain 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.

Public Health Concentration

Competencies

PH1 Research and develop a program plan to implement policy, organizational or systems change to impact healthy eating/active living for a community.
PH2 Design, implement and evaluate a public health program or event for a designated population group.

Appendix B : Nutrition Care Process
Nutrition Care Process

Appendix C: Scope of Practice
Scope and Standards for RDNs

Appendix D: Grievances
Procedure for Complaints Against Accredited Programs

Appendix E: Code of Ethics
What is the Code of Ethics