



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT



# Dietetic Intern Handbook

## Dietetic Internship Department of Nutrition and Public Health 2015-2016

The University of Saint Joseph's Dietetic Internship Accredited Program is accredited by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** of the **Academy of Nutrition and Dietetics (AND)**.



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## **I. University Of Saint Joseph (USJ) Dietetic Internship (DI) Program**

### **A. USJ Mission Statement**

University of Saint Joseph, founded by the Sisters of Mercy in the Roman Catholic tradition provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women.

The University is a community which promotes the development of the whole person in a caring environment which encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

### **B. The University**

University of Saint Joseph is a vibrant educational complex that includes the Women's University, the Prime Time and Graduate Program. The Gengras Center is a private special education school for special needs children and young adults and a training site for University of Saint Joseph special education, nursing and social work majors. The School for Young Children is a preschool providing a high quality, child-centered curriculum and a training site for University of Saint Joseph child study, nutrition, nursing and social work majors.

### **C. Philosophy and Goals**

As a University of arts and sciences rooted in the Christian tradition, University of Saint Joseph stresses the value of a liberal education and strives to meet the changing needs of society. Viewing education as a lifetime process, the University plans programs providing the basis for continuous intellectual and personal development. By design a small University, it emphasizes the worth, creativity, and uniqueness of each person in its community.

The University community views the aim of a liberal education as freedom to appreciate the cultural achievements of life in the past, to understand and enrich life in the present, and to meet responsibly the challenge of life on a local, national, and global scale in the future. The faculty and administration seek to accomplish the aim of a liberal education by providing programs of general education and intensive study with varied options in the humanities, and in the natural and social sciences. Offering the student opportunities for full development, intellectual, religious, aesthetic, moral, social, and physical, faculty and administration encourage each student to arrive at an awareness of her identity and to search with others, in an atmosphere of community, for the ultimate meaning and value of life, and to assume roles of responsibility in society.

## D. DI Program Goals and Outcome Measures

### 1. USJ-DI MISSION

The **mission** of the University of Saint Joseph Dietetic Internship Program is to prepare dietetic interns to become competent entry-level dietitians. The program is composed of dietetic interns, university faculty, administrators, staff, and facility professionals, working in concert to accomplish this goal. The program aims to allow dietetic interns to discover and strive to achieve their full potential, both personally and professionally.

The program places emphasis on the development of problem solving and critical thinking skills. Faculty attempt to produce dietitians committed to lifelong learning and continuous professional growth. This ability is integral to the practice of dietetics since society's needs for the expertise of the dietitian are not static and evolves over time. The effective dietitian must be prepared to alter her/his role in response to these changes.

Students at the University of Saint Joseph study the major specialty areas of dietetic practice: clinical nutrition, food service management, community nutrition, education and research. An emphasis is placed on the skills common to these areas, which are the basis of dietetic practice. The entry level dietitian should possess these skills so that she/he is capable of responding to (assessing, planning, implementing and evaluating) the changing roles of the dietitian, communicating and interrelating the various specialty areas marketing her skills more easily within changing social and economic conditions. This background provides the student with the experience necessary to make an informed decision as to which area of practice appeals to them and where their particular skills are best applied. She/he can then concentrate on their chosen area of practice through continued professional experience.

The program process is based on the philosophy that study in the environment of the profession enhances learning. This learning environment encourages the development and practice of problem solving and decision-making skills. This setting will motivate the dietetic intern toward self-study in order to seek answers to perform her/his role. Competencies believed necessary for the entry-level dietitian and corresponding performance objectives provide the focus for the design of didactic and supervised practice experiences. Evaluation in the facilities is based on the attainment of performance objectives as perceived by the clinical instructor in the hospital and the program instructor with input from the student.

Through seminars (class days) given by various professionals the USJ-DI dietetic interns are given the opportunity to interact with related disciplines. This will

enhance their appreciation of the need for dietitians to function within a health care team. These sessions will also provide dietetic interns with the most recent information in the different aspects of practice presented by practitioners using this information.

Through supervised practice the dietetic intern learns to accept and value people of varied social, cultural, and economic backgrounds and to understand human behavior. Teaching, counseling and communicating with people are critical to the practice of dietetics and the program emphasizes the development and practice of skills in these areas.

Learning in the milieu of the profession provides opportunity for students to internalize the concept that learning is a continuous process and that progressive professional development is necessary in practice. Dietetic interns also observe dietitian role models and select personal standards for professional and ethical practice.

## **2. SPECIFIC PROGRAM GOALS:**

### **Goals and Outcomes Measures**

#### **Goal 1 To prepare graduates for successful entry into the field of dietetics**

- Alumni achieve over a five-year period a pass rate of at least 80% on the RD exam.
- When surveyed the mean rating that employers will give the program graduates in their employ will be  $\geq 3$  (on a 5-point Likert scale), a “satisfactory” rating on surveys

#### **Goal 2 To prepare students to achieve lifelong professional development**

- Seventy-five percent of graduates will become Registered Dietitians and active members of the Academy of Nutrition and Dietetics and corresponding practice groups
- Graduates will serve as facility preceptors to USJ dietetic interns.

#### **Goal 3 To prepare graduates to successfully meet the employment requirements of the entry-level Registered Dietitian.**

- Employers will rate 90% of graduates in their employ as highly professional and competent in their positions.
- Eighty percent of graduates who see employment will be employed in the field of dietetics within 6 months of graduation

**Goal 4 To sustain a level of program quality and support for preceptors that encourages continual facility participation.**

- The program will maintain a 90% completion rate over a five year period
- USJ dietetic interns will achieve a score of 85% (score 4 or higher) on adequacy of time, input and communication by facility.
- Facility preceptors will achieve a score of  $\geq 4$  (out of a 5-point Likert scale) 85% of time by dietetic interns.

**E. Program Description**

The Dietetic Internship Program consists of over 1200 hours of ACEND-accredited supervised practice in clinical dietetics, food service management and community settings.

The fall semester dietetic interns will concentrate their training in the acute and long term care. The training will include three weeks at an extended care facility and 12 weeks in a clinical practicum. The clinical rotation may include experience in oncology, cardiology, surgery, general medicine, diabetes, critical care medicine and nutrition in an outpatient setting. (This is subject to change without notice.)

The spring semester will concentrate on food service management and community nutrition. The dietetic intern will spend 15 weeks in a variety of rotations such as renal, WIC, food service management, school nutrition, community nutrition and enrichment rotations. Dietetic interns are on spring break for one week. (This is subject to change without notice.)

Each semester will begin with orientation. Every other week during the semester will also include classroom time for discussions and seminars given by specialists in the different areas of dietetics and allied health.

Written projects and assignments are required for both semesters. The program follows the university academic calendar with some exceptions which are noted on the course calendar. <http://www.USJ.edu/academics>

## Sample Program Calendar

<b>Rotation</b>	<b>Supervised Practice Site</b>	<b>Weeks</b>	<b>Hours</b>
Orientation	<b>USJ August</b>	<b>1</b>	
Extended Care	Apple Rehab of Cocomo Apple Rehab Watertown United Methodist Homes-Bishop Wicke Caleb Hitchcock Center Woodlake of Tolland Alzheimers Resource Center Village Green of Wallingford Long Ridge of Stamford Apple Rehab Watrous Milford Health and Rehab Center Cambridge Manor Apple Rehab Laurel Woods Cheshire House Abbott Terrace Health Care McLean Home Masonicare Health Center Regency Heights of Danielson	<b>3</b>	<b>112</b>
Clinical	Childrens' Hospital Medical Center St Mary's Hospital Hospital of Central Connecticut Bridgeport Hospital St Francis Medical Center Mercy Medical Center Charlotte Hungerford Hospital Griffin Hospital Norwalk Hospital VA Hospital of West Haven UCONN Health Center Manchester Memorial Hospital Windham Hospital St Vincent's Hospital Johnson Memorial Hospital Gaylord Rehabilitation Hospital	<b>12</b>	<b>440</b>
Orientation	<b>USJ January</b>	<b>1</b>	
Food Service	UCONN Dining Storrs	<b>4</b>	<b>144</b>

	UTC World Headquarters University of Hartford Trinity College The Hartford Insurance Company Bristol Hospital Norwalk Hospital Wesleyan University Quinnipiac University Griffin Hospital UCONN Health Center St Francis Medical Center		
Renal	DSI orange The Hospital of Central Connecticut Forestville Dialysis Center Bridgeport Hospital Torrington DaVita Dialysis Center American Renal Dialysis Center Central CT Dialysis Center Veterans Hospital West Haven Vernon DaVita DSI North Haven DCI Manchester DCI UCONN American Renal ARA Westerly	<b>1</b>	<b>40</b>
School Nutrition	Wolcott Schools Ellington Schools East Hampton Schools Capitol Region Education Council New Haven Public Schools Middletown Public Schools Danbury Public Schools Oxford Public Schools Education Connection Voluntown Public Schools Simsbury Public Schools Milford Public Schools West Hartford Public Schools	<b>2</b>	<b>72</b>
WIC	Danbury WIC East Hartford WIC	<b>1</b>	<b>40</b>

	Day Kimball WIC Torrington WIC New Britain WIC Willimantic WIC Optimus Health Center WIC Middlesex Hospital WIC TVCCA Norwich WIC		
Community	Shoprite of Canton Shoprite of West Hartford Shoprite of East Hartford Shoprite of Wallingford Shoprite of Clinton Shoprite of East Haven Charter Oaks Health Center Institute of Living Designed Training LLC Pediatric Associates of CT Center for Discovery Collin Pediatric Associates Hasbro Childrens Hospital Positively Nourished LifeFocus Nutrition Elizabeth House Malta Van Silver Hill Hospital Rehabilitation Associates Bordeaux Nutrition	<b>3</b>	<b>104</b>
Enrichment	As above	<b>2</b>	<b>72</b>
Classroom	Didactic Learning		<b>176</b>
Total hours			<b>1200</b>

(Class seminars held every other week at the University)

\*\*\*Facilities maintain the right to set specific criteria for intern selection at a particular institution including an interview prior to any agreement to hosting the dietetic intern for a rotation.

In regard to each facility the student should keep in mind that: Her/his performance is directly related to the continued participation and cooperation of that facility and its staff in educating USJ students.

## G. Overview of Program Costs

The cost of the program for the 2015-2016 academic year is \$13,356. There will be two installments of \$6,678 for the fall and spring semester. This includes use of the school facilities including the technology center, O'Connell Athletic Center and health services. **The cost is subject to change yearly when the Board of Trustees votes on a new budget.** Dietetic interns register through the graduate office and earn 9 credits towards a USJ Master's Degree in Nutrition. [http://www.USJ.edu/student\\_life/resources\\_and\\_services/bursar/tuition.html](http://www.USJ.edu/student_life/resources_and_services/bursar/tuition.html)

Dietetic interns are responsible for transportation to all facilities, parking and meals. Generally, you need access to a car as the hours of attendance do not always correspond to public transportation and many placements are outside of Hartford. Dietetic interns must have a valid driver's license and proof of auto insurance.

Dietetic interns must purchase a white lab coat or jacket to be worn in the hospital.

Dietetic interns must attend a **minimum of two professional meetings** during the DI calendar year. One of the meetings **must be** the Connecticut Academy of Nutrition and Dietetics annual meeting. Fees of conferences will vary.

The USJ internship requires dietetic interns to join the Academy of Nutrition and Dietetics as an Associate Member. As of 2015-2016 yearly membership fee is \$50.00. This membership includes a subscription to the *Journal of the Academy of Nutrition and Dietetics*. Applications are available on-line at [www.eatright.org](http://www.eatright.org) and students must be members before the start of the program.

Dietetic interns are required to complete a finger-printed background check at your own expense. The fee is currently \$50.00.

Dietetic interns are required to comply with facility specific requirements such as flu vaccination, drug screening or other background check verifications. **Fees are the responsibility of the intern and will vary per facility.**

### Commission on Dietetic Registration Exam:

The application fee to sit for the registration examination is **\$200.00**. The exam is given throughout the year at Commission of Dietetic Registration's (CDR) testing agency, Pearson VUE, Inc. The program director submits registration eligibility forms for students at the end of the program. Refer to website listed:

[www.pearsonvue.com/cdr/cdr\\_rd\\_handbook.pdf](http://www.pearsonvue.com/cdr/cdr_rd_handbook.pdf)

For questions about scheduling or paying for the exam, step by step instructions are posted on [www.pearsonvue.com/CDR](http://www.pearsonvue.com/CDR) . For further assistance, contact Pearson VUE at 1-888-874-7651, 7:00 a.m. – 7:00 p.m. Central Time, Monday through Friday.

AND membership dues for active registered dietitians are **\$250.00** per year plus **\$60.00** per year for registration maintenance. Additionally 75 accrued credit hours of approved continuing education must be completed every 5 years.

### Estimated Cost of Dietetic Internship

<u>Service</u>	<u>Costs</u>
AND Membership	\$50.00
Flat rate tuition for entire year	\$13,356.00
Graduate Application fee (waived)	\$50.00
Books for two semesters	\$200-500.00
Clothing for professional components (lab coat)	\$50.00
Conference Fees	\$70.00-150.00
Other possible expenses: printing of professional posters and/or other printing of materials	\$100.00
Fees associated with flu shots, background checks or drug screens*	\$50.00-100.00
Application fee to sit for Registration Examination	\$200.00
Medical Insurance	<b>varies</b>
Medical examination and immunizations	<b>varies</b>

***\*Fees are subject to change.***

**H. Requirements for Acceptance- Potential dietetic interns must have completed:**

- Bachelor's degree from an accredited university.
- Completion of The Academy of Nutrition and Dietetics (AND)'s Didactic Program in Dietetics (DPD) requirements by date of admission (Verification Statement).
- Two letters of reference.
- Recency of education requirements for degrees more than four years old. A minimum of three updated undergraduate didactic courses approved by USJ program director
- Students should have maintained a minimum average of 3.0 overall GPA with a minimum GPA of 3.0 in DPD Professional courses and a 2.8 in DPD science courses.
- Requirements for start of program:  
Prior to the start of the Dietetic Internship, the dietetic intern is required to submit the following paper work:

- |   |  |
|---|--|
| • <b>Immunization form</b>                  | sent to USJ Health Services  |
| • <b>Medical Form</b>                       | sent to USJ Health Services  |
| • <b>Hepatitis B</b>                        | proof of 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> shots |
| • <b>Annual PPD</b>                         | within 6 months of start date  |
| • <b>Proof of Health Insurance</b>          | available through university if needed                                 |
| • <b>Acknowledgement and checklist page</b> |  |
| • <b>HIPPA</b>                              |  |
| • <b>Ethics</b>                             | signed   |
| • <b>Student Contract Agreement</b>         | signed   |
| • <b>Student/Faculty Agreement</b>          | signed   |
| • <b>Current AND Membership Card</b>        |  |
| • <b>DPD Verification from</b>              | from Didactic Director   |
| • <b>1 Official Transcripts</b>             | with <b>degree date conferred</b>                                      |
| • <b>Criminal Background Check</b>          |  |

All paper work is reviewed by the DI Director for completeness and must be completed prior to the start date of practicum rotations.

Verification Statements are viewed and accepted only if signature is original and date of program completion is written with month, day, and year. The University will be notified of the error and a new verification statement requested.

Transcripts are accepted if official with **degree date conferred**.

Medical and immunization records are reviewed by Health Services and must be complete. PPD and physical exam must be within **twelve months** of start date of program, and Hepatitis B series must include the first two inoculations.

Dietetic Interns **will not** be permitted to begin practicum rotations until all paperwork is satisfactorily complete and approved by the DI Director.

It is the dietetic intern's responsibility to inform the DI faculty of any existing health problems, which may affect the student's ability to perform in the various rotations.

#### **I. Assessment of Prior Learning and Credit toward Program Requirements**

It is the policy of the DI program not to provide credit toward program requirements based on prior learning. Determined on an individual basis.

#### **J. Verification Statement Program Completion Requirements**

The Verification Statement is necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination.

The DI requires 18 credits for completion. Dietetic interns must demonstrate both academic and supervised practicum competence. All required projects, activities and practicum hours must be completed by the end of the second semester.

The Verification Statement to CDR may be delayed\* or withheld if a dietetic intern in the opinion of the DI Director, the faculty preceptor, or facility supervised practicum preceptor(s) does not demonstrate entry level competence of all program requirements. \*(including all financial obligations to the University of Saint Joseph).

## Recommended Texts and Resources for the internship year

Dietetic interns should plan to purchase a variety of text and reference books.

- Guide for International Dietetics and Nutrition Terminology (IDNT) Reference Manual. Standardized language for the Nutrition Care Process. **4<sup>th</sup> edition preferred if you have a paper copy**
- Food Medication Interaction Handbook or app
- Medical Nutrition Textbook, such as, Krause, Food and Nutrition Therapy
- Food Service Management Textbook, such as, Spears, Food Service Organizations, a Managerial and Organizational Approach
- Community Nutrition Textbook
- Any apps for an iPhone or iPad related to MNT, labs or medications
- Medical Terminology Handbook or app
- (Optional) Professional “pocket guides” offered through the Academy or apps
- Research Outcome Study textbook
- Escott-Stump, Nutrition and Diagnosis Related Care
- ASPEN Nutrition Support Core Curriculum

The internship will provide access to the eNCPT (on line- International Dietetics and Nutrition Terminology electronic manual, the Nutrition Care Manual (online access) and the Pediatric Nutrition Care Manual (online access)



Image credit: [www.career.uconn.edu](http://www.career.uconn.edu)

## II. Professionalism

### A. Responsibilities of the Intern

Dietetic interns will be representing the University of Saint Joseph, Department of Nutrition and Public Health at all times. One must endeavor to treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy.

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#### DIETETIC INTERN RESPONSIBILITIES

1. Abide by the Code of Ethics of the Academy of Nutrition and Dietetics and the Standards for Dietetic Practice and Professional Performance.
2. Follow all facility policies and procedures including those regarding patient/client confidentiality and HIPPA regulations.
3. Cover all the costs of all supervised practice including but not limited to transportation, meals, parking, professional meetings, posters and background checks.
4. Arrive at the rotation on time and appropriately dressed and groomed according the facility dress code and standards.
5. Contact the assigned **preceptor no fewer than 10 days** in advance of the beginning of a rotation at their facility.
6. Promptly report any problems that affect your work to your faculty preceptor.
7. Interns are expected to represent the University of Saint Joseph in an appropriate and professional manner.
8. Interns are expected to complete learning experiences, study guides, projects and other written assignments by the due date.
9. Maintain a positive attitude in all interpersonal interactions and communication with patients/clients, preceptors and faculty.
10. Interns are expected to take responsibility for the quality of their internship year by seeking out projects and assignments at facilities, addressing issues at facilities professionally and building relationships at facilities.
11. Interns will not abuse the facility or the preceptor by asking for special days off, time to run errands, help with projects, spending time on Facebook or other social media or making personal phone calls.
12. Interns will be aware that all preceptors are different. It may be necessary to perform some tedious tasks, like filing or completing paperwork. If you are asked to do something that limits your exposure to the facilities nutrition function, seek assistance from your faculty preceptor.

Initial: \_\_\_\_\_

## **Responsibilities of the Faculty Preceptor**

### **INTERNSHIP PRECEPTOR RESPONSIBILITIES**

- Implements ACEND policies that impact the Dietetic Internship.
- Reviews work of the intern and make suggestions for improvement.
- Serve as a role model and mentor.
- Evaluates assigned projects such as written case studies or study guides.
- Evaluates strengths and weaknesses of interns and reviews them in a timely manner.
- Communicates with interns, facility preceptor and Internship Director in a timely manner.
- Maintains student confidentiality.
- Act as a resource person when the intern has questions or concerns.
- Enforce DI policies and procedures as needed.
- Refer the intern to appropriate resources as needed.
- Maintain currency in dietetic education and training.
- Serve as the advocate for the dietetic intern as needed.
- Serve as the liaison between the intern, facility and the University.
- Visits each affiliate on a periodic basis for the purposes of intern and program evaluation and planning.
- Plan, evaluate and implement events as assigned such as Open House, Oral Case Study Day, Graduation and Welcome Day.

Initial: \_\_\_\_\_

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## **Responsibilities of the Internship Director**

### **INTERNSHIP DIRECTOR RESPONSIBILITIES**

- Implements ACEND policies that impact the Dietetic Internship.
- Serves as the liaison between the Department of Nutrition and Public Health and ACEND.
- Recruits and maintains cooperative agreement contracts between the University and each participating practice site.
- Plans, implements and evaluates internship curriculum, projects, assignments and class days.
- Maintains intern files with verification statements, transcripts, immunization records and evaluations.

- Conducts program evaluation surveys of current interns, program graduates, preceptors and facilities as well as employers of graduate interns.
- Serve as a role model and mentor.
- Develop partnerships with outside organizations that strengthen the Dietetic Internship.
- Maintain currency in dietetic education and training.
- Develop and maintain policies and procedures.
- Direct the selection and admission of dietetic interns yearly.
- Serve as the advocate for the dietetic intern as needed.
- Serve as the liaison between the intern, facility and the University.
- Monitor and evaluate the intern's progress in each rotation.
- Visits each affiliate with on a periodic basis for the purposes of intern and program evaluation and planning.

Initial: \_\_\_\_\_

## Professional Behavior

### The Academy of Nutrition and Dietetics *Code of Ethics (2009)*

#### Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. 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 AND and its credentialing agency, CDR.

#### Responsibilities to the Public

3. 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 dietetic practitioner or other professionals.
4. 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.

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

**5. 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.

**6. 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 or 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.

**7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or 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 or her practice.

- b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
- c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

## **Responsibilities to Clients**

- 8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.**
- 9. 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.
- 10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.**
- 11. 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**

- 12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.**
- 13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.**
- 14. 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.**

**15. 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.

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

**17. The dietetics practitioner accurately presents professional qualifications and credentials.**

- a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, 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 “FAND” or “Fellow of the Academy of Nutrition and Dietetics”) only when the credential is current and authorized by CDR.
- b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

**18. 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**

### **19. 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 coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

**For more information** <http://www.eatright.org/codeofethics/>

I, \_\_\_\_\_ am a dietetic intern at the University of Saint Joseph in West Hartford Connecticut. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines and I agree to uphold its ethical principles. As a member of the Academy of Nutrition and Dietetics and as a future credentialed practitioner, I agree to abide by the Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**HIPAA Confidentiality Statement**  
**University of Saint Joseph**  
**School of Nutrition and Public Health**

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

The discussions, uses and disclosures addressed by this agreement mean any written, verbal, electronic communications. All patient protected health information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature that are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment at the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible.

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at the University of Saint Joseph and must remain otherwise confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil, and criminal liability. Disclosure of PHI or other confidential information to unauthorized person(s) or access to or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by the University of Saint Joseph and or the clinical site I was assigned at the time of the violation.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me to the Dietetic Internship Director.

I hereby acknowledge, by my signature below, that I understand the PHI, other confidential records and data to which I have knowledge and access in the course of my clinical studies with USJ is to be kept confidential and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom assignments. I understand my duty to maintain confidentiality continues even after I am no longer in clinical or classroom settings at the University of Saint Joseph.

I am familiar with the guidelines at my clinical setting pertaining to the use and disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of the University of Saint Joseph.

Return the signed form to the Director of the Dietetic Internship

### 13. Attendance

The internship schedule is five days a week for about a 40 hour week. You should expect to stay at the facility until your work for the day is completed. Occasionally, the intern may be required to work on a weekend day. You need to adhere to the schedule of the facility.

If you are sick or have any type of emergency, please contact the site preceptor as soon as possible. Follow the facilities policy for “call ins”. Next notify your faculty preceptor and the DI Director by email or text that you will not be in your practicum due to illness. Please take care of all notifications in a timely and professional manner. **Interns are expected to be on time to the rotation every day. No exceptions to this rule.**

If possible, time missed due to car trouble or an appointment needs to be made up and should be arranged with your preceptor.

If you are sick more than one day and longer than three days, a note will be required from a physician verifying the illness and need to stay home from the practicum.

#### ***Inclement weather***

If the University of Saint Joseph closes due to inclement weather, **the intern is not required to attend the practicum for the day. The intern should work on projects or assignments at home during this time.**

#### ***Bereavement***

If the dietetic intern experiences a death in the family, the Dietetic Internship Director will adjust the schedule of the intern on an individual basis.

#### ***Personal Day***

The dietetic intern is permitted **one personal day** each semester or **two personal days for the entire year. These days are not vacation days.** The personal days are intended for illness or emergency situations only. The internship program requires 1200 hours and absences of more than one personal day a semester will require that time be made up.

### 14. Injury at Assigned Facility

Any injury must be reported immediately to the facility preceptor and Dietetic Internship Director. Emergency treatment will be given as needed at the dietetic intern’s expense. If hospitalization is required, the dietetic intern must assume the cost.

When a dietetic intern is injured at the supervised practicum rotation:

- Notify the preceptor or supervisor at the facility.
- Obtain emergency medical care.
- Preceptor and dietetic intern will complete an accident report from the facility and complete an accident report from the University
- Notify the Dietetic Internship Director at the University regardless of how insignificant the accident is.
- Fax the report to the Dietetic Internship Director
- The Dietetic Internship Director will fax the accident report to USJ Health Services.

## 15. Liability Insurance

The University provides professional liability insurance. The insurance will remain in effect through August following the completion of rotations. This insurance is a \$1,000,000/ \$3,000,000 liability policy and will pay up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year. Coverage is provided for claims arising out of a real or alleged medical incident when the injury being claimed is the result of an act or omission.

### **B. Professional Appearance**

- The dietetic intern should be in a clean lab coat with name tag. Clothing underneath should reflect good taste. Please refer to the dress code policy of the facility for specific guidelines as needed.
- For rotations that require the dietetic interns to work in food production areas, one must be dressed in a clean uniform or lab coat with name tag, as appropriate. Please refer to the dress code policy of the facility for specific guidelines as needed.
- For rotations that require the dietetic interns to work in food production areas, hair covering or hair net, clean nails, no nail polish and closed-toe shoes. Clogs or sandals are not permitted. Please refer to the dress code policy of the facility for specific guidelines as needed.
- Excessive jewelry is not to be worn; engagement/wedding rings are allowed. A watch and stud earrings are permitted in food production areas. Specific instructions may be given with each assignment. Good grooming is

a necessary component to professional appearance and the student must remember to follow Health Department regulations in food production areas.

- Good grooming also means good health and body cleanliness. Visual tattoos must be covered and multiple body piercing must be removed. Hair and body should be free of odor and clothes clean and free of head hair. Hair color needs to remain a naturally occurring hair color throughout the entire internship. Please refer to the dress code policy of the facility.
- Some facilities may have stricter dress codes and you are required to follow the dress code of the assigned facility
- Scents of any kind should be avoided. Some facilities have policies prohibiting wearing scents in consideration of sick patients.
- Absolutely no smoking during work time or in the classroom.
- Dress for class days and practicum days is business casual. Be cautious and conservative. Men and women should exercise sound judgment in selection of apparel that is non-revealing of undergarments or an individual's bare skin.

***Compliance with the professional appearance is expected, non-compliance will result in removal from the facility or classroom for that day, and continued non-compliance will result in termination from the facility and/or program.***

### C. Responsibility of Dietetic Intern in Practicum Facility

#### The dietetic intern:

- Is responsible for following the policies of practicum facilities.
- Is responsible for reporting on time and following all established regulations during regularly scheduled operating hours of the facility.
- Work on class assignments during practicum hours only **with permission**.
- Leave assigned clinical areas during practicum experience only **with permission** of USJ or clinical faculty.
- Must communicate to the preceptor and internship faculty any problems the dietetic intern feels she is experiencing with any aspect of her clinical experience in a **timely fashion. The DI Leadership (director and instructors)**

is an advocate of the dietetic intern and is there to insure the Dietetic intern is receiving a positive educational experience.

- May communicate during rotation hours as needed via text email or phone as needed to USJ faculty.
- Are required to log hours and competencies on E-Value. Complete instructions on the E-Value program will be provided at the beginning of each semester. This software program provides the DI leadership with updated details of your internship week.

### III. Policies and Procedures

#### A. Education

Dietetic interns must earn a “B-” grade or better. Supervised practice performance is evaluated every other week by the DI instructor and the instructor in the facility.

This is done both verbally and using an evaluation form filled out by the Dietetic Interns and the Instructor in the facility. Meetings are scheduled among all three and between the USJ Instructor alone with the dietetic intern. The dietetic intern is encouraged to comment on her/his progress and has a chance to disagree with the evaluation by the preceptor in the institution.

#### B. Termination Policy

A dietetic intern must meet minimum competencies of each rotation to begin the next rotation. Projects and didactic assignments must meet a minimum of *satisfactory* performance.

If a dietetic intern is consistently not meeting the weekly objectives in the supervised practicum then the dietetic intern may be removed from the facility.

When weekly objectives are not being met the dietetic intern is informed of her/his status after discussion among DI faculty. If improvement does not occur the department chairperson and the Graduate Dean are informed of the situation and the dietetic intern is permanently taken out of the practicum course.

**Dietetic intern will be terminated if in violation of the Professional Code of Ethics (The Academy of Nutrition and Dietetics) and for inability to meet the minimum requirements for didactic or clinical assignments. (Refer to AND Code of Ethics in addendum).**

**C. Classroom Ethics** (individual instructors may modify)

- Dietetic interns should be on time for classes.
- Class attendance- Excessive absenteeism is discouraged and each Individual instructor may have policies regarding number of absences allowed. All assignments are to be made up. The dietetic intern will assume responsibility for missed class work and information covered.
- Dietetic interns are encouraged to consult with the instructor of any course when they do not fully understand the material presented. Faculty has posted office hours.
- Dietetic interns are encouraged to participate in class discussions. Sharing of experiences will increase enjoyment of classes and facilitate learning.

**D. Projects**

For each rotation the dietetic intern will have written projects to complete. The following guidelines must be adhered to:

1. Submitting work from other students, institutions or publications without references is unacceptable and no (0) credit will be given.
2. The following policies will apply to dietetic intern assignments and course standards.
  - Assignments are due on the specified date. Late assignments may be penalized.
  - Assignments should be proofread to avoid misspelling, poor grammar and incoherent sentences. Unacceptable work will need to be revised and handed in again.
  - Written work should reflect clarity of thought and organization. Be sure to document what you say. \*Use the *Journal of the Academy of Nutrition and Dietetics*) guidelines for referencing.

- **Papers should be double-spaced on white paper.** Allow a one-inch margin on each side when typing (**font size 12**) and **double spacing**. Include page numbers on each page when indicated.
- Each instructor may have additional requirements for assignments.
- **Black ink** should be used when writing in a legal document such as a medical record. (Check at each facility if a special color is necessary.)
- Dietetic interns are encouraged to submit papers to the **Center for Academic Excellence Center (CAE)** for editing if help is needed. Papers may be submitted electronically with a 24 hour turnaround. For more information refer to the [http://www.USJ.edu/student\\_life/resources\\_and\\_services/center\\_for\\_academic\\_excellence/](http://www.USJ.edu/student_life/resources_and_services/center_for_academic_excellence/)

#### E. Academic Affairs

- Dietetic interns' files are kept in a locked office where only department faculty has access. Dietetic interns may review their files if they wish.
- If at any time the dietetic intern is concerned about her/his performance she/he is encouraged to speak with her instructor.

#### F. Insurance

The dietetic intern is responsible for getting to her assigned facility and is responsible for her/his own travel insurance to and from the facility. While you are in your assigned facility the University provides the dietetic intern with liability and malpractice insurance. **\*The department requires that the dietetic intern carry health insurance and that proof of this be submitted before the beginning of the first rotation.** USJ offers student health insurance <http://ww2.USJ.edu/PDF/HealthServices/insuranceplansummary.pdf>

#### G. Professional Meetings

Attending professional meetings is an important component of dietetic education. Not only do such programs provide information on the current trends in dietetic practice, they also provide dietetic intern with opportunities to interact with professionals working in the field.

Each DI student is required to attend the equivalent of **two professional meetings** during the DI calendar year. When a dietetic intern attends a meeting, she/he must

briefly describe the content of the conference on a form which will be placed in the dietetic intern's file. Preapproval of the conference chosen is necessary.

The Connecticut Academy of Nutrition and Dietetics (CAND) offers a limited amount of waived (Scholarship) registration fees to the annual fall and spring meeting. Any dietetics student in Connecticut who is an AND member is eligible. Dietetic interns are strongly encouraged to submit an application.

## H. Grievances/Complaint Process

Any grievance, by faculty or student, must first be attempted to be resolved between the individuals. If resolution cannot be achieved, individuals should go to the DI Program Director and if not resolved, to the Department Chairman.

The Commission on Dietetic Registration, The Academy of Nutrition and Dietetics, has a procedure for filing grievances as follows: United States Department of Education regulations mandate accrediting agencies to require accredited programs to provide students with information on how to file complaints with the accrediting agency.

**Policy:** Required Notice of Opportunity and Procedure to File Complaints with the Commission.

Each program accredited by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** must develop and implement a procedure to inform students of the mailing address and telephone number of the ACEND. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

### **ACEND Procedure for Complaints against Program**

**ACEND** has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner or member of the public, may submit a complaint against any accredited or approved program to **ACEND**. However, **ACEND** will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. Procedures used in the investigation of a complaint against an accredited or approved program may be viewed at [www.eatright.org](http://www.eatright.org)

A copy of the accreditation standards and/or ACEND'S policy and procedure for submission of complaints may be obtained by contacting the staff at 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995 or by calling 800-877-1600 ext. 4872. All written complaints will be mailed to the Chair and Public Member of ACEND for action.

#### I. **Holiday Observance and USJ Emergency Alert System**

- Dietetic interns may be required to work in their practicum facility on holidays which are not official University of Saint Joseph school holidays. This option is at the discretion of the facility. The observance of religious holidays, other than those designated by USJ must be approved by the instructor and arrangements made in advance by the student to complete assignments.
- If classes have been cancelled due to inclement weather, the dietetic intern is not required to attend their clinical experience. **However, the dietetic intern is responsible for calling her/his facility.** Regardless of the status of the University, use personal judgment and travel only when one feels personally safe.

The University of Saint Joseph has an Emergency Alert System that can be utilized by USJ students by completing the USJ Alert Emergency Notification Signup at [www.usj.edu/alerts](http://www.usj.edu/alerts). This is a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered users via mobile phones, wireless PDAs and preferred email accounts. The USJ alert system powered by e2Campus will automatically send notifications critical to your safety and well-being, as well as storm-related information, to all USJ email accounts.

#### J. **Verification Statement Program Completion Requirements**

This Verification Statement is necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination.

The DI requires 18 credits for completion. Dietetic interns must demonstrate both academic and supervised practicum competence. Dietetic interns must earn a "B-" grade or better on all final supervised practicum evaluations and DI projects.

In addition the dietetic intern must pass a proficiency exam at the end of the DI program with a minimum score of 80% for successful completion of the program.

The Verification Statement to CDR may be delayed or withheld if a dietetic intern does not meet the practicum evaluation standard of a B- or better and the project

requirements of a B- or better and therefore does not demonstrate entry level competence of all program requirements. \*(including all financial obligations to University of Saint Joseph)

### **Review Courses/Exam Preparation**

The Commission on Dietetics Registration has developed a computer based program, STEP, with practice exam questions. Access to this program will be purchased for three months at the end of the internship year. Other options include review workshops presented by Breeding and Associates – <http://www.dietitianworkshops.com>, or Jean Inman <http://www.inmanassoc.com>.

Both offer review materials or workshops. An on-line review course is available at <http://www.rdexam.com>. The Review of Dietetics, Manual for the Registered Dietitian Exam is available from Hess and Hunt Inc. Nutrition Communications, 540 Frontage Rd. Suite 2025, Northfield, IL 60093, 847.446.1223.

### **Registration Exam**

It is dietetic intern's responsibility to obtain from CDR, and submit according to CDR **deadlines, the application to take the CDR exam. It is also the responsibility of the dietetic intern** to prepare adequately to take the dietetic registration exam. University of Saint Joseph is neither responsible for, nor liable for dietetic interns' failure to pass the Dietetic Registration exam.

### **Optional Online Graduate School Degree Program**

After successful completion of the USJ-DI Program and a Verification Statement nine credits are awarded towards the USJ online Graduate Nutrition Program. Dietetic interns may choose to complete graduate courses while in the DI program after approval from the DI Director. It is recommended that dietetic interns begin additional course work after the DI program.

The additional course work may be completed at a timetable devised by the Online Graduate Nutrition Director and the dietetic intern. For graduate course offerings, consult the Program Director and current graduate catalog.

## **K. Awards**

The Connecticut Academy of Nutrition and Dietetics presents an award at the end of the spring semester to an outstanding dietetic intern. The selection process will be made by department faculty. If eligible, a dietetic intern's application will be submitted for statewide competition. If chosen, the recipient will accept the award at the Spring CAND meeting.



Image credit: [www.hsd.k12.or.us](http://www.hsd.k12.or.us)

#### IV. Competency Statements for the Supervised Practice Component of the Dietetic Internship

##### A. Eras 2012 Competencies/Learning Outcomes

Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The competency statements build on the foundation knowledge necessary for the entry-level practitioner to perform reliably at the level indicated. Thus, all entry-level dietitians will have the basic competencies and additional competencies according to the concentration area completed.

**Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:**

##### A. 1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

**Upon completion of the DI, graduates are able to:**

CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: *Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.*)

CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetic practice.

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

CRD 1.4 Evaluate emerging research for application in dietetics practice

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

**Tip: Research Knowledge/Competency Requirements**

Research is broadly defined as an activity that includes all components of the scientific method; i.e., statement of the problem, data collection, analysis and interpretation of results; and decision-making based on results. All students should have core experiences that prepare them to properly interpret research literature and apply it to practice (evidence-based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition, health, and wellness. Activities may include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations.

**A. 2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.**

**Upon completion of the DI, graduates are able to:**

- CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the and Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
- CRD 2.2 Demonstrate professional writing skills in preparing professional communications (Tip: *Examples include research manuscripts, project proposals, education materials, policies and procedures.*)
- CRD 2.3 Design, implement and evaluate presentations to a target audience (Tip: *A quality presentation considers life experiences, cultural diversity and educational background of the target audience.*)
- CRD 2.4 Use effective education and counseling skills to facilitate behavior change
- CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings
- CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate. (Tip: *In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.*)
- CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- CRD 2.8 Apply leadership skills to achieve desired outcomes.

- CRD 2.9 Participate in professional and community organizations (see tip below)
- CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. (Tip: *Other health professionals include physicians, nurses, pharmacists, etc.*)
- CRD 2.11 Demonstrate professional attributes within various organizational cultures (Tip: *Professional attributes includes showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.*)
- CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
- CRD 2.13 Demonstrate negotiation skills (Tip: *Demonstrating negotiating skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.*)

**Tip: Professional & Community Organizations (CRD 2.9)**

- Community-based supervised practice experiences need not take place in a dietetics-related organization. Experiences may occur in local community organizations such as United Way, food banks such as Second Harvest, or even faith-based organizations such as the Salvation Army. Experiences can also occur at sister units of the program within the parent organization such as an outpatient clinic or a campus fitness center.
- Professional and community organizations provide many opportunities for students to develop leadership skills. They do not have to hold an elected position to demonstrate leadership. For example, the program can create community-based projects where a group of students is asked to serve under the leadership of another student. After a task or set of tasks is successfully accomplished, another student may be selected to lead the group in accomplishing different tasks, until eventually; all students get to take a leadership role.

**A. 3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**

**Upon completion of the DI, graduates are able to:**

- CRD 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
- a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
  - b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
  - c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
  - d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
  - e. Complete documentation that follows professional guidelines required by health care systems and guidelines required by the practice setting.
- CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats. (Tip: *Formats include oral print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.*)
- CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (Tip: Students/interns consider health messages and interventions that integrate the consumer's desire for taste, convenience and economy with the need for nutrition, food safety.)
- CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends
- CRD 3.5 Coordinate procurement, production, distribution and service of goods and services. (Tip: Students/interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)
- CRD 3.6 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

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

**Upon completion of the DI, graduates are able to:**

- CRD 4.1 Participate in management of human resources
- CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives.
- CRD 4.4 Conduct clinical and customer service quality management activities.
- CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data.
- CRD 4.6 Analyze quality, financial or productivity data and develop a plan for intervention.
- CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.
- CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRD 4.9 Analyze financial data to assess utilization of resources.
- CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

**Tip: Comments to Meet Competencies on Sustainability (CRD 4.7)**  
Students/interns are encouraged to promote environmentally-friendly practices, so that future generations have the water, materials, and resources to protect human health and life on the planet. Practical steps include using local ingredients; not wasting food and resources; using efficacious, non-toxic products when available; properly disposing of toxic materials; reusing

containers and products; recycling when possible; purchasing products with recycled content; and teaching others the value of sustainability.

#### **A. 5. Concentration Area**

A concentration area is added to the basic competencies so that a supervised practice program can prepare graduates for identified market needs.

5.1 Participate in development and evaluation of a community-based food and nutrition program

5.2 Consult with organizations regarding food access for target populations



Image credit: [www.williamaslerhc.on.ca](http://www.williamaslerhc.on.ca)

Dear Dietetics Intern,

This form contains a Medical/Health Record Authorization. Its purpose is to insure your health and safety along with the health and safety of the patients/clients at agencies utilized in the Division of Nursing for clinical laboratory. Please sign, date, detach and return the Medical/Health Record Authorization to the address below. If you are under eighteen years of age, you must have a parent or legal guardian sign this form and indicate her/his relationship to you. This signed form must be on file in the Health Services Office before your course registration is completed. Thank you.

Libby Tenison, MS, RD, CD-N  
Director of USJ Dietetic Internship

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### Medical/Health Record Authorization

*Please print*

Student Name \_\_\_\_\_  
Last First M.I. Maiden/Birth Name

Social Security# \_\_\_\_\_

To: Director of Health Services, University of Saint Joseph

This is to authorize the Director of Health Services at University of Saint Joseph, CT to release my medical/health records, or a portion thereof, to the Department of Nutrition and to any agency at which I participate in clinical laboratory where such disclosure is required to insure my health and safety or the health and safety of the patients/clients at the agency.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian (if student is under eighteen years of age)

Please return this form to: Director of Health Services  
University of Saint Joseph  
1678 Asylum Avenue  
West Hartford, CT 06117  
NUPH@usj.edu

Rev. 5/15

**V. Signed Agreement by Student (Dietetic Intern)**

I, \_\_\_\_\_ have read the Student Handbook of the Department of Nutrition, University of Saint Joseph, and am familiar with its contents. I agree to abide by the terms and policies contained therein as long as I am a student in the Dietetic Internship Program accredited by the Academy of Nutrition and Dietetics.

The Department has made no promise or guarantee that upon graduation from the Department I will find employment in dietetics, nor does it ensure that as a graduate of the Department I will pass the registration examination for certifying dietitians.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit A

### Student/Faculty Agreement

- I, [print name] \_\_\_\_\_, understand that information I may obtain during the Dietetics Supervised Practicum Experience (as defined in the Clinical Affiliation Agreement) at (the “Institution”) may be confidential information and is protected by state and federal laws and regulations.
- I agree that I will not disclose to any unauthorized parties any information received and/or generated through the course of the Dietetics Supervised Practicum Experience. I agree to comply with all state or federal laws and regulations.
- I understand that unauthorized use or disclosure of protected information may subject me to criminal and/or civil penalties, fines and/or imprisonment.
- I agree to follow all policies, procedures, rules and regulations of the Institution.
- I agree to provide evidence of passing a physical examination if requested and that I know of no health issues that would place any clients and/or students at the Institution at risk. I agree to comply with the Institution’s immunization requirements.
- I agree that I am solely responsible for the cost of any medical care rendered to me by the Institution.
- I agree to comply with the Institution’s health insurance coverage requirements and to provide evidence of health insurance coverage if requested.
- I agree that I am solely responsible for the cost of transportation to or from the Institution.
- I acknowledge that the Institution will not be responsible for loss or damage to my personal property while on the Institution’s premises during the Dietetics Supervised Practicum Experience.
- I agree to comply with the Occupational Safety and Health Administration of the United States Department of Labor (“OSHA”) regulations related to Occupational Exposure to Blood borne Pathogens and all other applicable OSHA rules and regulations.
- I agree to wear University identification and a name tag at all times while participating in the Dietetic Supervised Practicum Experience at the Institution.
- I agree to indemnify, defend and hold harmless the Institution and the University, their respective agents, faculty, staff, students and employees from any and all claims, damages, liabilities, costs and expenses including without limitation, reasonable attorney’s fees, arising out of, or caused by my negligent acts or omissions while on the Institution’s premises during the Dietetics Supervised Practicum Experience.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Addendum to DI Handbook

### USJ Student Handbook

Dietetic Interns should review the USJ Student Handbook and familiarize themselves with policies and procedures. In particular attention should be given to the following information:

A link to the handbook is below. If you would prefer a hardcopy, please notify us immediately.  
<http://www.usj.edu/files/4314/2480/3587/usj-student-handbook.pdf>

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### Statement Condemning Acts of Hatred and Violence (Student Handbook pg.12)

Behavior that denigrates others on the basis of difference is unacceptable in a learning environment dedicated to Judeo-Christian values. Such behavior may result in penalties up to and including termination for employees and expulsion for students.

**Internet Communications.** University of Saint Joseph wants students to be aware that the Internet is considered a public forum and information posted there can be viewed by anyone. Caution should be used when posting any information on the Internet.

The University encourages its students to become involved and connected to the community in as many ways as possible. The internet has provided additional ways for communication to occur. However, with these additional means of networking and communicating, community members must exercise care and diligence. They must also accept the added responsibility associated with the use of such means of communication.

Communications on sites such as Facebook, MySpace, and Xanga represent public and open communication. Communications on such sites are not specifically monitored by University of Saint Joseph officials, but may be brought to the attention of officials when they are seen as possible violations of the Code of Personal Conduct as outlined in the Student Handbook. As with other public arenas, information found on Internet sites is acceptable as information in personal conduct meetings and other proceedings. The different types of information that can be used in conduct meetings may include, but is not limited to: wall postings, journal entries, blog postings, pictures, comments, text messages, emails and other openly public and accessible communications

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## Student Handbook pg. 80

Threats, spoken or written, with intention to commit physical or emotional harm, directed toward any member of the University of Saint Joseph community or any other person on University premises or at University-sponsored events. This includes, but is not limited to, verbal slurs, invectives or epithets referring to an individual's race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age or disability, made with the purpose of injuring or attacking the person to whom the words or actions are directed and not made as part of a discussion or exchange of an idea, ideology or philosophy.

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## General Student Conduct Process (Student Handbook page 42)

- A. Any student, faculty or staff member may initiate a complaint against a student by written notification to the appropriate office. In academic situations or violations of the Code of Academic Integrity, the complaint shall be addressed to the Vice President for Academic Affairs/Provost. In matters regarding violations of the Code of Personal Conduct, the complaint shall be addressed to the Vice President/Dean of Students.
- B. Upon receipt of the complaint, the appropriate administrator will inquire into the circumstances surrounding the event in question and will email a student to arrange a conduct Student Conduct hearing. At the Student Conduct Hearing, the student, **who must attend**, will be informed of the allegations in the complaint, and the student will be given an opportunity to present the student's version of what occurred, if applicable following the Student Conduct hearing, the administrator may exercise one of the following options: Dismiss the case or decide on an appropriate sanction. Written notification to the student will include information about the action taken.
- C. If a student fails to reply within 24 hours to schedule a Student Conduct hearing, a meeting will be arranged according to the student's class schedule. If the student fails to show up for the scheduled Student Conduct hearing, the conduct case will be held absentia (without the student present) and with no right to appeal.

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## Sanctions

The following sanctions may be applied singly or in combination for individuals found in violation of University regulations. The list is not to be considered inclusive or complete

and other sanctions may be imposed at the discretion of the appropriate disciplinary officer or board.

#### **A. Sanctions**

1. **Written Warning** - a formal written statement reprimanding the student for any inappropriate behavior and indicating that similar future behavior will result in more serious disciplinary action as well as additional sanctions.
2. **Probation** - a formal written notice of disciplinary censure warning the student that further inappropriate behavior will most likely result in suspension from residence or from the University. Probationary periods are for a stated length of time.

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### **Academic Integrity Policy** (Graduate Handbook page 15)

Absolute integrity is expected of every student in all academic undertakings. An atmosphere of academic integrity is inherent in the philosophy of University of Saint Joseph and shall be upheld by all members of this community.

Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies the student will in no way misrepresent her or his work or unfairly advance her or his academic status and will neither encourage nor assist another student in so doing. Violations of academic integrity include plagiarism, cheating, fabrication, and facilitating academic dishonesty. Definitions of these terms are cited below as a guide and are to be applied within reason by University of Saint Joseph faculty. Students are responsible for determining each professor's expectations for particular assignments (e.g., Do ideas need to be cited in a written examination? What constitutes cooperation or cheating on a take-home assignment?).

Plagiarism: "The presentation of someone else's ideas or words as your own,"<sup>11</sup> as in the following examples:

- "Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own,
- "Summarizing or paraphrasing someone else's ideas without acknowledging your debt,
- "Handing in as your own work a paper you have bought, had a friend write, or copied from another student."<sup>12</sup>

Cheating: "Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise"<sup>13</sup>

Fabrication: "Intentional and unauthorized falsification or invention of any information or citation in an academic exercise"<sup>14</sup>

Facilitating Academic Dishonesty: “Intentionally or knowingly helping or attempting to help another to violate any provision of this code”<sup>15</sup>

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<sup>11</sup> Fowler, H. R. and Aaron, J. E., *The Little, Brown Handbook*. (New York: Longman, 2001) page 686.

<sup>12</sup> Fowler and Aaron, page 686.

<sup>13</sup> Kibler, W.L., Nuss, E.M., Paterson, B.G, and Pavela, G. *Academic Integrity and Student Development* (Asheville, NC: University Administration Publications, Inc., 1988) pages 69-70.

<sup>14</sup> Kibler, Nuss, Paterson, and Pavela, pages 69-70.

<sup>15</sup> Kibler, Nuss, Paterson, and Pavela, pages 69-70.

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While cheating in various forms and failure to acknowledge the proper sources of ideas can be an integrity problem using any communication medium or in any learning environment, the most common problem in today’s University learning environment is the practice of constructing papers or written discussion postings by electronically copying text from a variety of sources, and submitting it as one’s own writing. Whether the sources are cited or not, this is not acceptable academic behavior.

1. Included within the Academic Integrity Policy is all academic work including quizzes, tests, mid-term examinations, final examinations, theses, comprehensive examinations, research projects, take-home assignments, laboratory work, papers, essays, threaded-discussions, and all other forms of oral or written academic endeavor.
2. An individual with questions concerning the Code of Academic Integrity should consult the Dean of Graduate and Professional Studies/ Director of Graduate Student Services. It is the responsibility of each (non-student) member of the graduate University community to refer any perceived threat to this Graduate Academic Integrity Policy to the Dean of Graduate and Professional Studies.
3. An Academic Integrity Committee is convened on an ad hoc basis to deal with all challenged cases of academic dishonesty within the Graduate School. In addition to any duplicate records kept by Graduate Program Directors, all files and records regarding academic integrity shall be maintained in the Office of the Graduate School.
4. The committee shall consist of three graduate students, three tenured graduate faculty members, preferably from different departments, appointed by the chair of the Graduate School Committee; one additional faculty member may be appointed to the committee for a particular case by the Dean of Graduate and Professional Studies. If possible, this additional faculty member should be the Department Chairperson of the faculty member alleging a violation of academic integrity. The Dean of Graduate and Professional Studies votes only in the case of a tie. The instructor/professor and/or student involved are allowed to attend the meeting(s) of the committee, but neither is required to be present.

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### **When Academic Dishonesty is Suspected in a Graduate Course:**

1. Students noticing a breach of integrity policy should inform the instructor in the class.
2. An instructor being informed of a breach of integrity policy or noticing such herself/himself assembles evidence of improper behavior. (e.g., The faculty member downloads a color coded "Originality Report" from [www.turnitin.com](http://www.turnitin.com).)
3. The instructor then fills out the *Academic Integrity Form*, including recommended remediation/penalty.
4. The instructor sends the form (retaining a copy) and copies of evidence to the student. This can be done electronically or hardcopy, whichever is most expedient. If sent electronically, the faculty member should use email receipt acknowledgement methods. A copy of the evidence of receipt is kept by faculty member. However, even if there is no response from the student, the process moves forward after 5 working days. The instructor should keep documentation of attempts made to contact the student (e.g. copies of emails, copies of letters, etc.).
5. The student should respond to the faculty member by signing the Academic Integrity Form either agreeing or disagreeing with the finding and the remediation/penalty. Whether or not any supplemental verbal communication has occurred, everything must be forwarded in writing. Note: When the student responds to the faculty member, she/he may add any additional explanation or justification - but ultimately the student must either agree or reject the faculty member's findings and recommendations/sanctions.
6. The signed form, evidence, and student additions are forwarded to the Director of Graduate Student Services by the instructor/professor. These documents are printed and placed in the student's folder in the Graduate Office. Color-coded Turnitin Originality Reports that could be misunderstood without the color-coding should be printed in color.
7. If the student has agreed with the current allegations, recommendations, or sanctions, these remediation/penalties are carried out.
8. If the student has not responded to the faculty member within 5 working days, the unsigned forms, evidence, communications, receipts of notification, and any additional documentation are forwarded to the Director of Graduate Student Services. These documents are printed and placed in the student's folder in the Graduate Office.
9. When the form is filed in the student's folder, the entire file should be inspected and the Director of Graduate Student Services and the Dean of Graduate and Professional Studies should confer.
  - 9a. If the student disagrees with the allegation and/or recommendations/sanctions, the Director of Graduate Student Services calls for an Integrity Committee (composition noted above) to be formed to hear the case. The Director of Graduate Student forwards a copy of the form to the Director of the Graduate program in which the student is enrolled.
  - 9b. If there are any earlier Integrity Policy violations in evidence in the folder the documentation of all integrity violations are then reviewed by the Graduate Student Services Director or Dean of Graduate and Professional Studies. Even if the student has agreed with the current violation/sanctions, if more than one infraction has indeed occurred, an Integrity Committee (composition of committee noted above) hearing of the case is then called by the Dean of Graduate and Professional Studies.

- 9c. The findings and recommendations of the Academic Integrity Committee are then executed. Assuring the implementation of these recommendations is the responsibility of the Dean of Graduate and Professional Studies/Director of Graduate Student Services. A copy of the findings and recommendations of the Academic Integrity Committee is forwarded to the Graduate Program Director of the program in which the student is enrolled for information purposes.

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### **Procedures for an Academic Integrity Committee Hearing**

1. The student will be informed of the hearing date, time, and location. The student has the right to examine, prior to a hearing, any written evidence or exhibits the Committee will consider, although these typically would have already been shared with the student (see above).
2. A hearing may be conducted in the absence of a student who fails to appear after the Committee has made a reasonable effort to provide adequate advance notice of the hearing time, date, and location.
3. The hearing is not open, but may take place in person or through electronic medium (e.g., conference calls, web cam, etc.)
4. The student may bring to the hearing an advisor of her or his choice from within the University community. The advisor is there to provide advice to the student, not to act as their representative. A reasonable effort should be made to accommodate the schedule of an advisor who will assist the accused student. The Committee has broad discretion in granting continuances.
5. Any individual (e.g. faculty member) who has been involved in investigating the case should not serve on the Committee while it is reviewing the particular case.
6. The student's guilt shall be established by clear and convincing evidence. Circumstantial evidence may be used, as may "hearsay" evidence.
7. The student may speak and discuss findings with committee members.
8. The hearings shall be recorded by use of tape or digital recorder. The original record of the hearing shall be retained in a confidential file in the Graduate Office for a period of seven years after the event. Following the hearing, only the *Director of Graduate Student Services* or *Dean of Graduate and Professional Studies* shall have access to these records. The proceedings of the hearing as well as all written documents arising out of it are to be held in the strictest confidence.
9. A decision is made by majority vote of the Committee.
10. A student who is found guilty shall be given a written statement of reasons for the determination. The committee may consider a pattern of lying and fabrication by the student at the review and may impose a more severe penalty as a result.
11. After the formal review, the Committee shall determine what disciplinary sanctions should be imposed. The student will be informed of these within 10 days after the hearing by registered mail, as well as by email.
12. The student has the right to appeal hearing results to the Provost within 10 days of receiving the formal notification informing her/him of the sanctions. Note: If either the student or the

faculty member feels that justice has not been served by the committee, either individual may appeal to the Provost for a review of the case. The Provost's decision is final.

### **Decision of the Committee on Academic Integrity**

1. The Committee on Academic Integrity may determine to dismiss a case or may decide on an appropriate sanction.
2. Each potential breach of Academic Integrity should be considered individually and decisions concerning sanctions shall be made on a case-by-case basis as per the sequence outlined above. This means that there is not a specific sanction(s) associated automatically with a particular violation.

### **Examples of Sanctions**

Academic sanctions range from a warning to failure of the course to expulsion. Sanction include, but are not limited to:

- Written warning
- A grade of zero for the assignment
- Failure of the course
- An "XF" grade for the course (An XF grade is an indication that the student has failed a course because of a violation of academic integrity. When the grade is assigned, the transcript shall indicate the meaning of this notation. The XF grade is awarded only with the concurrence of the instructor and the Committee. The awarding of an XF grade should be a rare occurrence and reserved for the most serious breaches of academic integrity.)
- Probation, suspension, or expulsion from the University

The report of the Academic Integrity Committee and/or the notification to the student of the findings shall be forwarded to:

- Graduate Office, to be placed in the student's Academic Integrity File.
- Dean of Graduate and Professional Studies
- Provost

### **Student Grievance Procedure**

A student with a grievance should confer first with the instructor and her/his advisor. If the grievance needs further discussion, the student brings it to the department chair. Should further consideration of the issue be required, it is brought to the dean of the school, who then calls together an ad hoc committee consisting of another graduate student, instructor, advisor, department chair, dean of the school, and provost.

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## **Sexual Assault Policy** (Student Handbook page 49)

The University of Saint Joseph Sexual Assault Policy was created to provide appropriate services and support to victims of sexual assault. This policy works together with educational programs designed to increase student awareness about sexual assault on university campuses. Programs are planned by student affairs, residential life and student groups throughout the year.

University of Saint Joseph is dedicated to the position that all human beings possess an inherent dignity. All members of the community should be treated with respect and be free from all forms of harassment and abuse. It is important that all members of the Saint Joseph Community take precautions and act responsibly towards the goal of reducing vulnerability for crime. Should you become the victim of a crime, call Public Safety at 231-5222.

Sexual Misconduct is a violation of University of Saint Joseph policy and encompasses harassment, coercion, intimidation and /or sexual assault. Sexual Misconduct includes any sexual activity for which consent is not given.

### **A. Definition of Consent**

Consent must be given by participants in any sexual activity. Mutually understandable and communicated words must be used. Verbal agreement must be present throughout the activity and can be revoked at any time; silence or a prior relationship is not sufficient to indicate consent. Consent may not be given by a minor, someone who is asleep, drugged, intoxicated, unconscious, or by anyone whose capacity or ability to provide informed consent is otherwise physically or mentally impaired. If a participant is under the influence of alcohol or other drugs she or he may be *unable* to give consent as it is defined by state law. An individual accused of sexual misconduct does not avoid responsibility because he or she was under the influence of alcohol or drugs. Consent as a result of coercion, intimidation, force or threat is not an effective consent. Past consent of sexual activity does not imply ongoing future consent.

### **B. Reporting an Assault**

University of Saint Joseph encourages a student to report a situation in which she believes a sexual assault has occurred in order to ensure that appropriate support and resources are provided. It is very important for the sexual assault survivor to consider contacting Public Safety immediately (before showering, washing etc.) to preserve any and all evidence that may be present for potential use in criminal proceedings, if desired.

Any information regarding sexual assault on or off campus can be reported to any of the following resources: Residential Life RA or RC, Public Safety, Health and Counseling Services or the VP/Dean of student Affairs.

- RC office phones: 231-5295 or 231-5620
- RA cell phone (evening) 944-8989
- Public Safety 231-5222
- Health and Counseling Services 231-5530
- VP/Dean of Student Affairs 231-5267
- Saint Francis Hospital 714-4001
- Hartford Hospital 545-2780

- UCONN Health Center 679-1000
- West Hartford Police Department 523-5203
- CONNSACS (CT Sexual Assault Crisis Services) 1-888-999-5545 (English)

### **Sexual Harassment Policy**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decision affecting that;
- such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment, educational or living environment.

It is the policy of University of Saint Joseph that no member of the University community may sexually harass another. Any faculty member, employee or student will be subject to disciplinary action for violation of this policy.

University of Saint Joseph has established the following procedures to protect your rights and to provide an environment that is free of sexual harassment. Additional information on sexual harassment can be obtained from the Personal Counseling Office, Office of Student Affairs, Human Resources Office or Health Services.

#### **A. Sexual Harassment - Informal Procedures**

If you feel that you have been a victim of sexual harassment, contact one of the following people:

- ❖ Vice President/Dean of Students ext. 5737
- ❖ Director of Residential Life ext. 5214
- ❖ Director of Counseling ext. 5366
- ❖ Director of Health Services ext. 5272
- ❖ V.P. for Academic Affairs/Dean ext. 5227
- ❖ Director of Human Resources ext. 5390

The person you contact will provide you with information and/or assistance in mediating the complaint. When mediation seems to have been unsuccessful or you are not satisfied with the results, you may follow through with formal procedures

#### **B. Sexual Harassment - Formal Procedure**

1. Requests for formal procedure may be filed with the Vice President/Dean of Students, Vice President for Academic Affairs/Dean or Director of Human Resources for students, faculty or employees respectively. The person receiving the formal complaint will begin investigating the complaint and convene the committee. This committee will be chaired by either the Vice President/Dean of Students, Vice President for Academic Affairs/Dean or Director of Human Resources, depending on the status of the person accused (student, faculty member or employee).

2. The committee that will hold the hearing consists of the following: Vice President for Academic Affairs/Dean, Vice President/Dean of Students, Director of Human Resources, one full-time faculty member appointed by the President or designee, one full-time staff member appointed by the President or designee, one full-time student appointed by the Student Government Association officers from three (3) nominees selected by the Vice President/Dean of Students. In the event that one of the permanent members is not available, the President or designee shall appoint a person to replace that individual.
3. The formal request shall be presented in writing to either the Vice President/Dean of Students, Vice President for Academic Affairs/Dean or Director of Human Resources. It must be filed within 180 days from the date of the last alleged incident. Upon the filing of a formal written complaint, a hearing will be scheduled within five working days of its receipt.
4. The committee will hear the complaints and both parties will have an opportunity to respond. Each party is allowed to bring a friend, advisor or counsel to the hearing. Although such persons may not be allowed to speak directly on the person's behalf, they may provide support and advice. The committee may also have its own counsel present.
5. Within two working days, the committee shall forward its decision, based on the hearing, to the Executive Vice President and Chief Operating Officer.
6. Within five working days, the Executive Vice President and Chief Operating Officer shall decide what disciplinary action shall be taken when someone has been found to have committed an act(s) of sexual harassment.

Initial: \_\_\_\_\_

## **USJ Staff Contact Sheet**

Elizabeth (Libby) Tenison  
Director of Dietetic Internship Program  
O – 860.231.5254  
[etenison@usj.edu](mailto:etenison@usj.edu)

Margery Lawrence  
Chair, Department of Nutrition and Public Health  
O – 860.231.5388  
[mlawrence@usj.edu](mailto:mlawrence@usj.edu)

Peter McKnight  
Clinical Adjunct Instructor  
[pmcknight@usj.edu](mailto:pmcknight@usj.edu)

Rebecca Purcell  
Clinical Adjunct Instructor  
[rpurcell@usj.edu](mailto:rpurcell@usj.edu)



### **Initial and Signature Checklist Page**

- Dietetic Intern Responsibilities
- Internship Preceptor Responsibilities
- Internship Director Responsibilities
- Professional Behavior
- The Academy of Nutrition and Dietetics Code of Ethics
- HIPPA Confidentiality Statement
- Medical/Health Record Authorization
- Handbook Review
- Exhibit A - Student/Faculty Agreement
- USJ Student Handbook
- Addendum to DI Handbook
  - Statement Condemning Acts of Hatred and Violence
  - General Student Conduct Process
  - Academic Integrity Policy
  - Sexual Assault Policy

Dietetic Intern Signature: \_\_\_\_\_

Internship Director signature: \_\_\_\_\_