

**PENNSYLVANIA DEPARTMENT  
OF HEALTH WIC  
DIETETIC INTERNSHIP  
HANDBOOK**

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## **I. ACEND ACCREDITATION**

The Pennsylvania (PA) Department of Health (DOH) Women, Infants and Children (WIC) Supplemental Nutrition Program Dietetic Internship (DI) program is accredited by the Accreditation Council on Education for Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (AND). The PA WIC Dietetic Internship program is a remote intern identified supervised practice program that qualifies graduates to take the Commission on Dietetics Registration (CDR) credentialing examination to become Registered Dietitian Nutritionists. The program is approved for a maximum of twelve (12) interns each year.

### Contact Information:

Accreditation Council on Education for Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
800/877-1600 Ext 5400  
Fax: 312/899-4817  
E-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
Website: [www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND)

## **II. PHILOSOPHY**

The PA WIC Dietetic Internship provides an opportunity for PA WIC employees who have met the eligibility requirements for Registered Dietitian Nutritionists to participate in an accredited program that engages them in core competencies through a supervised practice program.

Throughout the program, dietetic interns develop the necessary competence in various areas and populations providing dietetic services. Professional development is attained through self-assessment and preceptor evaluation to provide self-development to improve skills and knowledge. The remote supervised practice program prepares dietetic interns for the CDR credentialing examination.

PA WIC is well represented in all sixty-seven 67 PA counties consisting of 218 clinics; 104 are primary sites and 114 are local sites. For this reason, the DI program is a remote supervised practice program. The DI Program and participating local agencies are vested and committed to mentoring PA WIC employees in an effort to overcome financial, geographical, and personal barriers by affording them the opportunity to attain credentialing status through the ACEND Accreditation Dietetic Internship Program.

We encourage interns who obtain credentialing through this program to reciprocate and serve as mentors and preceptors in the future for other PA WIC interns' participants.

**NOTE:** PA DOH WIC DI program may be opened to college graduate students if vacancies exist. If vacancies exist, they will be posted on the website.

### **III. MISSION**

The mission of the PA WIC Dietetic Internship Program is to provide a community nutrition/public health focused program that fosters development of entry level Registered Dietitian Nutritionists' to promote healthy lifestyles and outcomes for Pennsylvania's most vulnerable citizens.

#### **GOALS AND OBJECTIVES:**

PA DOH WIC Dietetic Internship Program - GOAL 1: Graduates of the PA WIC Dietetic Internship will become competent entry level registered dietitian-nutritionists to practice in the Community Nutrition/Public Health field.

##### OBJECTIVES-Goal 1:

- 80 % of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 month of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- At least 80% of program interns complete program requirements within 65 weeks (150% of the program length).
- 80% of employers will rate program graduates as competent entry level.
- 80% of graduates of the PA WIC dietetic internship program will continue to practice in community nutrition programs two years after obtaining registered dietitian nutritionists' credentials.

PA DOH WIC Dietetic Internship Program - GOAL 2: Graduates of the PA Dietetic Internship to promote nutrition and the dietetic profession in their community and professional lives.

##### OBJECTIVES-Goal 2:

- Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 50% of graduates will serve as preceptors, two years following graduation.

#### IV. PROGRAM CONCENTRATION:

The concentration for the DI Program is community nutrition/public health program consisting of a minimum of 1250 hours of supervised practice: 480 hours in community nutrition/public health; 440 hours in clinical nutrition; and 320 hours in foodservice management (10 hours are part of the orientation/exits of the program). An emphasis is placed on the skills and competencies common to community nutrition and public health. This learning experience focuses on the development and practice of problem solving and critical thinking required of an entry level Dietitian Nutritionist. This supervised practice also provides experience to accept and value social, cultural, and various economic backgrounds to better understand human behavior. Lastly, by observing and working alongside other Registered Dietitian Nutritionist role models as well as with regulatory public health care teams, interns will experience firsthand professional regulatory and ethical practice. The assigned practice hours do not include, travel, pre-requisite preparation or required didactic time. Practice hours may be required beyond this minimum depending on the demands of each rotation and assignments. **Additional time or travel for Internship activities WILL NOT be compensated above and beyond the regular standard work week. Interns are expected to complete and submit to the DI Program Director all pre-requisite work assignments at least fourteen (14) days prior to commencement of each rotation.**

#### **Program Concentration Competencies:**

- 1) Justify and apply community and public health nutrition principles and regulations that provide a nutrition health impact on the Department of Health organization.
- 2) Utilize evidence-based solutions to solve priority health issues of culturally and ethnically diverse populations.

#### V. ACADEMY OF NUTRITION AND DIETETICS REGISTRATION REQUIREMENTS

##### A. Academic Requirements:

Registered Dietitian Nutritionists (RDN's) are food and nutrition experts who have met the following criteria established by the Commission on Dietetic Registration (CDR):

1. Completion of a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. **NOTE:** As of January 1, 2024, a graduate degree from an accredited university or college will replace the bachelor's degree requirement in order to be eligible for a supervised practice pathway.

2. A Verification Statement
3. Completed an ACEND – accredited supervised practice through one of the ACEND accredited pathway:
  - i. Accredited Dietetic Internship (DI)
  - ii. Accredited Coordinated Pathway (CP)
  - iii. Individualized Supervised Practice Pathway (ISPP)
4. Passed the national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the exam: [www.cdrnet.org](http://www.cdrnet.org)
5. As a Registered Dietitian Nutritionist, for maintenance of your registration status you will be required to complete the following:
  - i. Develop a Professional Development Program (PDP) through CDR.
  - ii. Complete and document 75 hours of approved continuing education over a 5-year period.

B. Verification Requirements:

Upon completion of the DI program, graduates will receive a Verification Statement that will be required to apply for the CDR examination.

C. Academy of Nutrition and Dietetics Membership Information:

As a dietetic intern enrolled in an ACEND accredited program, interns are eligible for student membership in the Academy of Nutrition and Dietetics (AND). Membership is **REQUIRED** for the DI program.

The Academy of Nutrition and Dietetics provide a multitude of products and services designed to help develop skills, advance careers, and achieve professional goals. Members can take advantage of the following valued benefits:

- **Publications**, including access to the *Journal of the Academy and Dietetics*, a free subscription to *Food & Nutrition Magazine*®, Student Scoop, exclusive access to email newsletters, discounts on Nutrition Care Manual subscriptions and access to all eatrightPRO.org content.
- **Career and business resources**, including the Find an Expert Listing the Compensation Benefits Survey, and savings on Eatright Careers job postings.
- **Practice, Science and Quality resources**, such as access to the Evidence Analysis Library and access to the Academy's position and practice papers.
- **FNCE**® Early bird registration.
- **Scholarships and awards** provided by the Academy and its Foundation, such as Foundation scholarships, the National Honors and Awards and the Fellow program. (Exclusive to members)
- **Networking and knowledge sharing opportunities**, including eMentoring and DPG and MIG membership. (Exclusive to Members)
- **Discounts** on products and insurance. (Exclusive to members)
- **eatrightSTORE.org** Online discounts. (Exclusive to members)
- **Nutrition Information Services** access, which includes help from staff RDNs. (Exclusive to members)

**VI. APPLICATION REQUIREMENTS FOR THE PA DOH WIC DIETETIC INTERNSHIP PROGRAM:**

- Current full-time status as an employee in the PA WIC Program with at least one full time equivalent year of working experience by the Internship starting date. **NOTE:** PA DOH WIC DI program may be opened up to college graduate students if vacancies exist.
- A completed bachelor's degree from a didactic program accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND). (**NOTE:** As of January 1, 2024, a completed graduate degree or completion of at least 15 credits in a graduate degree program in a related field will be required prior to commencement of the PA WIC DI program).
- An original Didactic Program in Dietetics Verification Statement indicating completion of an ACEND accredited Didactic Program in Dietetics (DPD) within the last 5 years.
- A minimum of 2.6 overall GPA.

Recency of Education:

- If an applicant has graduated from college with an undergraduate degree in dietetics 8 years or more at the time of submission of the application, one college-level courses (a minimum of three semester hours) from an accredited college or university are required and pass, successfully. Course work must be in the area of dietetics and must be completed by the application deadline with proof of coursework with official transcripts.
  - Prospective interns requiring additional coursework will need to obtain prior approval from DOH WIC Dietetics Internship Program Director on acceptable coursework to meet these requirements.
- A graduate degree is desired criteria, but not required. (Beginning in 2024, to be eligible to take the registration exam to become a dietitian, the education requirement will change from a bachelor's degree to a graduate degree according to the Commission on Dietetic Registration (CDR).
  - An official copy of all college transcripts, (photocopies are not acceptable) must be submitted. Include confirmation of bachelor's and/or master's degree.
  - For a foreign degree, validation that is equivalent to a baccalaureate or master's degree must be included. Validation of a foreign degree does not eliminate the need for a Verification Statement (VS) of completion of a Didactic Program in Dietetics (DPD). After you have the official document, Credential Evaluation Report, you can request a verification review by a DPD Program Director in

the United States. Contact AND/ACEND for information on credentialing requirements for international students.

For More Information:

Commission on Dietetic Registration (CDR):

<https://www.cdrnet.org/>

ACEND: <http://www.eatrightpro.org/resources/acend>

- Completion of recency of education requirement if applicant has been out of college more than eight years.
- A letter of recommendation from each of the following:
  - o 1 from college/university professors/instructor or other work reference.
  - o 1 from the Nutrition Education/Outreach/Breastfeeding Coordinator in the agency in which the applicant is employed.
  - o 1 from your local WIC Director in the agency in which the applicant is employed.
- Verification of applicant's job performance as satisfactory or better. Submit a copy of the most recent Employment Performance Review. Applicant is free of any discipline within the past 12 months up until application deadline date (If applicable).
- A personal statement consisting of maximum of 8000 characters or approximately 1,000 words may be entered. Typed in Times New Roman and double spaced. In your personal statement address the following items:
  - o The applicant's short term and long-term professional and educational goals for participating in the PA WIC Dietetic Internship.
  - o The applicant's interest and/or experiences that have helped you prepare for your career in Community Nutrition/Public Health field.
  - o The applicant's strengths and weaknesses or areas needing improvement.
  - o Description of any detailed examples of accomplishments in the academic and work field as well as in community group, and organizational activities.
  - o Other information that you feel is important to the selection process.
- A reliable laptop computer, email address and Internet service.
- Completed PA DOH WIC Dietetic Internship Application.



## VII. APPLICATION REQUIREMENTS:

The following items **MUST** be submitted (One original for each of the following) in the application packet by the deadline:

- Current full-time status as an employee in the PA WIC Program with at least one full-time equivalent year of working experience by the Internship starting date.

**\*NOTE: If insufficient PA WIC applicants, PA WIC will utilize DICAS to fill vacant positions. Vacant open positions will be posted on PA WIC Dietetic Internship website.**

- A completed bachelor's degree from a didactic program accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND). (NOTE: As of January 1, 2024, a completed graduate degree will be required prior to commencement of the PA WIC DI program).
- An original Didactic Program in Dietetics Verification Statement indicating completion of an ACEND accredited Didactic Program in Dietetics (DPD).
- A minimum of 2.6 overall GPA or higher.

### Recency of Education:

- o If an applicant has graduated from college with an undergraduate degree in dietetics 8 years or more at the time of submission of the application, one college-level courses (a minimum of three semester hours) from an accredited college or university are required and pass, successfully. Course work must be in the area of dietetics and must be completed by the application deadline with proof of coursework with official transcripts.
  - o Prospective interns requiring additional coursework will need to obtain prior approval from DOH WIC Dietetics Internship Program Director on acceptable coursework to meet these requirements.
- A graduate degree is desired criteria, but not required until any classes after January 2024. (Beginning in 2024, to be eligible to take the registration exam to become a dietitian, the education requirement will change from a bachelor's degree to a graduate degree according to the Commission on Dietetic Registration (CDR).
  - An official copy of all college transcripts, (photocopies are not acceptable). Include confirmation of bachelor's and/or graduate degree. (NOTE: As of January 1, 2024, an official copy of a bachelor and graduate degree transcript will be required prior ton commencement of the PA WIC DI program).

- For a foreign degree, validation that is equivalent to a baccalaureate or graduate degree must be included. Validation of a foreign degree does not eliminate the need for a Verification Statement (VS) of completion of a Didactic Program in Dietetics (DPD). After you have the official document, Credential Evaluation Report, you can request a verification review by a DPD program director in the United States. Contact AND/ACEND for information on credentialing requirements for international students.

For More Information:

Commission on Dietetic Registration (CDR):

<https://www.cdrnet.org/>

ACEND: <http://www.eatrightpro.org/resources/acend>

- Completion of recency of education requirement if applicant has been out of college more than eight years.
- A letter of recommendation from each of the following:
  - o 1 from college/university professors/instructor or additional work reference.
  - o 1 from the Nutrition Education/Outreach/Breastfeeding Coordinator in the agency in which the applicant is employed.
  - o 1 from your WIC Director in the agency in which the applicant is employed.
- Signed Affiliation Agreement for Community Rotation Site
- Signed/Completed Community Preceptor Application.
- Note: Please review minimum criteria for rotation site preceptors in the PA WIC Dietetic Internship Handbook or on website.
- Verification of applicant's job performance as satisfactory or better. Submit a copy of the most recent Employment Performance Review. Applicant is free of any discipline within the past 12 months up until application deadline date.
- Personal Statement Guidelines consist of a maximum of 8000 characters or approximately 1,000 words may be entered to address the following items. Typed in Times New Roman and double spaced. In your personal statement address the following items:
  - o The applicant's short term and long-term professional and educational goals for participating in the PA WIC Dietetic Internship.
  - o The applicant's interest and/or experiences that have helped you prepare for your career in Community Nutrition/Public Health field.

- The applicant's strengths and weaknesses or areas needing improvement.
- Description of any detailed examples of accomplishments in the academic and work field as well as in community group, and organizational activities.
- Other information that you feel is important to the selection process.

- A reliable laptop computer, email address and Internet service.
- Completed PA DOH WIC Dietetic Internship Application.
- Completed ACEND DI Application checklist.

**NOTE:** A selection committee evaluates internship applications on a competitive basis and determines applicants to be interviewed.

All completed application packets are to be mailed via **CERTIFIED MAIL** to the following address and postmarked **by October 1**. Incomplete application packets will not be considered. All submitted information will not be returned and becomes property of PA Department of Health WIC Program.

**PA Bureau of WIC Dietetic Internship Program  
Department of Health  
625 Forster Street  
7<sup>th</sup> Floor West/ Health & Welfare Building  
Harrisburg, PA 17120-0701  
(717) 941-9207**

**Selection Criteria for Interns:**

Applicants will be ranked with ratings based on the following criteria:

- GPA cumulative undergraduate, and food/nutrition coursework
- Extracurricular Activities
- Work Experience in dietetics/nutrition
- Personal Statement
- Letters of Recommendation
- Most recent Employment Performance Review (if applicable)
- Interview

**Program Acceptance/Rejection Notification:**

Dietetic Internship Program Acceptance/Rejection letters will be mailed to applicants using the address on the Application packet. Applicants who are accepted into the program are required to notify the DI Program Director in writing regarding their acceptance/rejection within the specified amount of time to avoid having the Internship position re-assigned. The intern will be required to sign and date an Intern

Commitment Agreement with their employer the local agency. If the intern does not respond within the specified period, the intern will lose placement in the program.

### **EXCEPTIONS TO ELIGIBILITY/DIETETIC INTERNSHIP**

The PA DOH WIC Dietetic Internship has 12 intern positions. The positions are pre-selected with PA WIC employees. If vacancies exist, PA WIC will consider eligible applicants using DICAS and the computer Match (D & D Digital) process for the spring match. PA DOH WIC DI will post the number of open positions on their PA DOH WIC Dietetic Internship page of its website

(<https://www.pawic.com/ACENDInternship.aspx>). Costs for Non-WIC employees/college students includes a PA WIC DI Application processing fee of \$50.00 and a Tuition cost of \$8,500.00. Non-WIC employees/college students accepted into the PA DOH WIC dietetic internship are not be entitled to a salary and fringe benefits while completing the internship.

Please visit DICAS (<https://portal.dicas.org>) and D & D Digital website <http://www.dnddigital.com/> for details and deadlines.

### **Non-Discrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the

Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

**PA DOH WIC TIMELINE:**

<b>DATE</b>	<b>REQUIRED ACTION</b>
<b>August 31</b>	Open house
<b>October 1</b>	Applications due
<b>Mid November</b>	Applicants notified
<b>Late November - Mid January</b>	Conduct interviews/notify selected candidates
<b>February 15</b>	Mail pre-orientation packets/issue pre-requisite work assignments
<b>April</b>	Pre-orientation materials will be due to Central Office
<b>Mid-August</b>	Internship commences
<b>Mid- June</b>	Internship wrap-up/graduation

**August 31:** Forward notification to all PA WIC agencies regarding the Dietetic Internship program regarding open application process.

**October 1:** All applications are due to the central WIC office.

**Mid – November:** Score and set up selected candidates for interviews - send out rejection letters from first round application process.

**Mid Nov- Mid Jan:** Conduct interviews and notify selected candidates of acceptance/rejection to the program.

**February 15:** Mail or email pre-orientation packets/issue pre-requisite work assignments. (NOTE: All pre-requisite work assignments issued to be completed and submitted to the DI Program Director at least fourteen days (14) prior to each rotation orientation.

**April:** Pre-orientation material due to central office.

**Mid-August:** Internship commences.

**Mid- June:** Internship wrap-up/graduation.

**NOTE: Pre-requisite work assignments are to be completed and submitted to the DI Program Director at least fourteen (14) days prior to each rotation orientation.**

**VIII. FINANCIAL AID AND COSTS TO THE INTERN**

There is currently a non-refundable application fee of \$50.00 to cover processing of all applications. A non-refundable Tuition Fee of \$3,500.00/PA WIC intern

(\$8,500/Non-WIC interns) has been established to participate in the PA WIC DI Program. Participation may allow college loans to be deferred. Also, because of “Internship” status, educational loans and scholarships may be requested through the Academy of Nutrition and Dietetics (AND). Seeking financial aid is the responsibility of the dietetic intern.

Non-refundable personal checks, money orders or cashier checks should be made out to:

**Commonwealth of PA, Bureau of WIC**

Academy of Nutrition and Dietetics: <http://eatrightfoundation.org/>

PA Academy of Nutrition and Dietetics: <https://eatrightpa.org>

PA WIC employees who are accepted as dietetic interns will continue to receive their full-time salary and fringe benefits from their local or state agency during the Internship. All interns are responsible for their own transportation, accommodations, laptop and internet service. Non-WIC employees and college students are NOT entitled to salary and fringe benefits from WIC during the period of the internship.

**Application of Assessment of Prior Learning:**

Assessment of prior learning will only be accepted and reviewed for those interns with WIC or other community nutrition experience to be applied only to the Community Nutrition/Public Health rotation. The DI Program Director must be notified via e-mail of any intentions to apply for Assessment of Prior Learning credit. Hours will NOT be awarded towards Clinical or Food Service Supervised Practice hours. A replacement of no more than one-third or up to one hundred and sixty (160) hours of the total Supervised Practice hours can be granted, if approved. Graduation dates will not change regardless of the APL awarded. It is expected that hours approved will be spent performing regularly assigned WIC tasks. Prior learning may be gained through work responsibilities, community service, employer or armed service training and education programs that have been completed within the past two years. The Application for Assessment of Prior Learning, PA DOH WIC Dietetic Internship-Assessment of Prior Learning Worksheet, Prior Learning Portfolio and non-refundable processing fee (\$50.00) must be submitted together and at least sixty (60) days prior to Community Rotation in order to be considered.

**Application Instructions:**

1. Interns must complete the PA DOH WIC Dietetic Internship-Assessment of Prior Learning Application, PA DOH WIC Dietetic Internship-Assessment of Prior Learning Worksheet-and the Prior Learning Portfolio.
2. Interns must complete and submit:

- a. The PA DOH WIC Dietetic Internship-Application for Assessment of Prior Learning
- b. PA DOH WIC Dietetic Internship-Assessment of Prior Learning Worksheet.
- c. Prior Learning Portfolio (Learning must be demonstrated versus mere completion of tasks or hours). Examples of learning should be in the Prior Learning Portfolio.
- d. A non-refundable \$50 processing and assessment fee must be enclosed and submitted with this application form for the application to be considered.  
Acceptable forms of payment are:
  - i. Cashier's check
  - ii. Money order
  - iii. Personal CheckPayment should be made out to:

**Commonwealth of Pennsylvania, Bureau of WIC**

(NOTE: Cash, credit/debit cards, and all other forms of payment will not be accepted. No refunds will be provided.)

3. All information must be typed and completed. The intern only needs to apply for the items they wish to receive prior learning credit.
4. All items must be submitted together for review by the DI Program Director.
5. Incomplete submissions will not be reviewed.
6. All information must be postmarked sixty (60) days prior to Community Rotation commencement to be considered.

**The packet must be mailed to:**

**PA Bureau of WIC Dietetic Internship Program  
Department of Health  
625 Forster Street  
7th Floor West/ Health & Welfare Building  
Harrisburg, PA 17120-0701**

**Submission, Review and Approval Process:**

Upon submission, the packet will be reviewed by the DI Program Director, who holds the sole discretion of final approval. The DI Program Director designates which of the activities may be omitted based on the outcome of evaluation of information submitted. The DI Program Director may request additional information. Partial credit will not be issued for any activity. Once determined, the intern may be issued a

modified ACEND COMM Activities Summary form to represent the activities still required to complete the Community Nutrition/Public Health rotation. If you are dissatisfied with the results of this application, you may submit an appeal no later than fourteen (14) calendar days upon receiving notification of the results.

**Supervisor Reservation:**

To protect the integrity of the Pennsylvania WIC Dietetic Internship Program, supervisors reserve the right to withhold signature on this application for any reason.

**Additional Costs:**

Items such as background checks, immunizations, titers, TB skin tests, drug tests, and individual malpractice liability insurance are requirements for interns. Interns are responsible for food and miscellaneous personal expenses incurred during the Internship to include conferences, as well as transportation accommodations and parking for rotations and other professional meetings attended throughout the program. Slip resistant shoes and appropriate foodservice attire are required for certain rotations. Professional clothing, lab coat, and closed-toe dress shoes are the accepted attire for clinical and community rotations, unless otherwise approved by the Preceptor at that specific site. A laptop computer, personal color printer and scanner, textbooks and on-line resources, as well as other office supplies are necessary for successful completion of program expectations. Interns are responsible for bearing the expense of these items and costs.

<b>ESTIMATED INTERN COSTS</b>	
Application Processing Fee (nonrefundable)	\$50.00
Tuition Fee (PA WIC employees)/Tuition (Non-WIC employees) (non-refundable)	\$3,500.00/8,500.00
Prior Learning Assessment Processing Fee (non-refundable)	\$50.00
Books	\$600-\$1,000
Transportation (if required to travel to other sites or headquarters)	\$300-\$500
Liability insurance	\$100
General Orientation/Pre-Rotation Orientation (Harrisburg)	\$500-\$1,000
PA Farm Show Week	\$500-\$1,000
Housing costs (if required to relocate)	\$700-\$1,000/month
Background check	\$50-\$100
Drug screen	\$10-\$250
Lab coat/Nonskid shoes/Appropriate attire per site	\$100-\$150
Student AND Membership	\$58.00 – \$100.00
Laptop Computer/Color Printer	\$1500.00
Wireless Internet	\$50/month
Parking	Varies



FNCE Conference Fee	\$2,000.00
Phys Exam/Vaccines	Varies w/ Insurance
Food Costs	\$300/month
Automobile Insurance	\$500-\$1,000
Registration Examination	\$200.00
eNCPT Subscription	\$25.00
Calculator	\$20.00-\$30.00
ServSafe Certification	\$125.00
EHR go Subscription	\$65.00
Total Cost Estimated	\$20,753.00-\$31,245.00

**IX. INTERN AGREEMENT**

Prior to beginning the Internship, the intern must sign a legally binding Intern Agreement with his/her employer. This affirms his/her understanding that, upon successfully completing the Internship, he/she will be required to continue to work with his/her respective employer. The Intern Agreement requires that an intern complete the required forty-three weeks (43) supervised experience and complete a twenty-four (24) month work commitment with his/her current employer, to commence on the date of receipt of credentialing status as a Registered Dietitian Nutritionist. Interns will be required to reimburse their employer for unfulfilled obligations pursuant to the Intern Agreement.

Interns who choose to leave the Internship at any time will be required to make monetary restitution to their employer. Interns who are dismissed from the Internship at any time during the program will be required to make monetary restitution to their employer in accordance with the contract.

No Internship-related expenses will be returned to an intern who leaves or is terminated from the Internship program. Upon receipt of notification of the reimbursement amount from his/her employer, the intern is required to remit payment in full.

For non-WIC interns they will not be signing an Intern Agreement since they are playing the higher cost for the internship and will not be given a salary during the duration of the internship.

**X. SUPERVISED PRACTICE SITES AFFILIATION AGREEMENTS**

PA WIC is fortunate to have access to 67 PA counties consisting of 218 clinics; 104 are primary sites and 114 are satellite sites. Efforts will be made to allow interns to complete their rotation supervised practice hours within their public health or residential district where they live or are employed. Interns will be required to travel

for coordinated events/activities/rotations. It is ultimately the decision of the DI Program Director to approve all supervised practice sites for each intern. The program is an intern identified supervised practice program; therefore preceptors/preceptor sites will be identified with the help of the DI Program Director.

ACEND requires agreements for all institutions, organizations and/or agencies where interns are placed for supervised practice that meet the intern competencies and/or that involves the intern providing direct patient care and related tasks. These Affiliation Agreements must be signed by individuals with appropriate institutionally assigned authority in advance of placing interns.

PA WIC has developed a standard Affiliation Agreement that must be signed by the appropriate administrator at the affiliation rotation site and representatives of the PA WIC DI program in order for an intern to proceed with their supervised practice. Any changes requested to the PA WIC Affiliation Agreement must be approved by PA WIC.

The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of agreement by both parties.

Affiliation agreements delineate the following:

- Rights and responsibilities of both the WIC Dietetic Internship and supervised practice facility.
- Content and competencies covered in the supervised practice facility.
- Timing and length of the supervised practice experience
- Documentation that can be provided to the supervised practice site upon request (i.e. proof of health insurance, professional liability insurance, immunization).
- Affiliation procedures of importance such as terminating the agreement etc.
- Affiliation agreements are signed by General Counsel, DI Program Director and the appropriate supervised practice facility preceptor/administrator who has appropriate authority.
- Maintenance of all affiliation agreements includes annual review by the DI Program Director to ensure they have not expired, and the content is current.
- Affiliation agreements are secured in the DI Program Director's office and will be made available for review by ACEND program reviewers as requested.
- Affiliation Agreements shall be revised as required to assure conformance to ACEND and Department of Health requirements.
- All revisions must be approved by General Counsel. Affiliation Agreements must be reviewed and approved by General Counsel at least every five (5) years.

Exceptions to an Affiliation Agreement, which shall be considered on a case-by-case basis, can only be granted by PA WIC to include a mutual agreement between the program's institution and site/facility on waiving the requirement for a formal affiliation agreement in which case the program must support the waiver via email or letter.

A copy of the PA WIC Affiliation Agreement can be found on the PA WIC Dietetic Internship website.

### **Preceptor /Training/Requirements:**

The Academy of Nutrition and Dietetics has approved a three (3) prong approach to training dietetic professionals. Didactic, supervised practice and examination.

The need for supervised practice cannot be replaced by didactic training or examination in preparing dietetic interns to become entry level professionals. The Commission on Dietetic Registration does not always require preceptors to be credentialed dietitians. For this reason, other professionals who meet the minimum requirements listed below can precept.

All new Preceptors are required to complete an initial one-day Preceptor Training prior to supervising an intern. Annual PA WIC DI program preceptor orientation/training will be conducted in the Harrisburg central office prior to commencement of each dietetic internship program for all newly approved preceptors. An alternate distance learning orientation/training will be developed for preceptors, who's travel to central office may not be feasible. A Preceptor Training Manual has been developed and appears on the PA WIC Dietetic Internship Website as a guide for preceptors.

Revisions to the Preceptor Manual will be forwarded to all repetitive Preceptors annually. Preceptors will be required to validate their understanding of these revisions utilizing the Preceptor Annual Training Manual Acknowledgement Form. Seasoned preceptors may be required to attend training in central office if substantive changes to the program take place.

In addition, Interns will be required to complete a Preceptor/Supervised Practice Site Evaluation following each rotation. These evaluations are vital to provide feedback that will assist the DI Program Director continue to improve future intern experiences.

### **Preceptor Requirements:**

Preceptors must be full time employees for all rotation sites. The primary Preceptor may be part-time if a qualified secondary Preceptor is available to supervise the intern when the primary Preceptor is not available.

Each Preceptor must submit a Preceptor Application. He/she must have appropriate credentials and work experience to mentor the intern in the specified rotation.

An Affiliation Agreement and Preceptor Application must be completed and approved prior to placement into an approved supervised practice site.

Preceptors should be in their position for at least one year prior to accepting an intern.

Preceptors must also meet the following additional criteria:

- **Clinical Preceptors:**

For the clinical rotations, the Preceptor must be a Registered Dietitian Nutritionist with the Commission on Dietetic Registration with a minimum of one-year of work

experience after credentialing prior to accepting an intern. The Preceptor must be licensed or credentialed, as appropriate to meet state and federal regulations.

- **Community Preceptors:**

For the Community rotations, the Preceptor is preferably a Registered Dietitian Nutritionist with the Commission on Dietetic Registration and a minimum of one-year of work experience in the field of nutrition prior to accepting an intern.

- **Food Service Preceptors:**

For the food service rotation, minimum requirements are that the Preceptor must be a Food Service Director or Manager with active Serv Safe Certification and preferably hold a Certified Dietary Manager, Certified Food Protection Professional (CDM/CFFPP), or School Nutrition Association (SNA) Certificate.

**NOTE:** All Preceptors must show evidence of continued competence appropriate to their precepting responsibilities through professional work, graduate education, continuing education, scholarship/research or other activities leading to professional growth in the advancement of their profession. For this reason, a Preceptor Application must be completed and approved by the DI Program Director prior to supervised practice of an Intern and updated annually to assure competency standards are being attained to ensure Best Practices.

**The following is a list of acceptable Supervised Practice Sites:**

- **Community Rotation Site(s):**

The dietetic intern will work out of a PA WIC worksite, central office or other community rotation sites which have been identified with each ACEND activity. Other community sites include other Commonwealth agency sites, local food banks, retail chain stores and/or sites as assigned by PA WIC DI Program Director.

- **Food Service Rotation Site(s):**

The food service rotation must be in a school foodservice facility to be consistent with the progression of the community nutrition/public health concentration from infant/childhood to school age children/adolescents. The facility must be in good standing with the Department of Education as it relates to the National School Lunch Program.

- **Clinical Rotation Site(s):**

An acute care hospital (preferred) or long-term care facility that is in good standing with JCAHO and Dept of Health. In addition, the facility should be able to provide a variety of experiences to meet rotation competencies and perform various aspects of NCP requirements for supervised practice hours:

**Disease States:**

**Populations:**

Overweight/Obesity	Adults
Diabetes	Geriatric
Cancer	Adolescents
Cardiovascular Disease	
Gastrointestinal Disease	
Renal Disease	
Enteral/Parental Nutrition	

**NOTE:** Exceptions may be granted on a case by case basis (i.e. state employee may be required to perform their supervised practice at state owned facilities) with justification issued to the DI Program Director for approval. In the case of an exception, the DI Program Director is responsible for assuring that core competencies are met, and suggested activities are completed.

**Internship Experiences:**

Interns are expected to obtain learning experiences with a variety of populations and, diverse cultures in various settings. Rotations shall include experiences with:

- ***Populations:*** Infants, children, adolescents, adults, pregnant/lactating females, and older adults.
- ***Conditions/Disease:*** Overweight/obesity, endocrine disorders, cancer, malnutrition, cardiovascular diseases, gastrointestinal diseases and renal.

Preceptors credentials will be reviewed utilizing the Preceptor Application Form. The DI Program Director will evaluate to assure required credentials and professional standards are met and to schedule an initial visit to the Preceptor site.

An Affiliation Agreement must be signed by individuals with appropriate institutionally assigned authority in advance of placing interns in a preceptor site.

Both signed forms are required at the time of application for review and evaluation.

The DI Program Director will assist the intern when possible in locating rotation facilities near the Intern’s residence or original worksite, however it is not always possible to secure a rotation close to the intern’s residence. The intern must be willing and able to travel as needed. In such cases the interns will be responsible for any related travel costs.

**XI. ROLES AND RESPONSIBILITIES**

**PA WIC DI Program Director Responsibilities:**

- Assure compliance with the ACEND accredited DI program.
- Train preceptors on the expectations of their roles regarding core competencies, outcomes and activities.

- Maintain all documentation and paperwork required for the ACEND DI program.
- Resolve complaints, issues regarding performance and/or discipline as required.
- Coordinate all the interns with preceptor sites rotations to assure adequate number of hours are offered.
- Issue any pre or post assignments/modules needed to be completed.
- Communicate regularly with interns for feedback, issues and guidance. Visit preceptor sites as needed to observe rotation experience complies with ACEND standards.
- Monitor intern performance throughout the program.
- Enforce the responsibilities of the interns and preceptors
- Role model for all interns/preceptors.
- Provide necessary support to interns and preceptors as required.
- Coordinate with the preceptors the objectives, learning experiences and activities throughout the year.
- Assist and facilitate the negotiation of all contacts between the program and supervised practice sites.
- Recruit sufficient and appropriate preceptors.
- Serve as advocate for the intern when warranted.
- Communicate with ACEND when necessary.
- Compile all necessary information for continuous evaluation of the DI Program and document on the necessary Program Assessment Summary to be submitted to ACEND.
- Recruit conduct and document necessary Advisory Board Meetings for feedback and changes to the program to assure it meets the expectations of the program.
- Complete all necessary official forms, studies, reports, RD exam registration etc.... necessary for maintenance of the dietetic internship program.
- Develop new and/or modify current curriculum based on the ongoing achievement of intern learning outcomes, expected competence of the interns, program goals and changes impacting the dietetic practice.

### **Preceptor Responsibilities:**

Prior to the start of each rotation, it is the Preceptor's responsibility to assure that their rotation is well organized and complete so as to provide interns with a rewarding experience in a positive environment. Preceptors should review the intern's self - assessment to determine their strengths and weaknesses in the beginning of each rotation to better gauge their level of understanding and progress throughout the rotation. All rotations should commence with a review of the PA WIC DI Preceptor Orientation Checklist. Responsibilities should start out slowly to cover a few of your responsibilities and then progress throughout the weeks continuing to supervise the intern as they perform staff relief so that it continues to remain a learning experience while maintaining quality services. It is pertinent to role model in a professional and ethical manner at all times to include:

Role model in a professional and ethical manner at all times to include:

- Review of the PA WIC DI Preceptor Orientation Checklist.
- Be as detailed as possible when providing directions and instructions to interns and explain the expectations desired.
- Be punctual and available throughout each rotation.
- Communicate with interns issuing daily feedback and addressing any deficiencies along the way.
- Enforce DI policies and procedures as required.
- Maintain intern confidentiality.
- Assist the intern in developing the knowledge and skills required for entry level competence.
- Provide one on one guidance when required.
- Complete required Mid - Point and Final Evaluations and submit to the DI Program Director as soon as possible.
- Solicit feedback throughout the rotation to gain insight on how they feel they are progressing and what they need to meet the competency.
- Treat all interns with respect.

#### **Intern Responsibilities:**

- Contact Preceptors at least one (1) month prior to each rotation to assure all requirements for that rotation are met.
- Conduct themselves in a manner consistent with the Academy of Nutrition. and Dietetics Code of Ethics at all times.
- Be familiar with all policies and procedures.
- Complete all learning experiences, competencies, readings, assignments and projects by due dates.
- Be punctual and available at each rotation.
- Maintain an e-Portfolio organizing all projects according to each rotation.
- Maintain Supervised Practice Hour Logs and assure they are e-mailed to the DI Program Director by E.O.B **Monday** of the following week.
- Arrive at rotation sites prepared and properly dressed and groomed according
- Maintain confidentiality with all information discussed throughout the Internship.
- Check e-mail daily for assignments/forms that may be required to be completed as part of the program curriculum.
- Communicate with Preceptor and DI Program Director throughout each rotation.
- Maintain a positive attitude in all interpersonal interactions and communications with patients/clients, preceptors and DI program staff.
- Be acceptable to any program changes that may arise.
- Maintain a positive and hard-working attitude.
- Confine personal cell phones usage, including texts, to break and mealtimes unless assigned Preceptor has approved other arrangements.
- Respond to requests from Preceptors and DI Program Director efficiently and within a reasonable time frame.

- Communicate any changes to your schedule to the Preceptor and DI Program Director.
- Seek guidance when needed.
- Research as required.
- Contact Preceptor and DI Program Director IMMEDIATELY in the event Remedial assistance is required or circumstances beyond your control or emergencies.
- Always show respect for your Preceptors.

**PA DOH WIC DIETETIC INTERNSHIP WORKGROUP:**

The purpose of the PA WIC DI Workgroup is to present outcomes and solicit feedback from Board members regarding any changes/revisions to the program. The PA WIC Dietetic Internship Workgroup will consist of:

- Previous graduates
- Public Health Officials
- Current preceptors
- Other dietetic professionals

There will be at least two PA WIC Dietetic Internship meetings per year conducted by the DI Program Director.

**XII. INTERNSHIP SCHEDULE**

- The Internship schedule is forty-three (43) weeks total. Interns will participate in community supervised practice hours of the Internship for up to 24 hours per week and work in their respective jobs for the rest of the work week and forty (40) hours for the food service and clinical rotations.
- Didactic hours and Internship documentation (logs, reports, pre-requisite work assignments, evaluations) will require additional hours beyond the weekly twenty-four (24) or forty (40) hour Internship work week.
- Interns are expected to be present for each scheduled rotation, orientation, exit and training. If circumstances beyond an intern’s control (i.e., illness, car, trouble, illness or death of immediate family member) occur, the Preceptor may assist the intern to reschedule these experiences. There is no guarantee that these experiences can be made up without repeating the rotation, but every reasonable effort should be made.

**PA WIC DIETETIC INTERNSHIP ACADEMIC SCHEDULE**



<b>Rotation</b>	<b>Planned Program Length (in weeks)</b>	<b>Hours/Week</b>	<b>Days/Week</b>	<b>Hours/Day</b>
General Orientation/RD Review/Comm Orientation <b>(Alt Supervised Hours)</b>	1 week	37.5* <b>(1)</b>	5	7.5
Community/Public Health	20 weeks (24 hours/week)	<b>480</b>	3	8
Comm/PH Exit/FD Serv Orientation Farm Show Event <b>(Alt Supervised Hours)</b>	1 week	37.5* <b>(2)</b>	5 (Includes Farm Show Event) (2 days)	7.5
Food Service	8 weeks (40 hours/week)	<b>320</b>	5	8
Food Service Exit/Clin Orientation/ RD Practice Exam <b>(Alt Supervised Hours)</b>	1 week	37.5* <b>(2)</b>	5	7.5
Clinical	11 weeks (40 hours/week)	<b>440</b>	5	8
Clinical/DI Exit <b>(Alt Supervised Hours)</b>	1 week	37.5* <b>(5)</b>	5	7.5
<b>Total</b>	<b>43 weeks</b>	<b>1250 hours</b>		

Interns are required to complete a minimum of **1250** supervised practice hours (to assure all core competencies are completed) to graduate from the program. \*Orientations/Exits are mandatory as part of the PA WIC DI Program.

### **XIII. CURRICULUM AND LEARNING ACTIVITIES**

The PA WIC Dietetic Internship curriculum is built on core knowledge and competencies to ensure requisite knowledge and skills required of entry level Registered Dietitian Nutritionist. Student Learning Outcomes (SLO) are used to assess achievement and continuously update the program for effectiveness. Through the results of the SLO assessment, the plan can be evaluated and improved to enhance the quality of education provided.

Domain 1: Scientific and Evidence Base of Practice:

- Integration of scientific information and translation of research into practice.

Domain 2: Professional Practice Expectations:

- Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Domain 3: Clinical and Customer Services:

- Development and delivery of information, products and services to individuals, groups and populations.

Domain 4: Practice management and Use of Resources:

- Strategic application of principles of management and systems in the provision of services to individuals and organizations.

#### **XIV. SUPERVISED PRACTICE HOURS AND CURRICULUM**

The PA WIC Dietetic Internship requires a minimum of 1250 supervised practice hours to be completed and documented on the Daily Supervised Practice Hour Log over three rotations:

- Community Nutrition/Public Health
- Clinical Nutrition
- Food Service
- Additional competencies are completed through the mandatory supervised orientations and exit activities.

If possible, interns will complete the majority of the community nutrition/public health rotation in their local WIC agency where they are currently employed. During each rotation, interns will not be used to replace facility/site employees except when required to demonstrate competency learning activities. Preceptors will be expected to adhere to the planned suggested learning activities as provided by the DI program curriculum. If an alternate activity is used to meet the same core competencies, it must be documented on the Suggested Activity Form and submitted to the DI Program Director for approval prior to the start of the rotation.

For non-WIC interns they will complete the majority of the community nutrition/public health rotation in either a local agency or the state agency depending on the intern's location and preference.

#### **XV. EVALUATION/ASSESSMENT PROCESS**

- Intern Self - Assessment (prior to each/following each rotation) – By Intern
- Individual Activity Evaluation Rubrics – By Preceptor/DI Program Director
- Rotation Mid-Point Evaluation of Skills/Behavior – By Preceptor
- Preceptor/Supervised Practice Site Final Evaluation - By Intern
- Intern Final Rotation Evaluation of Skills/Behavior - By Preceptor

To pass a rotation, interns must have received an evaluation of satisfactory (Or avg of 3 or higher) for that rotation's competencies as well as to adhere to the AND Code of

Ethics. Failure to secure an average rating of 3 or conform to the AND Code of Ethics may result in remedial action.

## **XVI. SITE SELECTION/AFFILIATIONS**

Affiliation Agreements are required with institutions, organizations and agencies where interns are placed for supervised practice that meet the intern competencies and/or that involve the intern providing direct patient care and related tasks.

Affiliation Agreements must be signed by individuals with appropriate institutionally assigned authority in advance of placing interns in a preceptor site.

The process of establishing Affiliation Agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of agreement by both parties.

Affiliation Agreements delineate the following:

- Rights and responsibilities of both the WIC Dietetic Internship and supervised practice facility.
- Content and competencies covered in the supervised practice facility.
- Timing and length of the supervised practice experience
- Documentation that can be provided to the supervised practice site upon request (i.e. proof of health insurance, professional liability insurance, immunization).
- Affiliation procedures of importance such as terminating the agreement etc.
- Affiliation Agreements are signed by individuals with appropriate institutionally assigned authority in advance of placing students/interns.
- Maintenance of Affiliation Agreements includes annual review by the DI Program Director to ensure they have not expired, and the content is current.
- Affiliation Agreements are secured in the DI Program Director's office and will be made available for review by ACEND program reviewers as requested.

Affiliation Agreements are not required for PA State Agency sites or by mutual agreement between the program's institution and site/facility on waiving the requirement for a formal Affiliation Agreement in which case the program must support the waiver via email or letter.

A copy of the PA WIC Affiliation Agreement can be found on the PA WIC Dietetic Internship website.

## **XVII. GRADUATION AND PROGRAM COMPLETION REQUIREMENTS**

Graduation from the DI program will occur as long as there is successful completion of the following:

- A minimum of 1250 supervised practice hours are completed and documented on the Daily Supervised Practice Hour Log.

- All required documentation for each rotation has been submitted to Preceptors and DI Program Director following each rotation.
- The intern has completed all required assignments/rotations satisfactorily as assessed by the Preceptor and/or DI Program Director's grading process.
- The intern has no outstanding financials or negative circumstances pending with any rotation sites.
- The intern has demonstrated ethical and professional performance in accordance with the values of the Academy of Nutrition and Dietetics and has performed competencies as an entry-level practitioner through satisfactory completion of all scheduled supervised practice rotations with an overall grade of 3 or higher on all competencies.
- All required Daily Supervised Practice Hour Logs, evaluation forms, Intern self-assessments have been submitted by assigned due dates.

If an intern has not been able to complete the program within the required time frame, due to an authorized reason, the Internship may be extended to a maximum of sixty-five (65) weeks.

#### **XVIII. VERIFICATION STATEMENT**

- Upon completion of the program, the DI Program Director will provide the intern with an intern exit packet:
  - Complete the CDR Verification Statement.
  - Return the CDR copy to the DI Program Director on or before the Deadline so the DI Program Director can submit the original to CDR.
  - Intern should retain a Verification Statement Form, Student Copy for your records.
  - The Student Copy should be used if you have a name/address change AFTER you have submitted the original CDR copy to the DI Program Director.
  - DI Program Director will submit your Computerized Registration Eligibility Application to CDR.
  - CDR will send you a letter confirming your registration status approximately 2-3 weeks following the submission.
  - The DI Program Director will then verify completion of the program to the Commission on Dietetics Registration (CDR) and provide the intern with a verification statement which will make you eligible to take the Registration Examination of the CDR
  - If the intern does not successfully pass the CDR Registration Examination on the first attempt, the intern must retake the examination in ninety (90) day increments until the examination is passed or until authorization to sit for the examination has expired.
  - Failure to pass the CDR Registration Examination does not absolve the intern from the work commitment responsibility.
  - Authorization to take the examination expires after the test is taken one year after authorization.

- In order to help keep the DI program viable and allow for future continuous improvement, Graduates are encouraged to:
- Inform the DI Program Director of any name or address changes
- Sign the release form allowing the testing center to release individual test scores to the DI program
- Complete and return periodic program evaluations that are sent to Graduates of the WIC Dietetic Internship program.

## **XIX. POLICY AND PROCEDURES**

The PA WIC Dietetic Internship Handbook will be reviewed during orientation and will serve as the policies and procedures. This will allow the interns an opportunity to discuss and/or seek further clarification if required. At the end of orientation, interns will be required to sign the PA WIC Dietetic Internship Handbook Acknowledgement Form which will be kept in their intern file.

### **PROGRAM EMPLOYMENT RETENTION REQUIREMENT:**

Interns accepted into the program must sign a legally binding Intern Agreement with his/her local Agency/State office. This affirms his/her understanding that, upon successfully completing the Internship, he/she will continue to work with his/her respective local agency. The contract requires that an intern complete the required forty-three (43) weeks of supervised practice experience and complete a twenty-four (24) month work commitment with his/her current employer, to commence on the date of becoming credentialed. Interns will be responsible for reimbursing the local agency for any unfulfilled obligations pursuant to the Intern Agreement.

Interns who chose to leave or are dismissed from the Internship for any reason will be required to make restitution to their employer/local agency in accordance with the Intern Agreement.

No Internship-related expenses will be returned to an intern who leaves or is terminated from the Internship program. Upon receipt of notification of the reimbursement amount from his/her employer/local agency, the intern is required to remit payment in full.

If the intern leaves the dietetic Internship, he/she will reimburse the Local Agency for the rotation hours completed at a rate of \$25.00/hour

**Interns will be responsible for reimbursing the Local Agency for unfulfilled obligations pursuant to the intern contract.**

### **FINANCIAL AID AND COST TO INTERNS:**

Participation in the dietetic internship may allow college loans to be deferred. Also, because of the internship status, educational loans may be requested through the Academy of Nutrition and Dietetics (AND) or a lending institution. Financial aid is the responsibility of the dietetic intern.

PA WIC DI interns who are employed by the Commonwealth and/or PA WIC Local Agency will continue to receive their full salary and fringe benefits while completing the internship. Dietetic interns do not receive stipends in addition to their salaries provided by their employer. Interns must provide their own transportation, laptop, and internet service. When WIC funds are available, the intern's local agency may assist the intern with WIC-allowable expenses such as lodging, travel, conference fees, books, etc., but this is not an expectation. See table below for estimated costs to interns. These are subject to change at any time.

At the completion of the internship, the intern is required to provide the twenty-four (24) month work commitment at the Local WIC Agency-employed Intern's current place of employment from the date of becoming credentialed as a Registered Dietitian.

#### **Non-WIC Employees or College Students:**

Non-WIC employees/college students will be held to the same high standards as the PA WIC employed interns but are not entitled to a salary or fringe benefits. For this reason, they will not be required (per Intern Contract) to pay back time to their assigned local WIC agency supervised practice site upon graduation.

#### **ATTENDANCE, VACATIONS, ANNUAL, HOLIDAYS AND SICK LEAVE REQUIREMENTS:**

It is the intern's responsibility to be punctual in showing up to the internship every day at their assigned starting time. Lateness is unacceptable. However, if a circumstance should avail, it is **IMPERATIVE THAT THE INTERN CALL** their Preceptor as soon as possible to inform them of the lateness and perceived time of arrival. Depending on the circumstances it is the right of the Preceptor to exclude the intern from the learning activity only to be scheduled later for make-up.

Although the hourly schedule will vary between various internship rotations, interns should expect to be at a site a minimum of 40 hours per week and involved in assignments for another 5-10 hours per week. Also, at times, weekend and evening attendance at various sites may be required for successful completion of all competencies and objectives.

**NOTE: Additional time or travel for Internship duties WILL NOT be compensated for anything above and beyond the intern's standard and regular work week.**

Punctuality is monitored by Preceptors and is reflected on the Intern's evaluation. If there is a frequency of lateness, the intern will be counseled by the DI Program Director. Failure to correct the lateness issue could result in failure of that rotation or discharge from the DI program. Any failed rotations must be repeated to receive credit for supervised practice hours.

It is the responsibility of the intern to assure they attend all assigned rotations, trainings and other events scheduled as part of each rotation. However, there are circumstances beyond the intern's control that may occur preventing an intern from attending (i.e., illness, death of a family member) and therefore require leave. In those cases, the Preceptor and DI Program Director at their convenience, will work with that intern to re-schedule approved missed time.

If approved leave is taken during any time associated with the Internship, a sick leave request form must be completed and submitted to their immediate supervisor.

Personal leave for other than medical, bereavement, or emergency reasons must be cleared prior with the DI Program Director. Interns aware of needed time off for any reason, must inform the DI Program Director IMMEDIATELY. All absences related to supervised practice experiences need to be rescheduled at the time that is mutually acceptable and agreed upon by the site Preceptor and intern. Possible solutions to make up the hours may include extension of a scheduled day or working on an unscheduled day.

Holiday schedules for each preceptor site must be obtained and submitted to the DI Program Director at least one month in advance to confirm required supervised hours can be completed. Additional hours have been accounted for to allow makeup for potential holidays throughout the Internship. The DI Program Director will work with you to assure your schedule meets the required supervised practice hours for each rotation.

**NOTE: If a preceptor site is closed for any reason (holiday, in climate weather etc.) but your local agency WIC site is open, the intern is required to report to their local agency WIC site for work.**

#### **Communication:**

It is each intern's responsibility to check their email daily for assignments or information that may be required as part of the DI program. It is for this reason that current email addresses and phone numbers must be provided and updated as changes occur to the DI Program Director. Use of personal cell phones is restricted to breaks and meal periods.

While working on the Dietetic Internship time, personal cell phones use is prohibited except for times of emergency.

It is the intern's responsibility to avoid discussion of confidential information with anyone except Preceptor.

Interns are required to have their own lap top computer (with MS Word and PowerPoint programs), printer and access to the internet at all times throughout the program.

**NOTE: Submitted work assignments may be verified utilizing Plagiarism detector software.**

**Completion of Internship/Rotation Hours:**

Interns must successfully complete the supervised practice experience component of documenting a minimum of 1250 supervised practice hours within forty-three (43) weeks from commencement of the Internship, unless an extension is granted and with an overall rating of 3 or higher. The exception, if an extension should be granted for circumstances beyond an Intern's control and approved by the DI Program Director.

If the intern does not successfully complete a rotation, the DI Program Director will determine whether the intern will require remedial Instruction, supplemental work or repeating the rotation. The intern may be issued and therefore must complete any supplemental work and/or the repeated rotation to the satisfaction of the Preceptor and DI Program Director before preceding to the next rotation.

If the intern does not complete the repeated rotation, the intern may be subject to additional remedial instruction, disciplinary action or termination.

**Internship Extension Requests:**

An Intern may request an extension of time beyond the 10 months allotted for the Internship for hardship cases. Examples of hardship include, but are not limited to: illness of intern, illness or death of a family member, personal problems. The following procedures must be followed:

- Interns submits a written request for an extension of time to the DI Program Director.
- A committee comprised of DI Program Director, DI Program Administrator, Local Agency WIC Director and WIC Chief Executive Officer will review the request.
- The intern will be notified of the decision of the committee.



**Remedial Instruction:**

Throughout the dietetic internship, preceptors, interns and the DI Program Director will assess progress to assure interns are meeting the ACEND supervised practice competencies. During these evaluations, interns receive feedback from preceptors. Interns are required to obtain a satisfactory (3 or higher) on all activities to complete each rotation. If the evaluations reveal that the intern is not progressing as expected, formulation of a remedial plan may be necessary. The Preceptor in conjunction with the DI Program Director may request that the intern repeat various required competencies/assignments/ activities under this remedial plan if performance is below the required expectation. The remedial plan should also include any past performance issues.

The remedial plan should outline the areas of concentration to be reviewed with the Intern and signed validating understanding of the plan and importance of remediation in order to continue in the program. Supplemental activities and/or work assignments with deadlines as well as resources and tutors may be necessary as part of the remedial plan.

Tutorial assistance is available and will be provided throughout the Dietetic Internship by request or as a result of assessment of individual needs.

The remedial plan will be placed in the intern's file and reviewed regularly with the intern. The remedial plan should also include a timeline for evaluation of the intern's progress as well as information regarding failure to meet the remedial plan expectations which could include repeating the rotation, probation or dismissal from the program. (See XXI: Disciplinary Action)

Interns with minimal chance of success in the DI program shall be counseled into career paths that are appropriate to their ability. PA WIC will counsel the Intern on various Commonwealth job classifications/available job postings for which the intern would qualify and could apply. In addition, PA WIC will be able to direct the intern to local WIC agencies who may have positions available for which the intern would qualify.

**Attire and Appearance:**

Interns are required to maintain a professional image at all times throughout the Internship by being appropriately dressed and well-groomed, and by following the dress code for each rotation site. Interns should determine the appropriate dress code per rotation from the Preceptor. While serving in hospital affiliations, interns will wear business attire and lab coat, or dress as assigned by that facility. No jeans, revealing clothing, form fitting leggings, short skirts, bare shoulders, bare midriffs, or athletic wear is allowed.

Hairstyles should be neat and require minimal management while on duty. Males should be clean shaven and have beards neatly trimmed. During foodservice

rotations, hairnets and beard guards will be worn and nail polish or artificial nails are forbidden. Piercings are not allowed with the exception of lower lobe close to the ear and should be removed. Fragrances (perfume etc....) should be minimized for the comfort of patients. Site directors and Preceptors have the right to determine if the attire worn is consistent with requirements.

Interns who are not appropriately dressed may be denied permission to remain on duty and must make up missed time at the consent of the Preceptor.

### **Insurance Requirements:**

#### **Professional Liability Insurance:**

Interns are required to maintain current professional liability insurance throughout the Internship. Interns should contact their employer to assure they have professional liability and obtain a copy to provide to the DI Program Director. If an intern does not have professional liability Insurance, it is their responsibility to obtain it. Information for Liability insurance is as follows:

[www.academymemberinsurancesite.com](http://www.academymemberinsurancesite.com)

or

1-800-503-9230

Proliability is a large liability insurance company powered by Mercer. They pride themselves on providing the most comprehensive coverage available with competitive prices. Look for the “Nutritionist Practitioners’ Professional Liability Insurance” plan.

Proliability has received enormously positive reviews from dietitians and offers members of the Academy of Nutrition and Dietetics discounted prices.

#### **Health Insurance:**

Interns are required to maintain health insurance throughout the Internship. For this reason, evidence of the intern’s current health insurance card must be provided to the DI Program Director once accepted into the program. In the event an intern’s health insurance changes during the course of the Internship, the intern is required to provide the DI Program Director with the new insurance card. Any health care fees incurred, as well as transportation costs are the responsibility of the Dietetic Intern.

#### **Automobile Insurance:**

Automobile insurance must be maintained throughout the Internship. Evidence of current automobile insurance must be provided to the DI Program Director once accepted into the Internship program.

Upon expiration, interns are required to provide a copy of the new policy.

### **Liability for Safety in Travel to and From Facility Supervised Practice Sites:**

Interns are responsible to provide their own transportation to and from practice sites. Public transportation may not be available, so interns must provide his/her own vehicle. The Commonwealth of Pennsylvania does not assume liability for interns travel during the course of the dietetic internship program. Interns are responsible for following all Pennsylvania Vehicle Code regulations.

### **Injury or Illness While in a Facility for Supervised Practice:**

Interns who encounter an injury or illness during supervised practice activities must report the injury or illness to the Preceptor and intern's supervisor immediately following the incident. Failure to report it within the required time frame (varies by agency) may jeopardize coverage. Fees incurred, as well as transportation costs (if necessary) are the responsibility of the intern. In the event it is determined that the fees incurred as a result of the injury is not compensable under his/her employer's worker's compensation insurance, the cost of treatment and other related testing and medical and/or health care shall be the responsibility of the intern. Cost for medical equipment borrowed from any facility and not returned may affect graduation requirements.

### **Drug Testing /Clearance Check Requirements:**

Dietetic Interns will be required to complete and provide all Clearances at General Orientation. However, interns may be required to obtain additional clearances and drug testing before attendance is permitted at rotation sites. Interns are responsible for costs associated with these requirements prior to the start date of each rotation. It is the responsibility of the intern to assure that all specific requirements are met prior to each rotation. The DI Program Director will support the facility if they reject an intern whose criminal background and/or drug screen is of concern.

### **Health Status/Medical Clearance/Certifications:**

Prior to beginning of the Internship program, interns will be responsible for providing the following to the DI Program Director. However, some rotation sites may require additional documentation and/or test/immunizations. In those cases, it will be the responsibility of the intern to fulfill all requirements prior to the start of each rotation.

- Employment Physical Examination Form from personal physician
- TB skin or Chest X-ray
- Proof of Tdap vaccination
- Measles, mumps and rubella vaccination (documentation of two doses or MMR titer)
- Proof of varicella vaccination or Varicella titer (Note: history of disease is not acceptable)
- Hepatitis B vaccine series or documentation of decline (Only declinations for documented medical reasons verified by physician will be accepted)
- Seasonal Flu shot

- Any other requirements of the rotation facility

Intern physicals must be conducted by the intern's primary care provider. Rotation sites may have specific medical forms that have to be taken to the Primary Care Provider to be completed. Therefore, it is important to check with each rotation site at least two (2) months prior to fulfilling this requirement.

**NOTE: Interns who do not provide medical information will not be allowed to start the Internship.**

Some sites may require additional medical tests/vaccinations. Interns are responsible for the cost and must provide documentation to that site for any testing required at least one month prior to beginning that rotation.

Facilities have the right to refuse access when an intern's health status does not meet its employee standard of health.

### **Program Withdrawal and Refunds**

Interns have the right to withdraw from the program at any time. An intern who wishes to withdraw is to notify the DI Program Director in writing to include effective date.

Interns that chose to leave the Internship at any time, will be required to make monetary restitution to their employer. Interns who are dismissed from the Internship at any time during the program will be required to make monetary restitution to their employer in accordance with the contract.

No Internship-related expenses will be returned to an intern who leaves or is terminated from the Internship program. Upon receipt of notification of the reimbursement amount from his/her employer, the intern is required to remit payment in full.

Every effort should be made to meet with the DI Program Director and local supervisor to work with the intern to maintain active intern status.

### **HIPAA:**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers. Interns may need to attend additional training at various sites if required.

Any information that could relate to a patients/client's identity must be removed on any assignments if submitted for evaluation purposes or filed in journals.

### **Protection of Privacy:**

The DOH WIC Dietetic Internship Program protects intern's privacy. Therefore, access to intern files will be limited to the intern, DI Program Director and other designated internship personnel. Preceptors may have access only to those areas for which they are responsible for evaluation purposes. In cases where the Intern's performance may be called into question, files may be shared with select WIC personnel to determine status of the intern as it relates to eligibility to continue in the DI Program.

DOH will provide all interns with a secure site to access, download information and forward required projects/assignments. This will be obtained using their own User ID and Password. This will protect the identity of each intern's information.

Personal information regarding the intern may only be released outside the WIC Dietetic Internship Program with the written consent of the intern, except to verify employment or intern's status or if affiliated with investigatory, regulatory or other legal obligations.

Personal records for all dietetic interns will remain on file in the DOH WIC Central Office. Information regarding interns or related to Accreditation status will remain in the Central Office Indefinitely.

Interns may have access to their files. Interns who desire to have access to their files must submit a request in writing to the DI Program Director. The DI Program Director will have thirty (30) days following receipt of the request to set up a meeting to allow the intern to access the records.

### **XX. INTERN SUPPORT SERVICES: Limited English Proficiency (LEP) Services**

The Department of Health, Women, Infant and Children Takes reasonable steps to accommodate persons with Limited English Proficiency to assure equal opportunity to engage in our services, activities and programs. Therefore, to ensure meaningful communication and opportunities, language assistance is offered through the Propio language services. For additional information regarding this service please contact the DI program Director at (717) 941-9207

### **Americans with Disabilities Act**

The Americans Disability Act allows civil rights protection to individuals with disabilities in all areas of public life, including jobs, school, transportation and all public and private places that are open to the public.

Employment and Internship discrimination are prohibited against “qualified individuals with disabilities”. An individual is considered to have a “disability” if she/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. These must substantially limit major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself and working.

A qualified individual with a disability is a person who meets the required legitimate skills, experience, education, or other requirements of an employment position that she/he holds or seeks, and whom can perform the “essential functions” of the position with or without reasonable accommodation. Essential functions of the job are those core duties that are the reason the job position exists. Requiring the ability to perform “essential” functions assures that an individual with a disability will not be considered unqualified because of her/his inability to perform marginal or incidental job functions.

Applicants who apply to the Internship must meet all the same qualifications as those without a disability.

Employers are not required to lower quality or quantity standards as an accommodation.

An employer is only required to accommodate a known “disability” of a qualified applicant. If the intern does not request an accommodation, the employer is not obligated to provide one except where an individual’s known disability impairs her/his ability to know of, or effectively communicate a need for, an accommodation that is obvious to the employer.

A “reasonable accommodation” is any modification or adjustment to a job, the job application process, or the work environment that will enable a qualified applicant with a disability to perform the essential functions of the job, participate in the application process, or enjoy the benefits and privileges of employment.

Examples of “reasonable accommodations” include making existing facilities readily accessible to, and usable by, employees with disabilities; restructuring a job; modifying work schedules; acquiring or modifying equipment; and reassigning a current employee to a vacant position for which the individual is qualified. If a requested accommodation would create an undue hardship, the employer must engage in an interactive process to determine whether other accommodations are available that would enable the individual to perform their job.

Any individual with a disability requiring an accommodation must otherwise be “qualified” and the disability must be known to the employer. In addition, an employer is not required to make accommodation if it would impose an “Undue hardship” on the operation of its business. “Undue hardship” is defined as an “action requiring significant difficulty or expense” to the employer when considered in light

of a number of factors. These factors include the nature and net cost of the accommodation needed in relation to the size, resources, nature, and structure of the employer's operation.

Interns in need of an accommodation for a disability must inform the DI Program Director of their disability, along with providing medical documentation, prior to the commencement, along with their request for "reasonable accommodation that if granted, will allow them to successfully fulfill all the Internship requirements.

A person who believes he or she is being discriminated against by a state or local government should first try to educate officials involved about the ADA's requirements. Individuals may also file a complaint with the Department of Justice. Complaints must be filed within 180 days of the alleged discrimination. Complaints should be sent to the following address:

U. S. Department of Justice  
Civil Rights Division  
Disability Rights Section  
P. O. Box 66738  
Washington, D.C. 20035-6738

#### **Counseling and Testing Services:**

Dietetic Interns who require assistance during the program should contact the DI Program Director for guidance and/or referrals as soon as possible. Dietetic Interns will not be required to disclose confidential details for the need for assistance. The DI Program Director needs to be aware if they are intended to support interns while completing the DI program.

The DI Program Director will make every effort to ensure confidentiality in the event counseling and/or referrals are required for community resources. Staff from throughout DOH are aware of and utilize community agencies that offer a multitude of programs/referrals such as mental health, substance abuse, domestic violence, financial resources based on needs.

#### **RDN Exam Review Guides:**

##### **Printed Materials**

**Inman Seminars RD  
Continuing Education**  
[www.inmanassoc.com/](http://www.inmanassoc.com/)

\$385

CD with material from review course, plus a review manual. (OR can take 2-day in person course.)

##### **Breeding and Associates**

[www.rdexam.us](http://www.rdexam.us)

\$250

Review book with review cards.

### **Academy of Nutrition and Dietetics**

[www.cdrnet.org](http://www.cdrnet.org)

Free

Detailed outline of study topics, as well as a handbook for registering for the exam.

### **Dietitian Exam Secrets Study Guide (and e-book)**

<http://www.mo-media.com/rd/>

\$40

Study guidebook. Includes sample test questions but doesn't state how many.

### **Registered Dietitian Exam Practice Questions**

<http://www.amazon.com/Registered-Dietitian-Exam-Practice-Questions/dp/1621201732>

\$9.99 - e-book; \$19.99 -hard copy

Book of sample questions with explanations.

### **Computer Programs**

#### **Visual Veggies Software**

<http://visualveggies.com/>

\$179.99-199.99

Practice exam on CD or downloaded to computer. Over 700 questions broken up by domain.

#### **iTunes Apps**

Several apps: Registered Dietitian Exam, Dietitian, Registered Dietitian Test, RD Now Flash Cards, RD Practice Exam To Go.

Free-\$179.99

Looks primarily like testbanks. Some have no review and don't appear to be utilized much. Others look like older apps that haven't been updated in a year or two.

### **Online Courses**

#### **Academy of Nutrition and Dietetics—Student Exam Prep**

<http://advance.captus.com/ada/step/default.aspx>

\$200 for member, \$250 for non-member (For 90 days. 4-week extensions are \$50.)

900 questions with rationales for correct answers.

#### **Breeding and Associates**

[www.breedingandassociates.com](http://www.breedingandassociates.com)



\$30-\$200 (subscription options range from 1 month to 1 year) Online practice exam. 600 questions from 6 domains.

### **MedPreps.com**

<http://www.medpreps.com/practice-tests/rd-practice-test/>

\$30-\$60 (subscription options range from 1-3 months)

Test bank of 3,000 questions. Not specifically a RD site; has test banks for a variety of medical fields.

### **Review Classes**

#### **Inman Seminars RD**

Continuing Education

[www.inmanassoc.com/](http://www.inmanassoc.com/)

\$385/2-day course offered throughout U.S. (OR can order all course material on CD with review manual.)

#### **Breeding and Associates**

[www.breedingandassociates.com](http://www.breedingandassociates.com)

\$499.99 (if receive materials at class), \$525 (if receive materials immediately)

3-day workshop offered throughout U.S. OR

\$380 for on-site exam review program, study guide manual and unlimited on-line exam access for 6-months.

### **Flash Cards**

#### **RD in a Flash**

<http://www.rdinaflash.com/>

\$127

630 flash cards with sample questions from RD exam.

#### **Breeding and Associates Breeding and Associates**

[www.rdinaflash.com](http://www.rdinaflash.com)

\$100

Over 600 flash cards with questions on critical concepts.

#### **Registered Dietitian Exam Flashcard Study System**

<http://www.amazon.com/Registered-Dietitian-Flashcard-Study-System/dp/1610728041>

\$75-106

Flash cards with explanations to answers.

**Health Services:**

All Dietetic Interns are required to carry Health Insurance. Changes to the current health insurance are to be communicated to the DI Program Director immediately along with a copy of the new health insurance card.

**Complaint Process:**

When an intern/preceptor has a complaint, all efforts should be made to handle it internally with the intern/preceptor of that rotation. If it cannot be resolved within the rotation site, the complaint/grievance should be brought to attention of the DI Program Director by submitting a signed explanation of the complaint.

It will be the responsibility of the DI Program Director to investigate and determine the credibility of the complaint. The DI Program Director will then offer a resolution which may include a conflict resolution meeting between parties to resolve. The DI Program Director should provide a written response to the grievance within 10 days of receipt.

If the issue remains unresolved to the satisfaction of the intern/preceptor, the complaint should be brought to the attention of the WIC Bureau Director who will determine an outcome/plan of action.

All formal complaints will be maintained on file for seven years.

Interns should follow the above steps for processing complaints. Interns may submit complaints related solely to ACEND accreditation standards to ACEND, ONLY AFTER ALL AVENUES HAVE BEEN EXHAUSTED. In that case, the signed complaint should be complete to include the ACEND Core Competency Number (CRDN) along with detailed information regarding specifics for the complaint.

**ACEND Contact Information:**

Accreditation Council on Education for Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
800/877-1600 Ext 5400  
Fax: 312/899-4817  
E-mail: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
Website: [www.eatrightpro.org/ACEND](http://www.eatrightpro.org/ACEND)

The PA WIC Dietetic Internship Program is responsible for maintaining a record of all complaints related to the program and must be available upon request by ACEND.

**XXI. DISCIPLINARY ACTION:  
Warnings & Termination**

Any performance, behavior or attitude that appears inappropriate should be brought to the attention of the assigned Preceptor and/or DI Program Director IMMEDIATELY. It will be the responsibility of the DI Program Director to address remediation unless the action is grievous enough for immediate dismissal. Reporting to work while under the influence or with a firearm or weapon is strictly prohibited.

**Formal Warnings**

Issues or problems regarding below standard performance, behavior or attitude will be discussed by the DI Program Director and Preceptor. A formal written warning outlining the specifics and required remedial changes and/or expectations will be issued to the intern as well as intern's file. Continuation will result in a second warning which will also be distributed to the intern, Preceptor and intern's file. The DI Program Director will set up a remedial plan as well as issue to intern for review and signature. Weekly meetings will be held with both Preceptor and intern to determine compliance or direction with the intern's remedial plan or significant improvement.

**Termination**

Failure to correct identified performance, behavior and attitude could result in termination. When it is determined that insufficient signs of corrective action have taken place, despite formal warnings, the DI Program Director will hold a final Internship termination conference to notify the intern both verbally and in writing that he/she is being terminated from the program. An appeal can be forwarded to the WIC Bureau Director who will provide final resolution.

An intern who has been terminated for inappropriate performance, behavior or attitude will not be considered for future Internship placement with Department of Health. Information regarding the dismissal will then be communicated to the Academy of Nutrition and Dietetics and the Commission on Dietetic Registration to determine if the intern can be accepted into any other accredited programs in the future.

Examples of inappropriate behavior include, but are not limited to:

- Chronic tardiness/Absences
- Chronic Failure to be prepared for rotations
- Insubordination
- Theft or pilferage
- Unethical or unprofessional behavior at sites, trainings or conferences

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

## **XXII. CODE OF ETHICS**

The Academy of Nutrition and Dietetics (AND) and its credentialing agency the Commission on Dietetic Registration (CDR) believe it is in the best interest of the profession and public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues and other professionals.

The Code of Ethics for the Nutrition and Dietetics Profession was recently updated to the 2018 version.

### **2017 ACEND Core Competencies Dietetic Internship**

#### **Domain 1**

1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice. Competencies Upon completion of the program, graduates are able to:

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

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

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

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

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

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

#### **Domain 2**

2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice. Competencies Upon completion of the program, graduates are able to:

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

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

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

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

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

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

### **Domain 3**

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations. Competencies Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

#### **Domain 4**

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

Competencies Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Resource: ACEND 2017 Standards of Dietetic Internships

**Preamble:**

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner support and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code

applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

**Principles and Standards:**

**1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

**2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

### **3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

### **4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to



enhance health and nutritional status while protecting the public.

### **Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.<sup>1</sup>

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.<sup>1</sup>

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.<sup>2</sup>

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.<sup>2</sup>

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.<sup>3</sup>

**Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”<sup>4</sup>

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.<sup>2</sup>

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals<sup>1</sup> and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.<sup>1</sup>

### **References:**

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
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Any Questions about the PA DOH WIC Handbook should be directed to the DI Director

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