

PENNSYLVANIA DEPARTMENT

OF HEALTH WIC

DIETETIC INTERNSHIP

PROGRAM

HANDBOOK



Revised September 2024

CONTENTS

I. ACEND ACCREDITATION

II. PHILOSOPHY

III. MISSION

IV. ACADEMY OF NUTRITION AND DIETETICS REGISTRATION REQUIREMENTS/STATE LICENSURE REQUIREMENTS

V. APPLICATION REQUIREMENTS

VI. SELECTION CRITERIA FOR INTERNS

VII. PROGRAM ACCEPTANCE/REJECTION NOTIFICATION

VIII. EXCEPTIONS TO ELIGIBILITY/DIETETIC INTERNSHIP

IX. PA DOH WIC DI PROGRAM TIMELINE

X. FINANCIAL AID AND COSTS TO THE INTERN

XI. PA WIC INTERN AGREEMENT

XII. SUPERVISED PRACTICE SITES AFFILIATION AGREEMENTS

XIII. PRECEPTOR/TRAINING/REQUIREMENTS

XIV. INTERNSHIP EXPERIENCES

XV. ROLES AND RESPONSIBILITIES

XVI. PA DOH WIC DIETETIC INTERNSHIP ADVISORY BOARD:

XVII. INTERNSHIP SCHEDULE

XVIII. CURRICULUM AND LEARNING ACTIVITIES

XIX. SUPERVISED PRACTICE HOURS AND CURRICULUM

XX. EVALUATION/ASSESSMENT PROCESS

XXI. GRADUATION AND PROGRAM COMPLETION REQUIREMENTS

XXII. VERIFICATION STATEMENT

XXIII. POLICY AND PROCEDURES

Program Employment Retention Requirement

Financial Aid and Cost to Interns

Attendance, Vacations, Annual, Holidays and Sick Leave Requirements

Completion of Internship/Rotation Hours

Assessment of Prior Learning

Internship Extension Requests

Remedial Instruction

Attire and Appearance

Insurance Requirements

Injury or Illness While in a Facility for Supervised Practice

Drug Testing /Clearance Check Requirements

Health Status/Medical Clearance/Certifications

Program Withdrawal and Refunds

HIPAA

Protection of Privacy

XXIV. INTERN SUPPORT SERVICES

RDN Exam Review Guides/Resources

XXV. COMPLAINT PROCESS

INDEX ctn.

XXVI. DISCIPLINARY ACTION

XXVII. CODE OF ETHICS

2022 ACEND Core Competencies Dietetic Internship

Code of Ethics for the Nutrition and Dietetics Profession

I. ACEND ACCREDITATION

The Pennsylvania (PA) Department of Health (DOH) Women, Infants and Children (WIC) Supplemental Nutrition Program Dietetic Internship (DI) Program has Accreditation by the Accreditation Council on Education for Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (AND). The PA DOH WIC DI Program is a distance, pre-select, intern-identified, supervised practice/experiential learning 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
Website: www.eatrightpro.org/ACEND

II. PHILOSOPHY

The PA DOH WIC DI Program provides an opportunity for PA WIC employees who have met the eligibility requirements for Registered Dietitian Nutritionists (RDN) 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 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 approximately 237 clinics. For this reason, the DI Program is a distance, pre-select intern-identified, supervised practice/experiential learning program. The PA DOH WIC DI Program and participating local agencies are vested and committed to mentoring PA WIC employees to overcome financial, geographical, and personal barriers by affording them the opportunity to attain credentialing status through the ACEND Accreditation Dietetic Internship Program.

NOTE: PA DOH WIC DI program may be opened to college graduate students if vacancies exist. If vacancies exist, the PA DOH WIC DI Program will consider eligible applicants using Dietetics Inclusive Centralized Application Service (DICAS) and the computer Match (D & D Digital) process for the spring match. PA DOH WIC DI Program will post the number of open positions on their PA DOH WIC DI Program page of its website.

[ACEND Accredited Dietetic Internship \(pa.gov\)](http://www.padoh.gov/ACEND-Accredited-Dietetic-Internship).

III. MISSION

The mission of the PA WIC DI 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 DI Program - GOAL 1: Graduates of the PA DOH WIC DI Program 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 nutritionists 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 48 weeks (150% of the program length).
- 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 DI Program - GOAL 2: Graduates of the PA DOH WIC DI Program will 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.

- Employer surveys reflect that 80% of Employer respondents would be willing to hire additional PA WIC DI graduates.

IV. 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. Graduate degree from an Accredited University (USDE), which includes a master's degree, practice doctorate, doctoral degree (e.g., Ph.D., Ed. Dor. D.Sc.), or equivalent foreign degree. Graduate degree can be in any major or field of study.
2. Completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD).
3. A Verification Statement
4. 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)
5. Passed the national examination administered by the Commission on Dietetic Registration (CDR). For more information regarding the exam: www.cdrnet.org
6. 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 PA DOH WIC 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). Student membership is **REQUIRED** for the PA DOH WIC 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).

State Licensure Requirements:

While State interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited academic program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including supervised practice and examinations, needed to obtain a dietetics license. More information about state licensure and certification can be found at this link: [State Licensure](#).

V. APPLICATION REQUIREMENTS:

A graduate degree includes a master's degree, practice doctorate or doctoral degree (e.g., PhD, EdD, or DSc), or equivalent foreign degree. Graduate degree can be in any major or field of study.

The ACEND September 2024-2025 class, and classes moving forward, will be the first class subject to ACEND's new graduate degree requirement.

Individuals are encouraged to review the Frequently Asked Questions (FAQs) produced by the Commission on Dietetic Registration (CRD) here: [Graduate Degree Registration Eligibility Requirement FAQ October 2022.pdf \(cdrnet.org\)](#)

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.
- Graduate degree from an Accredited University (USDE) which includes a master's degree, practice doctorate, doctoral degree (e.g., Ph.D., Ed. Dor. D.Sc.), or equivalent foreign degree. Graduate degree can be in any major or field of study.
- Completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited [Didactic Program in Dietetics \(DPD\)](#).
- An original Verification Statement indicating completion of an ACEND accredited Didactic Program in Dietetics.
- A minimum of 2.6 GPA or higher.
- Official transcripts from all universities or colleges attended (photocopies are not acceptable) must be submitted.
- For a foreign degree, validation that is equivalent to a bachelor'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: [Commission on Dietetic Registration \(cdrnet.org\)](#)

- A letter of recommendation from each of the following:
 - o 1 from college/university professors/instructor or additional work reference (Preferably supervisor).
 - o 1 from the Nutrition Education/Outreach/Breastfeeding Coordinator /Manager in the agency in which the applicant is employed or if non-WIC employee an additional work/personal reference.
 - o 1 from your director in the agency in which the applicant is employed or if non-WIC employee, one from another college/university professor/instructor.
- Signed Affiliation Agreement for Community Rotation Site.
- Signed/Completed Community Preceptor Application.

- Note: Please review minimum criteria for rotation site preceptors in the PA DOH WIC DI Program Handbook or on website.
- Verification of applicant's job performance as satisfactory or better. Submit a copy of the most recent Employment Performance Evaluation/Review. Applicant is free of any discipline within the past 12 months up until application deadline date.
- Personal Statement Guidelines consist of no more than 1,000 words typed in Times New Roman (12 pt) and double spaced. In your personal statement address the following items:
 - Why do you want to enter the dietetics profession?
 - The applicant's experiences that have helped them prepare for their career in Community Nutrition/Public Health field.
 - The applicant's short term and long-term professional goals for participating in the PA DOH WIC DI Program.
 - 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.

Note: Make sure your name appears in the upper right corner of the page header.

- A reliable laptop computer, email address and internet service.
- Completed PA DOH WIC DI Program Application.
- Completed PA DOH WIC DI Program 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 January 17, 2025. Incomplete application packets will not be considered. All submitted information will not be returned and becomes property of PA DOH WIC Program.

**PA Bureau of WIC Dietetic Internship Program
 Department of Health
 625 Forster Street
 7th Floor West/ Health & Human Services Building
 Harrisburg, PA 17120-0701
 (717) 783-1289**

***NOTE: If insufficient PA WIC applicants, PA DOH WIC DI Program may utilize DICAS to fill vacant positions. Vacant open positions will be posted on PA WIC DI Program website.**

VI. SELECTION CRITERIA FOR INTERNS:

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

- Professional Activities
- Work Experience in Dietetics/Nutrition
- Personal Statement
- Letters of Recommendation
- Interview Process

VII. PROGRAM ACCEPTANCE/REJECTION NOTIFICATION:

PA DOH WIC DI Program Acceptance/Rejection letters will be e-mailed to applicants using the e-mail address on the application packet. Applicants who are accepted into the program are required to notify the PA DOH WIC DI Program Director in writing regarding their acceptance/rejection within the specified amount of time to avoid having the Internship position re-assigned. If the intern does not respond within the specified period, the intern will lose placement in the program.

The intern will be required to sign and date the Commonwealth drafted Intern Agreement with their employer of their local agency. Any changes requested to the Commonwealth Intern Agreement must be approved by PA DOH WIC. Allow several weeks for PA DOH WIC Legal approval.

VIII. EXCEPTIONS TO ELIGIBILITY/DIETETIC INTERNSHIP

The PA DOH WIC DI Program has 12 intern positions. The positions are pre-selected for PA WIC employees. If vacancies exist, the PA DOH WIC DI Program will consider eligible applicants using DICAS and the computer Match (D & D Digital) process for the spring match. PA DOH WIC DI Program will post the number of open positions on their PA DOH WIC DI Program page of its website (<https://www.pawic.com/ACENDInternship.aspx>). Costs for non-WIC employees/college students includes a PA DOH WIC DI Program 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 DI Program are not 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.dnndigital.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, this institution is prohibited from discriminating on the basis of race, color, religious creed, sex (including gender identity and sexual orientation), political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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
(866) 632-9992
or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

IX. PA DOH WIC DI PROGRAM TIMELINE:

(NOTE: Anticipated timeline of required action milestones; may be subject to change)

Timeline	REQUIRED ACTION
November 13, 2024	Open House
January 17, 2025	Applications due
March 1, 2025	Applicant Notification due date
March 15, 2025	Selected candidates' decision due date
Mid-Late March 2025	Email pre-orientation packets/issue pre-requisite work assignments
Late May 2025	Pre-orientation materials/work assignments due to DI Director
Mid-September 2025	Internship commences
Late April 2026	Internship wrap-up
TBD	Graduation

November 13, 2024:	Open House
January 17, 2025:	Deadline for applications (see section V).
March 1, 2025:	Selected candidates' notification due date
March 15, 2025:	Selected Candidates' decision date
Mid/Late-March 2025:	Mail or email pre-orientation packets/issue pre-requisite work assignments.
Late May 2025:	Pre-orientation material/Work assignments due to the PA DOH WIC DI Program Director
Mid-September 2025:	Internship commences
Late-April 2026:	Internship wrap-up
TBD:	Graduation

X. 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 DOH 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. Student membership to the Academy of Nutrition and Dietetics (AND) is **REQUIRED** for the PA DOH WIC DI Program.

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.

NOTE: Interns are required to pay for the RDN credentialing exam even if subsequent efforts are required to pass the exam. The RDN credentialing exam fee will only be covered for the exam the intern has passed. Interns will be required to provide proof of passing the exam in order to submit for reimbursement of costs.

ESTIMATED INTERN COSTS	
Application Processing Fee (non-refundable)	\$50.00
Tuition Fee (PA WIC employees Local and State)/Tuition (Non-WIC employees) (non-refundable)	\$3,500.00/8,500.00
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 (If required to attend)	\$500-\$1,000
Housing Costs (if required to relocate)	\$5,600/\$8,000
Background Check	\$50-\$100
Drug Screen or Vaccines	\$10-\$250
Lab Coat/Nonskid Shoes/Appropriate Attire Per Site	\$100-\$150
Student AND Membership	\$58.00 – \$100.00
Laptop Computer/Color Printer	\$1,500.00
Wireless Internet	\$400
Parking	Varies
FNCE Conference Fee	\$2,000.00
Physical Exam/Vaccines	Varies w/ Insurance
Food Costs	\$2,400
Automobile Insurance	\$500-\$1,000
Registration Examination	\$200.00
eNCPT Subscription (student)	\$35.00
Calculator	\$20.00-\$30.00
SERV Safe Certification	\$125.00
EHR Go Subscription or Other Platforms Required	\$65.00 - \$100.00
Total Cost Estimated	\$18,613-\$28,505

XI. PA WIC INTERN AGREEMENT

Prior to beginning the Internship, the PA WIC intern must sign a legally binding PA WIC Intern Agreement with his/her employer that is approved by PA DOH WIC. This affirms the Intern's understanding that upon successfully completing the Internship and passing the RDN exam, the Intern will be required to continue to work with the Intern's respective employer for the requisite period of time as stated in the PA WIC Intern Agreement. The PA WIC Intern Agreement requires that an intern

complete the required supervised experience and complete an established work commitment with the Intern's current employer, to commence on the date of receipt of credentialing status as a Registered Dietitian Nutritionist.

Interns will be required to schedule the RDN credentialing exam every ninety (90) days from date of receipt of verification statement and subsequently there after until they become RDN credentialed within the one year and ninety (90) days following receipt of the dietetic internship Verification Statement.

NOTE: Interns will be required to reimburse their employer for unfulfilled obligations pursuant to the PA WIC 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 a PA WIC Intern Agreement since they are paying the higher cost for the internship and will not be given a salary during the duration of the internship.

XII. SUPERVISED PRACTICE SITES AFFILIATION AGREEMENTS

PA WIC is fortunate to have access to 67 Pennsylvania (PA) counties and 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 PA DOH WIC 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 PA DOH WIC 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 DOH WIC has developed a standard Affiliation Agreement that must be signed by the affiliation rotation site and the PA DOH WIC DI Program for an intern to proceed with their supervised practice. Any changes requested to the PA DOH WIC Affiliation Agreement or use of another Affiliation Agreement must be approved by PA DOH 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 PA DOH WIC DI Program 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.
- Maintenance of all affiliation agreements includes annual review by the PA DOH WIC DI Program Director to ensure they have not expired, and the content is current.
- Affiliation agreements are secured in the PA DOH WIC 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.

A copy of the PA DOH WIC Affiliation Agreement can be found on the PA DOH WIC DI Program website.

XIII. 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 preceptors are required to complete Preceptor Training prior to supervising an intern. At this time all training is being held virtually for preceptors. A Preceptor Manual has been developed and appears on the PA DOH WIC DI Program 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.

The majority of the professional work settings hours spent in the major rotations must be completed onsite (Community/PH, Food Service and Clinical Rotations) and in the same physical location. **More than 50% of the total supervised hours in the major rotations (Community, Food Service and Clinical) need to be completed with the intern and the preceptor in the same physical location.**

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 and must meet state licensure/certifications requirements 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 must meet state licensure/certification requirements with 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 minimum of Certified Dietary Manager, Certified Food Protection Professional (CDM/CFPP), or School Nutrition Association (SNA) Certificate.

NOTE: A Preceptor Application must be completed and approved by the PA DOH WIC 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, and/or sites as assigned by PA DOH WIC DI Program Director/Preceptor.

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

The food service rotation must be in a health care or school foodservice facility to be consistent with the progression and inclusion of the life cycle. An educational facility must be in good standing with the Department of Education as it relates to the National School Lunch Program and a health care facility must be accredited and/or licensed by the Council on Quality and Leadership in Support for people with Disabilities or by The Joint Commission (TJC), Det Norske Veritas (DNV), Healthcare Facilities Accreditation Program (HFAP) or other approved national accreditation organization or state agency.

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

An acute care, long-term care or facilities for individuals with developmental disabilities must be accredited and/or licensed by the Council on Quality and Leadership in Support for people with Disabilities or by The Joint Commission (TJC), Det Norske Veritas (DNV), Healthcare Facilities Accreditation Program (HFAP) or other approved national accreditation organization or state agency.

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 to include:

Disease States:

Overweight/Obesity

Diabetes

Oncology

Cardiovascular Disease

Gastrointestinal Disease

Renal Disease

Enteral/Parental Nutrition

Populations:

Adults

Geriatric

Adolescents

Developmental Disabilities

NOTE: Exceptions may be granted on a case-by-case basis with justification issued to the PA DOH WIC DI Program Director for approval. In the case of an exception, the PA DOH WIC DI Program Director is responsible for assuring that core competencies are met, and suggested activities are completed.

XIV. 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, older adults, and people with developmental disabilities.
- **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 PA DOH WIC DI Program Director will evaluate to assure required credentials and professional standards are met and to schedule an initial visit to the Preceptor site when required.

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

Both a signed community rotation affiliation agreement and preceptor application are required at the time of application for review and evaluation.

Affiliation Agreements and Preceptor Applications for both the food service and clinical rotation will be required at the time the pre-orientation checklist is required.

The PA DOH WIC DI Program Director will assist the intern, 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.

XV. ROLES AND RESPONSIBILITIES:

PA DOH 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 and keep current all documentation and paperwork required for the PA DOH WIC 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 and preceptors 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 PA DOH WIC 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, assessments, Continuous Quality Improvement (CQI) and 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 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 DOH 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. Interns are not to take the place of staff employed at sites and /or utilized to accommodate staff shortages. It is always pertinent to role model in a professional and ethical manner to include:

The preceptor and intern need to be in the same physical location at least 50% of the time. It is always pertinent to role model professionally and ethically to include:

- Review of the PA DOH WIC DI Preceptor Orientation Checklist.
- Be as detailed as possible when providing directions and instructions to interns and explain the expectations desired.
- Assure Interns have appropriate time and resources needed to complete required activities by due dates.
- Interns should not be scheduled to work in place of regular staff throughout the rotation.
- Be punctual and available throughout each rotation.
- Communicate with interns issuing daily feedback and addressing any deficiencies along the way.
- Enforce PA DOH WIC 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 PA DOH WIC 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.
- Document hours that the Intern is not in the same physical location as the Preceptor.

Preceptor information can be found on the PA WIC Dietetic Internship website under the Preceptor Information tab.

Intern Responsibilities:

- Maintains a satisfactory performance from date of application through credentialling.
- Contact Preceptors at least one (1) month prior to each rotation to assure all requirements for that rotation are met.
- Always conduct themselves in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics.
- 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 PA DOH WIC DI Program Director by E.O.B **Monday** of the following week.
- Arrive at rotation sites prepared and properly dressed and groomed according to the facilities requirements.

- 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 PA DOH WIC 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 PA DOH WIC DI Program Director efficiently and within a reasonable time frame.
- Communicate any changes to your schedule to the Preceptor and PA DOH WIC DI Program Director.
- Seek guidance and clarification when needed.
- Familiarity with writing research papers according to APA guidelines.
- Be capable and knowledgeable on researching for evidenced based information for all assignments. Assuring all assignments reflect current and trusted evidenced based practices and information.
- Contact Preceptor and PA DOH WIC DI Program Director IMMEDIATELY in the event remedial assistance is required or circumstances beyond your control or emergencies.
- Always show respect for your Preceptors.
- Study RDN Exam resources throughout the Program to facilitate and pass the RDN credentialing exam within one year of first attempt.
- Comply with Intern Agreement.

XVI. PA DOH WIC DIETETIC INTERNSHIP ADVISORY BOARD:

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

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

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

XVII. INTERNSHIP SCHEDULE

The Internship schedule is thirty-two (32) weeks total. Interns will participate in community, food service and clinical supervised practice hours of the Internship for up to 40 hours per week.

- Didactic hours and Internship documentation (logs, reports, pre-requisite work assignments, evaluations) will require additional hours beyond the weekly 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 (e.g., 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.

2025-26 PA WIC DI ACADEMIC CALENDAR

Rotation	Planned Program Length (in weeks)	Hours/ Week	Days/ Week	Hours/ Day	Start Date
General Orientation/RD Review/Comm Orientation (Alt Supervised Hours)	1 week	37.5* (2.5) Legislative (1) Code of Ethics (1) Comm Self Assess (.5)	5	7.5	9/15/2025
Community/Public Health	6 weeks (40 hours/week)	240	5	8	9/22/2025
Comm/PH Exit/Food Service Orientation (Alt Supervised Hours)	1 week	37.5* (1) Post Comm Self Asses (.5) FS Self Assess (.5)	5	7.5	11/3/2025
Food Service	8 weeks (40 hours/week)	320	5	8	11/10/2025
**Internship Break	1 week			0	11/24/2025
** Internship Break	2 weeks			0	12/22/2025
Food Service Exit/Clinical Orientation (Alt Supervised Hours)	1 week	37.5* (2) NFPE (1) Post FS Self Assess (.5) CI Self Assess (.5)	5	7.5	1/26/2026
Clinical	11 weeks (40 hours/week)	440	5	8	2/02/2026
Clinical/DI Exit/ RD Practice Exam (Alt Supervised Hours)	1 week	37.5* (3.5) Resume (1) PDP (1) Interview (1) Post CI Self Assess (.5)	5	7.5	4/20/2026
Graduation					TBD
Total	32 weeks	1009 hours			

* Orientations/Exits count for 9 hours of supervised practice hours. Interns are required to complete a **minimum of 1009 hours supervised practice hours and all activities** to graduate from the program.

**The interns will have two scheduled breaks at which time they will be required to work in their respective agencies or at the current rotation site to “make up” required hours or to allow presentation of additional didactic trainings that may be required.

XVIII. CURRICULUM AND LEARNING ACTIVITIES

The PA DOH WIC DI Program curriculum is built on core knowledge and competencies to ensure requisite knowledge and skills required of an entry level Registered Dietitian Nutritionist. Core Competency Assessment Table is used to assess achievement and continuously update the program for effectiveness. Through the results of the Core Competency Assessment Table, 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.

Domain 5: Leadership and Career Management:

- Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

XIX. SUPERVISED PRACTICE HOURS AND CURRICULUM

The PA DOH WIC DI Program requires a minimum of 1009 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 PA DOH WIC 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 PA DOH WIC 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, preference and program operational availability.

XX. EVALUATION/ASSESSMENT PROCESS

To pass a rotation, interns must have received an evaluation of satisfactory as well as a 3 or higher for each competency as well as to adhere to the AND Code of Ethics. Failure to secure a rating of satisfactory plus a 3 or higher as well as conform to the AND Code of Ethics may result in remedial action.

- Intern Self – Assessment (prior to each/following each rotation) – By Intern
- Individual Activity Evaluation Rubrics – By Preceptor/PA DOH WIC 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

XXI. GRADUATION AND PROGRAM COMPLETION REQUIREMENTS

Graduation from the PA DOH WIC DI program will occur if there is successful completion of the following:

- A minimum of 1009 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 PA DOH WIC DI Program Director following each rotation.
- The intern has completed all required assignments/rotations satisfactorily as assessed by the Preceptor and/or PA DOH WIC 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 (as determined by the DI Director) of all scheduled supervised practice rotations. And all competencies.

- All required Daily Supervised Practice Hour Logs, activities, evaluation forms, intern self-assessments have been submitted by assigned due dates.

XXII. VERIFICATION STATEMENT

Upon completion of the PA WIC DI Program:

PA DOH WIC DI Program Director will verify your Commission on Dietetic Registration (CDR) Registration Eligibility Processing System (REPS) demographic information and upload necessary documents into the CDR REPS site for CDR approval.

- Six original DI Verification Statements will be issued to each graduate.
- Intern will be required to provide a DI Verification Statement to verify DI eligibility status.
- Once approved, Interns will receive an email from CDR confirming their eligibility and an Authorization to Test email from Pearson VUE within 48 hours. The Authorization to Test email will allow the candidates to schedule and pay for their examinations with Pearson VUE.
- 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.
- To help keep the PA DOH WIC DI program viable and allow for future, continuous improvement, graduates are encouraged to:
 - Inform the PA DOH WIC DI Program Director of any name or address changes.
 - Sign the release form **allowing the Pearson VUE testing center to release individual test scores to the PA DOH WIC DI program.**
 - Complete and return periodic program evaluations that are sent to Graduates of the PA DOH WIC DI program.

XXIII. POLICY AND PROCEDURES

The PA DOH WIC DI Program Handbook will be reviewed during general 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 DOH WIC DI Program 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 PA WIC local agency. The contract requires that an intern complete the required thirty-two (32) weeks of supervised practice experience and complete an established work commitment with his/her current employer, to commence on the date of becoming credentialed. Interns will be responsible for reimbursing the PA WIC local agency for any unfulfilled obligations pursuant to the Intern Agreement.

Interns who choose to leave or are dismissed from the Internship for any reason will be required to make restitution to their employer/PA WIC 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/PA WIC local agency, the intern is required to remit payment in full.

If the intern leaves the dietetic Internship, he/she will reimburse the PA WIC local agency for the rotation hours completed at a rate of \$25.00/hour.

Interns will be responsible for reimbursing the PA WIC local agency for unfulfilled obligations pursuant to the intern contract.

Financial Aid and Cost to Interns:

Participation in the PA DOH WIC DI Program 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 DOH WIC DI Program 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 above 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 an established work commitment at the PA WIC local agency in which the Intern is currently employed from the date of becoming credentialed as a Registered Dietitian.

NOTE: Needs based tuition assistance is available. Please contact the DI Director for more information.

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 PA WIC local 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. Tardiness is unacceptable. However, if a circumstance should avail, it is IMPERATIVE THAT THE INTERN CALL his or her Preceptor as soon as possible to inform them of the tardiness 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 a number of additional hours per week. Also, at times, weekend and evening attendance at various sites/events may be required for successful completion of all competencies and objectives as well as required scheduled meetings.

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 tardiness, the intern will be counseled by the PA DOH WIC DI Program Director. Failure to correct the tardiness issue could result in failure of that rotation or discharge from the PA DOH WIC 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 PA DOH WIC 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 PA DOH WIC DI Program Director. Interns aware of needed time off for any reason, must inform the PA DOH WIC 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 PA DOH WIC DI Program Director at least one month in advance to confirm required supervised hours can be completed. Additional hours have been accounted for in order to allow makeup for potential holidays throughout the Internship. The PA DOH WIC 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 PA WIC local agency site is open, the intern is required to report to their PA WIC local agency 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 PA DOH WIC DI program. It is for this reason that current email addresses and phone numbers must be provided and updated as changes occur to the PA DOH WIC DI Program Director. Use of personal cell phones is restricted to breaks and meal periods.

While working on the PA DOH WIC DI Program 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 laptop computer (with Microsoft Office programs), printer and access to the internet always 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 by documenting a minimum of 1009 supervised practice hours as well as satisfactory completion of all activities within thirty-two (32) weeks from commencement of the Internship.

The intern may be issued and therefore must complete any supplemental work and/or the repeated rotation to the satisfaction of the Preceptor and the PA DOH WIC DI Program Director before preceding to the next rotation.

Assessment of Prior Learning:

The PA WIC Dietetic Internship Program does not assess or issue credit for prior learning or competence.

Internship Extension Requests:

Interns may request an extension to complete the internship not to exceed forty-eight (48) weeks from commencement of the internship, such requests to be reviewed by the DI Director.

Remedial Instruction:

Throughout the PA DOH WIC DI Program Internship, preceptors, interns, and the PA DOH WIC 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 PA DOH WIC 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 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 PA DOH WIC DI Program 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 PA DOH WIC DI Program shall be counseled into career paths that are appropriate to their ability. PA DOH WIC Program Leadership Team and the PA DOH WIC Program DI Director 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 always maintain a professional image 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 the food service 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 PA DOH WIC DI Program Director. If an Intern does not have professional liability Insurance, it is their responsibility to obtain it.

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 PA DOH WIC DI Program Director once accepted into the program. In the event an Intern's health insurance changes during the Internship, the Intern is required to provide the PA DOH WIC DI Program Director with the new insurance card. Any health care fees incurred, as well as transportation costs are the responsibility of the PA DOH WIC Program Intern.

Automobile Insurance:

Automobile insurance must be maintained throughout the Internship. Evidence of current automobile insurance must be provided to the PA DOH WIC 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 PA DOH WIC DI 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 PA DOH WIC 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 PA DOH WIC DI Program Internship, Interns will be responsible for providing the following to the PA DOH WIC 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)
- Proof of COVID-19 vaccine 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 PA DOH WIC 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/PA WIC local agency in accordance with their signed PA WIC 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, the Intern is required to remit payment in full.

Every effort should be made to meet with the PA DOH WIC 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 U.S. 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 PA DOH WIC DI Program protects intern's privacy. Therefore, access to Intern files will be limited to the Intern, PA DOH WIC DI Program Director, and other designated PA DOH WIC Program 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 PA DOH WIC DI Program.

PA DOH WIC DI Program 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 PA DOH WIC DI 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 PA DOH WIC Program Interns will remain on file in the PA DOH WIC Central Office at 625 Forster Street, Harrisburg, PA 17132. 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 PA DOH WIC DI Program Director. PA DOH WIC 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.

XXIV. 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 an interpretive language service provider. For additional information regarding this service please contact the PA DOH WIC DI program director at 717-783-1289.

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 who 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:

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

The PA DOH WIC 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/Resources:

PA DOH WIC DI program does not endorse any examination preparation program or offering. We encourage prospective credentialed practitioners to use a variety of resources that reflect their learning styles and needs. Purchasing a certification preparation product is NOT required and PA WIC does not guarantee that an individual will pass based on the purchase of a certification preparation product. Following is a list of just some of the resources available to interns. The resource guide will be updated as programs and updates are made available for use.

Printed Materials:

Inman Seminars RD Continuing Education

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.breedingandassociates.com

\$250 - \$270.00

Exam Study Manual

Academy of Nutrition and Dietetics 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/>

\$39.99

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

Computer Programs

Visual Veggies Software <http://visualveggies.com/>

\$182.75 – 425.00 - Package features vary.

Study Suite Desktop.

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 test banks. 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—Eatright Prep

<https://www.eatrightprep.org/#rd-link>

\$199.99 for a 3- month subscription

Provides several hundred questions with rationales for correct answers and 5 practice exams.

Breeding and Associates

www.breedingandassociates.com

\$50-\$100 (subscription options range from 1 month, 3 month or 6 months) Online practice exam. 500 sample 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/unlimited practice tests.

Has test banks for a variety of medical fields including RDNs.

Review Classes (Manual & live course):

Inman Seminars RD Continuing

Education

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

\$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.

Nutrostudy RD Exam Preparation

-4-day extensive course review, including 6 hours Mock exam. covers more than 34 hours of live review on Metabolism, MNT and medications, Foodservice and system management, Food Science, research, and community. Cost \$385

-live session on various concepts: Cost: \$35 per session live, each session lasts 2:45-3 hours.

-Weekly free sessions on various topics, you can join us on Facebook. Admission: free

Nutrostudy Rd Exam Study Group-Live Sessions

<https://www.facebook.com/groups/1028731947300718>

<https://rd-exam-nutrostudy-live-sessions.teachable.com/>

Flash Cards:

Dietitian in a Flash

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

\$96.00

630 flash cards with sample questions from RD exam.

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.

Podcasts:

RD Exam Made Easy Podcast www.jananicholl.com

Listen on Apple Pocket, Spotify, Sittcher

A free review of RD concepts through storytelling, case studies, examples, and experiences

XXV. 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 PA DOH WIC DI Program Director by submitting a signed explanation of the complaint.

It will be the responsibility of the PA DOH WIC DI Program Director to investigate and determine the credibility of the complaint. The PA DOH WIC DI Program Director will then offer a resolution which may include a conflict resolution meeting between parties to resolve. The PA DOH WIC 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 PA DOH 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
Website: www.eatrightpro.org/ACEND

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

XXVI. DISCIPLINARY ACTION:

Warnings & Termination

Any performance, behavior or attitude that appears inappropriate should be brought to the attention of the assigned Preceptor and/or PA DOH WIC DI Program Director IMMEDIATELY. It will be the responsibility of the PA DOH WIC 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 PA DOH WIC 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 PA DOH WIC 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 PA DOH WIC 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 PA DOH 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 PA DOH WIC DI program shall be counseled into career paths that are appropriate to their ability.

XXVII. 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.

2022 ACEND Core Competencies Dietetic Internship

Domain 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: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

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

CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5: Incorporate critical-thinking skills in overall practice.

Domain 2

Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4: Function as a member of interprofessional teams.

CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines.

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

CRDN 2.7: Apply change management strategies to achieve desired outcomes.

CRDN 2.8: Demonstrate negotiation skills.

CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10: Demonstrate professional attributes in all areas of practice.

CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13: Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3

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

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

CRDN 3.1: Perform Medical Nutrition Therapy by utilizing Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2: Conduct nutrition focused physical exams.

CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).

CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8: Design, implement and evaluate presentations to a target audience.

CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12: Deliver respect, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4

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

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

CRDN 4.1: Participate in management functions of human resources (such as hiring training and scheduling)

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

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement and quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

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

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

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

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

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

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5

Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

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

CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.

CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4: Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5: Demonstrate the ability to resolve conflict.

CRDN 5.6: Promote team involvement and recognize the skills of each member.

CRDN 5.7: Promote others.

CRDN 5.8: Identify and articulate the value of precepting.

Resource: ACEND 2022 Standards of Dietetic Internships

Code of Ethics for the Nutrition and Dietetics Profession

 Academy of Nutrition
and Dietetics

Effective Date: June 1, 2018

**Commission
on Dietetic
Registration**

 the credentialing agency for the
Academy of Nutrition
and Dietetics

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.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

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

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.²

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

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."⁴

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.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121
2. Academy of Nutrition and Dietetics Definition of Terms List. June 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. www.eatrightpro.org
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Any Questions about the PA DOH WIC Handbook should be directed to the PA DOH WIC DI
Program Director

Mary Ann Tonrey MS, RDN, LDN

PA-Bureau of WIC

625 Forster Street

7 West, Health & Human Services Building

Harrisburg, PA 17120

c-mtonrey@pa.gov

717-783-1289