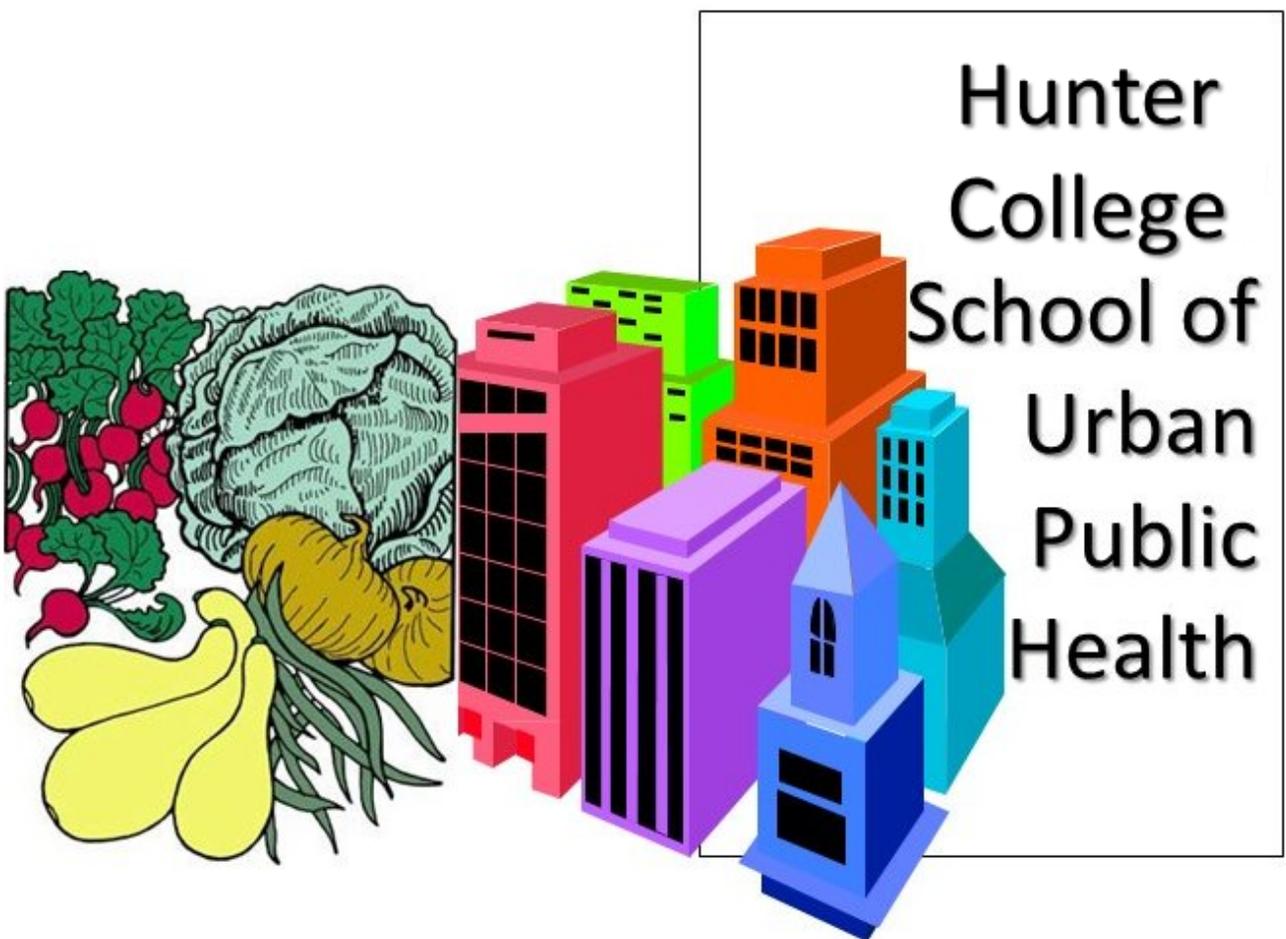


# Hunter College

## Dietetic Internship Policy and Procedure Manual 2019 - 2020



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## Introduction to the Dietetic Internship Program

The dietetic internship (DI) is a supervised practice program that enables graduates to establish eligibility to write the registration examination for dietitians and to apply for active membership in the Academy of Nutrition and Dietetics (AND). The DI provides a minimum of 1,200 hours of supervised practice experience to meet the competencies for entry-level dietitians and the standards of education set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting arm of AND. Eligibility for acceptance into the DI includes completion of a baccalaureate degree and an AND-approved Didactic Program in Dietetics (DPD). Additional information about the Academy may be obtained from <http://www.eatright.org>

## Accreditation Statement

The Dietetic Internship in the program in Nutrition and Food Science at the CUNY School of Urban Public Health at Hunter College is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 216 W. Jackson Blvd., Chicago, IL 60606-6995, (312)-899-5400.

## Dietetic Internship Program Mission Statement

The mission of the Dietetic Internship (DI) Program is to provide students with a rigorous, high quality educational and supervised practice experience, which will prepare them as competent and effective dietetic practitioners with a focus in urban public health and community nutrition.

The DI Program provides interdisciplinary practicum and didactic experiences that will prepare dietetic interns to attain entry-level competencies in nutrition therapy, food service systems management, community nutrition, and public health nutrition. Dietetic interns will develop ethical values consistent with professional health care and abide by codes of practice while practicing within diverse multiethnic urban communities.

This mission is further encapsulated in our values statement, which is:

### **We value:**

Diversity

Life-long learning

An interdisciplinary approach to healthcare

Socially and ecologically sustainable food systems

The Goals of the DI Program are to:

1. The program will prepare interns to be competent entry-level dietitians, with a specialty in community and public health nutrition.

Objectives:

- At least 80% of interns complete program requirements within 13.5 months.
- Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- A minimum of 80% of program graduates will indicate that they are satisfied that the Dietetic Internship prepared them for employment.
- 90% of Dietetic Interns will achieve an overall intern performance rating of good to very good from preceptors for all entry-level competencies.
- 90% of employers will indicate that program graduates are well-prepared for positions in entry-level dietetics.
- 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months 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%.

2. Program graduates will be prepared to actively address the changing health needs of society, and to address the unique needs of metropolitan areas such as New York City.

Objectives:

- A minimum of 80% of program graduates will indicate that they received good or excellent preparation in community/public health nutrition.
- 90% of Dietetic Interns and graduates will become involved in professional organizations, such as the Academy of Nutrition and Dietetics, Dietetic Practice Groups, local chapters, and/or the American Public Health Association.

## Professional Code of Ethics

### **Policy**

Interns will adhere to the Academy of Nutrition and Dietetics Professional Code of Ethics.

### **Procedures:**

Interns will become familiar with the Professional Code of Ethics distributed and discussed in Orientation (see also DI Handbook).

Interns will discuss ethical issues in classes and with preceptors in order to understand their application to each specific setting.

Interns will especially be careful about patient confidentiality (see: Health Insurance Portability and Accountability Act (HIPAA)). No patient names or defining initials or other defining information shall be used in class assignments or case studies. Discussions about patients will be limited to closed meetings and classrooms without visitors.

## Confidential/Privileged Information Guidelines for Dietetic Interns

### **Policy:**

It is the policy of the program in Nutrition and Food Science, the School of Urban Public Health (and all of the internship sites) to use and maintain all sensitive, privileged or restricted information in a strictly confidential manner. Confidential/privileged information includes, but is not limited to, sensitive and/or proprietary information concerning general departmental business or administration, student information, patient medical information, employee information or any other restricted information, data or material in any form.

### **Procedure:**

All dietetic interns shall comply with the provisions of this policy and are prohibited at any time during or after their participation in the Dietetic Internship Program from inappropriately accessing, using in any way, revealing or otherwise disclosing either directly or indirectly sensitive, privileged or restricted information, data or material of a confidential nature as defined in the policy statement above.

Dietetic interns may access, use, maintain, reveal or otherwise disclose confidential/privileged information only in the performance of their duties and responsibilities, for legitimate business related to the school district, hospital, or community setting and with prior appropriate management approval. **Avoid discussions of this nature in public areas such as cafeterias, corridors, elevators, etc., where your conversation may be overheard. Use discretion in handling written communications concerning patients / clients information.**

It is the responsibility of each dietetic intern to strictly adhere to this policy. Interns violating this policy are subject to corrective action, up to and including immediate dismissal.

A dietetic intern who knows or becomes aware of a violation of this policy is obligated to make immediate full disclosure to the internship director of knowledge of any deliberate or inadvertent breach of confidentiality by himself or herself or any employee of the facility.

**Note:** It is the responsibility of all preceptors to inform their dietetic interns regarding the use of confidential or privileged information.

## Statement of Non-Discrimination

### **Equal Opportunity in Selection of Dietetic Interns**

#### **Policy:**

The Dietetic Internship supports the policy of equal opportunity and Affirmative Action as set forth by Hunter College and the Board of Trustees of the City University of New York. The Department of Nutrition and Food Science of The CUNY School of Urban Public Health will fill dietetic intern positions with qualified individuals, without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity or expression, marital status, disability, genetic predisposition or carrier status pregnancy, childbirth or related conditions, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

## **Procedure:**

Hunter College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence in its student admissions, employment, access to programs and administration of educational policies.

Any student who is discriminated against on the basis of any of these attributes will be afforded due process in accordance with Section 15.3 of the Student Disciplinary procedures.

Information regarding ethnicity and sex is voluntarily provided by students only for purposes of statistical reporting.

No intern will be denied entrance into the DI based on race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

## **Admission Criteria & Selection Process**

Students must meet the following criteria to be admitted to the Hunter College Dietetic Internship.

- Verification of completion of AND Didactic Program in Dietetics requirements
- Completion of an application in the DICAS and the D&D Digital matching systems

All completed applications are read, reviewed and the highest rated applicants are then ranked for matching.

Factors that will determine the ranking of students include:

1. Quality of the personal statement
2. GPA – general and DPD and science courses
3. Recommendations
4. Employment / Volunteer Experience
6. Honors, awards, activities
7. Interview or meeting during an Open House event

Completed applications submitted to DICAS and D&D Digital by the application deadline, and demonstrating compliance with all application requirements, will be reviewed by the internship selection committee.

Applicants who meet admissions requirements will be chosen for computer matching, and ranked according to the criteria above.

Interns will be notified of their match to the DI via the D&D Digital website.

Matched interns must contact the DI Director to accept their placements by the deadline on Appointment Day. Failure to do so may result in the loss of placement.

## Distance Dietetic Internship Option

### **Policy:**

The Hunter College Dietetic Internship offers a distance learning option.

This track is especially intended to include non-traditional interns who might find it difficult to participate in a conventional dietetic internship, but who never-the-less show potential as Registered Dietitians.

### **Procedure:**

Distance interns must live within a two-hour commuting radius of the Hunter College Campus. This is essential because, along with other interns, the distance interns will attend orientation and the weekly intern seminar, as well as participate in various activities on campus.

Distance interns must be able to locate supervised practice sites equivalent to those currently utilized in the program, including Medical Nutrition Therapy (in-patient care), Food Service Management, and Community/ Public Health Nutrition. Curriculum and evaluation materials will be provided by the internship.

### Supervised practice sites

Supervised practice sites must be reviewed by the Dietetic Internship Director prior to starting the internship. All sites will be required to sign an affiliation agreement with Hunter College prior to accepting interns for supervised practice.

Application / matching will be via the DICAS and D&D Digital computer match process with a separate match number.

## Wait List for Alternates

Applicants who are selected for the match list, but are not ranked highly enough to match to the program, and who have not matched to any other programs, shall comprise the Wait List for Alternates, and remain so in the order in which they were ranked. In the event of an intern being unable to accept a placement, or dropping out early in the program (before the end of September), an alternate from the wait list will be contacted and offered the vacated position. Should the first alternate decline the position, the next ranked person will be contacted and so on until the position is filled.

## Maintenance of Dietetic Intern Records

### **Policy:**

Dietetic Intern records, including transcripts and DPD Verification Statements for admission, rotation schedules and DI Verification Statements at completion will be kept indefinitely.

### **Procedure:**

A file will be created for each dietetic intern at the time at which they accept a match into the internship. Application materials previously received from each intern will be reviewed and placed into their respective files. Materials will specifically be inspected for presence of all

academic transcripts with degrees conferred as appropriate, and DPD statements with correct information. If complete information has not yet been received, incoming interns will be contacted and requested to provide this. Interns will not be allowed to begin rotations until they have provided all the required documents to the DI Director.

This procedure will be communicated to prospective interns in the program's application materials, and to incoming dietetic interns in the introductory materials sent to them prior to their arrival at the internship. It will be reiterated in the Dietetic Intern Handbook they receive on the first day of orientation.

The following documents will be retained on file for all Dietetic Interns

- DPD Verification Statement
- Official Transcript(s) with degree(s) conferred
- Application materials and contact information
- Insurance information
- Health verification and documentation
- Rotation schedules
- Evaluations
- DI Verification Statements
- RDE Misuse Statement
- Name/Address Verification Form

## Liability & Medical Coverage for Dietetic Interns

### **Policy:**

All dietetic interns are required to obtain professional liability insurance and medical insurance prior to starting the Dietetic Internship Program.

### **Procedure:**

Dietetic interns are responsible for securing their own professional liability insurance and medical insurance for coverage during the course of the Dietetic Internship Program, even though most sites are covered by their affiliation agreements with CUNY.

All dietetic interns will provide proof of professional liability insurance and medical insurance coverage prior to the start of the Dietetic Internship Program.

Professional liability insurance can be obtained through Proliability/Mercer Consumer, for which AND members can use the organization's discount. This is only option, and there are many others. This example should not be understood as an endorsement. It is required that each dietetic intern has a policy that covers a minimum of \$1,000,000 each incident/\$3,000,000 aggregate.

If a dietetic intern is injured or becomes ill while on duty, he/she will be treated at the nearest emergency care center at the intern's expense.

Dietetic interns are responsible for their own safety in travel to and from assigned rotations during the course of the Dietetic Internship Program.

## Confidentiality of Dietetic Intern Records

### **Policy Statement:**

Board of Trustees guidelines and the Federal Education Rights and Privacy Act (FERPA) of 1974 permit only specific information concerning current and former students to be made available to those parties who have a legitimate interest in the information.

No information from the dietetic intern's personnel record, other than name, job title and an inclusive date of study is to be released without written consent of the intern or a court order. The personnel record may be examined only by the intern and by faculty/preceptors of the Dietetic Internship who are or could become responsible for supervision of the intern.

Dietetic intern records that are protected include all reports of disciplinary action (including records of oral and written warnings), all performance evaluations and supporting documentation, and attendance and employee health records.

### **Access to Confidential Records Procedure**

By filing a letter with the Nutrition Program an intern or former intern may request that any or all of the above information not be released without the intern's prior written consent. This letter may be completed, withdrawn or modified at any time.

Interns may have access to their records by submitting a request in writing to the DI Director. The Director will inform the interns when and where records may be inspected. Faculty/preceptors are permitted to review the personnel records of their dietetic interns.

**Note:** It is the responsibility of all preceptors to inform their dietetic interns of this policy and to adhere to it. It is the responsibility of the Dietetic Internship Director to administer this policy.

## Student Photo Identification

### **Policy:**

An initial Photo ID will be issued to all enrolled students free of charge. The student photo I.D. will allow entrance and use of the college library and other facilities. All students are required to show their Hunter College Photo ID at all times when entering the college and transacting college business. Although Hunter College maintains an open school policy, students entering the campus are required to present their current ID to gain access. A replacement ID will be available at a nominal fee. Appropriate identification will be required before issuing a student I.D.

### **Procedure:**

Students obtain their ID card, the Hunter OneCard, in the beginning of the semester in the West Building Lobby entrance of the building at 68<sup>th</sup> Street, or in the Hunter West 203 Lobby at other times in the semester. Regular hours are Monday through Friday 9 am to 5 pm (excluding holidays). All students must have their current semester bursar receipt in addition to another form of photo identification.

Newly admitted students receive their first I.D. free of charge during their first semester.

See <http://www.hunter.cuny.edu/it/it-services/onecard> for more information.

## Drug Testing and Criminal Background Checks

### **Policy:**

Dietetic Interns comply with the drug testing and/or criminal background checks required by any of the rotation sites.

### **Procedure:**

Upon request, dietetic interns provide any required information and/or test results, also including but not limited to fingerprinting, blood or urine specimens.

## Preceptor and Rotation Site Selection

### **Policy:**

Appropriate rotation sites and qualified preceptors are recruited and retained.

### **Procedure:**

Utilizing the ACEND Accreditation Standards for Internship Programs in Nutrition & Dietetics and the Core Competencies for the RD, along with input from interns and program alumni as guidelines, preceptor recruitment and retention is continuous and ongoing.

## *Criteria and Process Used to Select Preceptors*

### **Criteria:**

1. Sites must have an ongoing nutrition program or activities with a specific plan of activities for the intern(s) they plan to host.
2. Preceptors must hold a current RD credential with at least 1 year of experience for clinical rotations. For community and foodservice rotations, RD credential is desirable but not required. Preceptors must have a degree or certification in a dietetics related field with 1 year of experience or equivalent work experience without degree or certification.
3. Prospective preceptors must have a good reputation within their field of expertise as evidenced by past performance or verification from supervisor/manager/director/co-workers.
4. Prospective preceptors must demonstrate the desire to take on the extra responsibility of interns.
5. Prospective preceptors must demonstrate excellent communication skills orally and in writing and collaborate with DI Director on a continual basis.

### **Process:**

Each year interns evaluate each rotation / preceptor on the following criteria:

Professionalism, Support/Encouragement of Learning, Mentorship, Respect for Intern, Organization of the Experience, Expertise, and Teaching Ability

Once a preceptor is chosen that fits the above criteria they are given a trial period through one intern class. Based on the evaluations and feedback from interns and communication or issues that may have arisen, a determination is made as to whether this preceptor will be allowed to continue. Preceptors must maintain an overall “satisfactory” rating from 80% of interns in order

to remain with our program.

### Program Length & Breakdown

The internship begins with an orientation to the program. Distance interns will participate in orientation activities concurrently with all other interns.

Orientation activities include:

- Overview of the School and Program
- Review of the Policies and Procedures Manual and Intern Handbook
- Collection and review of all required documents (if not previously submitted)
- Paperwork for first rotations (assignments, schedules, processing through volunteer office)
- Review of study materials sent to DIs over the summer as applicable
- Review of DI Student Handbook
- Semester schedule (mandatory meetings, DI seminar dates, etc.)
- Overview of supervised practice rotations (what to expect, professional conduct, pre-rotation assignments and curriculum, journals, competencies, evaluations)
- Guest speakers as applicable

Following orientation, interns begin their supervised practice rotations. The AND competency statements for entry-level dietitians were used to design the supervised practice curriculum. There are three major rotation areas:

- Food Service Management
- Medical Nutrition Therapy (in-patient setting)
- Community Nutrition and Public Health (electives)

The number of hours of full-time supervised practice per week varies from site to site with a range of 35-40 hours/week, depending on the schedules of the site. During rotations, interns begin by observing and assisting staff members and progress through increasingly more responsible activities. Experiences are sequenced to allow for the development of competencies and interns are expected to demonstrate near entry-level competency at the end of each rotation. During the supervised practice hours, dietetic interns also participate in departmental in-service programs, rounds, staff meetings, case study presentations, journal clubs, and professional development workshops. Constructive performance appraisals during supervised practice rotations encourage self-improvement. Preceptors provide informal and formal feedback during each rotation, as well as at the rotation's conclusion. In addition, the Internship Director periodically meets with each intern to discuss his or her overall progress in the program.

When the interns participate in the supervised practice portion of the internship, they simultaneously attend the weekly DI seminar taught by the DI Director. During the seminar, direct

experience is supplemented with informal discussions, assignments, group and individual projects, case studies, presentations, and exams. Interns are expected to commit daily, on average, two to three additional hours outside the program to readings, rotation journals, assignments, case studies, projects, presentations, curricula, and general preparation for rotations. The seminar also provides an opportunity for support and shared learning. Students are able to discuss their internship experiences with the Internship Director and classmates. During the spring semester, the seminar focuses on preparation for the Registration Examination for Dietitians (e.g., study guides, review questions, practice exams), while career development is covered mainly during the fall semester (e.g., resumes, cover letters, interviewing skills, preparation of the CDR continuing education portfolio).

Throughout the year, interns attend local dietetic association meetings and participate in activities that encourage professional development. In addition, the Hunter Nutrition Program sponsors on-campus meetings and workshops. Each dietetic intern is encouraged to become an affiliate member of the Academy of Nutrition and Dietetics.

Associate membership in The American Public Health Association (APHA) and student membership in the Greater New York Dietetic Association is also recommended.

Dietetic interns who successfully complete the Dietetic Internship by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for dietetics practice become eligible to take the Registration Examination for Dietitians.

### Program Schedule

The Dietetic Internship runs from the first day of the fall semester through the last week of May/first week of June. The program consists of a minimum of 1,280 hours of supervised practice and 100 hours of didactic instruction (classroom and on-line) within 38 weeks extending over 9 months.

Vacation time will be according to the CUNY academic calendar (available at [http://registrar.hunter.cuny.edu/subpages/academic\\_calendar.shtml](http://registrar.hunter.cuny.edu/subpages/academic_calendar.shtml) ) unless arranged otherwise with the Dietetic Internship Director and preceptor(s). Field visits and attendance at professional meetings will be coordinated during the year and compensatory time will be arranged as appropriate. Time off for religious holidays/observances can be arranged according to the policy and procedures of the facility and with the approval of the Dietetic Internship Director and the Intern's preceptor. In addition, students may take **3 personal days** which must be pre- approved by the Dietetic Internship Director and the Intern's preceptor.

### Dietetic Internship Courses

The following courses will be taken by all Dietetic Interns. Together, they constitute the Dietetic Internship (DI). The DI seminar course is designed to provide didactic experiences that support and enrich the supervised practice component of the Dietetic Internship. Students will register for NUTR 700 and NUTR 701 in the fall, and for NUTR 702 and NUTR 703 for the spring. **A Verification Statement is granted only upon completion of all (4) four courses.**

Sessions will cover topics of current interest in the practice of dietetics and public health nutrition. Students will have opportunities to share their experiences from the Dietetic Internship sites. Guest lecturers will be invited to speak on a variety of topics throughout the semester. The spring

semester courses will focus on RD Exam review (including practice exams, test-taking tips, etc.). Each course is 3 graduate credits.

**NUTR 700 Seminar in Dietetics Practice** Discussions and student presentations of topics of current interest in the practice of dietetics and public health nutrition. This course meets weekly throughout the year.

**NUTR 701 Pre-Professional Practice in Dietetics: Clinical** Supervised Externship in clinical dietetics, and classroom discussions of readings and field experiences.

**NUTR 702 Pre-Professional Practice in Dietetics: Food Service** Supervised Externship in food service and personnel management, and classroom discussions of readings and field experiences.

**NUTR 703 Pre-Professional Practice in Dietetics: Community** Supervised Externship in community nutrition, and classroom discussions of readings and field experience

### Withdrawal & Refund of Tuition

#### **Policy:**

Any dietetic intern who chooses to withdraw from the program will receive a refund in accordance with the schedule outlined in the Bursar's website.

#### **Procedure:**

As of June 1994, three diverse refund policies were implemented for CUNY students. They are: CUNY, Federal Pro Rata refund and Federal other than Pro Rata refund. The latter two refund policies apply only to Federal Financial Aid recipients. Students should refer to the Bursar's website for deadlines and explanations of these procedures.  
<http://www.hunter.cuny.edu/bursar/tuition-fees/refunds>

### Deadlines for Internship Course Completion

All DI assignments and activities should be completed by the end of the Spring semester. Under extenuating circumstances, an intern may be allowed to complete assignments after the last day of the Spring semester, with permission from the DI Director. *Under no circumstances will such extension go beyond the start date of orientation for the subsequent intern class* unless protected by Student Regulations and Rights set by Hunter College (see below).

### Evaluation of Dietetic Interns

#### **Policy:**

Student progress shall be measured using a variety of strategies during and at the conclusion of the program to verify competence.

#### **Procedure:**

The following practices will be used throughout the program to verify student competence:

- Intern logs
- Modules
- Service Improvement Projects (SIP)
- Preceptor Evaluations
- Intern Logs/Journals and Completed Modules are reviewed by the DI Director.
- Case descriptions – Interns document their work with patients with a variety of diseases. 5 - 10 examples of this exchange are reviewed by the DI Director, see Dietetic Intern Handbook for the assignment
- Preceptors and interns evaluate Service Improvement Projects together, and include in the intern's write-up of their SIP. DI Director reviews each report.
- Overall written evaluation of each intern – done by site preceptors for each rotation

Interns must successfully complete each rotation, a score of 80% or greater must be achieved on all assignments, for all competencies.

All evaluation instruments used during a rotation will be collected by the preceptor(s), and sent to the DI Program director shortly after completion of the rotation by the dietetic interns. Written comments regarding the dietetic interns' completion of the rotation will be included in the materials sent to the DI Director. Following review of evaluation instruments and preceptor comments, the DI Director will schedule a meeting with each dietetic intern to review the experience, as needed.

During the Internship Seminar, all interns will be administered repeated exams (similar in content to the dietetic registration exam) to evaluate their overall performance and readiness to sit for the RD Exam. A minimum score in a mock RD exam is set for students to successfully complete the Dietetic Internship program.

## Program Completion Requirements of the Dietetic Internship Program

### **Policy:**

Dietetic interns will meet all supervised practice requirements and comply with all policies, procedures and standards of professional behavior for graduation from the program.

### **Procedure:**

Dietetic interns will complete a minimum of 1280 hours of supervised practice and 100 hours of didactic instruction under the direction of preceptors established by the Dietetic Internship of the Nutrition Program in the CUNY School of Urban Public Health.

Learning experiences will be documented and the dietetic intern evaluated at the completion of each rotation. Interns will be evaluated on professional competencies related to both general dietetics practice and to specialty areas in food service management, community and public health nutrition, and clinical nutrition therapy.

Dietetic interns must receive a score of 80% or higher in each competency (The equivalent is an average rating of **3.0** on preceptor evaluations.) for each, assignment, case study, project, curriculum/lesson plan, group nutrition education class, presentation, checklists of objectives/competencies and professionalism evaluation in order to successfully complete the program.

If an 80% score is not obtained on an evaluation instrument, the intern will be given additional

assignments, projects or other work and then be re-evaluated on the relevant material. If this is not passed with an 80% score the second time, the intern will complete another week of the rotation or complete another case study, assignment or other work prior to being re-evaluated for the third time. These assignments will be set out in a remedial action plan by the DI Director and preceptor(s).

Failure to complete the activities described in the remedial action plan will result in a final warning that the next failing score will result in termination from the program.

Dietetic interns must consistently demonstrate compliance with policies, procedures and standards of professional behavior throughout the internship to complete the program. Any lapse in compliance will be addressed with the intern and corrective action will be taken. The first instance of non-compliance with policies, procedures or standards of professional behavior will result in a verbal warning, the second instance in any of the categories designated will result in a written warning, and the third instance in any area of compliance will result in termination.

**Note:** It is the responsibility of the preceptor to evaluate the dietetic intern, to document scores and any lapse in compliance with policies, procedures and standards and to notify the DI Director of evaluation results and behavior issues. It is the responsibility of the DI Director to ensure adherence to this policy.

#### Verification Statement & Registration Exam

Upon successful completion of all internship requirements, interns will be provided six (6) Dietetic Internship Verification Statements. Original Verification Statements may be required for transfer of AND Membership status from Student to Active member, licensure/certification and employment. Interns should retain a personal file copy for future use. Additional Verification Statements will be available from the DI Director upon request.

Dietetic interns who successfully complete the Dietetic Internship Program by achieving the program goals, abiding by the program policies, and reaching the expected level of competence for dietetics practice will receive a Registration Eligibility Application Name/Address Verification Form and instructions. The Commission on Dietetic Registration (CDR) copy is to be completed and returned to the DI Director. The DI Director will forward the Computerized Registration Eligibility Application to CDR. It is the responsibility of each intern to complete the application from PearsonVue, provide the required fee, and schedule an examination appointment.

**Interns who have not completed all internship requirements will not be given Verification Statements, nor will their names be submitted to CDR to sit for the RD Exam.**

#### Conduct

##### **Policy:**

All interns are expected to abide by the policies and procedures of the Hunter College DI Program, its affiliates, rotation sites, and the Academy of Nutrition and Dietetics (AND).

##### **Procedures:**

Upon entry to the Program, each intern will be given a DI Policy and Procedure Manual, which includes policies and procedures for conduct, ethics, program operation, and intern performance. Interns are expected to read and follow the policies, procedures and performance requirements of the Hunter College DI Program, the affiliations, Hunter College and the Academy of Nutrition and Dietetics.

**Policy:**

All interns shall conduct themselves in a respectful and professional manner in all settings throughout the internship.

**Procedures:**

Whereas interns are entering into the work environment of their preceptors for the purpose of learning from them, and meeting the competencies required by the internship, it is incumbent upon them to treat every preceptor as a valued teacher, regardless of the rotation or work site.

Interns are expected to be respectful of the policies and norms of behavior in each work setting. (For example, the usual way to answer the office telephone, the locations where it is acceptable to eat or drink, lunch and break times, etc.)

Interns should accept any and all assignments from preceptors, provided such assignments are not illegal or dangerous. Bearing in mind that “scutt” activities (such as filing or making photocopies) performed by interns can free up more of the preceptor’s time for more substantive discussions and teaching at a later point in the day.

Interns should refrain from personal telephone conversations and/or texting while on duty at any rotation site.

Interns should avoid engaging in office politics and unprofessional discussions or gossip.

### Support Services for Dietetic Interns

**Policy:**

The Dietetic Internship Program within the Nutrition Program of the CUNY School of Urban Public Health ensures that all dietetic interns have the appropriate support services available during the program.

**Available Support Services:**

Reference texts, manuals, curricula, documents, and relevant articles are held in the Nutrition Program of the CUNY School of Urban Public Health and/or the library and are available for study and review by the dietetic interns.

Educational technologies can be obtained through the Office of Instructional Computing and Information Technology (OCIT).

### Conflict Resolution Procedure for Dietetic Interns

**Policy Statement:**

All dietetic interns have the opportunity through a conflict resolution process to resolve Dietetic Internship Program-related problems. The conflict resolution process refers to the means by which

the Nutrition Program facilitates acceptable relations between dietetic interns and Dietetic Internship faculty. The process is a coordinated effort by all involved and its outcome is focused on improved understanding.

**Conflict Resolution Procedure:**

The dietetic intern is encouraged to voice his/her concern to the rotation preceptor.

If the issue is not resolved with the preceptor or the conflict involves the preceptor, the intern is encouraged to discuss the issue with the supervisor of the preceptor. If still unresolved with the preceptor's supervisor, the intern is encouraged to discuss the issue with the Director of the Dietetic Internship.

If moving beyond the Director of the Dietetic Internship is necessary, a final appeal in the form of a written grievance may be made to the Dean of the School of Urban Public Health.

**Attendance/Tardiness Guidelines for Dietetic Interns**

**Policy:**

All dietetic interns are responsible for maintaining acceptable attendance and punctuality. Interns who do not maintain acceptable standards of attendance or punctuality may compromise the quality of their education and ability to remain within the program.

**Specific Requirements:**

Dietetic interns are expected to be at their assigned rotation, ready to work, by their designated start time. Interns failing to do so are considered tardy. That means that interns have to arrive at the site in time to do everything needed in order to get ready for work before start time, e.g. change into lab coat, put lunch into assigned space, etc.

Attendance and tardiness records will be monitored on an ongoing basis. Appropriate corrective action will be based on this policy.

A dietetic intern who is unable to report to work is required to notify the DI Director and the preceptor for the current rotation before the start of his/her scheduled time at the designated site.

A dietetic intern who fails to report to work as scheduled and fails to notify the DI Director and preceptor shall be considered absent without leave (AWOL) and may be subject to a letter of final warning. An intern who is AWOL for two or more scheduled consecutive work days is considered to have withdrawn from the program without proper notice, unless there are extenuating circumstances which are accepted by the DI Director. An intern will be informed of the termination of dietetic intern status whenever practical.

Dietetic interns will be required to complete time missed due to absences, tardiness and scheduled time off (except vacations, school holidays, and personal days as noted above).

Corrective action standards for occurrences are as follows:

Tardiness (i.e, when an intern is not ready for work at the assigned rotation at the beginning of his/her shift)

# of occurrences:	2 Oral Warning
	4 Written Warning
	6 Final Warning*
	7 Discharge

\*After a final warning is issued, any attendance problem may result in termination.

**Note:** All faculty members are responsible for monitoring attendance of their dietetic interns and communicating occurrences to the DI Director. It is the DI Director’s responsibility to ensure that this policy is applied in an equitable and consistent manner.

## Disciplinary Action

### **Policy:**

All interns are expected to achieve and maintain the standards of performance, practice, conduct and proficiency as outlined by the Dietetic Internship, Hunter College and the Academy of Nutrition and Dietetics. When standards and policies are not being met, disciplinary action may be imposed. Disciplinary action is defined as a corrective measure or penalty action taken against an intern for cause involving ineptitude, inefficiency or misconduct.

### **Procedures:**

The DI Director will monitor interns’ conduct and performance via personal observation and feedback from preceptors. When a problem is identified with an intern’s conduct or performance, the DI Director will first verbally counsel the intern in an attempt to correct the problem. If the problem continues, disciplinary action will follow. For first offenses that are severe infractions and result in probation, suspension or dismissal disciplinary action will be administered versus verbal counseling. Table 1 lists Disciplinary penalties.

The DI Director will collect all facts leading to disciplinary infractions, including data and student/preceptor interviews. Disciplinary actions of admonishment and first probation do not require Committee review. Second probation and dismissal penalties will be brought before the disciplinary committee.

The DI Director will present the intern with a disciplinary memo. The original signed copy of the memo will remain in the intern’s folder. The copy with original signatures (DI Director and intern) will be handed to the intern. If the intern refuses to sign the notice, the DI Director will sign and date that line with notation “intern refusal to sign.” If the intern refuses to accept the notice, it will be mailed to the intern’s address of record, return receipt requested. These memos will be kept and may be communicated electronically. Email acknowledgment of the memo will serve as acceptance of notice, and an email expressing agreement with the memo will serve as signature. These emails will be kept electronically.

An intern may appeal admonishments and probation decisions to the Dean of the School of Urban Public Health in writing. Disciplinary actions beyond probation may be appealed in writing through the Dean of the School of Urban Public Health.

**Table of Examples of Disciplinary Penalties and Instructions for Use of Table**

1. The range of penalties indicated in this table is to be used as a guide in administering discipline to help assure that like disciplinary action is taken for like offense.
2. In using this table, consideration will be given to the following:
  - a. The table is designed to be sufficiently broad to include most types of offenses. For other offenses, appropriate penalties may be prescribed by disciplinary officials for application within their jurisdiction, consistent with the range of penalties for comparable offenses listed in the table.
  - b. This guide does not cover all offenses for which disciplinary penalties are expressly provided by law or Civil Service regulations.
  - c. When an intern has committed a combination or series of offenses, a greater penalty than is listed for a single offense is appropriate.
  - d. Disciplinary penalties will generally fall between the ranges indicated in the guide, but in unusual circumstances greater or lesser penalties may be imposed.

3. Definitions

<u>Admonishment/Warning:</u> (Adm)	Written reprimand of a single infraction with warning against repetition. Repetition may result in probation.
Probation: (Prob)	Written notice of probation for repeated offenses of a similar nature. Based on seriousness and number of offenses can lead to suspension.
Suspension: (Susp)	Written notice with enforced temporary unpaid absence from duty as a result of repeated offenses beyond probation. Time lost will have to be made up.
Dismissal: (Dism)	Dismissal from program for infractions beyond suspension penalty.

**TABLE OF DISCIPLINARY PENALTIES**

<b>Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> offense</b>	<b>3<sup>rd</sup> offense</b>
1. Repeated, unexcused lateness	Adm	Prob	Susp
2. Unauthorized absence (failure to report for duty or leaving rotation without authority during on duty hours)	Adm	Prob	Susp
3. Willful carelessness, negligence or endangering patient safety in patient care	Adm – Prob	Prob-Susp	Dism
4. Deliberate failure or inexcusable delay in carrying out instructions of duties	Adm – Prob	Prob-Susp	Susp - Dism
5. Abuse of patients, beneficiaries, peers, faculty, verbally or physically	Susp	Susp – Dism	Dism
6. Substance abuse on duty	Susp	Dism	---
7. Insubordination – intentional/deliberate refusal to carry out duties or instructions; insolent/abusive/obscene language/behavior toward faculty, Director or others	Prob	Susp	Dism
8. Theft – actual/attempted theft of government or personal property of others	Prob – Susp	Susp – Dism	Dism
9. Falsehood – Intentional falsification, misstatement, or concealment of material fact in connection, inquiry or other proceedings; willfully forging or falsifying government records or documents	Adm – Prob	Prob – Susp	Susp - Dism

## Hunter College Dietetic Internship Policies on Prior Assessed Learning (PAL)

### **Policy:**

The Hunter College Dietetic Internship participates in the Prior Assessed Learning program recognized by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

### **Procedure:**

The Prior Assessed Learning (PAL) program is designed to grant varying degrees of internship credit in specific rotations of the internship based on the qualified applicant's learning, as demonstrated through paid work or volunteer experiences. Experiences considered for PAL must meet competencies required by ACEND that are *equivalent to an entry-level dietitian*. Dietetic internship credit is given for learning and gaining knowledge through the work experience of a professional career. The credit is not for work experience, but is given when an applicant demonstrates an increase in knowledge and learning. Typically, the individual qualifying for this credit is an older, "non-traditional" applicant.

PAL will **not** be granted as a replacement for any of the didactic portion of the dietetic internship.

Experiences submitted for PAL will have taken place **after** completion of all DPD courses.

PAL credit will not exceed 1/2 of the total hours of the Dietetic Internship (currently = 600 hours).

The tuition and fees for the Dietetic Internship will remain the same, regardless of the amount of PAL granted.

Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested.

Decisions regarding the awarding of PAL credit are at the discretion of the DI Director. Applicants are encouraged to discuss potential PAL experiences with the DI Director prior to preparing and submitting the application materials.

### **Application for PAL credit shall include the following:**

Experiences submitted for PAL evaluation must be classified as: Community Nutrition, Food Service Management, or Medical Nutrition Therapy.

Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.

These supporting materials shall be clearly labeled as to which experience(s) they are applicable. They must be provided as one pdf file. This can easily be achieved by scanning the material and combining the scans into one file. Copy shops typically provide such service.

All materials must be typewritten. Hand-written materials are **not** acceptable. Applicants should indicate which of the 2012 ACEND competencies have been met by each experience submitted for evaluation.

Application for PAL credit should be submitted to the DI Director *at least 6 weeks prior to the start of the internship term*. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.

Additional documentation / clarification of activities must be provided to the DI Director upon request. Failure to do so in a timely manner may preclude obtaining PAL credit.

The format for application for PAL consists of:

1. a cover page
2. a table of contents
3. a **Summary Page**, (see example below)
4. a **Narrative** describing each experience, what was done, what was learned, and how these apply to the ACEND learning objectives (see example below). *If more than one experience is being described, a separate narrative is to describe each one.* These are to be presented in the same order that the experiences are listed on the Summary Page.
5. **Supporting Materials.** Supporting materials include samples of projects, photos, reports, presentations, publications, newsletters, and educational materials produced by the applicant that demonstrate the competencies described. Supporting materials may be returned to the applicant if requested, after they have been evaluated. Original Summary Form and Narrative(s) will be maintained in the Dietetic Internship file for the intern.

**Summary Page Example:**

Date(s) of Experience(s)	Position (s)/ Location(s)	Activity - Documentation	ACEND Learning Objective(s) met	Hours of Credit
1/5/2005 to 8/10/2007	Nutritionist at Cholesterol Countdown Program – Institute of Human Nutrition New York, N.Y.	<ol style="list-style-type: none"> <li>1. Job description</li> <li>2. Newspaper Articles</li> <li>3. Promotional Flyer for Heart Health Fair</li> <li>4. Recipe Hand-outs with Nutrition Analysis</li> <li>5. Report on analysis of program participation statistics</li> <li>6. Job description</li> <li>7. 2006-2008 Performance Appraisals by Supervisor</li> </ol>	CRDN 1.3, CRDN1.5, CRDN 2.2 CRDN 2.4 CRDN 3.1 CRDN 3.2 CRDN 3.7	170 hours
10/14/2006 to 10/19/2008	Diabetes Program Assistant – Naomi Berrie Diabetes Center, New York, N.Y.	<ol style="list-style-type: none"> <li>8. Spanish language “Glucose Control Tips” booklet</li> <li>9. Diabetes Counseling worksheet developed for use with clients</li> <li>10. Job Description</li> <li>11. 2009 – 2010 Performance Appraisal by Supervisor</li> </ol>	CRDN 2.2 CRDN 2.3 CRDN 2.4 CRDN 2.6 CRDN 2.7 CRDN 3.1C CRDN 3.1D CRDN 3.2	120 hours

## **Narrative example for the 1<sup>st</sup> item listed on the Summary Page**

Type of Experience: Community Nutrition

Dates: January 5, 2005 to August 10, 2007; Hours: 35 hours/ week

Position: Nutritionist

Location: Cholesterol Countdown program, Institute of Human Nutrition

375 West 168<sup>th</sup> Street, New York, N.Y. 10027

Reporting to: Susan Wilt, DrPH, Program Director

Phone: (212)-574-8696

E-mail: [swilt@columbia.edu](mailto:swilt@columbia.edu)

From January 5<sup>th</sup> 2005 to August 10<sup>th</sup> 2007 I was employed as a nutritionist in the Cholesterol Countdown project at the Institute of Human Nutrition. As can be seen in the attached job description (1), the duties of this position included; writing articles on heart healthy diet for a community newspaper read by a diverse population; preparing hand-outs for a multi-cultural client population, with modified recipes – including nutritional analysis; obtaining diet histories from and providing diet counseling to – participants at Heart Health Fairs conducted by the program, and collecting and analyzing statistics on Health Fair participants.

These activities are documented by the following Supporting Materials: examples of newspaper articles written by me during this program (2); a promotional flyer I created for the Heart Health Fairs (3); a complete set of my recipe hand-outs with nutritional analysis (4); and a report I compiled to present the statistics collected on program participation to the program's sponsor agency (5).

Through these experiences I learned a great deal about the preparation of educational materials for a diverse client population, having participated in Heart Health Fairs in many different locations, including Columbia University, JWT Advertising Agency, and Long Island Lighting. I also developed skills in interviewing, evaluating, and counseling people from all walks of life.

At the conclusion of the program cycle, I acquired skills in statistical analysis and presentation of statistical results as part of preparing the program evaluation report sent to the program's sponsor.

I am requesting 170 hours of Community Nutrition credit for these activities, by which I have met the following ACEND Learning Objectives:

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

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications (e.g., research manuscripts, project proposals, educational materials, policies and procedures).

CRDN 2.4 Use effective education and counseling skills to facilitate behavior change.

CRDN3.1a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.

CRDN 3.2 Develop and demonstrate effective communications skills for clinical and customer services in a variety of formats. (Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)

CRDN 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

## Student Regulations and Rights

**These statements are abridged.** Complete CUNY statements regarding policies and procedures appear in the *Student Regulations and Rights* in the current Undergraduate Catalog and in the Office of the Dean of the CUNY School of Urban Public Health. Many of these policies and procedures can be found at <http://www.hunter.cuny.edu/hr/policies>

[See this link for institutional policies](#) related to:

- Accessibility
- Academic Integrity/Plagiarism
- Course Withdrawals & Grading including the credit/no credit option
- Grade Incompletes
- Grade Appeals
- Sexual Misconduct
- Counseling and Wellness Support

### Affirmative Action

It is the policy of Hunter to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also Hunter's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

The Affirmative Action Officer is located in the East Building, Room 1700 and can be reached at (212) 772-4242.

### Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973 states that not otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.\*

Enforcement and remedy of grievances are under the jurisdiction of the Office of Civil Rights. The 1990 Americans with Disabilities Act (ADA), greatly expands the provisions of the Rehabilitation Act, extending its jurisdiction to employment, covering businesses that employ 15 or more persons, public services (including transportation and public accommodation), work settings that employ more than 15 persons, and telecommunications services. Enforcement is under the jurisdiction of the Department of Justice.

The function of the Section 504/ADA Coordinator at Hunter is to make sure that the provisions of the laws are fully implemented, to advise on issues of reasonable accommodation, and to hear complaints. The Section 504 Coordinator for the Disabled is located in the West Building, Room 915, and can be reached at (212) 772-4663.

## Acknowledgements

*We would like to thank the following people for their help and cooperation in making this program such a valuable learning experience for our dietetic interns:*

Whitney Ahneman, Coney Island Hospital

Leslie Anagnostakis, Association to Benefit Children

Lauren Antonucci, Nutrition Energy

Sandra Arevalo, Montefiore Medical Center

Sabrina Baronberg, Public Health Solutions

Sara Bartels, NY Common Pantry

Christy Bock, Middletown Community Health Center

Diane Bustamante, Elmhurst Hospital

Andrea Canada, SPE Certified

Annie Carabello, Palm Gardens Center for Nursing and Rehabilitation

Kristina Carbo, Manhattanville Nursing Home Pinnacle Dietary

Meghan Carreau, TuckrBox Inc

Sandra Casillo, Orange Regional Medical Center

Lela Chapman, Public Health Solutions

Ying-Sheng Chen, Lincoln Medical & Mental Health Center

Tammy Christensen, Food Services Group

Lisa Cohn, Park Avenue Nutrition

Tara Condell, Top Balance Nutrition

Sarah Cunningham, Henry J. Carter Specialty Hospital and Nursing Facility

Perry Cyprus, Diet Delights

Dina D'Alessandro, Dish With Dina

Denise Donaldson Kaiser, Maryhaven Childrens and CRS Services

Marlo Dublin, Sports & Arts in Schools Foundation

Monali Faterpeka, Zena and Michael A. Wiener Cardiovascular Institute, Icahn School of Medicine at Mount Sinai

Lynn Fredericks, Family Cook Productions

Leah Gable, Lenox Hill Neighborhood House

Fern Gale-Estrow, FGE Food & Nutrition Team Consulting

Jeannie Gedeon, Renfrew Center of New York

Roberta Gershner, Office of Roberta Gershner

Liam Geva, Cornell University Cooperative Extension  
Keri Glassman, Nutritious Life  
Gregory Gonzales, NYC School Foods  
Dina Goodwin, Betances Health Center  
Scot Gray, Pinnacle Dietary  
Alana Guida, The Paramount  
Pam Harbin, William F. Ryan Community Health Center  
Helen Ho, Bellevue Hospital, Eastside WIC Program  
Cheryl Huber, GrowNYC  
Carlye Husserl, The New York Foundling  
Risa Jaslow, Zena and Michael A. Wiener Cardiovascular Institute, Icahn School of Medicine at Mount Sinai  
Eileen Keating, Community Medical Center  
Audrey Koltun, Division of Pediatric Endocrinology, Cohen Children's Medical Center  
Felice Kosakavich, Workmen's Circle Multicare Center  
Caitlyn Lazarski, Newburgh Enlarged City School District  
Camilla Lee, Village Care AIDS Day Treatment Program  
Erica Leon, Erica Leon Nutrition  
May May Leung, Hunter College  
Queena Liang, NYC School Foods District 15  
Joy Licata, Parker Jewish Institute for Health Care & Rehabilitation  
Diane Malkin-Washeim, BronxCare Health System  
Rosa Marrufo, Edible Schoolyard NYC  
Simone Martin, NYC School Foods  
Katrina Mateo, CUNY Hunter College  
Ann Meyer, Harlem Hospital  
Marcella Modugno, Avantus Irving Place Dialysis  
Katherine Mouzakitis, Regal Heights Rehabilitation & Health Care Center  
Cecilia Moy, St. Barnabas Hospital  
Amy Ngai, Public Health Solutions, Neighborhood WIC  
Charles Platkin, Hunter College NYC Food Policy Center  
Ellen Pospishil, Westchester Community Opportunity Program, Inc.  
Natalia Purzynski, Long Island Care Center

Emily Reilly, Renfrew Center of New York  
Jamie Restler, Greenwich Hospital  
Takeena Roberts, Manhattanville Nursing Home Pinnacle Dietary  
Karen Rogers, Nutritious Life  
Helene Rosenhouse, William F. Ryan Community Health Center  
Anna Ryazanskiy, Buena Vida Continuing Care & Rehab Center  
Hillary Sachs, Monter Cancer Center  
Jenna Saidel-Lebowich, Cook Learn Live  
Gail Schechter, VA New York Harbor Healthcare Center  
Daniel Serafini, The Paramount  
Nella Shaulov, Fairview Rehabilitation & Nursing Home  
Sha Ron Shaw, Manhattanville Nursing Home Pinnacle Dietary  
Renata Shiloah, Betances Health Center  
Paulette Sinclair-Weir, Public Health Solutions  
Vibhuti Singh, Triboro Center for Rehabilitation & Nursing  
Anita Singh, Public Health Solutions  
Annette Slonim, The Bed-Stuy Restoration Corporation C/O Annette Slonim  
Gina Solomita, Beacon Rehabilitation and Nursing Center  
Russell Sperber, Palm Gardens Center for Nursing and Rehabilitation  
Yvette Tyson, Long Island Care Center  
Mike Walker, The New Jewish Home  
Steve Weiss, Atlantic Dialysis  
Arlene White-Tucker, Coler Rehabilitation & Nursing Care Center  
Maiken Wiese, Eating Disorder Recovery Specialists  
Joyce Wong, Food Services Group and Nutrition  
Eugene Yakubov, Food Services Group  
Ming-Chin Yeh, CUNY Hunter College

our new preceptors

the administrators who support the participation of their organizations in training and education of our interns

As well as all the Registered Dietitians and other staff who give of their time and effort to help us prepare young professionals for careers in nutrition –

**THANK YOU!**