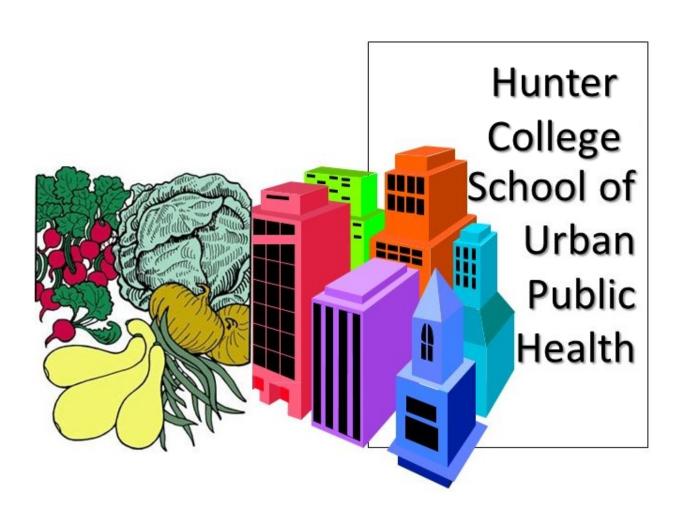
Hunter College Dietetic Intern Handbook

2019 - 2020



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What to Expect from the Dietetic Internship Program

What the DI Program Provides:

- Orientation
- A weekly seminar on topics in food / nutrition
- Occasional snacks
- Modules with lots of information to help with successful completion of your rotations
- Opportunities to work in a variety of settings in the New York Metropolitan area
- Scheduling of rotations with the interns' interests and preferences *taken* into consideration
- Simulation exercises to meet some of the ACEND learning objectives
- Information about and opportunities to attend conferences and workshops about food / nutrition topics
- Review for the RD exam
- A Verification Statement upon finishing the Internship
- Assistance in obtaining the NYS CDN credential upon finishing the Internship

Things the DI Program does NOT provide include, but are not limited to:

- Financial Aid
- Housing
- Meal service (except as noted)
- Transportation
- Assistance with entitlements (i.e. Food Stamps)
- Psychological counseling / treatment
- Medical Care
- Childcare
- Or a guarantee of placement in any or all of the intern's preferred rotation sites
- Also note: Interns are *not allowed* to "bump" another intern from an assigned rotation site.

Matching / admission to the Dietetic Internship *does not* constitute a guarantee of program completion, passing the Registered Dietitian Exam, or obtaining gainful employment in any capacity.

Duration of the program may be subject to change based on factors including, but not limited to, changes in availability of rotation sites, absence or non-availability of preceptors, or failure of an intern to satisfactorily complete the work and/or time commitment for any rotation, which may result in a substantial delay in program completion.

^{*}Note the DI is 12 credits in its entirety, there will be **no partial credits** given for anyone not completing the entire 9 month internship. There are absolutely **NO INCOMPLETES** for the Internship.

The above disclaimer specifically disavows liability for any perceived damages due to any of the above by; The Dietetic Internship, Internship Director, Nutrition and Food Science program, Nutrition and Food Science Program Director and faculty, Hunter College, The CUNY School of Urban Public Health, and the City University of New York.

Information about weather emergencies

...and other factors that may impact your attendance at rotation sites or DI Seminar is available from:

In severe weather conditions, you can stay informed about possible school closings and schedule changes by subscribing to <u>CUNY Alert.</u> Changes in operations will be also posted at <u>www.hunter.cuny.edu</u> and broadcast through the CUNY Central Administration on the following radio stations:

- WADO 1280 AM (Spanish-language)
- WBLS 107.5 FM
- WCBS 880 AM
- WFAS 1230 AM
- WFAS 103.9 and 106.3 FM
- WINS 1010 AM
- WLIB 1190 AM
- WOR 710 AM

Students and personnel at the Hunter College Campus Schools follow the procedures issued by the <u>New York City Department of Education</u>. During emergencies, the <u>CUNY</u> central website will also provide information to the University community.

Please note that the **rotation sites have their own policies for closing**. If you choose not to attend a day at a rotation site due to severe weather conditions, communicate with your preceptor <u>beforehand</u>.

Finding Your Way at the Social Work and Urban Public Health Library

Things you need to know...

- 1. Your Hunter ID is your One Card. Use it to check out library books, make photocopies, print, pay fines, or to access your library account. More info: http://www.hunter.cuny.edu/icit/services/onecard
- 2. Looking for books, DVDs and more? Search in the online library catalog, CUNY +. CUNY+ is a listing of all the materials held by the Hunter College Libraries, as well as other CUNY schools. You can find CUNY+ under "Find" on the library website: http://library.hunter.cuny.edu/
- 3. Need a book that Hunter doesn't own? You can request and borrow books from other

CUNY schools using CLICS: CUNY Libraries Inter-Campus Service. Find out more: https://hunter-cuny.illiad.oclc.org/illiad/logon.html

- 4. The library has study rooms available. Rooms can be reserved for two hours. Reservations must be made in person, not over the phone, and can be made one week in advance.
- 5. Sometimes instructors will put course materials on reserve in the library. Materials can be on electronic reserve (online) or physically at the library. Learn more about reserves: http://hunter.docutek.com/eres/
- 6. The Hunter College Libraries are staffed with friendly, knowledgeable librarians who are happy to help and can save you loads of time. You can contact a librarian in person at the reference desk, on the phone (212) 396-7656, via email, or IM with *Ask A Librarian* which is accessible through the main library page.
- 7. All of the Hunter College Libraries have wireless Internet access. Bring your own laptop, or check out one of ours. Learn more here: http://www.hunter.cuny.edu/icit/services/hunters-wireless-network
- 8. You can access our electronic resources online anytime, anywhere, as long as you have an Internet connection. Find out how: http://library.hunter.cuny.edu/access-home
- 9. All the Libraries provide computers with adaptive software, as well as wheelchair accessible workstations.
- 10. For current Library hours: http://library.hunter.cuny.edu/about/hours
- 11. Keep up to date with Library news and events, leave comments, and learn about new library resources by reading our Blog: http://library.hunter.cuny.edu/news

Estimated Financial Costs for the Dietetic Internship Program

All tuition and fees are determined by the City University of New York (CUNY) Board of Trustees and are subject to change without notice.

See: https://orapp.hunter.cuny.edu/tuition_calculator/

Please note that there are costs associated with Onboarding. We estimate a total of \$300. The costs depend on the individual rotation sites. We have no control over their demands, but aim to choose sites preferentially that cover the charges for onboarding costs. Please keep us informed.

<u>Also (Estimated costs for NYC)</u> – these costs change rapidly. Please refer to the Hunter webpages.

Housing: Cost are highly variable, if sharing a rental apartment with at least one room-mate \sim \$12,000 /yr + Utilities. (Hunter College estimates \$10,386 for the 9 months of DI) Most landlords also expect 1st and last month's rent up front.

Books: In addition to basic reference books that may have been purchased during undergraduate study, \$200 - 300 -since you already have a basic set of textbooks from your DPD program

Transportation: NYC Metrocard minimum of \$32 per week (\$1,200 for 35 weeks of DI)

Food: Depends on what you usually eat; Hunter College estimates \$3327/yr.

Insurance: Health Insurance average cost: highly variable

AND or other source Professional Liability Insurance apx. \$42/yr

Incidentals: (Entertainment, apparel, other) – Average \$2,700/yr

Students are enrolled in the Dietetic Internship Program and are registered for 6 credits per semester. Although the student is considered full-time by the Dietetic Internship Program, the student is considered part-time by the registrar for calculation of tuition. Some students will take MS courses during the internship. Any class taken in addition to the DI program must be discussed with the Dietetic Internship Director prior to enrollment and will affect time to completion. Taking 15 credits per year or more makes you a full-time student.

See http://www.hunter.cuny.edu/onestop/finances/financial-aid/cost-of-attendance-1 for more details.

Dietetic Interns who require proof that they are enrolled in a full-time program can request a letter of full-time status from the Dietetic Internship Director.

Students must pay tuition and fees in full at the time of registration. Without full payment students will not be considered registered and will not be admitted to class.

Meals are the responsibility of interns. However, some meals may be provided by rotation sites. Students are responsible for their own transportation to and from assigned sites. Whenever possible, practice sites have been selected which are easily accessible by public transportation and are located in generally safe neighborhoods.

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Dietetic Internship Checklist

Before you can begin the Dietetic Internship, all of these essential documents must be collected by the DI Director.

- 1. Complete and submit the attached Dietetic Internship **Student Information Sheet, resume, and bio-sketch**, to <u>Victoria.Fischer@hunter.cuny.edu</u>
- 2. Completed **application as** matriculated **student**, even if you are only enrolled in the DI program, and if you are completing the MS Nutrition at Hunter College.
- 3. Apply for Student **Professional Liability Insurance beginning September 1st** and submit copy of memorandum of insurance to DI Director on the first day of orientation. You must be covered by liability insurance throughout the entire internship program. While many sites have contracts that use the CUNY liability insurance for students, some sites are not covered by this policy. Coverage limits are 1 million and 3 million, and the anticipated cost for the insurance is less than \$40 for the year.
- 4. Submit **proof of your permission to work in the United States of America**, e.g. passport or visa with work permit, as <u>black & white copies</u>. You can redact passport number or social security number in pdf files, and present the original at orientation.
- 5. Submit your **record of immunization** to the <u>Office of Health Services</u> by **August** 1st. Submit a copy of the form on the first day of orientation.
- 6. Submit proof of immunization for Measles, Mumps, Rubella, Tetanus, Varicella, Meningitis, and Hepatitis B, as well as a current tuberculosis test (max. 12 months old at any point in time of the DI) to the DI Director by the first day of orientation.
- 7. Submit **proof of a physical examination** performed within 3 months of the start of the DI program, on the first day of orientation. Please only submit proof that you had a physical examination and are fit for the Dietetic Internship, including contact with patients. DO NOT submit results of blood tests EXCEPT for titers in lieu of vaccinations, or findings from the physical exam unless relevant to your work in the DI program.
- 8. Submit **copy of your medical health insurance** to DI Director on the first day of orientation.
- 9. Obtain and submit your **original DPD Verification Statement** to the DI Director on the first day of orientation.
- 10. For degrees not included in transcripts sent to DICAS, obtain and submit an **official transcript from the school where you received your highest degree** (minimum is BS or BA) to the DI Director on the first day of orientation. Remember: This transcript must state that the degree HAS BEEN AWARDED. This is independent of any transcript sent to Hunter Admissions.
- 11. A photocopy of your **membership card with AND**, showing your member number.

12. Provide the DI Director with your Hunter email address.

While your DPD coursework has prepared you to begin your dietetic internship, it is critical that you begin your rotations with the right tools to ensure your success. It is also important to be aware of the most current questions and information in the field. The suggested texts below have been ordered to the Hunter College bookstore, and will be available during orientation week, however you may be able to obtain them less expensively elsewhere.

Required Text Books

See syllabus for the most reliable information.

- 1. Jean Inman Review course, see <u>Dietetics Seminar</u> you must bring proof of purchase even when purchasing used version from a private person
- 2. **Access required**: Pronsky ZM, Crowe JP. Food Medication Interactions, , 18th Edition. 2014. ISBN: 978-0971089662
- 3. **Access required**: Van Leeuwen AM, Poelhuis-Leth DJ, Bladh ML. Davis's Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing Implications. 5th Edition. FA Davis Company. ISBN: 0803636644, or equivalent, e.g. Wallach: *Handbook of Interpretation of diagnostic tests*. Current ed., Lippincott.
- 4. Access required: eNCPT: http://ncpt.webauthor.com/
- 5. **Access required**: Nutrition Care Manual (On campus at Hunter College): http://www.nutritioncaremanual.org/sso.cfm?c=hunterco
- 6. **Use required**: EAL, Cochrane Database of Systematic Reviews, U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Websites

Suggested Text Books

Abott-Hess, M: <u>Review of Dietetics</u>, 2017-2019, Hess&Hunt 2017. ISBN: 978-0-9816769-9-9 (Note: there are older editions. Those may not adequately reflect the current expectations for the RD exam.)

Nelms, Sucher, Lacey, Long Roth: *Nutrition Therapy and Pathophysiology*. 3rd ed., Cengage Learning 2014; ISBN-13:978-1-305-11196-7

This book provides a basic understanding of diseases and the related Medical Nutrition Therapy.

Escott-Stump S: *Nutrition and Diagnosis-Related Care*, Lippincott, Williams & Wilkins, 8th ed. *This book provides an overview of practical aspects. It is not suited to understand the disease process.*

Payne-Palacio J, Theis M: *Introduction to Foodservice*, Pearson/ Prentice Hall, 11th ed.. *This is the go-to textbook for Foodservice and Management, though by far not the only resource*

Pronsky ZM, Elbe D, Ayoob K: Food – Medication Interactions, latest ed. This book is a must-have for dietitians. You'll find it in many RD offices.

Additional books will be on reserve in the Silberman building library.

Additional articles and materials will be included the Intern Seminar will be posted to Blackboard and/or handed out in class.

All Interns are required to subscribe to the NFS listserv.

The listserv is a good source of information for things going on at the college, lectures and other events, as well as potential employers later on. Click the link below and follow the instructions to add the NFS - L. (Note: if you are already subscribed, you do not have to do it again.)

https://hunter.listserv.cuny.edu/Scripts/wa-hc.exe?SUBED1=NFS-L&A=1

Keep a copy of the DI "To Do" Check List. (See below.)

The purpose of this list is to help you *stay on track* for all that you have to do this year, as well as help you to organize your e-portfolio.

If you have not completed all the assignments, you will not be able to get a Verification Statement for the DI.

<u>Internship Hours – What to Count Towards Required Time</u>

Per ACEND's requirements, the *minimum* number of hours of supervised practice (internship) that are necessary for credentialing is 1200. The Hunter Dietetic Internship Program **requires 1280 hours** of supervised practice for completion of the program. All interns document their activities and hours completed in the Intern Log (see <u>Intern Assignments</u> document). Of the many things that interns do, only certain ones "count" towards the supervised practice requirement. The table below clarifies how to categorize your activities.

Count	Don't Count
Hours working at a site	DI Orientation
Breaks at sites, as part of the	Lunch or other meals at home, lunch
regular work week (30 min in a workday >6	break on site
hrs)	
Meetings at sites, both staff meetings and	DI Seminar (except as noted on
in-service meetings	syllabus)
Time spent writing modules / assignments /	Preparatory reading for rotations
logs / eportfolio (max. 75 hrs outside of	
rotation sites)	
Time at conferences	Reading/writing e-mails or texts unless
	part of an assignment from preceptor
Activities on "road trips" with preceptor	Sleeping, socializing, etc. on road trips
Social media work for preceptor	Social media for yourself (except your
	e-portfolio)
Work done for preceptor away from the	"Suggested" activities done for your
site if it will be submitted to preceptor	own knowledge.
	Conversations with DI Director
Work done for the Open House	Partying at Graduation

2017 - 2018 DI "To Do" Check List

- Assignments for NUTR 700
- Assignments for NUTR 701
- Assignments for NUTR 702
- Assignments for NUTR 703 (Note ALL assignments for all 4 courses are listed in the Intern Assignments document for your school year.)

These assignments include the following:

- Projects for each rotation (see rotation descriptions)
- Service Improvement Project (not assigned to a specific rotation)
- Restaurant Review
- 2 Ethics papers
- 2 Topic Papers
- PDP draft with 20 year vision
- 4 Conference and webinar reports
 - o Clinical
 - o Food Service / Management
 - o Public Health
 - o Other
- WIC training (8 certificates, submit pdfs)
- CITI modules (2 certificates, submit pdfs)
- ServSafe or DOH Food Safety Training (submit pdf)
- Counseling (Step by Step, alternatively complete the Hunter NUTR 748 course)
- Evaluations for each rotation: your evaluation of the site, preceptor evaluation of you, midevaluation for all rotations exceeding 5 weeks, and end-evaluation for each rotation
- Self-assessment of professionalism and goal setting
- Journals for all activities, including time spent on modules / assignments / logs / eportfolio not completed at a site
- Competency checklist of competencies

Rotation	Journal / Log	DI Eval of Site	DI self-eval professionalism	Preceptor Eval of DI
Community 1				
Community 2				
Clinical				
Food Service				
Management				
(potential extra)				

Welcome to Hunter, where all the women are strong, all the men are good-looking, and all the interns are above average.

-adapted from Garrison Keillor, in a Prairie Home Companion.

When preceptors agree to host interns from our program, many of them ask me to "send us the *very best* intern(s) you have this year." So ALL of you should be my best intern, and consider yourself a representative of Hunter when you are out in the world.

This not only can have a positive effect on your career, it can also open doors for the interns who will come after you. A preceptor who is pleased with the performance of the intern they have this year, will want to come back to us, and maybe even increase the number of interns she/he is willing to host each year.

Expectations of Dietetic Interns

When you enter the Dietetic Internship program, we expect that you will:

- 1. Be able to write and speak clear, coherent English so that others can understand you.
 - If you have problems with writing or limited experience writing English, help is available through the Hunter College Reading/Writing Center on line at http://rwc.hunter.cuny.edu/. Their website will lead you to the Center's student and faculty guides, current workshop schedule, on-line handout file, and directions for e-tutoring (tutoring over e-mail). The Center is located on the fourth floor of Thomas Hunter Hall. The phone number is (212) 650-3937. You may also get in touch with the Hunter College International English Language Institute (IELI) at http://www.hunter.cuny.edu/ieli/ or (212) 772-4292 or ieli@hunter.cuny.edu.
- 2. Have access to a computer on a regular basis, at least 5 days per week. Computers are available in the computer labs on floor "C" (otherwise perceived as the basement).
- 3. **Maintain an e-mail account, check your e-mail** *daily*, and reply promptly to messages. All Hunter students are provided with an e-mail address. As communication with the DI Director may contain confidential information, all email will be sent to your Hunter email address.
- 4. Possess basic computer skills, including MS Office, Publisher, Excel, End Note or equivalent, etc. and finding *appropriate* information on the internet.
- 5. You do not need to be on campus to gain access to journals. You can search the main databases (i.e. Medline, PubMed), from your home computer. Simply go to the library home page: http://library.hunter.cuny.edu/ From the list, click "Databases".
 - There you will find a listing of journal search engines. Click on the one you wish to use (PubMed for example). Then it will prompt you to insert your Hunter email ID and password. You can search for and get access to most of the journal articles for free.
- 6. All dietetic interns are expected to dress professionally. In general this is considered to be business attire, or as appropriate to the specific rotation's work setting. Hosiery or

socks and closed shoes are required for clinical and food service rotations. Long hair must be clipped back securely, and protective hair covering (hat/hairnet) is generally required for food service management rotations. During the clinical rotations, a white lab coat is required. When attending a seminar or professional meeting representing the DI program, business attire is required for everyone.

- 7. When on duty in the rotation facilities, the student shall *follow the regulations for that facility*. Identification badges are to be worn at all times when on duty. These may either be the Hunter College ID or one supplied by the rotation facility. Your preceptor needs to provide you with the regulations to follow, and you need to write down where to find these, and what regulations / regulatory agency they are derived from. This record becomes part of your rotation portfolio.
- 8. Interns are expected to be polite and respectful to their preceptors and everyone at the rotation sites. Bear in mind that even the most ignorant person on earth could have one little clue to life that could be valuable to you. Pay attention. Keep your eyes and ears open for what you can learn from ANYONE. You should be respectful of everyone you meet. Our preceptors are a diverse group of people, just as our interns are. They may be significantly younger or older than you are, or different in some other way. You may also be working with someone who is not a Registered Dietitian. Never think that you know everything that there is to know, or that someone (like a clerk or kitchen worker) cannot teach you anything. If you have an issue with a preceptor, speak to her / him about it first, then the Clinical Nutrition Manager or site supervisor, and bring it to the attention of the DI Director. Early communication is usually best to resolve issues. Interns should strive to model professional behavior in all settings, even if others are not behaving in the way most conducive to that standard. Avoid the temptation to get involved in office politics at any of your rotation sites.
- 9. The "world" of each rotation setting is unique. 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, use of cell phones, etc.)
- 10. Interns should refrain from personal telephone conversations and/or texting while on duty at any rotation site. Assignments, including case descriptions beyond collection of the necessary data, should NOT be completed at the sites unless they are part of your work assignment there (which they mostly are or should be).
- 11. Interns should avoid engaging in office politics and unprofessional discussions or gossip. The nutritionist community in the tri-state area is very tight knit. So, to put it in the words of Thumper, the rabbit in Bambi (Disney movie) "If you can't say something nice, don't say 'noth'n at all."

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. Offer to help anywhere that you can.

About "Clinical Judgment"

You may hear your preceptors speaking about *using clinical judgment*. This is sometimes a difficult concept for interns, who are used to looking up the "right" answer to every question. However, clinical judgment isn't something that you can just pick up from a book.

For example, you can study all about quantum mechanics and spectroscopy and eye/brain physiology, but unless you learned your colors, probably back in elementary school, you will still not understand what "green" means, or when to describe something as "light green" or "dark green" etc. The technical knowledge may be there, but the concept is not.

Likewise, you can think about cooking: read food magazines, watch the cooking channel, read food science textbooks, and still not be a good cook. Experience, trial and error, and finally an almost automatic sense of what *feels* right are important determinants distinguishing a competent cook following a recipe exactly, from an excellent cook who just does it, and can be creative and innovative with it.

Clinical judgment is *different from critical thinking*. Critical thinking looks at the big picture and how everything fits together, how this new piece of information attaches to what you already know, how changes in one part of a system impact other parts of the system, or the world. This is all an important part of being an educated person, but it is not clinical judgment.

Clinical judgment stems from a base of evidence-based technical knowledge, but adds multiple experiences of applying that knowledge in real life situations where random actions are also happening. Like doing a dance, or playing a sport, or some other physical skill, practice, a LOT of practice is essential to getting it. Once you "get it" even a little bit of it, the rest is all much easier; it's just more practice. You develop your clinical judgment by using your clinical judgment. It's not in a book. No one can just GIVE IT TO YOU any more than they could make you a great tennis player by having you read books about tennis.

You can learn from the examples set by your preceptors, but true cultivation of clinical judgment is up to you.

Thank you notes

Interns are encouraged to thank their preceptors for the opportunity to work with them.

Writing Thank-You Notes

Writing a thank-you note is a small but gracious way to repay kindness and to make sure that others feel appreciated. Moreover, your note of thanks provides tangible evidence of your appreciation. A thank-you note, especially one that is hand-written, will be appreciated, and long remembered, by those who have hosted you, helped you with a project, lent or given you materials, offered a sympathetic ear, or any other generous acts. The list of possibilities is boundless. For many people, receiving a note of appreciation usually pleases them far beyond the expectations of the note-writer. In fact, notes of thanks attain an almost trophy-like status, and are often saved and displayed. While you may not feel that you can rise to the heights of perfect prose, common courtesy and consideration for the feelings of others demand that you always take the time to thank those who have spent time, money, or effort on your behalf.

The notes you write demonstrate your thoughtfulness, good manners, and classiness. By demonstrating your thoughtfulness and attention to detail, the recipient's good opinion of you is reinforced. What's more, you'll find that expressing your gratitude in writing comes with a surprising level of personal satisfaction.

Most people use decorated note cards, the kind you buy in boxed sets, for thank-you notes. Note paper, decorated or not, is also a good choice. Of course you'll want to write these notes by hand, using either blue or black ink. Experts advise using cursive writing, not printing, unless your handwriting is very illegible. Some experts also advise that you begin your note on the bottom half of the note card if you are using the folding variety. If you want to use the whole page to show your appreciation, go ahead.

Some tips for writing thank-you notes:

- Make it personal. Use the pronouns *I* and *you*, just as you would when carrying on a conversation. Make it clear by the letter contents that you wrote the letter only for the recipient. Avoid form letters.
- Be yourself. Your thank-you note should sound like you. It should be conversational and friendly, not stiff and formal. But don't go overboard. Choose your words and phrases carefully. You want your letter to be graceful and polished.
- Make it lively. Avoid stodgy cliches, such as "your patronage is appreciated" or "I wish to state". Instead, use livelier and more personal phrases such as "I was delighted by" or "I have been fortunate to" or "I want you to know."
- Use correct spelling and grammar. Use a dictionary if you're unsure about spelling.

From: The Art of Thank You – Crafting Notes of Gratitude by Connie Leas; MJF Books, New York, 2002

Health Insurance Portability and Accountability Act (HIPAA)

All interns should familiarize themselves with the HIPAA regulations (see below) and comply with these in all facilities

(Also known as the Kennedy-Kassebaum Bill, the Kassebaum-Kennedy Bill, K2, or Public Law 104-191.)

HIPAA (hip-uh) which stands for the Health Insurance Portability and Accountability Act of 1996, is a set of rules to be followed by doctors, hospitals, and other health care providers. HIPAA took effect on April 14, 2006 and has been amended since. HIPAA helps ensure that all medical records, medical billing, and patient accounts meet certain consistent standards with regards to documentation, handling and privacy. In addition, HIPAA requires that all patients be able to access their own medical records, correct errors or omissions, and be informed how personal information is shared or used. Other provisions involve notification of privacy procedures to the patient. HIPAA provisions have led to many cases of extensive overhauling of medical record and billing systems.

"Individually identifiable health information" is information, including demographic data, that relates to:

- the individual's past, present, or future physical or mental health or condition,

- the provision of health care to the individual, or
- the past, present, or future payment for the provision of health care to the individual, and that identifies the individual or for which there is a reasonable basis to believe can be used to identify the individual. Individually identifiable health information includes many common identifiers, such as name, address, birth date, Social Security Number, or medical record number.

Also see: Centers for Medicare and Medicaid Services (CMS) http://www.hhs.gov/hipaa/for-professionals/index.html

Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

All interns must read and familiarize themselves with the Academy of Nutrition and Dietetics' Code of Ethics. (See below.)

http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics

Americans with Disabilities Act - What it means for Dietetic Interns

The Americans with Disabilities Act gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications.

Employment (and internship) discrimination is prohibited against "qualified individuals with disabilities." This includes applicants for employment, employees, and interns. An individual is considered to have a "disability" if s/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. An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain, broken limb, or the flu, generally would not be covered.

The second part of the definition protecting individuals with a record of a disability would cover, for example, a person who has recovered from cancer or mental illness.

The third part of the definition protects individuals who are regarded as having a substantially limiting impairment, even though they may not have such an impairment. For example, this provision would protect a qualified individual with a severe facial disfigurement from being denied employment because an employer feared the "negative reactions" of customers or co-workers.

A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that s/he holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation. Requiring the ability to perform "essential" functions assures that an individual with a disability will not be considered unqualified simply because of inability to perform marginal or incidental job functions.

Applicants to the internship who have a disability must meet all **the same qualifications** as those without a disability.

Reasonable accommodation is any modification or adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions. Reasonable accommodation also includes adjustments to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities.

Employers (educators, preceptors) are <u>not required to lower quality or quantity standards as an accommodation</u>; nor are they obligated to provide personal use items such as glasses or hearing aids.

An employer is only required to accommodate a "known" disability of a qualified applicant or employee. If the individual does not request an accommodation, the employer is not obligated to provide one except where an individual's known disability impairs his/her ability to know of, or

effectively communicate a need for, an accommodation that is obvious to the employer. If a person with a disability requests, but cannot suggest, an appropriate accommodation, the employer and the individual should work together to identify one.

The individual with a disability requiring the accommodation must be otherwise qualified, and the disability must be known to the employer. In addition, an employer is not required to make an accommodation if it would impose an "undue hardship" on the operation of the employer's business. "Undue hardship" is defined as an "action requiring significant difficulty or expense" when considered in light of a number of factors. These factors include the nature and cost of the accommodation in relation to the size, resources, nature, and structure of the employer's operation.

An employer is not required to reallocate essential functions of a job as a reasonable accommodation.

Interns who need accommodation of a disability must inform the DI Director of their disability, and provide medical documentation of this, prior to beginning the internship, along with their request for "reasonable accommodation" that, if given, will allow them to successfully complete all internship requirements.

Adapted from: ADA Questions and Answers, U.S. Dept of Justice. http://www.ada.gov/pubs/ada.htm

Who's Who? Meet the NFS Faculty From http://hunternutrition.org/faculty/

Khursheed Navder, PhD, RD, Professor and Chair, Nutrition Program, Director, School of Urban Public Health, Hunter College, Dr. Navder is a consummate nutritional professional who has made numerous contributions in a career that spans over a quarter century as a professor at Hunter College. She joined Hunter in 1988.

Dr. Navder is the Director of the accredited didactic program (DP) in Nutrition and Dietetics at Hunter College and has been serving in this capacity for over 15 years. She has served as the Director of the Nutrition program where she oversaw the BS, dual BS-MS, MS, MPH and Dietetic Internship Programs. The MS Nutrition Program that she created and directs is a unique, dynamic graduate program that is the *first* within CUNY, and is one of only eight programs in the country, to offer didactic dietetics education at the graduate level and provides evidence of her ability to think creatively and futuristically.

She is credited for creating unique pathways that make it less onerous for inner-city students to pursue a full time, day program. Through the cohort model of structured, sequential learning she has been successful at creating a stimulating and intellectually challenging program that promotes a sense of community with near perfect graduation rates in her undergraduate and graduate tracks. She is also the advisor to the Kappa Omicron Nu Honor Society for Nutrition students and has created a vibrant Nutrition Club.

Dr. Navder's research area has involved studying the effects of various food components on biochemical and metabolic regulations of lipid and alcohol metabolism. She has also looked at ethnic differences in fat distribution patterns in children and neonates, and has examined the effect

of maternal diet and obesity on fetal growth and offspring adiposity. She encourages active student involvement on research projects and has built a strong research foundation for students she mentors.

Dr. Navder has been a recipient of the national Outstanding Dietetic Educator Award from the Academy of Nutrition and Dietetics. She has served as the Chair of the Nutrition and Dietetic Educators and Preceptors, a Dietetic Practice Group of the Academy and is currently serving as a Commissioner with the Commission on Dietetic Registration (2014-17).

Charles Platkin, PhD, JD, MPH is a Distinguished Lecturer at Hunter College in New York City and the Director of the New York City Food Policy Center at Hunter College. Additionally, Dr. Platkin is a nutrition and public health advocates, whose syndicated health, nutrition and fitness column, the Diet Detective appears in more than 100 daily newspapers and media outlets. He is also the founder of DietDetective.com, which offers more than 500 articles and interviews on nutrition, food, and fitness. Additionally, Platkin, was also the founder of Integrated Wellness Solutions (IWS). IWS worked to develop corporate wellness initiatives including sophisticated online health tools, algorithm based diet and fitness programs, as well as print related content to market health behavior change. IWS also worked with pharmaceutical companies (including Roche and Pfizer) creating digital strategies and tools to assist with patient behavior change. These programs included the first ever Registered Dietitian nutritional counseling via email program with more than 100,000 patients.

Dr. Platkin was the president and founder of Marinex, a forerunner in health consulting and media relations. Additionally, he was the General Counsel and Vice-President of News Communications, Inc., a publicly-traded newspaper and magazine company based in Manhattan that published The Hill in Washington, and Dan's Papers in the Hamptons, among others.

Dr. Platkin is the author of seven books. His first book, "Breaking the Pattern" was a bestseller in hardcover; it has been used by addiction clinics to assist patients with resolving drug and alcohol-related issues and more than 20 universities around the country as a text to teach behavioral change techniques to nutrition and dietetic counseling interns. His latest books are The Diet Detective's Count Down (Simon and Schuster, 2007), The Diet Detective's Calorie Bargain Bible (Simon and Schuster, 2008), The Diet Detective's Diet Starter Kit (Diversion, 2011), and The Diet Detective's All American Diet (Rodale, 2012).

Dr. Platkin is also the founder of The Health Lab (<u>www.thehealthlab.com</u>). The Health Lab collaborates with innovators and entrepreneurs to create sustainable, commercially viable businesses that solve health-related problems. The goal is to fully support innovators who tackle an exceptional, untapped opportunity related to health and wellness.

May May Leung, PhD, RD is an Associate Professor of Nutrition at the Hunter College School of Urban Public Health. Her research expertise includes the development and evaluation of innovative health communication and community-based interventions to prevent childhood obesity. She also uses community-based participatory research methods, such as photovoice, to engage and empower youth residing in vulnerable communities. May May's research projects have led to partnerships with various community-based organizations in New York City, such as the Children's Aid Society and New York Cares. In addition, she focuses on the translation and

dissemination of evidence-based interventions and policies to reduce the risk of chronic diseases with the goal of enhancing the public health impact of initiatives. May May's work extends internationally as she has worked with the World Health Organization, Shanghai Centers for Disease Control and Prevention and Tsinghua University in Beijing, China. She completed her doctoral degree in Public Health Nutrition at the University of North Carolina's Gillings School of Global Public Health (UNC). She earned her BA in Psychology from the University of Michigan-Ann Arbor and her MS in Nutritional Sciences at the University of Massachusetts-Amherst. Prior to her time at UNC, May May was an adjunct faculty member and project manager at the University of Pennsylvania's School of Nursing.

Ming-Chin Yeh, PhD is an Associate Professor of Nutrition at Hunter College, City University of New York. His research involves developing innovative intervention strategies to promote a healthy lifestyle such as increasing fruit and vegetable consumption and physical activity for health promotion and disease prevention. Other research interests focus on obesity and diabetes prevention and management in multi-ethnic populations. Some of his recent projects include a NIH R34 translational study examining lifestyle intervention for diabetes prevention among Chinese immigrants; collaborating in cutting-edge behavioral research studies targeting approaches to prevent stroke recurrence in veterans; examining the relationship between parenting style/home environment and childhood obesity; qualitative research in nutrition such as understanding barriers to fruit and vegetable consumption; assessing the role of gut microbiota in health promotion in vegan diets. Currently Dr. Yeh is a Co-Investigator on two VA-funded randomized controlled trials testing the effectiveness of a comprehensive personalized behavioral intervention that aim to improve foot self-care, foot self-monitoring, and modifiable risks (e.g. A1c, BP and LDL) in diabetic patients. Dr. Yeh teaches graduate-level nutrition research course as well as undergraduate-level courses in community nutrition and institutional management. Dr. Yeh received his PhD in Public Health Nutrition at the University of North Carolina- Chapel Hill, a MEd at Teachers College, Columbia University, a MS at New York University, a BS at Taipei Medical College, Taiwan, and a post-doc training at the Yale University Prevention Research Center.

Steven Trasino, PhD, MS completed his postdoctoral studies at Weill Cornell Medical College, where he studied the role of vitamin A in the pathophysiology and treatment of obesity, diabetes, and other metabolic disorders, as part of a five-year National Institutes of Health training grant in molecular pharmacology. During his training, he demonstrated that states of obesity lead to impaired utilization of dietary vitamin A, and a sub-clinical vitamin A deficiency undetectable by standard blood tests, a state coined "silent" vitamin A deficiency. In examining the effects of provitamin A carotenoids and vitamin A on metabolic pathways involved in obesity and obesity-related cancers, Dr. Trasino has revealed a mechanism of how obesity-driven hormones and lipid metabolites act to disrupt vitamin A metabolism in tumor cells. These findings may have overarching consequences on how vitamin A requirements are determined and assessed in obese adults and children. His research also demonstrated that dietary and synthetic vitamin A analogues possess potent anti-diabetic properties, with the potential to also mitigate fatty liver disease and diabetic kidney disease. As a new faculty member in the Nutrition Program at Hunter College, Dr. Trasino will continue to pursue his research in the effects of obesity on the utilization and metabolism of vitamin A and other micronutrients.

Victoria Fischer, PhD, MS, RDN, CDN started her career as a Nutrition teacher in the vocational

education system in Germany, a career path that included an apprenticeship as chef. After moving to the US she earned an MS in Clinical Nutrition at the New York Institute of Technology, where she also completed her DI. While working as Clinical Dietitian at John T. Mather Memorial Hospital in Port Jefferson, NY, she realized the urgent need for a liaison between researchers, dietitians and physicians; a non-physician medical nutrition professional who could translate nutrition research from bench to bedside. In order to acquire the skills needed for this task, she obtained a PhD in Molecular and Cellular Pharmacology.

Dr. Fischer subsequently took on a dual role of teaching nutrition courses and pursuing nutrition research; she has been a Dietetic Internship Director since 2015, first at Queens College, and now at Hunter College, with the goal of helping students integrate research results into nutrition care practice in this rapidly evolving field. Dr. Fischer is currently working with the New York Obesity Nutrition Research Center on a project on adipocytes and metabolic changes associated with obesity, and is building her own research line, investigating the role of folate in obesity.

Now that you know the faculty, let's talk about ...



 $https://ga-core.s3.amazonaws.com/production/uploads/program/default_image/3031/The-Nuts-And-Bolts-Of-Networking.jpg\\$

NETWORKING

We have all heard about networking, and how much having a great network of people around you can be a great boost to your career. If you already have a collection of business cards and contact information, that is a good start. Who you know can be important, but perhaps even MORE important is who knows YOU. The Dietetic Internship is a great way to let other people know who you are and what you can do. A good number of recent graduates have been hired by one of the places where they did a DI rotation, or at the recommendation of one of their preceptors. The community of Registered Dietitian/Nutritionists is small. Your preceptor might know just the person you need to meet to land a great position.

Another good place to network is at professional meetings and conferences. Don't just stick with the people you know. Ask questions of the speakers, or organizers, or wait staff. People usually like to talk about what they do, or like, or even what they don't like.

So – SCHMOOZE!!

Getting to know . . .



THE ACADEMY OF NUTRITION AND DIETETICS

Founded in 1917 as the American Dietetic Association, the organization changed its name to the Academy of Nutrition and Dietetics in 2012. The over 72,000 members in the US and abroad help shape the food choices and impact the nutritional status of the public. The membership includes dietitians, dietetic technicians, students, and others holding baccalaureate and advanced degrees in nutrition and dietetics.

How does AND benefit its members? AND provides resources for member career development through the annual Food and Nutrition Conference and Exposition (FNCE), FNCE is the Academy's premier educational and networking event, which is a showcase for the latest products, services, and technology from more than 350 leading food and nutrition organizations. AND members can build skills and stay current in their specialty area through dietetic practice groups (DPGs), and Member Interest Groups (MIGs) which offer networking contacts, practice-related publications, scholarships, and continuing professional education workshops.

<u>Annual Food & Nutrition Conference & Exhibition</u>

2018 – Washington, D.C.



Interns are strongly encouraged to attend!

Groups

Dietetic Practice Groups are professional-interest groups, made up of Academy of Nutrition and Dietetics members, who wish to connect with other members within their areas of interest and/or practice. These "organizations within an organization" help members to find their special niche in a large profession.

http://www.eatright.org/HealthProfessionals/content.aspx?id=11236

There several Member Interest Groups (MIGs) comprised of AND members who exchange information related to common interests.

http://www.eatright.org/HealthProfessionals/content.aspx?id=11244

AND members select an affiliate (state) dietetic association. Members who live in New York City are also encouraged to join the Greater New York Dietetic Association (GNYDA).

http://www.eatrightny.org/

http://www.gnyda.org/

Journal/Publications

The Journal of The Academy of Nutrition and Dietetics http://www.andjrnl.org/ and the Food and Nutrition Magazine www.FoodandNutrition.org/ supply members with current food and nutrition research and practice information, as well as Academy news. Position and Practice papers on a variety of topics are available at: http://www.eatright.org/positions/

Stress Management Resources

The many and varied demands of the dietetic internship can cause interns to feel stressed. Managing the daily stress level is ultimately up to each individual, but there are many resources available to help with this.



Symptoms of Stress - neck pain - headache - lower back pain - fast pulse - sweating - sleeplessness - poor concentration - dryness of throat & mouth - weakness

Balancing the demands of school and personal life can be challenging; The Hunter College Personal Counseling Services is available to help students handle this stress and pressure successfully and constructively. At times, just talking can make a difference; while other times, more intervention is needed. **The Office of Personal Counseling Services** strives to help students manage the demands of life through confidential and individualized personal counseling services. Licensed counselors are available to assist students in overcoming personal, academic, and/or crisis situations that could negatively impact their progress and success at Hunter College. Walkin hours are Monday – Friday, 9:00 am – 5:00 pm in Room 1123 East Building. For further office hours and or for appointments, please visit 1123 East Building or call (212) 772-4931.

How to Reduce Stress

Many stresses can be changed, eliminated, or minimized.

Here are some things you can do to reduce your level of stress: Become aware of your own reactions to stress.

- Reinforce positive self-statements.
- Focus on your good qualities and accomplishments.

- Avoid unnecessary competition.
- Develop assertive behaviors.
- Recognize and accept your limits. Remember that everyone is unique and different.
- Exercise regularly.
- Eat a balanced diet daily.
- Talk with friends or someone you can trust about your worries/problems.
- Learn to use your time wisely:
- Evaluate how you are budgeting your time.
- Plan ahead and avoid procrastination.
- Make a weekly schedule and try to follow it.
- Set realistic goals.
- Set priorities.
- Practice relaxation techniques. For example, whenever you feel tense, slowly breathe in and out for several minutes.

Stress Management Resources On-line

http://health.discovery.com/centers/stress/index/stressindex.html

http://www.nlm.nih.gov/medlineplus/stress.html
http://www.mayoclinic.com/health/meditation/MM00623

http://blogs.yogajournal.com/audio/savasana.mp3 http://www.youtube.com/watch?feature=player_embedded&v=zsCVqFr6j1g

http://www.mindful.org/in-body-and-mind/coping-with-difficulty/biegel-pak

http://animal.discovery.com/tv-shows/too-cute/games-more/kittencam.htm

http://animal.discovery.com/tv-shows/too-cute-kittens

http://animal.discovery.com/tv-shows/too-cute/videos/slow-motion-puppies.htm



Just Keep Swimming!

http://www.youtube.com/watch?feature=player_embedded&v=4WVoC_CJbow

WWW Resources for Nutrition & Health



American Public Health Association has many useful and interesting articles and links posted. http://www.apha.org/

CDC covers epidemiological data through WONDER and NCHS; advises travelers on health precautions; lists job opportunities; publishes condition based health information; and lists distance learning programs offered through the Public Health Training Network (PHTN). www.cdc.gov

Environmental Protection Agency (EPA) produces environmental information on a wide range of topics and links to other related organizations. www.epa.gov

FedWorld is a gateway to over 100 federal government Internet sites. http://fedworld.ntis.gov

Food and Drug Administration (FDA) provides professional and public information on drugs, food-borne illnesses, new devices, and links to related pages. www.fda.gov





National Health Information Clearinghouse of the Office of Disease Prevention Health Promotion, DHHS offers information on ODPHP clearinghouses, publications (including Healthy People 2010), and proceedings for the Partnerships for Networked Consumer Health Information Conferences. http://www.health.gov/nhic/

US Dept Health & Human Services home page. http://www.hhs.gov/

National Institutes of Health (NIH) links to all its constituent institutes which provide health education materials on diverse topics, including AIDS, aging, child health, communication disorders, cancer, genetics, and others. www.nih.gov

- National Center for Alternative and Complementary Medicine http://nccam.nih.gov/
- National Institute of Diabetes and Digestive and
- Kidney Diseases http://www2.niddk.nih.gov/
- Health Resources and Services Administration http://www.hrsa.gov/
- National Heart Lung and Blood Institute http://www.nhlbi.nih.gov/
- Maternal and Child Health Bureau http://www.mchb.hrsa.gov/
- NIH Office of Rare Diseases http://rarediseases.info.nih.gov/default.aspx
- Weight Control Information Network http://win.niddk.nih.gov/index.htm

- Women's Health Initiative http://www.nhlbi.nih.gov/whi/
- NIH Office of Dietary Supplements http://dietarysupplementdatabase.usda.nih.gov/index.html

National Library of Medicine (NLM) provides free access to MEDLINE using Internet Grateful Med, full text practice guideline documents, health services research resources, and environmental-toxicology information resources. www.nlm.nih.gov

New York Online Access to Health disseminates a wealth of topical health information, links to medical databases and Internet resources, and statistical data for NY in English and Spanish. https://a858-ihss.nyc.gov/ihss1/en_US/IHSS_homePage.do

PubMed for Medline searches of journals in the National Library of Medicine. http://www.ncbi.nlm.nih.gov/PubMed/

US Dept. Agriculture (USDA) home page contains important nutrition, child, and family information. www.usda.gov

USDA Agricultural Research Service includes food composition databases. http://www.ars.usda.gov/Aboutus/docs.htm?docid=6300

International Food Composition Tables Directory http://www.fao.org/infoods/infoods/infoods/tables-and-databases/en/

American Medical Association provides articles from current issues of JAMA and other information. www.ama-assn.org

www.RD411.com provides resources and information by RDs for RDs on a variety of topics.

Cornell Cooperative Extension http://www.cce.cornell.edu/Pages/Default.aspx

Just Food, Community Supported Agriculture (CSA) in NYC www.justfood.org/csa/

The American Botanical Council (ABC) – promotes science based use of herbs. They publish Herbalgram newsletter. There is also a link to an English Language version of some of the German Commission E Monographs. http://abc.herbalgram.org

Career Opportunities in Dietetics and Nutrition for Graduates of the Dietetic Internship Program

Upon completion of the DI, a student is qualified to write the Registered Examination for Dietitians. The successful examinee is recognized as a Registered Dietitian. Beyond the RD – More Credentials to Consider

New York State — Certified Dietitian / Nutritionist (CDN http://www.op.nysed.gov/prof/diet/ Certified Diabetes Educator — CDE http://www.ncbde.org/ Certified Nutrition Support Clinician — CNSC http://www.nutritioncare.org/Continuing Education/Certification/ https://www.nutritioncare.org/nbnsc/

AND Specialty Certifications http://cdrnet.org/certifications/board-certified-specialist

Board Certified Specialist in Gerontological Nutrition (CSG)

Board Certified Specialist in Sports Dietetics (CSSD)

Board Certified Specialist in Pediatric Nutrition (CSP)

Board Certified Specialist in Renal Nutrition (CSR)

Board Certified Specialist in Oncology Nutrition (CSO)

Certificate of Training in Adult Weight Management

Certificate of Training in Childhood and Adolescent Weight Management

(and the list keeps growing)

Finding a Nutrition Job... ONLINE

HELPFUL JOB SEARCH URLS FOR NUTRITION PROFESSIONALS INCLUDE:

 $\underline{http://www.sodexo.com/en/careers/work-for-sodexo.aspx}$

www.call24online.com

www.healthcareerweb.com

www.nationjob.com/medical

www.aramark.com

www.chronicle.com/jobs

www.monster.com

www.nutritionjobs.com

www.careersinfood.com

www.idealist.org

The NY RD job group: https://groups.google.com/forum/#!forum/nyrdjobs

A Final Thought

"They rounded the foot of the Quentulus Quazagar Mountains, and there was the Message written in blazing letters along the crest of the mountain...The first letter was a "w," the second an "e." Then there was gap. An "a" followed, then a "p," an "o" and an "l."

Marvin paused for a rest.

After a few moments they resumed and let him see the "o," the "g," the "i," the "z," and the "e." The next two words were "for" and "the." The last one was a long one, and Marvin needed another rest before he could tackle it.

It started with "i," then "n," then "c." Next came an "o," and an "n," followed by a "v," an "e," another "n," and an "i."

After a final pause, Marvin gathered his strength for the last stretch.

He read the "e," the "n," the "c," and at last the final "e," and staggered back into their arms.

"I think," he murmured at last from deep within his corroding, rattling thorax, "I feel good about it."

From: "The Supreme Being's last message to all creation" in; <u>So Long, and Thanks for All the</u> Fish, by Douglas Adams, Simon & Shuster, New York, 1985.

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