

## **Dietetic Internship Program**

### **Structure of the Program**

The UNLV Dietetic Internship (DI) is administered through the UNLV Department of Kinesiology and Nutrition Sciences. Both the DPND and Dietetic Internship are designed to provide well-trained, entry-level nutrition & dietetics professionals for the growing Southern Nevada region.

The DI is designed to prepare interns to meet entry-level skills expected of the Registered Dietitian Nutritionist. In 2009 the UNLV DI received Full Accreditation from The Accreditation Council for Education and Dietetics (ACEND) of the Academy of Nutrition of Dietetics. The contact information for ACEND is listed below:

The Accreditation Council for Education and Dietetics

Academy of Nutrition of Dietetics

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

Phone: (312) 899-0040 ext. 5400

E-mail: [education@eatright.org](mailto:education@eatright.org)

Website: <http://www.eatright.org/acend>

Interns must apply to the UNLV Graduate College as a non-degree seeking graduate student and will receive a total of 6 graduate credits. There is an application fee required for this process. Interns must be enrolled in KIN 796 (Supervised Practice: Community Nutrition), KIN 797 (Supervised Practice: Foodservice Management), and KIN 798 (Supervised Practice: Clinical Nutrition). In addition, the DI consists of 1200 contact hours (40 hours per week for seven months). An additional 15-20 hours per week will be required for preparation of the rotations and to complete assignments in fulfillment of the graduate courses. Upon successful completion of the DI, students will be eligible to take the National Registration Examination for Dietitians.

The program currently accepts up to 22 interns per year, up to 12 in each seven-month period. Of the 1200 hours, 680 are devoted to clinical experience, 240 to food service management, 240 to community experience, and 40 for an elective experience that is developed by the intern and approved by the preceptor. Below is an overview of the rotations with a sample schedule included. The community experience will take place at various sites in the Las Vegas community. For the food service and clinical rotations, interns will be placed at one of the several participating hospitals: Sunrise Hospital, St. Rose Hospital, Summerlin Hospital, Desert Springs Hospital, Southern Hills, Mountainview, Spring Valley, or University Medical Center. Below is an overview of the rotations with a sample schedule included.

## **Community Nutrition Overview**

The goal of the Community Component of the Dietetic Internship is to provide the intern with the opportunity to observe and gain information from a variety of diverse community nutrition programs as well as a more intensive work experience in one or two aspects of community nutrition programming. This format will provide each intern with the opportunity to observe the diversity within community nutrition and to actively participate in nutrition program development and implementation. Topics pertinent to all areas of practice such as professional development and the Code of Ethics will be covered in detail during the Community Rotation. The Community Nutrition Component of the dietetic internship will provide 240 hours of supervised practice. The time will be allotted as follows:

- 160 hours In Depth Learning divided between 2 learning sites
- 72 hours Multiple Site Overview Experiences
- 8 hours Classroom experience and presentation

### **In Depth Single Learning Experiences**

Each intern will spend either 3 weeks (120 hours) at a single site followed by 1 week (40 hours) at a different site or 4 weeks (160 hours) divided equally between 2 sites. The In Depth Site Learning Experience provides the interns with the opportunity to participate in the development and implementation of nutrition programming to a greater degree than what is provided in a short 16-32 hour observation visit.

At each site the intern will learn about the mission and vision of the agency/organization, funding source, target audiences served and major program areas within the agency/organization. (S)he will also work on specific aspects of nutrition programming within the agency/organization. At one of the two In Depth sites each intern will also work on a specific project that culminates in a written and oral report. The oral reports will be scheduled for presentation in an upper division nutrition class; Community Nutrition in the Fall Semester and Food and Nutrition Law and Policy or Senior Seminar in the Spring Semester. This will provide an audience for the interns and an opportunity for undergraduate students to observe one component of the internship program. Depending on the particular project in which the intern is involved (s)he may participate in the needs assessment/planning component of a program under development, implementation of a new or existing program, program marketing or a program evaluation. The specific learning experience for each intern will depend on the particular agency/organization at which the intern spends his/her rotation and the programming of that agency/ organization.

### **Multiple Site Overview Experiences**

Each intern will spend 16-32 hours at individual sites providing nutrition services in the community. Learning experiences at these short-term sites will include observation and participation in short-term activities such as coding data, developing a marketing brochure, group presentations, or a resource review. The intern will also obtain information on mission, funding, target audience and major programs at each site (s)he visits. The goal of these rotations is to provide the intern with a broad perspective of the variety of nutrition programming in the community and the duties performed by an RDN at these various sites.

(Some agencies/organizations have agreed to provide both short-term and in depth experiences for interns. Assignments will be made such that an agency/organization providing an in depth experience for an intern will not provide a short term experience for that same intern.)

### **Classroom Experience and Reports**

The interns will spend 8-16 hours participating in formal class sessions during their community rotation plus time spent giving their oral presentation to undergraduate students. Other meetings will be held occasionally throughout the internship experience. Part of the meeting time will be devoted to presentations by preceptors and guest speakers designed to provide additional background and knowledge to interns on specific nutrition and health topics. A portion of the meeting time will be for interns to present case studies, project reports, or panel discussions for DPND students.

### **Competencies**

Activities assigned at the In Depth Learning Sites and through classroom assignments will enable the interns to meet most, if not all, of the required competencies related to community programming and operation. Because of the unique nature of the activities performed by specific organizations/facilities or specific RDN's, these sites have been asked to specifically provide activities relative to meet the ACEND competencies.

### **Food and Beverage Management Rotation Overview**

Each student will spend 6 weeks in the food service management rotation. Individual projects will vary and will be assigned by the preceptor at the start of the rotation. During the six-week period, interns will learn and acquire skills in the following areas:

Production (assessing inventory, ordering, deliveries/receiving, storage, production sheets, food production, entree preparation with patient survey); Tray line supervision for breakfast and dinner shifts (introduction, times, temperatures, scheduling, and presentation); Cafeteria, physician's lounge; Catering (operations, scheduling, presentation, cashier duties, food safety, cleanliness), and Diet Office/Diet Technician duties/supervision.

### **Clinical Rotation Overview**

Each intern will spend 17 weeks in the clinical rotation. During the seventeen-week period, interns will learn and acquire skills in the following areas:

- Orientation to facility, diet office, and modified menu planning.
- Nutritional Screening and Assessment.
- The Nutrition Care Process and Medical Nutrition Therapy for various disease states (i.e. Outpatient Care, Weight Management, Diabetes Mellitus, Gestational Diabetes Mellitus, Cardiopulmonary Diseases, Gastrointestinal Diseases, Oncology, Orthopedics and Surgery, Rehabilitation and Neurology, Intensive Care and Nutrition Support, Renal Disease, Pediatrics, Trauma).

### **Elective Experience**

Each intern will develop and idea for a one-week elective experience and will obtain approval from the DI Director and preceptor to complete this rotation.

### **Program Completion Requirements**

Students must successfully complete all of the competencies and student learning outcomes as part of the DI curriculum. [CLICK HERE FOR A LIST OF COMPETENCIES/STUDENT LEARNING OUTCOMES](#). Students/Interns are ultimately responsible for working with preceptors to ensure competencies are met. Our preceptors are very experienced with dietetic interns and the competencies. Interns are evaluated informally throughout each rotation and formally at the end of each rotation. Based upon the feedback received from the preceptor, the DI Director evaluates interns and decides if the intern has passed the rotation. The DI Director will be in close contact with each preceptor throughout the year.

### **Evaluation of Interns**

Interns are evaluated regularly and frequently during their seven-month rotation. Informal evaluations take place in discussions between the DI Director and preceptors, and preceptors and interns on a regular basis. Formal, written evaluations will be completed at the end of each rotation, with input from the intern. Interns will be evaluated based on the specified competencies considered essential for an entry-level dietitian set by the ACEND accreditation Standards. Professional behavior and attitude will also be evaluated and documented in the evaluation form. Another evaluation will be completed by each intern to provide the DI Director with input as to the effectiveness of the program.

In the event of unsatisfactory performance during any of the rotations, the preceptor and DI Director consult to determine the format of a redirection plan to allow the intern to achieve the competencies. Inability to accomplish that plan may result in dismissal from the program.

### **Program Admission and Selection of Interns**

Successful applicants must meet the following minimum admission standards:

- A baccalaureate or advanced degree from a regionally accredited four-year college or university.
- Minimum overall GPA of 2.75 (4.00 = A) for the bachelor's degree or a minimum 3.00 GPA (4.00 = A) for the last two years of study. The 2.75 minimum GPA applies to the total, sciences, and DPND GPAs.
- Didactic Program in Dietetics Verification Statement or Intent to Complete Form.

If accepted into the DI Program, students must complete an application to the UNLV Graduate College to become at a non-degree seeking student. This application can be found at [http://graduatecollege.unlv.edu/prospective/non-degree/become\\_a\\_student/](http://graduatecollege.unlv.edu/prospective/non-degree/become_a_student/).

THIS STEP IS ONLY FOR ACCEPTED INTERNS. DO NOT COMPLETE THIS STEP AS PART OF THE APPLICATION PROCESS.

There is a fee to apply.

The DI program director along with Nutrition Sciences faculty members do the first screening based on GPA, work experience, volunteer experience, and letters of reference. The top 10-20 applicants will then be selected for interviews. Interviews may be done in person or by phone.

### **Assessment of Prior Learning**

Completion of this program will not result in a graduate degree. Prior learning experience or earned credits from a graduate program cannot waive the requirement for registration into KIN 796 (Supervised Practice: Community Dietetics), KIN 797 (Supervised Practice: Food Service Management), and KIN 798 (Supervised Practice: Clinical Dietetics). Registration in these courses is required in order to have access to university services.

Prior learning from employment will not be considered as a partial waiver of course credits or supervised practice hours. Interns with prior experience may be given assignments or projects that are appropriate for their background and that are most useful for the intern and the institution.

### **Policy for Issuing the Final Verification Statement**

If the program completion requirements are met, the DI Director will issue the final Verification Statement and will follow the procedures established by the Commission on Dietetic Registration for submitting and verifying eligibility for the RD examination. Successful program completion includes completing the minimum required contact hours, earning at least a satisfactory rating on all competencies and student learning outcomes, completing an adequate learning portfolio, and completion of the CDR exit packet (Name/Address Verification Form, RDE Misuse form, and Transcript Degree/Confirmation Release Form).

### **Statement of Responsibility**

Each intern assumes all risks and is solely responsible for any injury or loss sustained while traveling to or participating in the UNLV DI, operated by the University of Nevada, Las Vegas, School of Allied Health Sciences, at their rotation sites unless such injury or loss arises solely out of the sites gross negligence or willful misconduct.

### **Student Responsibilities (To Allow Supervised Practice Experience at the Sites)**

#### **Information for Students/Interns Who are Accepted into the Program**

1. Respond to all email messages. Once accepted into the program, instructions will follow via email.
2. Once you are enrolled at UNLV, you will be given a **UNLV email address**. This is the address **that will be used once the program begins. If you have another email address, you may want to forward to your UNLV address since that is our method of communicating with you. You must respond to our email messages.**

3. You will need to apply to the UNLV Graduate College as a non-degree seeking student. Go to: [http://graduatecollege.unlv.edu/prospective/non-degree/become\\_a\\_student/](http://graduatecollege.unlv.edu/prospective/non-degree/become_a_student/) and follow the instructions for Non-Degree Graduate Student Application. Once this is processed, you will receive an NSHE ID number. This number will allow you to register for courses. There is an application fee.
4. Once you are admitted to the Graduate College as a non-degree seeking student, you will need to enroll for three, two credit courses (KIN 796, Supervised Practice: Community Nutrition; KIN 797, Supervised Practice: Food Service Management; and KIN 798, Supervised Practice: Clinical Nutrition). Please call my assistant, Audrey, at 702-895-4328 to assist you in getting registered as the call numbers are not published.
5. You will be billed for program tuition and fees through MyUNLV. Once you have your NSHE number, you will have access to this. Please call Audrey at 702-895-4328 if you need assistance.
6. You will have to complete a criminal background check and drug screen through Pre-Check. **INSTRUCTIONS WILL COME IN A SEPARATE EMAIL ONCE OUR PROGRAM ACCOUNT IS UPDATED.**
7. Obtain a food handlers card . This can be obtained through the Southern Nevada Health District. For more information about SNHD call 702-759-1000 or visit their website at [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org).
8. You will need to be CPR/BLS certified through the American Heart Association.
9. Complete a **TWO-STEP** TB test. Many students choose to go to UNLV Student Health or the Southern Nevada Health District. For more information about SNHD call 702-759-1000 or visit their website at [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org). You may choose another medical provider if you choose. **PLEASE BEGIN THIS PROCESS NOW AS IT TAKES TIME.**
10. Provide proof of immunizations (2-step TB, MMR, Rubeola, Chicken Pox (Varicella), Hep A & B, Tetanus & Diphtheria), medical insurance coverage, and a statement from your physician that you are in good health and that you can complete the DI. You will be on your feet for many hours a day, will need to move through the hospital in a timely manner, and will be exposed to ill patients. This letter needs to come from an MD, DO, or Advanced Nurse Practitioner (APN). **PLEASE NOTE- WE WILL BE USING THE PRECHECK SYSTEM FOR YOU TO SUBMIT AND VERIFY ALL IMMUNIZATIONS. SPECIFIC INSTRUCTIONS WILL FOLLOW IN A SEPARATE EMAIL MESSAGE.** You may begin gathering these for submission.
11. A couple of you may need additional testing (it will depend on who I assign to which site). I will be working on that over the next several weeks. I will notify you if you need additional testing.
12. Provide proof of Academy of Nutrition & Dietetics (AND) membership.
13. You will be required to also join the Southern Nevada Dietetic Association. The fee for SNDA is \$20. We will provide the membership form for you to complete or you may join electronically through Nevadard.com. New membership forms will become available in August. You must be a member of AND before you can join SNDA.
14. Obtain liability insurance. You can do this through the American Dietetic Association website or through Seabury & Smith (<http://www.seaburychicago.com/>) and keep proof for your file.

15. Provide a copy of your official DPND Verification Statement. This is the document you will receive from your DPND Director once you complete all of your coursework.
16. Provide a copy of your official transcript with degree posted. Please check with your university to see when degrees are posted.
17. Fingerprinting.
  - Metro's Fingerprint Bureau
  - 5880 Cameron St
  - Directions: Las Vegas Blvd to Russell; west on Russell, South on Cameron
  - Phone: 702-828-3271
  - Hours: M-F 8:00 am-4:00 pm (closed holidays)
  - Students Need ~\$14 cash
  - A couple of you who will be working at the VA will need Federal Fingerprinting as well. Once I have the rotation schedules finalized, I will let you know if you are one of those interns. Please do not take care of this step until I notify you if you need local or Federal fingerprinting.

**ALL OF THE ABOVE REQUIREMENT MUST BE COMPLETED AND PAPERWORK SUBMITTED BY THE DEADLINE SPECIFIED IN YOUR WELCOME LETTER AND/OR EMAIL CORRESPONDANCE. FAILURE TO COMPLETE/SUBMIT WILL RESULT IN PROGRAM DELAYS OR DISMISSAL FROM THE PROGRAM.**

### **Assignments & Preparation for the Internship**

1. Training for all Interns:
  - Online Training Through UNLV Risk Management:
  - <http://rms.unlv.edu/occupational/training>
    - Back Safety
    - General Workplace Safety
    - HIPAA
    - Blood Borne Pathogens
    - Radiation Safety for Radiation Producing Devices
2. Once you are registered, you will need to go to WebCampus (<https://webcampus.nevada.edu/webct/entryPage.dowebct>)
3. You will need to complete a case study book/self study course. The book you need to purchase is: Medical Nutrition & Disease: A Case Study Approach. Wiley-Blackwell. ISBN#: 978-1-405-18615-5. You need to complete parts 3 and 4 (Chapters 6-13). You should complete the "Case Questions" within each chapter. I realize that the answers are in the text, so I do expect you to work on these and submit your responses in your own words. Please make sure you do this in MS Word or at least be able to save the responses as a pdf file.
4. Please complete the Medical Terminology book: "Medical Terminology: get connected!". Pearson. ISBN# 978-0-13112112-6.
5. You may purchase these books from any source (i.e. Amazon, the publisher, etc). Please be prepared to turn in your medical terminology book at orientation. You will get it back for reference.

6. There will be a few additional exercises for you to complete. You will need resources from your DPND Program to complete these (i.e. a Nutrition Assessment book, a MNT book, a medical dictionary, etc).
7. Hospitals have their own orientation dates. We will notify you when you are to report to hospital orientation. This may occur before the internship date.

### **Recommended Resources**

1. Krause's Food Nutrition & Diet Therapy. L. Kathleen Mahan & Sylvia Escott-Stump, current edition.
2. Nutrition and Diagnosis-Related Care. Sylvia Escott-Stump, Lippincott, Williams, and Wilkins, current edition.
3. International Dietetics & Nutrition Terminology Reference Manual (IDNT) etext.
4. Food Medication Interactions, current edition.
5. Medical Dictionary.
6. Medical Abbreviations Reference.

NOTE: We do have these resources in the Nutrition Sciences office. You are welcome to come by and use these.