



October 2020

## **PROGRAM BROCHURE**

## **Program Overview**

Welcome to the Nutrition Ink Dietetic Internship Program

The Nutrition Ink Dietetic Internship Program is a full time, 10 month program with a program-specific concentration in MNT for Nutrition Support. As full time interns, you will be expected to secure your own preceptors and practice sites, and participate in the internship a minimum of eight hours each day, five days per week, in addition to completing assignments. The Nutrition Ink Dietetic Internship Program accepts thirty (30) interns each year and requires interns to complete a minimum of 1,240 hours of supervised dietetic practice. Recognizing that individuals have different interests and priorities, Nutrition Ink Dietetic Internship Program offers an Elective of a specialty area of choice, and a Research Project which may be done in any of the major rotations. As an intern, you will be expected to learn from, interact with and counsel a diverse population across the lifespan, for a variety of medical conditions, and in a variety of settings. Interns may receive credit for previous work or volunteer-related experience based on approval by the internship director to complete the program in under 10 months. Our orientation is in August and interns will receive summer assignments to submit at orientation. Interns are required to participate in orientation unless a medical note from your healthcare provider is submitted to excuse the intern due to medical reasons. Prospective candidates should have basic computer skills including, but not limited to, internet, email, scanning documents, Microsoft Office, Adobe Acrobat. Interns are required to locate their own supervised practice sites and preceptors. Rotations start in September and end in June. Beginning rotations in foodservice and community nutrition allow the intern to develop a foundation in the less complex learning experiences, then as the intern demonstrates increasing growth, autonomy and responsibility, the experiential learning activities increase in complexity as the intern progresses through the clinical rotation, MNT concentration in Nutrition Support and the Research/Medical Library rotation.

### **Contact Information for Nutrition Ink Dietetic Internship Program:**

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# About Nutrition Ink Dietetic Internship Program

## Program Mission

Nutrition Ink Dietetic Internship Program provides a quality education to graduates in meeting and maintaining standards of excellence by working with people of various racial, ethnic, diverse backgrounds and demonstrate knowledge and practical skills to become competent and productive entry-level Registered Dietitian Nutritionists.

## Program Goals

Goal 1: Graduates will be competent entry-level registered dietitians

1. At least 80% of graduates will score a 3 or 4 (on a 4 point scale) for agreeing they are a competent entry level dietitian on the end of program survey
2. At least 80% of graduates who respond to the one year post graduate survey will score a 3 or 4 (on a 4 point scale) for agreeing that "the program provided me with the tools to be a competent dietitian".
3. Program Completion: At least 80% of program interns complete program requirements within 15 months (150% of program length).
4. Graduate Employment: Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
5. Graduate Performance on Registration Exam:
  - a. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
  - b. 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%.
6. Employer Satisfaction: At least 80% of employers, who respond to a survey on program graduates in their first year of employment, will rate their satisfaction with graduate preparation for entry-level practice as 2 or higher (averaged on a 3-point scale).

Goal 2: Graduates will practice with culture sensitivity to the community's diverse population

1. At least 80% of graduates will score a 3 or 4 (on a 4 point scale) for agreeing they are able to practice with culture sensitivity to the community's diverse population on the end of program survey
2. At least 80% of employers who respond to a survey on hired program graduates in their first year of employment will rate graduate's ability to work effectively with clients of different cultures, ethnicities, or backgrounds as 2 or higher (on a 3-point scale).
3. At least 80% of the program graduates confirm that they feel competent to work with clients of various ethnic/cultural backgrounds

Outcomes data available upon request

## **Program Information**

### **Candidate Accreditation Status**

Nutrition Ink Dietetic Internship Program has been granted FULL ACCREDITATION status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND):

Accreditation Council for Education in Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, IL 60606-6995  
<http://www.eatrightpro.org/resources/acend>  
1-800-877-1600 ext. 5400

## **Financial Information**

### **List of Internship Expenses**

- Tuition (includes non-refundable \$1000 deposit) - \$11,500.00
- Fee for program extension up to 15 months- \$500 per month first 3 months. \$1000 per month last 2 months.
- Books/Supplies
- Meals during internship
- Transportation
- Health Insurance required
- Equipment Requirements (e.g., webcam, laptop)
- Mobile Phone and Internet Access
- Academy student membership
- Professional Meeting Registration Fees
- Payment transaction fees (Bank or PayPal)
- Lab Coat is needed

NIDIP will provide ID badge, General and Professional Liability Insurance, RD Exam Study Materials, Verification Statement, and Certificate of Completion.

## **Financial Information**

No federal grants or aid are available at Nutrition Ink Dietetic Internship Program. Scholarships may be available from corporations, community or civic groups, religious organizations, the Academy of Nutrition and Dietetics, and the California Dietetic Association. Scholarship eligibility criteria are usually published in the September issue of the A.N.D. Journal.

## **Non-Discriminatory Policy Statement**

Nutrition Ink is a Title IX, equal opportunity employer and does not discriminate against individuals on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability or veteran status, including veterans of the Vietnam era.

## **HR Requirements**

- Upon acceptance to the program, you will be required to submit a drug test and background check completed by the specified due date in the Welcome Packet. We will provide you with information on how to complete a 5-panel urine Drug Test and Best Practice Background Check through HireRight at no extra cost to you.
- You will be required to provide transportation to affiliated sites during your rotations. You will need to submit proof of current auto insurance.
- You will be required to have all immunizations up-to-date and provide a record of the immunizations to the program. The program requirements follow the CDC Recommended Immunization Schedule for Adults Aged 19 or Older. You are required to have all immunizations completed and up-to-date and submitted to the program by orientation.
- You will be required to maintain health insurance for the duration of your internship and provide a copy of your insurance card to the program by orientation.
- You may handle food during your foodservice rotation. For this you are required to have a current ServSafe Certificate or Food Handler's card and provide a copy to the program by orientation.
- You will be required to have a Academy Student Membership and provide a copy of your membership card with your member number to the program.
- Interns are required to abide by the Nutrition Ink Dietetic Internship Handbook and submit the required forms in the appendix.
- Interns are required to have a personal Google Gmail email address. We will not accept an email that is affiliated with a previous school, college/university or workplace for purposes of communication with the program.

## Graduation Requirements

Once accepted to our distance-learning program, all learning experiences specified in the program curriculum must be completed at a level of sufficient competency. Interns will receive frequent evaluations and feedback from the Nutrition Ink staff and the Program Director and should always have a current assessment of their performance in the internship. Interns who fulfill all the program requirements will receive a certificate of completion, and will be eligible to take the National Examination for Registered Dietitians. Graduating interns must also:

- Pass the assigned unit exam modules with a score of 70% or more.
- Complete rotations according to schedule during the 10 month period. On a case by case basis, the Program Director will review for approval the written requests for an extension beyond 10 months and written requests for leave of absence.
- Fully prepare for each rotation and satisfactorily complete the requirements listed on the evaluation documents for each rotation.
- Complete all rotation assignments by the established deadlines.

Steps to Becoming an RDN:

This program fulfills the supervised practice portion of becoming a RDN

1. Meet all admission requirements
2. Complete all graduation requirements
3. Pass the registration exam
4. Achieve state certification/licensure, if applicable

## Rotations

### Major Rotations

Rotation	Description
Orientation	Interns will receive a detailed Welcome Packet prior to orientation with assigned readings, login access to three unit modules on our online learning platform, and clinical assignments to complete prior to orientation. Assignments are submitted at Orientation along with other registration materials as requested.
Foodservice Management	Rotations may occur in a variety of settings which may include but is not limited to hospitals; long-term care facilities; schools, colleges & universities; child and adult care food programs; congregate/home-delivered feeding programs for older adults; correctional facilities; and military operations. During this rotation, the intern will complete assignments for Theme Meal or Event; Recipe Development; Human Resource Management; Safety & Sanitation

	<p>Inspection; Comprehensive Tray Assessment; Productivity Ratios Study; Plate Waste Study, Meal Satisfaction Survey and a Safety/disaster/emergency assignment.</p>
<p>Community Nutrition</p>	<p>In this supervised practice rotation the intern will use their experience at the previous rotation and learn about community nutrition services in a wide variety of public health programs. During this rotation the intern applies nutrition-related approaches to prevention and treatments, including demonstrating advocacy for nutrition services when the planning for nutrition education programs in the community. Learning activities take place in a variety of community nutrition settings including work in hospitals, long-term care facilities, schools, colleges and universities, Special Supplemental Nutrition Program for Women, Infants and Children (WIC), child care centers, Head Start programs, congregate/home-delivered feeding programs for older adults, Child and Adult Care Food Programs, food banks/food pantries, health clubs, fitness centers, corporate wellness programs, grocery stores, sustainable food systems and food cooperatives. In these settings, the intern learns to work in collaboration with an interdisciplinary team to provide nutrition-related prevention and intervention approaches targeting diverse ethnic and cultural individuals or groups. During this rotation interns will complete assignments for advocacy; participate in a community organization, observe a group class, provide counseling to individuals and groups; participate in community outreach; complete a community needs assessment and develop client educational materials that are appropriate to age, culture and literacy level.</p>
<p>Clinical &amp; MNT-Concentration</p>	<p>Clinical nutrition is the basis for this internship and provides the basis of the program-specific concentration in Nutrition Support. During this rotation, interns master skills related to the performance of the Nutrition Care Process. Interns will complete initial assessments for a variety of medical conditions and disease states across the lifespan (pediatrics, pregnant/lactating female, older adult) and for patients of diverse cultures and ethnicities. The focus for disease states include overweight/obesity, endocrine disorders, cancer, malnutrition, cardiovascular, gastrointestinal, and renal. Interns will complete nutrition assessments for patients on nutrition support and be able to provide staff relief by the end of this rotation. During this rotation interns will complete assignments in quality management; a written case report; deliver case study orally; demonstrate a variety of clinical skills; perform nutrition focused physical exams, complete a menu analysis, and a billing and coding MNT assignment.</p>
<p>Elective</p>	<p>The Program requirement for the Elective is 80 hours and a minimum of 3 competencies in the practice area of choice for the Elective. Practice</p>

	area selected for the Elective are consistent with the practice areas listed on current version of the Academy Membership Application.
Research/Medical Library	All interns should have the core experiences that prepare them to properly interpret research literature and apply it to practice, document the value of their services, and participate in addition to the body of scientific knowledge on nutrition, health, and wellness. The ultimate purpose of dietetics research is to improve patient care and outcomes by collecting, evaluating and analyzing data from different nutrition interventions and to provide a foundation for evidence-based dietetics practice. Interns have two options to complete this program requirement in research/medical library rotation: (1) write up your research study, or (2) write a narrative review (literature review) based on scientific literature.

**Rotation Chart**

Rotation	Hours	Length (weeks)
Orientation: July - August	Securing Rotations, Orientation and Submitting Required Paperwork	4 weeks
Foodservice Management	240	6 weeks
Community Nutrition	160	4 weeks
Clinical	720	18 weeks
Elective	80	2 weeks
Research	40	1 week
Vacation		3 weeks
<b>Total</b>		<b>38 weeks</b>

**Rotation Schedule:**

By Orientation and prior to starting rotations for supervised practice, interns must submit a completed rotation schedule along with all the affiliation agreements, preceptor facility form and required attachments.

**Prior Learning Experience Credit:**

Nutrition Ink Dietetic Internship Program has established specific guidelines for interns regarding credit for prior learning, including program specific limitations and documentation needed. Applicants must be enrolled and have paid the required deposit prior to request credit for Prior Learning Experience. Requests for approval of prior learning credit must be submitted after enrollment and by orientation. Identification of the supervised practice hours to be waived will be determined by the program director. Interns may obtain up to a maximum of 25% or 310 hours of their required 1,240 hours in prior learning to complete the program in under 10 months. Detail for this process and application is included in the Welcome Packet.



## **Choosing sponsored facilities:**

- Securing sponsoring facilities and preceptors is the applicant's responsibility. The Internship Program Director and Internship Coordinator will be available to give guidance and work with facilities as needed to obtain approval for the intern's chosen sites after admission to Nutrition Ink Dietetic Internship Program.
- Interns need to take responsibility in designing their own rotation schedules with the approval of the prospective facilities and the Internship Program Director.
- If an intern fails to secure facilities and preceptors to fill the 1240 hours and curriculum in their area and declines to relocate to an area with NIDIP preceptors that are available, the intern will be dropped from the program with zero refund.
- All preceptors must be able to document that they have worked in the field for a minimum of two years.

## **Work Hours**

As a full time intern, you will be expected to work a minimum of eight hours each day, five days a week, in addition to completing some assignments, required reading and routine appointments with the Program Director. Being a Nutrition Ink dietetic intern requires great responsibility, organization and time management. For this reason, it will be difficult to hold an outside job during the program. Working is permitted as long as it does not hinder your performance in the dietetic internship program.

## **Time away from the Program:**

You are not expected to be present on these holidays but if you choose to and preceptors are available, interns may be present to earn rotation hours. Interns must follow the absence policy of the practice site. Interns may take two personal days for unexpected events, such as a family illness or emergency, or for planned job interviews. Any time off beyond these two days must be made up.

Interns will be scheduled off on the following holidays:

1. New Year's Day
2. Memorial Day
3. Fourth of July
4. Labor Day
5. Thanksgiving (2 days)
6. Winter Vacation: Two weeks are set aside during the winter holiday season

# **Admission Requirements**

## **Application Requirements:**

To be considered for acceptance to the Nutrition Ink Dietetic Internship Program, candidates must complete a minimum of a bachelor's degree at a regionally accredited university or college with coursework accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and present a Verification Statement from an approved Didactic Program in Dietetics (DPD) showing coursework completed within 5 years or less. Candidates must have a cumulative GPA of 3.0 (on a 4-point scale), a minimum Science GPA of 3.0 and a minimum DPD GPA of 3.0. The policy of Nutrition Ink Dietetic Internship Program is to provide equal opportunity to all applicants for admission to the program. All applicants must apply through the DICAS online system.

All interns must complete the following core requirements before they will be considered and be formally admitted into the program:

### DICAS

Nutrition Ink Dietetic Internship Program will participate in the online matching through DICAS (Dietetic Internship Centralized Application System). To access DICAS visit <https://portal.dicas.org>.

Documents to submit:

- o Official transcripts sent to DICAS
- o Complete Verification Statement from Didactic Program in Dietetics (DPD) coursework
- o Three letters of recommendation are required to be submitted to DICAS. At least one of the letters of recommendation must be from a university professor. Interns must include contact information such as email addresses for all references provided.
- o Personal Statement submitted to DICAS

### General Timeline

- DICAS will open its site for applicants.
- DICAS site closes to applicants.
- Matching with D&D Digital commences.
- Prequalifying examinations and interviews conducted for top candidates.
- Qualified candidates receive notification of acceptance to the program.
- Matched candidates confirm matching acceptance through D&D Digital.
- Second-round matching general time line will be the same as above.

Please see DICAS for specific application deadlines and matching dates.

## Register Online with D&D Digital

- Applicants to most dietetic internships must participate in computer matching. You must register online for matching with D&D Digital and rank your choices for dietetic internships by deadlines set by D&D Digital. Information for D&D Digital can be found at <https://www.dnndigital.com>. There is a matching fee which may be paid with a credit card. You will receive a username and password after registration that allows you online access to manage your DI choices, verify or change your contact information. The number for the Nutrition Ink Dietetic Internship Program is 775.

**Selection Criteria:** The Program Director and Advisory Committee participate in the selection process and consider exceptions to the admission requirements on a case-by-case basis:

- Minimum Cumulative GPA of 3.0 (on a 4-point scale), a minimum Science GPA of 3.0 and a minimum DPD GPA of 3.0 is required to take a prequalifying examination.
- We will also be reviewing your DICAS application for the following:
  - Knowledge: Overall professional coursework; GPA ranking, recipient of college achievement scholarships, awards, and honors.
  - Work Experience: Paid or voluntary work experience in four major areas: medical nutrition therapy, food service, community or research. Positions of high quality and with responsibility.
  - Management of Multiple Responsibilities: Coursework taken in conjunction with other responsibilities of work, volunteering, or family; involvement in extracurricular activities.
  - Written Communication Skills: Personal Statement.
- Pass the prequalifying examination with a 70% or better to move on to the interview.
- Interview will focus on professional attributes such as oral communication; record of success, rational thought process, maturity, planning and organization, reaction to pressure, enthusiasm, and leadership traits.

## **International Students**

International students wishing to apply must follow procedures set forth by ACEND for international students. Please refer to the ACEND website, and their “International Fact Sheet” for additional information. Please note NIDIP cannot help with VISA sponsorship.

### **Policy for Issuing Supervised-Practice Verification Statement**

- Satisfactorily complete a minimum of 1,240 rotation hours (see Suggested Rotation schedule).
  - Demonstrates entry-level competency during rotations by receiving an evaluation rating of 2 or more (or 75% or more on some assignments) from all preceptors.
  - Satisfactorily completes the exit exam with a score of 70% or more.
  - Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics' Code of Ethics, Scope of Practice and Standards for Professional Performance.
  - Understands and sign the RDE/RDNE Misuse form.
  - Provide an original DPD Verification Statement, and original official transcripts to the program.
- Interns who fulfill all program requirements will receive a certificate of completion, five (5) original copies of the DI Verification statement, and will be eligible to take the National Examination for Registered Dietitians.

November 2019

### **NIDIP Program Application Checklist**

\_\_\_\_\_ Submit DICAS application by the DICAS deadline and include Nutrition Ink as one of your choices.

\_\_\_\_\_ (Optional) Tentative Rotation Schedule, including facilities and preceptors to be sent in to Nutrition Ink, 3164 W Ramsey Street, Banning, CA 92220.