

**OAKWOOD UNIVERSITY DISTANCE DIETETIC INTERNSHIP
POLICIES & PROCEDURES HANDBOOK**

Claudia S. Follette, MS, RDN

Distance Dietetic Internship Program Director

Juliana Draper, RDN, LD, CDE

Distance Dietetic Internship Program Administrative Coordinator

Rachael Martin, MS, RDN, LDN, CEDS

Distance Dietetic Internship Program Administrative Coordinator

Nutrition & Dietetics Department

7000 Adventist Blvd, NW

Huntsville, Alabama 35896

Telephone: 256-726-7228 or 256-726-7236

Fax: 256-726-7232


E-mail: cfollette@oakwood.edu

ddip@oakwood.edu



Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the

 Academy of Nutrition
and Dietetics

The accreditation of Oakwood University's Distance Dietetic Internship has been placed on probationary status by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995, (312) 899-0040 ext. 5400.

<http://www.eatrightPro.org/ACEND>

For an explanation of probationary status, consult the director of the nutrition and dietetics program.

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Faculty and Administration

Provost for Academic Administration

Interim Dean of School of Nursing and Health Professions

James Mbyirukira, Ph.D.

Email: mbyirukira@oakwood.edu

Chair of Nutrition & Dietetics

Director, DPD Program

Sherine Brown-Fraser, Ph.D., RD, CPT.

Email: sfraser@oakwood.edu

Dietetic Internship Director

Claudia S. Follette, MS, RD.

Email: cfollette@oakwood.edu

Dietetic Internship Program, Administrative Program Coordinator

Juliana Draper, RDN, LD, CDCES.

Email: Juliana Draper at jdraper@oakwood.edu.

Dietetic Internship Program, Administrative Program Coordinator

Rachael Martin, MS, RDN, LDN, CEDS.

Email: rmartin@oakwood.edu

Advisory Committee

*Andi Bolton, RD, CNSD-Preceptor

*+Sal Castillo, RD, LD-

+Evelyn Crayton, Ed.D., RDN, LDN, PAND-Community

**Juliana Draper, RDN, LD, CDE - Staff

*Bekah DeWitt, MS, RDN, LD-Preceptor

**Dr. Sherine Brown-Fraser, Ph.D., RD, CPT- Administrator

**Rachael Martin, MS, RDN, LDN, CEDS - Staff

+++Angela Newton, MBA, RDN, LD

**Prudence Pollard, Ph.D., MPH, SPHR, RD

*Denise Shaver, Ed.D.

*+Macey Sexton- 2019 Intern

*Maxine Taylor, Ph.D., RD

*Sarah Tindle, MS, RDN

*+Krovoy Whyms- 2018 Intern

*Sofia Wrentmore, RD, LD

Legend:

*Preceptor, *+ Previous Intern, +++Employer, **Program Administration-faculty & staff, + Community member

INTRODUCTION

Welcome to Oakwood University, School of Health Professions & Nursing, Department of Nutrition and Dietetics Distance Dietetic Internship Program (DDIP). Our administrators, faculty, and staff are pleased that you selected the DDIP to pursue your professional education and training. The DDIP is designed to prepare you for entry-level positions in the dietetics field. It is important to your success to have clear and realistic goals. We will do all we can to help you clarify and achieve them.

The DDIP Intern Handbook was developed to familiarize you with the program policies and procedures which you are required to follow while you are enrolled in the DDIP. Please review this handbook thoroughly and retain it as a ready reference source.

The policies and procedures in the handbook provide a basis and a rationale for the fair and equitable treatment of all DDIP participants. The DDIP Internship Handbook outlines accepted policy based on compliance with the 2022 ACEND Accreditation Standards. It provides the framework within which the program director, faculty, staff, preceptors, and interns can work together effectively.

The DDIP requires a minimum of 1000 hours of supervised practice in the core areas of medical nutrition therapy, food service management, and community nutrition. This distance program allows interns to obtain their rotation sites in their home geographical area. The program assists and, guides in obtaining sites and preceptors. Interns are required to attend a one-week orientation experience at the campus of Oakwood University. Upon completing the dietetic internship program, interns receive a verification statement. This qualifies interns to take the professional registration examination given by the Commission on Dietetic Registration (CDR), the credentialing agency. Passing this examination allows interns to become qualified professional registered dietitians/nutritionists. Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to qualify for the RDN Credentialing Exam.

The program has a full-time and part-time options to complete the internship. Thirty-five interns will be accepted each year. The DDIP concentration is Medical Nutrition Therapy (MNT).

PROGRAM MISSION STATEMENT

The Oakwood University (OU) DDIP trains dietetic practitioners, to serve in the fields of dietetics and nutrition. It provides didactic and experiential opportunities which enable interns to develop skills, demonstrate professionalism, apply knowledge, and work effectively to improve the quality of nutrition for the people they serve. The program integrates faith and learning, preparing individuals to serve God and man.

PROGRAM GOALS AND OBJECTIVES

Goal #1 – To assist graduates in completing the program in a timely manner with needed support, guidance, and resources.

- a. At least 80% of full-time interns complete program requirements within 15 months (150% of the planned program length).
- b. At least 80% of part-time interns will complete program requirements within 30 months. (150% of planned program length).
- c. Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- d. At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- e. The program’s one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Goal #2 – To prepare graduates with entry-professional level dietitian skills and knowledge to improve the nutritional status and health of the diverse communities they serve.

- a. At least 50% of interns will be ethnically diverse or male.
- b. At least 80% of the program graduates will rate the adequacy of program preparation “3” or greater on a 5-point Likert scale.
- c. At least 80% percent of employers will rate graduates “3” or greater on a 5-point Likert scale as being entry-level prepared.

*Program outcomes data available upon request.

MAXIMUM PROGRAM COMPLETION TIME

The maximum amount of time allowed for completing program requirements is two years for the full-time option and four years for the part-time option. Program administrators are assisting interns with setting up rotations with facilities where we have affiliation agreements and processing new facilities in a timely fashion to help ensure the timely completion of the program. Interns who do not complete the program within 150% of the program length must complete it within the maximum time allowable. Interns may appeal to extend the maximum allowable time to the Intern Selection Committee to consider extenuating circumstances.

PERSONAL CHARACTERISTICS

Interns must possess the following personal characteristics to succeed in the OU DDIP:

- Heightened maturity level due to high expectations of the program and preceptors.
- Excellent interpersonal communication skills due to the multitude of preceptors, other allied health professionals (physicians, nurses, speech therapists, directors, managers), and patients/clients with whom an intern must interact.

- Ability to work well independently and in groups due to the autonomous nature of individual rotation schedules, with opportunities for advanced-level experiences.
- Perseverance, adaptability, and flexibility due to the extensiveness of all that must be accomplished in the program.

Rotation Schedule

Developing Rotation Schedule

The DDIP is a distance program with an emphasis concentration in Medical Nutrition Therapy (MNT). Interns are required to locate their preceptors in their geographic area.

The Academy of Nutrition and Dietetics has created the Find a Preceptor Database. The Find-a-Preceptor Database search feature allows program directors and potential or current interns, who are members of the Academy, to search for and contact preceptors willing to teach interns within their practice area. [Search Preceptor \(eatrightpro.org\)](https://eatrightpro.org)

The Find-a-Preceptor Database allows you to search for preceptors who offer remote experiences. Check the remote box on the website to search for preceptors who offer remote experiences. Examples of remote, authentic work experiences include, but are not limited to, using telehealth to counsel clients/patients, developing educational materials remotely for a community site, and creating menus for a food service facility.

We have created an Excel form to help you develop your rotation schedule. This rotation schedule will be emailed upon request. We have designated at least 160 hours to food service, at least 200 hours to community, at least 560 hours to clinical, and at least 80 hours elective (staff relief). We expect you to plan to begin your internship with food service and community before completing your clinical hours. This allows a progression in developing your knowledge and practice skills before completing your clinical rotation, which may require greater focus, breadth, and depth of knowledge, skills, and comfort in a practice setting. Finally, your name must be on the rotation schedule and double-check your math to be sure your hours are correct when submitting.

Potential Sites for Food Service

School district food service, hospital or acute food service, rehabilitation/assisted living food service. Other food service sites can provide food service hours but check with the program administrators if you are unsure.

Potential Sites for Community Nutrition

Meals-on-wheels, Head Start, Child Development Lab, Senior Center, WIC, and Food Bank. Other community nutrition sites can provide community nutrition hours but check with the program administrators if you are unsure.

Potential Sites for Clinical Nutrition

Acute care, Long-term care, Medical Center, Community Hospital, Rehabilitation Center, Outpatient Center, or Dialysis Center. Other clinical nutrition sites can provide clinical nutrition hours but check with the administrative coordinator or program director if you are unsure.

Please note, actual dates are based on preceptor availability. If there is a question about the appropriateness of a potential site or preceptor, please contact the program director or administrative coordinator. Interns must engage in appropriate activities to obtain ACEND core competencies during site rotations. The program director or an administrative coordinator will speak with the intern if there is a concern about sites on the rotation schedule that are

questionable in terms of preceptor qualification, appropriateness of the site, and ability to meet ACEND core competencies.

ROTATION HOURS

Interns must complete at least 1000 hours of supervised practice experiences to complete the DDIP. In addition, a minimum of 700 of the total hours in professional work settings are required. A maximum of 300 hours can be in alternate supervised experiences such as simulation, case studies, and role-playing to increase readiness for supervised practice and fulfill competencies in facilities where certain experiences may not be available.

ROTATION SITES AND PRECEPTORS

Interns Are Responsible for Securing Their Own Sites and Preceptors.

How To Locate Your Preceptor: The DDIP requires you to locate your practice sites and preceptors. You must contact the program director as soon as possible upon deciding that you are interested in attending the OU DDIP so we can provide guidance and help to locate your practice sites and preceptors. Submitting potential preceptors with your DICAS application will increase the favorability of your application.

You may have several questions about locating your own supervised practicum sites and/or preceptors. The information listed below provides guidance about practice sites and preceptor requirements.

Who can be a Preceptor?

- Registered Dietitians Nutritionists (RD / RDN)
- Licensed Dietitians (LD), Certified Dietitians (CDN)
- Nutritionists
- Registered Nurses (RN), Nurse Practitioners (NP), Clinical Nurse Specialists (CNS)
- Physicians' Assistants
- Food Service Directors (Schools, Hospitals, Nursing Homes, etc.)
- Pharmacists
- Licensed Social Workers, Licensed Psychologists
- Certified Diabetes Educators
- Physical Therapists
- Speech Therapists
- Program Directors
- Administrators (such as in a nursing home or assisted living)
- Medical Doctors with full-time nutrition practices.
- Please note that regardless of the discipline, all credentials and experience will be evaluated for appropriateness and relevance to the rotation and experiences the intern will be completing.

There are some experiences that you are required to complete, that must be supervised by Registered Dietitians, but in other cases, the preceptor may be a member of a team that is involved in nutrition and dietetics issues with patients, clients, or businesses and may act as a “primary preceptor” helping you find other preceptors through his or her experience and contacts.

When do I need an RD / RDN Preceptor?

You **MUST** have at least one qualified RD / RDN preceptor for clinical rotations.

When should I start looking for a Preceptor?

It is **NEVER TOO EARLY** to start inquiring, such as after a summer job in nutrition and dietetics or after volunteer work, even in your sophomore or junior year. Volunteering or job shadowing during the school year or the summer during your undergraduate program is a great way to develop relationships with potential preceptors.

Will the Oakwood University DDIP find a Preceptor for me?

The DDIP director will help you determine whether a preceptor is acceptable, and will help with other leads, to help round out the breadth and depth of your experiences. We will also keep a list of preceptors available for precepting, in which we have affiliation agreements available for you. We will help you as much as possible to locate suitable preceptors and map out your rotation schedule, but it is YOUR responsibility to find your own Preceptors.

Because the program is responsible for helping interns to complete the program in a timely fashion, program administrators will provide access to preceptors/facilities with that we already have affiliation agreements and will work on affiliation agreements with rotation sites on a rolling basis as soon as interns submit the name and contact information of the preceptor to program administrators. A major clinical, community, and food system rotation site must be secured by the program's first day, including signed affiliation agreements. Students may need to reapply to the program if unable to secure the three major rotations by the program start date.

The extent to which you have made efforts to connect with potential preceptors will be important in how we view your application to the DDIP. The DDIP administration will decide whether a particular preceptor is acceptable. So it is important to submit the contact information of potential preceptors as soon as possible. Contact the DDIP director Claudia S. Follette MS, RDN, at cfollette@oakwood.edu for additional information.

How can I find a Preceptor?

- You may have to use your imagination to find people willing to help you.
- Talk with your program director and other academic advisors, professors, and your state dietetic association and ask for their assistance locating preceptors.
- You might want to start by contacting someone you have worked with in the past or someone in a place where you have volunteered and explain to them what you are trying to accomplish. We suggest you try to find names and personalize your requests rather than send blanket e-mails “to whom it may concern.” You may want to ask friends and family about people they may know. It might help to show them this document.
- Cold calling (just calling from a list of RDNs found online who have not necessarily shown an interest in precepting) or calling RDNs working in places who already work with interns, either because they host an internship or because they have long-standing relationships with interns, may work depending on availability.
- The accrediting body of the Academy of Nutrition and Dietetics maintains a list of RDNs who have indicated that they are willing to be preceptors. You may find the list on the Find a Preceptor link on the ACEND section eatright.org/pro if you are a student member.
- As a student member of a Dietitian Practice Group (DPG). You have direct access to potential preceptors. Interns have been successful in finding preceptors by sending an email to the DPG member list.

If someone is leaning toward agreeing to be a preceptor but has questions you cannot answer to their satisfaction, have them call or email the DDIP director **Claudia S. Follette**: cfollette@oakwood.edu

***I have identified my Preceptors. Now what should I do?**

Each preceptor must submit a completed [Preceptor Qualification Form](#) and/or attach his/her resume and brief record of continuing education activities to ddip@oakwood.edu

The [Preceptor Qualification Form](#) or resume serves as documentation that the preceptor has agreed to precept you and provides the information that we need to determine that the preceptor has the appropriate credentials to supervise the practice activities.

Be aware that the Preceptor must agree to complete and submit the required documentation.

What is a “practice site”?

The practice site/ facility is an organization or business that provides an opportunity for an intern to complete the required supervised practice. Examples of Supervised Practice Sites:

• Addictions Clinic (Alcohol/drug)	• Hospice
• Ambulatory Care Clinics (Adult/Pediatric)	• Indian Health Service
• Cardiac Rehabilitation Center	
• Clinical Research Center	
• College/University Foodservice	• Long Term Care Foodservice
• College/University Health service	• Long Term Care/Subacute Clinical
• Computer Systems Corp	• Managed Care System
• Cooperative Extension	• Mental Health Facility/Service
• Correctional Facility	• Military Field Operations
• Corporate Foodservice	• Non-Profit Agency (American Heart Assoc., American Cancer Assoc., American Diabetes Assoc., etc.)
• Corporate Test Kitchen	• Office for Aging
• Department of Health	• Pediatric-Based Program/Clinic
• Developmental Disabilities Center	• Pharmaceutical Sale
• Diabetes Education Center	• Rehabilitation Center
• Doctor’s Office	• Renal Dialysis Outpatient Center
• Fitness/Athletic Club	• School Foodservice/Residential Dining Center
• Food Nutrition Consulting	• Senior Citizen Program/Meals on Wheels
• Food Bank	• State/Federal Agency or Task Force
• Grocery/Supermarket	• Wellness Program Wholesale/Retail Food Corp
• Head Start	• WIC
• Health Care Foodservice	
• Health-related Children's Camp	
• Homeless Shelter/Soup Kitchen	

• Hospitals	
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*What Is an Affiliation Agreement?

An affiliation agreement is an agreement that is required between Oakwood University and the practice site/facility where you will meet with your preceptor to complete your practicum hours. These agreements will be completed between Oakwood University and the practice site/facility once you have been accepted to the program. Occasionally some facilities prefer to use their own version of an agreement, in which case Oakwood University and the practice site/facility will work together to reach agreement. There are rotations at Oakwood University that have been set up by program personnel. These rotations sites do not require an affiliation agreement. A preceptor qualification form is required documentation. The Oakwood University [Affiliation Agreement](#) document is provided here and upon request. This agreement must be completed for each facility.

Principles and Standards:

Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in-depth scientific knowledge of food, human nutrition, and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

DIETETIC INCLUSIVE CENTRALIZED APPLICATION SERVICES

Dietetic Inclusive Centralized Application Services (DICAS) is a web-based application service used by students to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process as only one application needs to be completed.

D&D Digital is a web-based service that matches DPD students (applicants) to dietetic internships each spring and fall based on both the applicants and programs ranked order of preference. Those rank order lists are "matched" with each other to select which (if any) program an applicant would be "matched" with.

If you are applying to OU DDIP, you must also register in D&D. Register for the DI match through D&D Digital. This step allows you to create, edit and verify the priorities for your choices of internships.

- If you need assistance with the centralized application, please contact DICAS customer support at 617/612-2855 or dicasinfo@dicas.org.
- If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or Info@dnddigital.com.

MATCHING PROCESS

1. Submit application with Dietetic Internship Centralized Application Service (DICAS) for Spring by February 15th
2. Go to <https://www.portal.dicas.org/> to complete the application.
3. Elect Oakwood University as a designation for application.

4. Pay fee to apply. One dietetic internship is \$50. Pay \$25 for each additional dietetic internship program application.
5. Go to <https://www.dnddigital.com/> and create account with D&D Digital matching service by February 15th. Pay fee of \$65.
6. Pay the \$100 DDIP application fee no later than February 15th
7. Participate in Zoom Pre-Match Interview. The OU DDIP Internship program will contact students with DICAS applications for Oakwood University after February 16.

ACADEMIC ENTRANCE REQUIREMENTS

- An official master's degree transcript demonstrating degree conferral and a DPD verification statement conferred by an ACEND-accredited DPD program must be submitted to the program director at least two weeks before orientation by email: ddip@oakwood.edu.
- Minimum Grade Point Average (GPA) 3.0
- Acceptance by Oakwood University

*PROGRAM COMPLETION REQUIREMENTS

- Satisfactorily complete at least 1,000 supervised practice hours including a minimum of 700 hours of face-to-face supervised practice hours and 300 hours of alternate practice hours.
- Meet performance standards and receive passing grades from all preceptors and on all program online unit exams by a passing grade of 75% or greater on the Mid-Term or Exit Exam.
- Completion of rotations in clinical, food service, community, and elective.
- Maintain professional and ethical standards outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Submit completed e-Portfolio after completion of program requirements.
- Interns will be provided with a signed verification statement after successful completion of all program requirements.
- Tuition and Fees paid in full.

PROGRAM REQUIREMENTS:

1. Full-time interns are required to complete at least 30 to 35 hour weeks in their rotations to finish the program within ten months or within a total 15 months which is 150% of the normal planned program length. There are times when extenuating circumstances inhibit an intern from completing the program on-time. In these cases when it is evident, the intern will not finish on time, the intern must petition for more time to complete program requirements. The petition must include a signed Program Completion Plan. However, interns must complete the program within a maximum total of two years. After two years, interns may be required to reapply to the program. Readmission is not guaranteed and will be determined by the DDIP Intern Selection Committee on a case-by-case basis. Considerations in making this determination depend on program completion plan, unforeseen circumstances that have slowed progress, demonstration of commitment and compliance with program policies and procedures, and level of progressive competency.
2. Interns enrolled in the part-time option must complete close to 15-hour weeks in their rotations to complete the program within twenty months or within a total 30 months which is 150% of the normal planned program length. If extenuating circumstances inhibit an intern from completing the program

on-time, then the intern must submit a petition to the program director. The petition must include a signed Program Completion Plan. The part-time intern must complete the program within a maximum total of four years. After four years, interns may be required to reapply to the program. Readmission is not guaranteed and will be determined by the DDIP Intern Selection Committee on a case-by-case basis. Considerations in making this determination depend on the program completion plan, unforeseen circumstances that have slowed progress, demonstrating commitment and compliance with program policies and procedures, and level of progressive competency.

3. Interns must meet weekly with designated DDIP program administrator to briefly discuss concerns, help with finding rotations review of assignments, exam results, discussions of preceptor evaluation, intern difficulties, or other needs. Interns are required to schedule Zoom meetings through Calendly where time has been designated to meet with interns.
4. Interns are expected to submit a weekly rotation schedule with the updated rotation hours each week by Sunday at 11:59 pm via the DI App or email directly to the assigned program administrator/personnel. Rotation schedules must reflect progress in the program. Weekly reported hours may include a combination of supervised hours and alternate practice hours commensurate with full-time (at least 30-35 hours) or part-time hours (close to 15 hours).
5. Any unexcused absence during any rotation can result in dismissal from the program. Any absence must be made up and is the responsibility of the intern.
6. It is the responsibility of the intern to call the preceptor and program director to notify them of the absence and the reason for the absence.
7. Unexcused tardiness during any rotation can result in dismissal from the program. It is the responsibility of the intern to call the preceptor and program director to notify them of the tardiness and the reason for the tardiness.
8. All assignments must be satisfactorily completed by the specified date.
9. It is the Intern's responsibility to check the Oakwood e-mail address throughout the internship program to stay abreast of program announcements and updates.
10. The DI APP is a cloud-based tool that the DDIP is using to collect program required documents, rotation hours and weekly summaries for tracking intern's progress throughout the dietetic internship.
11. The 2022-2023 intern cohorts are currently required to use the DI App to help manage program documents. A link to access the DI App account, along with a YouTube video that provides directions on how to use the DI App will be provided. Customer support is also available to help with any technical difficulties. A list of required documents is located in D2L. The DI App, should be used to store these documents. For 2017-2021 interns, program required documents must be uploaded to ePortfolio.
12. Preceptors will receive an email generated by the DI App to confirm rotation hours and competencies.
13. All other communication: Interns are directed to email or text the program director to report illness or other emergencies. Interns may also email or call program coordinators and/ or the department office manager. Emails, calls, or text messages will be returned within 24 hours during the week and within 48 hours over the weekend if there is no emergency.
14. The DDIP has integrated Sage Nutrition Associates resources to provide a curricular review, a 2-day virtual or recorded RDN review, and 30 minutes of coaching for the RDN Exam available through the 12-month window for interns to pass the exam within one year of the first attempt. The materials in

this program have been updated according to the RDN domains, content, and format of the current RDN exam. This program is designed to help you successfully complete the DDIP and pass the CDR RDN Exam.

15. There are three required full exams associated with this program.
 - All three exams will be proctored by the program director or program coordinators.
 - Instructions to schedule and Zoom link for the proctored exam will be provided.
 - The schedule for taking the exams is outlined in your syllabus.
 - Interns who fail to achieve 75% on either the Mid-term or Exit Exam must submit a study plan along with a petition to take the Exit Exam one final time.
- To complete the program and obtain the verification statement to sit for the CDR RDN Exam interns must successfully achieve the following:
 - A passing grade of 75% on the Mid-Term/Exit Exam.
 - 3/5 or better on **all** ACEND competencies for 2022 competency assessments, or 2/4 or better on **all** 2017 competency assessments for interns from previous cohorts.
 - A minimum of 1000 rotation hours according to program requirements in food service, community, clinical nutrition/dietetics, and an elective.
 - Completion of all program-required quizzes and assignments.
- The Sage program has quizzes and review material that is required to complete the program. These activities are also designed to help interns strengthen areas of curricular and practice weakness as well as to help them pass the Exit Exam. The program director or program coordinators will follow up with interns regarding persistent low grades (less than 75%) on quizzes and assignments in Sage during weekly meetings.
- To exit the program, interns must submit through DI App or ePortfolio all required items including final rotation schedule, preceptor competency checklist and preceptor evaluation, timesheets, and assignments.
- Interns will be provided with a signed verification statement after passing the exit exam and completing internship rotations/assignments and other required projects.
- The DDIP has adopted the Required 2022 ACEND Standards Core Competencies into the program. Interns are now required to complete the remaining rotations using the 2022 Core Competencies.

REMEDIAL PLAN/POLICY

Interns are given three attempts to receive a passing evaluation on all competencies. In rare cases, when interns do not pass competency activities/assignments within two attempts, he/she may need to reschedule that rotation with his/her preceptors or find another preceptor to supervise and evaluate the competency and meet with the program director. If the intern is unable to pass any competencies (2/4, 2017 Competency Assessment Period or 3/5, 2022 Competency Assessment Period) on the third attempt, then the intern will be dismissed from the program.

*ASSESSMENT OF PRIOR LEARNING

The program has established specific guidelines for interns regarding credit for prior learning, including program-specific limitations and documentation needed.

Assigning credit for prior learning:

Application For Prior Learning Credit		
Area of Assessment	Requirement (Program Specific Limitations)	Required Documentation
Job Experience	<p>Training/Job Experience must have been received at a facility which meets the requirements as stated below:</p> <ul style="list-style-type: none"> • The facility must be accredited by Joint Commission or the State. • Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor with credentials to support the area of supervision. 	<ul style="list-style-type: none"> • Intern Job Description • Preceptor Qualification Form
Intern Length of Experience	A minimum of six months employment, at least 20 hours per week, in the emphasis area of the rotation.	<ul style="list-style-type: none"> • Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program.
Competency Skills/Type of competency	Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit; if any of the competency skills have not been met during employment, the prospective intern must arrange with the facility to complete those skills before credit can be granted	<ul style="list-style-type: none"> • Signed document "Supervised Practice Curriculum/ Competencies Evaluation". Document provided by program personnel.

When the requirements listed in the table are met, the intern will be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documentation must be provided along with the application to the program. Credit will be assigned during the admissions process.

Interns may apply to be granted partial credit for prior work or volunteer experiences toward completion of their supervised practice hours. Credit is only offered for core rotations, food service, or community nutrition for interns who are not Diet Tech Registered. We do offer credit for clinical for interns who are Diet Tech Registered.

Interns may receive up to a 25% maximum reduction of the 1000 hours (250 hours). Paid work or volunteering must have been completed during the last five years. Rotation schedules should reflect the credited number of supervised practice hours.

Email all documents in the Prior Learning Application to ddip@oakwood.edu. *The cost to review and evaluate this application is included in the current tuition and fees.

ACCESS TO PERSONAL FILES

These records are maintained by the PD in a confidential manner. Access to your records is limited to the program director, yourself, and other authorized persons. Your access to your own records is provided on a 'need to know' basis. If it is necessary to review your records, you should contact the program director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline. You do not have access to letters of recommendation.

CONFIDENTIALITY

Interns must maintain strict confidentiality for all patients or clients in hospitals or community programs per HIPPA guidelines.

DISMISSAL

The following are specific grounds for immediate dismissal:

- Failure to comply with the requirements of the program.
- Failure to comply with the Professional Code of Ethics as outlined by the Academy of Nutrition and Dietetics
- Failure to comply with the confidentiality policy.
- If housed on campus, failure to comply with the University's rules.
- Unsatisfactory program performance
- Aggressive or disrespectful behavior

COMPLAINTS POLICY & PROCEDURES

Grievance Policy

At times, issues can arise between an intern, preceptor, or program director. To ensure that concerns are addressed in an appropriate and timely manner, interns should follow the program's procedure for resolving issues and documenting each stage of the process.

1. Address concerns or problems with the responsible party, i.e., preceptor, program coordinator, or program director. Interns should make all attempts to communicate and resolve concerns with the responsible party prior to contacting the program director.
2. If no resolution is found, identify the problem and clearly document the situation in writing. Present documentation to the program director who will then arrange a combined meeting with all parties involved to work to resolve the issue. If the grievance is with the program director, submit documentation to the Chair of the Department of Nutrition & Dietetics.

3. If no resolution is found, the program director will arrange for a meeting with the Dean of Nursing and Allied Health Professions and all parties involved. An impartial third party will be called to act as a mediator if appropriate.
4. If no resolution is found, a document detailing the concern will be submitted to the Vice President of Academic Affairs at Oakwood University. A meeting will be scheduled with all parties concerned, including the Vice President of Academic Affairs. The final decision will lie with the Vice President of Academic Affairs.
5. If these steps do not culminate in a resolution, the intern should follow the University's [Student Complaint Policy](#).
6. Once all University procedures have been exhausted and the matter remains unresolved, file a formal complaint with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND). All intern matters will be handled in a private and non-retaliatory manner. Interns are assured that they may discuss their concerns with the program director or other program personnel without fear of retaliation.
7. A record of complaints from interns and others, including the resolution, will be kept for a period of seven years.

Filing a Complaint with ACEND

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) has established a process for reviewing complaints against accredited programs to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Interns may submit a complaint to ACEND only after all University grievance procedures have been exhausted. For instructions on filing a complaint to ACEND, review the [ACEND Policy and Procedure Manual page 55](#).

ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, promotion, or dismissal of interns.

IMMUNIZATIONS AND MEDICAL EXAMS

Interns are required to obtain a thorough physical examination before starting the program. Proof of a negative TB, PPD, and hepatitis tests are mandated before admission into the program, along with MMR immunization documentation. During the supervised practice experiences, each intern must adhere to the specific policies of each affiliating site for health screening and tests.

UNPROFESSIONAL BEHAVIOR DEFINED

Failure to behave according to accepted standards applied to practicing health professionals, including failure to demonstrate respect for faculty, staff, preceptors, and patients. Examples of unprofessional behavior include (1) falsification of patient records, (2) improper practice of the profession, (3) willful neglect of a patient, (4) improper use of equipment or participation in activities which may damage equipment, supplies, and/or private and public property, (5) misrepresentation of professional status, (6) falsification of intern records, (7) failure to respect the confidentiality of patient information, (8) failure to adhere to established dress codes, and (9) engaging in personal (i.e., romantic or sexual) relationships with faculty, staff, preceptors, patients, or other individuals involved in the learning experience.

LEAVE OF ABSENCE POLICY

Attendance

If you are unable to attend a scheduled rotation, you must contact the preceptor and the program director.

Tardiness

Interns are expected to report promptly to their assigned rotation sites to remain there as scheduled. If an intern will be late arriving, a call should be made to the preceptor and program director as soon as possible.

Work Breaks

Work schedule permitting, breaks are allowed. Permission should be obtained from the supervising preceptor or manager before taking a break or leaving the duty station.

Interns Replacing Employees

Interns in supervised practice may not replace employees.

Sick Days

Sick time benefits are provided by the program for the protection of the intern in time of illness. The intern must notify by phone or email both the program director and the supervising preceptor of illness as early as possible in advance of their scheduled time of duty. They should describe the nature of the illness and the expected time of return to the rotation. Interns are required to give eight hours' notice when possible. If eight hours' notice is not possible, a minimum of two hours' notice should be given. Interns will be eligible for **three days of sick leave** during the entire program; additional sick days require a physician statement.

Injury or Illness While in a Facility for Supervised Practice

The affiliated entity will provide the same emergency medical care to the intern as would be given to employees. Payment for the treatment rendered for the illness or injury will be the responsibility of the intern.

Oakwood University and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned (rotations). Each dietetic intern is to be covered under personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

Bereavement Absences

Interns may be given **up to three days leave** of absence to attend funerals for members of their immediate families (parents, husband, wife, children, brothers, sisters, brother-in-law, sister-in-law, sons-in-law, or daughters-in-law). To be eligible for bereavement leave, the intern should notify the program director immediately. The intern will be responsible for completing all objectives and hours in the rotation affected.

Leave of Absences

Extended leaves of absence may be granted for serious medical conditions, maternity leave, or special circumstances which prevent the intern from completing supervised practicum rotations. The intern must submit a written request to the program director with supporting documentation. Sick leave granted for serious illness or injury to a member of the intern's immediate family will be restricted to a **maximum of three days**. The same procedures and definitions of immediate family outlined in bereavement absences apply to emergency absences. Any requests for absences from duty should be requested in writing for approval by the program director

Bad Weather or Other Emergencies

Health care is different from many organizations, having many departments operating on an around-the-clock, seven days per week schedule. These essential services cannot be suspended, and as a result, the policy toward bad weather must reflect the different nature of the rotations and the diversity of the various departments.

Interns assigned to patient care areas in hospitals, which must remain open, are expected to make every effort to get to the assigned duty area. Be prepared to stay overnight, if necessary. Interns assigned to areas outside the hospitals, which do not open during extremely bad weather, should call the preceptor to whom they are assigned for special instructions and/or assignments.

Transportation and Parking

You are expected to provide your own transportation to and from practicum sites. You are responsible for liability for safety in travel to or from assigned areas. You are required to provide a copy of your liability insurance. You are to follow the parking guidelines at each facility.

Interns are expected to park in designated areas. When parking at affiliation sites, you must obey the facilities' parking regulations. The preceptor at each facility will provide you with parking information.

Cell Phone Use

Cell phones or other personal electronic devices (iPads etc.) may not be used during supervised practicum rotations. Interns may use cell phones during designated breaks. Cell phones must be placed in "silent" mode during rotations.

General and Professional Liability Insurance

The University provides general liability insurance for all interns registered for the internship while they are in the facility. The coverage protects interns in any assigned supervised practice site to which they are assigned as an intern.

Interns are required to purchase and show evidence of having professional liability insurance before starting rotations. Please click on [Proliability](#) to purchase professional liability for students.

Patient Information Confidentiality Policy

Patient and employee information is considered confidential. This applies to documented and undocumented information. Failure to maintain the confidentiality of patient information is grounds for dismissal from the program.

- DO NOT discuss patients or their cases with anyone except as necessary to provide patient care.
- DO NOT discuss patient cases in the elevator, cafeteria, halls, or other public places.
- DO NOT post any patient information or photos on social media.

Blood/Body Fluid Exposure Guidelines

Interns may be exposed to blood/body fluids during their clinical rotation. As all blood and body fluids are considered infectious, regardless of the perceived status of the source individual, all interns must follow OSHA guidelines for universal precautions to prevent contact with blood or body fluids in clinical rotation sites. This includes use of gloves, eyewear, and protective clothing, as well as proper care of sharp objects and other precautionary measures.

Dress Code

It is our belief that the dress or appearance promotes a positive, professional image that projects a caring atmosphere to the clients and patients. Interns will be expected to follow the program's dress code for all rotations and meetings/conferences. In instances where a facility's dress code differs from the program's dress code, interns should follow the preceptor's instruction keeping in mind that they are representing the profession and Oakwood University.

- All interns are expected to maintain standards of neatness, cleanliness, grooming, and professional dress. Inappropriate clothing is defined as: evening wear, sheer fabrics, low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean-type pants, cargo pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweatshirts.
- Clothes should be clean, wrinkle-free, and loose-fitting to allow for freedom of movement. Shirtaails must be tucked in for men.
- White lab coats are required and should be worn over professional clothes during clinical rotations.
- Dresses/skirts cannot exceed two inches above the knee in length.
- Patterned, appliquéd or seamed hosiery is not acceptable. Socks are required for men.
- Clothing with slogans or advertisements should not be worn.
- Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment, and consistent with professional attire. No tennis shoes or sandals without heel straps are allowed.
- Sunglasses (or other tinted, non-prescription glasses) should not be worn inside the facilities.
- Caps or hats are not acceptable.
- Jewelry should be conservative. No facial jewelry is allowed (except earrings). Body piercing other than the earlobe is not acceptable in business dress. Jewelry should be limited to
 - Rings: no more than 2 per hand (not to extend above the knuckle).
 - Earrings: no more than 2 pairs may be worn. Earrings will be no larger than two inches in diameter or length.
- Nails should be no longer than one-half inch from the end of the finger; acrylic nails are not allowed. Nail polish should not be worn in food production areas.
- Hair should be neat and clean. Bandannas, headbands, or any extreme adornment are not allowed.
- Miscellaneous: Gum chewing is not allowed during rotations, makeup should be appropriate for business hours, perfume is not allowed, and identification should be always worn during rotations at collar/shoulder level.

Supervised Practicum Performance

Interns are required to receive a minimum overall score of 3/5 on the 2022 ACEND Competency Evaluation and 2/4 on the 2017 ACEND Competency Evaluation for each supervised practicum rotation. Interns receiving an overall score below the minimum requirement during a rotation will meet with the program director to develop a plan for performance improvement. The intern may be required to repeat the rotation to assure satisfactory achievement of ACEND-required core and program-defined emphasis competencies. The decision to repeat a rotation is at the discretion of the program director.

Interns will be expected to let their preceptor and the program director know if they are struggling in their supervised practicum. Preceptors will be expected to make the intern and program director aware of any issues

or concerns as soon as they arise. Interns will be assessed throughout, at mid-term, and during the summative evaluation of each rotation by their primary preceptor or program director.

In addition, in cases where *it* becomes evident that the intern will not meet performance standards the program director will provide guidance with designating an alternate career path that aligns with the intern’s interest, strengths, and abilities.

Interns receiving below 80% on a quiz, 75% on an exam, and 11 on a 25-point scale on a practice activity will be required to repeat the assignment or practice activity to assure satisfactory achievement of ACEND-required competencies. For interns who do not receive a satisfactory score on the repeat evaluation, the program director may elect to work with the intern to resolve issues that may be present in specific performance areas.

IDENTITY

All interns are assigned a unique ID and password which enables them to access the protected online software portals used in the program. This creates a secure environment for assignment submissions, exams, and other intern performance information. The burden of proper password security resides with the person to whom the password is assigned; interns are responsible for all activities associated with their user ID.

DISCIPLINARY ACTION

Regulations and procedures are necessary for the orderly progression of the DDIP. Depending on the gravity of the situation, a progressive discipline process will be used as follows:

1. Oral Warning: This may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the PD and the intern.
2. Written Warning with Imposed Probation: The written warning is given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the PD and the intern.
3. Program Dismissal: If any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur. Once an intern has been dismissed from the program, re-entry will not be allowed.

An intern may be dismissed from the program without any prior disciplinary action for grave offenses which include, but are not limited to

1. Entering the program by submitting false information.
2. Committing an act of academic or non-academic misconduct.
3. Failing to maintain the confidentiality of patient information.

Oakwood University Calendar of Events/Holidays

Fall 2022-2023 ACADEMIC CALENDAR	
Online/Web Registration for New, Transfer and Re-Admit Students, Dietetic Internship Interns	April 11-July 29
Dietetic Internship Last Day to Withdraw with 100% tuition Reimbursement	July 19
Dietetic Internship In-Person Orientation	July 20-24

Dietetic Internship- Last day to turn in program documents (Drug screens etc.	July 20
Last Day to Waive Health Insurance Charges	Aug. 12
Last Day for 90 Percent Tuition Refund (University Students)	Aug. 19
Last Day to Financially Clear	Aug. 21
Last Day for 75 Percent Tuition Refund	Aug. 26
Last Day for 50 Percent Tuition Refund	Sept. 2
Last Day to Submit Incomplete Grades for Spring 2022 Semester	Sept. 19
Graduation Applications due for May 2023	Oct. 14
Last Day to Process Terminal Leave/Complete Withdrawal	Nov. 9
Final Exams	Nov. 18, 20-22
Holiday Break (Thanksgiving/Christmas/New Year's)	Nov. 23-Jan. 5
All grades due	Nov. 29

Spring 2022-2023 ACADEMIC CALENDAR	
Instruction Begins/Late Registration for All Students	Jan. 11
M. L. King Birthday Observed	Jan. 16
Spring Break	Mar. 6-10
Alumni Weekend	Apr. 6-9
Tentative Graduation List 2022 to Chair	Apr. 7
Graduation Applications Due for Spring 2024	Apr. 17
Final Exams	Apr. 30-May 3
Graduation	May 12 & 13

*These dates are subject to change without prior notification

HOLIDAYS

Holidays observed are as follows: Labor Day, Thanksgiving through Christmas break. New Year's Day and Martin Luther King, Jr.'s Birthday

Observance of the University holidays and scheduled breaks may depend on intern preference (such as observance of specific religious activities), and preceptor availability. Interns are advised to schedule at least one week of vacation in the fall semester and in the spring semester.

All rotation hours and program requirements should be completed by May 3, 2023, to participate in the University graduation ceremonies May 12-13, 2023. This completion date must be reflected in your rotation schedule.

PROFESSIONALISM

ILLNESS/EMERGENCY

In the unlikely event that an intern will be late, the intern should call the preceptor as a professional courtesy. If a day must be missed, both the preceptor and program director should be contacted. Make-up of any missed work is the responsibility of the intern. If an emergency occurs, the appropriate arrangement must be made with the preceptor and program director. If illness or other unusual circumstances causes a prolonged interruption within the program, the intern must complete a leave of absence form. The intern may return as soon as possible or continue the program the following year if approved by the program director. A letter explaining the reasons

for this interruption must be given to the program director. It should also be stated in the letter the date the intern plans to complete the program. Only the rotations and objectives that were not completed must be satisfactorily completed. If the tuition cost increases, only the difference in tuition must be paid.

INSURANCE

Evidence of insurance coverage will be given to the rotation facilities upon request. Evidence of car, and health insurance must be documented before orientation week.

DRUG TESTING AND CRIMINAL BACKGROUND CHECKS

Interns are subject to drug testing and criminal background checks by the internship and per the policy of the supervised practice facility. A facility may have specific dates for drug or background checks which may require them to be re-done. These costs are the responsibility of the intern.

TRAVEL

Oakwood University is not responsible or liable for accidents occurring in travel to and from program-assigned areas. Interns are responsible for their own transportation and car insurance.

TUITION PAYMENT

Continued acceptance in the program is contingent on the receipt of tuition. Payment of tuition must be received, at the latest, a week before the program starts. If financial aid does not arrive by the above due date, written official evidence of these monies is required.

Please contact the Office of Student Accounts at

256-726-7027 / Fax: 256-726-7133

Kerry Joseph / Director, Student Accounts kjoseph@oakwood.edu

TUITION REIMBURSEMENTS

If an intern decides not to enter the program at least 10 days before the program starts, 100% tuition is reimbursed except for \$100 application fee and \$ 400 secure match fee. There is no tuition refund if withdrawal/dismissal occurs after this time. If the intern plans to attend and is allowed to return the following year, then the intern is considered a new applicant.

Withdrawal and Refund of Tuition

If an intern chooses to withdraw from the DDIP program and from Oakwood University, the procedure for withdrawal is as follows:

- An intern may withdraw from the DDIP at any time. If the intern later wishes to re-enter the program, he/she must reapply as a new intern. Please complete the Formal Withdrawal Form and submit the form to the DDIP director. This is your official withdrawal from the program.
- To officially withdraw from Oakwood University interns must submit the appropriate documentation required by the Registrar's Office. When officially withdrawing, the intern may be eligible for a refund of tuition depending upon the date of withdrawal. Failure to withdraw from the University may result in a balance owing.

ESTIMATED EXPENSES

Distance Dietetic Internship Program (DDIP)

Financial Policies Schedule of Charges For Academic Year 2022-2023 [SUBJECT TO CHANGE]

Tuition, Fees & Expenses, Estimated Costs Financial Aid, Loan Deferments, Post Program Completion

PROGRAM COST FULL-TIME OR PART-TIME

BEFORE MATCH:

Application Fee (money order)	\$ 100
DICAS* Fee: First Application	\$ 50
Each additional application	\$ 25
D&D Digital**	\$ 65

* *Dietetic Internship Centralized Application Service (DICAS)*

***Fee to participate in **national** matching process*

AFTER MATCH:

PROGRAM TUITION (24 Credits)	\$12,000 Full-time or Part-time
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FEES

Secure Match***	\$ 400
Technology/General	\$ 824
Certificate of Completion^	\$ 75
Graduation Fee (optional)	\$ 271
Late Registration Fee	\$ 195

*** *Match fee subsidizes cost of RD Exam Review. Match Fee is non-refundable*

OTHER ESTIMATED EXPENSES

Onboarding DI APP	\$ 200
Academy of Nutrition & Dietetics Student Membership	\$ 60
Background Check	\$ 50
ServSafe Certification exam^^	\$ 36
Basic Life Support Course^^^	\$ 50

^^*If not already certified and required at facility*

^^^ if required at facility

Books and Software expense	\$ 50 - \$500
Drug Screening	\$ 40- \$60
Uniform clothing (non-slip shoes, scrubs, lab coat)	\$ Varies
Student Professional Liability Insurance	\$50
Car Insurance required	\$ Varies
Health Insurance required	\$ Varies
Immunizations/ Proof of Immunity	\$ Varies
Transportation, living and professional clothing expenses while in the program	\$ Varies

MANDATORY ONE-WEEK ORIENTATION AT OAKWOOD UNIVERSITY

Transportation to Huntsville	\$ Varies
Transportation from West Oaks to Meeting Venue	Provided
Lodging	
• West Oaks: Oakwood University	\$ 25 a night
• Local hotels in area	\$Varies
Food	
• Breakfast and Lunch	Provided: Vegetarian Meals
• Dinner	\$ Varies based on personal restaurants choice

FINANCIAL AID

FAFSA loans available contact Oakwood University Financial Aid Office at 256-726-7209.

LOAN DEFERMENTS

Loan Deferments: Are available for participating in Dietetic Internship

AFTER PROGRAM COMPLETION

Graduates pay Pearson Vue to take RDN Exam	\$ 200
Graduates pay state licensure fees	\$ Varies per state
Graduates pay CDR for registration	\$ 60

FINANCIAL AID INFORMATION

Opportunities exist for dietetic interns in need of financial assistance. Grants, low interest loans, or scholarships may be available from corporations, community or civic groups, religious organizations, the Academy of Nutrition and Dietetics, the District Dietetic Associations, and Oakwood University.

Scholarship eligibility criteria are usually published in the September A.N.D. Journal. Scholarship forms may be requested from the Program Director.

FINANCIAL AID:

Contact Oakwood University Financial Aid Office at 256-726-7209 or (256) 726-7237.

Or contact Oakwood University Financial Aid Office Mr. Craig Wright at cwright@oakwood.edu

LOAN DEFERMENTS

Loan Deferments are available while enrolled in the DDIP.

How to Become a Registered Dietitian Nutritionist (RDN)

The pathway to become an RDN via a dietetic internship program includes:

- Completion of a minimum of a bachelor's degree from a U.S. regionally accredited college/university (or a foreign equivalent) **
- Completion of Didactic Program in Dietetics (DPD) program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- Acceptance into and completion of an ACEND accredited Dietetic Internship Program such as the Oakwood University DDIP
- Passage of the credentialing exam to become an RDN
- Obtaining licensure according to State requirements

**Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the RDN credentialing. To be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>.

Upon successful completion of the DDIP, graduates will be a candidate for the credentialing exam by CDR to become an RDN.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements *click here*.

For individuals with foreign degrees who are interested in becoming an RDN:

“Each country has their own credentialing agency with policies and procedures that an individual must comply with to meet registration eligibility requirements and become credentialed in that country. Individuals who want to be credentialed as a RD in the US must comply with CDR's eligibility and examination requirements.

If your degree is from outside the US, you are required to have your transcript evaluated by an approved Foreign Degree Evaluation Agency. A detailed course-by-course evaluation is recommended. After receiving

your evaluation report, you will need to contact the program director of an ACEND-accredited Didactic Program in Dietetics (DPD) or Coordinated Program (CP) to request they review your transcript and foreign degree evaluation report. They will determine to what degree your prior learning meets current requirements and counsel you regarding any additional coursework needed to complete their program requirements.”

Commission on Dietetic Registration
<https://www.cdrnet.org/rd-eligibility>

For more information on Foreign Degree Evaluation Agencies, [please click here](#).
Please visit **CDR** and **ACEND** websites for information

Licensure

Professional Licensure and Certification (PLC) Requirements

The DDIP is designed to lead to the professional credential of Registered Dietitian Nutritionist (RDN). While there is a national professional exam, The Registered Dietitian Nutrition Examination, associated with the RDN credentials, specific licensure requirements vary from state to state. If you are interested in learning about potential professional licensure requirements in your state login to the following link for more information on [CDR Licensure](#).

Department of Nutrition and Dietetics: Distance Dietetic Internship Program – Intern Communication

Dear Intern,

In compliance with the U.S. Department of Education and the Alabama Commission on Higher Education (ACHE) for participation in the National Council for State Authorization Reciprocity Agreement ([NC-SARA](#)), Oakwood University is providing you with information pertaining to professional licensure and certification in correlation with the **Dietetic Internship** program based on your current or prospective enrollment in the program.

Upon successful completion of the dietetic internship program, the interns receive a certificate. This qualifies them to take the professional registration examination given by the Commission on Dietetic Registration (CDR) which is the credentialing agency for the Academy of Nutrition and Dietetics (AND). Successful passage of this examination allows interns to become qualified professional registered dietitians.

Passing the Registration Examination for Dietitians and earning the national Registered Dietitian (RD) credential qualifies dietitians for licensure or certification in most states and is mandatory for all states requiring the RD credential. In addition to meeting the requirements for the RD credential, persons enrolled in Oakwood University’s Dietetic Internship Program must investigate and meet the requirements in each desired state of practice. Therefore, you are strongly encouraged to contact the appropriate licensing agency in the U.S. states and territories where licensure is desired to obtain the most up-to-date information about licensure requirements and to confirm how the Oakwood University Distance Dietetic Internship program facilitates those requirements. Additional information related to the nutritionist, licensed nutritionist and registered dietitian requirements by state can be found on the [NutritionED.Org](#) or [CDR Licensure](#) websites. Please also feel free to contact your academic advisor or department chair for additional information regarding licensure and certification in the Dietetic Internship Program.

HOUSING

Oakwood University provides housing within walking distance of campus. Please visit our web address: <http://www.oakwood.edu/woa/> or e-mail westoaks@oakwood.edu or 256-726-8457 or call the Dean, Camille Kibler at 256-726-8210 directly for more information.

CHAPLAIN/CAMPUS MINISTRIES

Oakwood University Campus Ministries is deeply committed to the spiritual development of each person on campus. It is our goal to see the "character of Christ" formed in "us." At Oakwood University we believe that the nature of our life and faith is shaped by the quality of our relationships with God, each other, and the world. There are several entities at Oakwood that fulfill a major role in leading our students toward God.

- Chapel - Held each Thursday at 9:50 a.m.
- Adventist Youth Society - Held each Friday night at the Oakwood University Church. Oakwood University Church is the "heartbeat" of the spiritual life of the campus. Services are held Wednesday evening, Saturday Morning, and Saturday afternoon Vespers.
- Power Hour - Every weekday at noon a group of students gathers to study and pray together.
- This gathering has led to various outreach activities.
- The Chaplain's Office - Spiritual counseling is available to each student.
- A week of spiritual emphasis is conducted each semester.

ACCESS TO DISTANCE STUDENT SUPPORT SERVICES

Support services available online or virtually including technology requirements and support are listed in the [Online Student Handbook](#). In addition, interns may contact the program director for help with connecting with support services.

CAREER PLANNING & PLACEMENT

- . The primary goal of the Career Services Office is to provide opportunities to enhance professional competencies and marketability through
 - Employment counseling.
 - Mini-workshops and individual counseling sessions on resume and cover letter writing, career-services orientation, and job-search strategies.
 - Job-listing service, which provides current information about specific employment opportunities.
 - Classroom visitations on employment trends, resume writing, job-hunting techniques, and career planning.
 - Literature provided by on-campus recruiters including career opportunities, benefits, salaries, and annual reports.
 - Videotapes, brochures, and booklets on interviewing and resume writing.
 - Annual Career Programs - Career Fair and Youth Motivational Task Force Conference.
 - Computerized resume service.

ADMISSIONS OFFICE

Information on immigration procedures and Federal Regulations is available at the Admissions Office.

GRADUATION

This is optional. Graduation Fees apply. A post-baccalaureate certificate of completion will be presented at the Oakwood University graduation ceremony. Proper attire for the graduation ceremony is a cap and gown. Interns

are encouraged to invite family and friends to celebrate this important event. If interns choose not to participate in graduation their certificate will be placed in the mail once they have completed the program.

NON-DISCRIMINATORY POLICY STATEMENT

Oakwood University is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of an intern is without prejudice or preference. Discrimination is not allowed in the school's scholarship and loan programs, education process/policies, and administered programs.

Core Competencies for the Registered Dietitian

Accreditation Council for Education in Nutrition and Dietetics. 2022 Core Competencies for the Registered Dietitian.

Upon completion of the program, graduates are able to:

Domain 1 Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews, and scientific literature in nutrition and dietetics practice.

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

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

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2 Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

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

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

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

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

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

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

CRDN 3.2 Conduct nutrition-focused physical exams.

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

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

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

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

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

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

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

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

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

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

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

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

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

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

- CRDN 4.2 Perform management functions related to safety, security, and sanitation that affect employees, clients, patients, facilities, and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial, and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage, or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.