**OAKWOOD UNIVERSITY DIETETIC INTERNSHIP HANDBOOK**

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The Oakwood University Dietetic Internship Program is Accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, telephone (312) 899-0040 X 5400.

Oakwood University reserves the right to make changes in the program policies within a school year provided they have been written and publicly announced.

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INTRODUCTION

This booklet has been designed to provide you with necessary information as you prepare for the Dietetic Internship (DI) Program at Oakwood University. We welcome you and desire that you achieve all the program outcomes as anticipated, which will 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 Oakwood DI is accredited by the Accreditation Council on Nutrition and Dietetics (ACEND) Education 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995

Phone:  312-899-4868

The DI program requires 1000 hours of supervised practice in areas of medical nutrition therapy, food service management, and community nutrition. This is a distance program that requires the interns to obtain their rotation sites in their home geographical area. The program provides some assistance in obtaining sites and preceptors as needed. Interns are required to attend a one-week orientation experience at the campus of Oakwood university. Interns must successfully pass pre-rotation exam and an exit exam at the end of the supervised practice. 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. Successful passage of this examination allows interns to become qualified professional registered dietitians.

Thirty-five interns will be accepted each year in the DI program. This program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND)

**PROGRAM MISSION STATEMENT**

 The Oakwood University DI 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 OUTCOMES**

Program Goal 1: To prepare interns to become competent entry-level dietitians.

Program Objectives:

 At least 80% of the interns enrolled in the DI program will complete all program requirements within 15 months (150% of the time planned for completion).

Of graduates who seek employment, at least 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation

At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion

The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Eighty percent of employers will rate graduates as “3” or greater on a five point Likert scale as being entry-level prepared

Program Goal 2: The program will prepare competent dietetic practitioners to use their knowledge of nutrition to serve diverse populations in the community.

 Program Objectives:

At least 50% of interns will be ethnically diverse or male

80% of the program graduates will confirm the adequacy of program preparation to share knowledge of nutrition and dietetics to the community.

Program outcomes data is available upon request

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 **PROGRAM POLICIES**

The program policies have been established to delineate the responsibility of each intern throughout the program and is the criteria used to determine continuance in the program.

**ACADEMICS**

1. Official BS degree transcript demonstrating degree conferral and a verification statement must be submitted to the program director within 2 weeks after orientation or before starting the rotations. All interns will be dismissed from the program if they fail to comply with these important requirements.

2. The full-time intern must complete the program within ten months. The part-time intern must complete the program within 15 months or no more than 150% of the normal curriculum.

3. The intern must comply with the Academy of Nutrition and Dietetics’ Code of Ethics.

4. Three or more unexcused absences during any rotation can result in dismissal from the program. Any absence must be made up and is the responsibility of the intern.

 5. Three or more tardies during any rotation can result in dismissal from the program.

 6. All assignments must be satisfactorily completed by the specified date.

 7. The intern must meet with the Dietetic Internship Program Director as designated.

 8. Interns must report to the program director if the facility uses them to replace irrelevant duties of their employees instead of providing educational purposes to train them to become an entry level dietitian.

 9. The intern must have an active e-mail address throughout the internship program.

10. The intern must attend two professional meetings at his/her own expense: District Dietetic Meetings, one other professional meeting such as the Pediatric Intensive Course by the University of Alabama at Birmingham, Department of Pediatrics or an intern choice approved by program director.

11. The rotation assessment process includes: (1) a satisfactory evaluation (>/=2) by each preceptor; and (2) a minimum score of 75% on the pre-rotation, unit, and exit exams. Interns must pass both parts to pass Oakwood DI Program.

12. Interns must document all supervised practice hours and have them verified and signed by the preceptor. Hours from alternative practice activities must be documented and verified by the program director.

13. If the preceptor’s evaluation of the intern’s performance is unsatisfactory in a rotation, they will be placed on probation and must repeat the rotation. Failure to perform satisfactorily in the repeated rotation would result in termination from the program.

14. A unit exam is administered at the end of each rotation: community nutrition, food systems management and business/entrepreneurship and nutrition therapy. The three-unit exams serve to assess strengths and weaknesses. If the score is less than 75%, interns must undertake a mandatory review session/additional course work assigned by the program director, which reflects the identified areas of weakness in knowledge and skills. The student needs to retake and pass the unit exam for continuance in the program.

15. Upon the completion of all rotations, interns will complete an exit exam to assess their knowledge. Students must pass the exit exam with a minimum score of 75%. This test may be repeated as needed.

16. Interns will be provided with a signed verification statement after passing the exit exam and completing internship rotations/assignments and other required projects.

**Remedial Plan/Policy:**

In rare case, when interns do not pass pre-rotation exam, he/she needs to reschedule her internship rotations with his/her preceptors and program director. Oakwood DI program is given 3 months period of time for interns to pass their pre-rotation exam. After 3 months period, if the score is less than 75%, interns must undertake a mandatory review session/additional course work assigned by the program director, which reflects the identified areas of weakness in knowledge and skills. The student needs to retake and pass the pre-rotation exam for continuance in the program.

**ASSESSMENT OF PRIOR LEARNING**

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

**Assigning credit for prior learning: 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 application to the program. Credit will be assigned during the admissions process.**





**VERIFICATION OF IDENTITY**

Interns are required to attend a one week in-person orientation in Huntsville AL. Interns are required to show a photo ID to verify their identity**.** Intern information is private and will remain only with the program director.

**FLEXIBLE SCHEDULING**

Interns wishing to adjust their rotation schedule must write an official letter of request to the program director. They must include a plan detailing how they wish to complete their rotations, including beginning and ending times and hours of availability per week, month or quarter. All requests must be approved by the program director.

**ACCESS TO PERSONAL FILES**

Interns’ written and oral data are kept at program’s director’s file for 5 years. All interns have their right of privacy to access their own data. Family members or others are not allowed to access the data without intern’s discretion.

**CONFIDENTIALITY**

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

**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.

 Insubordination.

 If housed on campus, failure to comply with the college's rules as outlined in the Intern handbook.

 Unsatisfactory academic performance (failing in the pre-rotation exams three times or other related academic issues).

 Any other reason determined by the Advisory Committee.

 **PROGRAM COMPLETION REQUIREMENTS**

1. Satisfactorily complete 1000 rotation hours (see Suggested Rotation Schedule).

2. 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 after each completion of hours of rotations in clinical, foodservice and community.

3. Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics’ Code of Ethics.

4. Understand and sign the RDE Misuse form.

5. Download to D2L completed e-portfolio after completion of rotations.

6. Completion of CDR Eligibility Registration form after completion of internship program

 requirements.

7. Interns will be provided with a signed verification statement after completion of all program requirements.

**GRIEVANCE PROCEDURES**

Any intern who desires to express concern regarding instructional matters such as perceived unfairness, grading methodology, cheating, or some other misunderstanding is encouraged to confer first with the preceptor and then the Program Director. If the matter is not resolved, the intern should do the following:

1) Submit in writing the details of the concern and present it to the Advisory Committee.

2) Meet with the Advisory Committee in order to discuss the matter.

3) Meet with the Nursing and Allied Health Professions Dean in order to discuss the matter.

4) Submit in writing the details of the concern to the Vice President of Academic Affairs at Oakwood University. The final decision will lie with the Vice President of Academic Affairs. The intern may access personal files on request.

5) ACEND will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetic education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff, or students/interns. Interns should submit complaints regarding accreditation matters to ACEND only after all other options with the program have been exhausted.

A copy of the accreditation/approval standards and/or the Council’s policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or calling 312/899-0040 extension 5400.

6) The program maintains records of complaints about the program from interns or preceptors and the resolution of complaints for seven years.

**HEALTH**

It is strongly advised that the interns 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 specific policies of each affiliating site.

**HOLIDAYS**

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**DRESS CODE:**

**Christian Dress**

“Fashion is a mistress that rules with an iron hand.” “The love of display…kills the aspiration for a nobler life.” “A person’s character is judged by his [or her] style of dress. A refined taste, a cultivated mind will be revealed in the choice of simple and appropriate attire. Chaste simplicity of dress, when united with modesty of demeanor, will go far toward surrounding [young people] with that atmosphere of sacred reserve which will be…a shield from a thousand perils.” (Education, pp. 246-248)

The principles of modesty, chastity, simplicity, propriety, good taste, neatness, comeliness, and consistent witness are core values that relate to Christian dress. Biblical guidelines for modesty do not depend on current fashion trends. Students who attend Oakwood University are viewed as representatives by all whom they encounter. Because opinions regarding appropriate dress for men and women may vary, Oakwood University reserves the right to determine what is/is not appropriate dress for its students. Therefore, the following attire will not be worn: Shorts, skorts/skirts, spaghetti straps, low cut (front or back) or strapless attire, bare midriff blouses/shirts, sheer or any tight clothing worn in a way that exposes undergarments or intimate body parts (back, chest, thighs, abdomen, etc.). Garments should be neither tight fitting nor extremely oversized. Evening wear attire must also follow these guidelines. Splits on dresses or skirts may not extend above the level of the knee (front, side, or back). Skirts, shorts, and dresses must be no higher than one inch above the knee.



**ILLNESS/EMERGENCY**

In the unlikely event that an intern will be late, the intern should call the rotation 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, 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 can 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, not to exceed two years beyond the interruption. 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.

Interns will not have access to on-site health care in the event of injury or other emergency. Cost of treatments will be the intern’s responsibility. Due to the nature of our affiliation agreements, interns do not qualify for worker’s compensation due to injuries received on facility premises. If you have an emergency or other problem while at the site, please contact your coordinator or Distance Internship Director

**INSURANCE**

All interns must purchase general and professional liability insurance, in the amount of not less than two million for each occurrence/and five million in aggregate. The purpose of this general and professional liability insurance is to cover the unexpected injury or illness while in a facility for supervised practice. Evidence of insurance coverage will be given to the rotation facilities upon request. Evidence of car, malpractice and health insurance must be documented before interns are officially registered.

**DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

Interns are subjected to drug testing and criminal background checks per policy of supervised practice facility from their own expenses.

**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.

**INTERN COMPENSATION**

When interns are paid by a supervised practice site during the internship, the agreement shall be between the facility and the intern. Interns are not employees of OUDI. No transaction shall occur between the facility and OUDI or between the intern and OUDI concerning compensation. OUDI shall maintain a copy of the agreement between the facility and the intern for the protection of the intern.

**TUITION PAYMENT**

Continued acceptance in the program is contingent on 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 are required.

 **TUITION REIMBURSEMENTS**

If a student decides not to enter the program at least 10 days before the program starts, 100% tuition is reimbursed. 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 as a new applicant.

 **ESTIMATED EXPENSES**

 Application fee (money order only) $100 non-refundable

 Tuition $12,000

 Oakwood University Registration fee &

 Certificate of Completion $ 75

 Books/Supplies Varies ($50-$500)

 Lab Coat Varies

 Housing/semester $1,970-2,410

 Meals Varies

 Transportation Varies

Car and Insurance required Varies

 Health Insurance required Varies

 Personal Varies

 Malpractice Liability Insurance $25 -$55

(Responsibility of Student)

 Affiliate membership in A.N.D $58

 Long distance phone calls for out of state calls - Varies

**ESTIMATED SEVEN- DAYS ORIENTATION EXPENSES**

-Lodging $25 per night (West Oaks Doom)

-Meals (varies) $ 100-$300

-Transportation (varies) $ 25-$600

**HOUSING**

Oakwood University provides housing within walking distance of campus for $ 25 a night. 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.

**FINANCIAL 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 Alabama Dietetic Association, 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.

For more information, contact Oakwood University Financial Aid Office (256) 726-7237.

**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 which fulfill a major role in leading our students towards 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 gather 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 DISTANT STUDENT SUPPORT SERVICES**

If an intern has need to a support services that are not locally available, they contact the program director and she makes arrangement for the necessary support.

**CAREER PLANNING & PLACEMENT**

The Career Services Office offers a comprehensive program that assists students and alumni of all academic areas in attaining their career objectives. The primary goal of the Career Services Office is to provide opportunities to our students and alumni through programs, which will enhance their professional competencies and increase their marketability.

- 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.

**GRADUATION**

A post-baccalaureate certificate of completion will be presented at the Oakwood University graduation ceremony. Proper attire for the graduation ceremony is the cap and gown. Interns are encouraged to invite family and friends to celebrate this important event.

**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 the interns is without prejudice or preference. Discrimination is not allowed in the school’s scholarship and loan programs, education process/policies, and administered programs.

REQUIRED COMPETENCIES

Oakwood university supports the diverse needs of interns, works to ensure an inclusive environment for equitable treatment by program faculty and preceptors to all interns from all backgrounds.

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| 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. |
| 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. |
| 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) |
| CRON 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. |
| CRDN 4.1 | Participate in management functions of human resources (such as hiring, 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). |
| 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 the 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. |
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