

# California State University, Long Beach

## Individualized Supervised Practice Pathways (CSULB-ISPP)

Policy and Procedure Manual for  
Dietetic Interns  
2023-2024



**The College of Professional and Continuing Education at  
CSULB**

This manual is a tool to assist dietetic interns and prospective interns and applicants with understanding program policies, procedures, and expectations of the CSULB-ISPP Program. The handbook is not all-inclusive, but rather is to be used as a supplement to California State University, Long Beach's undergraduate and Graduate Student Handbook. All outlined policies are in compliance with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The Individualized Supervised Practice Pathways Program at California State University, Long Beach (CSULB-ISPP) is an approved track within an already ACEND-accredited DPD program.

**Program Accreditation:**

California State University, Long Beach's Didactic Program in Dietetics is accredited 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, (312)899-0040, extension 5400.

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

# Program Contact

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## The CSULB-ISPP Program

The Individualized Supervised Practice Pathways (ISPP) at California State University Long Beach (CSULB) is an approved track within the CSULB Didactic Program in Dietetics (DPD), serving the purpose of providing the supervised practice experience needed by dietetic interns for eligibility to take and pass the CDR Registration Examination for Dietitians.

The CSULB-ISPP provides interns with an opportunity to increase their knowledge of food and nutritional science and to acquire competencies needed to practice dietetics in a variety of settings. Graduates are expected to function as entry level practitioners in clinical, food service, and community dietetic roles. Each is expected to operate independently, with high levels of professionalism, and both personal and professional integrity.

The CSULB-ISPP is an approved program under the DPD within the department Family and Consumer Sciences but is administered by the College of Professional and Continuing Education (CPaCE). The CSULB-ISPP only accepts qualified DPD graduates who received a DPD Verification Statement (VS) and were not matched on one occasion through Dietetic Internship Centralized Application Services (DICAS). Upon completion of the CSULB-ISPP, graduates are issued a VS. The VS is the document given at the completion of the CSULB-ISPP when all ACEND-accredited program requirements have been met. Up to twenty-five interns may be accepted each year.

The CSULB-ISPP requires interns to attend and complete orientation in late July each year, hosted by CSULB. All interns are required to complete a minimum of 1,000 hours of supervised practice at various settings which include, but are not limited to, hospitals, foodservice settings, long-term care facilities, public health arenas, and wellness facilities within California. Interns are required to complete all program rotations, assignments, requirements, pass an exit interview, and pay a \$15 processing fee before a VS can be issued.

## CSULB DPD/ISPP Program Mission

**Our mission: To provide an evidence-based, student-centered program offering foundational knowledge and experiences to prepare graduates for supervised practice leading to eligibility for the CDR credentialing exam to become a registered dietitian nutritionist and/or entry-level practice as a registered dietitian nutritionist.**

We fully embrace the CSU mission to prepare the future workforce, create innovative products, services, and research. This program is unique since it was the nation's first ISPP which provides the alternative and equal experience of a dietetic internship in preparing dietetic interns to become registered dietitians. CSULB envisions changing lives by expanding educational opportunities, fostering community engagement, championing creativity, and preparing leaders for a changing world, and the CSULB-ISPP has fully embraced their core values:

- Educational opportunity
- Excellence
- Diversity
- Integrity
- Service

The College of Health and Human Services is committed to the university's mission and vision and captures that wholly by their mission statement to 'connect, discover, educate.' Corresponding to the

university and college mission and vision, the Family and Consumer Sciences Department mission is to prepare leaders for the family and consumer sciences professions. The CSULB-ISPP graduates will be held to the same high standard of any other family and consumer sciences graduate, meeting the six outcomes previously mentioned. In addition, the CSULB-ISPP meets the mission and values of the College of Continuing and Professional Education, providing for professional development through an avenue that fits the diverse lifestyle of our participants.

### **The Mission of California State University, Long Beach**

*“California State University Long Beach is a diverse, student-centered, globally-engaged public university committed to providing highly-valued undergraduate and graduate educational opportunities through superior teaching, research, creative activity and service for the people of California and the world.”* [http://web.csulb.edu/divisions/aa/grad\\_undergrad/senate/documents/mission/](http://web.csulb.edu/divisions/aa/grad_undergrad/senate/documents/mission/)

### **The Mission of College of Health and Human Services**

*“CHHS will be nationally and internationally recognized as an innovator and leader in community connections, the discovery of knowledge, and educating diverse students in the health and human services professions.*

*Our national and international reputation will attract and retain a richly diverse, high-quality faculty whose students-centered teaching, research, and collaborations in the campus and global communities will be well recognized and rewarded. This sense of academic community will nurture and support faculty of distinction throughout their careers.*

*CHHS will reshape its academic programs to reflect societal needs with resources developed in collaborations with our community partners to enhance quality. These expanding resources will provide a new building which includes state-of-the-art classrooms, laboratories, clinical and faculty office space and equipment to serve the students, faculty and community of the CHHS, allowing CHHS to become a leader in providing professional doctoral degrees in specific disciplines.*

*The CHHS alumni network will be stronger than ever. Alumni will express feeling transformed by their experiences in CSULB and commit themselves to ensuring the same level of excellence for future students. The alumni network will be substantially involved in the College by contracting and recruiting other alums and by building a community of organizations and individuals committed to the long term financial stability of the college.”* <http://www.csulb.edu/colleges/chhs/about/MissionVisionStatement.htm>

### **The Mission of Department of Family and Consumer Sciences**

*“Our mission is to prepare leaders for the family and consumer sciences professions. We are an exemplary, comprehensive and integrative unit in the California State University system that focuses on teaching, scholarship and service to and about individuals, families, and communities in a diverse, dynamic society.”* <http://web.csulb.edu/colleges/chhs/departments/fcs/mission/>

### **The Mission of College of Professional and International Education**

*“CPACE transforms lives by providing multiple educational pathways to personal and professional success via campus-based online, and transnational educational programs.”*  
<https://www.cpace.csulb.edu/about-cpace#/mission--vision--values>

## **CSULB DPD/ISPP Program Goals and Outcome Measures\***

Since our Didactic Program in Dietetics (DPD) also offers Individualized Supervised Practice Pathways (ISPP), the following goals and objectives reflect what we expect for both students (DPD) and interns (ISPP).

Goal #1: The DPD/ISPP will prepare competent graduates capable of succeeding in an accredited supervised practice program (e.g. dietetic internships, individualized supervised practice pathways) or in entry-level practice as a registered dietitian nutritionist:

- Objective 1.** At least 80% of DPD students will complete the program requirements within 3 year (150% of program length).
- Objective 2.** At least 80% of DPD graduates will apply for admission to supervised practice programs prior to or within 12 months of graduation.
- Objective 3.** At least 50% of DPD graduates are admitted to a supervised practice program within 12 months of graduation.
- Objective 4.** The DPD's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for registered dietitian nutritionists is at least 90%.
- Objective 5.** Within 12 months of completing the DPD, at least 80% of graduates responding will be enrolled in a supervised practice program, a related graduate program and/or employed in a nutrition and dietetics-related position.
- Objective 6.** Among directors of supervised practice programs who admit DPD graduates, 80% will rate of the graduates as having "competent" to "extremely competent" preparatory knowledge to succeed in supervised practice.
- Objective 7.** At least 80% of DPD graduates will rate themselves as "competent" to "extremely competent" in preparatory knowledge required to succeed in a supervised practice program, a related graduate program and/or employment in a nutrition and dietetics-related position.
- Objective 8.** At least 80% of ISPP interns complete program requirements within 18 months (150% of program length).
- Objective 9.** Of ISPP graduates who seek employment, 80% are employed in nutrition and dietetics or related fields, within the first year.
- Objective 10.** 80% of ISPP graduates take the CDR credentialing exam for registered dietitian nutritionists within 12 months of program completion.
- Objective 11.** The ISPP's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for registered dietitian nutritionists is at least 80%.
- Objective 12.** At least 80% of ISPP graduates will report "adequate" to "extremely adequate" training for their career in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 13.** At least 80% of the employers will rate ISPP graduates as having "adequate" to "extremely adequate" foundational skills in nutrition and dietetics.

Goal #2: The DPD/ISPP will prepare graduates competent in serving dynamic, multi-cultural communities.

- Objective 1.** Among directors of supervised practice programs, graduate school advisors, and/or employers, 80% will rate DPD graduates as "competent" to "extremely competent" in their ability to provide service to culturally diverse communities.
- Objective 2.** At least 80% of DPD graduates will rate themselves as "competent" to "extremely competent" in their preparation for serving culturally diverse communities.
- Objective 3.** At least 80% of employers will rate ISPP graduates as having "adequate" to "extremely adequate" competency to work with clients of various ethnic/cultural backgrounds.

**Objective 4.** At least 80% of ISPP graduates will self-report “adequate” to “extremely adequate” competency in their ability to work with clients of various ethnic/cultural backgrounds.

**\* All program outcomes are available upon request. We review outcomes annually with our DPD/ISPP Advisory Committee made up of students, alumni, faculty, employers, and community educators.**



# Applying to the CSULB-ISPP

## Eligibility considerations to applicants:

- Must be a DPD graduate within the past 5 years, with verification statements and nutrition-related work experience, and were **not** matched by DICAS on one occasion after having submitted a competitive application.
- Applications from CSULB DPD graduates are given special consideration.
- Interns must reside in California for the duration of all rotations.
- Though not required, it is highly recommended that you apply through DICAS
- **Applicants must meet criteria for one of the following options**
  - **Option #1** – Applicant must possess a graduate degree\* and provide a copy of the official transcript from the institution where the graduate degree was awarded.
  - **Option #2** – Applicant must be currently pursuing a graduate degree\* that will be earned within 1 month of starting ISPP rotations. Applicants must provide the following:
    - A signed, official letter from a graduate advisor that includes the following:
      - Name of applicant and program of study
      - Expected date for degree to be awarded
      - A statement confirming the applicant has completed least 50% of the graduate program and is making satisfactory progress to completing the degree no later than September 30.
    - An unofficial transcript showing 50% completion of the graduate degree program
    - A brief statement from the applicant explaining the graduate curriculum that remains to be completed. Upon acceptance, applications must provide a copy of an official transcript from the institution where the graduate degree was awarded within 30 days of the start of ISPP demonstrating earned graduate degree.

\* The graduate degree may be in any discipline that will support success as a registered dietitian (i.e. M.S., M.P.H., M.B.A., etc) and must be granted by a U.S. Department of Education-accredited institution (i.e. university or college).

## Summarization of Admission/Application Requirements:

	Pathway 1 Applying through DICAS	Pathway 1 <u>Not</u> applying through DICAS
Personal Statement*		√
Official Transcripts*		√
Current Resume/CV		√
Verification Statement from DPD**		√
Proof of DICAS non-match*	√	√
Three Letters of Recommendation*		√
Preceptor Assessment Report* (see Appendix)	√	√

\*details for these documents below

\*Students who were matched through DICAS, but do not accept the match are NOT ELIGIBLE.

### \* Personal Statement

Address the following in 1000 words or fewer:

- Why do you want to enter the dietetics profession?
- Discuss experiences that have helped you prepare for your career.
- What are your short- and long-term goals?

- What other information do you find important for the selection decision?
- What do you believe you will contribute to the CSULB-ISPP?

\*\*If the date on the DPD VS is greater than 5 years prior to the start of internship, the applicant must demonstrate current proficiency in the field by completing a minimum three courses equivalent to the following CSULB Department of Family and Consumer Sciences courses: NUTR 436 Advanced Nutrition, NUTR 438A Medical Nutrition Therapy I, and NUTR 438B Medical Nutrition Therapy II. Documentation of these requirements must be provided with the application materials.

Mail all required application materials in one envelope to:

**Dustin Moore, MS, RD**  
 CSULB-ISPP Program Coordinator  
 Department of Family & Consumer Sciences  
 California State University, Long Beach  
 1250 Bellflower Blvd, Long Beach, CA 90840-0501

**Explanation of application items:**

\*Official Transcripts

Official transcripts showing Bachelor/DPD; if required, students must provide transcripts from both DPD school and school granting bachelor’s degree.

\*Proof of DICAS Non-Match

Proof of DICAS non-match may include a copy of the official letter or e-mail communication of the non-match.

\*Letters of Recommendation

Three letters of recommendation should be accessible to the Program Coordinator through DICAS. If not applying through DICAS, letters in sealed envelopes should be sent directly to the Program Coordinator.

- One letter must be from an academic faculty instructor. The second must be from a supervisor for paid or volunteer nutrition experience. The third is your choice.

\*Completion of Preceptor Assessment Report

See instructions on PAR form for how to complete.

**CSULB-ISPP Timeline for Admission**

- April 2<sup>nd</sup>, 2023 – Notification Day
- April 3<sup>rd</sup>, 2023 – Appointment Day
- April 5<sup>th</sup>, 2023 – Beginning of 2<sup>nd</sup> round matching and first day of CSULB-ISPP application submissions. Contact Coordinator if questions arise regarding submission. We encourage timely submissions, as we review and contact applicants as we receive submissions.
- April 14<sup>th</sup>, 2023 – Application deadline for CSULB-ISPP
  - Postmarked or Timestamped no later than April 13<sup>th</sup>, 2023

- April 10<sup>th</sup> – April 17<sup>th</sup>, 2023 – Phone/Zoom interviews for candidates
- April 19<sup>th</sup>, 2023 – Notification to applicants of admission decisions
- April 24<sup>th</sup>, 2023 – Deadline for applicants to confirm acceptance into CSULB-ISPP Program
- Late July/Early August – Orientation week (hosted by CSULB)

**Make sure your application is both complete, and submitted in a timely manner. Late or missing components may jeopardize the application's consideration. Please contact the Program Coordinator for any questions.**

## Rotations Sites and Program Expectations

The following are general rotation lengths and are subject to change based upon prior learning experience. CSULB-ISPP interns are expected to be at rotation sites Tuesday through Friday (minimum 32 hours/week for full time completion) during the academic year, and attend full-day educational sessions on Mondays as part of the Greater Los Angeles Dietetic Internship Coalition (GLADIC). Interns who live outside of Los Angeles, Orange, and parts of Riverside or San Bernardino counties may schedule practice hours on Mondays and complete an alternative written assignment in place of GLADIC attendance. Given the personalized nature of the CSULB-ISPP Program, there are no recognized vacation dates, except those also recognized as calendar holidays by CSULB. Regardless, interns are free to schedule work hours on weekends, holidays, and non-GLADIC Mondays, so long as the preceptor approves.

Below are the anticipated hours for completion of each site:

Orientation – Varies (Not counted towards supervised practice)  
Medical Nutrition Therapy 1 – 160 hours  
Medical Nutrition Therapy 2 – 280 hours  
Food Service (Patient OR Institutional; intern’s choice) – 240 hours  
Community & Nutrition Education – 200 hours  
Leadership and Professional Development – 20 hours

*Intern may then choose from the following options:*

1. Sustainable Food Systems – 100 hours
2. Telehealth – 100 hours
3. Self-select – 100 hours

All rotations and assignments must be completed to a satisfactory level before a VS is issued, based upon preceptor and Program Coordinator evaluations. Hours shall be tracked by the intern and signed off by the preceptor, then submitted to the Program Coordinator for verification.

### **Program length of CSULB-ISPP**

All interns are expected to complete all program requirements within 12 months, or 150% percent of completion time (18 months). It is the responsibility of the intern to make sure that they complete all requirements within the allotted time period.

### **Scheduling supervised practice rotations with preceptors**

To allow dietetic interns the maximum freedom in tailoring their educational experiences, the CSULB-ISPP does not schedule any rotations. However, the program maintains a database of many different preceptors throughout the state of California which is made accessible to students once they are accepted into the program. Through use of these resources, as well as the assistance of program staff, interns take charge in coordinating with their rotations. As part of the application requirements, prospective applicants will complete the Preceptor Assessment Report to assist applicants in seeking out their preceptors. In addition, students looking to apply to the program are highly encouraged to seek out contacts which may serve as preceptors pending their acceptance into the CSULB-ISPP.

### **Requirements and procedures to become a CSULB-ISPP preceptor and host facility**

Once accepted into the CSULB-ISPP, an intern’s first job is to immediately begin securing and scheduling their rotations. Any location which has not previously hosted a CSULB-ISPP intern will

require an *affiliation agreement*. Preceptors at these new locations will require orientation to the program as well. To accomplish this, the following procedures must be followed by the intern:

1. Make contact with a willing preceptor who tentatively agrees to host the intern
2. Obtain the proper contact information of the preceptor and site facility as required on the document titled “ISPP Schedule of Rotations” (See appendices).
3. Submit the complete or partially complete schedule to the Program Coordinator
4. All sites and preceptors must have their qualifications assessed by the Program Coordinator. When contact is made, the Program Coordinator will look to assure the following criteria:
  - ✓ The preceptor must be a registered dietitian or other qualified professional with appropriate credential and experience. (See appendices for rotation details.)
  - ✓ The preceptor must be able to document appropriate continuing education for the previous two years, as verified by resume/CV.
  - ✓ The preceptor must have adequate time to provide required supervision of the intern.
  - ✓ The primary preceptor must be employed by or contracted with the facility.
    - The “*primary preceptor*” will keep a file of the interns, affirm the hours of practice the intern completes, and maintain appropriate contact with the Program Coordinator as needed
5. Once properly vetted, the Program Coordinator will begin securing an affiliation agreement with the host facility

**Minimum requirements of the sponsoring facilities include**

- Clinical facilities must be accredited by The Joint Commission (TJC) or the State.
- Any facility at which the intern would complete 40 hours or more of practice experience must have a preceptor available on staff.
- Any facility at which the intern would complete supervised practice hours must have a signed affiliation agreement on file, except in cases listed under “Consideration When Selecting Rotation Sites”.
- Any facility at which the intern would complete more than a one-week rotation must have sufficient educational resources to support an intern’s educational needs, such as computer or available space for interns to work on their assignments.
- If one facility is unable to provide all the required CSULB rotations/experiences, then the intern needs an alternate facility to provide the experiences required by ACEND.

## Considerations When Selecting Rotation Sites

### Policy for maintaining affiliation agreements

In order to complete supervised practice at site rotations, affiliation agreements must first be established. An affiliation agreement is a legal contract which has been signed and authorized by one or more officials from both the sponsoring facility, and CSULB. Once signed by both parties, it is fully executed and outlines the terms for an intern's privileges at the sponsoring site. The CSULB-ISPP maintains a database for each active affiliation agreement, which typically have a three-year term. Supervised practice may not occur, and practice hours will not be recognized, unless an agreement is first in place.

Interns and prospective applicants should be aware that CSULB is not a signee of the State Authorization Reciprocity Agreement (SARA). For this reason, no supervised practice may be conducted outside of the state of California, with the exception of international rotations where SARA does not apply. For more information on SARA, visit ACEND's Distance Education Authorization Fact Sheet:

<https://www.eatrightpro.org/-/media/eatrightpro-files/acend/interstate-distanceeducationauthorizationfactsheet.pdf?la=en&hash=23A6542F0C5A6859376EC7318B7836CCCA546C33>

As a policy of the CSULB-ISPP, interns will be required to verify that a site agreement is in place before going to the facility. This can be accomplished by quickly checking in with either the Program Coordinator or Assistant. A running database of active affiliation agreements is kept on file and can be used to verify if the agreement is in place.

There are only two exceptions wherein an affiliation agreement is not required:

1. When completing an international rotation, no affiliation agreement is required. The CSULB-ISPP is a non-credit granting program which means no authorization is required by the CSULB Center for International Education, and since SARA only has applicable jurisdiction within the United States, no agreement is required. However, the intern will be expected to complete the rotation with a sponsoring organization and meet all requirements for preceptors and sites as part of CSULB-ISPP policy. In addition to this, the international cannot be completed unless it meets certain criteria further outlined below.
2. If completing a rotation at CSULB. An agreement exists on campus which grants all CSULB students' access and permission to work within CSULB facilities. CSULB-ISPP are considered students of the campus, thereby extending the terms of the agreement to them.

### Suggestions and reminders as you seek sites for supervised practice

- Interns may not begin rotations until an affiliation agreement has been secured and signed by authorized individuals acting on behalf of both CSULB and the preceptor's facility. Both facilities (CSULB-ISPP and sponsoring facility) will keep copies of the fully executed affiliation agreements.
- ACEND states that up to 300 hours of supervised practice may be conducted outside of the United States and its territories. For this reason, interns of the CSULB-ISPP may elect to complete an international rotation, which *must* be approved by the Program Coordinator, two months prior to departure. Circumstances which must be considered before approval is granted to complete a rotation outside of the United States include the following:
  - A preceptor facility which meets the same requirements as facilities within the United States.
  - A preceptor who meets the same requirements as a preceptor within the United States.
  - Reasonable assurance of the intern's safety within the region.

- The ability to maintain contact with Program Coordinator through reasonably quick channels (such as email).
- The rotation site will allow the intern to complete and be evaluated on all necessary activities and competencies.
- When scheduling rotations, please consider the following criteria as well:
  - Self-select rotations should be planned in coordination with a preceptor and your program coordinator.
  - Leadership and Professional Development will not require an on-site facility to be completed.
  - It is encourage, but not required, that at least one rotation be completed at a Long-term care facility (LTC or LTAC).
  - MNT 1 *must* be completed before MNT 2.
  - Review *Internship Preceptor Agreement Form* (See appendices) for all other descriptions of facilities.
- Interns need to take responsibility in designing their own rotation scheduling with the approval of the prospective facilities.

## Curriculum

- The CSULB-ISPP begins with orientation in late July (schedule may vary). The orientation is hosted by CSULB. All students who are accepted into the CSULB-ISPP are *required* to attend the orientation program. The purpose is to guide students through the transition from student to pre-professional, set guidelines and expectations, and prepare students for the workload.
- In addition to supervised practice, interns will attend weekly classes offered through the GLADIC. These are held on most Mondays of the academic year from September through May, breaking for summer and winter. Various faculty and practitioners will serve as guest speakers on current topics relevant to the practice of nutrition and dietetics. The GLADIC schedule will be provided to interns once it becomes available.
  - Distance interns (Those living outside LA, Orange, and part of Riverside or San Bernardino counties) will have access to digital recordings of each GLADIC meeting via their BeachBoard account which will be uploaded weekly. Distance interns are then required to review and write a synopsis each week based on the recording. The synopsis will include a one-half page, type-written summary for each topic covered during the meeting. The synopsis will also include an additional one-half page reflection covering the importance and application of that day's planned learning. These will be due by the Sunday following the GLADIC meeting in the BeachBoard Dropbox.
- Each rotation is assigned specific activities and planned experiences to facilitate competency development. The intern must complete these, in addition to any work duties given by the preceptor at the facility. These activities may be adapted to provide flexibility and account for varying types of experiences within a designated facility. While the preceptor's assistance may be required for completion of certain activities, it is the responsibility of the intern to make sure the curriculum which pertains to their facility. Students must use time management skills and plan accordingly to meet rotation objectives.

Completed forms, written assignments, and projects will be turned in electronically in Word or PDF format using the CSULB online learning platform, BeachBoard: <https://bbcsulb.desire2learn.com/> .

## Estimated Expenses

Application Fee	\$100
Portfolio Assessment Fee (P2 only)	\$400
Tuition: Resident/Non-Resident	\$12,000
Additional fee for bank insufficient fund	Varies
Books/supplies	\$50-\$250
Housing	Varies per intern discretion
Transportation (auto insurance required)	Varies
Health Insurance (required)	Varies
Professional Liability	\$25-35
Phone calls	Varies
Transportation/mileage	Varies
Internet services	Varies
Exam fee for registration	\$200
Academy of Nutrition and Dietetics membership	\$64
Local dietetic association district membership (CAND-OD/LAD/IDDA or other)	\$10-\$40
Registration for professional meeting	Varies
Health screen/titers, including 10-panel drug test	Reimbursed by CPACE
Verification Statement Processing/Mailing Fee	\$15-\$20
Live Scan/Criminal Background Check	Reimbursed by CPACE
Professional lab Coat (white, 40-inch)	(Embroidered lab coats provided by CSULB-ISPP)

## Insurance Requirements

All interns are responsible for obtaining professional liability insurance, auto insurance, and health insurance. Proof and proper documentation will be required by the Coordinator prior to the beginning of the practice rotations.

Liability insurance provides protection to interns from any injury they may cause or are alleged to have caused to others. CSULB-ISPP interns participating in community or hospital work experiences are required to purchase at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate worth of liability insurance or certify that they are covered by the liability insurance policy of the cooperating agency or firm. A list of firms that offer professional liability insurance is provided below. You are not limited to these firms and may seek out other options. The Department has no relationship with these firms:

Proliability - <http://www.proliability.com/professional-liability-insurance/students>

HPSO - <http://www.hpso.com/>

## Financial Aid Information

Interns may apply for private loans in the program. Private grants or scholarship, as well as low interest loans, may be available from corporations, community, civic groups, religious or professional organizations, the Academy of Nutrition and Dietetics, and the California Academy of Nutrition and Dietetics. These organizations set their own deadline for application, so websites will offer materials regarding information and application. Scholarship eligibility criteria for the Academy of Nutrition and Dietetics are usually published in the September issue of Journal of the Academy of Nutrition and



**Dietetics.** You will need to apply for the AND scholarship by April 22<sup>nd</sup> of each year. Go to Foundation of the Academy at <http://www.eatrightfoundation.org/Foundation/> for more information.

For more information about loans and financing opportunities with the College of Professional and International Education, see their website here <https://www.CPaCE.csulb.edu/ContinuingEd/about.aspx?pID=37>.

## **Safety in Travel To and From Assigned Areas**

Interns will be required to provide or obtain their own transportation to all practice facilities, GLADIC meetings, and the University. All interns are responsible for their own automobile insurance. Proof of insurance will be required prior to beginning the supervised practice rotations.

## **Injury or Illness While in a Facility for Supervised Practice**

Interns who are injured or become ill during supervised practice experience will be sent to the Emergency Room or private physician as appropriate. Interns are responsible for financial/medical insurance to cover such emergencies and follow up care as needed.

## **Fair Labor Standards**

The training given to the intern is for the benefit of the intern and her/his training. She/he does not replace regular employees and works under the close supervision of the preceptor. The intern is aware that she/he is not entitled to wages for the time spent in training nor to a job at the conclusion of the program. If a preceptor wishes to offer a stipend or form of reimbursement to the intern, they do so at their discretion without any expectation from either the intern or the Program Coordinator.

## **Professional Dress Code for CSULB-ISPP Interns**

The dress code has been established so that interns will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness, good grooming, good taste and appropriateness. Interns should adhere to the *dress code of the facility* to which they are assigned. All uniforms/lab coats are to be provided and maintained by the intern. Some general guidelines include:

- Jewelry: rings limited to wedding rings/bands one ring per hand; watch; plain, post-type (no dangling) earrings
- Hair: combed daily and arranged neatly; hair must be completely covered by a hair net or surgical cap when in food production areas; non-porous plastic or metal hair ornaments are permissible.
- Miscellaneous: Gum chewing is not allowed, excessive make up and perfume should not be used, nail polish is not allowed, name tag must be worn at all times.
- Clothing- clean and pressed, white lab coat over professional dress, blouse, skirt or slacks. Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.
- Blouse/dress must have sleeves and no low cut or see through tops are allowed. Dress and skirt length should be no shorter than 2 inches above the knee.
- Shoes: comfortable shoes in good condition that provide support and protection. Shoes are to be low heeled and closed toed, clean and polished. Tennis or sport shoes are not acceptable.

## Attendance Policy

Absences from the facilities due to illness must be reported in a timely manner to the Program Coordinator and the preceptor. The facility should be notified before the time the intern is expected to be on duty. Special requests, absences for personal reasons, etc. must be approved in advance by both the Program Coordinator and preceptor, with the time missed must be made up when convenient to the preceptor. Make any special requests in writing to the Program Coordinator as much in advance as possible. These must be kept at a minimum. Chronic absences due to illness will require a physician's note to confirm time off.

Interns are given leave of absence to attend funerals for members of their immediate families (parents, grandparents, husband, wife, children, brothers, sisters). The intern should notify the Program Coordinator immediately if this situation occurs.

Emergency absences related to serious illness or injury to a member of the intern's immediate family will be restricted to a maximum of three days. The same definitions of immediate family outlined as above apply to emergency absences. All time missed must be made up at a time agreed upon by the intern and the preceptor. If possible, the time must be made up during the rotation in which it occurs. All time must be made up before the end of the rotation. Personal days are limited and must be approved by the preceptor. *All time must be made up before the end of the rotation at a time agreed to by the preceptor.*

## Pre-Orientation Intern Requirements

Interns will be required to provide proof of the following by the end of orientation and prior to starting rotations. Note that some facilities may have additional requirements, such as CPR certification, additional TB test, or a drug screen that must be completed prior to starting a rotation at the facility. Procedures for completing the following items will be explained by the Program Coordinator. Items which must be completed prior to the start of rotations are:

- CSULB LiveScan clearance or other background check
- Completion of a pre-employment physical
- HIPAA training module completion and signature of compliance page
- Attendance of orientation at CSULB
- Proof that immunization records are up-to-date
  - Td/Tdap vaccine
  - Varicella titer
  - MMR titer
  - Hepatitis B
  - TB test (<1 year) OR chest x-ray (<5 years)
- Completion of injury awareness and education manual for hospital settings
- Proof of professional liability insurance
- Proof of health insurance
- Submission of established address (for internship) and preliminary preceptors to Coordinator before (This must be completed by June)
- Become a member of the AND (if not one already), as well as a member of your local affiliate district within California
- Official Transcripts (with degree conferral posted)
- DPD Verification Statement

## **Program Retention, Discipline, and Termination**

Interns are required to successfully complete all hours within each rotation, and meet minimum competency standards. If an intern does not successfully complete a rotation, she/he may not be able to continue with additional hours until successful completion or alternate work is completed.

### **Program Retention and Remediation**

It is the policy of the CSULB-ISPP that every intern completes their rotations successfully and within the time allotted. All interns will be retained in the program so long as they abide by all policies and procedures and demonstrate the requirements for advancement in a timely manner. Should the intern fall behind in the timeline expected for completion, their situation and circumstances will be discussed with the Program Coordinator, and appropriate action agreed upon to bring the intern up to speed.

#### **Procedure for repeating a rotation**

1. Interns must successfully complete each rotation as required by CSULB-ISPP expectations.
2. If an intern does not successfully complete a rotation the Program Coordinator will determine whether the intern must complete supplemental work or repeat the rotation.
3. The intern must complete the supplemental work to the satisfaction of the preceptor and Program Coordinator before proceeding to the next rotation.
4. If there is successful completion of the additional hours/supplemental work, the preceptor will re-evaluate the intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
5. If the intern does not successfully complete the additional hours/supplemental work, the Program Coordinator will require the intern to repeat the rotation.

If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

### **Program Discipline and Termination**

The intern is subject to disciplinary action by the Program Coordinator and Academic Assessment Faculty. If an intern does not abide by the policies, procedures or guidelines of the program, or commits an egregious breach of judgment at a facility, disciplinary action will be taken. This may include warnings, counseling, repeating a rotation, suspension, or termination.

#### **Procedure for disciplinary action**

1. The Program Coordinator will speak with the intern to discuss the disciplinary action. If necessary, the preceptor will attend the meeting as well. Based on the infraction, the Program Coordinator (and preceptor if required) will determine what disciplinary action is warranted.
2. After two disciplinary actions, the Program Coordinator and Academic Assessment Faculty will meet with the intern to discuss the issue(s). The Program Coordinator and Academic Assessment Faculty will determine what disciplinary action is warranted.
3. If subsequent disciplinary action is required, or the infraction is severe, the Program Coordinator and Academic Assessment Faculty will meet with the intern to determine whether the intern should be terminated from the program.
4. The Program Coordinator will keep notes on each meeting, signed and dated by the intern and the Program Coordinator, and all documents will be kept in the intern's file.

5. An intern can be terminated from the CSULB-ISPP at any time due to problems with behavior, performance, or attendance. It is the Program Coordinator's discretion along with the Academic Assessment Faculty to determine if the intern should be terminated. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate and no refunds for tuition will be provided.
6. If termination is decided the Program Coordinator and Academic Assessment Faculty will meet with the intern to discuss the decision.
7. The intern has the right to file a grievance with the University if they do not agree with the decision.

## **Program Withdrawal**

If an intern decides to withdraw from the program, she/he will need to schedule a meeting with the Program Coordinator to discuss whether it will be a permanent withdrawal or a temporary leave of absence. Refunds of tuition and fees for the program are not available in accordance with the CPACE College Refund Policy. <https://www.CPACE.csulb.edu/summer/about.aspx?pID=11>

Interns who wish to withdraw and do not believe they will be able to forge a successful career as a dietitian are encouraged to sit with the Program Coordinator and discuss alternative career options. The Program Coordinator will have information regarding career paths and job opportunities which do not require an RD credential. In addition to this, CPACE contains many resources related to professional training and education which lead to employment opportunities both inside and outside the field of dietetics.

### **Procedure for withdrawal**

1. A meeting should be scheduled with the Program Coordinator to discuss reasons for withdrawal.
2. At the meeting the Program Coordinator and intern will decide a course of action.
3. If the intern decides to withdraw permanently from the program, she/he will write a letter indicating her/his plan to withdraw, including reasons, from the program. The intern and Program Coordinator will sign and date the letter to be placed in the intern's file. If necessary, the Program Coordinator will provide counseling pertaining to alternative career and academic options.
4. If the intern decides to take a leave of absence, she/he will write a letter indicating this plan, which the Program Coordinator and intern will sign and date. The intern has one year from the time of withdrawal to re-enroll and complete the remaining supervised hours. After one year she/he may no longer be admitted to the program.

## **Non-Discrimination Policy**

CSULB and its affiliates do not unlawfully discriminate based on any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, or other educational programs or activities.

## **Grievance Policy**

The intern has the right to file a grievance without fear or threat of retaliation if she/he feels she/he has not been treated fairly. It is important that all interns have been given equitable treatment and receive equal opportunity to discuss her/his problems in the program.

If an intern wishes to file a complaint or grievance against the Program Coordinator, preceptor, staff member, or the content or process of an experience, the following steps should be taken, in accordance with CSULB grievance policy ([http://www.csulb.edu/divisions/aa/catalog/current/general\\_policies/student\\_grievance\\_policy.html](http://www.csulb.edu/divisions/aa/catalog/current/general_policies/student_grievance_policy.html)):

1. The intern must first speak with the preceptor or Coordinator (whoever is involved) to discuss the reasons for the complaint or grievance. The preceptor or Coordinator must review the matter with the intern and discuss the next step to be taken. If the allegation regards discrimination against protected groups, the Program Coordinator must report to the Family and Consumer Sciences' Department Chair.
2. If the grievance is not resolved in step 1, the intern or preceptor may appeal to the Program Coordinator. The Program Coordinator may confer with the intern or preceptor, or both, to discuss and resolve the problem. If the matter involves the Program Coordinator and the intern is unwilling to discuss it directly, the intern may appeal to the DPD Director.
3. If the grievance is not addressed to the satisfaction of the intern and preceptor, either party may go to the Family and Consumer Sciences' Department Chair. This is considered a formal complaint and a typed report of the meeting and outcome is maintained in the Department Chair's files.
4. If the issue is not yet resolved, the intern or preceptor is invited to bring the matter to the Dean of the College of Health and Human Services who will hear the matter and make a ruling.
5. A grievance form will be completed documenting the resolution, if any, and kept in the intern's file.
6. Interns or preceptors should submit complaints directly to ACEND only after all other options with the ISPP and institution have been exhausted.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) at 120 S. Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600, extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

## **Formal Assessment of Intern Learning**

Formal assessment of intern learning and regular reports of performance and progress are provided at specified intervals such as segments or rotations of a planned learning experience. Formal evaluation occurs at pre-determined times throughout supervised practice rotations using specific CSULB-ISPP forms. Evaluations include both assessments of the intern's progress as well as assessments of the intern's knowledge and performance. Preceptors completing the formal evaluations use the provided form and review with the intern prior to signatures.

It is the intern's responsibility to be familiar with the various evaluation forms, criteria, and timing for each evaluation. Once completed and signed by both parties, the form is returned to the Program Coordinator. Additional forms are provided for the intern to evaluate her/his experience in the rotation as well. These forms are used to facilitate improvements in the CSULB-ISPP and provide feedback to preceptors.

Rating for the supervised practice component will be based on:

- Written evaluations from preceptors and the Program Coordinator
- Competency rating scales
- Exams assigned at the discretion of the Coordinator or Preceptor
- Assignments, presentations, and projects

Additional opportunities exist for feedback through emails and phone calls from the Program Coordinator. Intern should view these as positive opportunities to gain insight, share thoughts, adjust performance, or ask questions. A self-evaluation by the intern is also required at the end of each rotation. In addition, daily feedback on performance will be given to each intern by the preceptor.

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

CSULB-ISPP interns are eligible and may petition for issuance of a verification statement, when the following criteria have been met:

- Satisfactorily complete the minimum hours as prescribed at the time of enrollment within expected rotation hours.
- Meet performance standards, demonstrate proficiency in every competency, and receive passing grades from all preceptors and on all module requirements and curriculum.
- Submission of all documentation related to supervised practice rotations.
- Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Pass the Exit Interview.
- Pay \$15 processing fee.

After fulfilling these requirements, interns will be provided with a signed verification statement.

## **Rights of the Intern**

### **Protection of privacy**

An intern's file will be kept in a locked file cabinet in the Program Coordinator's office. All information in the intern's file is private. The Program Coordinator and DPD Director are the only two to have access to these files. Interns have the right to review their personal files upon request.

### **Access to support services**

The library at CSULB and all of its services are available for use by the interns. Facility libraries are also available for intern's use during working hours, if permitted by the affiliated facility. Note that any journals, books, etc. borrowed from a facility are the responsibility of the intern to return on time or replace with the current cash value if lost.

*Academy of Nutrition and Dietetics* <http://www.eatrightpro.org>. This site is the home site for 70,000 nutrition professionals, mostly registered dietitians. It provides information about the Academy of Nutrition and Dietetics, its journal, dietetic registration process, dietetics education, member benefits and professional resources such as the evidence-based library.

*California Academy of Nutrition and Dietetics* <http://www.dietitan.org/>. This site represents California's largest organization for nutrition professionals. Current happenings and job opportunities are listed.

California Academy of Nutrition and Dietetics District Associations <https://www.dietitian.org/page/cand-districts>. This site provides direct links to the 10 California district associations.

## **Student Support Services Available to CSULB-ISPP Interns**

### **Career Development Center (<http://www.careers.csulb.edu/>)**

The Career Development Center (CDC) supports students through the process of educational, career and personal discovery in preparing them for success in the global workforce. Services include resume assessment, job interview skills, salary and job offer negotiation, job fairs, and more.

### **Center for Scholarship Information**

#### **(<http://web.csulb.edu/divisions/students/scholarships/students/graduate.htm>)**

The Center for Scholarship Information (CSI) is the official clearinghouse for scholarship information at CSULB. The Center collects, organizes, and distributes information on scholarships as well as administer specific scholarships for the Division of Student Services and various colleges on campus. Students can search their database with over 600 on- and off-campus scholarships

### **Counseling and Psychological Services (<http://web.csulb.edu/divisions/students/caps/>)**

Counseling and Psychological Services (CAPS) offers services which include short-term counseling for individuals, group counseling, career development counseling, referral services, psychoeducational workshops, and crisis intervention.

### **Learning Assistance Center ([http://web.csulb.edu/divisions/aa/grad\\_undergrad/lac/](http://web.csulb.edu/divisions/aa/grad_undergrad/lac/))**

The Learning Assistance Center (LAC) offers a variety of support services including tutoring, learning skills, supplemental instruction, and ESL/language and writing program.

### **The Writer's Resource Lab (<http://www.cla.csulb.edu/departments/english/wrl/>)**

The Writer's Resource Lab (WRL) is CSULB's writing center. Its central mission is to provide ongoing writing instruction to any currently enrolled CSULB student via one-on-one tutorials. Some of the broad range of tasks a tutor might help a student with include selecting a topic, generating ideas, developing/revising working drafts, dealing with issues of style, and acquiring proofreading and editing skills.

### **Disabled Student Services (<http://web.csulb.edu/divisions/students/dss/>)**

Program staff are committed to helping students with disabilities build a better future. To meet this goal, the Disabled Student Services program provides support services for in classroom activities, career development resources, use of and training on [adaptive computer equipment and access devices](#), disability related counseling, and academic advisement.

### **Student Health Services (<http://web.csulb.edu/divisions/students/shs/>)**

The mission of Student Health Services is to support academic excellence by promoting physical and mental well-being, through affordable quality health services and education. They provide sensitive, confidential healthcare services to a diverse campus community.

### **CSULB Testing Department (<http://web.csulb.edu/divisions/students/testing/>)**

Administers local, state, and national test programs for college admissions, college readiness in math and English, and upper division college-level writing skills.

## **Duties of the Program Coordinator**

The duties of the CSULB-ISPP Program Coordinator include, but are not limited to:

1. Serve as a role model and mentor, providing counsel, orientation, and assistance wherein it is needed.
2. Monitor and evaluate intern progress in each rotation through online journal and learning activities.
3. Ensure that all interns are meeting the ACEND core competencies.
4. Support and act as an advocate or liaison for the intern when appropriate.
5. Develop, evaluate, and enforce policies and procedures.
6. Develop partnerships with outside organizations that strengthen the program.
7. Maintain the program's accreditation with the ACEND.
8. Provide the interns with resources and act as supplemental assistance in the process of procuring rotation sites.
9. Maintain a strong program by evaluating the program at a yearly review to ensure interns are receiving training in current dietetics skills.

In addition to these duties, the Program Coordinator is available to any intern who is in need of tutorial support or struggles regarding work duties. In addition, interns are entitled to ask questions regarding career choices, rotations and their establishment, or potential preceptor facilities.

## **Health Insurance Portability and Accountability Act (HIPAA)**

This law pertains to how the intern needs to retain patient/resident/client confidentially. HIPAA applies to Protected Health Information (PHI) that is individually identifiable health information. Each facility/site may request that the intern assigned attend an in-service in their facility on HIPAA.

All interns will be required to read and sign a HIPAA Confidentiality Statement (see Appendices). This agreement will be kept in the intern's file and be available to any preceptor who requests it.

## **Assessment of Prior Learning**

The program has established specific guidelines for interns regarding credit for prior learning, including program specific limitations and documentation needed. Requests for Assessment of Prior Learning (APL) for P1 interns should be submitted to the Program Coordinator prior to the start of the internship in July (see Appendices).

When the requirements listed in the table below are met, the intern will be granted hours credit (maximum 100) as determined by length of work position, type of work, and competencies achieved at the work site. The required documentation must be provided and kept on file as part of the intern's record. Credit hours will be assigned during the admissions process. Interns are then responsible for completing the remaining required hours (1,000 – hours granted for the APL), and will still be required to address and meet program expectations for all ACEND competencies.



Area of Assessment	Requirements	Required Documentation
Job Experience	Training/job experience must have been received at a facility which meets the requirements as stated below: <ul style="list-style-type: none"> <li>• The facility must be accredited by TJC or the State</li> <li>• Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• APL: Facility and Duties Information Form (Intern)</li> <li>• APL: Facility and Duties Information Form (Supervisor)</li> </ul> **See Appendices pg. 33 & 34
Minimum Requirements of Supervisors	<ul style="list-style-type: none"> <li>• Supervisor must be registered dietitian or another qualified professional.</li> <li>• Supervisor must be able to document appropriate continuing education for the previous two years</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of APL: Supervisor and Facility Information Form (See Appendices p. 34)</li> <li>• Valid CDR registration number (where applicable)</li> <li>• Resume/CV of supervisor (*If R.D., proof of registration card)</li> </ul>
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"> <li>• Supervisor letter of recommendation verifying length of experience, type of position, performance evaluation, and recommending the intern as a candidate for the program</li> </ul>
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"> <li>• APL: Facility and Duties Information Form (Intern)</li> </ul> The bottom portion of this form requires a written explanation, describing how you have developed the necessary competencies thanks to your work experience

### APL Checklist:

- ✓ APL Document: Facility and Duties Information Form (Supervisor)
- ✓ APL Document: Facility and Duties Information Form (Intern)
- ✓ Resume or CV of work supervisor
- ✓ Signed letter by supervisor confirming work history

# APPENDICES

**HIPAA Confidentiality Statement**  
**California State University, Long Beach – CSULB-ISPP**

The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications. All Patient Protected Health Information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature that are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible. Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at California State University, Long Beach and must otherwise remain confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized person (s), or access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by California State University, Long Beach and/or the clinical site I was at during the time the violation was made.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or a California State University, Long Beach student or faculty member to the appropriate Program Coordinator.

I hereby acknowledge, by my signature below, that I understand that the PHI, other confidential records and data to which I have knowledge and access in the course of my clinical studies with California State University, Long Beach is to be kept confidential, and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom requirements. I understand my duty to maintain confidentiality continues even after I have completed the program and am no longer in clinical or classroom settings at California State University, Long Beach.

I am familiar with the guidelines in place at California State University, Long Beach and in my clinical settings pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of California State University, Long Beach and clinical sites is made.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Internship Preceptor Agreement Form (IPAF)

Once an applicant/intern has found someone willing to serve as a preceptor, information will be needed in order to create an affiliation agreement (if not already in place). This form describes appropriate settings for the rotations, and serves as a template to acquire information that will be needed. If applying to the CSULB-ISPP, this form should be submitted with the PAR. ***This is not a legally binding document.***

California State University, Long Beach: Individualized Supervised Practice Pathway (CSULB-ISPP)

### Internship Preceptor Agreement Form – Clinical Rotations

The information below indicates that if \_\_\_\_\_ is selected for the CSULB-ISPP, I agree to fulfill the expectations of serving as a preceptor for one or more rotations. I understand that the clinical rotation is scheduled according to the preceptor and intern and also understand that this intern will participate in special classes on most Mondays throughout the rotation. The main rotations are MNT1, MNT2, Clinical, Foodservice, Community and Nutrition Education (CNED)\*.

I have all of the following necessary qualifications to be a clinical preceptor: A Registered Dietitian and comply with state licensure laws. Employed at the facility and/or shares the full-time responsibility for patient care with another RD who is also willing to precept an intern. All other duties, questions, and expectations will be explained by the Program Coordinator.

Print name: \_\_\_\_\_ Email contact: \_\_\_\_\_

Facility Name and Address:

\_\_\_\_\_  
\_\_\_\_\_

\*rotation explanations:

MNT1 (~160hr) – Must be a clinical facility such as a hospital, nursing home, LTAC, LTC, in-patient eating disorder clinic, where a minimum of introductory and lower-level care is provided to a variety of patients by an RDN

MNT2 (~260hr) – Clinical facility where advanced care is provided by the RDN. Such a facility will include a critically ill population and utilize tube feeding and total/partial parenteral nutrition. Facilities with ICU's typically meet this standard. Any specialty including burns, ICU, DM, Cancer, Renal, pediatrics (can be an extension of MNT2) – please contact the Coordinator with any questions.

CNED (~200) – Governmental or privately funded public health programs, hospitals, clinics, doctor's offices, community centers, weight management programs, after-school programs, or athletic programs which address the non-emergency nutritional needs of the surrounding community, or a subset of the surrounding community. These sites should include an educational component; suggested sites include WIC, Head Start, Meals-on-Wheels, Cooperative Extension, Expanded Food and Nutrition Education Program (EFNEP), Boys and Girls clubs, YMCA, YWCA, and religious organizations, or SNAP-ED. Though not mandatory, **it is highly encouraged to complete this rotation in more than one location**, so as to get a better sense of community services available.

Foodservice, Institutional or Patient (~300hr) – Either a for-profit, large-scale foodservice operation which involves menu planning, budgeting, quality-control, managerial operations, or a foodservice facility which complies with state/federal standards for patient care. Typically completed at a school district, hospital, nursing home, LTAC, LTC, but can also be completed in a large commercial kitchen such as a hospital cafeteria, hotel with restaurant and room service, or college residential dining.



**ISPP Schedule of Rotations**

**Intern:** \_\_\_\_\_

<b>Date(s)***</b>	<b>Rotation</b>	<b>Facility Information (Name, Address, and Phone)</b>	<b>Preceptor Information (Primary Preceptor, Email Address, and Phone)</b>	<b>Hours to Be Completed</b>	<b>Affiliation Agreement</b>

**\*\*\*Dates of rotations must be listed in chronological order with the format: month/day/year – month/day/year**

# APL: Facility and Duties Information Form (Intern)

This form is to be completed by the dietetic intern

## Name of Work Supervisors

List all individuals involved at the place of employment for the intern, acting in a supervisory position to the intern during their term of employment.

Name(s) \_\_\_\_\_

Educational background \_\_\_\_\_

Credentials (where applicable) \_\_\_\_\_

### Summary of Experience:

1.) Describe specific work duties and tasks performed:	
2.) Describe what a typical day looked like:	

**Competencies:** *[Below, describe how this work experience meets the required competencies of the selected module]*

# APL: Facility and Duties Information Form (Supervisor)

This form is to be completed by the work supervisor

Name of Facility: \_\_\_\_\_

Supervisor completing form: \_\_\_\_\_

## ITEMS TO ADDRESS REGARDING FACILITY

1. Facility accredited/licensed by:
2. Used as a practice site for the following courses/rotations:
3. Maximum number of dietetic interns permitted to be at this facility at one time:
4. Length of time intern worked at this this facility:
5. Maximum number of dietetics interns from this and other programs in this facility at one time (where applicable):
6. Number of Dietitians (where applicable): Total \_\_\_\_\_
7. Number of Dietetic Technicians: Total \_\_\_\_\_ DTR \_\_\_\_\_
8. Description of facility/agency/institution (mission, population served):
9. Description of department, including services performed, number of employees, and number of individuals served:
10. Summary of work duties completed by intern (in brief):