

**MS IN NUTRITION WITH DIETETIC
INTERNSHIP
STUDENT HANDBOOK
2026-2027**



**Idaho State
University**

**Nutrition
and Dietetics**

Spring 2026

Dear Dietetic Intern,

Congratulations on being accepted into the Idaho State University Master of Science in Nutrition with Dietetic Internship (MS/DI). This MS/DI Handbook was developed to provide specific program information. You will indicate you have read and understand the contents of this Handbook during Orientation Week. Thank you for your cooperation. You should also review the ISU Student Handbook and the Graduate Catalog which is available through the ISU Web page.

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AN OVERVIEW OF THE UNIVERSITY



Idaho State University (ISU) is a broad-based regional public doctoral university, providing a broad range of educational services to a culturally diverse population of students and to the state. The university serves as Idaho's lead institution for education in the health professions and related biological and physical sciences. ISU delivers statewide comprehensive academic programming, professional continuing education, basic and applied research, and specialized public service in the health sciences. ISU is accredited by the Northwest Association of Schools and Colleges.

The Kasiska Division of Health Sciences (KDHS) is home for the vast majority of the health programs offered at ISU. KDHS has a mission statement that is multifaceted: "Idaho State University's Kasiska Division of Health Sciences provides leadership in the delivery of rural health care by educating caring and competent professionals across all dimensions of health and promoting collaborative research and practice in the health sciences."

The KDHS offers a variety of health-related degrees (associate, bachelors, masters, and doctorates) and is made up of the following: College of Pharmacy, College of Health Professions, College of Nursing, College of Rehabilitation and Communication Sciences, and the Institute of Rural Health. More information on the KDHS can be accessed at <https://www.isu.edu/healthsciences/>

EQUAL OPPORTUNITY STATEMENT

The University does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status, or any other status protected by state or local law, and provides equal employment opportunity and affirmative action for qualified individuals.

INTRODUCTION TO THE IDAHO STATE UNIVERSITY MASTER OF SCIENCE IN NUTRITION – DIETETIC INTERNSHIP PROGRAM

The Idaho State University (ISU) Master of Science in Nutrition – Dietetic Internship (MS-DI) Program is designed to provide practicum experiences in clinical, community, and administrative dietetics, with a concentration in Community Nutrition along with rigorous coursework. Community rotations comprise a little more than 1/3 of the planned experiences, which makes the ISU MS-DI Program somewhat unique as compared to the more traditional programs emphasizing clinical and administrative dietetics. However, clinical and administrative rotations are also designed to provide entry level skills in these areas. In Idaho, the dietitian working in the small rural community hospital or consulting is likely to be responsible for total department management. Graduates of the ISU Program will be able to function independently to meet the challenges of dietetic practice in the rural setting as well as larger facilities in Idaho and throughout the United States. The ISU Dietetic Internship was granted continued accreditation in 2018 for seven years and received approval to add the graduate degree requirements in 2018. Accreditation status is granted by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995.

PHILOSOPHY AND GOALS OF THE IDAHO STATE UNIVERSITY MS-DI PROGRAM

It is the philosophy of the developers of the ISU program that an MS/DI Program should provide a broad base of quality academic and supervised experiences in clinical, community, and administrative dietetics for entry-level practice and registration eligibility.

The goal of the ISU Program is to educate and train individuals through rigorous coursework and supervised practical experience in the field of dietetics. These experiences are designed/intended to develop competent individuals with sufficient adaptability and skills for recognizing, addressing, interpreting, and communicating multidimensional issues encountered by professional dietitians as they work, collaborate, and network.

MISSION

The mission of the Idaho State University Master of Science in Nutrition - Dietetic Internship is to prepare competent entry-level registered dietitian nutritionists who collaborate with other health professionals and work to improve the health of individuals and communities.

PROGRAM GOALS AND OBJECTIVES

Program Goal 1: Program graduates are professionally competent entry-level registered dietitian nutritionists.

Program Goal 1 Objectives:

1. At least 80% of program interns complete program requirements within 24 months (150% of program length).
2. Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. 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%.
5. Of those employers who respond to the survey, 90% of employers will rate program graduates' preparation for entry-level practice as satisfactory or higher.

Program Goal 2: Program graduates will work collaboratively to improve the health of individuals and communities.

Program Goal 2 Objectives:

1. 50% of graduates over a three-year period will participate in community health improvement efforts within the first year following graduation.
2. 50% of employers over a three-year period will rate program graduates' collaborative work toward improving the health of the population they serve as satisfactory or higher.

Data on ACEND-required objectives must be evaluated annually using an average of data from the previous three years.

TYPHON

The program uses an online subscription service to manage various aspects of the supervised practice component including: documenting immunizations, health insurance, TB screen results, drug screening results, background check results, rotation performance evaluations, time sheets, your evaluation of the facilities and etc. This service costs you \$100.00 and you have access to your account for 5 years after graduation. Typhon has a portfolio feature for your use if you desire. You will be sent a login and password.

CPR TRAINING

To meet facility requirements interns must complete the American Heart Association's Basic Life Support for Healthcare Providers prior to beginning rotations. The cost is about \$59. The program plans for interns to complete CPR training during orientation week. For more information see the AHA website: <https://cpr.heart.org/en>

PLAN OF STUDY

The plan of study is as follows:

Course #	Course Title	Credits
Fall Semester 1 (Fall 2026)		
NTD 6609	Seminar for Dietetic Interns (Week before classes begin)	2
NTD 6620	Nutritional Epidemiology	3
NTD 6622	Maternal, Infant and Child Nutrition	3
NTD 6640	Research, Writing, and Grantsmanship	3
Spring Semester 2027		
NTD 6655	Internship Practicum I (Supervised Practice Rotations)	3
NTD 6624	Nutrition and Aging	3
NTD 6645	Capstone Project I	3
Summer Semester 2027		
NTD 6656	Internship Practicum II (Supervised Practice Rotations)	3
NTD 6650	Capstone Project II	1
Fall Semester 2 (Fall 2027)		
NTD 6657	Internship Practicum III (Supervised Practice Rotations)	3
NTD 6610	Current Issues in Nutrition	1
NTD 6650	Capstone Project II	2
MPH 6660	Health Behavior Change Theory and Application	3
	Total Credits	33

For capstone project information please see the MS/DI Capstone Handbook.

PROGRAM PRACTICUM ROTATION SITES

Clinical Inpatient (360 hours, 9 weeks)

Eastern Idaho Regional Medical Center (Idaho Falls)	St. Alphonsus Medical Center (Boise, Nampa, Ontario, OR)
Idaho Falls Community Hospital	St. Luke's Medical System (Boise, Meridian, Nampa, Twin Falls)
Portneuf Medical Center (Pocatello)	Veterans Affairs Medical Center (Boise)

Clinical Long-Term Care (80 hours, 2 weeks)

Good Samaritan Society Boise Village and others	Multiple S & S Nutrition Facilities (Twin Falls)
Gateway Transition (Pocatello)	State Hospital South (Blackfoot)

Community Nutrition – Diabetes Education (80 hours, 2 weeks)

Rocky Mountain Diabetes Diagnostic & Treatment Center (Idaho Falls)	St. Alphonsus Diabetes Center (Boise)
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St. Luke's Magic Valley Diabetes Education
(Twin Falls)

St. Luke's Humphries Diabetes Center
(Boise)

Community Nutrition – Nephrology (80 hours, 2 weeks)

Davita Kidney Care (Twin Falls)

Table Rock Nephrology Center (Boise)

Idaho Kidney Center [Parent company is
Fresenius (Pocatello, Idaho Falls)]

Community Nutrition – Oncology (40 hours, 1 week)

Portneuf Medical Cancer Center (Pocatello)

Teton Cancer Institute (Idaho Falls)

St. Luke's Cancer Institute (Boise, Meridian,
Twin Falls)

Community Nutrition – Outpatient Counseling (80 hours, 2 weeks)

Boise State University Student Health
Services

Portneuf Medical Center (Pocatello)

St. Alphonsus Outpatient (Boise)

Idaho Falls Community Hospital

St. Luke's (Boise, Meridian, Twin Falls)

Idaho Nutrition Associates (Boise)

Veterans Affairs Medical Center (Boise)

Community Nutrition – WIC (160 hours, 4 weeks)

Central District Health Department (Boise)

South Central Public Health (Twin Falls)

Eastern Idaho Public Health (Idaho Falls)

Southwest District Health (Caldwell)

Foodservice Management (240 hours, 6 weeks)

BLT Food & Nutrition

School Lunch Programs (Boise, Meridian)

Create Common Good (Boise)

St. Luke's Medical Center (Boise, Twin Falls)

Portneuf Medical Center (Pocatello)

State Hospital South (Blackfoot)

School District #25 (Pocatello)

Veterans Affairs Medical Center (Boise)

School District #93 (Idaho Falls)

Elective Choices (40 hours, 1 week)

Eat Smart Idaho (Pocatello)

Sports Nutrition (Pocatello)

Head Start (Pocatello)

Meridian – varies with intern choice

Idaho Foodbank (Pocatello)

A combination of the above rotations will be offered in each practicum course section: NTD 6655, 6656 and 6657. Total program planned hours = 1,160

Supervised Practice Sites Policy (RE 6.1)

The Idaho State University MS/DI places interns in a wide variety of supervised practice sites and numerous factors are considered when adding a new site including:

Location: the site should be within a reasonable commuting distance from Pocatello, Meridian, or Twin Falls. The program defines reasonable commuting distance as about 50 miles to the main facility office. Satellite clinics are not considered in that distance.

Rotation type: clinical inpatient, outpatient, long term care, kidney, diabetes, cancer, WIC, foodservice management, etc. For foodservice management factors such as the population served (in patient, schools, etc.), number of meals served, etc. are considered.

Staffing – the program consults with facility preceptors to determine if there is an adequate number of RDNs to provide intern oversight. Not all facilities are required to have a dietitian on staff and in those situations, the preceptor's education and/or additional training are considered.

Supervised practice hours: the program anticipates that interns can work about 40 hours a week during the rotation.

Evaluation of adequacy and appropriateness of supervised practice sites occurs as needed. As new cohorts are added and the schedule is being built, program faculty consider if new sites are necessary and if a need is identified, they work all throughout the academic year to add new sites considering the factors listed above.

When contacted by a potential preceptor, the factors listed above are also considered.

Preceptor/Facility Evaluation

Interns evaluate each rotation in Typhon and that data is considered for continued use of that preceptor/facility.

Affiliation Agreements

A signed affiliation agreement must be in place for each facility where interns complete supervised practice hours. Some exceptions include:

- The facility site is part of ISU.
- The experience is shadowing, volunteering, field trips or any other experiences where interns are observing.
- Virtual experiences where interns are not assessing or interacting with patients or clients.

CAMPUS CLOSURE

In the event the university closes either campus for weather related concerns or other reasons during normally scheduled rotation hours, interns are expected to attend rotations as usual. Contact preceptors with questions and use precautions if road conditions are poor.

PROGRAM COMPLETION AND GRADUATION REQUIREMENTS (ACEND Standard RE 1.6a, 8.2m & 8.2n)

The program is 33 credits, planned to be completed in 16 months over four semesters and interns must complete a minimum of 1,160 supervised practice hours during their practicum courses. Under extreme circumstances, such as a medical emergency or need for educational remediation, an intern can have up to 24 months (150% of the planned program length) to complete the program. Circumstances warranting an extension will need a physician's note or

other documentation justifying the need. The decision to grant an extension will be made by the program director/internship coordinator with input from preceptors and faculty. The extension may involve additional tuition and fees.

Graduating from the program requires:

1. Passing all practicum courses.
2. Maintaining a cumulative 3.0 GPA or higher.
3. Successful defense of Capstone project.
4. Completing a minimum of 1,160 hours of supervised practice during practicum rotations.

Interns completing the above will receive a Master of Science – Dietetic Internship, Idaho State University, and an Internship Verification statement. Graduates will be eligible to take the national registration examination.

SUPERVISED PRACTICE DOCUMENTATION (ACEND Standard RE 1.6 & 8.1c)

The program documents supervised practice hours through the time log feature in Typhon. The times logs are approved by the preceptor. The program does not have any planned alternate supervised practice (ASP) hours, however if a situation arises in which ASP hours are used, they will be documented in Typhon.

INSURANCE REQUIREMENTS (ACEND Standard RE 8.2a)

MALPRACTICE INSURANCE

The University will purchase and maintain Professional and Medical Malpractice liability insurance for students currently enrolled in a class or program for academic credit for which the student works for or provides services to a third party or private or government entity. The policy provides a minimum professional limit of one million dollars per incident and an annual limit of three million dollars. A Malpractice insurance fee is automatically added to your account and paid for when paying fees.

HEALTH INSURANCE

ISU does not require health insurance, but you are still required to have health insurance as a condition of the agreements in place with facilities you will be working in as an intern. Interns must provide proof of medical insurance in Typhon. (NOTE: If you were on your parents' insurance policy, you may no longer be covered since you have graduated from college. You may want to check the policy to be sure.)

TRAVEL DURING THE INTERNSHIP (ACEND Standard RE 8.2b)

Interns are responsible for their own transportation to and from all assigned facilities and

experience sites. The University is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

ILLNESS OR INJURY AT THE FACILITY (ACEND Standard RE 8.2c)

The University provides an approved Workers' Compensation program without cost to enrolled students who, as part of their instruction, are enrolled in a class or program for academic credit and for which the student, without receiving pay, works for or provides services to a third party or private or governmental entity. Any student injured during the experiential education portion of the curriculum should contact the internship coordinator at the University to complete a Supervisor's Accident Report. The completed Supervisor's Accident Report should be sent to Risk Management within 24 hours.

BACKGROUND CHECKS (ACEND Standard RE 8.2d)

A background check is required before beginning the program. Instructions are given for obtaining a background check as soon as an intern is accepted into the program. Investigators will be looking for things like misdemeanors or felonies for the past 7 years. For some rotations, an additional background check, drug screening, and fingerprinting may also be required.

MYCLINICALEXCHANGE (MCE) IMMUNIZATIONS AND SCREENINGS (ACEND Standard RE 8.2d)

All the program's clinical facilities utilize the subscription service [myClinicalExchange](#) (MCE) for student onboarding. Onboarding is the process facilities use to ensure students have passed a background check, screenings such as TB and drug screens, and are adequately immunized. You will load all required documents in your account. You need a one-year subscription and your deadline to open it is November 10th. The following is a general list of requirements. Please see Appendix J for instructions and the list of requirements by facility.

- Screening for tuberculosis (TB) (negative PPD within the past 3 months (some facilities require two PPD screens within a few weeks of each other) or a negative chest x-ray, or Interferon-Gamma Release Assay blood test). This must be done by November 10 before rotations begin.
- 10 drug panel screening. Facilities may require additional testing.
- Hepatitis B (all 3 shots, with at least 2 shots completed by the time the internship begins). Some facilities require proof of a positive for immunity titer as well.
- Mumps, measles, and rubella (MMR) 2 shots. If only 1 MMR shot, then titer showing immunity
- Diphtheria and current tetanus (Tdap)
- Varicella (chicken pox) (immunization record or positive IgG titer)
- COVID-19 (full series as determined by vaccine received)
- Influenza vaccine

TB screening (and appropriate follow-up) and other vaccines can be obtained at the Idaho State

University Health Center. The MMR vaccine can be obtained through the Southeastern Idaho District Health Department in Pocatello and the Central District Health Department in Boise. It is also possible that a rotation site may require a flu vaccine. If this occurs it, will be your responsibility to obtain a flu shot. Flu shots should be obtained in the fall for the best protection from the current flu strain. **Upload all proof documentation by November 10 before rotations begin.** Meridian interns will have the opportunity to get a free flu shot from the Pharmacy department during Health Sciences Experience Night, usually in late September.

Drug screening may be required more than once as some facilities have a specific time frame when they require the screen be performed.

INTERNS DO NOT REPLACE EMPLOYEES (ACEND Standard RE 8.2e)

Interns can work on competency assignments, assist preceptors with projects, oversee projects, perform planned professional staff relief experiences, and etc., but interns doing supervised practice must not be used to replace employees. The affiliation agreement signed by each facility states that interns are not to be considered facility employees.

INTERN COMPENSATION (ACEND Standard RE 8.2f)

The Idaho State University MS/DI does not provide paid compensation for program interns.

GRIEVANCE PROCEDURE (ACEND Standard RE 8.2g & h)

Interns may file complaints according to University procedures. As noted in university information, the intern may file a grievance with the Nutrition and Dietetics Department Chair instead of the internship program director. Retaliation is not permitted by any of the parties: program director, faculty or staff, intern, preceptor. The University grievance policies are available at: <https://www.isu.edu/deanofstudents/advocacy-services/>

After all other options for resolution with the program and ISU have been exhausted, any individual may file complaints about any accredited program with ACEND®. Note that ACEND® will investigate only signed allegations that the program is not in compliance with accreditation standards or policies. More information is located at [ACEND®](#). [ACEND®](#) can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995)

ASSESSMENT of PRIOR LEARNING (ACEND Standard RE 8.2i)

The program grants credit for prior learning: foodservice management. See the policy and procedures in Appendix G.

FORMAL ASSESSMENT OF INTERN LEARNING (ACEND Standard RE 8.2j)

Interns will be regularly informed regarding their progress in the program using competency

performance measures from practicum rotation curriculum, professional behavior measures, research paper grading, and performance on course assignments, exams, etc. Each intern's professional qualities and overall rotation performance will be formally evaluated at the end of each rotation and the midpoint of longer rotations through use of the Overall Evaluative Summary of Rotation Performance in Typhon (Appendix A). Intern professional and ethical behavior and academic integrity is kept in consideration during all evaluation and grading processes.

PROGRAM MONITORING, RETENTION AND REMEDIATION PROCEDURES (ACEND Standard RE 8.1a, 8.1b, 8.2j & 8.2k)

Interns will be monitored by program faculty on a regular basis through self-evaluations submitted to their program coordinator in Typhon and through coordinators sending emails to preceptors. Interns are required to complete a rotation self-evaluation in Typhon reviewing performance and assignments progress at the following intervals: 2-week rotations (80 hours) interns will complete the evaluation at the end of the first week. For longer rotations, the intern will submit a self-evaluation at the end of the second week and every other week thereafter. All self-evaluations will be submitted no later than Sunday evening.

Additional preceptor feedback will be sought by the program coordinators. That feedback will ask for information regarding rotation performance, professionalism, ethical behavior, and competency achievement. A third source of monitoring will be through the coordinators inquiring about intern performance in their online courses.

The monitoring is intended to identify any rotation and/or academic difficulties as early as possible. An intern who is not meeting performance criteria identified using above monitoring procedures and/or formal processes (e.g. practicum rotation evaluations, course assignment grades) may have a remediation plan developed. A remediation plan may be put into place using input from program faculty and preceptors. Interns may be offered the opportunity to improve performance through such means as: additional case study work and additional supervised practice hours in a topic area. University Student Success Center services available for assistance include content area tutoring, math center, and writing center. In the event that the intern is not able to meet performance criteria established in the remediation plan, the intern may be encouraged to withdraw or will be dismissed from the program. If program withdrawal or dismissal become necessary, the internship faculty will advise the intern regarding other potential career paths.

DISCIPLINARY/TERMINATION PROCEDURES (ACEND Standard RE 8.2l)

1. Interns receiving a grade of Unsatisfactory (U) on any one practicum rotation will receive an Incomplete (I). Each intern will be given the opportunity to repeat one rotation once. The rotation must be passed with a grade of Satisfactory (S) the second time or the intern will be dismissed from the program. The rotation must be made up as soon as possible and may require an additional fee.

2. Interns receiving a practicum rotation grade of Conditional Satisfactory are demonstrating performance deficits for knowledge &/or professional behavior. A written performance improvement plan will be developed with the first incidence. Should an intern receive a second practicum rotation Conditional Satisfactory another performance plan will be developed and the intern will be placed on probation. Should an intern receive a third practicum rotation Conditional Satisfactory the intern will be dismissed from the program.
3. The program follows the ISU graduate catalog grading and academic warning policies. Should an intern's course grades fall below the minimum requirement of a 3.0 GPA, the program will utilize the graduate school policies, and an intern may be dismissed from the program. The catalog is available at: <https://coursecat.isu.edu/graduate/>
4. Interns caught cheating on exams and/or assignments or plagiarizing the work of others is grounds for dismissal from the program.
5. Breaching confidentiality in any of the facilities is grounds for dismissal from the program.
6. Any violation of the ISU Student Code of Conduct is grounds for dismissal. See the ISU Student Handbook.
7. Any violation of the Academy Code of Ethics is grounds for dismissal.
8. Failure to submit immunization or other documentation by the required deadlines is grounds for disciplinary action, including program dismissal.

When disciplinary action is required, at least two faculty members will be involved in the discussion with the intern. Disciplinary actions will be indicated in writing, signed by both the intern and coordinator, and placed in the intern's file.

IDENTITY VERIFICATION FOR COURSE EXAMS (ACEND Standard RE 8.2o)

The Idaho State University MS/DI is an online program and the program has processes in place to maintain the integrity of our courses and verify the identity of all interns. Courses are found within the Canvas Learning Management System. Access to the system is gained through the interns' university ID number (Bengal ID) and a password they create. The security of Canvas verifies the identity of the intern. Any online exams are proctored through Honorlock 1.3. Honorlock's advanced software, including Live Pop-in™ technology, combines AI with live remote proctors to safeguard online exams, alleviate student test anxiety, and support both students and faculty.

WITHDRAWAL PROCEDURES & REFUND POLICY (ACEND Standard RE 8.2p)

Students may withdraw from a class or from the University. Per the ISU graduate catalog: Students may voluntarily drop graduate courses until the official drop date listed in the University Calendar. Dropped classes will not appear on a student's transcript. After the official drop date, students may withdraw from one or more courses prior to the withdrawal deadline with a "W" appearing on the transcript. To withdraw from a course or courses after the official withdrawal deadline, students must provide a written request using a Graduate School Petition. Students wishing to withdraw from graduate courses or a graduate program after the official withdrawal date must obtain approval from their professors, program/department chair, and the Dean of the Graduate School. Voluntary withdrawal from a graduate program during an appeal of

dismissal automatically terminates the appeals process.

Refunds are determined by University policy:

<https://coursecat.isu.edu/graduate/expenses/#Refunds>

LEAVE OF ABSENCE/PROGRAM WITHDRAWAL (ACEND Standard RE 8.2q)

Interns experiencing an emergency, such as an extensive illness that prevents active participation in the program, may be granted a leave of absence/program withdrawal. The leave request must be accompanied by a physician's note or other documentation justifying the leave. The decision to grant the leave/program withdrawal will be made by the program director with input from preceptors and faculty. Depending on the leave length, the intern may require an incomplete for the semester grades or a withdrawal may be the most appropriate action. Plans for completing the program, including relevant courses and/or supervised practice hours need to be made in writing for inclusion in the intern's file. The leave of absence/program withdrawal is limited to a maximum of 12 months. After 12 months, the intern's seat is considered vacated. No less than 30 days prior to the end of the withdrawal period, interns are required to submit written notification of intent to return to the program. Interns returning to the program must be current on all vaccinations/titers, drug screenings, CPR, and a new background check may be required. Please note the leave of absence/withdrawal may delay graduation and may incur additional fees and tuition expenses.

PREGNANT AND PARENTING STUDENTS

ISU Disability Services partners with the Title IX office regarding requests for pregnancy and post childbirth/parenting related accommodations. To voluntarily notify the University of your pregnancy condition and request services, please contact Disability Services (see contact above) or Title IX (Ian Parker - Title IX Coordinator, ianparker@isu.edu, 208-282-1439). The University Student Handbook provides guidance for pregnant and parenting students.

VACATION AND HOLIDAYS* (ACEND Standard RE 8.2q)

The program will require a minimum of 40 hours per week in facilities when scheduled for practicum rotations. Additional time will be required to research and complete rotation assignments. During rotation assignments, interns will occasionally be assigned to work weekends and late shifts. Holiday time off is dependent upon facility observation of holidays. See the current academic calendar for more details, but anticipated holidays and breaks are below:

Labor Day, both fall semesters

Thanksgiving Break, both fall semesters

Winter Break, fall 1 semester

Martin Luther King, Jr./Idaho Human Rights Day, spring semester

President's Day, spring semester
Spring Break Week (Tentative)
Memorial Day, summer semester
Juneteenth, summer semester
Independence Day, summer semester

Due to rotation scheduling, some interns may have different break schedules and/or start and end dates.

STUDENTS MUST NOTIFY PRECEPTORS IN ADVANCE OF UPCOMING HOLIDAYS AND PERSONAL DAYS THAT OCCUR DURING EACH ROTATION.

PERSONAL FILE ACCESS/CONFIDENTIALITY AND PRIVACY PROTECTION (ACEND Standard RE 8.2r & s)

Complete files on every intern enrolled in this program are maintained in a locked file in the program offices in Garrison Hall on the Pocatello campus. A set of locked files on Meridian interns is in the office of the Meridian Internship Coordinator. The files contain admissions materials, on-going evaluation materials from the clinical sites, and the grade forms for each semester. Interns may have access to these files by making an appointment with the Internship Coordinator who will schedule a time for the intern to review the file. Materials may not be taken from the files by the intern. Confidentiality of intern records is maintained. Persons other than the faculty, staff, and interns may not have access to these files without written permission of the student.

ISU informs students of the Family Educational Rights and Privacy Act of 1974, as amended. Details regarding FERPA can be found on the ISU website at <https://www.isu.edu/registrar/student-resources/ferpa---student-rights/> Questions concerning the Family Education Rights and Privacy Act may be referred to the Associate Director of Registration and Records at 208-282-2661.

RDN EXAM PREP

The program utilizes the All Access Dietetics Pass Class course for the RDN exam review. The current cost is \$497. Please see their website for more information. [All Access Dietetics Pass Class](#).

IDAHO ACADEMY OF NUTRITION AND DIETETICS ANNUAL MEETING

Interns will attend the Idaho Academy of Nutrition and Dietetics Annual Meeting. The dates are TBA, however, it is typically held in early April. Interns are responsible for registration costs, meals, and lodging costs. The program plans to provide vehicle transportation.

CAMPUS AMENITIES AND SERVICES (ACEND Standard RE 8.2t)

CENTER FOR STUDENTS WITH DISABILITIES

Idaho State University is committed to providing an accessible learning environment for students with documented disabilities. If there are aspects of the instruction or design of program courses that result in disability-related barriers to your participation, please contact Disability Services to engage in a confidential conversation about the process for requesting accommodations.

Students are encouraged to register with Disability Services as soon as the student begins a course or in the timeliest manner possible as accommodations are not provided retroactively. Students with disabilities must obtain an accommodation letter(s) from the Disability Services office, which outlines the specific accommodations required before accommodations in program courses can be provided. Students are highly encouraged to make sure all necessary parties have received a copy of the accommodation letter to ensure proper implementation. This may include the Office of the Associate Dean for Academic Affairs and the instructor/module coordinator/preceptor.

Accommodations are determined on a case-by-case basis and are dependent on an analysis of the task to be performed and the nature of the requested accommodation. Accommodations must be reasonable in nature and should not fundamentally alter the design of the program/course or learning objectives. If there is a concern about the reasonable nature of an approved accommodation, an interactive process will be initiated with Disability Services to explore reasonable options for equal access.

More information can be found online at [isu.edu/disability services](http://isu.edu/disability%20services), or by contacting Disabilities Services at the following campus locations.

Pocatello Campus: Phone (208) 282-3599, Fax (208) 282-4617, Video Relay (208) 417-0620, Rendezvous Building, Room 125, Campus Stop 8121, Pocatello, ID 83209-8121, email: disabilityservices@isu.edu.

Meridian Campus: Phone (208) 373-1723, Fax (208) 373-1907, Video Relay (208) 417-0620, Sam & Aline Skaggs Health Science Center, 2nd Floor, Room 841C, 1311 E Central Dr., Meridian, ID 83642, email: dsmeridian@isu.edu.

PERSONAL COUNSELING SERVICES

The Counseling and Testing Center at the main campus in Pocatello provides personal counseling and individual assessments. Most services are on an appointment or sign-up basis. Because there are often waiting lists for individual counseling, students are urged to schedule appointments as early as possible. ISU counselors and psychologists have graduate degrees, and annually attend continuing education seminars. They have all passed certification tests set by the National Board of Certified Counselors or the American Psychological Association, and are licensed by the State of Idaho. For more information, call 208-282-2130. Counselors are also available at the ISU—Meridian campus. To set up an appointment, call 208-373-1719.

ISU HEALTH CENTER

The ISU Health Center employs a comprehensive and competent medical staff to provide students with quality health care while they are attending ISU. Office calls are free to all students who pay full ISU fees. Students are seen on a walk-in basis or by appointment for most medical services. Call 208-282-2330 for more information. Unity Health Center will see ISU-Meridian students as part of an agreement between Unity Health Center and ISU Student Health Services. Call 208-895-6729 for more information.

FINANCIAL AID

Interns may be eligible for financial aid. The program is a member of the Western Region Graduate Program (WRGP). As such, interns from western states may be eligible for resident tuition rates. Interns should inform the director of their interest in the WRGP by completing the form available at: [WRGP Application](#). Interns from outside the western states may be eligible for a non-resident tuition waiver. Please see the Graduate School's website for more information about both programs. <https://www.isu.edu/graduate/funding-and-support/>. You and also call the financial aid office at 208-282-2756 or the scholarships office at 208-282-3315 for more information.

PARKING

Any person operating or parking any motor vehicle on the ISU campuses must pay for an official permit and register the vehicle with the Parking office. See their website to purchase your permit: [ISU Parking](#). Call 208-282-2625 in Pocatello or 208-373-1700 in Meridian for more information.

IDENTIFICATION CARD and NAME BADGES

Interns can obtain a student identification card by taking their fee payment receipt to the identification office located in the Student Union Building on the Pocatello campus or the front information desk on the Meridian campus. Interns can call 208-282-4636 in Pocatello or 208-373-1700 in Meridian for more information. The program has scheduled time during orientation week for interns to pick up ID cards and name badges.

LIBRARY

The Eli M. Oboler Library contains nearly 544,000 bound volumes, almost 3,300 subscriptions, over 1.8 million pieces of microform material and over 450,000 printed government documents. The library provides a full range of services to students and staff. An integral part of library service is the provision of reference and research assistance to patrons. General reference service is provided at the reference desk and is available during most hours that the library is open.

Library instruction is available and can be tailored to address students' specific needs, from general library orientation to subject-specific bibliographic research. In addition to supplying informational materials from its own collections, the library provides an interlibrary loan facility, which is equipped to locate and deliver books and periodical articles from other libraries' holdings. The library offers some publications online as well.

COMPUTER CENTERS

Computer labs are located in numerous buildings on the Pocatello, Meridian, and Idaho Falls campuses. To gain access, you need to have an ISU computer account. For more information about what each lab location has to offer, visit <https://www.isu.edu/its/students/computer-labs/>. A complete listing of lab hours and hardware at each lab is available in a PDF on the above link.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

Attendance

Interns will arrive at the area of assignment at the scheduled time. It is the intern's responsibility to request any rotation schedule adjustments at least three weeks in advance; however, scheduling changes should not be requested and will not be honored except in cases of emergencies. Contact the Internship Coordinator. If unable to appear at scheduled time, call the area of assignment to report your absence and call the Internship Coordinator.

Sick Leave and Funeral Leave

To meet required supervised practice hours, rotation time missed due to excused absences, such as illness or death in the family, will need to be made up. The intern must call **both** the Internship Coordinator and the preceptor before 8:00 a.m. in the event of absence. Unexcused absences will result in a grade of unsatisfactory from the rotation from which time was missed.

Dress

Wear **professional, conservative** clothing. Men are not required to wear a tie but should wear shirts with a collar. A clean white uniform or lab coat may be required by a rotation site. A standard name tag pin shall be worn at all times. Professional attire should be worn under the lab coat (no jeans or sweatshirts, miniskirts, leggings, low-cut blouses, or tank tops). Enclosed shoes with rubber or crepe soles must be worn. Sandals are not acceptable. Hair must be off the shoulder and covered with a hair net or hat in food preparation areas. No perfume or strong fragrances will be worn. In food preparation areas, no large jewelry (rings, earrings, bracelets) or fingernail polish will be worn. Lab coats must be buttoned in food preparation and service areas. Nails should be clean and short. Clean, plain white tennis shoes are acceptable in foodservice rotations. Beards must be covered with a beard net.

Personal Hygiene

Interns will follow sanitary practices in the clinical facilities. Wash hands with soap before

working with food. Wash hands after working in a soiled area before working with food. Wash hands after going to the toilet or using a handkerchief before handling food again. Avoid touching hair or face while working with food; wash hands after each contact. Visible piercing jewelry may not be worn any place other than the ears during the rotations.

Food Handling

Correct method of tasting must be followed when tasting food at ALL times. Spoons and a rubber spatula used for blending or stirring ingredients are not to be licked. The two-spoon method for tasting is best to follow. A spoon or fork placed in the mouth must be washed or put in soiled area immediately.

Personal Conduct

Interns are expected to assume responsibility for their own behavior at all times. Refer to Idaho State University Student Handbook Student Code of Conduct and Disciplinary Procedures.

Professional Behavior

Unprofessional behavior is not acceptable in the program. If a pattern of unprofessional behavior is seen, it will be documented in the intern's file. If 2 incidents of unprofessional behavior are documented, the intern will be notified that he/she has been placed on probationary status, he/she will be counseled on behavior change, and will sign a PI plan.

Examples of unprofessional behavior include (but are not limited to):

2 or more unexcused late assignments; 2 or more unexcused tardiness; 2 or more assignments that continue with mistakes after first being brought to their attention; inappropriate or foul language; disrespect towards faculty, preceptors, peers, patients/clients and others in the workplace; dishonesty.

All behaviors noted in the PI plan must remain corrected for the remainder of the internship for the intern to graduate. If further incidents of unprofessional behavior are noted, the intern may be dismissed from the program.

Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security

HIPAA is a federal law passed by Congress in 1996. On April 14, 2003, a major component of HIPAA that deals with healthcare providers became effective. These privacy regulations define appropriate and inappropriate disclosures of health information and define the process used to ensure patients' rights. HIPAA was intended to ensure patient confidentiality while maintaining the ability of the healthcare system to share patient information, improve communication between healthcare providers, and improve patient care. Students enrolled in the program are involved in patient care activities throughout the curriculum. Students receive HIPAA training to assure experiential practice sites that students understand the HIPAA requirements prior to participating in patient care activities. A summary of the Privacy Rule is available [here](#).

All students must follow all HIPAA regulations, ISU's HIPAA Compliance Policy ISUPP 1100

and any privacy policies at clinical sites. HIPAA compliance includes maintaining confidentiality of paper and electronic health records. Students may not, under any circumstances, place identifiable electronic protected health information on personal laptops/jump drives or send this information via any email program or unapproved artificial intelligence software. Violating HIPAA may result in repercussions ranging from grade reduction to potential dismissal from the program, in addition to university-level consequences.

Any suspected violation of HIPAA policies will be investigated by the ISU HIPAA Compliance Officer in collaboration with the facilities Privacy Officer. The investigation will assess the scope and severity of the breach. Students must comply with all the policies and requirements for HIPAA, ISU's policies and the facility policies. If the student becomes aware of or suspects a breach of protected health information, they must notify their supervisor and ISU's HIPAA Compliance Officer immediately.

For guidance on social media posts please see Appendix E KDHS Social Media Guidance Document.

Patient Confidentiality

Patient Confidentiality is critical and is essential for maintaining the patient provider relationship. Students will routinely have access to patients' protected health information (PHI). All students must:

1. Have an understanding of what information must be protected under HIPAA privacy laws;
2. Have an understanding of the HIPAA patient rights;
3. Have an understanding of their role as a healthcare provider in maintaining privacy of PHI for patient care, teaching, research, fundraising, marketing and media;
4. Be aware of consequences for non-compliance with federal regulations.

Students must successfully complete HIPAA training annually and prior to entry into clinical practice.

APPROXIMATE PROGRAM COSTS

The following is an estimation of program cost to the individual student. Figures are for the full academic year if not otherwise noted.

Tuition:

In-State	\$ 5,820/semester*
Out-of-State	\$ 15,420/semester*
Additional Professional Course Fee below	\$ 1,218/each practicum semester* see note
Liability Insurance	\$5.00/Semester

******(Students are required to purchase their own health insurance and show proof of coverage before Orientation. These costs have not been included in the above fee estimates.)

Typhon account	\$100.00
MyClinicalExchange account	\$40/12 months
Clothing:	
Lab Coat (optional)	\$40-\$80
Shoes (flat, rubber sole)	\$40-\$80
Books and Supplies:	Variable
Drug Screenings	\$45.00 each
Background Check	\$46.00
Health Screen and Immunizations:	\$135 (approximate)
Academy of Nutrition and Dietetics Membership (required)	\$58/year
Local Dietitians membership	Variable
Transportation:	Variable
ISU General Parking Pass (optional)	\$110/year
All Access Dietetics Pass Class RDN Exam Review Course	\$497
American Heart Association Basic Life Support for Health Professionals CPR training and skills test	\$59
Orientation Week travel and housing	Variable
Graduation Application Fee	\$20.00
Idaho Academy Annual Meeting Attendance	\$400 (approximate)

Interns are responsible for providing their own transportation to rotations.

The figures quoted above are estimates of actual program expenses as of spring 2026. Actual costs may be more or less than estimates. Housing and personal living expenses have not been included as these often vary considerably between individuals.

*These figures are subject to change by the Idaho State Board of Education. In addition, those interns accepted to the program will pay a \$1,218 program professional fee for each practicum course in addition to tuition (\$3,654 total). The fee is added to your tuition statement and must be paid by the university deadline.

Appendix A – Core Competencies (2022 Standards)

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

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

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

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

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

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

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

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

CRND 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

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

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

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

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

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as

modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).

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

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

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

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

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

CRND 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 consumer questions concerning emerging trends.

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

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

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

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

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.

CRND 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Use current information technologies to develop, manage and disseminate 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 Explain 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.

CRND 4.10 Analyze risk in nutrition and dietetic practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

CRND 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.

Appendix B – Overall Rotation Evaluation

(This is completed in Typhon)

Name: _____ Rotation: _____

OVERALL EVALUATIVE SUMMARY OF ROTATION PERFORMANCE

Check the appropriate blank:

_____ **SATISFACTORY (S)**

A grade of satisfactory (S) should be awarded to an intern receiving an "S" or above in all competencies and in the Evaluation of Professional Qualities.

_____ **CONDITIONAL SATISFACTORY (CS)**

A grade of conditional satisfactory should be given to an intern when one or both of the following situations apply:

1. An unsatisfactory (U) is given for ONE competency or ONE Professional Quality.
2. ONE "NI" is given in TWO separate competencies or TWO Professional Qualities or ONE competency and ONE Professional Quality.

(The preceptor, intern, and Internship Coordinator will communicate in writing what the intern must do in order to raise a conditional satisfactory to a satisfactory. The intern should expect to put in additional time in order to fulfill uncompleted competencies.)

_____ **UNSATISFACTORY (U)**

A grade of unsatisfactory (U) should be given to an intern if one or more of the following situations apply:

1. Any unexcused absences during the rotation.
2. One or more competencies is not completed by the intern. (Note: If an intern cannot complete a competency due to facility limitations, it should be noted under the comments section of the evaluation form.)
3. A "U" is given for TWO or more competencies or TWO Professional Qualities.
4. If a "CS" is not raised to an "S" in the specified time, the "CS" reverts to a "U."
5. THREE or more "NI"s are given in separate competencies.

(Interns must repeat the rotation if the overall rotation grade of "U" is received. A "U" or Conditional Satisfactory on the repeated rotation is grounds for dismissal from the program without certificate.)

Appendix C – Academy of Nutrition and Dietetics Code of Ethics

Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)
Code of Ethics for the Nutrition and Dietetics Profession
Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.

- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. **Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:

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

3. **Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.

- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
 - h. Communicate at an appropriate level to promote health literacy.
 - i. Contribute to the advancement and competence of others, including colleagues, students, and the public.
4. **Social responsibility for local, regional, national, global nutrition and well-being (Justice)**
Nutrition and dietetics practitioners shall:
- a. Collaborate with others to reduce health disparities and protect human rights.
 - b. Promote fairness and objectivity with fair and equitable treatment.
 - c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
 - d. Promote the unique role of nutrition and dietetics practitioners.
 - e. Engage in service that benefits the community and to enhance the public's trust in the profession.
 - f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
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3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of

Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet*. 2018; 118: 132-140.

4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

Appendix D – Academic Calendar

Master of Science in Nutrition with Dietetic Internship Academic Calendar 2026-2027

General Information:

- First Fall semester is coursework only
- Spring semester is practicum rotations plus 6 credits of coursework
- Summer semester is practicum rotations plus 1 credit of capstone
- Second Fall semester is practicum rotations plus 6 credits of coursework

Fall 2026, August – December, 2026

Course work only, all academic breaks are observed.

Spring 2027, January – May, 2027

Rotations begin January 11 and are scheduled Monday – Friday, 40 hours/week.

- January 18, Martin Luther King holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday
- February 15, President’s Day holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday
- March 22-26, university spring break. Interns’ schedules may not match with the university spring break.
- May 3-7, university finals week. Interns can anticipate working at rotations during finals week.
- May 8-16, university break between sessions. Interns may be scheduled at rotations during the university break.

Summer 2027, May – August, 2027

- May 17, classes/rotations resume.
- May 31, Memorial Day holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday.
- June 18 (Friday), Juneteenth, this holiday may be worked at a rotation dependent on facility observation of the holiday.
- July 5 (Monday). This holiday may be worked at a rotation dependent on facility observation of the holiday.
- August 6, last day of summer session
- August 7 – 22, university break between sessions. Interns may be scheduled at rotations during the university break.

Fall 2027, August – December, 2027

- August 23, classes/rotations resume
- September 6, Labor Day Holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday.
- November 22 – 26, Thanksgiving break, no rotations
- December 17, the planned program end date

Appendix E – KDHS Social Media Guidance Document

Social media plays a key role in modern culture. Faculty, students and staff use electronic media including Facebook, Twitter, Wikis, blogs, social networking sites, online chat rooms and forums, both personally and professionally. Social media is used increasingly on university campuses for teaching applications, marketing and communication with students and fellow professionals. This document is intended to assist Kasiska Division of Health Sciences (KDHS) students, faculty and staff in using electronic media in a manner that maintains appropriate boundaries and professionalism. While the intent is only to address use of social media associated with university related activities, the line between personal postings on social media and as an employee or student at Idaho State University (ISU) is easily blurred. Professionalism dictates that one is always cognizant of the potential impact of one's activities on one's own reputation and that of the KDHS and ISU. The ability of ISU faculty, staff and students to completely separate themselves from the institution is limited. Use of social media can expose an individual to personal legal liability and the University to legal action from third parties.

There are legal responsibilities associated with postings. Care should be taken not to infringe upon copyright laws or intellectual property laws. When posting materials owned by others, one should request permission from publishers, content creators or owners of the material prior to posting. Where the original publisher has included on its website a button permitting one to publish a link to the content on a social media site, it is safe to presume that the publisher has given permission to do so. Otherwise, take care not to violate copyrights. Do not copy and post entire articles. Use only small portions, and give proper attribution. Be aware that it can be extremely difficult and time-consuming to identify the copyright owners and obtain permissions, especially for music and video content. Music and video content that is posted on a social media site is likely to be taken down on request of the copyright owner. If it is posted on a private website, the owner could face a copyright infringement lawsuit and significant liability for monetary damages.

Smart users of social media understand two essential assumptions: Anything that is posted is public, regardless of privacy settings; and everything that is posted can be retrieved forever. Nothing is ever really deleted. KDHS students, faculty and staff are personally responsible for the content they post on social media venues. Given that reality, the following guidelines should be kept in mind for social media postings:

- Use care in the language one uses in postings so as not to put oneself in a position to be accused of libel, defamation of character or other legal violations. Language used should avoid abusive, insulting, attacking or threatening messages toward others.
- Never post information, images, videos, etc. about a person other than oneself without his/her specific permission.
- As nothing that is posted on the Internet is truly private, post only content that one is comfortable in sharing with the general public, including current and future employers.
- If you note a breach of confidentiality or privacy in postings that you have access to, you are obligated to report them to the appropriate authorities.

- Anything that exists on a server is there forever and can be reconstructed later, even after deletion. A photograph can always be recovered and may be discoverable in a court of law.
- Information and data presented should be accurate.
- Family Education Rights and Privacy Act (FERPA) ensure the privacy of educational records of students. At no time should information that is considered part of a student's educational record be submitted, posted or referenced through a social media network.
- The Health Insurance Portability and Accountability Act (HIPAA) requirements, as amended, must be adhered to at all times. References to patients and their health are protected and should remain strictly confidential. At no time should information about a patient be submitted, posted or referenced through a social media network.
- A University email address can be sufficient to identify an individual as associated with the University. Postings on social media which can identify an individual's association with the KDHS or ISU should include a disclaimer that the opinions expressed are not necessarily coming from the DHS or the University.
- Do not use the name of the University to endorse products, causes, political parties or candidates. Any utilization of ISU logos must comply with the marketing and public affairs standards of the University.
- Do not post or otherwise speak on behalf of the KDHS or ISU unless authorized to do so on social media sites. When acting as an ISU or DHS representative on social media networks, adherence to the guidelines outlined in this policy is expected. Violating these expectations can result in personnel consequences.

Appendix F – Credit for Prior Learning Policy: Foodservice Management (Standard 8.2.i)

Policy statement:

The Idaho State University MS in Nutrition/Dietetic Internship grants credit for prior learning for the following area of dietetics: Foodservice Management. The foodservice management rotation competencies can be partially or fully waived, dependent upon the level of experience working as a foodservice manager.

Rationale: The program has a history of students coming into the program with years of experience working as foodservice management in hospitals or other settings and of those, some students have earned the Certified Dietary Manager credential. The program has noted that these students' knowledge and expertise is often significantly above the entry level that the foodservice management rotation curriculum is written at.

Procedures: Interns desiring credit for prior learning will follow the procedures outlined below.

1. An intern must have worked in a foodservice management position for a minimum of two years, or a minimum of 4160 hours, within the past five years to be eligible to request credit for prior learning. Rationale: That time frame should encompass cyclical duties such as annual performance evaluations and budget requests.
2. They must notify the program director of their desire for credit for prior learning no later than March 31.
3. The following competencies are assessed only in the management curriculum. For each competency, provide examples of how the competency was met. Examples need to include a written discussion, including estimates of time spent performing the competencies, and any documentation from the facility the intern can provide.
 - a. **CRND 2.7** Apply change management strategies to achieve desired outcomes. (E.g.: achieving staff cooperation with department changes)
 - b. **CRDN 2.8** Demonstrate negotiation skills. (E.g.: vendor negotiations, asking upper management for department needs, etc.)
 - c. **CRDN 3.8** Design, implement and evaluate presentations to a target audience. (E.g.: sanitation in-service trainings, etc.)
 - d. **CRDN 3.13** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. (E.g.: menu planning, purchasing, production schedules, etc.)
 - e. **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. (E.g.: menu analysis)
 - f. **CRDN 4.1** Participate in management functions of human resources (such as training and scheduling). (E.g.: performance evaluations).
 - g. **CRDN 4.2** Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. (E.g.: sanitation inspections, etc.)
 - h. **CRDN 4.3** Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).

- i. **CRDN 4.4** Use current information technologies to develop, manage and disseminate information and data. (E.g.: software specific to the department, Excel spreadsheets, etc.)
 - j. **CRDN 4.5** Analyze quality, financial and productivity data for use in planning. (E.g.: periodic financial statements, production sheets, etc.)
 - k. **CRDN 4.6** Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. (E.g.: waste studies)
 - l. **CRDN 4.7** Conduct feasibility studies for products, programs or services with consideration of costs and benefits. (E.g.: justification of a major purchase)
 - m. **CRDN 4.8** Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. (E.g.: department budget requests, catering events, etc.)
 - n. **CRND 4.10** Analyze risk in nutrition and dietetic practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
 - i. The Foodservice Management curriculum is available for reference, but real-world examples may differ from curriculum planned activities.
4. The competency, **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, is assessed in the management rotation but for interns granted credit for prior learning it will be assessed in clinical or community.
 5. In addition to the documentation above, interns seeking credit for prior learning will include a reference letter from their current, or recent, supervisor that addresses the intern's management experience and capabilities.
 6. Submit documentation to the program director by April 30. Documentation will also be loaded into Typhon.
 7. The program director will review submitted materials to determine which competencies will be awarded credit for prior learning and notify the intern by May 31.
 8. The intern's foodservice management rotation may be waived partially or fully, dependent upon documentation. Approved competencies will be recorded on the interns' assessment table as CPL (Credit for Prior Learning). Approved rotation hours will be credited by submitting to the Director in Typhon as a lump sum.

Appendix G – myClinicalExchange Onboarding Requirements by Facility

General Instructions

All our clinical facilities utilize MyClinicalExchange (MCE) for onboarding. Below are instructions. Please see the second tab for facility specific requirements.

- 1 Open your account at: <https://myclinicalexchange.com/MainPage.aspx>
- 2 Opening your account automatically loads the ISU MS/DI onboarding checklist. This list has been combined with some, but not all of our facility checklists.
- 3 Each facility has its own requirements that are similar to each other, but how they describe them may be different, therefore you may see the same basic requirement multiple times.
- 4 Because of numbers 2 & 3 above, you may need to enter the same documentation more than one time.
- 5 Only you will see your documents until you click submit. (See below!)
- 6 IFCH is the only facility requiring a hepatitis B titer. If you are not scheduled for IFCH, then create and load a document that says you don't need the titer drawn.
- 7 **DO NOT** click submit until after your coordinator informs you that your rotation(s) have been assigned!
- 8 After your rotation(s) have been assigned, you may see additional checklist items.
- 9 Click submit when you are certain all your rotations have been assigned and that all your checklist items are entered.
- 10 Your coordinator will review and approve/notify of any corrections needed.
- 11 You will receive compliance emails from MCE - both noncompliance and when compliance is reached.

Ask your coordinator if you have any questions.

MS/DI Deadlines

Background check	1-May
MCE Account	15-Dec
<u>ALL</u> Documents Loaded	22-Dec

Checklist Items by Facility

Item	ISU MS/DI	EIRMC	IFCH	PMC	St. Luke's
General					
3-4 ID		X			
DOB (Date of Birth)		X		X	
Graduation Date					X
Health Insurance (Personal)		X			X
License Plate Number					X
Mailing Address		X			
Mask Fit			X	X	
Mobile Phone Number				X	
Negative background check	X	X	X	X	X
Negative drug screen	X	X	X	X	X
Photograph			X		
Primary Address				X	
St. Luke's Health System Employee					X
State Vehicle Registered in					X
Immunizations					
COVID-19			X		
COVID-19 Vaccination Received Date		X			
Hepatitis B	X	X	X	X	X
*Hepatitis B Titer			X		
Influenza vaccine	X	X	X	X	X
MMR	X	X	X	X	X
TB PPD/X-ray	X	X		X	X
**TB PPD/X-ray (2-step PPD Skin Test or other tests)			X		
Tdap	X	X	X	X	
Tdap Received					X
Tuberculosis Received				X	X
Varicella	X	X	X	X	X
Training and Certifications					
BLS/CPR	X		X	X	
EIRMC = Eastern Idaho Regional Medical Center IFCH = Idaho Falls Community Hospital (MCE managed by Mountain View Hospital) PMC = Portneuf Medical Center					

* The titer is required. If immunity is not present, you must start the Hepatitis B series for adults.

**The 2-step PPD Skin Test means getting two separate skin tests spaced out by at least a couple of weeks. Documentation of both tests is required.