

MS IN NUTRITION – DIETETIC INTERNSHIP STUDENT HANDBOOK 2023-2024



**Idaho State
University**

**Nutrition
and Dietetics**

Spring 2023

Dear Dietetic Intern,

Congratulations on being accepted into the Idaho State University Master of Science in Nutrition – Dietetic Internship (MS-DI). This MS-DI Handbook was developed to provide specific program information. After reading this handbook, sign the statement on the last page to indicate your understanding of the contents and that you agree to abide by the policies. Return the signature page to the DI Coordinator by August 14, 2022. It will be placed in your intern file that is maintained in the Dietetic Internship office. 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 state wide 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 caring and competent entry-level registered dietitian nutritionists who collaborate with other health professionals through coursework and a supervised practice experience that exceeds the performance standards of the Accreditation Council for Education in Nutrition and Dietetics.

PROGRAM GOALS AND OBJECTIVES

Program Goal 1: Program graduates are professionally competent entry-level registered dietitian nutritionists through a comprehensive supervised practice experience.

Program Goal 1 Objectives:

1. At least 80% of program interns complete program 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. 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. 90% of working RDNs over a five-year period will be satisfied that the DI program adequately prepared them for effective entry-level careers in dietetics.

Program Goal 2: Prepare program graduates to be caring registered dietitian nutritionists who promote collaboration within their practice setting.

Program Goal 2 Objectives:

1. 50% of graduates over a five-year period will participate in professional organizations within the first year following graduation.
2. Of those employers who respond to the survey, 90% of employers will rate program graduates' preparation for entry-level practice as satisfactory or higher.
3. 50% of employers over a five-year period will rate program graduates' collaboration within their employment setting 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 \$90.00 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. Once you have access to your account, you are required to upload copies of your immunizations, health insurance card, etc. prior to Seminar for Dietetic Interns (Orientation Week) in August. Your TB screen must be done no sooner than mid-December so that it will be valid for one year and expires after the internship end date. Upload the results in Typhon.

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 2023)		
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 2024		
NTD 6655	Internship Practicum I (Supervised Practice Rotations)	3
NTD 6624	Nutrition and Aging	3
NTD 6645	Capstone Project I	3
Summer Semester 2024		
NTD 6656	Internship Practicum II (Supervised Practice Rotations)	3
NTD 6650	Capstone Project II	1
Fall Semester 2 (Fall 2024)		
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 Nutrition Capstone handbook. Available at: <https://www.isu.edu/dieteticinternship/capstone/>.

PROGRAM PRACTICUM ROTATION SITES

Pocatello	Meridian
Food Service Management (8 weeks)	
Idaho Falls Senior Center	Create Common Good
Idaho Falls Community Hospital	School Lunch Programs (Boise Schools, Meridian Schools)
Portneuf Medical Center (Pocatello)	St. Luke’s Medical Center (Boise)
School District #25 Food Service Program (Pocatello)	Veteran’s Affairs Medical Center (Boise)
School District #93 Food Service Program (Idaho Falls)	BLT Food & Nutrition
State Hospital South (Blackfoot)	
St. Luke’s Magic Valley Regional Medical Center (Twin Falls)	
Clinical Nutrition (Pocatello-8 weeks, Meridian-9 weeks)	
Eastern Idaho Regional Medical Center (Idaho Falls)	St. Alphonsus Regional Medical Center (Boise)
Portneuf Medical Center (Pocatello)	St. Alphonsus Medical Center (Nampa)
St. Luke’s Magic Valley Regional Medical Center (Twin Falls)	St. Alphonsus Medical Center (Ontario)
	St. Luke’s Meridian Medical Center
	St. Luke’s Regional Medical Center (Boise)
	St. Luke’s Regional Medical Center (Nampa)
	Veterans Affairs Medical Center (Boise)
Clinical Nutrition – Long Term Care (2 weeks)	
Multiple S&S Nutrition Facilities (Pocatello and Idaho Falls)	Good Samaritan Society Boise Village and others
Multiple S&S Nutrition Facilities (Twin Falls)	
State Hospital South (Blackfoot)	
Clinical Nutrition – Oncology (1 week)	
Mountain View Hospital Oncology (Idaho Falls)	St. Luke’s Oncology Center
Portneuf Medical Cancer Center (Pocatello)	
St. Luke’s Mountain States Tumor Institute (Twin Falls)	
Community Nutrition	
Diabetes Education (Pocatello 3 weeks, Meridian 2 weeks)	
Rocky Mountain Diabetes Diagnostic & Treatment Center (Idaho Falls)	St. Luke’s Humphries Diabetes Center
St. Luke’s Magic Valley Diabetes Education (Twin Falls)	St. Alphonsus Diabetes Center
Nephrology (Pocatello 3 weeks, Meridian 2 weeks)	
Idaho Kidney Center (Idaho Falls & Pocatello)	Table Rock Nephrology Center
Magic Valley Kidney Center (Twin Falls)	

Davita Dialysis (Twin Falls)	
Supplemental Nutrition Program for Women, Infants, and Children (Pocatello 4 weeks, Meridian 5 weeks)	
Eastern Idaho Public Health (Idaho Falls)	Central District Health Department (Boise)
South Central Public Health (Twin Falls)	Southwest District Health (Caldwell)
Southeastern Idaho Public Health (Pocatello)	

Outpatient Counseling (2 weeks*)	
Portneuf Medical Center (*Combines with ISU SCORE rotation for a 2-week total rotation length)	Boise State University Student Health Services
St. Luke's Magic Valley Regional Medical Center (Twin Falls)	Idaho Nutrition Associates
	St. Alphonsus Outpatient
	St. Luke's Regional Medical Center Outpatient (Meridian)
	Veteran's Affairs Medical Center (Boise)

Sports Nutrition/Lifestyle Medicine (Pocatello 2 weeks*, Meridian 1 week)	
Idaho State University SCORE (*Combines with outpatient counseling for a 2-week total rotation length)	St' Luke's Lifestyle Medicine
St. Luke's Magic Valley Regional Medical Center Cardiopulmonary Rehab (Twin Falls)	

Elective Choices (Pocatello 2 weeks, Meridian 1 week)	
Eat Smart Idaho (Pocatello/Twin Falls)	Varies with intern choice
Head Start (Pocatello)	
The Idaho Foodbank (Pocatello)	

TOTAL INTERNSHIP PRACTICUM EXPERIENCE: 31 WEEKS = 1,240 TOTAL HOURS

A combination of the above rotations will be offered in each practicum course section: NTD 6655, 6656 and 6657.

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 REQUIREMENTS (ACEND Standard RE 1.6a & 8.2m)

The program is planned to be completed in 16 months over four semesters and interns must complete a minimum of 1000 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.

SUPERVISED PRACTICE DOCUMENTATION (ACEND Standard RE 8.1c)

The program documents supervised practice hours through the time log feature in Typhon. The times logs are approved by the preceptor.

INSURANCE REQUIREMENTS (ACEND Standard RE 8.2a)

MALPRACTICE INSURANCE

Personal liability insurance is required for each intern prior to beginning rotation competencies. Insurance is automatically added to your account and paid for when paying fees. The cost is approximately \$5.00 each semester.

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)

If the intern experiences an injury, illness, or other adverse event while in rotation at a facility, neither the university nor the facility is responsible or liable to provide compensation or medical treatment for the intern. The intern is responsible for any costs incurred. Report an injury, illness, or other adverse event to preceptor and DI coordinator, and follow facility reporting policies.

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.

IMMUNIZATIONS AND SCREENINGS (ACEND Standard RE 8.2d)

Prior to beginning practicum rotations, Interns must show documentation of the following:

- Screening for tuberculosis (TB) (negative PPD within the past 3 months or a negative chest x-ray). This must be done between mid-December and early January 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)
- 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)

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 proof of current vaccinations into Typhon no later than Friday of Orientation Week. Upload proof of TB and drug screens by early January 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 timeframes 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.

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 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®](http://ACEND.org). [ACEND®](mailto:ACEND@eatright.org) 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 does not grant credit for prior learning.

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, b & 8.2k)

The intern who is not meeting performance criteria is identified using formal (e.g. practicum rotation evaluations, course assignment grades) and informal (e.g. faculty or preceptor concerns) assessment and evaluation information. 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.

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.

GRADUATION REQUIREMENTS (ACEND Standard RE 8.2m & n)

Graduating from the program requires:

1. Passing all practicum courses. See numbers one and two above for details regarding practicum rotation grading.
 2. Maintaining a cumulative 3.0 GPA.
 3. Successful defense of Capstone project.
 4. Completing a minimum of 1000 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.

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

Program online graduate courses must verify interns' identity prior to taking exams, quizzes, etc. This is accomplished through using online proctoring services or instructors may verify each student's identity if acting as their own proctors.

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.

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 Dietetic 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 Academy's eatrightPREP course for the RDN exam review. It is a subscription service that lasts a year. As student members, you will receive a discount and we will put it into effect at the end of spring semester so you'll have access after graduation. <https://www.eatrightstore.org/product-type/study-guides/eatrightprep-for-the-rdn-exam>

CAMPUS AMENITIES AND SERVICES (ACEND Standard RE 8.2t)

CENTER FOR STUDENTS WITH DISABILITIES

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodation in this course, please contact the ADA & Disabilities Resource Center, 208-282-3599. University policy states that it is the responsibility of students to contact instructors during the first week of each semester or as

occurrence dictates to discuss appropriate accommodations to ensure equity in grading, experiences and assignments.

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 https://docs.google.com/forms/d/e/1FAIpQLSeWczPE9WW9ID8fdgixHmBh9XzGFIK1CBhiRIOWr_vug3kpWJA/viewform?usp=sf_link available at: https://docs.google.com/forms/d/e/1FAIpQLSeWczPE9WW9ID8fdgixHmBh9XzGFIK1CBhiRIOWr_vug3kpWJA/viewform?usp=sf_link 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 \$105 per year or \$75 per semester for an official permit in General lot. You must register the vehicle at the parking office located on the corner of 5th Street and Humbolt for the Pocatello campus or the front information desk for the Meridian campus. The Pocatello campus has a free parking zone on the north side of the Holt Arena. To assist students, ISU partners with the Pocatello Regional Transit to provide free regular bus service from upper to lower campus. 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 at the discretion of the Internship Coordinator and site preceptors. 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 sweat shirts, 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, intern may be dismissed from the program.

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	\$ 5,315/semester*
Out-of-State	\$ 14,304/semester*
Additional Professional Course Fee	\$ 1,138/practicum semesters* see note below
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	\$90.00
MyClinicalExchange account	\$20/6 months or \$40/12 months
Clothing:	
Lab Coat(s)	\$40-\$80
Shoes (flat, rubber sole)	\$40-\$80
Books and Supplies:	Variable
Drug Screenings	\$45.00 each
Background Check	\$45.00
Health Screen and Immunizations:	\$135 (approximate)
Professional Membership (AND) required:	\$58/year
Local Dietitians membership	Variable
Transportation:	Variable
ISU Parking Pass (optional)	\$105/year for general pass
RDN Exam Review Course	\$169.99
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

Interns are responsible for providing their own transportation to rotations.

The figures quoted above are estimates of actual program expenses as of spring 2023. 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 \$1,138 program professional fee for each practicum course in addition to tuition. 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.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

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

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

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

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

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

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

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as 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.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

Idaho State University Concentration Competencies

ISU 1.1 Consult with organizations regarding food access for target populations.

ISU 1.2 Manage nutrition care for diverse population groups across the lifespan.

ISU 1.3 Participate in nutrition surveillance and monitoring of communities.

ISU 1.4 Participate in community-based research.

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.
http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinition_of_termslist.ashx
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 – Dietetic Internship Academic Calendar 2023-2024

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 2023, August – December, 2023

Course work only, all academic breaks are observed.

Spring 2024, January – May, 2024

Rotations begin January 8 and are scheduled Monday – Friday, 40 hours/week.

- January 15, Martin Luther King holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday
- February 19, President’s Day holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday
- March 18-22, university spring break. Interns’ schedules may not match with the university spring break.
- April 29 – May 3, university finals week. Interns can anticipate working at rotations during finals week.
- May 5-18, university break between sessions. Interns may be scheduled at rotations during the university break.

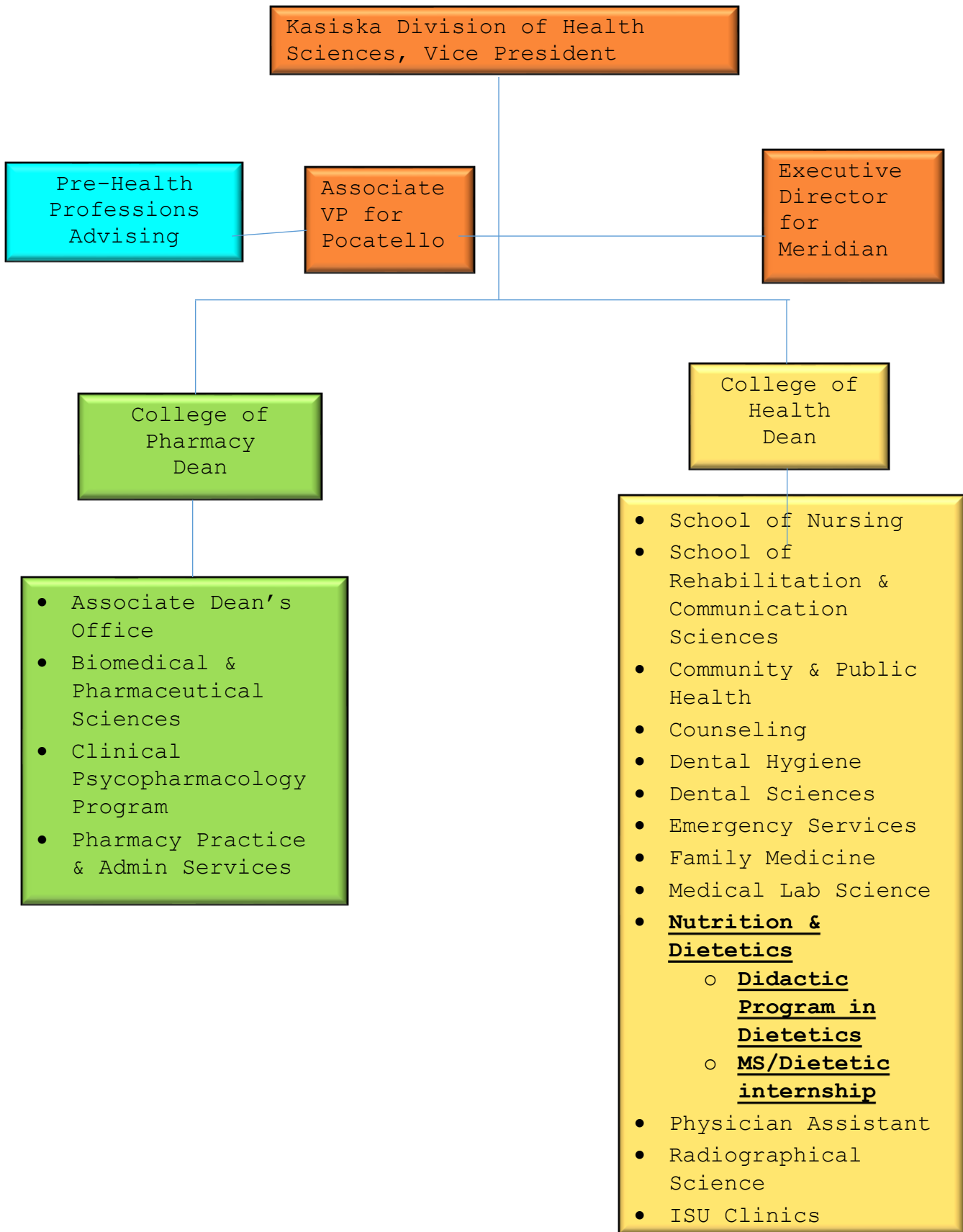
Summer 2024, May – August, 2024

- May 13, classes/rotations resume.
- May 27, Memorial Day holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday.
- June 19, Juneteenth, this holiday may be worked at a rotation dependent on facility observation of the holiday.
- July 4 (Tuesday). This holiday may be worked at a rotation dependent on facility observation of the holiday.
- August 2, last day of summer session
- August 3 – 18, university break between sessions. Interns may be scheduled at rotations during the university break.

Fall 2024, August – December, 2024

- August 19, classes/rotations resume
- September 2, Labor Day Holiday, this holiday may be worked at a rotation dependent on facility observation of the holiday.
- November 25 – 29, Thanksgiving break, no rotations
- December 13, the planned program end date

Appendix E – Kasiska Division of Health Sciences Organization Chart



Appendix F – Recommended Vaccines for Health Care Personnel



Recommended Vaccines for Health Care Personnel

Health care personnel (HCP) are at risk for exposure to serious, and sometimes deadly, diseases. To protect HCP, it is important to reduce the risk of vaccine-preventable diseases. In addition to protecting employees, ensuring that they are up-to-date with recommended vaccines will: decrease the potential of employee furlough, reduce the need and cost for post-exposure prophylaxis of patients/residents/HCP, and help ensure an efficient exposure response. Good vaccine coverage among employees will also protect the health of patients and visitors.

Health care personnel includes: physicians, nurses, nursing assistants, emergency medical personnel, dental professionals, medical and nursing students, laboratory technicians, environmental service workers, pharmacists, hospital volunteers, and administrative staff.

Vaccines recommended for health care personnel

Varicella (chickenpox)	<p>If no proof of immunity, HCP need 2 doses of varicella vaccine, at least 28 days apart.</p> <p>Proof of immunity includes:</p> <ul style="list-style-type: none"> • Documentation of prior vaccination. • Clinician diagnosis or serological verification of a history of varicella or herpes zoster (shingles).
Hepatitis B	<p>If previously unvaccinated, HCP need a 3-dose series (on a 0, 1, and 6 months schedule). Obtain anti-HBs serologic testing 1–2 months after third dose for HCP who perform tasks that may involve exposure to blood or body fluids.</p>
Influenza (flu)	<p>Annual vaccination.</p>
MMR (measles, mumps, rubella)	<p>HCP need documentation of 2 MMR given at least 28 days apart unless they have proof of immunity. Proof of immunity includes:</p> <ul style="list-style-type: none"> • Documentation of 2 doses of MMR vaccine. • Laboratory evidence of immunity. • Laboratory confirmation of disease. • Born before 1957. <ul style="list-style-type: none"> • For HCP born before 1957, verification of immune status may depend on the risk of exposure to measles within the facility. See the MMR ACIP vaccine recommendations (www.cdc.gov/vaccines/hcp/acip-recs/vacc-specific/mmr.html).
Tdap (tetanus, diphtheria, pertussis)	<ul style="list-style-type: none"> • HCP need a one-time dose of Tdap as soon as possible if there has been no Tdap previously administered (regardless of when previous dose of Td was received). • Td boosters every 10 years.
Meningococcal ACWY and B serogroups	<p>Vaccinate microbiologists that are routinely exposed to <i>Neisseria meningitidis</i> isolates:</p> <ul style="list-style-type: none"> • A dose of MenACWY; and boost every 5 years, if risk continues. • The 2- or 3- dose series of Men B (depending on product used).

Also, see CDC’s [Recommended Vaccines for Health Care Workers](http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html) (www.cdc.gov/vaccines/adults/rec-vac/hcw.html).

Appendix G – 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 H – Photo Release



Please Print

EVENT: _____

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

ISU STATUS: Faculty Staff Student Visitor

GENERAL RELEASE

I, _____, hereby grant Idaho State University the absolute and irrevocable right and permission, with respect to photographs and videos taken of me and/or comments made by me or in which I may be included with others, to copyright for same; to use, reuse and publish the same in whole or in part in any and all media including use on the internet, now or hereafter, and for any purpose whatever for illustration, promotion, art, advertising, news and trade, and if appropriate, to use my name and pertinent education and/or biographical facts as ISU chooses.

I hereby release and discharge ISU from any and all claims and demands arising out of or in connection with the use of photographs, videos and/or comments, including without limitation any and all claims for libel or invasion of privacy.

I am of full age and have the right to contract in my own name. I have read the foregoing and fully understand its contents. This release shall be binding on me and my heirs, legal representatives and assigns.

Signed:

Date:

Appendix I – MS-DI Signature Page

I have read and comprehend the information presented in the ISU MS-DI Handbook. I agree to abide by the policies set forth in this handbook throughout the remainder of my internship.

Intern Printed Name

Intern Signature Date

Witness Date