

**CSUN**<sup>®</sup>

**DIETETIC  
INTERNSHIP**

# **DIETETIC INTERNSHIP**

## **HANDBOOK**

**California State University, Northridge**

Department of Family and Consumer Sciences

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## **Program Introduction**

This handbook is for the graduate student enrolled in the Dietetic Internship (DI) program, within the Department of Family and Consumer Sciences (FCS), College of Health and Human Development, California State University, Northridge (CSUN). The DI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE)) of The Academy of Nutrition and Dietetics (A.N.D.), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-5400.

Preparation for the profession of dietetics is based on a combination of didactic knowledge and specialized training. The purpose of the specialized training is to transfer academic knowledge to professional practice. As a specialist in nutrition, food science and foodservice management, the registered dietitian nutritionist offers expertise to individuals and groups desiring to maintain, improve or restore health. These services are provided in a variety of settings ranging from hospitals and other institutions, to community programs and outpatient clinics, private practice, corporate food science and food service operations.

The DI at CSUN follows completion of the ACEND Approved Didactic Program in Dietetics and a baccalaureate degree. The DI provides the opportunity to acquire the skills and knowledge necessary to pass the CDR Registration Examination and to function as an entry level registered dietitian nutritionist. Although the program provides the opportunity to acquire the skills and knowledge, it is up to the intern to make use of the opportunities in the classroom and the specialized training in order to pass the examination.

## **Program Description**

The CSUN DI (and NEVHC WIC combined) program is a full time postbaccalaureate program that admits only individuals who have completed the Didactic Program in Dietetics requirements and have at least a bachelor's degree. It provides 1216 hours of supervised practice experiences. There are two concentrations in this curriculum: Nutrition Therapy (NT) and Community (COM). Ten interns will be accepted each year in the NT concentration and four into COM.

The NT will complete 552 hours in Nutrition Therapy, 424 hours in Community Nutrition and 240 hours in Foodservice Management.

The COM will complete 552 hours in Community Nutrition, 424 hours in Nutrition Therapy and 240 hours in Foodservice Management. The applicants must be employed by a California WIC program at the time of application and maintain continued employment in good standing at a WIC agency.

The interns in both tracks will attend consortium classes each Monday. This seminar mainly consists of attending Monday Greater Los Angeles Dietetic Internship Consortium (GLADIC) classes. Attendance at the GLADIC classes is mandatory. You are required to attend all GLADIC classes, if for any reason you may need to be excused from a class, a 5-6 page research paper will be assigned. Details of the paper will be provided in the FCS 573 syllabus. These classes are always on Mondays and may be 4-8 hours long during the day. These Monday consortium classes will be part of the DI graduate seminar class (FCS 573) and 4 specific graduate classes. The four graduate courses will be FCS 681 & 682 (Research Methods I and II), FCS 607 (Macronutrients) and FCS 606 (Micronutrients). In addition, the interns will take a medical Spanish training and a cultural sensitivity training.

Scheduled supervised practice experiences are 3-4 days per week, Tuesday through Friday, and will be completed within 2 semesters. All interns will begin in July of each year and end in May. DI Orientations for all concentrations will be scheduled during July of each year. (Community interns will begin their WIC computer training June 1<sup>st</sup>). Interns must plan on being available during the entire month of July. Community interns must be available starting June 1<sup>st</sup>. Orientation hours are not part of the DI supervised hours; however they are mandatory.

The program is full time, 10 months long and will admit 14 interns each year.

Note: We ask that you do not work during your Dietetic Internship Program for the next 10 months. If you must work for financial reasons, you must notify the DI Director and Coordinator, and you are recommended to work no more than 8 hours a week. Just a reminder, your Dietetic Internship Program must take priority, you will not be able to use work as an excuse for skipping rotation hours and/or internship related projects and/or events that may be asked of you to participate in during the 10 months of the program. \*You may be asked to rotate or participate on a Saturday or Sunday.

Note: COM WIC Interns are required to work each Saturday, and maintain continued employment in good standing at a WIC agency. Interns will be paid for Saturday work, please see WIC handbook for details.

## **Program Mission and Goals**

Our Mission is to prepare high quality and culturally sensitive entry-level registered dietitian nutritionists to meet our community needs and serve California by promoting optimal nutrition, health and well-being.

Our program will enhance the profession of dietetics and ultimately the health status of the community by training dietitians who can combine academic theory, research application, practical experience, critical thinking and problem solving skills in all areas of dietetics and serve ethnically diverse populations.

The goals of the program are:

1. To prepare registered dietitian nutritionists to work in all areas of dietetics.
2. To prepare graduates who are trained in Spanish language and cultural sensitivity.
3. To prepare graduates who are qualified to participate in the collection, analysis and interpretation of research.

The mission statement of the program and the values of the university are consistent with The American Academy of Nutrition and Dietetics Model for Dietetics Practice. This model emphasizes that the core of the profession is nutrition and food services for individuals, groups and communities. The ability to effectively communicate and collaborate with others enables dietetics practitioners to provide these services. Our program provides graduate education in nutrition and food science as well as opportunities for communication and collaboration in the classroom and at supervised practice sites. A variety of supervised practice sites gives interns experience in providing food and nutrition services to individuals, groups and communities thus further developing technical skills, interpersonal skills and the ability to problem-solve, to think creatively and to make decisions which are driven by research.

## **Program Affiliates**

Our affiliations include local hospitals, county programs, WIC programs, Head Start programs, foodservice rotations, school districts, outpatient dialysis centers, diabetes programs, outpatient clinics and programs, and wellness programs.

The following is a list of our current affiliates and/or rotation sites:

Cedars-Sinai Medical Center  
Children's Hospital Los Angeles  
Culver City Unified School District  
DaVita  
Facey Medical Foundation  
Health Care Partners Medical Group  
Henry Mayo Newhall Memorial Hospital  
Jewish Home for the Aging  
Kaiser Permanente Panorama City and Woodland Hills  
Los Angeles County Department of Public Health  
Los Angeles Regional Food bank  
Los Robles Regional Medical Center  
Northridge Hospital Medical Center  
Pacifica Hospital of the Valley  
Palmdale School District  
Providence Holy Cross Medical Center  
Providence St. Joseph Medical Center  
Saint John's Pleasant Valley Hospital  
Saint John's Regional Medical Center  
Sherman Oaks Hospital and Health Center  
Simi Valley Unified School District  
Sodexo Foodservice  
SuperKids Nutrition  
Sysco Foodservice of LA  
UCLA Medical Center  
Valley Presbyterian Hospital  
Ventura County Public Health Department  
Ventura District School Foodservice  
Veteran's Affairs Greater Los Angeles Healthcare System  
Volunteers of America, Greater LA Headstart program.

Sometimes a rotation site could be 20-25 miles from an intern's home. The daily schedule at the practice sites may vary. It is important to start early at some rotation sites and start late at other rotation sites, so the intern must be able to adjust to a flexible schedule.

Some of the rotation sites may be used for special interest. The DI Director will meet with individual intern to discuss option and areas of interest. Requirements for placement vary at each site. Some rotation sites require an interview. Interns will be placed at a facility pursuant to facility requirements. For example, if a hospital requires an intern to have one year prior

clinical work experience, an intern who meets that requirement will be placed at that facility. Intern placement may be based on residence if they meet the facilities' requirements. The DI Director, if possible, will attempt to place the intern at a facility location in close proximity to their residence. There are specific rotation sites for Community emphasis interns. Rotation may change at the last minute due to unplanned circumstances, such as a shortage of dietitians at a facility or budget cuts.

## **Entrance Requirements**

All students must participate in the Spring Computer Matching (D&D Digital). The DI application is submitted through DICAS, students must submit the required supplemental material to the DI program, and in addition, student must apply to the CSUN graduate program.

Applicants interested in applying to the DI must file a separate application for graduate school at California State University, Northridge (CSUN) through CSUApply. After completing the CSUApply application, you will also need to apply to the FCS Department.

Information about entrance requirements for the graduate program is available at <http://www.csun.edu/health-human-development/family-consumer-sciences/graduate-admission-human-nutrition>

Additional information about the DI application is available at <http://www.csun.edu/hhd/fcs/di/>

Applicants to the DI program who are unable to pass or unwilling to pay for a background check, drug screen or fingerprinting should not apply to this program as contracts/memorandum of agreements with supervised practice sites require these tests which are obtained at student expense.

An intern who is not able to pass the required background check, drug screen or fingerprinting will be dismissed from the DI program and tuition may be only partially refunded, if at all. Procedures for withdrawal and the refund schedule are published each semester in the CSUN Schedule of Classes.

\* CSUN Undergraduate/Graduate Catalog, FCS Department.

## **DI Program Completion Requirements**

The DI program is completed over two semesters (10 months) and is rigorous, combining graduate classes with supervised practice. Interns attend classes at 4:00-6:45 PM and/or at 7:00-9:45 PM two days a week and are in supervised practice three-four days a week.

Interns are expected to:

1. Complete 33 units of graduate courses including all of the following:
  - FCS 573 Seminar Dietetic Interns (Fall/Spring) (Note: interns register for this course each semester but only obtain 3 units towards the MS degree)
  - FCS 570 Practicum Nutrition Therapy (Fall/Spring)
  - FCS 571 Practicum Food Service System Management (Fall/Spring)
  - FCS 572 Practicum Community Dietetics (Fall/Spring)
  - FCS 606 Vitamin and Mineral Metabolism (Fall semester)
  - FCS 607 Carbohydrate, Lipid and Protein Metabolism (Spring semester)
  - FCS 681 Research Methods (Fall semester)
  - FCS 682 Research Applications (Spring semester)

Coursework may be taken before or during the rotations. A “B” average must be maintained with a minimum “B” grade earned in each graduate course. A grade of “B-“or lower in any of the above courses will be cause for suspension or dismissal from the program. The intern’s coursework and schedule are determined by DI Director with concurrence of the intern.

A description of graduate courses can be found at the Family and Consumer Sciences (FCS) Department web site: <http://www.csun.edu/hhd/fcs> or the online catalog.

2. Complete 1,216 hours of supervised practice in assigned facilities and/or programs. The supervised practice includes 552 hours in the nutrition therapy or community track, 424 hours in the community nutrition or nutrition therapy track and 240 hours in the foodservice management rotation. The rotations are taken for a grade, but no graduate credit is given. Rotations must be completed within 15 months. In addition, for each area of supervised practice you will be required to enroll in a course for a grade. These courses include FCS 570 (Nutrition Therapy), FCS 571 (Food Service), and FCS 572 (Community Nutrition).
1. Complete a medical Spanish training or a conversational Spanish course.
2. Complete cultural sensitivity training classes.
5. Meet all program competencies and student learning outcomes.
6. Remain in good standing with the University and comply with all rules and regulations as written in the University Catalog and this Handbook.

After completing the above, the intern will have earned 33 graduate units and is eligible to take the A.N.D. Registration Exam.

The current CSUN DI program is accredited as a non-degree DI, however the program requires that students take 33 graduate units credits in order to receive a DI verification statement. These units can be applied to the MS in Human Nutrition degree.

Interns with a MS degree are accepted into the program and may receive credit towards the DI program for some courses taken at another accredited university. They will not receive credit towards the required nutrition classes. All nutrition classes must be taken at CSUN.

For a description of the M.S. degree and other important information, interns will need to purchase the CSUN catalog, the Schedule of Classes and the FCS Graduate Handbook which are available in the university bookstore and the FCS Department office.

## **DI Calendar / Schedule**

The CSUN DI Program starts June of each year. Orientation is scheduled for the months of June and July. The first rotation may start during the last week of July and/or the first week of August. The program ends on the second or third week of May. There will be a two week vacation which is usually scheduled for the end of December and/or beginning of January. A sample rotation schedule is below. Dates will vary based on the intern rotations and intern concentrations. Please refer to hours of rotation and weeks of rotation.

### **THIS IS A SAMPLE DI SCHEDULE**

<b>July</b>	<b>Orientation to DI</b>
<b>Aug – Sept</b>	<b>Foodservice rotation</b>
<b>Sept-Dec</b>	<b>Nutrition Therapy rotation</b>
<b>Dec-Jan</b>	<b>Vacation 2 weeks (dates will vary)</b>
<b>Feb-May</b>	<b>Community Rotation</b>

Most rotations are scheduled for Tuesday-Friday (3 or 4 days per week depending on the DI concentration). The weeks of staff relief may be 4 days.

### **Weekly Intern Schedule Sample**

Mondays	FCS 573, Seminar in Dietetics Attending Consortium class One graduate course taken in the evening
Tuesdays- Friday	Supervised Practice (FCS 570, FCS 571 and/or FCS 572)
Tuesday or Thursday	One graduate course taken in the evening

#### **Fall semester:**

FCS 681, FCS 606, FCS 573, FCS 572, FCS 571 and/or FCS 570

#### **Spring semester:**

FCS 682, FCS 607, FCS 573, FCS 570, FCS 571 and/or 572

**Spanish training classes will be taken online.**

### **Rotation Schedule Policy**

The intern will meet with the DI Director prior to start of the DI to discuss all rotations. The intern will be required to contact the preceptor two to eight weeks prior to the start of any rotation. The intern may need to complete an orientation specific to the rotation site. Each intern may also be required to conduct additional background checks or tests. The intern is then urged to research and read about the site prior to the start of rotation. There are FACT SHEETS specific to each rotation. The intern should, in addition, Google and search the website and familiarize him/her with an overview of the facility. The intern is responsible in obtaining all information necessary prior to start.

### **Special Interest Rotation**

During the initial meeting with the DI Director, the intern will be asked to think about an area of interest in the first few months and inform the DI Director at least 6-8 weeks in advance. The intern will have the option to choose from one of the special interest areas with which the DI is contracted. The intern will then contact the site 4 weeks prior to start date to determine if additional background checks or information are necessary. Some sites may take 4 weeks to clear an intern. Please plan ahead. Interns not following the policy may not be allowed to rotate through their first choice.

The intern will then need to come up with goals and objectives for this rotation. They will need to determine which Student Learning Outcomes will be met at the rotation site. The intern will need to develop an evaluation form for this rotation similar to the ones used at CSUN DI. The intern will submit a copy of their goals, SLOs and evaluation form to the preceptor on the first day of rotation.

At the end of the rotation the following needs to be submitted to the DI Director:

Evaluation of intern by preceptor (intern has developed this)

Goals/SLO of the rotation

Self-Evaluation

Rotation/preceptor evaluation form

Critical Incident and log of activities form

Any projects or assignments completed at the rotation site

### **Spanish Classes**

For this year we will use Skelly Publishing  
Continuing education and practice resources for RDs

[www.skellypublishing.com](http://www.skellypublishing.com)

1.888.Skelly1

There will be additional information during orientation and Sheila Kelly will be available for questions.

The Spanish course is entitled 'Connecting Successfully with Your Hispanic Clients: Cultural Competence and Basic Spanish Skills for Nutrition Professionals', which is offered through Skelly Publishing. To purchase it, please go to <http://www.skellypublishing.com>. At checkout, enter the coupon code CSUN, which will give you the discounted price of \$68.75. The program contains a book and 2 CDs. In the back of the book are instructions for accessing the Skelly Publishing online testing site to complete the exam and receive your Certificate of Completion.

### **Businesses Plan**

During the first meeting with the DI Director, the intern will be informed about the project and will be urged to start thinking about a Business plan. Intern must submit a draft of the Business Plan to the DI Director by end of first semester, and a final copy by the end of the internship program. Please refer to the Business Plan class and CSUNbox file for the outline of all sections to include in the project. The budget section of the business plan should be completed prior to the budget assignment class. There will be a training and presentation on budgets. There are samples of previous business plans in the DI Director's office.

### **Other Assignments**

Please refer to syllabus for the following assignments:

Research assignment; Spanish assignments; Program Development assignment  
Case Studies; Menu assignment; Public Policy assignment, etc.

## **Estimated Costs of the Program**

<b>Estimated Costs for Interns</b>		
Costs	7+ units/ Semester	Full Year
<b>One-Time</b>		
A.N.D. dues		\$58
Local District Association Dues		\$20
Professional Liability Insurance		\$20
COM concentration Intern Training Fee		\$750
<b>University Related Expenses</b>		
CSUN Graduate Application Fee		\$55
CSUN Graduate Tuition	\$4,161	\$8,322
*add \$396 per unit for Nonresident & International students		
Books/Supplies	\$1,001	\$2,002
Parking (optional)	\$189	\$378
<b>Living Expenses</b>		
Room and Board	\$5,561	\$11,122
Transportation	\$736	\$1,472
Miscellaneous	\$740	\$1,480
Health Insurance	variable	

### ***Insurance and Other Costs***

Students are required to purchase their own health insurance, auto insurance, & liability insurance throughout the program. Any additional trainings, background checks, fingerprinting, SCANS, CPR training, etc. will be the financial responsibility of the intern.

Interns are required to purchase all the materials/books and supplies necessary for the Spanish classes.

Interns are required to become student members of the Academy of Nutrition and Dietetics.

## **Program Calendar, Vacation, Holiday, and Absence Policies**

Two semesters and a total of ten months are needed to complete the program. The required graduate courses are not taught during the summer but there are courses taught in the summer which may be used toward the graduate degree.

Holiday and vacation breaks are published in the CSUN catalog and in the Schedule of Classes; however most dietetic interns will be required to rotate through December and January. At least one month before the beginning of the DI, the DI Director will plan the rotation schedule with the intern. Interns with vacation requests should make them known to the DI Director at this time. The intern and DI Director may jointly elect not to follow the CSUN spring break schedule in order to proceed with a rotation. The DI will begin in June of each year. Month of June will be used for orientation to the DI program and some affiliate orientations. The first rotation starts during the last week of July and/or the first week of August. Interns will have approximately a one-two week vacation during the winter break.

A verification statement from the DI requires the satisfactory completion of 1216 hours supervised practice experience in addition to the completion of all required courses and trainings. Any time missed from these hours must be immediately discussed with the DI Director and be made up in a manner that is satisfactory with the DI Director and the institution in which the missed time occurred.

If an intern is sick or will miss any scheduled supervised practice hours, they must contact their preceptor and DI Director immediately. The intern will discuss with their preceptor and DI Director the manner in which they will make up the missed supervised practice hours.

Repeated absences that are not resolved may result in dismissal from the program.

All interns are encouraged to attend professional meetings such as the annual meeting of the Academy of Nutrition and Dietetics, meetings of the state and district dietetic associations, and Marilyn Magaram Center Advisory Board Meetings, events, lectures and symposia. Attendance at meetings will be scheduled in advance so that the rotation schedule is not affected. These meetings will not count toward the 1,216 hours of supervised practice.

### **Dress Code**

Interns in the DI are expected to act and to dress in a manner appropriate for a professional dietitian. Business clothing and closed-toe shoes are required. Women may wear low-heeled shoes or dress flats. Men may wear neckties and dress shoes. No jeans, T-shirts, exercise shoes, shorts or tops exposing bare midriff are to be worn in supervised practice facilities. Laboratory coats are often required. Interns should check with the staff of each facility to ascertain the dress code for that operation. Name tags are to be worn at all times when in supervised practice facilities. A badge/name tag is often provided; if one is not provided the intern may make one or order one through a stationery store. The name tag should indicate the interns name along with CSUN Dietetic Intern.

## **Liability**

### Liability for Safety in Travel

Interns are responsible for making all travel arrangements to and from rotation sites and to and from the university. Interns must have available a car as travel in the Southern California area can involve considerable distances. Interns must show proof of car insurance and should carefully check rates after consulting with a number of insurance companies. Proof of insurance will be collected on a semester basis by the DI Director.

Since the University is self-insured as a state institution, liability coverage is unavailable to interns. Interns are not employees of the university and thus must sign a form which releases the State of any and all liability. The State of California requires all licensed drivers to be able to show proof of automobile insurance.

### Professional Liability Insurance

Upon admission to the DI, interns must immediately purchase professional liability insurance. Proof of liability insurance is required before beginning any supervised practice. This insurance is available through Mercer and should be ordered online at [www.proliability.com](http://www.proliability.com). Sign up as a student → Dietetic Practitioners → California → 1,000,000/3,000,000 → for 1 year. The yearly fee for this insurance is currently approximately \$20 for 1 year.

### Medical Insurance

Interns must also show evidence of medical insurance, either through a family medical plan or the health insurance program available to CSUN students at special rates. Student health insurance is available through Associated Students for services not provided by the Student Health Center (e.g. hospitalization, surgery and maternity care). For more information, visit CSUN's Klotz Student Health Center <http://www.csun.edu/shc/>

## **Physical Examination**

Before beginning the DI, interns are required to have a physical examination completed either by their physician or by a physician at the Student Health Center. Student fees cover the costs of most services at the Student Health Center so often no additional fee is incurred. Physical examination forms are found in this Handbook. The purpose of the physical examination is to determine if the intern is free of communicable disease. Proof of a yearly physical must be provided to the Director and to all preceptors in hospitals, food service, and public health programs. Additional medical screening is required by all DI facilities; this includes yearly screening for tuberculosis. Some sites require additional health screening, such as titers for varicella, mumps, measles, rubella and hepatitis. Some sites require the intern to have the hepatitis vaccine, a series of three injections. Most tests are done at the intern's expense.

In addition to the physical examination, all new and transfer students born after 1957 and all students living in campus housing are required to show immunity to measles and rubella during their first semester at CSUN. This requirement can be met by presenting immunization records or receiving a free immunization at the Student Health Center. Any student who was immunized

between 1957 and 1967 for measles or rubella may be at risk of contracting these diseases due to an ineffective vaccine administered during that period. Failure to either show proof of immunity or receive an immunization will jeopardize future registration at CSUN.

## **Injury and Illness Policy at Facility**

In the event of a medical emergency during supervised practice, you should notify your preceptor who will arrange for necessary emergency health care. If you are unable to reach your preceptor, speak to another employee at the site. Except for emergency or first aid care, the facility is not required to provide any other health services. If additional services are provided, the intern is expected to pay for this service at the time of service. Interns should check the deductible on his/her medical insurance so the amount of out pocket expenses is known in advance. Should you become ill at your site, speak with your preceptor, make arrangements to leave and then call your personal physician. Please let the DI Program Director how you are doing.

## **Protection of Patients and Clients**

Most supervised practice sites require interns to attend an orientation and have a background check prior to beginning a rotation. Some sites require an intern to attend fire class or have CPR training. Hours spent in attending orientation or obtaining fingerprinting or background checks is not part of the rotation hours. At the present time, some sites pay for the fingerprinting or background checks but often the intern must pay for this service. LifeScan is currently the company conducting the background checks and at present will only do a check for one site, thus multiple checks may be needed. For additional information see [www.mybackgroundcheck.com](http://www.mybackgroundcheck.com) Interns should expect that background checks will be done at his/her expense.

## **Student Services**

CSUN has a variety of services designed to assist the student in succeeding at the University. These services include: The Career Center which guides career development and decision-making through counseling and educational programs; Student Development and International Programs which provide information on off-campus housing, commencement and overseas programs; Student Health Center which provides basic medical care for illnesses and injuries; Learning Resource Center which provides assistance in developing effective writing as well as information on email and other software used on campus; Students with Disabilities Resources which provide direct services as well as referral services; University Counseling and Testing Services which offer confidential counseling and psychological services; Financial Aid and Scholarship Office which provides information on financial aid and scholarships. CSUN provides free virus protection for all students and a CSUN email account. As the University uses the CSUN email account to provide important announcements, any student who chooses not to use the CSUN email account should go to the CSUN portal and have email referred from the CSUN account to the student's personal email account. A complete description of these and other services can be found on the university web site at [www.csun.edu](http://www.csun.edu) or in the university catalog under "student services". Interns will have access to tutorial support services such as

associated students tickets, student's recreation center and other services can be found on the university web site at [www.csun.edu/usu](http://www.csun.edu/usu) .

## **Equal Opportunity**

CSUN does not discriminate on the basis of age, sex, religion, disability, race, color, national origin, marital status or sexual orientation. Procedures have been established by the University President for students who feel discriminated against on the basis of any of the above. Please see section on Evaluation and Grievance Procedures in this Handbook and also in the CSUN catalog

## **Access to Personnel Files**

The University maintains a personal file of each student in attendance. This file is considered to be confidential except for "directory information" as described in the Protection of Privacy section of this handbook. Students may access their files by using a PIN. In addition, students may also request access to their files by ordering a copy of their transcripts. Transcripts of courses taken at CSUN are issued only with the written request of the student concerned and must be accompanied with the appropriate payment. The FCS Department also maintains a file for each student. Interns may review their files at any time the Department office is open. The FCS Department is located in Sequoia Hall Room 141.

## **Protection of Privacy of Information**

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g) and regulations adopted from this act (34 C.F.R. 99) and California Education Code Section 67100 et seq., set requirements designed to protect the privacy of students concerning their records maintained by the University. The University has authority under this Act to release "directory information" concerning students unless the University has received a prior written objection from the student specifying that the information not to be released. This notification must be made at each registration for that semester. Any questions regarding student prerogatives under the Act should be addressed to the Vice President for Student Affairs. "Directory information" includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student. This information can be released at any time unless the University has received prior written notice as stated above.

## **Evaluation Procedures after Admission to the DI**

Each intern will meet with their preceptor during the rotation to measure the intern's progress towards meeting the competencies and to identify strengths and weaknesses in on-the-job behavior. Prior to the meeting, the intern and the preceptor separately will complete the appropriate evaluation form and then use the evaluation form to jointly discuss the intern's progress. There will be a midway and/or final evaluation, depending on the supervised practice. A copy of the intern and the preceptor evaluation is given to the DI Director and/or DI Coordinator at the conclusion of each rotation.

Schedule for Preceptor/Dietetic Intern Evaluation:

### Nutrition Therapy

- Intern should be evaluated midway and at the conclusion of the rotation.

### Foodservice Management

- Intern should be evaluated midway and at the conclusion of the rotation.

### Community

- WIC/LA Department of Public Health/Outpatient Counseling - Intern should be evaluated at the conclusion of each rotation.

During all the rotations listed below, an evaluation form (either final or midway/final) will be completed by the preceptor and submitted to the DI Director and/or DI Coordinator at the end of each rotation. Each of the following rotations have assessment/evaluation forms:

NT rotation (evaluation form, verbal feedback, pre test, case study, timesheet, completed assignments)

WIC (evaluation form, verbal feedback, timesheet, completed assignments)

Outpatient Rotation (evaluation form, verbal feedback, pre test, case study, timesheet, completed assignments)

Hospital/Acute Foodservice (evaluation form, verbal feedback, pre test, timesheet, completed assignments)

School Foodservice (evaluation form, verbal feedback, pre test, timesheet, completed assignments)

Special interest (evaluation form prepared by each intern based on their goals/objectives, timesheet)

Research project (completed project, grade from instruction, sheet with hours completed)

Practicum Spanish (assessed throughout the internship, sheet with hours completed)

Program development (completed program development assignment, grade from instruction, sheet with hours completed)

In addition, each intern is required to complete a pretest, a sheet with SMART goals and a self assessment prior to each rotation.

Interns are required to submit in addition to the above forms, an evaluation of the rotation experience on SurveyMonkey.

One year and three years post graduation, each intern will be asked to complete an evaluation form. This will assist the program to assess the program.

## **Intern Retention**

Interns having difficulties meeting competencies for Registered Dietitian Nutritionist/Student Learning Outcomes will be given individual guidance and assistance by the DI Director. However, if improvement is not shown and the intern demonstrates a lack of ability or commitment, he/she may be temporarily suspended from the program until a course of action is taken and improvement results. If an intern believes he/she has been dealt with unfairly, a conference should be arranged with the DI Director. If the intern is not satisfied with the outcome of the conference, the Chair of the Department of FCS may be consulted. Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

## **Grievance Procedures**

Procedures have been established by the University President in the event a student feels he/she has been discriminated on the basis of age, sex, disability, race, color, national origin, marital status or sexual orientation. Any student who desires to initiate a grievance against a faculty or staff member because of discrimination on the basis of age, sex, race, color, national origin, marital status or sexual orientation are advised to obtain written instructions for filing the grievance from the Office of the Special Assistant to the President on Equity and Diversity. A student who wishes to initiate a grievance against a faculty or staff member on the basis of disability are advised to obtain written instructions on filing the grievance from the Office of the Vice President for Student Affairs or by initiating a search at [www.csun.edu](http://www.csun.edu)

Academic grievances are handled by separate grievance procedures than those used for discrimination grievances. Grades assigned by faculty are assumed to be correct. A student who has a question about the appropriateness of an assigned grade should first attempt to resolve the matter informally with the faculty member involved. If this does not prove satisfactory, the student may then bring his/her case before the Academic Grievance and Grade Appeals Board. Information and forms for filing an academic grievance or grade appeal may be obtained from the Office of the Vice President for Student Affairs or by initiating a search at [www.csun.edu](http://www.csun.edu). A copy will be saved in the file for seven years.

## **Withdrawal from the Program or University and Refund Policy**

When it is necessary for an intern to withdraw completely from the university he or she must secure the appropriate approvals that are outlined in the university catalog under “withdrawal”. Refund information is published each semester in the Schedule of Classes. Refunds are allowed for a reduction in units or a complete withdrawal requested prior to the refund deadline which are

published in the Schedule of Classes and at [www.csun.edu](http://www.csun.edu). The last day to apply for a refund, which is very early in the semester, is printed in the Schedule of Classes. The time limits may be extended if illness, accident or compulsory military service presents the student from filing application within the prescribed time limits. The refund policy is based upon the date of withdrawal. After the sixth week in the semester there is no refund. Please consult with the DI Director and review the information in the Schedule of Classes if you need additional information.

## **Disciplinary and Termination Procedures**

The University assumes that all students will exhibit behavior that is mature, responsible and law-abiding and that students will comply with University policies and procedures. The Student Conduct Code can be found in the CSUN catalog and the Schedule of Classes and at [www.csun.edu](http://www.csun.edu)

Interns are expected to maintain professional behavior. This includes maintaining confidentiality of sensitive information obtained at the supervised practice facilities, providing proof of insurance (automobile, health, liability), providing proof of freedom from communicable disease, adequately preparing for supervised practice and completing assignments and following the dress code. Failure to maintain professional behavior will result in disciplinary action. Students are subject to disciplinary action and dismissal if they fail to follow the Code of Ethics for the Profession of Dietetics.

## **Counseling and Disciplinary Procedures**

Policies and procedures that protect your rights and represent current institutional practices are available in the Program Director's Office as well as in the FCS Department Office. You are expected to comply with University and Hospital policies and regulations as long as you are enrolled in the Dietetic Internship. If you violate a policy or regulation, disciplinary action up to and including termination of the program enrollment may be appropriate. Action, other than termination, is taken in an attempt to correct your conduct or performance and to help you meet the standards as required. Counseling and disciplinary action may take several forms. The appropriate form depends on the seriousness of the offense, the circumstance involved, your previous record, etc. Actions taken by the Site Coordinator, after consultation with the Program Director, take the following steps:

### **Step 1 – Oral Counseling**

Oral counseling occurs when it is necessary to verbally inform you of inappropriate behavior or performance problems. A record of the date, time and place the verbal counseling occurred will be recorded and maintained in the Program Director's and Site Coordinator's office. This record will consist of a statement of the counseling given, including date, time and place, signature of the Site Coordinator and date of signing. Space will be allotted for your comments and signature. Your signature acknowledges receipt of the counseling, NOT necessarily agreement as to content. This serves as a notice of necessary corrective action, not necessarily a statement of discipline.

Oral counseling may occur for any of the following reasons:

Tardiness  
Unexcused absence  
Incomplete or late assignments  
Inappropriate behavior as determined by the Site Coordinator  
(Inappropriate interactions with facility personnel, lack of professionalism, etc)  
Lying  
Verbal or written falsification of assignments  
Plagiarism  
Failure to follow site policy on patient privacy issues

Unexcused absences will include failure to inform Site Coordinator or Program Director of inability to attend class or work, car trouble or the inability to find the class, scheduling vacation or absences without prior approval.

### **Step 2 - Written Counseling**

This counseling will document the second offense of action. The form will include a description of the incident describing required corrective action and failure to meet the action plan described in Step 1. This step may include failure to comply with corrective actions as documented in Step 1. The Site Coordinator will complete the Counseling Form attached below, in consultation with the Program Director. This record will consist of a statement of the counseling given, including date, time and place, signature of Site Coordinator and date of signing. Space will be allotted for your comments and signature. A copy of the form will be sent to the Program Director for inclusion in the student file.

Your signature acknowledges receipt of the counseling, NOT necessarily agreement as to content. This serves as a notice of a statement of discipline.

### **Step 3 - Written Warning of Termination**

A written warning of termination will be given if the Written Counseling has not resulted in corrective action. Intern will have four (4) days to comply with all requirements or termination will occur.

### **Step 4 – Termination**

Termination will occur if you have not met corrective action as described in Step 3 within the four (4) days.

Discharge for serious offense can be made without prior written warning to you, but requires prior approval of the Program Director and Chair of the FCS Department. The previous steps may not need to be undertaken if a serious offense occurs. Examples of a serious offense include but are not limited to, the following:

Insubordination;  
Intoxication, possession, or use of intoxicants on the job;  
Abandonment of position;  
Fighting or threatening conduct;  
Theft or unauthorized possession of hospital, patient or employee property;  
Malicious and/or intentional destruction of hospital, patient or employee property;  
Failure to report to work or notify the site coordinator of absence;  
Falsification of records;  
Action considered dangerous to patient, employees, visitors or physicians;  
Behavior considered abusive or disruptive.

The Site Coordinator will document all actions taken on the Counseling Form attached. The Form will be mailed to the Program Director immediately after consultation with the Intern.

**California State University Northridge  
Dietetic Internship Program  
Counseling Form**

Oral \_\_\_\_\_ Written \_\_\_\_\_ Written Warning of Termination \_\_\_\_\_ Termination \_\_\_\_\_

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

Name of student/intern: \_\_\_\_\_

Facility: \_\_\_\_\_

Person completing the counseling form: \_\_\_\_\_

Description of incident/ reason for counseling:

Statement of counseling:

Corrective action plan required: (include date required by)

Comments by Dietetic Intern:

\_\_\_\_\_  
Signature of Dietetic Intern

\_\_\_\_\_  
Signature of Preceptor/Site Coordinator

\_\_\_\_\_  
Signature of DI Director

Your signature acknowledges receipt of the counseling, NOT necessarily agreement as to content. This serves as a notice of a statement of discipline.

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**DEPARTMENT OF FAMILY AND CONSUMER SCIENCES**

**DI PROFESSIONAL PROGRAM CONTRACT**

In addition to the policies on academic, professional, and clinical performance as described in the DI Handbook and CSUN catalog,

1. I understand that the scheduling of DI supervised practice and FCS classes as to time and location may vary according to need and that any outside commitment is therefore secondary to my availability to the professional program. The DI begins June of each year. All interns will be required to attend orientation and trainings in the months of June and July. All orientation meetings, including those at CSUN & at the supervised practice site are required and are not counted as part of the hours for supervised practice. COM track interns who are not WIC MIS trained will be required to become trained in the computer system prior to start of the DI. This training is approximately four weeks in the month of June.
2. I understand that I will need to anticipate the following financial obligations in the professional course of study:
  - Regular fees of the University as full-time student for two semesters to complete the DI program including orientation and other fees.
  - Textbook costs
  - Professional student expenses such as: liability insurance, health insurance & TB test, lab coat, name tag, commuting costs, parking fees at CSUN and other sites as needed. Student membership in the AND is recommended
  - Transportation expenses including access to a motorized vehicle and automobile insurance.
3. The Dietetic Internship is to be completed within 2 semesters (10 months); special permission from the DI is required to drop out for a semester. Required DI coursework must be completed before I am eligible for the DI exam. I understand that ACEND requires that the internship be completed within 15 months.

I must abide by all rules, regulations and requirements set forth in the DI Handbook including those related to yearly physical examination and TB test, flu shots, titers when required, protection of clients (fingerprinting and background check), and completion of dietetic intern evaluations. I understand that if I fail to pass the background check and fingerprinting I will be removed from the DI program.

5. I must abide by all rules and regulations of CSUN as described in the CSUN Catalog, CSUN Schedule of Classes, and Family and Consumer Sciences Graduate Handbook. CSUN stipulates that a graduate student must maintain a 3.0 GPA and B average.
6. I must provide a copy of my DPD verification form, proof of all insurance and physical examination indicating you are free of communicable disease before beginning the DI.

I have read and understand all CSUN DI Program Policies and Procedures.

I understand the above terms and will agree to them as a Dietetic Intern in the Dietetic Internship Program, Family and Consumer Sciences at California State University, Northridge.

_____	_____
Date	Print Name
_____	_____
Date	Signature
_____	_____
Date	Witness

**California State University Northridge Dietetic Internship**  
Intern Checklist and Agreement

The following documents are required for participation in the Dietetic Internship (DI). Contracts with hospitals, other facilities as well as University Policies are the basis of this requirement. Some documents are required each semester while others are required only at the beginning of the program. Attach a copy of the documents to this form and place a ✓ by those that are attached. Provide this form and the attached documents at orientation. (Please prepare and bring these items to the DI orientation in July, you will submit to DI Director and/or DI Coordinator).

- \_\_\_ Student Confidentiality Statement (found in DI handbook)
- \_\_\_ Liability Insurance: attach copy of professional liability insurance policy. (You should sign-up as a student, please make the official start date July. See handbook for how to apply for liability insurance.)
- \_\_\_ Medical Insurance: attach copy of card (MUST have Medical Insurance during DI)
- \_\_\_ Car Insurance: attach copy of proof. You will need to resubmit the new form throughout the DI.
- \_\_\_ Proof of good health & TB test (physical exam). Please use the form in DI handbook and have your health care provider sign and date it. The Northeast Valley Health Corporation (NEVHC) Health Clearance form will also need to be completed. (Page 35-37 of DI handbook)
- \_\_\_ DPD verification form (month, day, year of completion). Original signed copy.
- \_\_\_ Final official transcript showing date of Bachelors degree awarded (month, day, year of completion)
- \_\_\_ Community Concentration interns only: \$750 training fee. (Due 1<sup>st</sup> day of orientation along with checklist)
- \_\_\_ Background checks and fingerprinting. (Completed through NEVHC WIC – Marilen Howard will send you an email with details. There will be a charge.)
- \_\_\_ A copy of A.N.D. member card. If you are not a member, you need to apply online as a student.
- \_\_\_ \*CPR certification: attach copy of proof (must be valid)
- \_\_\_ \*ServSafe certification: attach copy of proof (must be valid)
- \_\_\_ \*HIPPA certification: attach copy of proof (must be valid)

**\* Due during orientation, prior to start of first rotation**

Your signature below indicates that you have the following:

- \_\_\_ Lab coat: full length most desirable (Will be ordered)
- \_\_\_ Name Badge: Name, BS (or other degree) CSUN Dietetic Intern (Will be ordered through CSUN – Approximate charge of \$12)

and that you have read the Dietetic Internship Handbook and you agree to abide by all policies and procedures throughout the Dietetic Internship.

---

Full Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# SMART GOALS

## Dietetic Internship

Each semester you will write SMART goals before beginning each rotation. During the first semester you will also write goals for DI and for your career. Word process your goals and update them as needed. Provide a copy of the goals at the beginning of the DI, either at the orientation or the first FCS 573 class.

- ✓ Goals for this Rotation: Goals for each rotation must be written as SMART Goals.
- ✓ Smart Goals are: measurable, acceptable, realistic, time framed. A Google search will provide more information to guide you in writing the SMART Goals. The competency statements will be a guide as to what you should expect to be able to do at the end of the rotation but you do not need to write a goal for each competency and you may want to achieve a goal that is not listed as a competency.
- ✓ Goals for the dietetic internship.
- ✓ Goals for your career.

Enjoy this process and be sure and save a copy as a word processed document.

**Sample**  
**CALIFORNIA STATE UNIVERSITY NORTHRIDGE**

Name \_\_\_\_\_  
 Dietetic Internship: NT/ FS/ COM Rotation

**LOG SHEET**

	Date	Start & End time	Hours	Tasks/Assignments	Initial (by RD or FS Manager)
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
		Total Hours:			

\_\_\_\_\_  
 Name of Registered Dietitian

\_\_\_\_\_  
 Signature of Registered Dietitian

\_\_\_\_\_  
 Name of Dietetic Intern

\_\_\_\_\_  
 Signature of Dietetic Intern

**Critical Incident Form** – are completed every month on Canvas (at least 1 per rotation) during the internship

Describe an incident or situation, during supervised practice, in which you were involved that made an impression on you in either a positive or negative way.

Date:

Category of the Activity:

- Observing & reporting
- Decision making
- Relating to preceptors, managers, employees
- Adapting to new or stressful situations
- Using learning opportunities
- Demonstrating creativity
- Evaluating professional performance

What happened?

How were you involved?

What was the effectiveness of this action?

In retrospect, is there anything you would have done differently?

**CALIFORNIA STATE UNIVERSITY NORTHRIDGE**  
**Dietetic Internship**  
**Evaluation of Supervised Practice and Preceptor Form**  
**(Completed through SurveyMonkey)**

Name of facility: \_\_\_\_\_

Rotation: \_\_\_\_\_

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

Complete this form for each experience and rotation facility.

1. To what extent did this experience contribute to your professional growth?  
Circle one:
  - a. contributed greatly
  - b. contributed to some extent
  - c. did not contribute as much as I expected
  
2. Were you ready for this rotation through readings, classes, orientation? If not, what would have helped you be better prepared?
  
3. What activities were the most valuable?
  
4. What activities were useless for your professional development?
  
5. Were you allowed to develop your judgment and decision-making abilities?
  
6. In your opinion, does this rotation at this facility need improvement at this time?
  
7. To what extent did the preceptors at the facility contribute to your professional growth?
  - a. contributed greatly
  - b. contributed to some extent
  - c. did not contribute as much as I expected
  
8. Additional comments:

Preceptors may ask for feedback; indicate which action you want taken:

I have given my preceptor a copy of this form \_\_\_

You may send a copy of this form \_\_\_

Please keep my comments confidential \_\_\_

Not applicable for this event \_\_\_

**California State University Northridge**

**Dietetic Internship Program  
Dietetic Preceptor Evaluation Form  
(Completed through SurveyMonkey)**

**Date:**

**Name of Preceptor / Site:**

**Rating Score:** (Please rate on the scale of 1-5. 1 being strongly disagree, 2. Disagree 3. Neutral 4. Agree 5. Strongly agree)

Criteria	Rating Score (rate 1-5)		N/A	Additional Comments
1. Provides a valuable role model				
2. Is knowledgeable and qualified as the rotation instructor				
3. Exhibits interest and enthusiasm in imparting knowledge				
4. Is sensitive and supportive to the needs of the intern				
5. Encourages development of self-confidence in the intern				
6. Demonstrates leadership in daily interactions				
7. Presents a cooperative attitude				
8. Promotes excellence for the profession and its standards of practice				
9. Provides clear and understandable expectations and instructions for the rotation experience				

**Additional Comments :**

**Outline for Case Study (Clinical & Community)**

As this outline may be used for two rotations, there will be variations in information available. The intern is encouraged to consult with the DI director on the suitability of a case or any part of the case.

### Nutrition Therapy

Two case studies are completed during the nutrition therapy rotation. The first case study is due by the time the intern has completed 100 hours. The second case study, which should be a patient with multi-system organ failure, is due before staff relief begins. One case is presented during the DI Seminar; discuss what case to present with DI director. The other case is presented to the staff at the rotation site. Please let the DI Director know the date and time of presentation. Consult with preceptor regarding which case to present. You must submit the written case studies in this format to your preceptor and DI director. You must use PowerPoint presentation for the oral presentation of the case.

### Community Rotation

One case study is usually completed during the WIC or education or outpatient rotation. The case study is due, at the latest, on the last day of the rotation or before the 573 exam. The intern is encouraged to consult with the DI director on the suitability of a case or any part of the case.

A word-processed copy of the case study should include footnotes and a reference list; conversations with other members of the health care team should be footnoted and included in the reference section.

### Sections to include in the case study<sup>1</sup>

1. Description of primary disease and nutrition treatment: Discuss the patient's primary diseases, including the incidence, diagnosis and pathophysiology and medical treatment. In greater detail, review current nutritional treatment. This section should be at least one page.

2. Abstract: An overview of the case from start to finish. It should be 50 -100 words. Include reason for admission/outpatient visit and briefly review hospital stay/clinic visit.

### 3.Nutrition Assessment:

Past medical history: Obtain from patient, family, team member and/or medical record

Family and Social history: Obtain from patient, family, team member and/or medical record. Include occupation or grade in school. Include hobbies, sports or other information which may impact on nutritional status.

Physical Examination: Include vital signs from team member or medical record and your description/physical assessment of hair, skin, eyes, mouth, teeth, wt, ht and other anthropometric data; note presence/absence of edema, ascites. Note patient's affect and other characteristics deemed important. Do not say eyes are normal, rather describe what you see. You may need to ask patient to open mouth. Include current and past physical activity. Use appropriate guide to assess adequacy of weight or growth (BMI, prenatal, child or specialized growth charts or BMI percentiles, % usual body wt or Subjective Global Assessment).

4. Oral, enteral or parenteral intake: Obtain from patient, family or medical record. Record the diet order and/or type of diet followed. If hospitalized, include the amount consumed or results of calorie counts, if implemented. If an outpatient, obtain a 24 hour recall or other

measurement of prior food intake, including portion sizes. Briefly summarize findings, compare to patient's usual intake and the Dietary Guidelines for Americans 2005.

Feeding or Eating skills/limitations: Obtain from observation of patient and/or family or medical record. Note use of specialized feeding equipment.

Laboratory Data: Obtain from patient or medical record.  
Prepare table with serial labs (when available). Note normal range, including units.

Medication usage: Obtain from patient or medical record.  
List dietary supplements, herbs, over the counter medications and MD prescribed drugs.  
Review purpose for taking drug, food/nutrient interactions and reported side effects. Indicate if and what side effects the patient is experiencing.

Medical procedures or surgical procedures: Indicate and describe purpose and results of relevant procedures done during this or previous hospitalization

#### 5. Nutrition Diagnosis<sup>2</sup>:

Integrate all information above then write a nutrition diagnosis using reference 2; information this process is also included in Krause. If hospital is not using Nutrition Care Process (NCP) you must still include your PES statement in your case study.

#### 4. Nutrition Intervention<sup>2</sup>:

Describe activities and materials used to address the problem. Include discussions with health care team or family members. Write short-term and long-term measurable patient outcomes.

#### 5. Nutrition Monitoring and Evaluation:

Describe your review and measurement of the patient/client's status. Review and follow-up could be conducted by telephone. If you were not able to follow-up with the patient or client, then include recommend times for follow-up by the next member of the health care team and desired outcomes of nutrition care to be measured or evaluated.

#### 6. References used to prepare this case study.

References cited above:

Medical Nutrition & Disease A Case Based Approach (Hark & Morrison 2003).  
Nutrition Diagnosis: A Critical Step in the Nutrition Care Process available from [www.eatright.org](http://www.eatright.org)

## Medical and Physical History Form

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

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Birth date: \_\_\_\_\_ Birth Place: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Address/phone number: \_\_\_\_\_

Have you seen a physician in the past year? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

### Medical History

	Yes	No
High Blood Pressure		
Vision Problem		
Hearing Problem		
Thyroid Problem		
Heart Disease		
Rheumatic fever		
Pneumonia		
Tuberculosis		
Asthma, Bronchitis, Emphysema		
Hepatitis, Liver disease		
Peptic Ulcer		
Kidney disease, stones		
Hernia		
Venereal disease		
Arthritis		
Back problems		
Epilepsy		
Black outs		
Diabetes		
Malaria		
Cancer		
Severe Depression/emotional disorder (if yes, require medication? _____) (if yes, require hospitalization? _____)		
Allergies (if yes, explain _____)		

Have you had surgery?

Explain: \_\_\_\_\_

Do you have any medical problems not listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe \_\_\_\_\_

Any problems you wish to discuss with doctor? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you on any medication? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

**OFFICE USE ONLY**

Abnormal physical findings:

VISION:      Right \_\_\_\_\_                      Left \_\_\_\_\_

BLOOD PRESSURE: \_\_\_\_\_

PULSE: \_\_\_\_\_

TB SKIN TEST:

Site Given \_\_\_\_\_

Date Given \_\_\_\_\_

Date Read \_\_\_\_\_

Result \_\_\_\_\_

**Nurse Signature** \_\_\_\_\_



## NORTHEAST VALLEY HEALTH CORPORATION INITIAL HEALTH CLEARANCE FORM

This form must be completed by a licensed provider and returned to the Human Resources Department.

<b>Name</b>	<b>Position</b>	<b>Site</b>
-------------	-----------------	-------------

I authorize the release of this information for use by Northeast Valley Health Corporation.

<b>Signature</b>	<b>Date</b>
------------------	-------------

**IMMUNE STATUS – Required when hired or placed.**

Please attach a copy of your immunization record and or lab results indicating immunity.

Type of Vaccine	Date(s) immunized:	Disease/Tier(I/GG) <i>(if indicated)</i>	Date
Rubeola (Measles)			
Mumps			
Rubella (German Measles)			
Varicella (Chicken Pox)			
Tetanus-Diphtheria-Pertussis [Tdap] (Whooping Cough)			
Influenza (Flu)			
Hepatitis B <i>Only required for those individuals with potential occupational exposure</i>	1. _____ 2. _____ 3. _____		

*\*Rubeola not indicated if born before January 1, 1957.\**

*\*If born before 1957, one (1) documented dose of MMR. If born after 1957, two (2) documented doses of MMR.\**

*Hepatitis B immunity is only required in job classifications where exposure to blood or Other Potentially Infectious Material (OPIM) is possible. (See HR Policy No. CHSS-00011)*

**TB SCREENING**

This individual will be required to provide proof of a Tuberculosis Screening which consists of either:

1. A two-step TST skin test.
2. If this candidate has a history of a positive skin test, written documentation of the positive TST or therapy treatment must be provided and a chest x-ray within 3 months will be accepted.

**Complete section below and attach copy of TST Test to this form.**

TB Skin Tests	Date Given	Given By:	Site	Mantoux 5TU	Date Read:	Read By:	Results:
#1				0.1 ml			mm
#2				0.1 ml			mm

**CHEST X-RAY (if indicated attach report to this form)**

Date performed: \_\_\_\_\_ Impression: \_\_\_\_\_  
 (If INH completed, Date of Completion: \_\_\_\_\_ )  Positive  Negative

**To be completed by a Licensed Provider**

I certify that \_\_\_\_\_ is in good physical and mental health to perform the duties of a \_\_\_\_\_ and does not have a health condition that would create a hazard to self or others including employees, patients, visitors, etc. This individual is free from any communicable diseases.

- Yes  
 No (Please explain): \_\_\_\_\_

Print Licensed Provider's Name \_\_\_\_\_ Licensed Provider's Signature \_\_\_\_\_

Licensed Provider's Address \_\_\_\_\_

Licensed Provider's Phone Number \_\_\_\_\_ Date \_\_\_\_\_

**FOR EMPLOYEES this form must be returned to Human Resources with a copy in the electronic medical record.**

**Note:** (Health Clearance Questionnaire HRD-1085 is used only for employees)



CALIFORNIA  
STATE UNIVERSITY  
NORTHRIDGE

**Student Confidentiality Statement – Dietetic Interns**

The undersigned hereby recognizes that medical records, patient care information, personnel information, reports to regulatory agencies, conversations between or among any health care professional are considered privileged and should be treated with utmost confidentiality.

If it is determined that a breach of confidentiality has occurred as a result of my actions, I can be liable for damages that result from such a breach.

\_\_\_\_\_  
Dietetic Intern Name

\_\_\_\_\_  
Dietetic Intern Signature

\_\_\_\_\_  
Date