Catalog Description:
Identify rotation facilities and Registered Dietitian preceptor required to successfully complete a dietetic technician internship. The course emphasizes the legal and ethical aspects specific to dietetic technicians.

Learning Outcomes:
1. (Knowledge Level) List examples of ethical considerations for dietetic technicians.
2. (Comprehension Level) Describe the basic tenants of patient confidentiality according to Health Insurance Portability and Accountability Act of 1996 (HIPPA).
3. (Comprehension Level) Indicate a facility, or facilities, and a Registered Dietitian (RD) preceptor to complete the internship/practicum competencies.

Standard(s):
Capstone Project: Completely executed documentation for the facility, RD/preceptor and internship documentation required to begin the internship/practicum.

What’s Inside:
This document contains Blackboard screen shots and sample forms for the NTR157 Foundations of Dietetic Technician Internships class.
Welcome to NTR 157

Posted on: Wednesday, June 29, 2016 9:05:57 AM MST

Congratulations! You are getting closer to completing your internship!

Your goal in this class: Find a facility and Preceptor to accept you as an intern. Complete all paperwork on the checksheet.

You will need to move at lighting speed to get everything done by the due dates. If you put things off then there is a possibility that you will not get the information submitted on time. If that happens, you will receive and Unstatisfactory and will need to retake the class the next time is offered.

Your first week assignments are:

- Watch the video (it may take awhile for it to display so be patient);
- Review the syllabus and take the syllabus quiz;
- Complete the student Contact Information Form and email to me at NTRintern@centralaz.edu

Send all class communication to: NTRintern@centralaz.edu And put NTR 157 in the subject line.

Kim

Emails

Posted on: Monday, June 27, 2016 1:52:25 PM MST

Below is a message from the IT staff regarding your passwords:

Password Self-Service allows you to unlock or reset your CAC Domain Account (which includes Blackboard and the Student E-mail) at any time, including off-hours when a person is not available to provide assistance. To use Password Self-Service you must first setup your Password Self-Service Profile in the Central Arizona College SysAid system located at http://centralaz.sysaidit.com. The attached documents provide step-by-step instructions for setting up your Profile and for resetting or unlocking your account if necessary.

Any questions, please let me know.

Kim
Introduction-Start Here!

Tips for Success

Tips for Completion of NTR 157

Each of you understands by now that on-line learning requires time and discipline! Finding a facility (site) and a preceptor will be much like finding a job. You will need to read **thoroughly and multiple times**, all the documents in this class, to understand both how the internship will work, and all the requirements (forms and required legal paperwork) by all parties. Therefore, when you have your meeting with your potential preceptor, you will be able to explain the forms necessary for you to move forward as well as an understanding of the projects/competencies during the internship.

Why do some students find an internship location easily and others have a difficult time? The answer is **networking and presentation**!

It has been strongly encouraged previously to this class that you join the Academy of Nutrition & Dietetics as a student member a minimum of one year before the semester you enroll in NTR157 Foundations of Dietetic Internship. Once you are a national member, you will automatically become a member of your state dietetic association. Then you want to join a local chapter in your state (yes, another fee, but student enrollment is inexpensive = and will pay off in the long run). If you have not joined then do this now!

Once you are a member of your state and local chapter, be sure to attend the meetings. There are a wide variety of topics presented and great people you will meet. Members are employed in clinical nutrition, foodservice, sports and health promotion, etc. working with all ages and stages of wellness. Finding a preceptor to mentor you will likely be based on **who** you know.

It may take numerous calls to various facilities to get an appointment, but once you have secured an interview - be prepared. Have documents we will discuss in this class with you – printed out. I also recommend you have a resume – you are a professional and even if you do not have any nutrition or food service experience – it does not matter – a resume with a cover letter will show you are a serious student.

PRINT: Students are encouraged to make a printed copy of the Syllabus and Checklist for Completion as a reminder of the specific timelines and deadlines.

**COMMUNICATION:** It is best to reach me via email - **you must put NTR 157** in the subject line. Use the email address: NTRintern@centralaz.edu. This is a department effort to help you coordinate your paperwork. I will make reasonably quick responses to inquiries (usually within 24 hours on Monday - Thursdays). Within 48 hours on Friday - Sunday.
Make sure you regularly **check your CAC student email account** (at minimum four times per week) as I provide information to you personally and class announcements via the email function. We can arrange times to “meet” to discuss any concerns you are having via phone or Skype instead of email.

**DISCIPLINE:** Make sure you stay on target and on task with the time lines. Distance learning requires both instructors and students to have the attributes of organizational ability, written communication, personal motivation and good judgment. Finding a facility and a preceptor is work - hard work! There is no one to monitor you, supervise you, and gauge your energy that you put into this task. Self-discipline is one of the hardest aspects of a distance internship but will be one of the most rewarding aspects of your learning. It will be one of the essential keys to success in this learning environment – as well as in your professional life.

I look forward to assisting you in this opportunity to successfully move you into your internship!

All the best,

*Kim Bentley*

---

**Core Competencies**

Attached Files:  [2012-Core Knowledge & Competencies for the DTR.pdf](2012-Core%20Knowledge%20&%20Competencies%20for%20the%20DTR.pdf) (67.694 KB)

Core Competencies and Learning Outcomes for the Dietetic Technicians.
Syllabus & Checklist

**Syllabus**

Attached Files:  [Syllabus NTR 157 FALL 2016.pdf](https://blackboard.centralaz.edu/webapps/blackboard/content/listContent.jsp?course_id=_16551_1&con... (51.644 KB)

Print out syllabus for your reference.

**Syllabus Quiz**

You can take this quiz as many times as needed to pass.

**Checklist for Completion of NTR 157**

Attached Files:  [Checklist NTR 157 FALL 2016.pdf](https://blackboard.centralaz.edu/webapps/blackboard/content/listContent.jsp?course_id=_16551_1&con... (17.863 KB)

Print this list and check off as you complete each item.
# Checklist for Completion of NTR 157

Print out and check off ✔️ as you complete each task
All instructions to complete each item are in Blackboard

## Mandatory Forms/Assignments & Paperwork

<table>
<thead>
<tr>
<th>Task</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Forms and Assignments to complete the first few weeks</strong></td>
<td></td>
</tr>
<tr>
<td>Watch class intro Video</td>
<td></td>
</tr>
<tr>
<td>Syllabus Acknowledgement Quiz (due week 1)</td>
<td></td>
</tr>
<tr>
<td>Email instructor (<a href="mailto:NTRIntern@centralaz.edu">NTRIntern@centralaz.edu</a>) with completed Student Contact Information Form (due by end of week 1)</td>
<td></td>
</tr>
<tr>
<td>Time Management of Internship Assignment (due by week 3)</td>
<td></td>
</tr>
<tr>
<td>Graduation Application complete per instructions in Blackboard.</td>
<td>(due by week 3)</td>
</tr>
<tr>
<td>Student Responsibility Form (Appendix A). Instructions in Blackboard.</td>
<td>(due by week 3)</td>
</tr>
<tr>
<td><strong>What you must do and complete in September</strong></td>
<td></td>
</tr>
<tr>
<td>Background Check</td>
<td>Complete by September 30.</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Complete by September 30.</td>
</tr>
<tr>
<td>Immunization Package</td>
<td>Complete and approved by September 30.</td>
</tr>
</tbody>
</table>

(All instructions to complete each item are in Blackboard)
<table>
<thead>
<tr>
<th><strong>What you must complete as soon as you have found a facility</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information for Agreement</strong> Form – Completed and emailed (ASAP)</td>
</tr>
<tr>
<td><strong>Facility Detail for Internship Compatibility Approval</strong> Form (completed <em>and approved</em> by Program Director)</td>
</tr>
<tr>
<td><strong>Preceptor Packet: All 3 items must be completed:</strong> Profile, Memo of Understanding and Resume</td>
</tr>
<tr>
<td><strong>Agreement is signed by <em>both</em> the Facility and Central Arizona College (this must be finalized by <strong>December 8</strong>)</strong></td>
</tr>
</tbody>
</table>

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board for HIPPA (due date in blackboard)</td>
</tr>
<tr>
<td>Any other requirements deemed necessary by the Facility you want to complete your internship at.</td>
</tr>
</tbody>
</table>

All of the above requirements must be completed to pass the course.
Class Video – NTR157 - Foundation/Dietetic Internship (Fall 2014, CRN 10341, Room)

Required Description: Watch this video link below as many times as necessary to help you understand the processes involved for this class.

NTR157 - Foundation Dietetic Internship (Fall 2014, CRN 10341, Room)

Watch this video link below as many times as necessary to help you understand the processes involved for this class.

NTR Instructor DEP 154

https://blackboard.centralaz.edu/webapps/blackboard/content/listContent.jsp?course_id=_16551_1&con...
Weekly Tasks

Weekly Tasks

Please print this out.

Time Management Assignment

Open this folder to complete your assignment.
Weekly Tasks – NTR 157

Week 1

1. Watch the Class Video. Read the Introduction, Syllabus and Checklist for Completion and take the Syllabus quiz.

2. Email the Student Contact Information Form to ntrintern@centralaz.edu (under the student form tab).

3. Review all documents: Preceptor Packet, Project Rubrics and Student Forms Required Documentation

Week 2

1. Re-read all documents in Preceptor Packet, Project Rubrics, and Student Forms

2. Begin work under the Required Documentation tab:

3. Understand the Facility Agreement (contract) Process:

   Important - This process may take anywhere from 4 -14 weeks to fully complete! An agreement (a friendly term for contract) is legal and often it goes back and forth from CAC to the facility until all parties agree to terms. This document must be signed by both parties no later than Dec 4 for you to move forward to completing your internship. If either party does not agree to the terms unfortunately you will need to find another facility.

   During the meeting with your preceptor you will ask them to fill out the Information for Agreement Form. This will be used if the facility wants to use our agreement. Either you or the preceptor will email that form to me. Once I receive the form, I will draw up the agreement and send it to the appropriate person (usually someone in administration) designated on the form for their signature, then it is returned to me for signature by our VP. Once that is done, I will send a copy back to the facility. If there
is any language that needs to be changed on the part of the facility, then it may go back and forth until hopefully all parties agree.

The facility may choose to use their standard agreement. If this occurs you will give them my contact information. From there when I receive their agreement I need to send it to our Dean, VP and college attorney for approval. If all is fine, then it gets signed, and back to me, and I send back to the facility. If there is any legal language that needs to be changed on the part of CAC, then it may go back and forth until hopefully all parties agree. Note that this takes weeks!

About half the time the process is smooth, the other half takes a lot more time. That is why it is good to find a place early in the semester!

4. Only when you are comfortable understanding the internship process, then begin calling to set up a meeting with a potential RD/Preceptor/Facility

   - Call the Food Service/Nutrition/Dietary/Culinary department and speak with the Food Service Director or Clinical Nutrition Manager about accepting you as an intern.
   - Set up a meeting ASAP (meeting in person is best) to go over the internship requirements and paperwork.
   - The Primary Preceptor MUST be a Registered Dietitian (RD) or Dietetic Technician Registered (DTR). When you are speaking with the potential RD or DTR Preceptor he/she will also want to know what kind of experiences you will need to complete the internship competencies.

6. Identify a facility (or facilities) and RD or DTR Preceptor to complete your internship.

Hopefully you have been networking prior to taking this class! If not, do an internet search for health care facilities in your area.

Potential facilities:

   - Hospitals
   - Skilled Nursing Facilities/Assisted Living Facilities
   - Rehabilitation Centers

Suggestions selecting a facility

   - The more you can be involved with your potential internship facility the better!
   - Emphasize the areas in which you can be of use to the facility.

Week 3

1. Re-read all documents, forms and rubrics.

2. Complete Time Management of Internship Assignment and upload in Blackboard.

3. Complete Student Responsibility Form (Appendix A) located under Student Form tab, scan and email to ntrintern@centralaz.edu
4. Apply for Graduation

Access the Degree Application from this link

http://www.centralaz.edu/Home/Student_Resources/Graduation.htm

Complete the Degree Application found on the Right of the screen

Mail or Fax to:

Theresa Rogers, Graduation Specialist
Central Arizona College
8470 N. Overfield Road
Coolidge AZ 85128

OR fax to 520-494-5083

5. Identify Facilities and Preceptors and make phone calls to set up interviews.

   Week 4

1. If you have not found a Facility and Preceptor – Keep making phone calls to set up interviews.

2. Make sure you are working on items under Required Documentation Tab.

   Week 5

1. Use the Discussion Board button on your left and follow the instructions to complete discussions on HIPPA.

2. If you have not found a Facility and Preceptor – Keep making phone calls to set up interviews.

   Week 6 and Beyond

1. Continue to find a facility and preceptor if you have not done so.

2. If you have secured a facility and a preceptor, make sure you getting all the forms and documents to CAC.

Communication is key – so don’t hesitate to email me with any questions, or to set up a call.

3. Go through Checklist for Completion of NTR 157 to make sure you have completed ALL items.
Time Management of Internship

During your Dietetic Technician Internship you will need to complete 450 hours supervised practice hours. The internship must be completed during the semester. The following is an exercise in time management planning.

**PERSONAL TIME SURVEY** – Fill in the blue shaded fields in the table below:

You cannot help someone change their eating habits until you know what they eat, how much they eat, etc. Much like helping someone change their lifestyle - to begin managing your time you first need to analyze how you currently use your time. The Personal Time Survey will help you to estimate how much time you presently spend in typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for your internship. It will also help you identify your time wasters.

Complete the Personal Time Survey below to get an assessment. Estimate the amount of time spent on each activity. After each item’s weekly time has been calculated, add all these times for the grand total.

Double click on the table below and enter the appropriate hours on the light blue shaded area. It will calculate the hours for you.

<table>
<thead>
<tr>
<th># of hours</th>
<th># of days</th>
<th>Total hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number of hours of sleep each night</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>2. Number of grooming hours per day</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>3. Number of hours for meals/snacks per day - include preparation time</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>4a. Total travel time weekdays (number of hours)</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>4b. Total travel time weekends (number of hours)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>5. Number of hours per week for regularly scheduled functions (clubs, church, get-togethers, etc.)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>6. Number of hours per week for chores, errands, housework, and yardwork.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7. Number of hours of work per week</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8. Number of hours for exercise, meditation, etc.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>9. Number of average hours per week for friends and/or family</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>10. Number of hours for TV, computer, emails, etc.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>168 hrs a week (24 hrs. x 7)</td>
<td>168</td>
<td></td>
</tr>
<tr>
<td>Total number of hours (sum of 1 through 10)</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

These are the remaining hours **PER WEEK** that you have available for your internship! 168
EVALUATION/ASSESSMENT:

You need to finish in 17 weeks!

Therefore you need 27 hours minimum per week on-site.
Plus you will need additional time for other projects.

What is YOUR time per week estimated for being on-site at your facilities(s)?

What do you need to reduce in your schedule during your internship class? Do you need to spend less social time? How about work? Now is the time to explain to friends and family and get support and understanding you will require to do well!

Write a paragraph or two about what you have discovered from the above exercise and what your plans will be specifically to manage your time effectively:

Take Away Tips:

Make a daily schedule - There are a variety of time schedules that can fit your personality. These include engagement books, a piece of poster board tacked to a wall, or 3 x 5 cards. Once you decide upon the style, the next step is construction. It is best to allow spaces for each hour, half-hours for a busy schedule. First, put down all of the necessities; internship, work, meals, etc. Now block in your other time. Schedule it for a time when you're energized.

Don't be a perfectionist - Trying to be perfect sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging.

Learn to say no - You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important. Remember “every time you say yes to one thing – you are saying no to something else.” You can’t do it all.

Learn to prioritize - Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators.

Combine several activities - When you watching TV - pay your bills. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative!

Remember: Wellness is all about balance – and you need to make the time to:
Eat right, exercise and allow for good quality sleep!