Southwestern Dietetic Internship

Intern Handbook
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Introduction

The Southwestern Dietetic Internship (SWDI) was formed by the Phoenix Indian Medical Center (PIMC) and Kayenta Service Unit (KSU), two health care organizations in the Indian Health Service (IHS). In 2018, we began utilizing the Pinon Health Center, located in the heart of the Navajo Reservation in northern Arizona, for the rural community nutrition rotation.

The SWDI program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The program accepted its first intern in 2006.

The Indian Health Service is an agency in the Department of Health and Human Services of the federal government. The IHS is responsible for providing health care services to members of federally-recognized tribes, mandated by the U.S. Constitution and several treaties and laws. The mission of the Indian Health Service is “to raise the physical, mental, social, and spiritual health of American Indians and Alaska Natives to the highest level.” The goal of the IHS is “to assure that comprehensive, culturally acceptable personal and public health services are available and accessible to American Indian and Alaska Native people.” The SWDI was developed in response to data revealing limited access to culturally-appropriate nutrition services provided by a qualified nutrition professional.

The mission of the Southwestern Dietetic Internship is to prepare entry-level Registered Dietitian Nutritionists to provide culturally-appropriate, comprehensive nutrition services in American Indian and Alaska Native (AI/AN) communities. The emphasis of the program is American Indian/Alaska Native nutrition. The SWDI is a 32-week program which provides supervised practice working with AI/AN people in both urban and rural areas. The intent of the program is to prepare future dietitians to work in all areas of nutrition and dietetics, as they may be the sole RD working in a service unit located in a remote and isolated location. Two interns per year are accepted into the program.

Accreditation Status

In August 2019, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) placed the Southwestern Dietetic Internship (SWDI) on Probationary Accreditation status. The SWDI staff are working diligently to regain Full Accreditation as quickly as possible, and accreditation status will be re-evaluated by ACEND in July 2020 at the annual ACEND Board Meeting. Interns currently enrolled in the SWDI will be considered graduates of an accredited program pending graduation. If accreditation is withdrawn, students beginning the program after the withdrawal date will not be considered graduates of an accredited program. The contact information for ACEND is as follows:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, Illinois  60606-6995
Phone: 312/877-1600 (ext. 5400)
Email: ACEND@eatright.org
Becoming a Registered Dietitian Nutritionist

Requirements
1. Complete a Didactic Program in Dietetics (DPD) accredited by ACEND and obtain a DPD Verification Statement from the program. Students who have not yet graduated may obtain an Intent to Complete DPD Statement when applying for an internship, but must provide a final DPD Verification Statement prior to beginning the internship. A Didactic Program in Dietetics grants at least a bachelor's degree (some grant a master's degree) and is ACEND-accredited for only the required dietetics coursework. A list of accredited programs is available on the ACEND website.
2. Complete an accredited dietetic internship program and obtain a Dietetic Internship Verification Statement. After you complete DPD requirements you will then need to apply for and be accepted into an ACEND-accredited Dietetic Internship (DI) to complete the supervised practice experience requirement. You must successfully complete an accredited DI and obtain a Verification Statement from the internship director in order to be eligible to take the Registration Examination. Successfully completing the Southwestern Dietetic Internship qualifies the intern to be eligible to take the Registration Examination for Dietitians as required by the Commission on Dietetic Registration.
3. Pass the Registration Examination for Dietitians.

Goals and Objectives

Goals
1. To prepare graduates to be competent entry-level RDNs.
2. Program graduates will improve access to nutrition care provided to American Indian and Alaska Native communities by qualified dietetics professionals.
3. To increase diversity in the dietetics profession by increasing the numbers of American Indian and Alaska Native dietetics professionals.

Objectives
- At least 80 percent of program interns complete program requirements within 12 months (150% of the program length).
- 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 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%.
- 90 percent of employers will evaluate graduates’ entry-level skills as meeting overall competency requirements.
• Each year the mean program score on the CDR credentialing exam for dietitian nutritionist will meet or exceed the national mean score.
• Of graduates who seek employment, 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
• At least 30% of employed graduates will be employed in programs serving AI/AN people.
• At least 30% of graduates will be registered with a federally-recognized tribes.

The SWDI program outcomes data are available upon request.

**Admission Requirements**

• Applicants must be U.S. citizens.
• Applications must be submitted through the Academy of Nutrition and Dietetics Dietetic Internship Centralized Application System (DICAS). The SWDI participates in the spring computer match. Items to be submitted include:
  o A completed application
  o Official Transcripts from all colleges and universities attended. DPD grade point average of at least 3.0. If the degree has been conferred, the official transcripts must show a minimum of a Baccalaureate degree granted by a U.S. regionally accredited college/university or [foreign equivalent](#). Effective January 1, 2024 all candidates will be required to have a Master's degree.
  o DPD Verification Statement. Must provide an original DPD Verification statement that is dated within 5 years of the application deadline.
  o If the applicant has not yet graduated from a DPD program, a current Declaration of Intent to Complete must be submitted. Application packets with outdated DPD Verification statements or Intent to Complete statements will not be considered.
  o Current resume documenting work experience related to nutrition and dietetics. Examples include: dietetic technician, food service worker, dietary manager, nutrition educator, etc. For full credit during applicant scoring, 1000 hours is required.
  o 3 letters of reference, preferably at least one from a professor and one from an employer. No letters from relatives will be considered.
  o Supplemental documents (uploaded in DICAS)
  o Answer the AI/AN Knowledge Question: Discuss 3 health-related problems prevalent in AI/AN communities (rural and/or urban). Limit this to a one-page, typed response.
  o In accordance with laws regarding Indian Preference, preference is given to applicants who are members of a federally-recognized tribe. The applicant must provide an official copy of tribal enrollment. Only BIA Form 4432 will be accepted as proof of tribal enrollment.
  o Personal Statement that includes your short- and long-term goals, why you chose to apply to the SWDI, your strengths and weaknesses, and expectations.

• Physical Requirements
  o Must be able to stand for extended periods of time.
Must be able to lift objects weighing 20 lbs. unassisted and 40 lbs. with assistance from one other person.

- Must be able to read, write, and communicate effectively in English, and type on a computer daily for extended periods of time.
- Must have a valid driver’s license, own transportation and valid auto insurance.
- The SWDI does not grant credit for prior learning or for graduate work.

### Cost to the Intern

There are no tuition or application fees for the SWDI.

Costs to the intern may include:

- Relocation to Phoenix, Arizona (if required).
- Personal Vehicle and Travel Expenses:
  - Travel between PIMC and Pinon Health Center (for the 1st half of the rural community nutrition rotation) is approximately $80 per round trip. Pinon, Arizona is about 275 miles from PIMC, requiring about 4.5 hours of travel time (one-way). One trip from Phoenix to Pinon is required; Additional trips will obviously increase travel costs.
  - Travel from Pinon, Arizona to Shiprock, New Mexico to complete the 2nd portion of the rural community nutrition rotation is required. The distance ranges from 129-165 miles depending on the chosen route. The estimated time travel is 2.5 to 3 hours. One trip from Pinon to Shiprock is required.
  - Travel from Shiprock, New Mexico back to Phoenix, Arizona to continue PIMC rotations is required. The distance ranges 372-394 miles and is dependent on the route taken to return to Phoenix. The estimated time travel is 6 to 7 hours. One trip from Shiprock to Phoenix is required.
  - Note: During the internship, the intern will be permitted to ride in a government vehicle on official duty, but will not be permitted to operate the vehicle. Passengers in government vehicles are covered by the federal government in the event of an incident. Interns traveling in their personal vehicles will assume all safety and liability responsibilities.
- Housing in the Phoenix area: please check the many online resources for housing in the Phoenix area. Average monthly rent for apartments in Phoenix is $900-$1100.
- Books and other reference materials not available on-site.
- Medical exams and immunizations prior to arrival and health care during the internship.
- Student membership in the Academy of Nutrition and Dietetics is ~$64 per year.
- Liability insurance. Cost is ~$24 per year for Student Members of the Academy.

Please note: Financial aid is not available for the SWDI. Interns participating in the Indian Health Service Scholarship Program should contact their Scholarship Coordinator to see if financial aid is available.
Intern Rights

Interns will have access to their own personnel file upon request.

Paper personnel files are kept locked in the office of the Director or Site Coordinator and electronic information is kept secured by password-protected computer access for the privacy of intern information.

Prior to Arrival

Requirements

*Please contact the SWDI Director regarding deadlines for submitting materials.*

Interns who had not yet graduated from their DPD when applying for the SWDI
- Final transcripts, indicating that the degree has been conferred
- Final DPD Verification Statement

All Interns

- Proof of Liability Insurance. The Academy currently offers a member benefit with Mercer Consumer for liability insurance. You can access their application via the Academy website.
- Proof of Student Membership in the Academy of Nutrition and Dietetics. Membership provides the intern access to the publications of the Academy, the Evidence Analysis Library, and other resources that will be required to complete assignments. Member benefits may be found at [http://www.eatrightpro.org/resources/membership/student-member-center](http://www.eatrightpro.org/resources/membership/student-member-center).
- Completed Volunteer Application packet. This will be coordinated by the Director of Staff Development. Interns will be in a Volunteer status during the internship. The Volunteer packet for PIMC, which includes immunization requirements, must be submitted prior to arrival. The Volunteer packet for the Pinon Health Center will be provided to interns by the Rural Site Coordinator and must be completed prior to the rotation.
- Background check and fingerprints. This is also coordinated by the Director of Staff Development. Clearance must be received prior to the intern beginning the program. The results of the background check and fingerprinting will be provided to rotation sites as needed. You will need two forms of identification.

About the Southwestern Dietetic Internship

The Southwestern Dietetic Internship is a 32-week supervised-practice program that provides learning experiences in both rural and urban areas, focusing on nutrition services for American Indian and Alaska Native people. Rotations are completed in Phoenix and Pinon, Arizona, and Northern Navajo Medical Center in Shiprock, New Mexico. Additional short-duration rotations to the Chinle Service Unit may occur during the rural rotation.
The SWDI is based at the Phoenix Indian Medical Center, a 127-bed referral hospital, where interns complete the clinical, urban community, food service, pediatric and management rotations. Interns complete the 4-week rural community nutrition rotation in Pinon, Arizona and Shiprock, New Mexico; both located on the Navajo Nation.

Phoenix Indian Medical Center:
4212 N. 16th Street, Phoenix, AZ  85016
Main number: 602-263-1200
Nutrition Services: 602-263-1532

Pinon Health Center
Navajo Route 4
Pinon, AZ 86510
Phone: 928-725-9500

Northern Navajo Medical Center
Highway 491 South
Shiprock, NM 87420
Phone: (505) 368-6001

Program Staff

- Program Director:
  - CAPT Robert Collison, MS, RD, CDE
    - 602-263-1200, extension 1057
    - Robert.collison@ihs.gov

- PIMC Site Coordinator:
  - CDR Thelma Elliott, MBA, RD, CDE
    - 602-263-1200, extension 1992
    - Thelma.elliott@ihs.gov

- Pinon Site Coordinator:
  - LCDR Samantha Smith, RD
    - 928-725-9500, extension 9676
    - Samantha.smith@ihs.gov

- Shiprock Site Coordinator:
  - LCDR Verdaleen Denetdale, RD, LD
    - 505-368-6204

Work Space
Phoenix: The interns share an office with the Dietitians on the ground floor of the medical center. Each intern has a computer with access to a network printer, a desk with lockable
drawers to store personal belongings, and a shared phone. Interns will be issued an ID badge and keys to the office.

Pinon: The interns will share office space with the Dietitian. Activities in Pinon occur in a number of different locations that will require local travel with the preceptor. Additional information on Pinon will be given before that rotation.

**The Schedule: An Overview**

**Program Calendar**

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<th>Rotation</th>
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<tr>
<td>1 week</td>
<td>Orientation: PIMC; Aztec Building, 3rd Floor, Staff Development Office 1616 E. Indian School Road, Phoenix, AZ, 85016</td>
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<td>14 weeks</td>
<td>Clinical Nutrition: PIMC; Hospital 4212 N. 16th Street, Phoenix, AZ, 85016</td>
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<tr>
<td>6 weeks</td>
<td>Community Nutrition – Urban: PIMC; Primary Care Medical Clinic, Pediatric Clinic, and local Indian communities.</td>
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<tr>
<td>3 weeks</td>
<td>Food Service: PIMC; Hospital</td>
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<tr>
<td>4 weeks</td>
<td>Community Nutrition – Rural: PIMC; Pinon Health Center &amp; Northern Navajo Medical Center.</td>
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<tr>
<td>2 weeks</td>
<td>Management: PIMC; Hospital</td>
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<tr>
<td>1 week</td>
<td>Enrichment</td>
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<tr>
<td>1 week</td>
<td>Closeout and GRADUATION!</td>
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**Clinical Rotation**

The clinical program begins with a “Boot Camp” that is a review of skills and knowledge needed to successfully implement the nutrition care process. Boot Camp consists of 1 week of didactic sessions and review of homework (completed prior to arrival). Another week is spent in the Diet Office working with the Dietetic Technicians to learn the patient menu system, the nutrition screening system, and to develop a working relationship with the staff in all sections of the department. Since interns will be giving direction to the Dietetic Technicians and the Food Service staff, this week is critical in establishing rapport and learning the system.

Phoenix Indian Medical Center has 3 primary inpatient wards: Intensive Care, Medical/Surgical, and Obstetrics. Individuals eligible for health care in Indian Health Service facilities are members of federally recognized tribes. The inpatient areas serve adult patients; pediatric patients who require hospitalization are transferred to other area hospitals.

The Clinical Rotation is 13 weeks long and will be spent providing patient care for hospitalized patients. Interns will participate in interdisciplinary rounds, and work with the Wound Care Team, physicians, pharmacists, nurses, case managers, physical therapists, and other members of the health care team. Opportunities to observe surgery or other procedures may be available.
Interns will begin with a light workload to allow time for researching the details of a patient’s care. The workload will increase weekly and interns will eventually have a workload of approximately 6-8 patients per day.

The hours of work are as follows:

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<td>7:00-3:30</td>
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The mission of the Clinical Nutrition Section is to provide optimal nutrition care for all hospitalized patients in a comprehensive, culturally acceptable, competent manner. The Dietetic Technicians are usually the first from the Clinical Nutrition section to interact with patients. They screen all new admissions for nutrition risk, obtain food preferences and special needs, prepare patient menu cards to comply with the diet orders and accommodate patient preferences to ensure patient satisfaction. The Dietetic Technicians provide all patients screened with a written overview of the diet ordered for them by the admitting physician. This service provides the patient with information on what to expect with respect to meal service during their hospitalization. The Dietetic Technicians collect, calculate, and document calorie counts and serve as liaisons between the Clinical Nutrition Section and the Food Service Section. They ensure that meal service is provided accurately and therapeutically. The Dietetic Technicians also participate in public health nutrition activities, such as health fairs, nutrition displays, etc.

The Clinical Dietitians at PIMC assess nutritional status, diagnose nutrition-related problems, and design, implement and monitor Medical Nutrition Therapy (MNT) in order to optimize the healing process. The primary focus for inpatient nutrition services is MNT to treat the acute problem that has led to the hospitalization. The Clinical Dietitians participate in interdisciplinary rounds, provide professional consultation and work collaboratively with other members of the health care team. In order to ensure that the patient has the knowledge to continue treatment and healing, the Clinical Dietitians educate the patient and support system, as appropriate, on the MNT to continue self-care after discharge.

**Patient Meal Service**

Patient meals are served as follows (times are approximate): breakfast at 7:15 a.m., lunch at 12:15 p.m., and dinner at 5:15 p.m.

Evening snacks are delivered after the dinner tray line to the wards and placed in the ward refrigerators for delivery to the patient by the nursing staff. All patients on carbohydrate-controlled diets receive an evening snack. The Dietetic Technicians have the rotation for the snacks posted in the Diet office. Nourishments may also be ordered for patients as needed and are delivered at 10:00 a.m. and/or 2:00 p.m.

**How to access patient rosters:**
The patient roster is printed from RPMS (computer patient database.) To print a list:

1. Log into RPMS.
2. Select LKUP.
3. Select CIL.
4. Select “3” (or other options per your preference).
5. Type in the unit/ward you want (e.g., ICU, 3east, 4west.)
6. Select “by diagnosis”.

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7. Select “P” for print.
8. Select “s” for “slave printer”.
9. Select printer/device “1”.

Electronic Health Record (EHR)

The EHR system is an electronic interface to the RPMS patient database. Your login (aka Access Code) and password (aka Verify Code) are the same as for RPMS access. Data related to each patient, such as diagnoses, labs, medications, etc., can be accessed through this system. We receive patient consultation requests through the EHR. Online resources, such as medical dictionaries, disease risk calculators, guides, etc., are also available through the EHR.

We use the ADIME (Assessment, Diagnosis, Intervention, Monitoring and Evaluation) process for patient care and documentation. This will be reviewed during Boot Camp.

Scope of Service

What are we authorized to do as RDs? What is the intern authorized to do?

- Recommendations for diet changes.
  According to CMS regulations, Registered Dietitians may make recommendations, but may not prescribe diets. RDs may accept verbal or telephone orders that are pertinent to the nutrition care of the patient if the medical staff bylaws authorize it.
  At PIMC, the RDs have approval to accept verbal and telephone orders from the physician or licensed independent practitioner (e.g., PA, FNP, etc.) As an intern, you are NOT able to accept verbal or telephone orders and may not enter a physician’s order. If you have received a verbal or telephone order from a physician, please contact your preceptor who will complete the action required to implement the orders.

- Adding supplements.
  We are responsible for ensuring a patient’s nutrition needs are being met. If a patient’s appetite and/or intake does not support meeting their needs, we may add oral supplements to their meals or as snacks. You will need to document your actions in the medical record with a justification for the action. This does not apply to vitamin and mineral supplements as those are considered to be medications.

- Modifying meal schedules.
  You may modify a meal schedule to assist a patient in meeting nutrient needs. Make sure you communicate with the Dietetic Technicians and document your rationale in the medical record.

- Requesting labs.
  You may recommend laboratory studies and ask the physician for orders for them. If a physician agrees to draw a lab that you are recommending, you may remind the physician that you cannot write the order OR you may ask your preceptor to write the order for you.

- Implementing enteral or parenteral orders.
  There are standardized order sets in EHR for implementing parenteral nutrition and tube feeding orders. Remember that these are physician orders and must either be implemented by the physician or the RD as a telephone or verbal order.

- Recommendations for medications.
At times, you may feel that a patient may benefit from a particular medication. You are encouraged to discuss this with the physician. Be sure that your recommendations are pertinent to the nutrition care of the patient. Remember that you may NOT write the orders for the medication.

**Presentation expectations**

Dietitians are often called upon to present at professional meetings and to the general public. The best way to develop presentation skills is to practice them. During your clinical rotation, you will be required to complete oral presentations as assigned. You will need to review the Presentation Evaluation form prior to your presentations to understand the criteria for evaluation. Case studies, journal article presentation, and any presentations delivered to the health care team must have an accompanying PowerPoint. You should try to select your patients for your case presentations far enough in advance to allow you to research information. If you would like tips on delivering presentations, please ask your preceptors.

Most presentations will be done in the Dietitians’ office and should be approximately 20-30 minutes in length. Although your audience may be small, you should present as if you are presenting to a large professional audience. We may invite other members of the health care team or administration to participate.

**Reference Library and Resources**

There are numerous resources available to you:

- Nutrition Services Library. Textbooks related to nutrition are located in the Dietitians’ office and the Clinical Nutrition Manager’s (CNM) Office. You are free to borrow these books, but must return them as soon as possible. Be sure you notify your preceptor when borrowing a book. In addition to textbooks, “RD in a Flash” flashcards, food models, and other teaching aids are available for your use.

- National Institutes of Health Library. This library is located on the PIMC campus. You will need your PIMC badge to access the building. The Librarian is extremely helpful and knowledgeable in accessing professional literature. The Library website has a link from the PIMC home page that will also allow you to do your own literature searches.

- EHR. At the top of the page when you are logged in to EHR, you can select the “Websites” option for a number of helpful links, including UpToDate, a website that provides current information on diseases and conditions, Micromedix, a resource for pharmaceuticals, MD consult, and others.

- Internet. Be sure to use only credible sources (examples include but are not limited to: NIH, FDA, Mayo Clinic, PubMed, or the Journal of the Academy of Nutrition and Dietetics.)

**Rural Community Rotation**

The Rural Community Rotation takes place in Pinon, Arizona and Shiprock, New Mexico, on the Navajo Reservation. This rotation offers numerous opportunities to learn to provide community nutrition programs in a remote area. Community nutrition programs, individual counseling, home visits to homes with no running water or electricity are just a few examples of the experiences in which interns will participate. This is a unique opportunity to immerse oneself in the culture of the Navajo people.
Pinon and Shiprock Housing

Housing is provided for the weeks that the interns are completing the Rural Community rotation. The housing provided will be that which is provided to our locum physicians and nurses; so, it is possible that you may have a roommate for at least part of your stay. Housing will have a bed, cooking appliances/equipment, but again you may be sharing facilities. You may bring your own utensils if you prefer. You will need to set up an account for your internet services (the current provider is Frontier).

Here are some websites to view and browse to get an idea of Navajo Country:

www.navajo-nsn.gov

This website is for the Navajo Nation as a whole. It is a wealth of information. There is a link here for the Navajo Nation Parks and Recreation on the right hand side in case you want to visit a National Park.

www.nnsdp.org

Navajo Nation Special Diabetes Program is also Navajo Nation wide and you might do projects with them.

www.navajotimes.com

Navajo Nation newspaper.

www.navajohopiobserver.com

Newspaper for both Hopi and the Navajo Tribe.

Management Rotation

The Management rotation is 2 weeks in duration and completed at Phoenix Indian Medical Center.

Interns will learn about managing and leading a complex nutrition program including styles of leadership and regulatory requirements. Interns will learn about the performance improvement process and complete a project on medical nutrition therapy reimbursement in order to learn about requirements for payment of services. Additionally, interns will participate in mock interviews and mock performance appraisals.

Food Service

The Food Service Rotation is completed at Phoenix Indian Medical Center and is 3 weeks long. Interns will become familiar with the operations of food service systems for both inpatient feeding and employee feeding. Interns will learn to standardize and test recipes, complete nutrient analyses, manage employees, research specifications for equipment and complete inventory and ordering supplies.

Urban Community

The Urban Community rotation is focused on providing nutrition services in an outpatient clinic. The rotation is 6 weeks long, including 1 week with pediatrics and 1 week with Women’s Health. Interns will complete supervised practice in the Primary Care Medical Clinic at Phoenix Indian Medical Center. Activities will include individual nutrition counseling, conducting group
classes, and interfacing with the PIMC Centers of Excellence, including Diabetes, HIV, and Oncology. Interns will also participate as members of the Improving Patient Care process, which is an innovative approach that incorporates a patient-centered, medical home model for the provision of care.

**Pediatrics**

Interns will work with the Pediatric Dietitian for 1 week in the outpatient Pediatric Clinic. Interns will learn to assess nutritional status and provide medical nutrition therapy for infants, children, and adolescents.

**Eating Disorders**

Interns will have the opportunity to shadow the Registered Dietitian for the Rosewood Ranch Centers for Eating Disorders for one week. Rosewood Ranch has 2 facilities, one in Tempe, Arizona and one in Wickenburg, Arizona. As Wickenburg is a long commute from Phoenix. Given the complex populations served by Rosewood Ranch, interns who have had a history of an eating disorder or disordered eating of any type must disclose this information to the Program Director. This information will be held in the strictest confidence but may require an alternate assignment.

**Successfully Completing Each Rotation**

You performance will be evaluated based on the quality of nutrition care you provide, including documentation, knowledge, and performance. We will complete a midpoint evaluation and a final evaluation of your performance. However, we will be providing you with continuous feedback on your work. Your performance appraisals should not be a surprise. If your midpoint evaluation is not meeting expectations, we will implement a Corrective Action Plan which will detail the expectations to successfully complete the rotation.

In order to successfully pass each rotation, you will need a score of at least 75% overall and no “needs improvement” in the professional attributes section. The Curriculum form is also your Evaluation form. The minimum number of points you must earn to pass is listed on the form. The same evaluation form will be used for all performance assessments to allow you to focus on areas of weakness. The preceptors meet regularly and will all provide input for your performance appraisals. If you disagree with an evaluation, you may appeal using the grievance procedure.

**Reports/Document Submissions**

- Weekly reports are required by the Program Director throughout all rotations. Please submit via e-mail as an attachment. This document also serves as your timecard, documenting your work hours and progress towards your time requirement. Please limit to one page. Format is as follows:
  - Name, week (e.g., 8/7-8/11) covered by report, and rotation (e.g., Clinical)
  - Hours worked (e.g., 8/7 8 hours, 8/8 9 hours…total: 43.5 hours)
  - Productivity (e.g., number of patients seen, presentations done, etc.)
  - Lessons learned
Status/progress of research and other projects

- Copies of all major projects & presentations must be submitted to the Program Director for inclusion in your personnel file
- Evaluations – all evaluations are included in your personnel file
- Intern evaluations of each rotation are due immediately after the completion of each rotation.

Study Week

The final week of the program is dedicated to preparing for the Registration Examination for Dietitians, completing Close Out, and Graduation. The SWDI has several resources for the interns to prepare for the exam, including review courses, simulated RD exams, and flash cards.

Close Out

Interns will need to “sign out” from Phoenix Indian Medical Center. They must return keys, badges, and books borrowed prior to being released from the program. Sign out will be scheduled by the Program Director. The Program Director will complete the ACEND-required process for closeout that includes signing a “RDE Misuse” statement, learning how to apply for the Registration Examination for Dietitians, etc.

Graduation

In order to graduate from the SWDI, interns must:

- Successfully pass each rotation
- Ensure that the Program Director has a copy of all Evaluations of Rotations and the Intern Evaluation for each rotation on file.
- Complete the required close-out as noted above.

Graduation Ceremony

A graduation ceremony is planned for the Thursday or Friday of Study Week. This is a time of celebration of successfully completing your weeks of supervised practice and progressing toward a career in nutrition and dietetics.

Typically, graduation is held from 2:00 PM to 4:00 PM. Interns will be asked if they have any special requests for graduation, such as invited speakers, invitees, etc. The Dietetic Internship Verification Statement will be presented to the interns during graduation. Internship graduates will need to ensure that these are maintained in a safe place as this is the proof of being “registration-eligible.” The ceremony is the SWDI staff’s way of wishing graduates well as they embark on their careers.