The Tri-County Health Department Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). As the accrediting agency for education programs preparing students for careers as Registered Dietitian Nutritionist (RDN). ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetic education programs. Accreditation term end date is June 20, 2025.

Accreditation Council for Education in Nutrition and Dietetics

6162 S. Willow Drive, Suite 101 Greenwood Village, CO 80111
Welcome to Tri-County Health Department

Thank you for choosing Tri-County Health Department (TCHD) as your dietetic internship program experience. We value each of your individual unique traits, experiences and knowledge you bring to the Program. It is our intention to foster a safe and authentic learning environment, in addition, provide essential experiences, integrating foundational knowledge with work-integrated supervised practice learning to ensure entry-level dietitian proficiencies.

Introduction to Program Handbook
The purpose of the Program Handbook is to serve as a resource and reference document during your time at Tri-County Health Department and in the TCHD Dietetic Internship Program. This is an important document which provides you with guidance to assist you in successful progression and completion as you move through various stages of internship experiences.

Important: All dietetic interns will follow both the TCHD Agency and the TCHD Dietetic Internship Program policies. It is important to become familiar with policies and procedures referenced and outlined in the Program Handbook and during the TCHD new employee orientation.

Introduction to Dietetic Internship
TCHD Dietetic Internship Program is a post-baccalaureate public health/community nutrition oriented internship providing an official Accreditation Council for Education in Nutrition and Dietetics (ACEND) verification statement upon successful completion of at least 1200 hours supervised practice experience hours. Official dietetic internship verification statements are required for eligibility to sit or the Credentialing Registered Dietitian Nutrition (RDN) Exam through the Commission on Dietetic Registration (CDR).

TCHD’s Nutrition Division first began working with dietetic students in 1980 through the six-month practice experience following attainment of a master’s degree. In 1989, the Nutrition Division completed a self-study to begin an Approved Pre-Professional Practice Program (AP4). The AP4 began accepting students in the fall of 1989. In 1994, Tri-County sought internship accreditation, which was approved in December 1995.

The internship is 43 weeks in length (beginning mid-August and ending mid-June) providing work integrated supervised practice and didactic learning experiences to six dietetic interns.
Tri-County Health Department’s mission is to promote, protect and improve the lifelong health of individuals and communities in Adams, Arapahoe and Douglas Counties through the effective use of data, evidence-based prevention strategies, leadership, advocacy, partnerships, and the promotion of health equity. With a vision of optional health across the lifespan for the populations we serve.

TCHD’s Dietetic Internship Program mission is to prepare thoughtful and competent entry-level registered dietitian nutritionists who demonstrate skills necessary for success in diverse and multi-disciplinary public health/community nutrition settings to improve lifelong health of individuals and communities. It is our vision to educate, innovate, and inspire future dietetic professionals.

The Dietetic Internship Program has a variety of supervised practice partners and preceptors who serve as role models, community dietetic leaders and mentors who donate time to share their expertise to train the next generation of interns to Registered Dietitian Nutritionists. Each year, TCHD dietetic interns contribute to TCHD through project based work, public health and nutrition research, community nutrition outreach and education, continual program quality improvement and valuable insight for creativity and innovation.

The internship program values each dietetic intern’s diversity of characteristics they bring and contribute to the organization. A standing principle TCHD upholds is treating each intern as a TCHD employee. Our organization core values (Appendix A) of respect, integrity, courage, excellence, leadership, collaboration, stewardship and innovation are weaved in to learning the learning process throughout the year. We strive to implement varied adult learning methods understanding that each dietetic intern synthesizes learning experiences differently. A few examples of educational and learning methods include: case studies, small group discussions, presentations, lectures, classroom trainings, computer based learning, experiential learning, field-visits, simulations, projects, writing and self-study (reading, writing and assessing). By incorporating the above, at the end of the internship period, TCHD’s interns are able demonstrate the breadth and depth of core competencies ACEND is requiring to practice as an entry-level registered dietitian nutritionist.

The dietetic internship with over 30 years in existence, continues to garner support from TCHD (including seven divisions within) and external partnership organization/preceptor sites. Our strengths include, a strong exam pass rate, good job acquisition rate for graduates, unique public health focus, ratio of intern to preceptor is one-to-one in most rotations, internship provides a variety of diverse experiences, strong community partnerships and extensive training in the WIC Program. Tuition and application fees are comparable based on an analysis of other Colorado dietetic internship programs and when in rotations, some interns are allowed meal allowances during the day from the site.

ACEND requires internships to have goals that reflect its mission. Objectives are established with appropriate measures to assess achievement of each of the program goals. Measures of each objective must be aligned to one or more program goals. ACEND required objectives include: program completion, graduate employment or other measure of graduate and program performance.
<table>
<thead>
<tr>
<th><strong>Goal 1:</strong></th>
<th>Program graduates are competent entry level dietetic practitioners in all ACEND required core competencies and in the concentration of public health/community nutrition.</th>
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<tbody>
<tr>
<td><strong>Objectives</strong></td>
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<tr>
<td>• Upon completion of the TCHD dietetic internship, at least 80% of graduates will pass the CDR examination on the first attempt. (<a href="#">National First time Pass Rate</a>)</td>
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<tr>
<td>• At least ninety percent of TCHD interns will complete the program within one year three months which is 150% of the 10.5 month length program (<a href="#">Program Completion</a>)</td>
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<tr>
<td>• At least fifty percent of TCHD Internship graduates, who sought employment, will obtain a professional dietetic or related position in public health/community nutrition within 12 months of program completion. (<a href="#">Graduate Employment</a>)</td>
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<tr>
<td>• Upon completion of TCHD dietetic internship, at least 90% of graduates will rate overall program effectiveness and preparation for entry-level practice at a level of 3 or higher on a 5-point scale. (<a href="#">Additional outcome data</a>)</td>
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<tr>
<th><strong>Goal 2:</strong></th>
<th>Program graduates demonstrate standards of professional performance, leadership and a commitment to ongoing self-directed learning.</th>
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<tr>
<td><strong>Objectives</strong></td>
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<tr>
<td>• Utilizing a survey of employers on program graduates, 80% of respondents will indicate “above average” scores on qualities related to professional practice skills such as teamwork and contribution, communication, cultural competence and leadership.</td>
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<tr>
<td>• Utilizing a survey of graduates/alumni, 25% who respond will indicate they have enrolled in graduate school or other opportunities for professional development.</td>
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Rotation Preceptor Sites/Partners

Public Health/Community Nutrition, Women, Infants and Children (WIC), Medical Nutrition Therapy, Clinical Pediatrics, Long-Term Care, Food Service Management, Clinical Research and an Intern Choice Week. The internship has affiliation agreements with area hospitals, school districts, long-term care sites and one educational affiliation agreement for the clinical research rotation. Internal to TCHD, the WIC program has 10 WIC clinics for rotations sites and TCHD’s main administrative office where many of the community/public health rotation competencies are completed.

Public Health/Community Nutrition

Tri-County Health Department
  - Community Health Promotion
  - Environmental Health
  - Planning, Information and Management
  - Nursing
  - Human Resources
  - Communications

Clinical (Medical Nutrition Therapy)

Denver Health & Hospital
https://www.denverhealth.org/

Parker/Castle Rock Adventist
https://www.centura.org/locations/parker-adventist-hospital

Presbyterian/St. Luke’s
http://pslmc.com/about/

Rose Medical Center
http://rosememed.com/

St. Anthony’s
https://www.stanthonyhosp.org/

Children’s Hospital of Colorado (Pediatrics’ only)
https://www.childrenscolorado.org/

Food Service:

Aurora Public Schools http://aurorak12.org/
Cherry Creek School District www.cherrycreekschools.org/
Douglas County School District https://www.dcsdk12.org/
Englewood School District https://www.inglewoodschools.net/
Clinical Research:
University of Colorado, Children’s Hospital of Colorado
http://www.ucdenver.edu/research/CCTSI/programs-services/ctrc/Nutrition/Pages/default.aspx

Women, Infant and Children (WIC)
Tri-County Health Department
https://www.tchd.org/291/Women-Infants-Children-WIC

Long Term Care
Various locations

Dietetic interns are scheduled to work 40 hours per week, typically following the same schedule as other professional staff at the location in which they are assigned.

Program Calendar and Rotation Track Schedule
| Domain One: Scientific and Evidence Base of Practice: Integration of scientific information and research into practice |
| CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. |
| CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature. |
| CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data. |
| CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice. |
| CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis. |
| CRDN 1.6: Incorporate critical thinking skills in overall practice. |

| Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. |
| CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics. |
| CRDN 2.2: Demonstrate professional writing skills in preparing professional communications. |
| CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings. |
| CRDN 2.4: Function as a member of interprofessional teams. |
| CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate. |
| CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. |
| CRDN 2.7: Apply leadership skills to achieve desired outcomes. |
| CRDN 2.8: Demonstrate negotiation skills. |
| CRDN 2.9: Participate in professional and community organizations. |
| CRDN 2.10: Demonstrate professional attributes in all areas of practice. |
| CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff. |
| CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program. |
| CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. |
| CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession. |
| CRDN 2.15: Practice and/or role play mentoring and precepting others. |
### Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

| CRDN 3.1: | Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings. |
| CRDN 3.2: | Conduct nutrition focused physical exams |
| CRDN 3.3: | Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. |
| CRDN 3.4: | Design, implement and evaluate presentations to a target audience. Intern(s) to plan, implement and evaluate a full-day WIC workshop to include; identifying topics for speaker engagements, coordinating location, set-up/tear down and evaluation for the day's presentations and activities. |
| CRDN 3.5: | Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. |
| CRDN 3.6: | Use effective education and counseling skills to facilitate behavior change. |
| CRDN 3.7: | Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. |
| CRDN 3.8: | Deliver respectful, science-based answers to client questions concerning emerging trends. |
| CRDN 3.9: | Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources. |
| CRDN 3.10: | Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals. |

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

| CRDN 4.1: | Participate in management of human resources. |
| CRDN 4.2: | Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. |
| CRDN 4.3: | Conduct clinical and customer service quality management activities. |
| CRDN 4.4: | Apply current nutrition informatics to develop, store, retrieve and disseminate information and data. |
| CRDN 4.5: | Analyze quality, financial and productivity data for use in planning. |
| CRDN 4.6: | Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. |
| CRDN 4.7: | Conduct feasibility studies for products, programs or services with consideration of costs and benefits. |
| CRDN 4.8: | Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies. |
CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10: Analyze risk in nutrition and dietetics practice

**Public Health/Community Nutrition Concentration**

| TCHD 1: | Apply key public health principles to nutrition practice (and interdisciplinary practice) at local health department |
|----------------|

| TCHD 2: | Conduct original community-based research, utilizing nutrition surveillance and monitoring systems as appropriate to inform research projects, grant applications and provide framework for action |

| TCHD 3: | Obtain extensive WIC training and full Certified WIC Authority status, including lactation management skills; Interns will complete all levels of the Colorado WIC certification program (must obtain score of 90% or higher on module tests) and will teach at least one breastfeeding class. |

| TCHD 4: | Collaborate with food security organizations to promote access to healthy foods for target populations; Prepare interactive learning plans to engage, facilitate and teach a variety of nutrition education topics for individuals and groups. |

*Revised objective to combine 3 concentration objectives into 1 (8/2020)*

| TCHD 5: | Participate in development and evaluation of community-based food and nutrition programs. |

The curriculum must include at least one program-defined concentration that builds on the core competencies and develops additional depth necessary for future proficiency in a particular area. The concentration must include at least two program specific competencies with associated learning activities.
Performance and Evaluation (Intern, Preceptor and Internship)

Preceptor to Intern
Within each rotation, assigned precetors supervise dietetic intern experiences and activities. This can include, orientation to rotation site, reviewing rotation checklist to ensure activities/performance indicators will be successfully complete, provide additional reading/materials for discussion and when possible, provide professional development opportunities. The preceptor provides the professional assessment of the intern’s ability to meet activities/competencies within the rotation checklist. Each rotation has a checklist for interns that includes a variety of activities to support the knowledge and skills needed to gain rotation specific CRDN competencies. Each rotation also has an evaluation form created by the TCHD Dietetic Internship in which the preceptor will complete for each intern at the end of the rotation. Evaluation forms and performance measures may vary based on the different rotation activities. Intern evaluations (and rotation checklists) are used to confirm acceptable progression and successful completion of assigned competencies and activities.

| 3 | Beyond entry level | Performs activities with great accuracy; works independently once guidelines are established; exceeds pre-determined objectives; excels above entry-level skills |
| 2* | Good performance | Performs activities correctly; works with minimum assistance; demonstrates sound knowledge; meets predetermined objectives; effective use of entry level skills |
| 1 | Needs improvement | Needs assistance on many projects; requires guidance to achieve predetermined objectives; performance not yet equal to that of entry-level dietitian |

Intern to Preceptor/Rotation site
After the completion of the assigned supervised practice rotation site, each intern will have the opportunity to evaluate and share highlights, learnings, and suggested improvements for each rotation site. This evaluation is completed for each rotation through a SurveyMonkey link. All rotation site/preceptor site evaluations need to be completed within 1 week of rotation completion. At the completion of the internship, preceptor/rotation site evaluations will be summarized and shared for affirmations and/or suggested improvements for the next intern experience.

Intern evaluation of Dietetic Internship
At the conclusion of the dietetic internship program, each intern will have the opportunity to evaluate teaching effectiveness, professionalism, preparation for entry-level practice, exposure to a variety of nutrition and dietetic experiences and overall program effectiveness.
Policies and Procedures

According to ACEND (2017) Accreditation Standards Nutrition and Dietetic Internship (DI) Programs must have written policies and procedures that protect the rights of interns and are consistent with current institutional practice. ACEND required elements for policies and procedures include:

10.1 Programs are required to have policies and procedures for program operations including:
   a. Admission Requirements: Programs must establish criteria to determine intern potential for success in the program.
   b. Intern Performance Monitoring: The program's system of monitoring intern performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the intern.
   c. Intern Retention: Interns with a minimal chance of success in the program must be counseled into career paths that are appropriate to their ability.
   d. Supervised Practice Documentation: The program must establish procedures for tracking individual intern's supervised practice hours in professional work settings, simulation, case studies and role playing. Hours granted for prior learning, if given, also must be documented.

10.2 The following policies and procedures specific to nutrition and dietetics programs must be provided to interns, such as in a program handbook or on a program website. Programs offering tracks must document policies that differ between each track:
   a. Insurance requirements, including those for professional liability.
   b. Liability for safety in travel to or from assigned areas.
   c. Injury or illness while in a facility for supervised practice.
   d. Drug testing and criminal background checks, if required by the supervised practice facilities.
   e. Requirement that interns doing supervised practice must not be used to replace employees.
   f. When interns are paid compensation as part of the program, policies must be in place to define the compensation practices.
   g. The process for filing and handling complaints about the program from interns and preceptors that includes recourse to an administrator other than the program director and prevents retaliation. The program must maintain a record of intern complaints for a period of seven years, including the resolution of complaints.
   h. Process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted.
   i. If the program grants credit, supervised practice hours or direct assessment for interns' prior learning, it must define procedures for evaluating equivalence of prior education or experience. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.
   j. Formal assessment of intern learning and regular reports of performance and progress.
   k. Program retention and remediation procedures; interns must have access to remedial instruction such as tutorial support.
1. Disciplinary/termination procedures.
2. Graduation and/or program completion requirements for all tracks and pathways including maximum amount of time allowed for completing program requirements applicable at the time intern enrolls.
3. Verification statement requirements and procedures ensuring that all interns completing requirements established by the program receive verification statements.
4. Programs using distance instruction and/or online testing must employ strategies to verify the identity of an intern.
5. Withdrawal and refund of tuition and fees, if applicable.
6. Program schedule, vacations, holidays and leaves of absence.
7. Protection of privacy of intern information, including information used for identifying interns in distance learning.
8. Intern access to their own intern file.
9. Access to intern support services, including health services, counseling and testing and financial aid resources.

Reference:
http://www.eatrightpro.org/~media/eatrightpro%20files/acend/about%20program%20accreditation/accreditation%20standards/2017standardsfordiprograms.ashx
Interns are required to know and comply with Dietetic Internship Policies and Procedures and the TCHD Policies and Procedures as a condition of participation in the TCHD Dietetic Internship Program.

1.1 Ethical Intern Conduct

All interns in the Department are expected to abide by the highest ethical standards in their activities in and for the Department or any affiliations connected with the program. Interns will follow the Code of Ethics for the Nutrition and Dietetics Profession.

Principles and Standards:

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

Nutrition and dietetics practitioners shall:

   a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
   b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
   c. Assess the validity and applicability of scientific evidence without personal bias.
   d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
   e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.
   f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
   g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
   h. Practice within the limits of their scope and collaborate with the inter-professional team.

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

   a. Participate in and contribute to decisions that affect the well-being of patients/clients.
b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.

d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

f. Refrain from verbal/physical/emotional/sexual harassment.

g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

h. Communicate at an appropriate level to promote health literacy.

i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

a. Collaborate with others to reduce health disparities and protect human rights.

b. Promote fairness and objectivity with fair and equitable treatment.

c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.

d. Promote the unique role of nutrition and dietetics practitioners.

e. Engage in service that benefits the community and to enhance the public’s trust in the profession.

f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.
1.2 Civil Rights

Intern positions in the Department are filled on an equal opportunity basis by qualified persons without regard to race, color, national origin, religion, gender, sexual orientation, age or disability, according to departmental policy. Clients are provided services without regard to race, color, national origin, religion, gender, sexual orientation, age or disability.

1.3 Working Conditions and Physical Requirements

Work is primarily conducted indoors with occasional time spent in an outdoor environment. Intern will experience routine exposures and hazards of a typical office environment and the frequent noise associated with a family clinic. Will require travel between TCHD offices and to locations in the community for conducting educational presentations and attending meetings. Intern may occasionally work outside normal hours to attend meetings, teach classes and complete assignments.
1. Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to speak to groups of people in an informational or training situation.
2. Requires ability to lift and carry objects occasionally up to 49 pounds.
3. Requires manual dexterity to operate computer and office equipment and anthropometrics equipment.
4. Requires the ability to sit and perform administrative and computer work for significant periods of time.
5. Frequent use of automobile, usually no more than one hour at a time.
6. Requires physical capabilities to operate home or commercial kitchen equipment for basic food preparation.
7. Visual and physical capabilities to work on computers, utilize anthropometric equipment, keyboard, file, write notes, prepare PowerPoint presentations and visual displays.

Must be able to perform all duties with or without reasonable accommodation.

1.4 Confidential Information
Interns have access to client files and medical records. All information contained in medical or clinical records of the Department is confidential. Release of these records to an attending physician or to a medical institution must be by written permission of the individual. Records will not be released to any other person except by court order. Violation of TCHD's confidentiality/HIPAA policies may result in the intern’s termination from the program. For additional information, please refer to pgs. 31-32 of the TCHD Employee Handbook.

1.5 Drug Testing and Criminal Background Checks
Interns will be required to complete a drug or background check.

1.6 Religious Beliefs
Health Department interns will not be required to perform duties that are in conflict with the intern's religious beliefs. A religious holiday that is not a recognized TCHD holiday may be taken off with prior approval of the Internship Manager. The intern must use a floating leave day or arrange with the Internship Manager and preceptor to make up the time.

1.7 Personal Appearance and Conduct
Professional dress, neatness, care toward personal hygiene, concern and interest in the goals of the Department and a willing, cooperative attitude to associates and the public are both expected and appreciated. Being pleasant, courteous and helpful to citizens, outside contacts and coworkers is an important part of each intern's job. No uniforms are required, but interns are expected to abide by the Department's personal appearance policy and may be requested to supply a lab coat for affiliating hospitals.
1.8 **Name Tags and Badges**
Interns will be issued a nametag and badge upon beginning their program. Lost nametags/badges must be reported to the Internship Manager. If nametags are lost, interns will be responsible for replacement costs. [P:\Permanent\Human Resources\Employee Forms\Name Tag Ordering\Name Tag Order Form without nursing.pdf]

1.9 **Holidays**
Interns may observe all regular* agency holidays.
1. New Year’s Day
2. Martin Luther King, Jr. Day
3. Presidents’ Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veterans Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Day

If a holiday falls on Saturday, the Friday preceding will be observed as a holiday. If a holiday falls on Sunday, the Monday following will be observed as a holiday.

*While at affiliating hospitals/external rotation sites, interns will observe the holiday schedule for that institution. This means interns may be required to work on some TCHD recognized holidays.

1.10 **Work Week**
The work week and daily working hours will be collaboratively determined by the Internship Manager and dietetic intern based on the needs of the Division programs and services. TCHD business hours are Monday–Friday, 8:00 AM–5:00 PM. Unless otherwise directed, interns are expected to attend during these hours.

1.11 **Sick Leave**
Sick leave is granted on an individual basis depending on need (see 1.15) Time missed in excess of that outlined in 1.15 must be made up.

1.12 **Emergency Leave**
Emergency leave must be arranged with the Internship Manager (see 1.15). Time missed in excess of that outlined in 1.15 must be made up.
1.13 Educational Leave
Educational leave will be granted at the discretion of the Internship Manager.

1.14 Time and Activity Coding
Every intern will enter time and activity coding each week that will be reviewed and approved by the Internship Manager. The coding tracks work activity information.

1.15 Time Off/Missed
Each intern will be granted 10 days of vacation leave during the internship (December 21, 2020-January 1st, 2020) plus 2 vacation days for a “spring break” in March 2021. Depending upon external rotation preceptors, interns may also have time off on Holidays such as; Veterans Day, Thanksgiving, the day after Thanksgiving, Martin Luther King, President’s Day and Memorial Day.

All dietetic interns will have two floating leave days. The 16 hours of floating leave may be used for time off due to illness, emergency, doctor’s appointments or any other personal time off, if needed. Leave will be granted on an individual basis.

Special leave in excess of the six days above will be granted on an individual basis for reasons of serious illness/condition, pregnancy, childbirth, family death or other emergency. Time missed from the internship as a result of special leave will need to be made up based on approved plan by Internship Manager for completion the internship and to be issued a Verification Statement. All leave must be approved by the Internship Manager. Interns must submit leave requests in writing prior to taking leave, using a DI leave request form.

1.16 Injury in a Facility for Supervised Practice
Injury while in a facility for supervised practice should be reported immediately to the preceptor and Internship Manager. Interns are covered by Tri-County Health Department worker’s compensation insurance if injured in an internship related facility.

1.17 Liability for Safety in Travel to or from Assigned Areas
All intern travel to or from assigned clinics or work related responsibilities is not covered by the agency liability insurance policy, and mileage will not be reimbursed. Interns are required by state law to have appropriate liability insurance for their automobiles. Interns will be responsible for maintaining their auto insurance to cover any liabilities encountered while in travel status. Proof of insurance must be submitted to the Internship Manager at the beginning of the internship. Interns are responsible for any and all affiliation parking expenses.
1.18 **Violations, Traffic**
Interns are responsible for any traffic violations and/or fines they incur.

1.19 **Insurance Requirements**
Interns must apply for Professional Liability Insurance for Individual Students prior to starting this program. This policy covers both malpractice and personal liability. Health, automobile or any other insurance is the responsibility of the intern. Interns must have health insurance to participate in the internship.

1.20 **Public Relations**
If contacted by news media, interns will refer the request for information to the Nutrition Division Director and/or the Public Information Officer at TCHD.

1.21 **Special Talks**
Interns are advised to not answer questions about Departmental policy, appear on any programs, or give any public talks relating to the Department without prior approval of the Nutrition Division Director and/or Internship Manager.

1.22 **Photographs**
No photographs of patients or other persons receiving services from the Health Department may be used unless there is a release signed by the individual or individuals in the photograph. Release forms can be accessed on the Public Drive of the TCHD network.

P:\Permanent\Photo Release Form\Photo release form April 2014.pdf

1.23 **Long Distance Telephone Calls**
Long distance calls or faxes using TCHD equipment must be pre-approved by the Internship Manager. A TCHD long-distance PIN number may be issued to interns for business purposes as needed.

1.24 **Court Service as a Witness**
Interns called to court to act as a witness in a job-related or non-job-related trial will be granted a special leave of absence.

1.25 **Political and Religious Activity**
This policy in no manner prohibits membership in any political or religious organization, attendance at meetings, expression of views on political matters, nor voting with complete freedom. Interns are, in fact, encouraged to actively support their individual political beliefs so long as these opinions are not represented to others as the official viewpoint of this Department.

A. Interns may not be partisan candidates for political office.
B. Interns may not use their position with the Department to promote any specific political action, candidate or belief.

C. Interns may not use official Department letterhead for personal or political correspondence.

D. Interns may not use their Department titles in either written or verbal communications concerning religious or political activities/beliefs.

E. Interns shall not attempt, through any means, to coerce other interns, TCHD employees or volunteers into working for or accepting their religious or political beliefs or candidates.

F. Political literature may not be displayed nor distributed on Department premises.

G. Department funds may not be used to purchase political literature or to support any candidate or belief.

H. Religious material, literature, petitions or statements may not be circulated in Department buildings.

I. Religious activities are not allowed on the premises of or in the buildings of the Department.

1.26 Authorized Use of Department Equipment

All Department equipment will be used only for the Department activities. No private use of Department equipment will be authorized except with special permission of the Director of Nutrition Division or Director of Administrative Services.

1.27 Use of Petty Cash

One time withdrawals of the petty cash fund shall not exceed $20.00. Petty cash is dispersed by the nutrition division secretary. Sales tax is not reimbursed. You may be provided with Tri-County’s tax exemption number before making internship-related purchases. Interns needing reimbursement for department expenses must submit receipts to the nutrition secretary, after obtaining the approval and signature of the internship manager.

1.28 Supplies

All requests for forms, supplies, materials, books, educational materials, etc., must be in writing and directed to the Internship Manager.

1.29 Intern File

The intern’s personnel file will be maintained in a confidential manner with access only to authorized personnel, including the Nutrition Division Director, Internship Manager and the intern.

1.30 Resignation

In order to resign in good standing, interns shall submit a written notice to the Internship Manager at least 10 days before the effective date of the resignation indicating the reason(s) for the resignation.

After acceptance by the Internship Manager, the letter of resignation shall be placed in the intern's
personnel file. No money will be refunded.

1.31 Probation for Unsatisfactory Performance
When an intern demonstrates unsatisfactory performance after starting the program, the Internship Manager, after doing a special evaluation documenting the deficiencies, will request the Nutrition Division Director to place the intern on probation. The Nutrition Division Director, upon approval of the Internship Manager request, will issue a notice to the intern specifying the probationary period. If the intern is not at a satisfactory level by the end of the probationary period, s/he will be given one week’s notice and dismissed. No money will be refunded.

1.32 Suspension or Dismissal
The Internship Manager may recommend and the Nutrition Director may dismiss or suspend any intern for disciplinary reasons, examples of which follow:

A. Arriving at work in an intoxicated state or becoming intoxicated while on the job. This includes being under the influence of either drugs or alcohol.
B. Theft of Department property or property of an employee or other intern.
C. Harassing (sexually or otherwise), threatening, intimidating or assaulting an employee or other intern.
D. Falsifying Department records or revealing unauthorized information from confidential records.
E. Possession of weapons or firearms on Department premises.
F. Failure to follow orders of one’s supervisor or director.
G. Being absent without permission or not having advised one’s supervisor.
H. Being habitually absent or tardy.
I. Disregard of safety rules or failure to wear required safety equipment.
J. Failure to report a job-related injury or accident.
K. Failure to perform assigned work efficiently.
L. Inability or unwillingness to work harmoniously with other interns, students or employees.
M. Being wasteful of material, property or working time.
N. Conviction of a felony.
O. Accepting bribes or gifts.
P. Failure to comply with TCHD policies as outlined during orientation.
Q. Other conduct which is unbecoming to a public employee.

Summary Dismissal—In the event an intern’s performance or attitudes are flagrantly out of line with Departmental policy or procedure and the intern has been previously apprised of these and counseled about them, or in the event an intern has consciously or through gross negligence caused serious damage to the Department or its programs, and in either case, in the opinion of the Nutrition Division
Director, retention of the intern would be harmful to the Department, the Nutrition Division Director may dismiss the intern summarily and without notice.

1.33 Grievance Procedure
The following procedure will be adhered to by interns presenting a grievance:
A. If the immediate supervisor and Internship Manager are unable to settle the difficulty within three working days, the grievance shall be referred to the Nutrition Division Director for resolution.
B. The grievance shall be presented in writing by the aggrieved intern to the Nutrition Division Director. Note: In the event the grievance concerns the Nutrition Division Director, the complaint may be lodged directly, in writing, with the TCHD Executive Director.
C. Within seven working days after receipt of the intern's written statement of grievance, the Nutrition Division Director or the Executive Director shall render a decision in writing and shall cause a copy of the decision to be delivered to the intern.
D. It is the intent of this procedure to provide the prompt and equitable settlement of problems or misunderstandings that may arise.
E. If after the above proceedings have taken place, the aggrieved intern is still dissatisfied with the results, it is his or her right to lodge a formal complaint through local, state or federal civil rights commissions.

1.34 Employee Replacement
Interns will not replace employees for any staff work, unless staff work is related to the program requirements. All learning activities and rotation schedules will be dictated by the Internship Manager to the preceptors.

1.35 Commendations
Outstanding contributions to the Department's activities may be recognized by the initiation of a commendation letter by the Internship Manager and the Nutrition Division Director. The commendation will be furnished to the intern and a copy placed in the intern's file.

1.36 Evaluation
The intern will be evaluated at the end of each rotation and in the final week before finishing the program. These evaluations will be conducted by the TCHD or Affiliation Preceptor, Internship Manager or Nutrition Division Director.

1.37 Graduation or Program Completion Requirements
Interns are evaluated on a point system. Completion of the program is contingent on satisfactory completion of all assignments at the level (#2 rating on rotation checklist) of an entry-level dietitian. When the intern has met all the objectives, s/he will receive a Certificate of Completion and signed
Verification Statement. If specific activities are not satisfactorily completed, the intern will continue in the program until defined competence is met.

1.38 Verification Statements
Upon completion of the program, a verification statement will be submitted to CDR for RDN examination eligibility.

1.39 Intern Support Services
Interns are eligible to obtain selected immunizations at the customary agency fee at the convenience of the TCHD Employee Health Nurse. Seasonal influenza and Hepatitis B vaccinations are provided free of charge by TCHD, as are any additional immunizations and lab testing required by affiliating facilities prior to a rotation. Interns have access to TCHD's family planning services, human resources, nursing services, and employee assistance plan services. Some hospitals and affiliations provide free or reduced-cost meals to interns.

1.42 Previous Work Experience Credit
Interns with previous work experience in a particular area may submit a written proposal to the Internship Manager to substitute a portion of the rotation practice experience with another comparable quality learning experience. The replacement experience must be presented in detail along with preceptor approval. The proposal must include a statement verifying the intern's work experience from the intern's employer. The intern's application will be evaluated by the Internship Manager and nutrition division director.

1.43 Recency of Education
It is the policy of TCHD to train competent practitioners in dietetics. Recency of education is an important aspect of intern training. Applicants to the internship holding degrees completed five years or more prior to application to the internship will be required to submit in writing to the Internship Manager proof of recent course work in the field of dietetics (such as medical nutrition therapy and biochemistry) and/or adequate work experience in the field of dietetics. Approval of course work/work experience will be at the discretion of the Internship Manager. Course work and/or work experience must be completed within the last five years and before beginning the internship.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®), formerly known as the Commission on Accreditation for Dietetics Education (CADE) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or dietetic technicians, registered (DTR). ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.
ACEND® is recognized by the United States Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND® is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice. ACEND® can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x5400), or mail (120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995).

ACEND Procedures for Complaints against Programs
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, ACEND will not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion, or dismissal of faculty or students. It will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. Procedures used in the investigation of a complaint against an accredited or approved program may be viewed at www.eatright.org.

Complaints about ACEND
Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public, may submit a complaint about the standards, policies, procedures, or conduct of ACEND. The complaint must be signed by the complainant. Anonymous complaints will not be considered.

ACEND can be reached at 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or 312-899-0040 x5400 or online at: ACEND@eatright.org
Guiding Principles
Dietetic Intern

❖ The internship is a time to learn and grow.
Be open to new information, ideas, experiences, approaches and ways of accomplishing things. Even when the value of the experience may not be immediately evident at that point in time, it may become valuable later on. Or if the new information may be in conflict with beliefs or prior experiences, learn from them.

Be prepared and eager to learn what the curriculum prescribes, be willing to approach each new situation with openness (preceptors, staff, intern teammates can’t read minds).

Learn when to ask questions and when to search for answers for your own learning experience. Be willing to build upon prior learning experiences and integrate new knowledge and concepts where applicable. You are not expected to know all the answers.

❖ Communication is key.
Communicate openly, welcome constructive and honest feedback. Listen to see mutual understanding. Steer clear of gossiping or getting involved in office politics.

Learn how you can work best with different personality types and work styles. We all bring something unique to the table.

Greet people with a smile and avoid distracting non-verbal’s (cell phone usage in meetings/conferences). Always treat others with respect, even when you don’t share the same values or opinions.

❖ Attitude, Perspective and Focus
Be organized and assume responsibility for your own learning. Understand and expect that situations change and may warrant different circumstances. This could periodically provide frustration, anxiety or stress. Identify and learn ways to help offset stressors or inquire help from others. Taking steps in responsibility of self (positive attitude, flexibility, and mindfulness) can assist with the adversity allowing for growth—adversity is an inevitable part of life -- seed to something positive.

At times, expect your supervised practice experience to be time-consuming and challenging. Without challenge and stretching there is limited growth.
Connections

Look for connections between theory and practice, what is known or understood. Look for connections from trainings, workshops, meetings and link those with your experiences in other community/organizational settings.

Spend time in reflection and complete self-assessments.

Understand that you will connect with many people during the internship, young and old, different race, ethnicity, socioeconomic/education status, beliefs and values. Do your best to understand and demonstrate openness to each person.

Working in Teams

Life anchors are people (relationships help restore balance, perspective) Relationships vs. accomplishments.

Teams are everywhere. The opportunity to integrate collective thinking, talents and skills allows us to demonstrate collaborative problems solving, leadership and vision. The collaborative spirit can move us beyond organizational boundaries and thinking.

Model qualities like respect, helpfulness, cooperation and openness, value creativity and difference, identify each other strengths and share, build team identity, shared leadership/collaboration, hold each other accountable, trust and celebrate.

Caring: We appreciate differences in people and thoughts. We demonstrate integrity, decency, humanity, honesty, and good faith in all our interactions.

Self-Care and Balance

Take care of yourself so you can take full advantage of all the experiences that the program has to offer. Try to:

- Eat well
- Exercise
- Get enough rest, balance work and personal
- Manage your stress
- Spend time in reflection and self-assessment
- Cultivate a human perspective- benefits of humor

Time Management/Initiative

Be on time to rotations. Adhere to assigned work hours, which may be different from one facility to the next. If running late, connect with Internship Manager or preceptor (text or call).
It is up to you to manage your time and decide what projects to work on during most days. If an assignment has a deadline, be sure to follow it. Discuss with preceptors ahead of time if you are not able to make the deadline. Some deadlines may be flexible (establish priorities/manage time wisely).

Look ahead and plan meetings with upcoming preceptors/field site visits and review assignments. Be prepared for upcoming rotations. Be a self-directed learner. Get started on all assignments early. Don’t put things off until the last month of the internship! Take advantage of opportunities offered inside and outside of the organization.

**Preceptors**

Preceptors are an essential and integral component of dietetic internships. Without preceptors there would be limited supervised practice. Preceptors have their continued job responsibilities in addition to supporting your internship experience/education to develop your dietetic skills. We view preceptors as our organization/internship partners who help achieve the dietetic internships vision and mission. More preceptor tips are included in Appendix C.

- Think of every preceptor as a potential future employer or reference.
- Show interest and feel comfortable asking questions. Remember, we are here to help you!
- Be flexible; respond positively to changes in schedules or assignments. They will happen!
- Realize that each preceptor has his/her own style, and you can learn from all styles.
- Clarify tasks given to you so you don’t waste time. If expectations are not clear to you, ask the DI Manager preceptor what the expectations are.
- Ask for things to do. Don’t always wait to be told what to do.
- Get used to constructive feedback. You will get positive feedback as well as suggestions for growth and improvement.
- If you lack guidance, talk to the preceptor or DI Manager.
- Send or give a Thank You note at the end of the rotation.
About Tri-County Health Department

Tri-County Health Department (TCHD) founded in 1948, is the largest local public health agency in Colorado, serving over 1.6 million people in Adams, Arapahoe and Douglas Counties. The agency's jurisdiction serving diverse communities, offers 60 programs/services ranging from birth certificates, immunizations and healthcare referrals, restaurant inspections, and infectious disease investigations. TCHD operates out of 11 offices in this 3,000 square mile area and includes in its jurisdiction 26 municipalities, 15 school districts with more than 360 public schools, and 12 acute care hospitals.

The structure of public health has evolved over time, as have the laws that govern local public health agencies in Colorado. The Sabin Health Laws, passed in 1947, governed public health up until the 2008 Public Health Act was adopted. The Public Health Act of 2008 established a uniform public health system in Colorado and defined core services that were required of every local public health agency. In 2009, following the passage of the Colorado Public Health Reauthorization Act (Public Health Act), the Boards of Commissioners in Adams, Arapahoe, and Douglas counties each adopted resolutions designating Tri-County Health Department as its district public health department.

The Public Health Act provided a much-needed update and reorganization for Colorado’s public health system. It provided the foundation for the adoption of the Minimum Qualifications for Public Health Director and Minimum Qualification for Medical Officer (6 CCR 1014-6) in 2009 (revised 2015), the requirement to regularly conduct Community Health Assessments and to develop Public Health Improvement Plans, and outlined the set of Core Public Health Services. Since its passage, TCHD has used the Core Public Health Services structure to guide and align our programs, and outlines of this alignment have been provided to our counties during budget review process over the past several years. Governmental public health agencies should operate and seek to continuously improve services. Through adoption of measurable standards for public health services, Colorado’s public health system, including local and district health departments, will continuously improve the quality of its services and programs, will demonstrate accountability, and will raise public health capacity. National standards as developed by the Public Health Accreditation Board (PHAB) as a basis to direct local public health agencies across Colorado and uses an approach to defining core public health services. Because the national public health accreditation process requirement requires use of these standards, TCHD organizes its accreditation efforts (initial accreditation in 2017, re-accreditation anticipated in 2022) around this structure.

Tri-County Health Department | 2019-2024 Public Health Improvement Plan
In line with our mission, the Centers for Disease Control and Prevention's Essential Public Health Services, and Colorado’s Public Health Improvement Act of 2008, following our Community Health Assessment, TCHD and our community partners periodically work together create a Public Health Improvement Plan (PHIP). The purpose of the plan is to organize and coordinate a systematic effort to address the top health issues identified in the Community Health Assessment and prioritized by our partners, our community members, and
our staff. While the Public Health Improvement Act requires that Local Public Health Agencies, such as TCHD, update their PHIPs every five years, the Colorado Department of Public Health and the Environment allowed us to slightly modify this timeframe and instead design a six-year plan with a review and update after three years. This timeframe allows us the flexibility to align our work with that of a key segment of our community partners – our not-for-profit hospitals – who develop Community Benefit Plans every three years.

Our 2019-2024 Public Health Improvement Plan includes three primary Priority Areas and one developmental Priority Area. These include:

1) **Access to Mental and Physical Health Care Services**
   - a. Improve access to care through advocacy, policy development and implementation, and alignment of quality and/or performance measures
   - b. Improve access to care through health insurance enrollment support and health care system navigation
   - c. Decrease barriers to care

2) **Mental Health**
   - a. Improve mental and behavioral health through advocacy, policy development and implementation, and shared performance measures
   - b. Reduce poor health outcomes related to mental health

3) **Health and Food**
   - a. Increase access to safe, nutritious, affordable and culturally relevant food, especially in communities with limited resources and communities of color
   - b. Promote food security and healthy eating habits through messaging, education, advocacy, and policy development

4) **Health and Housing (developmental Priority Area)**
   - a. Improve quality of housing for TCHD population, especially for those most vulnerable in our communities.*
   - b. Improve access to attainable housing for TCHD population, especially for those most vulnerable in our communities.
   - c. Prevent displacement of TCHD populations, especially for those most vulnerable in our communities.

These four Priority Areas influence our work at TCHD and it is our hope that we can better support and align with our partners’ work in these areas as well as influence their priorities and activities.

- **Core Public Health definition – Board of Health Rule:** “... shall include but need not be limited to, the assessment of health status and health risks, the development of policies to protect and promote health, and the assurance of provision of the essential public health services.”
Core Public Health Services as defined in the Board of Health Rule
- Assessment, Planning and Communication
- Vital Records and Statistics
- Communicable Disease Prevention, Investigation and Control
- Prevention and Population Health Promotion
- Emergency Preparedness and Response
- Environmental Health
- Administration and Governance

Additionally, TCHD is guided by 10 Essential Public Health Services (1994) that provides a working definition of public health and a directorial framework for the responsibilities of local public health systems. The Core Public Health Functions Steering Committee, led by CDC, developed the framework for the Essential Services in 1994. The committee included representatives from US Public Health Service agencies and other major public health organizations.

Tri-County Health Department Values and Guiding Principles

Values for the agency are demonstrated in the behavior and decisions of all our employees and in how we conduct our efforts in the communities we serve. TCHD, its Board and its employees have adopted these eight core values that guide behavior, organizational policy, and decision-making. These values not only apply to how we interact with each other internally, but how we treat our partners and clients externally.

**Respect** – We treat others with the same dignity as we wish to be treated. We honor the whole person and recognize the importance of work-life balance and diverse perspectives. We recognize the power of teamwork and appreciate the unique contributions that each member of a team can make.

**Integrity** – We maintain consistency in what we say and what we do. We uphold high ethical standards and maintain accountability to each other and the communities that we serve.

**Courage** – We stand up for what is right in the face of adversity. We communicate openly and welcome honest feedback. We advocate for those who cannot do it for themselves.

**Excellence** – We strive for the highest quality in everything that we do. We pursue opportunities and seek creative and innovative solutions to the challenges that face us.

**Leadership** – We believe that everyone can be a leader. We empower others to act; we encourage everyone to reach their fullest potential; and we model our core values.

**Collaboration** – We seek to sustain and enhance the reach and impact of our efforts through the respectful engagement with community partners (local, regional and state).
Stewardship – We maintain stewardship of public monies and facilities through active management and always striving to provide targeted, high quality, and cost-effective services for the community.

Innovation – We seek and encourage innovative approaches to address public health issues, reach diverse communities and improve agency operation
Colorado Academy of Nutrition and Dietetics
http://www.eatrightcolorado.org/

Colorado Public Health Association (CPHA)
https://www.coloradopublichealth.org/

Colorado Department of Public Health and Environment (CDPHE)
https://www.colorado.gov/cdphe

COPrevent
http://www.coprevent.org/ (Public Health Communications (daily information; jobs, trainings, grant announcements)

Colorado Health Institute
https://www.coloradohealthinstitute.org/about-us

Colorado Society of Parental and Enteral Nutrition (CSPEN)
http://www.coloradonutritioncare.org/

Denver Dietetic Association
https://www.eatrightdenver.org/

Denver Regional Council of Governments
https://drcog.org/services-and-resources/denver-regional-visual-resources/community-profiles

Metro Denver Partnerships for Health
https://www.coloradohealthinstitute.org/research/metro-denver-partnership-health

Public Health Training Centers

<table>
<thead>
<tr>
<th>National Network of Public Health Institutes</th>
<th>Regional Public Health Training Centers (10 Regions)</th>
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</thead>
<tbody>
<tr>
<td><a href="https://nnphi.org/phln/">https://nnphi.org/phln/</a></td>
<td><a href="https://nnphi.org/phtcs/">https://nnphi.org/phtcs/</a></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Network Engagement Directory</th>
<th>The Center collaboratively develops and offers a wide variety of in-person and online learning opportunities to improve public health practice.</th>
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<tbody>
<tr>
<td><a href="https://nnphi.org/network-engagement/network-engagement-directory/">https://nnphi.org/network-engagement/network-engagement-directory/</a></td>
<td>The RM-PHTC sits within the Center for Public Health Practice. It is one of the 10 Regional PH Training Centers designated by the Health Resources &amp; Services (HRSA) to provide training to professionals addressing public health issues. <strong>Serves Region VIII—Colorado, Montana, North and South Dakota, Utah and Wyoming.</strong></td>
</tr>
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<thead>
<tr>
<th>Colorado School of Public Health; Center for Public Health Practice</th>
<th>Rocky Mountain Public Health Training Center (RM-PHTC)-Region 8</th>
</tr>
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<tbody>
<tr>
<td><a href="https://registrations.publichealthpractice.org/Home">https://registrations.publichealthpractice.org/Home</a></td>
<td><a href="https://www.rmphtc.org/">https://www.rmphtc.org/</a></td>
</tr>
</tbody>
</table>
Great resource with may topics; related to community change (assessing community resources/needs, choosing strategies, strategic planning, community involvement, leadership functions, effective management, group facilitation, etc...)

**Colorado Health Foundations** *(supporting public health, health equity and food system initiatives)*

- Caring for Colorado Foundation  
  [https://caringforcolorado.org/](https://caringforcolorado.org/)
- Colorado Health Foundation  
  [https://coloradohealth.org/](https://coloradohealth.org/)
- Colorado Trust  
  [https://www.coloradotrust.org/](https://www.coloradotrust.org/)
- Nourish Colorado  
  [https://nourishcolorado.org/](https://nourishcolorado.org/)
- Hunger Free Colorado  
  [https://hungerfreecolorado.org/](https://hungerfreecolorado.org/);  
  [https://www.endhungerco.org/](https://www.endhungerco.org/)

**Surrounding Community**

- CU Anschutz Office of Diversity, Equity, Inclusion and Community Engagement  

**Nutrition**

- Food and Nutrition Magazine (comes with AND subscription)
- Today’s Dietitian
- Nutrition Care Manual and Pediatric Nutrition Care Manual, available at [www.nutritioncaremanual.org](http://www.nutritioncaremanual.org) ; each of you will have account created to access to both NCP and PNCM

*Username: (your TCHD e-mail address)  
Password: (first initial and last name)*
Scope of Dietetics Practice tools/resources below and uses as a resource throughout the internship.

http://www.eatrightpro.org/resources/career/code-of-ethics/ethics-education-resources

International Resources in Dietetics

Dietitian Connection_ https://dietitianconnection.com/about/welcome/

……So we’re here for you every step of your career. When you feel supported and connected, you can do great things. So we help you – effortlessly – stay up to date and learn from the best.

Welcome to your place to learn, grow and prosper. The latest news is curated right here.

Along with job listings from far and wide, delve deep into our products and resources, or join an event near you. Learn on the go with our podcasts, or get a front-row seat at one of our webinars. Our community is over 6,000 strong, and we’re looking forward to meeting you.

“I founded Dietitian Connection because I saw a need.

There were resources for those who sought to become a better leader – and resources for those who wanted to become better at the practice of dietetics.

Nowhere was there a single, one-stop shop for dietitians who sought to be inspired, share ideas, educate and engage with like-minded professionals.

I’ve endeavoured to fill that gap for our industry by founding Dietitian Connection.

Today, we’re a dynamic community of innovative, motivated nutrition leaders, enjoying exceptional opportunities for professional growth and advancement.

Maree Ferguson, Founder Dietitian Connection

Communication

The Frameworks Institute http://www.frameworksinstitute.org/

General resources

https://www.211colorado.org/food-assistance/
Misc.

Think stock photos- http://www.thinkstockphotos.com/

Power point presentations ; Slides go https://slidesgo.com/  (free google power point templates)

TCHD Employee Handbook

TCHD Intranet
http://tchdlink.tchd.org/

TCHD Internet
http://www.tchd.org/

TCHD SnowLine Information

1) TCHD has a 24-hour SnowLine: 720-200-1650; a message will be recorded in English and Spanish about updated closures or delay information pertaining to TCHD offices.

2) TCHD information will also be included on websites of challeng 2, 4, 7, 9 and 31.

3) An all-staff email will be sent and TCHD’s Emergency Preparedness and Response may also send a automated message
Rotation Procedure Checklist

Items to keep in mind prior to beginning your external rotations.

- Ensure all required paperwork (MyClinicalExchange) and onboarding information is complete.
- Review rotation checklist (objectives, activities and projects) that are to be completed during rotation.
- Read and review specific topics/resources (shared drive/Trello Boards) that will be helpful prior to your rotation. Complete any assigned activities/modules that preceptor has assigned prior to rotation start date.
- Contact preceptor at least one week prior to start date to confirm start time, dress or other logistics for first day.
- If possible, on first day with lead preceptor, discuss proposed activities and projects (on the rotation checklist) to be complete during your rotation site experience. Preceptor may suggest alternate learning activities in place of activities outlined checklist.
- Intern and preceptor agree on activities and projects to complete as well establish timelines/dates for completion.
- Discuss expectations (how often to check-in, best means to communicate, etc.), address questions, share contact (phone) information.
- Review organizations policies and procedures.
- Review processes for preceptor evaluation (Rotation checklist competencies and mid-final rotation evaluation).
- Set time for final evaluation with preceptor(s).
- When rotation is complete, submit preceptor/organization evaluation via Survey Monkey.
- Submit final rotation checklist and preceptor evaluation to Michelle (both paper copies).

Role of Intern and Preceptors

<table>
<thead>
<tr>
<th>Interns</th>
<th>Preceptors</th>
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<tbody>
<tr>
<td>Take responsibility of own learning</td>
<td>Provide orientation to rotation site</td>
</tr>
<tr>
<td>Communicate challenges</td>
<td>Assist intern to adapt to new role and environment</td>
</tr>
<tr>
<td>Collaborate with preceptor to identify learning activities that will support competencies and if possible preceptor organizational site</td>
<td>Advise intern regarding policies, procedures and problem solving approaches</td>
</tr>
<tr>
<td>Keep preceptor informed about progress on activities and assigned projects</td>
<td>Collaborate with intern to identify learning activities which are beneficial to the organization and will support established intern learning objectives</td>
</tr>
<tr>
<td>Seek feedback and connect periodically to discuss progress or learning needs</td>
<td>Provide guidance and supervision as needed</td>
</tr>
<tr>
<td>Ensure preceptor completes final evaluation and evaluates competencies on rotation checklist</td>
<td>Provide guidance in complex, delicate situations</td>
</tr>
<tr>
<td></td>
<td>Monitor intern's progress, provide timely feedback and complete midpoint and final evaluation on intern's performance</td>
</tr>
</tbody>
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Statement of Understanding for Interns in the Tri-County Health Department Dietetic Internship Program

Please initial each statement to verify that you have read and understood.

_____ I understand that I am subject to all rules and regulations set forth by the Tri-County Health Department Internship Program in regards to all academic, financial, and conduct matters which are stated in the Tri-County Health Department Dietetic Internship Handbook, as well as all rules and regulations set forth by any supervised practice facility to which I attend.

_____ I understand that Tri-County Health Department reserves the right to withdraw any student from the Dietetic Internship Program due to misconduct or unsatisfactory academic performance.

_____ I understand position fulfillment in the program is filled on an equal opportunity basis by qualified persons without regard to race, color, national origin, religion, gender, sexual orientation, age or disability. I understand that Tri-County Health Department does not discriminate in management of the program policies.

_____ I understand that I must attend all orientations related to the administration of my internship including those for supervised practice facilities. I will arrive on time and abide by rules and regulations related to the conduction of the facility.

_____ I understand that I must fulfill all financial obligations due to the Tri-County Health Department Dietetic Internship Program.

_____ I understand that to receive a verification statement to be eligible for the registration examination to become a Registered Dietitian Nutritionist (RDN), I must complete the program requirements as dictated by the curriculum and Internship Manager.

_____ I understand the program length and requirements and that completion does not guarantee intern will successfully pass the registration examination to become a Registered Dietitian Nutritionist.

_____ I understand the dietetic intern responsibilities, expectations and guiding principles.

I have read the statement of understanding above and hereby agree to abide by the policies contained therein.

Print Name: _______________________
Sign Name: _______________________
Date: ___________________________