



## POSITION ANNOUNCEMENT

April 28, 2016

**Title:** Director, Dietetic Internship Program

**Campus:** Post

**Job Duties:** The Director's responsibilities include the management and evaluation of the Dietetic Internship as well as clinical education of a class of 20 Dietetic Interns. The Internship is a two-semester program beginning each September.

### **Principal Responsibilities:**

- Develops policies and procedures for the DI program that are located in the DI Manual and updated on an annual basis based on intern evaluations and the annual preceptor/facility meeting. The DI Director is a member of the Nutrition and Dietetic Educators and Preceptors (NDEP) practice group of the Academy of Nutrition and Dietetics (AND), and keeps updated on curriculum and practices through the NDEP annual meeting, newsletter and listserv, as well as communication from the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Maintains Registered Dietitian (RD) status through completion of continuing professional education through the Commission on Dietetic Registration (CDR) Professional Development Portfolio.
- Develops the curriculum and instructs NTR 611, Concepts for Nutrition Practice (2 credits) and NTR 615 and NTR 616, DI Seminar I and II (4 credits).
- Serves on departmental, school and university wide committees.
- Reviews all applications through the Dietetic Internship Centralized Application Services (DICAS) for the DI using a criteria rubric as well as interviews candidates. Meets with the review committee to rank prospective applicants and submits candidates to D & D Digital matching program.
- Devises rotation schedules for the 20 interns that includes eight rotations each.
- Acts as the liaison with DI affiliated institutions by communicating with preceptors regarding placement, progress of the intern(s), program policies and procedures, communicating education standards set by ACEND and works together to make program/curricular changes that align with education standards; meets monthly with Nutrition Department faculty and discusses issues with the DI (if applicable). Chairs the annual facility/preceptor meetings and Advisory Board meetings. Minutes of meetings are mailed to all participating DI facilities.
- Directs clinical supervision of interns with the part-time Clinical Coordinator (an adjunct faculty member in the Department of Nutrition); visits interns during presentations/in-services and evaluates their performance as well as supervises interns on-site during hospital and renal rotations to observe them in the nutrition care process (NCP) and to evaluate their counseling skills. Uses rubrics as a performance assessment tool and also encourages self-evaluation and discussion between the intern and the DI Director about areas of strengths and ways for improvement.
- Provides feedback and grading for all intern assignments after each rotation. Conducts an exit interview for each intern.
- Maintains student files and records for the program (each intern has his/her own file) that include: transcripts and DPD verification statements upon arrival to the program, assignment checklists, rotation evaluations, professional behavior evaluations, grades for specific projects, copies of performance assessment rubrics, final evaluation grade for each rotation based on review of all assignments (now on Survey Monkey®), and assures that the intern has met all of the competencies for each rotation.
- Distributes Verification Statements to each intern upon completion of the DI.
- Disseminates information to the interns about the Registration Examination for Dietitians and provides necessary documentation for the class program completion to CDR.

- Provides a listserv for the intern class for ongoing communication. Reviews weekly logs from interns about their daily activities in their rotations.
- Maintains a listserv for alumni to communicate about updates in the dietetics field, job openings, and to distribute alumni surveys.
- Obtains evaluations of facilities and preceptors from interns. The DI Director reviews these evaluations and intervenes with preceptors as needed. Copies of the evaluations are mailed to respective facilities.
- Obtains new contracts with facilities to participate in the DI and updates contracts as needed by participating facilities.
- Annually records hours that participating facilities obtain when hosting interns. These hours are calculated into credits (90 hours equal one credit) as an incentive for preceptors to use these credits for continuing education through Long Island University.
- Prepares required reports for the university and obtains artifacts needed for reports (e.g., alumni surveys, preceptor surveys, program and course evaluations, employer surveys, record of RD exam pass rates, graduation rates, graduate employment):
  - Annual report that includes activities of the DI Director
  - Annual student learning outcomes
  - Program outcomes
- Maintains program accreditation of the DI through ACEND including timely submission of fees and reports (ACEND Annual Report and Self-Study Report for Continued Accreditation every seven years).

**Qualifications:** A minimum of an earned master's degree in nutrition, dietetics or related field from an accredited institution in nutrition; Registered Dietitian (RD) credential by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics; membership in the Academy of Nutrition and Dietetics; and a minimum of three years' professional experience post credentialing. Candidate must be current and experienced in clinical skills related to nutrition; excellent knowledge of Medical Nutrition Therapy, food service management and community nutrition; knowledgeable about requirements for program accreditation by ACEND; excellent written and oral communication skills and the ability to work well with students to encourage development of clinical skills and professionalism; must be familiar with technologies used to enhance student learning; and must have experience teaching in higher education.

**Special Information:** The Director has an office in the Department of Nutrition on the campus, but must be able to travel by car to visit students in the clinical settings and is reimbursed for mileage.

**Salary:** Commensurate with experience.

**FLSA Classification:** Exempt

**Starting Date:** As soon as possible

**Contact:** Please send letter of interest and resume or curriculum vitae on or before **Tuesday, May 31, 2016** to: [https://jobs.liu.edu/#/job\\_details/145](https://jobs.liu.edu/#/job_details/145)

**NOTE:** Letters of interest submitted after the deadline will not be considered.

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