



Center for Programs in Allied Health  
Dietetic Internship

Program Handbook  
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# WELCOME TO VANDERBILT

Thank you for choosing the Vanderbilt University Medical Center (VUMC) Dietetic Internship Program. We trust your internship experiences will exceed your expectations.

## Introduction to Program Handbook

The purpose of the Program Handbook is to serve as a reference and resource for the students in each of the programs in the VUMC Center for Programs in Allied Health (CPiAH). The Program Handbook is one of the important documents that provide operational guidance to students, to assist them in their successful progression through their program. Key documents with policy and procedure information important to students include:

- **Catalog of the VUMC Center for Programs in Allied Health** – Source of important policies and other information related to VUMC, the CPiAH and each program. The catalog is available on the VUMC CPiAH website.
- **VUMC CPiAH website and Program Website** – The Center for Programs in Allied Health has its own website, and that website houses a website for each program within the CPiAH. Students will find important information regarding both the institution and the programs on these sites.

## Program Information in the CPiAH Catalog

The Catalog of the Center for Programs in Allied Health (CPiAH) contains important information about Vanderbilt University Medical Center, the Center for Programs in Allied Health and this program specifically. Students are advised to refer to the CPiAH Catalog to obtain the following information about this program:

- Program Description
- Academic Calendar
- Program, Staff, Faculty and Advisory Board
- Admission
- Academic Program
- Satisfactory Academic Progress
- Code of Conduct
- Graduation Requirements
- Equipment List

## **IMPORTANT NOTICE TO STUDENTS**

All students enrolled in VUMC Center for Programs in Allied Health (CPiAH) programs are bound by all VUMC, CPiAH and Program policies. By enrolling in a CPiAH program, every student acknowledges his or her responsibility to abide by and adhere to all institutional and programmatic policies and procedures. Students therefore have the responsibility of being familiar with the policies and procedures described in the Program Handbook, in the Catalog of the Center for Programs in Allied Health, and on the CPiAH and respective program's websites.

# DIETETIC INTERNSHIP: INTRODUCTION AND ACCREDITATION

## **Program Description**

The Vanderbilt University Medical Center (VUMC) Dietetic Internship Program is a post-baccalaureate certificate program within a comprehensive medical center and healthcare organization. VUMC is dedicated to innovative research, high-impact training and personalized patient care. VUMC's mission is to be a leader in health and wellness through preeminent programs in patient care, professional training and research.

The VUMC Dietetic Internship Program's principal focus is to provide comprehensive supervised practice experiences which meet the competencies for entry level practice and to prepare students for the credentialing examination for Registered Dietitian Nutritionists.

The program participates in both national application and computer matching processes. Sixteen students are accepted for the 44-week full-time internship program; which runs from August to June. The Internship Director and Education Coordinators plan the curriculum and guide the supervised practice experiences. An orientation series (Rotation Readiness) prepares students for rotation experiences. A rotation schedule guides students thru 15 weeks of disease management and 15 weeks of health promotion rotations. Training sites are primarily on the Vanderbilt campus and within the Nashville community. Professional development class days are scheduled on most Fridays for workshops, simulations, case studies, and interprofessional meetings. Students complete 4 weeks of entry level and 2 weeks of concentration practice experiences to demonstrate their readiness to competently practice in disease management and/or health promotion settings.

The VUMC Dietetic Internship Program has a robust supervised practice network of preceptors and instructors who serve as role models and donate their time and expertise to train the next generation of Registered Dietitian Nutritionists.

Additional innovative areas of personalized student focus include:

- leadership growth,
- emphasis on critical care nutrition and
- development of a blended counseling/coaching style of practice.

The dietetic interns contribute to the overall excellence of food and nutrition by providing patient care and education, stimulation to the staff and by engaging in projects that are beneficial to the institutions. With an emphasis on education, the Dietetic Internship Program benefits the community by training future Registered Dietitian Nutritionists to translate evidence-based food and nutrition science for the public.

## **Programmatic Accreditation**

The VUMC 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 Nutritionists (RDN), ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.



## **Dietetic Internship Faculty Contact Information**

### **Program Director**

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### **Educational Coordinator: Disease Management**

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## **Program Mission, Goals, and Objectives**

### **Program Mission**

To provide a pre-eminent supervised practice program that is an excellent model for the preparation of knowledgeable, talented and compassionate entry level registered dietitian nutritionists delivering high quality nutrition therapy in the hospital and innovative nutrition programming within community- based systems and healthcare networks.

### **Program Goals**

- 1) To prepare graduates that are competent entry- level Registered Dietitian Nutritionists in the core and concentration competency area of disease management-health promotion.

- 2) To provide a supply of competent entry-level Registered Dietitian Nutritionists to influence the supply and distribution of dietitians for Vanderbilt University Medical Center and the nation.

### **Program Objectives for Goal #1**

- At least 80% of program interns complete program requirements within 15 months (150% of program length).
- 88% of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.
- At completion of program, 80% of interns will be “satisfied” with core and concentration areas of practice provided
- At completion of program, 100% of interns will have achieved an overall score of 85; (based on an average of scores from core, concentration and professional development areas).
- At 12 months post program completion, 80% of employed graduate respondents will be working in the area of disease management-health promotion.

### **Program Objectives for Goal #2**

- 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%.
- Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 12 months post program completion, 80% of surveyed employer respondents **outside of VUMC** will be “satisfied” with the Vanderbilt internship graduate’s preparation for entry level practice.
- 12 months post program completion, 80% of surveyed employer respondents **inside of VUMC** will be “satisfied” with the Vanderbilt internship graduate’s preparation for entry level practice.
- 12 months post program completion, 75% of surveyed employer respondents will respond “yes” when asked if they would hire another VUMC internship program graduate.
- 12 months post program completion, no more than 50% of program graduates will be employed at VUMC.

## **ADMISSION REQUIREMENTS AND PROCEDURES**

### *Criteria to determine intern potential for success*

Applicants must participate in the spring Dietetic Internship Centralized Application System (DICAS) and meet the following criteria:

- Verification statement from an approved undergraduate or certificate program in dietetics
- Three excellent reference/recommendations (DPD director, academic professor and work/volunteer supervisor)
- Preferred DPD GPA of 3.0 on a 4.0 scale
- Applicable DPD nutrition courses must have been completed within the past 3 years
- Completed DICAS application
- Completed VUMC Dietetic Internship supplemental application and application fee postmarked and received on designated date (which is established by DICAS)

A selection committee, consisting of preceptors, internship faculty, and current interns, reviews online applications. Each committee member individually considers GPA, extracurricular activities, work/volunteer experience, personal statement and references. Applicants must participate in computer matching that is managed by D & D Digital Systems. The online matching process aligns applicant internship preferences with internship selection of candidates.



VUMC will not notify students of acceptance. D & D Digital Systems will notify each applicant about the dietetic internship program to which he or she has been “matched.” On match or appointment day, the applicant must confirm acceptance of the internship assignment with the VUMC Dietetic Internship Program Director via email, phone or fax on the designated date (which is established by D & D Digital Systems).

## **SYLLABI**

A Syllabi for the VUMC Dietetic Internship Program is provided on day 1 during orientation. Students are notified of any changes to the Syllabi via email. The Syllabi includes the following:

1. Course Title
2. Course description and methods of instruction
3. Course Objective
4. Clock Hours Awarded
5. A description of the outside work, excluding clock hour only programs, and estimated hours to complete (*Not Applicable*)
6. Prerequisites required (*Not Applicable*)
7. Key instructional resources and materials to be used
8. Method of evaluation and weight (percentage) provided to each
9. Grading scale, including requirements for successful completion
10. Print date or date of revision
11. Course delivery mode (residential)
12. Course (rotation) Schedule

### **Course (Rotation) Syllabi**

During internship orientation, interns receive a program schedule of assigned rotations for the first semester. Since many factors are involved in planning and coordinating the complex rotation schedule, changes can present major challenges and the goal is to minimize schedule changes. Professional development days (class) are scheduled most Fridays. Rotation and professional development day schedules are available to interns in Canvas- the student learning management system – using their VUnet ID. In the event changes occur in schedules, these are communicated to interns via their VUMC email accounts; accessible with their VUnet ID. In January, students receive the rotation schedule for the spring semester via their VUMC email.

## **CURRICULUM**

The VUMC Dietetic Internship curriculum is approved by ACEND, the accrediting agency for the Academy of Nutrition and Dietetics (AND). The curriculum includes supervised practice rotations in disease management- health promotion and professional development experiences (i.e. class days, workshops, interprofessional team events, seminars). The Program Director and Educational Coordinators design a curriculum to meet ACEND’s forty-one competency- based education standards.

The curriculum includes both rotation experiences and professional development opportunities. The standards are organized into the following practice domains:

- Domain I – Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.
- Domain II – Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice.
- Domain III – Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
- Domain IV – Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations and groups.

Upon completion of the supervised practice component, each graduate's capabilities will include the following core learning outcomes/competencies.

<b>Domain 1: <i>Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.</i></b>
<b>Competencies: Upon completion of the program, graduates are able to:</b>
<b>CRDN 1.1</b> Select indicators of program quality and/or customer service and measure achievement of objectives.
<b>CRDN 1.2</b> Apply evidenced- based guidelines, systematic reviews and scientific literature
<b>CRDN1.3</b> Justify programs, products, services and care using appropriate evidence or data.
<b>CRDN 1.4</b> Evaluate emerging research for application in nutrition and dietetics practice.
<b>CRDN 1.5</b> Conduct projects using appropriate research methods, ethical procedures and data analysis.
<b>CRDN 1.6</b> Incorporate critical thinking skills in overall practice
<b>Domain 2: <i>Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</i></b>
<b>CRDN 2.1</b> 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
<b>CRDN 2.2</b> Demonstrate professional writing skills in preparing professional communications
<b>CRDN 2.3</b> Demonstrate active participation, teamwork and contributions in group settings
<b>CRDN 2.4</b> Function as a member of interprofessional teams
<b>CRDN 2.5</b> Assign patient care activities to NDTRs and/or support personnel as appropriate
<b>CRDN 2.6</b> Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
<b>CRDN 2.7</b> Apply leadership skills to achieve desired outcomes
<b>CRDN 2.8</b> Demonstrate negotiation skills
<b>CRDN 2.9</b> Participate in professional and community organizations
<b>CRDN 2.10</b> Demonstrate professional attributes in all areas of practice
<b>CRDN 2.11</b> Show cultural competence/sensitivity in interactions with clients, colleagues and staff
<b>CRDN 2.12</b> Perform self- assessment and develop goals for self-improvement throughout the program
<b>CRDN 2.13</b> Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines
<b>CRDN 2.14</b> Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession
<b>CRDN 2.15</b> Practice and/or role play mentoring and precepting others
<b>DOMAIN 3: <i>Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.</i></b>
<b>CRDN 3.1</b> 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.
<b>CRDN 3.2</b> Conduct nutrition focused physical exams
<b>CRDN 3.3</b> Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings
<b>CRDN 3.4</b> Design, implement and evaluate presentations to a target audience
<b>CRDN 3.5</b> Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience
<b>CRDN 3.6</b> Use effective education and counseling skills to facilitate behavior change
<b>CRDN 3.7</b> Develop and deliver products, programs, or services that promote consumer health, wellness and lifestyle management
<b>CRDN 3.8</b> Deliver respectful, science-based answers to client questions concerning emerging trends

<b>CRDN 3.9</b> Coordinate procurement, production, distribution and service of goods and services, demonstrating responsible use of resources
<b>CRDN 3.10</b> 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
<b><i>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</i></b>
<b>CRDN 4.1</b> Participate in management of human resources.
<b>CRDN 4.2</b> Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
<b>CRDN 4.3</b> Conduct clinical and customer service quality management activities.
<b>CRDN 4.4</b> Apply current nutrition informatics to develop, store, retrieve and disseminate information and data
<b>CRDN 4.5</b> Analyze quality, financial or productivity data for use in planning
<b>CRDN 4.6</b> Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
<b>CRDN 4.7</b> Conduct feasibility studies for products, programs or services with consideration of costs and benefits
<b>CRDN 4.8</b> Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
<b>CRDN 4.9</b> 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
<b>CRDN 4.10</b> Analyze the risk in nutrition and dietetics practice

Unique to the VUMC Dietetic Internship is Domain V (listed below) – Concentration in Disease Management-Health Promotion. The concentration rotation occurs following core rotations and is designed to build depth in skills applicable to disease management-health promotion practice settings.

<b><i>Disease Management Health Promotion: Concentration Experience Key Function Competencies</i></b>
<b>CRDN 5.1</b> Implement the nutrition care process in disease management/health promotion area of dietetics practice.
<b>CRDN 5.2</b> Translate and coordinate nutrition into foods at the system and/or individual levels for disease management/health promotion in dietetics practice
<b>CRDN 5.3</b> Demonstrate leadership in a disease management-health promotion area of practice by: <ul style="list-style-type: none"> <li>• Taking ownership</li> <li>• Building on previously established relationships within Vanderbilt and the surrounding community, and</li> <li>• Engaging in a collaborative environment of advocacy in diverse practice settings where food &amp; nutrition matters</li> </ul>

# INTERN PERFORMANCE MONITORING

*An organized system is in place to monitor intern performance and to strategize when challenges academically and/or in supervised practice settings are identified.*

## **Supervised Practice, Grade Scale, and Performance Evaluations**

Rotations vary in length from 1 -2 weeks. Preceptors supervise intern experiences on rotations. This includes orientation to the practice setting, review of the competency and grading forms, projects, rotation specific readings/materials and a discussion of the interns' rotation goals and job ready skills. Canvas - an online learning management system - houses all supervised practice rotation and professional development materials for students; which can be accessed using their VUnet ID and password.

Supervised practice and professional development experiences are pre-planned and attendance and/or project completion is required. Professional development experiences (i.e. workshops, class) may be delivered in person or via Zoom/Teams (if requested by presenters). It is not considered "in attendance" if you are calling into the session while driving, riding or doing other activities. If the experience is delivered remotely, interns are expected to be present on screen, be observed actively listening and engaged in learning.

**Students submit projects** in their individual BOX rotation folders (accessible by the student, preceptor(s), program director and educational coordinators using their VUnet ID's and passwords). Preceptors grade projects, score rubrics and complete rotation specific competency forms in the students secure BOX folder. If a project score is below 70, an alternative project is assigned and scored by the Internship Faculty; in consultation with the preceptor.

In extenuating circumstances, a student may re-negotiate the due date for a project ( a minimum of 48 hours in advance of project due date) with the rotation preceptor and Education Coordinator. Re-negotiating project due dates avoids grade point deductions for late project submissions. If a student submits work late (beyond the documented or re-negotiated due date), a minimum of 5 points per day is deducted from the earned score for that project.

**Rotation performance evaluations** are conducted within 14 business days of the rotation completion. Interns should notify the Educational Coordinator if the evaluation is late. The evaluation may occur in person or remotely via Zoom/Teams. During the evaluation, the intern and preceptor identify areas for continued development as well as job ready skills gained during the rotation. Both the preceptor and the student sign the competency form. The Internship Director and/or Educational Coordinator may participate in the evaluation (i.e. every 3<sup>rd</sup> evaluation conference and/or at the request of the preceptor or intern).

Interns should notify the Educational Coordinator (via email or Box message) after the evaluation is completed and the competency form is signed by the intern and preceptor. This message signals to the Educational Coordinator that grading information can be recorded.

At the completion of the rotation, preceptors evaluate the students' performance based on written projects, rubrics, quizzes, etc using the following grading scale:

Scale	Grade	Definition
100-90%	A	Excellent
89-80%	B	Good
79-70%	C	Satisfactory
69-0%	F	Inadequate

Additionally, the preceptor provides a professional assessment of the interns' ability to function within each practice domain. The performance levels for the practice domains are:

Scale	Definition
Needs much improvement	Needs assistance on many projects; requires guidance to achieve pre-determined objectives
Approaching entry level	Performs all activities with some assistance; generally, achieves pre-determined objectives
Entry level	Performs all activities correctly; works w/minimum assistance once guidelines are established; meets pre-determined objectives
Beyond entry level	Performs all activities w/great accuracy; works independently once guidelines are established; exceeds pre-determined objectives

Internship Faculty translate preceptor professional assessment scale into objective scores as follows:

Scale	Grade
Needs much improvement	60 = F
Approaching entry level	75 = C
Entry level	85 = B
Beyond entry level	100 = A

**Professional development programming** is designed, coordinated and evaluated by Internship Faculty to enrich job ready skills development in disease management-health promotion practice settings. Competency based experiences include:

- Professional Development Day (class)
- Seminar Presentation
- Research & Development of a Clinical Case Study and Online Business Model
- Interprofessional Case Collaborations
- Interprofessional Community Service Collaborations
- Qualitative Research and Poster Presentations
- Internship Leadership Co-Chair

Overall scores for each rotation and professional development programming are determined utilizing rubrics and objective scores from core competencies (60%) and subjective performance ratings (40%). These are accessible to students at any time, monitored by Internship Faculty and discussed with students during conferences with Internship Faculty.

### **Formal Assessment of Intern Learning**

#### ***Regular reports of performance and progress***

**Assessment of Learning Readiness:** During orientation, dietetic interns complete a web-based assessment that measures non-cognitive attributes, technical skills, and readiness for online and self-regulated learning. Students receive a detailed report of their results with positive reinforcement and resources. The Center for Programs in Allied Health will also share the report with the Dietetic Internship Director.

**Individual Evaluation Conferences:** Dietetic Interns receive assessments of learning during individual evaluation conferences with rotation preceptors. Students review scores on written projects, objective scores for core competencies and subjective performance ratings for professional behavior and readiness for entry level practice.

**Professional Development Evaluations:** Completed by each intern at the completion of a rotation. As a means of a formal self-reflection on learning and competency-based skill development, the intern evaluates the rotation experiences, access to resources/tools, experience with preceptor(s), and level of challenge. Interns submit Professional Development Evaluations in a secure BOX folder that is accessible by Internship Faculty.

**Academic Progress Reports:** Completed monthly by the Internship Director for each intern. The reports include information on attendance, completion of assignments, overall grade, student request for assistance and student progression in the program. Issues identified are detailed in the progress report. The report is reviewed and signed by the student, Internship Director and administration from the VUMC Center for Programs in Allied Health (CPiAH).

**Conferences with Internship Faculty:** Conferences may be scheduled at any time by the Internship Faculty or at the request of the student's request. The Internship Director conducts formal assessments of intern learning during individual conferences with students to review academic progress, discuss job ready skill development, and areas needing additional focus:

- Mid semester (in October and March) and
- Mid internship (January) –students are required to have an overall average score of 75

During conferences with the Internship Director or Educational Coordinator(s), if learning and/ or performance gaps are identified, these are discussed with the student. Additional training support is available and highly recommended to avoid below minimum scores and/or academic probation.

Internship Faculty meet with each student during summary week to summarize performance in the 44-week internship program. A minimum overall score of 85 must be achieved to meet requirements for receipt of a Verification Statement. Additionally, a minimum score of 85 must be achieved in the following: each of the 4 practice domain categories, case studies, entry level practice rotations and concentration rotation. Failure to achieve a final overall average score of 85 may result in termination prior to or at the summary week conference.

Clinical and health promotion entry level practice rotations, concentration area rotations and case studies may be repeated once, but not twice. The opportunity to repeat an entry level practice rotation, concentration rotation and/or case study must result in a score of 85. Failure to achieve an 85 on the second attempt may result in dismissal from the program.

### **Additional Training Support**

If an intern requests additional training or is evaluated to need improvement in a competency, rotation or project, the Internship Faculty make arrangements for additional or altered learning experiences and consult with the intern to set written goals for meeting the competency within a specified time period, depending on the learning needs of the intern, but not to extend beyond the time remaining in the 44- week program. Additional resources available to students include access to the campus libraries, Academy of Nutrition and Dietetics online journals, nutrition care manuals and evidence analysis libraries. The Center for Programs in Allied Health (CPiAH) Student Support Services Manager (in coordination with the Internship Faculty) is available to meet with students as needed to coordinate additional training support.

### **Rotation Scores Below Minimum, Action Plans, and Academic Probation**

If an intern earns an overall rotation score of less than 75 in one rotation, the intern will meet with the Internship Director and Educational Coordinator(s) to prepare a written action plan for improvement to meet competency within a specified time period, depending on the learning needs of the intern, and within the 44-week program.

**Failure to achieve a minimum score of 75 in a second rotation will result in the intern being placed on academic probation.** The intern will meet again with the Internship Director, Educational Coordinator(s) and/or CPiAH Student Support Services Manager and prepare a second written action plan for improvement to achieve competency within a specified time frame, depending on the learning needs of the intern, but not to extend beyond the time remaining in the 44 week program. The second written action plan (developed at the time of probation) replaces the

first one developed after the first rotation in which the intern fell out of satisfactory academic performance, although it may include some of the same learning elements/learning objectives.

Failure to return to satisfactory academic progress status after being placed on academic probation within the time required by the intern's written action plan for improvement may result in dismissal from the program.

## **PROGRAM RETENTION AND REMEDIATION PROCEDURES**

*Interns must have access to remedial instruction, such as tutorial support*

Dietetic Internship Faculty are available by appointment for student advising, guidance and tutorial support. If an intern requests additional training or is evaluated to need improvement in a competency, rotation or project, the Internship Faculty make arrangements for additional or altered learning experiences. **The primary goal is to address academic and/or professional performance concerns before scores below minimum occur.**

Additional resources available to students include access to: 1) the campus libraries, and 2) the Academy of Nutrition and Dietetics (AND) online journals, nutrition care manuals and evidence analysis libraries.

The Center for Programs in Allied Health (CPiAH) Student Support Services Manager (in coordination with the Internship Program Director) is available to meet with students and coordinate additional tutorial support.

## **DISCIPLINARY/TERMINATION PROCEDURES**

Failure to return to satisfactory academic progress status after being placed on academic probation within the time required by the intern's written action plan for improvement may result in dismissal from the program. Students are not allowed to have more than one period of academic probation while enrolled in the dietetic internship. Students on probation who do not successfully complete the terms of their academic plan may be provided the opportunity to withdraw. If the student refuses to withdraw, the individual may be dismissed from the VUMC Dietetic Internship Program.

A student who withdraws and/or is dismissed from the VUMC Dietetic Internship Program for inappropriate behavior, attitudes and/or academic performance may not be considered for future acceptance in the VUMC Dietetic Internship Program. The Internship Director will provide written notification including dismissal date if an intern is terminated from the VUMC Dietetic Internship Program. The intern is required to immediately return all items (keys, ID badges, textbooks, etc.) that are the property of VUMC to the Internship Director.

## **PROFESSIONAL AND ETHICAL BEHAVIOR**

*Professional and ethical behavior standards guide performance in supervised practice and professional development settings (i.e. workshops, interprofessional events)*

### **Attire and Appearance**

Interns are required to dress in an appropriate, professional manner, in keeping with VUMC institutional dress code. In addition, Dietetic Internship Program students are required to silence cell phones and refrain from responding to personal emails or texts during rotations and/or professional development experiences.

Dietetic interns' dress, grooming and selection of jewelry shall be in a manner that is tasteful, conservative and communicates a professional image. Any dietetic intern reporting to an assignment in attire that does not conform to the dress code will be sent home to change and missed work time will have to be re-assigned. Student's scores in professional conduct will reflect adherence to dress code.

Dietetic interns may wear their choice of apparel, using the following guidelines:

- Identification badges are worn when working. Badges are worn in clear sight above the waist with name, title, and picture clearly visible.
- Business casual attire is the normal guideline for the workplace. Business dress attire may be more appropriate for certain leadership/professional meetings.
- All attire is modest in style, not form-fitting and an appropriate length.
- Clothing is neat, clean and reflects a professional appearance.

- Shoes with socks/footies— close-toe, low-heeled shoes without perforations are required. In food system areas, wear close-toe, low heeled shoes with non-skid soles.
- Hairstyles (including facial hair- mustaches, beards, side-burns) are neat, clean and well groomed. Faces need to be clean shaven for respirator fit testing during orientation.
- Hairnet or baseball caps are worn in food system areas.
- Khaki or dark dress slacks and white shirt or colored shirt with collar. For males: ties are to be worn.
- Clean white lab coats are to be worn in designated rotations
- The following **ARE NOT allowed**:
  - Faded, torn, ripped or frayed clothing
  - Midriff or off-the-shoulder blouses, sweaters, or dresses
  - Tight, sheer or revealing clothing (leggings are allowed if worn with a top or dress that is mid-thigh length)
  - Denim jeans of any color, leather pants
  - Clothing with advertisement, saying or logos (with the exception of VU logos)
  - Flip-flops, sandals, open-toe shoes
  - Pajama-type pants
  - Shorts or sports attire (e.g. athletic sportswear, jogging suits, hoodies)
  - Spaghetti strap, backless or strapless shirts or dresses
  - Any clothing that restricts proper handwashing (e.g. thumb shirts/sweaters).
  - Perfumes, colognes or scented body lotions
  - Visible body piercings – including tongue and noses; with the exception of ear piercings
  - Visible offensive tattoos (must be covered with clothing or full coverage makeup).
  - Dangling necklaces, earrings or loose-fitting jewelry in food system areas.
  - Nail polish may be worn in clinical rotations, as long as it is **not** chipped or peeling. No false fingernails and/or overlays (i.e. acrylic nails) are allowed.
  - Nail polish is **not** allowed in food system areas due to the possibility the polish may chip or flake in the food.

## **DISCIPLINARY ACTION FOR UNPROFESSIONAL BEHAVIOR OR RULES VIOLATIONS**

A student in the Dietetic Internship who has been identified to be in violation of behavioral, professional or academic codes, policies, rules or regulations in any area of their internship experience (including the Honor Code and professional conduct codes) will be subject to disciplinary action. Refer to the Center for Programs in Allied Health (CPiAH) Catalog for additional information. Disciplinary action is administered in consultation with CPiAH administration and may include the following steps:

1. **Verbal Warning** – After a first or minor offense, a discussion will take place between the student and the Internship Director to discuss the behavior and its inappropriateness and the corrective measures. Notes from this conversation will be maintained in the Internship Director’s records but not placed in the student’s official record.
2. **Probation** – After two or more repeated minor offenses, a student may be placed on probation. In such cases the Internship Director and student will meet, and a written action plan for improvement will be developed by them, with a definitive timeline for outcomes. A written report of the probation will be placed in the student file. This report will include, at minimum, the following information: infraction, discussion, implications of behavior, corrective measures with an outlined timeline and future disciplinary action for any repeated incident of this nature. This written documentation will be signed by all individuals present and retained in the student’s file.
3. **Temporary Suspension** – The Internship reserves the right to temporarily suspend a student for conduct disrupting or otherwise negatively impacting the learning environment, pending referral to an appropriate process to review the conduct. The Internship Director will notify the student in writing of the conditions of the temporary suspension. If the student is reinstated, the student will work with the Internship Director to address any course work missed during the suspension.



4. **Dismissal** – A student may be dismissed by the Dietetic Internship Program under the following circumstances:
  1. A student on probation may be dismissed if he or she fails to satisfy the conditions of the action plan for improvement as outlined in the plan.
  2. A student may be dismissed from the program after a period of temporary suspension.
  3. A student may be dismissed at any time for either a singular egregious behavior or involvement in one or more serious incidents inconsistent with the expectations for interns, or otherwise in violation of VUMC, Programs in Allied Health or Dietetic Internship policy.
  4. Failure to complete programmatic requirements within 15 months of starting the Dietetic Internship program.

Withdrawal and/or dismissal from the program for inappropriate behavior, attitudes and/or performance from the VUMC Dietetic Internship Program may not be considered for future acceptance in the VUMC Dietetic Internship Program. The Internship Director will provide written notification including dismissal date if an intern is terminated from the VUMC Dietetic Internship Program. The intern is required to immediately return all items (keys, ID badges, textbooks, etc.) that are the property of VUMC to the Dietetic Internship Director.

## **CODE OF ETHICS FOR THE NUTRITION AND DIETETICS PROFESION (REVISED 2018)**

### **Preamble:**

Code of Ethics for the Nutrition and Dietetics Profession Effective Date: June 1, 2018 Preamble: When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### **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 evidence-based practice decisions, taking into account the unique values and circumstances

**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

**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.

### **Code of Ethics Glossary of Terms:**

**Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision making specific to personal health or practice.

**Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.

**Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.

**Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.

**Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.

**Diversity:** "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.

**Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.

**Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals and fair allocation of resources.

**Non-Maleficence:** is the intent to not inflict harm.

### **Code of Ethics References:**

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of

Delegates and Board of Directors in 1995).

## **ACADEMIC INTEGRITY**

*Academic integrity is expected and the VUMC honor code serves as a guide. Additionally guidelines are provided for appropriate referencing of projects, seminars, case studies, etc.*

The purpose of the Honor Code is to preserve and promote academic integrity. In order to ensure students clearly understand the behaviors that are expected/acceptable and unacceptable, the following examples are provided. The following are considered violations of the VUMC Center for Programs in Allied Health Honor Code and/or the Code of Ethics for the Profession of Dietetics:

- Cheating on an examination, test or written project
- Plagiarizing (incorporating into one's own work the work of another without identifying the source) in an assigned paper, report or project
- Submitting work prepared by another person as one's own (including use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents)
- Submitting work prepared for another rotation without the specific prior authorization of the supervising dietitian
- Falsely reporting personal illness or work hours on monthly time sheets
- Falsification of results of study and research

Such acts (as those listed above) will warrant an investigation, and findings will be presented to the Director of the Center for Programs in Allied Health for review. Appropriate disciplinary action will be determined by the Director of the Center for Programs in Allied Health, in consultation with the Dietetic Internship Director.

## **REFERENCING GUIDELINES:**

All projects submitted are presumed to be the intern's own work unless credit is given using the proper footnoting and bibliographic techniques as detailed in the VUMC Dietetic Internship References Guidelines (available to students in Canvas – the online learning management system). The Dietetic Internship Referencing Guidelines are consistent with the Journal of the Academy of Nutrition and Dietetics guidelines for journal authors.

## **CONFIDENTIALITY:**

VUMC Dietetic Interns may encounter confidential employee and financial records as a part of their routine Internship learning activities. These records are also highly confidential and should not be discussed with anyone other than the responsible health care team members. All documentation in medical records must be signed with the intern's name, then the words, "Dietetic Intern" (e.g., Jane Smith, Dietetic Intern). Specific instructions regarding the use and care of medical records are given during orientation and in various clinical areas. The privacy of medical records is legally protected under Federal Law through the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Patients' medical records are considered legal documents and require careful handling. The information contained in the medical record is confidential and should not be discussed with anyone other than the responsible health care team members. The contents of a medical record are never to be photocopied.

VUMC Dietetic Interns have or receive access to VUMC Dietetic Internship programming materials (i.e. rotation resources, interprofessional presentations, and workshops) that are proprietary in nature. These programming materials are developed exclusively for individuals enrolled in the VUMC Dietetic Internship. Dietetic Interns should maintain the confidentiality and integrity of all materials.

## **INTERN RETENTION: CAREER PATH COUNSELING**

*Counseling in career paths for entry level practice*

The VUMC Dietetic Internship Program provides a variety of rotation experiences in traditional and non-traditional practice settings with Registered Dietitian Nutritionists (RDNs). This wide exposure helps students identify career path opportunities. Students complete a series of Values Driven Work Assessments to further

identify how their individual core values align with career paths and work environments. Counseling in career paths for entry level practice occurs at many levels:

- Supervised practice from rotation preceptors
- Individual conferences with Internship Director and Educational Coordinators
- Networking during professional conferences with RDNs

During the second semester, an “I Want A Job Series” further exposes students to career opportunities. The CPiAH Student Support Services Manager provides training in resume development and interview readiness.

## **SUPERVISED PRACTICE DOCUMENTATION AND TRACKING**

*Tracking and documentation of individual supervised practice hours in professional work settings, simulations, case studies, role playing, etc.*

Dietetic interns are responsible for documenting supervised practice hours in professional work settings and during professional development programming (i.e. class days or events which include simulations case studies, role playing, intern presentations, interprofessional teaming). The monthly record of time is finalized in a secure BOX folder and accessed on the last day of the month by the Internship Director. The Internship Director reviews the report and monitors student progression towards expected training requirements (competency and 1200 clock hours). As an additional way to validate supervised practice training hours during rotations, dietetic interns document time and activities on a Professional Development Growth Chart; which is reviewed by the Educational Coordinator.

## **PRIOR LEARNING: NO HOURS GRANTED**

No VUMC Dietetic Internship Program credit is granted for prior learning; (prior competency development or previous academic credit). All interns will be expected to complete all required supervised practice learning experiences.

## **INSURANCE REQUIREMENTS: LIABILITY**

**Health:** Students are required to be covered by health insurance during the Dietetic Internship. VUMC does not offer a student health insurance policy. Students may seek out private health care insurance options or enroll via a government health care exchange. The student must maintain his/her health insurance through his/her tenure in the program and must provide proof of insurance (copy of health insurance care or letter from insurer) during internship orientation.

**Professional Liability:** The VUMC Center for Programs in Allied Health secures professional liability insurance coverage for Dietetic Interns.

**Automobile:** Students must carry and be able to provide proof of automobile insurance, including personal liability. Interns assume all liability for safety in travel to and from assigned supervised practice sites, professional development trainings or events and/or VUMC.

## **INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE**

If a student is injured, becomes ill or is exposed to blood, body fluids or other infectious material while performing duties in a dietetic intern capacity, the immediate preceptor will help the student get urgent medical care. The preceptor will then notify the Internship Program Director and/or Educational Coordinator and additional arrangements will be made as required by the injury or illness.

If the student feels the illness does not require emergency treatment (i.e. cold, virus) but requests to leave the rotation, the preceptor notifies the Internship Director and/or Educational Coordinator via e-mail, text or phone. The student should follow up with the Internship Director and/or Educational Coordinator regarding plans to make up any training time.

## **DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

Students admitted to the VUMC Dietetic Internship are required to undergo drug testing and a criminal background check; enrollment is conditional upon passing the drug test and background check. Instructions regarding the process of obtaining the drug test and background checks are included in the student's letter of admission by the Center for Programs in Allied Health. VUMC requires that drug test reports and criminal background checks are received directly from the screen provider. VUMC will not accept drug screen testing or background checks from the students.

## **INTERN REPLACEMENT OF EMPLOYEES**

VUMC Dietetic Interns are NOT to replace employees. Replacement of employees is defined as placement of a dietetic intern on the staff work schedule in lieu of a paid employee. Supervised practice is for educational purposes only and is not intended to replace staff, except as planned to gain experience and demonstrate readiness for entry level practice. Interns may be expected to perform a variety of duties/tasks to meet the needs of the facility on a given day as would be expected of a preceptor.

## **COMPENSATION IS NOT PROVIDED**

VUMC Dietetic Interns do not receive compensation as of the Dietetic Internship Program for supervised practice experiences.

## **FILING COMPLAINTS: GRIEVANCE POLICY/ACEND COMPLAINT PROCEDURES**

The purpose of the grievance policy is to provide a prompt means of resolving student grievances. This procedure is available to any dietetic intern who believes a decision or action has adversely affected his or her status, rights and/or privileges. Most grievances can be resolved at their origin and it is suggested that students use the following procedures:

- Schedule a meeting with the rotation preceptor (include the Internship's Educational Coordinator), discuss concerns, and attempt to resolve the issue.
- If the concern is not resolved to the student's satisfaction, the student should schedule a meeting with the Dietetic Internship Program Director. Three business days before the meeting the student should submit in writing: the problem/grievance, courses of action taken up to that point and an explanation for lack of resolution.
- If the concern is not resolved to the student's satisfaction by the Internship Director, the student should submit the grievance in writing, and
  - by appointment, meet with the Director of Center for Programs in Allied Health or submit by mail to 1301 Medical Center Drive, B-802, The Vanderbilt Clinic, Nashville, TN 37232-5510 or contact by phone at (615)875-3666.
- If at this time the grievance is not resolved, the grievance will be heard by the VUMC Executive Vice President of Educational Affairs (EVP-EA). The final decision of the EVP-EA will be provided to the Program Director and to the dietetic intern within five business days. The decision of the EVP-EA is final.
- As a final recourse, dietetic interns are advised to submit grievances directly to ACEND only after all options within the Dietetic Internship Program, the Center for Allied Health and VUMC's executive levels have been exhausted. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 1-800-877-1600.
- The Dietetic Internship Program Director maintains (for 7 years) written documentation of student grievances/complaints and outcomes/resolutions as well as submits student grievance/complaint documentation to the Center for Programs in Allied Health.

## **GRADUATION AND PROGRAM COMPLETION**

### ***Including maximum amount of time allowed for completing program requirements***

Program completion occurs when the dietetic intern completes the following requirements:

- A minimum of 1200 hours of supervised practice experience in disease management- health promotion rotations and professional development programming (i.e. seminar presentations, clinical case study, online business model, interprofessional case and service collaborations, qualitative research poster presentations, leadership co-chair roles)
- Demonstrates ethical and professional performance competence as an entry level practitioner in professional practice and disease management -health promotion settings.
- Achieves a minimum overall average score of 85. Overall scores for each rotation and professional development programming are determined utilizing rubrics and objective scores from core competencies (60%) and subjective performance ratings (40%)
- Completes program requirements in a minimum of 44-weeks. However, the maximum time frame for completing the VUMC Dietetic Internship is 15 months (150% of the 10 month or 44-week program)
- All financial obligations are met as confirmed by the VUMC Center for Programs in Allied Health
- Completion of the Commission on Dietetic Registration Exit Packet including Registration Eligibility Application Form, RDNE and RDE Mis-Use Form, and demographic information on the CDRREPS portal

Graduation events are scheduled mid- June. Dietetic Interns receive verification statements and certificates of completion at that time.

## **VERIFICATION STATEMENT REQUIREMENTS AND PROCEDURES**

### ***Ensuring all interns completing intern requirements established by the program receive verification statements***

Upon successful completion of the Dietetic Internship, each intern will receive a Verification Statement in-person or sent via mail; signed by the Internship Director. The Internship Director will maintain one original in the graduate's VUMC file. One additional original form will be maintained by the Internship Director to submit to the Commission on Dietetic Registration as directed through the Registration Eligibility Processing System (REPS) for registration eligibility requirement verification.

Each graduating intern will receive four original verification statement forms to use when applying for employment, state licensure/certification, Academy membership etc. It is the responsibility of the graduate to safeguard the verification statements provided to them at graduation until the time they are to be used in application processes.

Following graduation, the Internship Director submits (for each graduate) an online computerized Candidate Eligibility Application to the Commission on Dietetic Registration (CDR) for verification of eligibility to take the credentialing exam for Registered Dietitian Nutritionists. Through the REPS On-Line System, the following will be submitted as pdf attachments/files to CDR:

- Candidate Eligibility Application
- Verification Statements: DPD and DI
- RDNE and RDE Misuse Form (or CDR will ask for intern signature on form in the REPS information)
- Transcript or Foreign Degree Equivalency Statement/Documentation

The Commission on Dietetic Registration will send the Internship Director an emailed acknowledgement of the REPS On-Line submission and the supportive documentation. The Internship Director will receive an acknowledgement following class eligibility submission. Graduates receive notification from CDR with approval to schedule their credentialing exam at an approved testing center.

The entire process may take 5-10 business days. However, should the class be randomly audited, acknowledgement of eligibility may take up to 2 weeks.

## **National Registration Examination**

The VUMC Dietetic Internship uses the Inman Study Guide for intern test preparation. Per CDR recommendations, interns are encouraged to use more than one resource for exam readiness preparation. A resource listing of additional resources is provided to each intern.

Once the Commission on Dietetic Registration (CDR) has approved the graduate to take the Registration Examination, the individual receives the application to take the exam from the testing service (Pearson Vue). The graduate completes the application and submits the required examination fees and schedules the exam appointments at any approved testing site throughout the US.

## **Licensure**

Following successful passing of the credentialing exam, state laws for licensure may be required for practice. State specific licensure information is provided by CDR per this link: <https://www.cdrnet.org/state-licensure>

## **WITHDRAWAL AND REFUND OF TUITION AND FEES**

VUMC Dietetic Interns may withdraw from the Dietetic Internship Program at any time. A student may be deemed to have withdrawn from the program when any of the following occurs:

- The student notifies the Dietetic Internship Program Director in writing of their desire to withdraw. Withdrawal must be provided in writing to the VUMC Center for Programs in Allied Health, 1301 Medical Center Drive, B802, Nashville, TN, 37232-5510. The withdrawal goes into effect based on the postmarked date and/or if hand delivered, the date of receipt.
- The student fails to participate in required programming for at least 3 consecutive business days
- The student fails to return from a leave of absence or
- The VUMC Dietetic Internship and Center for Programs in Allied Health terminate the student's enrollment for failure to maintain satisfactory academic progress, failure to abide by institutional policies, absences in excess of the maximum set forth by the dietetic internship and/or failure to meet financial obligations to VUMC.

The VUMC Center for Programs in Allied Health determines the amount of tuition and fees refunded, if any, to the student. Students withdrawing from the VUMC Dietetic Internship are required to return VUMC ID badges, keys and any textbooks or resources immediately.

## **PROGRAM SCHEDULE, VACATION, HOLIDAYS AND LEAVES OF ABSENCE**

**Rotation Specific Schedules and Materials** are available to interns in Canvas – the student learning management system – using their VUNet ID. Dietetic Interns should contact the specific rotation preceptors the Wednesday before the rotation begins via email to confirm start time and meeting location.

**During Orientation to Each Rotation**, the preceptor reviews the daily schedule with the intern. Interns are expected to be in the assigned facility, participating in Internship learning experiences during scheduled hours. Schedules are prepared that will provide the intern with opportunities to enter into activities at times that will be most beneficial. Interns may be scheduled to be on duty very early or very late or on weekends or holidays. Time off is usually equivalent to two days off per week--not always on the weekend and not necessarily two each week.

Project and study time is required in addition to time spent in the facility. Interns should keep their preceptor updated on their whereabouts.

### **Vacation-Holidays**

*Dietetic interns receive a total of 16 pre-planned leave days (vacation-holidays) and 2 flex leave days*

The pre-planned leave days have been added in the rotation schedule and are ***not*** subject to change by the intern. If unforeseen circumstances make it necessary for an intern to be absent beyond, or in addition to, the allowed pre-planned leave time, the intern must confer with the Internship Director to make up the time. The internship



may alter pre-planned leave schedules, as needed, to ensure interns meet competence for entry level practice. Leave time should be accurately recorded on the timesheet form and submitted to the Internship Director at the end of each month.

### **2021 2022 Academic Calendar**

August 16, 2021	Internship Begins
September 6, 2021	Labor Day – No Rotations
November 22-26, 2021	Thanksgiving Break
December 21, 2021 -January 2, 2022	Holiday Break
May 30, 2022	Memorial Day
June 20, 2022	Graduation

The following guidelines detail the use of 2 flex day Friday leave days:

- Submit written requests for each flex leave day 4 weeks in advance to the Internship Director
- A flex leave day is typically requested by interns for a Friday to travel for weekend family events, weddings, etc.
- Flex days cannot be used to concurrently (i.e. missing 2 days of a 4 day rotation; this would require repeating the rotation if 50% of the rotation is missed)

If an intern is scheduled for a rotation on a day a facility observes as a holiday, the intern will not be required to report to the facility. All written work will be required. The Internship Director and/or Educational Coordinators will provide additional supervised practice experiences to supplement the rotation day previously scheduled at a facility. Learning experiences that occur **only** on the holiday may be changed. Interns will not be allowed to accumulate time to take before or after a holiday. Flex days cannot be used during entry level practice or concentration rotations.

### **Emergency Leave Days**

Emergency leave may be granted only in cases of extenuating circumstances. These determinations will be made by the Internship Director on an individual basis. Interns will be responsible for making up all work time missed. Make up work will be scheduled according to availability of experiences and preceptors.

### **Attendance**

Timely and regular attendance is an expectation of performance. To meet expected training requirements (competency and clock hours), interns are held accountable for adhering to rotation schedules, professional development days, community events and conferences. If an intern leaves a rotation early (i.e. work less than an 8 hour shift) contact the Educational Coordinator(s) via text or email; there may be opportunities to train/assist in other areas.

Submit request for schedule change to the Internship Director. You will not be permitted to be on duty on days you are not scheduled in order to accumulate time to take off later. Allow ample time to report to assignments. Tardiness disrupts the normal operation in an area and results in lost learning time and experiences.

### **Definitions:**

**Absent:** An intern is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance. An intern who fails to call in and report as scheduled for three consecutively scheduled days will be viewed as having abandoned their internship position.

**Tardy:** An intern is deemed to be tardy when: 1. Failing to report for work at the assigned/scheduled work time. 2. Taking an extended meal or break period without approval.

**Notification:** Attendance is monitored on a regular basis by Internship Faculty. Any patterns of excessive tardiness are discussed immediately. Rotation scores may be reduced 5% for a pattern of excessive tardiness to that rotation. Excessive tardiness is defined as a pattern of three or more unexcused late arrivals.

Make up time must be scheduled for all unexcused absences. Time off will not be scheduled for personal reasons (social occasions/job interviews, family outings). Interns are expected to work all assigned hours in rotations and community events and be present for the entirety of each professional development class day, community event or conference, including professional meetings. In the event of illness or anticipated late arrivals, the Internship Director and/or Education Coordinator(s), rotation preceptor must be contacted via phone or text before the scheduled time.

### **Time Sheets**

Interns are required to maintain a daily record of time spent in learning experiences in the facilities. As much as possible, learning experiences are planned that will allow the dietetic intern to practice the role of the dietitian. Assigned learning experience that provides the opportunity for the intern to assume the role (with supervision) of the dietitian is considered *entry level practice (or concentration experience)* and should be recorded on the time sheet form as supervised practice.

Sick leave, holidays, vacation and other leave days (including weekends) should also be recorded on the time sheet form.

### **Leave Policies**

#### **Bereavement**

Interns may be granted up to three working days of leave in cases of death in the immediate family. "Immediate Family" is defined as parents, grandparents, spouse/significant other, child, sibling, or in-law. Requests for leave and/or exceptions must be made with the Internship Director. Adjustments in schedules, assignments may need to be made. These will be determined on an individual basis. Bereavement time should be recorded on the time sheet; which is submitted on the last day of each month to the Internship Director.

#### **Sick Leave**

If you are unable to report to your assigned area because of illness, you *must* contact (via text or phone) the Educational Coordinator BEFORE coming to campus. The Education Coordinator will email the preceptor (and copy the intern on the message). If ill more than one day, contact the Education Coordinator EACH day prior to your scheduled time to report. EACH day of your absence. Contact must be made prior to your scheduled time to report. The Education Coordinator and the preceptor will make arrangements for coverage of the area and/or projects to be completed. You may be asked to provide a doctor's statement to substantiate illness and /or readiness to return to work. You need to be afebrile for 24 hours before returning to work.

If an intern is absent during the program because of extended illness, the Internship Faculty will schedule additional time to make up learning activities that have been missed and may alter completion date of the program. However, opportunities to make up learning activities may not always be available and similar learning experiences may be substituted. Excessive sick leave may impact the intern's ability to complete objectives of rotations and achieve competency in a particular practice area therefore, sick leave should be used only when necessary and should not be considered a "free day off". If an intern were to miss

- 50% of a rotation the intern will be scheduled to make up the missed time. The maximum time frame for completing the Vanderbilt Dietetic Internship is 15 months (150% of the 44-week program).

Sick leave should be recorded on the timesheet and turned in to the Internship Director at the end of each month. Internship Faculty may elect to send the student to Occupational Health if there is a pattern of illness. Ten sick days (one per month) are allotted for the duration of the program.

#### **Medical Leave of Absence**

A request for a medical leave of absence by an intern must be approved by the Internship Director. Proper documentation of the medical condition will be required. If a medical leave of absence is taken, the intern must agree to re-enter the program at a time when the Internship Director can schedule the intern for remaining

rotations. Dependent on the length of the requested medical leave, the intern may be required to repeat rotations to ensure competence has been established and the intern may have a different completion date than his/her classmates. However, the program must be completed within 15 months of starting the program.

## **PROTECTION OF PRIVACY OF INTERN INFORMATION**

The VUMC Dietetic Internship maintains three types of files for each intern: student information, disease management and health promotion rotation files. All information in files is private and confidential. Interns' student information files are secured, locked in the Internship Director's office at all times. Intern rotation files are secured, locked in the Internship Director and/or Educational Coordinators offices at all times.

Dietetic Interns have the right to review their personal dietetic internship program files upon request. Documents for which the intern waived their right to access (letters of recommendation or confidential documents from a preceptor to the Director, for example) will not be shared with interns.

Each student has a secure BOX folder for each rotation (accessible using their VU net ID). Internship Faculty and preceptor(s) for that specific rotation can access completed projects and grading information located in the students' secure BOX folder (using their VU net ID).

## **ACCESS TO INTERN SUPPORT SERVICES**

Students enrolled in the VUMC Dietetic Internship Program have access to the following student support services:

Occupational Health	<a href="https://www.vumc.org/health-wellness/occupational-health">https://www.vumc.org/health-wellness/occupational-health</a>
SHARE Center (support and counseling re: workplace sexual harassment)	<a href="https://www.vumc.org/health-wellness/share-center">https://www.vumc.org/health-wellness/share-center</a>
Employee Assistance Program (counseling)	<a href="https://www.vumc.org/health-wellness/worklife-connections">https://www.vumc.org/health-wellness/worklife-connections</a>
VUMC Campus Security (walking escort services, shuttles)	<a href="https://www.vanderbilt.edu/iss/campus-and-community/public-and-campus-safety/">https://www.vanderbilt.edu/iss/campus-and-community/public-and-campus-safety/</a>
Libraries	<a href="https://www.library.vanderbilt.edu/biomedical/">https://www.library.vanderbilt.edu/biomedical/</a>

## **PROFESSIONAL MEMBERSHIP**

All interns are required to become student members of the Academy of Nutrition and Dietetics at the expense of the student. Depending on scheduling and class decision to attend:

- students may attend the annual Food and Nutrition Expo (in October); students would be expected to pay for registration and travel to the meeting.
- students may attend the annual Tennessee Academy of Nutrition meeting in the spring; students would be expected to pay for registration and travel to the meeting

Students may choose to join the Nashville Academy of Nutrition and Dietetics.

## **EMPLOYMENT DURING THE INTERNSHIP:**

The VUMC Dietetic Internship can be considered similar to full-time employment, due to the comprehensive schedule and programming requirements. In the event a student needs to work part-time, it is recommended to limit part-time hours to 10-15 per week. In selecting part-time employment, keep in mind that the internship schedule varies and may require weekends (i.e. Shade Tree Clinic and/or community events). Selecting a part-

time job that will not compete with internship requirements and/or compromise academic progress is important. Any deviations from this policy requires prior communication with the Internship Program Director and approval.

## **EXPECTATIONS: FACULTY AND INTERNS**

### **VUMC Dietetic Internship Faculty are expected to:**

- Maintain the program accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), and the institutional accreditation with Accrediting Bureau of Health Education Schools (ABHES)
- Maintain and enforce the policies established by Vanderbilt University Medical Center, the Center for Programs in Allied Health and the VUMC Dietetic Internship Program
- Strive for educational excellence by maintaining currency in education and training
- Foster an inclusive and affirming culture of training for future dietitians that embraces interprofessional teaming, innovation, leadership and scholarship
- Grow a sustainable supervised practice network of training locations (both within VUMC and the surrounding community) which provide a progressive environment for intern growth, engagement and professional development.
- Recruit and train rotation preceptors who are committed to inspiring, teaching and mentoring the next generation of future dietitians
- Function in various capacities for students: advocate, mentor, role model, coach, resource, trainer, and evaluator of readiness for entry level practice.

### **VUMC Dietetic Interns are expected to:**

- Maintain and submit time reports the last day of each month of the Internship Director in BOX.
- Complete pre-rotation work, be on time, be ready to be engage, submit projects on time, complete evaluations, complete progress reports and growth charts.
- Read and follow policies and procedures, ask questions for clarity.
- Follow the guidelines for: attire and appearance guidelines; confidentiality; VUMC credo, AND Code of Ethics, Honor Code.
- Maintain open communication with Internship faculty and preceptors; check VUMC email frequently, confine cell phone/text usage to breaks unless prior approval with preceptor.
- Adapt to change with a positive mindset (i.e. in schedules which cannot be predicted).
- Recognize your role in a patient's overall satisfaction with VUMC and take action (i.e. provide wayfinding directions, help with menu selections, show compassion, etc).

## **EQUIPMENT**

A personal, laptop computer is required. The following information is provided to assist students in deciding

what type of computer to use.

### Windows-based (PC) System

Hardware Component	Minimum	Recommended
Processor	Intel Core i5 or AMD Ryzen R5	Intel Core i& or AMD Ryzen R7
Style	Laptop (Windows 10 Home or Pro Edition) Not Sufficient: Linux Distros, Chrome books, iPad, Android tablet)	Laptop (Windows 10 Home Edition or higher) Microsoft Surface Pro or Surface Book
Protective Case	N/A	Device compatible case or backpack
RAM	8GB	16GB
Hard Disk	256 GB or higher	512 GB or higher
Display	1920x1080 (HD)	1920x1080 (HD)
Networking	Wireless 802.11 b/g/n	Wireless 802.11 b/g/n; Wired ethernet port
Warranty	1 year warranty	2-4 year warranty
Operating System	Windows 10 Home Edition	Windows 10 Home Edition or higher
Data Backup	OneDrive (Microsoft Cloud Storage)	OneDrive (Microsoft Cloud Storage) included in Microsoft 365
Remote Video	Microphone and Camera	Microphone and Camera

### Apple/Mac Hardware

Hardware Component	Minimum	Recommended
Processor	Intel Core i5	Intel Core i7
Style	Laptop	Laptop
Protective Case	Carrying case or backpack	Carrying case or backpack
RAM	8GB	16GB
Hard Disk	256GB or higher	512 GB or higher
Display	Non-Retina/Retina	Non-Retina/Retina
Networking	Wireless 802.11 b/g/n	Wireless 802.11 b/g/n and Wired ethernet port adapter
Warranty	1 year warranty	2-4 year warranty
Operating System	Mac OS (OSX 10.13 or higher)	Mac OS (OSX 10.13 or higher)
Data Backup	OneDrive (Microsoft Cloud Storage)	OneDrive (Microsoft Cloud Storage) included in Microsoft 365
Remote Video	Microphone and Camera	Microphone and Camera

### Software

Type	Product	Availability
Office	Microsoft Office 365	Access in the shared computer lab, library and intern study room computer
Security	Antivirus	Free options: Windows 10 has one built in Avast for Windows and Avast for Mac
	Firewall	Free, windows built-in firewall (enable if disabled)
Browsers	Various	Chrome, Microsoft Edge
Media Players	General	Free: Windows media player Free: Adobe Flash Player

		Free: videoland.org Free: iMovie
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Dietetic Interns do have access to a shared computer lab with computers, workstations for patient charting and printers.

**PROFESSIONAL DEVELOPMENT PORTFOLIO**

During the course of the internship, each intern maintains a series of trackers as record of their progressive growth. Trackers include: MNT counseling, health-wellness coaching, tube feeding, growth charts with job ready skills, and education trackers. During final internship summary conferences, each intern presents a portfolio of their accomplishments, resume, professional biography, and professional goals for the next 12-24 months.

**EVALUATION OF THE INTERNSHIP**

Prior to internship completion, each intern completes an evaluation of the internship program. The Internship Faculty uses this appraisal in revising rotations, learning experiences and professional development lectures/workshops for the next cohort.

# HANDBOOK APPENDICES



## **SYLLABI 2021-2022 DIETETIC INTERNSHIP PROGRAM**

**WEEKS TO COMPLETE: 44**

**TOTAL CLOCK HOURS: 1286**

**PREREQUISTE(S): None**

**OUTSIDE HOURS TO COMPLETE: None**

**DELIVERY METHOD: Residential**

**CLASS SESSIONS: Two Semesters**

### **COURSE DESCRIPTION**

The Vanderbilt University Medical Center Dietetic Internship program is a 10 month (August-June) full-time post-baccalaureate supervised practice certificate program. The program provides comprehensive supervised practice experiences for 16 interns as a route to eligibility for the national credentialing examination for Registered Dietitian Nutritionists. The Dietetic Internship is a pre-eminent supervised practice program that is an excellent model for the preparation of knowledgeable, talented and compassionate entry level registered dietitian nutritionists delivering high quality nutrition therapy in the hospital and innovative nutrition programming within community- based systems and healthcare networks.

### **COURSE OBJECTIVES**

- To prepare graduates that are competent entry level Registered Dietitian Nutritionists in the core and concentration competency area of disease management-health promotion.
- To provide a supply of competent entry-level Registered Dietitian Nutritionists to influence the supply and distribution of dietitians for Vanderbilt University Medical Center and the nation.

### **CORE COMPETENCIES FOR REGISTERED DIETITIAN NUTRITIONISTS (CRDN)**

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

#### **1. 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 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

## **2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist 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 inter-professional teams

**CRDN 2.5** Assign duties 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

## **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 healthy 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 for a target audience

**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 consumer questions concerning emerging trends

**CRDN 3.9** Coordinate procurement, production, distribution and services 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

## **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-services and value-based payment systems

**CRDN 4.10** Analyze risk in nutrition and dietetics practice

### **Concentration Area**

All dietetics education supervised practice programs must offer at least one, but not more than two concentration areas. The emphasis areas are not intended to prepare specialists or advanced level practitioners as defined for credentialing purposes. Competencies for concentration areas build upon the core competencies and build the depth necessary for future proficiency in that area of dietetics practice.

### **5. Concentration Competencies**

**CRDN 5.1** Implement the nutrition care process in the disease management/health promotion area of dietetic practice

**CRDN 5.2** Translate and coordinate nutrition into foods at the system and/or individual levels for disease management/health promotion in dietetic practice

**CRDN 5.3** Demonstrate leadership in a disease management/health promotion area of dietetics practice by:

- Taking ownership
- Building on previously established relationships within Vanderbilt and the surrounding community, and
- Engaging in a collaborative environment of advocacy in diverse practice settings where food and nutrition matter

### **KEY INSTRUCTIONAL RESOURCES AND MATERIALS/SUPPLIES**

<b>Required Textbooks – Clinically Focused</b>				
<b>Title</b>	<b>Author</b>	<b>ISBN/Publisher</b>	<b>Year</b>	<b>Cost</b>
The ASPEN Nutrition Support Core Curriculum: A Case Based Approach—The Adult Patient. 3 <sup>rd</sup> Edition	Charles Mueller; Linda M. Lord; Mary Marian; Stephen A McClave; Sarah J. Miller	978-1889622-31-6 American Society for Parenteral & Enteral Nutrition	2017	\$219.99 Academy Member Price
Pocket Guide to Nutrition Assessment, 3 <sup>rd</sup> Edition	Pamela Charney, PhD, RD; Ainsley M. Malone, MS, RD, CNSC	978-0880914895 Academy of Nutrition and Dietetics	2015	\$33.24 Academy Member Price
Choose your Foods: Food Lists for Diabetes	American Diabetes Association & Academy of Nutrition and Dietetics	978-1-58040-738-0 Academy of Nutrition & Dietetics	2019	\$2.99 Academy Member Price
Pediatric Nutrition Focused Physical Exam Pocket Guide	Beth Mordarski, RDN, LD, and Jodi Wolff, MS, RDN, LD, CNSC, FAND	978-0-88091-497-0 Academy of Nutrition and Dietetics	2015	\$10.00 Academy Member Price

<b>Required Textbooks –Health Promotion Focused</b>				
Coaching Psychology Manual, 2 <sup>nd</sup> Edition	Margaret Moore, Bob Tschannen-Moran	978-1451195262 Lippincott Williams & Wilkins	2015	\$59.84
A Culture of High Performance: Achieving Higher Quality at a Lower Cost	Quint Studer	978-1622180035 Fire Starter Publishing	2013	\$25.64

Technology used during the Vanderbilt Dietetic Internship Program may include:

- Publisher
- Piktochart
- Canva
- Power Point
- Smart Phone (ex: iPhone, Samsung, Google Pixel) camera for video's
- Video editing software on interns' laptop computers
- Web Ex, Zoom or Microsoft Teams

### **METHODS OF INSTRUCTION**

- Lecture - Instructional hours consisting of new principles.
- Laboratory - Instructional hours consisting of supervised student practice of previously introduced principles during which practical skills and knowledge are developed and reinforced.

### **METHOD OF EVALUATION**

**Rotation performance evaluations** are conducted within 14 business days of the rotation completion. During the evaluation, the intern and preceptor review a competency form with grading information, identify areas for continued development as well as job ready skills gained during the rotation. Both the preceptor and the student sign the competency form. The Internship Director and/or Educational Coordinator may participate in the evaluation.

The Internship staff will assimilate the evaluations to determine whether the intern has attained competence required for entry-level practice. A numerical rating scale is used to rate minimum performance.

**Academic Progress Reports:** Completed monthly by the Internship Director for each intern. The reports include information on attendance, completion of assignments, overall grade, student request for assistance and student progression in the program. Issues identified are detailed in the progress report. The report is reviewed and signed by the student, Internship Director and administration from the VUMC Center for Programs in Allied Health (CPiAH).

**Conferences with Internship Faculty:** Conferences may be scheduled at any time by the Internship Faculty or at the request of the student's request. The Internship Director conducts formal assessments of intern learning during individual conferences with students to review academic progress, discuss job ready skill development, and areas needing additional focus:

- Mid semester (in October and March) and
- Mid internship (January) –students are required to have an overall average score of 75

During conferences with the Internship Director or Educational Coordinator(s), if learning and/ or performance gaps are identified, these are discussed with the student. Additional training support is available and highly recommended to avoid below minimum scores and/or academic probation.

Failure to achieve a final overall average score of 85 will result in termination prior to or at the summary week conference.

## **GRADING SYSTEM**

At the completion of the rotation, preceptors evaluate the students’ performance based on written projects, rubrics, quizzes, etc using the following grading scale:

<b>Scale</b>	<b>Grade</b>	<b>Definition</b>
100-90%	A	Excellent
89-80%	B	Good
79-70%	C	Satisfactory
69-0%	F	Inadequate

Additionally, the preceptor provides a professional assessment of the interns’ ability to function within each practice domain. The performance levels for the practice domains are:

<b>Scale</b>	<b>Definition</b>
Needs much improvement	Needs assistance on many projects; requires guidance to achieve pre-determined objectives
Approaching entry level	Performs all activities with some assistance; generally, achieves pre-determined objectives
Entry level	Performs all activities correctly; works w/minimum assistance once guidelines are established; meets pre-determined objectives
Beyond entry level	Performs all activities w/great accuracy; works independently once guidelines are established; exceeds pre-determined objectives

Internship Faculty translate preceptor professional assessment scale into objective scores as follows:

<b>Scale</b>	<b>Grade</b>
Needs much improvement	60 = F
Approaching entry level	75 = C
Entry level	85 = B
Beyond entry level	100 = A

Overall scores for each rotation and professional development programming are determined utilizing rubrics and objective scores from core competencies (60%) and subjective performance ratings (40%). These are accessible to students at any time, monitored by Internship Faculty and discussed with students during conferences with Internship Faculty.

If an intern earns an overall rotation score of less than 75 in one rotation, the intern will meet with the Internship Director and Educational Coordinator(s) to prepare a written action plan for improvement to meet competency within a specified time period, depending on the learning needs of the intern, and within the 44-week program.

**Failure to achieve a minimum score of 75 in a second rotation will result in the intern being placed on academic probation.** The intern will meet again with the Internship Director, Educational Coordinator(s) and/or CPiAH Student Support Services Manager and prepare a second written action plan for improvement to achieve competency within a specified time frame, depending on the learning needs of the intern, but not to extend beyond the time remaining in the 44 week program. The second written action plan (developed at the time of probation) replaces the first one developed after the first rotation in which the intern fell out of satisfactory academic performance, although it may include some of the same learning elements/learning objectives.

Failure to return to satisfactory academic progress status after being placed on academic probation within the time required by the intern's written action plan for improvement may result in dismissal from the program.

Internship Faculty meet with each student during summary week to summarize performance in the 44-week internship program. A minimum overall score of 85 must be achieved to meet requirements for receipt of a Verification Statement. Additionally, a minimum score of 85 must be achieved in the following: each of the 4 practice domain categories, case studies, entry level practice rotations and concentration rotation. Failure to achieve a final overall average score of 85 may result in termination prior to or at the summary week conference.

Clinical and health promotion entry level practice rotations, concentration area rotations and case studies may be repeated once, but not twice. The opportunity to repeat an entry level practice rotation, concentration rotation and/or case study must result in a score of 85. Failure to achieve an 85 on the second attempt may result in dismissal from the program.

### **COURSE SCHEDULE**

The Vanderbilt Dietetic Internship utilizes a rotation schedule to identify which supervised practice rotation each intern is completing on a week by week basis throughout the 10 months. The rotation schedule is divided into the first semester and the second semester.

VANDERBILT  UNIVERSITY  
MEDICAL CENTER

DIETETIC INTERNSHIP PROGRAM  
2021-2022

HANDBOOK ACKNOWLEDGEMENT PAGE

My signature below indicates that:

1. I have fully read the 2021-2022 Vanderbilt University Medical Center Dietetic Internship Handbook and the program syllabus.
2. I understand the contents of the 2021-2022 Vanderbilt University Medical Center Dietetic Internship Handbook including the program syllabus.
3. I am aware that it is my responsibility to abide by the rules and regulations of the Vanderbilt University Medical Center, the Center for Programs in Allied Health and the Dietetic Internship Program, as well as those of any affiliated institutions at which I may be placed for learning experiences.
4. I am aware that it is my responsibility to conduct myself in a professional manner according to the standards of professional conduct throughout the 44-week Dietetic Internship at Vanderbilt University Medical Center.

**SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_