



The
**Nuvance
Health™**
Dietetic Internship

DIETETIC INTERNSHIP HANDBOOK

Revised June 2021

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GENERAL INFORMATION

Introduction

This manual is designed to give an overview of the program as well as to provide you with our policies and expectations for the internship.

The post-graduate Dietetic Internship (DI) Program at Nuvance Health provides a unique program in dietetic education. The DI is designed to meet the competencies for entry-level dietetics practice and to prepare students for the Registration Examination for Dietitians. The program has a Medical Nutrition Therapy concentration and provides students with a minimum of 1200 supervised practice hours in a variety of healthcare, community and foodservice settings.

The program has only a full-time option. The program begins in the beginning of September and is 9.25 months duration. The Nuvance Health Dietetic Internship (NHDI) has affiliation agreements with supervised practice sites in the Danbury, Norwalk and New Milford areas.

After orientation to the internship program on the Danbury Hospital campus, students begin supervised practice at their assigned facilities. The program is designed for a full 40 hour work week. Occasional weekend involvement for the program may be expected. Participants complete supervised practice experiences in medical nutrition therapy, foodservice management, community nutrition and long-term care. A culminating experience of staff relief is completed following successful completion of the clinical in-patient rotations at an intern's assigned hospital. This experience allows the intern to function independently as an entry-level dietitian in the hospital setting with minimal oversight.

ACCREDITATION:

The Nuvance Health Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics,
120 Riverside Plaza, Suite 2190
Chicago, IL 60606-6995 (315) 899-0040 ext 5400
[Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND)

Accreditation Council for Education in Nutrition and Dietetics

the accrediting agency for the
 **eat right**® Academy of Nutrition
and Dietetics

We are approved to accept 6 interns. Our most recent accreditation was April 2019.

NUVANCE HEALTH'S

Mission Statement:

To improve the health of every person we serve through the efficient delivery of excellent, innovative and compassionate care.

NUVANCE HEALTH DIETETIC INTERNSHIP MISSION AND GOALS:

Mission Statement:

The mission of the Nuvance Health Dietetic Internship Program (NHDI) is to adequately prepare entry-level registered dietitian nutritionists in a diverse, multi-disciplinary, and community-based setting, by providing a patient centered, quality supervised practice experience. The program is structured to develop teamwork skills, to improve and enhance the health and well-being of the community, and to understand and utilize technology in healthcare.

Program Goals and Objectives :

Goal #1 The program will prepare entry-level registered dietitian nutritionists to function as members of the interdisciplinary healthcare team, in the clinical, community or the food service arena.

- 83% of surveyed program graduates will rank the NHDI as preparing them “adequately” upon graduation for entry level practice.
- 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%
- 83% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
- At least 80% of program interns complete program requirements within 14 months (150% of the program length)
- Of graduates who are employed in the field of dietetics, at least 60% will hold positions in which they serve as part of an “interdisciplinary team.

Goal #2 The program will supply the workforce with competent entry-level registered dietitian nutritionists.

- Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 80% of returned employer surveys will rank graduates working in the field of dietetics as “adequately prepared” for entry level practice.
- 95% of graduates employed in dietetics who respond to the alumni survey will rate themselves as “adequately prepared” for their first position.

The program outcome data is available upon request

ADMISSION PROCEDURES

Applicants must participate in the Spring DICAS matching process and meet the following criteria to be considered for admission to the internship program:

- Bachelor's degree from an accredited university
- Original verification statement from an ACEND-accredited Didactic Program in Dietetics
- 3.0 GPA or higher
- Applicable nutrition courses must have been completed within the past 5 years
- GRE not required

A selection committee evaluates internship applications on a competitive basis. Typically this program receives 30-40 applications for the spring match. Interviews are selected for the top applicants. Nutrition-related work experience is optimal, but all applications are evaluated based on individual DPD GPA, personal statement, references, as well as work and volunteer experiences. Interviews with an interview committee comprised of current program preceptor's generally take place within the first three weeks of March. Students are ultimately selected for the program through the computer matching process.

Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Dietetic Internship program at Nuvance Health are eligible to apply to take the CDR credentialing exam to become an RDN.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements [click here](#).

For more information about educational pathways to become a RDN [click here](#)."

COMPUTER MATCHING

All applicants to the NHDl program must participate in computer matching. Computer matching enables a student to be assigned to a requested internship program that has also expressed interest in the student. A private company, D & D Digital Systems, conducts the matching process. Students should request instructions from their undergraduate program or from D & D Digital Systems, to participate in computer matching and to prioritize their preferences for internship locations. The timeline for the application process is available on their website. There is a fee to participation in computer matching that must be paid with your prioritized preferences for internship locations. Requests for additional materials may be made to:

D & D Digital Systems
304 Main St., Suite 301
Ames, IA 50010
(515) 292-0490
www.dnndigital.com/ada/

APPLICATION FOR ADMISSION

Applicants to the internship program must use the Dietetic Internship Centralized Application System (DICAS). The online application must be completed by 11:59 pm Central time on the deadline date listed by D & D Digital. The fee to use DICAS is \$50 for the first application and \$25 for each additional application. The DICAS application for the Spring match cycle is generally available after December 1st and can be accessed at <https://portal.dicas.org>. A supplemental online application and fee payment of \$80 to Nuvance Health Dietetic Internship is required. The link is available on our website.

<https://www.danburyhospital.org/departments/healthcare-professionals/dietetic-internship>

PERSONAL STATEMENT

Applicants must also submit a one-page personal statement on DICAS addressing the following:

- Why you are interested in the Nuvance Health Dietetic Internship?
- Why you would be successful in the Nuvance Health Dietetic Internship?
- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?

RECOMMENDATIONS

Three recommendations are required for application to NHDl through the DICAS application system. When completing the online application, applicants must provide the name, email address and other contact information for each reference. Submission of this information will trigger an email message requesting completion of an electronic recommendation form. No recommendation will be considered unless entered as part of the online application process.

TRANSCRIPTS

Official transcripts from all universities attended should be mailed from the institutions to the address below as part of the DICAS application process. Photocopies or "Issued to Student" copies will not be accepted. Upon successful matching, the student will also be required to request official transcripts conferring the degree be sent directly to the DI before beginning the internship program.

DICAS – Transcript Dept.
PO Box 9118
Watertown, MA 02472

GRADE POINT AVERAGE

The program will only review applications with a GPA of 3.0 or higher. However, in order to have a competitive application, a higher GPA is recommended.

NOTIFICATION OF ACCEPTANCE

The Nuvance Health Dietetic Internship will not notify students of acceptance into the program. D & D will notify each student applicant about the dietetic internship program to which he or she has been "matched". The student must notify the matched Dietetic Internship Program Director by phone, email or fax by 5:00 on Appointment Day to confirm acceptance of the internship assignment.

PROGRAM COSTS

Internship Application Fees

DICAS Fee	\$50.00
D & D Matching Fee	\$55.00
NHDI Supplemental application fee	\$80.00

Estimated Required Tuition and Program Fees

Tuition	\$10,500.00
Academy Student Membership	\$58.00
Lab coat	\$40.00
Slip resistant shoes	\$30.00
Reference materials	\$80.00
Potential Miscellaneous Costs	
Housing (rent and utilities)	\$15,000
Transportation	\$1,000
Insurance (auto, medical)	\$1,500

PAYMENT SCHEDULE

Deposit - \$500 due or postmarked by June 1

Payment 1- \$5000 due or postmarked by October 1

Payment 2- \$5000 due or postmarked by February 1

An additional fee of \$150 will be added to any payment not received by the above scheduled date

WITHDRAWAL AND REFUND OF TUITION AND FEES

If an intern decides to withdraw from the program all fees paid will be forfeited.

PROVIDED TO INTERNS AS PART OF TUITION

- Meal vouchers up to \$400
- CDR review course tuition
- Admission to the Connecticut Academy of Nutrition and Dietetics Spring Meeting
- Malpractice Insurance
- Registration fee for the Jean Inman Registered Dietitian Exam Review Course
- Physical Exam including immunizations, titers, TB skin tests (required)
- Drug screening test (required)
- Background Check (required)

Failure to pass the pre-placement drug screen may result in termination in the DI Program, and the deposit of \$500 will be forfeited.

ADDITIONAL COSTS

All interns are required to have medical and auto insurance at the start of the internship; proof of insurance is required.

FINANCIAL AID:

Financial aid is not available. Interns are eligible for loan deferments during the internship

GRADUATION AND PROGRAM COMPLETION REQUIREMENTS:

The verification statement is granted only under the following circumstances:

1. The dietetic intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled supervised practice rotations with a two (2) or better on all competencies and has maintained the professional and ethical code of conduct expected.
2. The dietetic intern has completed all required assignments satisfactorily as assessed by the preceptor and/or DI director grading of learning modules, case studies and projects.
3. The dietetic intern has met all financial obligations.
4. The dietetic intern has completed the CDR Exit Packet
5. All requirements of the program need to be met within 150% of program length which is equivalent to 13.9 months.

For interns successfully completing the program and receiving signed verification statements, the program director will submit the on-line computerized registration eligibility application for each intern to the Commission on Dietetic Registration (CDR) for verification of eligibility for the CDR credentialing exam for dietitian nutritionists. This will occur within one week following the Intern Pinning Ceremony. Interns should receive an email confirming registration eligibility from CDR approximately two to three weeks following Director's submission to CDR. Following registration through successful completion of the CDR credentialing exam for dietitian nutritionists, state laws for licensure or certification may be required for practice. Information can be found regarding licensure laws per state at this link

<https://www.cdrnet.org/state-licensure>

ASSIGNMENTS, CURRICULUM AND EVALUATION POLICIES

DEFINITION OF TERMS

DI DIRECTOR: Jenny Starr, MBA, RDN, CDN

SITE DIRECTOR: The education coordinator for the Nutrition related experience for a given rotation.

INTERNSHIP COORDINATOR:

Elizabeth Sack, RDN, CDN

CLINICAL COORDINATORS:

Lauren Timmerman, MS, RDN, CDN; Norwalk Hospital
Michele MacDonnell, RDN, CDN; New Milford Hospital.

PRECEPTOR: The supervisor (usually an RD) that the intern reports to during a specific day/week.

ASSIGNMENTS

All assignments will be reviewed and evaluated by the Preceptor, Internship coordinator, and/or DI Director prior to the completion of each rotation. **All assignments must be completed by the last day of that rotation.** The preceptor may require revisions, as he/she deems necessary. All assignments are to be completed on time, in a professional manner, typed, neat and organized.

ROTATION CURRICLUM

The DI curriculum and forms will be used as a guideline for the completion of required work in each rotation to achieve competencies. The following is the NuVance Health Dietetic Internship Curriculum Map, which designates the rotation areas that will address each of the required ACEND, as well as the program-designed competencies.

	Clinical	LTC	Food Service management	Community	Research	Didactic	Total
ACEND Competencies							
2017 STANDARDS							
Supervised Practice Hours	440	80	200	320	80	0	1320
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.			x				
CRDN 1.2 Apply evidence based guidelines, systematic reviews and scientific literature	x	x		x	x		
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data	x		x				
CRDN 1.4 Evaluate emerging research for application in dietetics practice.	x				x		
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis					x		
CRDN 1.6 Incorporate critical-thinking skills in overall practice	x	x	x	x	x		
CRDN 2.1 Practice in compliance with current federal regulations and state statues and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	x	x	x				
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications	x	x	x	x	x		
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings	x	x	x	x	x		
CRDN 2.4 Function as a member of interprofessional teams	x	x	x	x	x		
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate	x						
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice	x	x		x			
CRDN 2.7 Apply leadership skills to achieve desired outcomes	x	x	x	x	x		
CRDN 2.8 Demonstrate negotiation skills	x	x	x	x	x		

CRDN 2.9 Participate in professional and community organizations				x			
CRDN 2.10 Demonstrate professional attributes in all areas of practice	x	x	x	x	x		
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff	x	x	x	x			
CRDN 2.12 Perform self-assessment, develop goals for self-improvement throughout the program	x						
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines						x	
CRDN 2.14 Demonstrate advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession				x			
CRDN 2.15 Practice and/or role play mentoring and precepting others	x		x				
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings	x	x					
CRDN 3.2 Conduct nutrition focused physical exams	x	x					
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings	x	x	x	x	x		
CRDN 3.4 Design, implement and evaluate presentations to a target audience	x		x	x	x		
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience	x			x			
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change	x		x	x			
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.			x	x			
CRDN 3.8 Deliver respectful, science-based answers to consumer questions concerning emerging trends	x		x	x			
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources			x				
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			x				
CRDN 4.1 Participate in management of human resources			x				

I. EVALUATION & ASSESSMENT

End of Rotation (EOR) Performance Evaluation

The performance evaluations for each rotation are to be completed by the interns on or before the last day of the rotation and turned in to the DI Director. Verbal and informal evaluations are expected throughout the rotation from preceptor to intern, and it is the responsibility of the intern to inquire weekly regarding strengths and weaknesses of the intern's performance identified by the preceptor. Each rotation includes written evaluations by the preceptors. Depending on the rotation, several periodic written evaluations will be completed; others may only be at the end of the rotation. All interns will complete several self-evaluations during the program. The intern must receive a 3 (Exceeds Standards) or a 2 (Meets Standards) on all assignments and competencies for the final evaluation in order to pass the rotation.

Interns evaluate each rotation at the end of the rotation and also do an end of year evaluation of the entire program which is reviewed in their exit interview.

II. SUCCESSFUL ROTATION COMPLETION:

At the end of each rotation, interns will be assessed through evaluations and completion of assignments. Interns, who display unprofessional or unethical behavior, fail to submit assignments on time and/or fail to meet the required core competencies, will be counseled as to their potential for successful completion of the internship program. The DI Director, DI Coordinator and/or Preceptor may determine the need for an intern to repeat a rotation as identified by receiving a "1" Needs Improvement on the evaluation criteria, spend additional time in the rotation or complete supplemental work. The additional time or supplemental work will be re-evaluated to determine if the intern will need to repeat a rotation, or the program length may need to be extended to accomplish the required supervised practice hours and successful completion of all rotations and competencies. Maximum time for program completion is 150% of program length, which equals 14 months.

DISCIPLINARY ACTION:

Warnings and Termination

Performance, behavior or attitudes deemed inappropriate by the DI Director and/or Preceptor will be brought to the attention of the intern for remediation, unless the intern's actions/behavior is deemed grievous enough for immediate dismissal. With all situations concerning a student warning or termination, an appeal process is available.

First Formal Warning

The preceptor and/or DI Director will meet to discuss issues/problems with the intern. Issues or problems identified may result from preceptor concerns and/or below standard academic, professional conduct or ethical standards performance. A formal written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or performance, along with a monitoring timeline. A copy of the warning will be given to the intern and site preceptor, and placed in the intern's permanent file. Continuation of inappropriate behaviors will result in a second written warning. In some cases, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.

Second Formal Warning

The program director will meet with the intern and preceptor to discuss issues/problems with the intern. Issues or problems identified may result from preceptor concerns and/or below standard academic performance. A second formal written warning will be issued at this time. The written

warning will outline inappropriate behaviors, attitudes and/or performance, along with a monitoring timeline. A copy of the warning will be given to the intern and site preceptor, and placed in the intern's permanent file. Continuation of inappropriate behaviors will result in a final written warning. In some cases, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.

Termination

Should the identified behaviors, attitudes and/or performance continue despite warnings, a final internship termination conference will be held with the DI Director and the VP of Operations at Nuvance Health. When it has been determined that the intern has not made sufficient progress toward correction of identified behavior, attitudes, and/or performance, despite previous formal warnings, the Program Director will hold a final internship termination conference with the DI Director and the VP of Operations at Nuvance Health and notify the intern verbally and in writing that s/he is being terminated from the program. The DI Director will discuss with the intern other career paths that may be appropriate for their ability i.e. NDTR, CDM etc.

An intern terminated from the Nuvance Health Dietetic internship program will be communicated to The Academy of Nutrition and Dietetics Commission on Dietetic Registration for determination whether the dismissed intern is eligible for entrance into other accredited programs in the future. Examples of inappropriate behavior include:

- Chronic tardiness and being unprepared for rotations
- Missed work
- Insubordination to faculty or supervised practice site staff
- Theft
- Unethical behavior regarding assignments, evaluations or rotations

Other behaviors may be deemed worthy of a formal warning upon consultation with Preceptors and DI Director.

These warning procedures are appropriate for minor offenses that can be identified, monitored and resolved. Should an intern display insubordinate, unprofessional or unethical behaviors and/or attitudes, the intern will be immediately dismissed from the program regardless of the disciplinary action described above.

PRIOR LEARNING AND SUPERVISED PRACTIC EXPERIENCE:

The Nuvance Health Dietetic Intern program does not award any exemption from internship rotations/assignments for any prior education courses, and/or experiences.

INTERN REPLACEMENT OF EMPLOYEES:

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to acquire experience and demonstrate competence through learning experiences. All supervised practice experiences should be planned for competency attainment. Replacement of employees is defined as interns being placed on the regular work schedule in lieu of paid employees.

VACATIONS, HOLIDAYS AND ATTENDANCE:

During the Nuvance Health Dietetic Internship Program, interns will have off one week for winter break, and observe the holiday schedule for the Network. Observed holidays are:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
July 4th	Black Friday
	Christmas Day

Customary religious holidays may be honored with the approval of the DI Director and Site Preceptor. Approval for the holiday must be granted prior to the holiday.

LEAVE OF ABSENCE:

If a leave of absence is requested, the intern must set up an appointment with the DI Director. Approval of a leave of absence will be granted on a case by case basis.

Leave Type	# Days	Prior Approval	Make-up Provision	Comments
Sick	3	No: Must call preceptor and DI Director as soon as possible	TBD by Preceptor	To be used for illness ONLY
Bereavement	3	Yes: 24 hr notice must be submitted in writing/email to Preceptor and DI Director	TBD by Preceptor	Immediate family only
Personal Days	2	Yes: 2 weeks' notice must be submitted to Preceptor and DI Director	TBD by Preceptor	More than 2 days may result in dismissal

AGENCY POLICIES, RESPONSIBILITES, AND CONFIDENTIALITY:

All interns admitted to the Dietetic Internship are expected to comply with all Nuvance Health rules, regulations and policies including, but not limited to: alcohol, drugs and smoking. Policies are located on the hospital intranet.

PROTECTION OF PRIVACY:

The Nuvance Health Dietetic Internship Program files are kept in a locked office of the DI Director. All information in the files is private and confidential. Interns have the right to review their personal dietetic internship program file upon request.

INSURANCE REQUIREMENTS/LIABILITY FOR SAFETY IN TRAVEL

It is the responsibility of the intern to maintain personal health insurance and car insurance while Nuvance Health will provide professional liability insurance. Interns are responsible for their safety to and from assigned rotations.

HEALTH INSURANCE:

All interns must be covered by health insurance while enrolled in the program. Evidence of coverage must be provided prior to beginning the internship.

AUTOMOBILE:

All interns must carry automobile insurance, including personal liability. Interns assume all liability for safety in travel to and from assigned supervised practice sites.

INJURY OR ILLNESS:

Should an intern become ill or encounter an accident, the preceptor should assist the intern with the medical emergency. The preceptor will then notify the DI Director and additional arrangements will be made as required by the problem or condition. The expense of the any medical care is the responsibility of the intern.

PRE-PLACEMENT PHYSICAL AND BACKGROUND CHECK:

Interns are required to have a physical and background check prior to the start of the internship. The physical and background check will be scheduled and paid for by Nuvance Health. A drug test is part of the pre-placement physical and will be covered by the Nuvance Health. Failure to pass the pre-placement drug screen may result in termination in the DI Program.

SUPERVISED PRACTICE TIME RECORDING:

Interns are required to record their supervised practice hours weekly and have them signed off by their preceptor. Interns are typically scheduled for a minimum of 40 hours per week at their supervised practice sites. Extra project work will require interns to use off-duty time to complete assignments and case studies. Interns are expected to be punctual, follow the schedule assigned and be available throughout the entire rotation. All absences and reasons for absences should be reported to the Site Preceptor by phone prior to their scheduled start time. In addition, an email must be sent to the Preceptor and DI Director, reporting the absence and reason. Unexcused absences are not acceptable and are subject to disciplinary action. Arriving late and/or leaving early from the supervised practice site may be considered an absence. ACEND requires a minimum of 1,000 supervised practice hours be completed in order to finish the program.

SELECTION CRITERIA:

- Sites are located within the vicinity of either Norwalk or Danbury Hospital.
- A RDN is required at all clinical sites in which Medical Nutrition Therapy and/or nutrition counseling is provided; other sites may provide non-RDN preceptors.
- Preceptors have formal training or on-the-job experience in their profession.
- Preceptors are willing to complete orientation training, provide the program with a CV or equivalent, and provide evidence of continuing education upon request.
- Preceptors are able to provide a variety of experiences to meet rotation competencies.
- Preceptors are willing to complete intern evaluations following during and/or at the end of the rotation, depending on rotation length.
- Sites do not use interns to replace employees.
- Sites sign a written affiliation agreement with Nuvance Health which must be in place before the intern begins a rotation on-site.

EVALUATION OF SUPERVISED PRACTICE SITES:

- The program director or program coordinator visits each practice site outside of the Nuvance Health network once every three years at minimum to evaluate the setting, discuss the program with the preceptor and ask for input regarding changes that the preceptor might want to implement.
- Interns complete a formal combined evaluation of the supervised practice site experiences and the preceptor within one week of completing each rotation, and submit this evaluation to the program director/coordinator
- The program director reviews each evaluation, asking for clarity if a point is not well made.
- The program director shares the evaluation directly with the preceptor unless it is less than favorable. In that case the program director will synopsize the evaluation and discuss it verbally or through email with the preceptor. If additional facts (if needed) support an unfavorable evaluation of a site or preceptor, the program director may decide to discontinue utilizing that site/preceptor for supervised practice.

AFFILIATION AGREEMENTS:

- Once a signed affiliation agreement is obtained from a prospective supervised practice site, the DI director files this in the DI office. If the site has its own affiliation agreement that it requests NHDH to use, the DI director obtains approval and signature from Nuvance Health Office of General Counsel.
- Affiliation agreements do not have an expiration date, they are valid until either party wishes to terminate the agreement.
- Affiliation agreements are required for all supervised practice sites.

GRIEVANCE POLICY AND PROCEDURES:

The Nuvance Health Dietetic Internship Program provides a fair process for the filing and objective review of dietetic interns' and preceptors' complaints about the program.

Dietetic Interns: Dietetic Interns can voice their complaints to the rotation preceptor. If the issue is not resolved with the preceptor or the conflict involves the preceptor, the intern can discuss with the DI Director. If the complaint is still not resolved, the intern can discuss the complaint with the Program Coordinator. At any point during the complaint process, interns can contact the Food Service Director, and if needed contact the Administrative Director of Facility Operations.

Preceptors: Preceptors can voice their complaints to the DI Director. If the issue is not resolved with the DI Director they can discuss the complaint with the Program Coordinator. At any point during the complaint process, interns can contact the Food Service Director, and if needed contact the Administrative Director of Facility Operations.

Dietetic Interns and Preceptors are encouraged to voice their complaints about problems encountered during the Program without fear of retaliation.

If deemed necessary, the intern or preceptor can process for submission of written complaints to ACEND related to program noncompliance with ACEND accreditation standards after all options with the program and institution have been exhausted:

ACEND contact information:
120 Riverside Plaza, Suite 2190
Chicago, IL 60606-6995 (315) 899-0040 ext 5400
<http://www.eatright.org/ACEND>

All intern grievances/complaints will be maintained in a file in the DI Director's office for 7 years

PROGRAM WITHDRAWAL:

Nuvance Health Dietetic Interns may withdraw at any time from the DI program. Withdrawal is immediate and the intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently. The DI tuition fee will not be refunded. Interns are strongly encouraged to contact the DI Director prior to making the decision to withdraw from the program.

PROFESSIONAL MEMBERSHIP:

All interns are required to become student members of the Academy of Nutrition and Dietetics at the expense of the student. It is encouraged that you choose Connecticut as your state affiliation, as you are required to attend the Connecticut Academy of Nutrition and Dietetics (CAND) annual meeting in the spring. The cost of the meeting is covered by the internship.

ATTIRE AND APPEARANCE:

Interns are to maintain a professional image at all times by being appropriately dressed and well-groomed, and by following the dress code of each facility. Interns should determine the appropriate dress code per rotations from the preceptor. While serving in clinical hospital rotations interns will wear business attire and a white lab coat. No jeans, revealing clothing, form-fitting leggings, short skirts, bare midriffs, or athletic wear is allowed.

Male interns are to wear a necktie during the hospital clinical rotation. Slip-resistant shoes (i.e. Wal-Mart brand or Shoes for Crews) are required for all foodservice rotations. Interns who are not appropriately dressed may be denied permission to remain on duty and must make up missed time.

Each intern will be furnished with and required to wear a hospital ID badge. Identification issued by the various affiliations must also be worn during rotations in those facilities.

Hairstyles should be neat and require minimal management while on duty. During foodservice rotations, slip resistant shoes are required, hairnets will be worn and nail polish is strictly forbidden. A small amount of jewelry and makeup may be worn. Fragrances (perfume, etc.) should be minimized for the comfort of patients. Gum chewing is not allowed while on duty. Preceptors have the right to determine if the attire worn is consistent with the image desired.

EMPLOYMENT:

Part-time employment during the internship is not recommended due to the full-time demands of the internship. In cases where employment is necessary, it is recommended to limit hours to no more than 15 hours per week. Internship responsibilities and hours of training must supersede employment duties and work schedules at all times.

INTERN ROLE AND RESPONSIBILITIES:

- To be punctual and available throughout the rotation.
- To behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
- To represent Nuvance Health in an appropriate manner and appearance when visiting affiliations, class days and field observations.
- To complete objectives, learning experiences, reading assignments, and projects by due dates.
- To be prepared for each rotation by reading required texts and articles and by completing worksheets prior to or during each rotation.
- To contact the preceptor at least 1 week in advance to obtain information, time and place for that rotation.
- To be familiar with and follow all policies and procedures.
- To maintain confidentiality of all information discussed within the hospital and department.
- To ask for the preceptor's approval to leave his/her area of responsibility. To communicate to the instructor when attending meetings or conferences out of the building.
- To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor's schedule that may arise.
- To maintain respect for positions of authority.
- To function as a team player.
- To communicate to the DI director any dissatisfaction or deviation from the curriculum by the preceptor immediately
- To seek guidance when needed.
- To graciously accept corrective criticism
- To research and look up information as needed.
- To completely accept responsibility for all actions.
- To maintain a positive and hard-working attitude.
- To maintain open and frequent communication with staff.
- To attend all required conferences, meetings and classes.
- Confine cell phone usage, including texting, to lunch and break times unless the responsible preceptor has approved other arrangements.
- Agree to hold supervised practice sites, Nuvance Health and Morrison Healthcare harmless from any claim which might arise out of or by virtue of the student's participation in the supervised practice experience, including but not limited to injuries occasioned by the negligence, including gross negligence, of the supervised practice site and/or Nuvance Health, their offices, agents and employees.

DI DIRECTOR ROLE AND RESPONSIBILITIES:

- Provide intern orientation to the DI Program.
- Ensure adequate training of Preceptors and coordinate learning experiences, assignments and projects for each rotation.
- Develop schedules for the DI program, organize rotations and plan class days.
- Monitor and evaluate intern's progress in each rotation
- Ensure that all interns are meeting ACEND core competencies for all rotations.
- Serve as a role model and mentor.
- Serve as an advocate for the intern when appropriate and justified.
- Act as a liaison between the preceptor and intern as needed.
- Develop partnerships with outside organizations that strengthen the program.
- Develop and enforce policies and procedures.
- Direct the selection and procession of new interns.

- Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
- Be involved in the Academy of Nutrition and Dietetics activities that strengthen the quality of the program.
- Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics.

PRECEPTOR ROLE AND RESPONSIBILITIES:

- To orient the intern to the facilities, objectives, learning experiences and due dates
- To review the schedule and competencies of the rotation with the intern
- To inform other employees of the dates when the interns will be in his/her area
- To meet with the intern at least once each week to discuss projects/concerns
- To correct, return, and review written projects within one week after receiving them from the intern
- To complete appropriate intern evaluation forms within one week of the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director
- To provide immediate positive feedback and constructive criticism throughout the rotation to the intern
- To be aware of internship policies and procedures
- To enforce policies and procedures when needed
- To discipline the intern as needed
- To act as a mentor and function as a team player
- To serve as a role model at all times
- To empower interns to an interdependent, but autonomous level of function
- To review, in a timely manner, the intern's progress with the Internship Director at the midpoint and end of the rotation
- To provide constructive feedback on the Program Evaluation Form
- To refer intern to appropriate resources when needed
- To act as a resource person when the intern has questions

PRECEPTORS

During each rotation, the dietetic intern is directly responsible to the dietitian or manager (preceptor) who will provide daily guidance. The preceptor's name and contact information will be provided during orientation. It is the intern's responsibility to contact the preceptor at least one week prior to the start of that rotation, to establish a time, place and dress code, needed for that rotation. Teaching dietetic interns is not part of the job descriptions of many of the preceptors, but is a responsibility they take on above their normal routines. Please remember, if it were not for our preceptors there would be no internship. While with a preceptor, remember, they are your supervisor and you are to fulfill the assignments and obligations put forth to you. It is not acceptable to tell a preceptor you must leave early to return to the hospital to work on another project. If at any time, you feel the preceptor is asking you to perform duties that are not within the scope of learning, please contact the DI Director that day to discuss. Keep in mind; making educational posters and bulletin boards is appropriate.

COMMUNICATION

The best way to communicate with the DI director is via email. The DI director will make every effort to meet with the interns in person; however, scheduling an appointment would ensure uninterrupted time. Interns are expected to check their emails daily for any changes in rotations, or announcements. All interns are required to check their email daily and respond to inquiries regarding the internship within 24 hours.

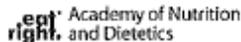
PROFESSIONAL DEVELOPMENT PORTFOLIO/RESUME

During the course of the internship, each intern will be required to develop a professional portfolio. At the end of the year, interns will complete a learning needs assessment, and a learning plan based on the Professional Development Portfolio. (This is the guide published by the Commission on Dietetic Registration to aid practitioners in developing a learning plan to meet continuing professional education requirements to maintain registration status). Each intern will choose selected works that best represent the intern's best demonstrated practice in medical nutrition therapy, foodservice systems management, or community dietetics, to place in the portfolio. At the completion of the program, the intern will prepare a resume, generic cover letter and thank you letter related to job interviewing. At year end the interns will present their portfolios to the internship staff and preceptors.

PROFESSIONAL CONDUCT

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

INTERNS ARE HELD ACCOUNTABLE FOR ADHERING TO THE CODE OF ETHICS FOR THE PROFESSION OF DIETETICS: <http://www.eatright.org/codeofethics/>



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:

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

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

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

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

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.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

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.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

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."⁴

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.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

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/catrighpro%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).

HONOR CODE

As professional students, it is expected that the Nuvance Health value of integrity be followed at all times. All projects submitted are presumed to be the intern's own work unless credit is given using the proper format. The following are considered unethical:

- Cheating on the clinical exam, 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
- Submitting work prepared for another rotation without the specific prior authorization of the supervising dietitian
- Falsely reporting personal illness or work hours

**NUVANCE HEALTH DIETETIC INTERNSHIP
HANDBOOK**

After reviewing the handbook you will be asked to sign and submit the following document:

My signature below indicates that:

1. I have fully read the Nuvance Health Dietetic Internship Handbook.
2. I understand the contents of the Handbook.
3. I am aware that it is my responsibility to abide by the rules and regulations of the facility and the internship program at Nuvance Health.
4. I am aware that it is my responsibility to conduct myself in a professional manner according to established standards of professional conduct throughout the internship program at Nuvance Health.
5. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines, and I agree to uphold its ethical principles and abide by the Code.
6. I understand that taking the CDR credentialing exam within 3 months of graduating from the program is beneficial to the success of passing.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

INTERN ADDRESS INFORMATION

INTERN NAME: _____
AND Membership Number _____
Date of Birth _____

LOCAL ADDRESS: _____

HOME PHONE: _____
CELL PHONE: _____
EMAIL ADDRESS: _____

PERMANENT ADDRESS:

