

University of Kentucky

Department of Dietetics and Human Nutrition Dietetic Internship

School of Human Environmental Sciences
College of Agriculture, Food and Environment
Lexington, Kentucky 40506-0054

INTERN HANDBOOK

The Dietetic Internship in the Department of Dietetics and Human Nutrition at the University of Kentucky is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, Phone number (800) 877-1600 ext. 5400.

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UK DHN DI INTRODUCTION

The University of Kentucky (UK) Department of Dietetics and Human Nutrition (DHN) Dietetic Internship (DI) provides intellectual and educational development through supervised practice and didactic teaching. The DI meets standards for registration eligibility and provides interns with competencies necessary to practice as entry-level dietitians.

Upon completion of the DHN DI, graduates are eligible to sit for the Commission on Dietetic Registration (CDR) national registry exam to earn the registered dietitian (RD) credential. Additionally, interns who successfully complete the program may, if desired, continue to work toward a master's degree in the Department of Dietetics and Human Nutrition.

UK DHN DI PHILOSOPHY

The program philosophy emerges directly from the mission. The UK DHN DI is dedicated to improving the health and well-being of all people. It is a dynamic educational program that responds to changes in the health care system, population demographics, society, technology, and the food supply. In this way, the program addresses the needs of individuals groups and communities served by the program. Interns are placed all around the state for their rotations. Thus they engage with rural, urban, and diverse communities and gain wide insight into the expectations for entry level practice.

The UK DHN DI is designed to advance the intellectual and educational development of individuals beyond the undergraduate level in preparation for entry into the dietetics profession. Learning is enhanced by providing individuals the opportunity to apply knowledge as they are prepared to become professionally competent in food and nutrition systems and how these systems interact to support human wellbeing. Foodservice systems management, medical nutrition, and community nutrition with a concentration in food and nutrition systems allow for students to be able to practice in any setting as they enter the work force. Interns will gain new knowledge through intellectual inquiry, research, evaluation and application of knowledge to dietetic practice. The intern's individual and unique differences are considered in providing experiences, which will develop independence, initiative, creativity, maturity, critical thinking and self- reliance for entry into the profession.

The UK DHN DI will provide opportunities for individuals to develop professional attitudes and an ethical understanding of professional practice by working with dietitians who serve as role models. This philosophy is consistent with the high ethical standards and mission of the Department, the College, and the University of Kentucky.

Link to UK Vision, Mission, Plans and general information:

<http://www.uky.edu/strategic-plan/our-mission-vision-and-values>

Link to the Academy of Nutrition and Dietetics (A.N.D.) dietetics profession information including the Academy Code of Ethics:

<http://www.eatright.org/>

MISSION

The **mission** of the Dietetic Internship is to educate interns through providing a high quality experience including evidence based knowledge and supervised practice in food and nutrition systems to prepare graduates to meet or exceed high standards for preparation of entry-level registered dietitian nutritionists to enhance health and well-being of people.

Program Goal 1:

Provide a post baccalaureate program of study and supervised practice in dietetics which will advance interns' educational and intellectual development in preparation for an entry-level position in dietetics.

Program Objectives for Goal 1:

1. Of DI program graduates, 80% will be practicing dietitians within 12 months of graduation.
2. One year after graduation from the DI, 80% of alumni surveyed will report satisfied or very satisfied with the program.
3. Among DI program graduates, 33% will complete a master's degree within 36 months of graduation from the DI.
4. 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%.
5. 80% of employers over a 5-year period, who complete the employer survey, will rate DI graduates at 3 or higher, on a 4-point scale, for preparedness for an entry-level position.
6. 80% of DI graduates are expected to take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Program Goal 2:

The UK-DHN dietetics internship will graduate interns with a variety of experiences that will help solve practical problems among diverse settings, populations, and environments.

Program Objectives for Goal 2:

1. At least, 80% of DI students will graduate in 150% of the time (10.5 months) set for program completion.
2. Upon Graduation, at least 75% of alumni will participate in public policy advocacy to provide solutions to practical problems in their communities.
3. Of graduates who seek employment, 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.

Program Goal 3:

Students will graduate with expertise in Food and Nutrition Systems, applying evidence-based, practical approaches, and critical thinking skills to address nutrition-related problems in individuals and communities.

Program Objectives for Goal 3:

1. 70% of DI graduates will have professional experience in nutrition and dietetics or related fields within 12 months of graduation.
2. All DI interns (100%) will participate in and disseminate research information on Food and Nutrition Systems through traditional and contemporary methods.

PROGRAM OUTCOMES

Program outcomes are available to the public on request from the program director. University of Kentucky DHN SPP ukdhn.cpdi@gmail.com

DI ADMISSIONS

Admission Guidelines for the Dietetic Internship can be found on the dietetic internship website: <http://dhn.ca.uky.edu/content/apply-dietetic-internship>. Application for all candidates is administered through the DICAS system Spring Match. The UK DI does not participate in the fall match.

UK DHN DI COMPETENCIES AND CONCENTRATION AREA

The Dietetic Internship in the Department of Dietetics and Human Nutrition at the University of Kentucky has selected *Food and Nutrition Systems* as the concentration area.

Competencies Dietitian Supervised Practice

1: Scientific and Evidence Base of Practice: Integration of Scientific Information and Research into Practice

Upon completion of supervised practice, graduates are able to:

- CRDN 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2** Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3** Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4** Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6** Incorporate critical-thinking skills in overall practice.

2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice

Upon completion of supervised practice, graduates are able to:

- CRDN 2.1** Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

- CRDN 2.2** Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3** Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4** Function as a member of interprofessional teams.
- CRDN 2.5** Assign patient care activities to NDTRs and/or support personnel as appropriate.
- CRDN 2.6** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7** Apply leadership skills to achieve desired outcomes.
- CRDN 2.8** Demonstrate negotiation skills.
- CRDN 2.9** Participate in professional and community organizations.
- CRDN 2.10** Demonstrate professional attributes in all areas of practice.
- CRDN 2.11** Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12** Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13** Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14** Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15** Practice and/or role play mentoring and precepting others.

3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.

Upon completion of supervised practice, graduates are able to:

- CRDN 3.1** Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2** Conduct nutrition focused physical assessment.

- CRDN 3.3** Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4** Design, implement and evaluate presentations to a target audience.
- CRDN 3.5** Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
- CRDN 3.6** Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.7** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8** Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9** Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.10** Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of supervised practice, graduates are able to:

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

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

CONCENTRATION COMPETENCIES

Food and Nutrition Systems

Competencies/Learning Outcomes

Upon completion of supervised practice, graduates are able to:

CC 1.0: Conduct and integrate best available research/evidence related to sustainable, resilient, and healthy food and water systems with best practices, clinical and managerial expertise, and customer values.

CC 2.0: Evaluate existing programs for application in current food systems and nutrition practice.

Successful completion of the UK DHN DI satisfies the requirements for interns to become eligible to sit for the Commission on Dietetic Registration (CDR) national registry exam to earn the registered dietitian (RD) credential. A verification statement will be issued on successful completion of the dietetics internship confirming that the candidate has met all the requirements for taking the registration examination. The credentials R.D. following a dietitian's name identify a qualified nutrition professional. The R.D. meets continuing education requirements to maintain the credentialed status.

UK DHN DI CURRICULUM

The University of Kentucky's, Dietetics and Human Nutrition DI Program curriculum is found below:

- Once accepted and matched, all interns must apply for entry to the UK as a post baccalaureate, non-degree seeking, undergraduate student.
- After acceptance to the internship through the DICAS match, in the spring semester and Summer Sessions, the DHN DI intern will enroll in a total of 21 credit hours.
- The internship begins in January and completes in August
- The UK DHN DI offers a minimum of twelve hundred (1200) hours to successfully meet ACEND performance requirements. Additional hours are often incurred.
- Students who complete the internship successfully are issued a verification statement that confirms readiness to sit for the RD exam.

DHN Dietetic Internship Curriculum

Spring

DHN 520 – Medical Nutrition Therapy I: Supervised Practice	5 credit hours
DHN 522 – Food Service System Management I: Supervised Practice	5 credit hours
DHN 524 – Food Service System Management II: Supervised Practice	2 credit hours
DHN 526 – Medical Nutrition Therapy II: Supervised Practice	3 credit hours
DHN 518 – Evaluation of Dietetic Issues & Leadership	2 credit hours
Total:	<u>18 credit hours</u>

Summer Session

DHN 528 – Community Nutrition I: Supervised Practice	1 credit hour
DHN 530 – Community Nutrition II: Supervised Practice	2 credit hours
Total:	<u>3 credit hours</u>

The 500 level courses do not count towards the master's degree program. These courses satisfy the DI requirements for a minimum of 1200 hours of supervised practice.

UK DHN DI SUPERVISED PRACTICE PROGRAM

UK DHN DI rotations during the supervised practice program (SPP) are 7-10 weeks in duration. The SPP provides experiences in Medical and Community Nutrition, and Food Service Systems Management. Research and education is infused in each of these areas. The following are some examples taken from sixty plus possible rotation sites across the Commonwealth of Kentucky.

Food Service Systems Management is a ten-week rotation that includes facilities such as hospitals with patient tray lines and cafeterias, corporate campus settings, nursing facilities and independent living facilities featuring sit-down service. One such facility is the Harrison County Public School System. Harrison Co. School Food Services, through federally assisted meal programs, provides nutritionally balanced, low-cost, or free meals to students each school day. Children who are hungry find it hard to stay alert and participate in their classroom experiences. They help close the "readiness" gap with a good breakfast before classes begin. They also plan school lunches that provide one-third of the recommended dietary allowances for school-age children. Menus include a daily variety of fresh fruits, vegetables, low-fat milk, and whole-grain products. Also, we have made changes in food specifications and preparation to lower fat, sodium, and sugar content.

Community Nutrition rotations are seven weeks long and include health departments, departments of education, cooperative extension, WIC and family resource centers. Interns have opportunities to examine food systems, foodservice administration, menu planning, forecasting, nutrient analysis, staff training, product development, community education, financial management, business planning and working with children from kindergarten to twelfth grade.

Medical Nutrition rotations are ten weeks long and include rural, metropolitan and mid-size facilities. An example of a medical nutrition rotation is Jewish Hospital, and St. Mary's Health Care in Louisville, Kentucky. Here interns can participate in and observe medical nutrition therapy care in several areas.

During the Spring and Summer sessions of the SPP, UK DHN DI interns will enroll in the following course numbers DHN 518, 528/530, 520/526, and 522/524. These courses are designed to cover a minimum of twelve hundred (1200) hours of supervised practice required to meet the Academy of Nutrition and Dietetics requirements for successful completion of the dietetic internship and subsequently eligibility to sit for the national registry exam administered by the Commission on Dietetic Registration (CDR). While all interns will register for the same course numbers for each semester/session, scheduling of individual rotations in foodservice systems management, medical nutrition, and community nutrition settings will be individualized. Interns will also enroll in DHN 518. This course is offered as a hybrid on-line course with meeting times during the internship.

DHN 500 series courses cannot be used as credit toward the MS in Nutrition and Food Systems.

After successful completion of the UK DHN DI, interns will receive signed verification statements from the DHN DI Director which document eligibility to sit for the CDR national registry exam.

University of Kentucky Schedule of Fees

The cost of the Dietetic Internship is based on the University of Kentucky tuition. You can find tuition information <https://www.uky.edu/registrar/19-20TuitionAndFees>

FEES (2018/19)	In-State Tuition	Out of State Tuition
Tuition Fall and Spring	\$6,180.00	GR \$15,340.00
Summer Session Per credit hour (x3)	\$501.00	GR \$1,265.00
Course Fees	\$288	
Housing in the Lexington Area (estimates)		
Single	\$600- \$700/month	
Shared	\$350- \$500/month	
Board (estimate)	\$250.00/ month	
Liability Insurance through UK	\$20.00	
Medical Exams and Immunizations	Free for students who have paid Student Health Services fee.	
Background Check	\$50	
Laboratory Coat	\$40.00	
A.N.D. Student Membership	\$58.00	
Bluegrass Academy of Nutrition and Dietetics	\$11.50	
KAND FNCE	\$300.00	
RD Review	\$150.00	

Housing:

- Housing for rotations in specific rural areas will be funded by Kentucky Area Health Education Centers (A.H.E.C). **Unless students request otherwise.** Room, board and living expenses may vary. However, in most cases A.H.E.C. off-site rotations will be \$100.00 per week for rent subsidy.
- **Note: Not every student will receive housing.**

Transportation:

- Transportation reimbursement (mileage only) will vary but may include one round trip from an outlying area to Lexington (funded by A.H.E.C).
- **Students are responsible for their own mode of transportation.**
- Membership to Academy of Nutrition and Dietetics and the Kentucky Academy of Nutrition and Dietetics is a pre-requisite requirement for acceptance to the DHN Dietetic Internship. Interns must hold membership in both the A.N.D. and the regional affiliate BGAND before being allowed to begin the internship.

UK Dietetics Internship Program Supervised Practice Hours

Supervised Practice Areas	Supervised Practice Hours	Rationale
Medical Nutrition Systems		
Medical Nutrition Therapy I	40 hours X 7 weeks = 280	On site with Preceptor
Medical Nutrition Therapy II	40 hours X 3 weeks = 140	On site with Preceptor
Total	= 400 hours	
Food Service Systems Management		
Foodservice Systems Management I	40 hours X 7 weeks = 280	On site with Preceptor
Foodservice Systems Management II	40 hours X 3 weeks = 140	On site with Preceptor
Total	= 400 hours	
Community Nutrition		
Community Nutrition I	40 hours X 2 weeks = 80	On site with Preceptor
Community Nutrition II	40 hours X 5 weeks = 200	On site with Preceptor
Total	= 280 hours	
Practical Work Hours – RD supervised	Amount of Time	Students are assigned to DHN RD faculty and complete these activities under the direct supervision of DHN Faculty and/or their Preceptor
Research Project	40 hours	Evaluate emerging research for application in dietetics practice and demonstrate professional writing skills by writing a literature review. Conduct a research project using appropriate research methods, ethical procedures and statistical analysis. Create a research poster to present. Design and implement a research presentation to a target audience and present research findings to audience. Entire project supervised by RD research mentor.
Plate Waste Study FSSM	4 ½ hours	Conduct a literature review on plate waste studies. Conduct plate waste study within facility. Identify levels of acceptability of typical foods served in a food-service program. Identify impact on environment and ways to reduce food waste.
In-Service FSSM	8 hours	Conduct clinical and customer service quality management activities. Develop quality control and patient satisfaction protocols and present to preceptor. Implement if possible. In-service could also involve human resource hiring, firing and re-training.

Theme Meal - FSSM	20 hours	Develop special meal at facility that includes a budget, staffing needs, equipment and supplies. The student is in charge of procurement, production, distribution and service of meal. This project also entails marketing and promotion of the event. Student is in-charge for the entire project that has a special theme that has been researched by the student.
Capital Planning Report FSSM	3 hours	Identify capital expenditures and procedures used to justify an expenditure. Plan requirements to maintain, repair and replace the most widely used piece of equipment and the least widely used piece of equipment in the facility.
Pre-Meal Checklist FSSM	2 ½ hours	Perform multiple 'pre-meal' checks to provide experience in quality assurance checking for menu accuracy, correct food temperatures, proper stocking, professionalism among personnel and others.
Case Study MNT	12 hours	Research on disease state, complete patient assessment, patient interviews and family history taken directly, 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.
In-Service MNT	6 hours	Design, implement and evaluate a presentation on a current topic or journal article. Present to clinical staff.
Patient Education Material MNT	4 hours	Demonstrate effective communication skills for clinical services by preparing professional communications while providing respectful, science-based information.
Nutrition Education Project	20 hours	Demonstrate effective communication skills for clinical and customer services in a variety of formats while providing respectful, science-based information. Past examples have included, weekend feeding programs, elder education sessions, congregate meal planning and set-up.
Legislative Activity	12 hours	<ol style="list-style-type: none"> 1. Demonstrate professional writing skills by writing advocacy letters to local legislators. 2. Establish collaborate relationships with other healthcare professionals by participating in professional organizations at: KYAND Legislative

		<p>Day, Kentucky Diabetes Day at the Capitol, and advocacy training from KYAND Legislative Committee</p> <ol style="list-style-type: none"> 3. Apply leadership skills by conducting face-to-face interviews with legislators in the Kentucky Capital. 4. Participate in public policy activities and research AND public policy issues
Cultural competence	4 hours	<ol style="list-style-type: none"> 1. Perform self-assessment tests on cross cultural competency, plot individual competence on cultural continuum 2. Review scenarios on health issues in different cultures with class and faculty 3. Choose a case study, perform the Nutrition Care Process and use standardized nutrition language 4. Plan interventions and establish goals 5. Develop menus for acceptability and affordability that accommodate cultural diversity and health needs of the specific case study 6. Use effective counseling skills to facilitate behavior change on a mock patient
Week One	8 hours X 3 days = 24 hours	<ol style="list-style-type: none"> 1. Anthropometrics lab 2. Master use of equipment for assessment, BodPod 3. Blood pressure lab 4. Cholesterol, glucose testing practice on each other 5. Enteral/parenteral calculations lab 6. Research activities lab 7. Counseling skills practice with simulation 8. Activity with Health of Rural Kentuckians 9. Presentations and collaborations with other healthcare professionals
Week Thirty	8 hours X 3 days = 24 hours	<ol style="list-style-type: none"> 1. Develop One Great Tray for School Lunches based on special dietary needs of children K-12 2. Develop MyPlate examples for KY ethnic populations – Testing the recipes and developing food systems calendar 3. Present research at poster session 4. Present case study to peers 5. Mock PDP Preparation

		6. Food Security Service Project 7. Career and job seeking – Choosing benefits packages activity 8. Event planning
Total	184 hours	
Subtract 3 University Holidays	-24 hours	
Total Dietetic Internship	1240 hours	

Code of Ethics- Preceptors and interns are expected to follow conduct according to the Academy of Nutrition and Dietetics/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>)

UK DHN DI SUPERVISED PRACTICE PROGRAM

The DHN DI Supervised Practice Program (SPP) will be provided in Lexington, Louisville, Frankfort and other locations in western, north eastern and south eastern Kentucky. The Area Health Education Center (AHEC) supports students placed in specific rural and low-income areas. These SPP experiences will provide diversity in size and types of organizations where dietitians practice. Interns are expected to rotate through these areas and live in the community where they are working. These rotations will vary from 7 to 10 weeks.

AHEC will provide housing, food allowances, and some mileage reimbursement while interns are placed in these rural areas.

DHN 518 is taught as a hybrid on-line distance education course using Canvas and DHN 518 list serve with blocks of in class time at the beginning, mid- and endpoint of the SPP. Interns are expected to make on-line contact via Canvas at least twice weekly for a minimum of two hours for the duration of the SPP. Practice assignments are scheduled as a part of distance education.

The supervised practice is designed for students to learn operations and procedures in the facility as well as gain experiences to complete ACEND competencies. Students should not be treated as fill in labor for their sites but should be given appropriate opportunities to practice as entry level dietitians.

UK DHN DI POLICIES

Attendance and Absences

The DHN DI intern is required to attend all classes, laboratory sessions and supervised practice experiences related to the program. If the intern is unable to attend the assigned class or supervised experience due to illness or emergency, the intern must notify the DHN SPP faculty, preceptor, and/or designated SPP site supervisor. If the intern cannot reach the DHN SPP faculty, preceptor, and/or designated SPP site supervisor, then she or he must call the DHN DI Program Director, leave a message at the Department of Dietetics and Human Nutrition office 859-257-3800, or contact the DHN DI Program Assistant at 257-4146.

Each intern is responsible for completing the assigned number of SPP and didactic hours and the associated supervised experiences. Interns do not have "personal days", or excused absences for SPP experiences. Arrangements for making up missed hours due to illness must be made with the preceptor and DHN SPP faculty and will be at the convenience of the respective institution/agency involved. However, these arrangements must be completed by the end of the rotation in which missed. Rotations will not be extended. If an intern fails to complete a rotation successfully, she or he will be required to complete an additional rotation at the end of the current supervised practice program until all ACEND competencies are achieved.

The supervised practice has the sole purpose of educating students through application. Students are not to be used to replace employees or simply serve as free labor. It is important to note that there may be times when students are expected work beyond normal hours which is a way for students to develop a sense of professional responsibility, especially if the work relates to patient care.

Tardiness and absenteeism will result in disciplinary action by the preceptor and DHN DI Program Director. The DI Program Director must be notified of the request, and then approval sought from the preceptor. Once approval has been granted any absences must be scheduled two weeks prior to the time of intended absence. The hours must be acquired subsequently or prior to the absence at the discretion of the preceptor and DHN DI Program Director.

Bereavement is considered an excused absence. In such case, the intern immediately contacts the Internship Director, informs the preceptor, and makes a plan for make-up hours. The Intern is excused for three (3) regularly scheduled days when an immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse's parent) dies. The Internship Director will request valid proof of death and relationship to the intern. Any request for additional days of absence is reviewed by the Internship Director as Absences for Personal Reasons.

The UK DHN DI follows the University of Kentucky calendar with several exceptions. The exceptions relate to the spring and summer semesters involving the supervised practice program. DHN DI interns take a spring break that is different from the University calendar so that their particular rotation is not divided by the spring break.

Weather Policy

Each intern is expected to attend rotations at facilities as scheduled. In event of inclement weather (e.g. snow or ice), the internship preceptor will determine how the status of the affects the workday and will communicate this information to the intern. In general, if the facility is open for business the intern should attend the rotation at the facility if the rotation is open "for business" for non-essential employees.

Professionalism

The DHN DI interns are expected to present themselves in a professional manner at all times regarding behavior and appearance. Rotation preceptor is to specify the requirements of the respective rotation.

Dress code will be established by each facility. However, the intern is responsible for maintaining good personal hygiene and an attractive professional appearance, which includes dresses, skirts or slacks/pants, blouses or shirts. Denim, shorts, revealing attire, etc. are not permitted. Shoes should be flat or low heeled (most clinical and foodservice systems facilities restrict the wearing of open toed shoes, e.g. sandals). Stockings or socks must be worn. The student's name tag must be visible; some facilities also require additional identification. Lab coats, if worn, must be clean and pressed. Interns are to adhere to the standards of the ServSafe® certification and the respective site.

Student Complaints

A student may file a complaint regarding their faculty, or course instructor with the director. The information will be reviewed and verified, and the director will schedule a meeting with first the preceptor and then with all parties. Minutes from the meeting and resolution action plan will be given to the student and faculty. The department chair and the school director will receive copies of the information. A copy will be filed in the department DI records and with the students' records. The student is expected to follow these steps.

Complaints against Student

- Step 1: Complaint is received by the Dietetics Internship director
- Step 2: Complaint is investigated
- Step 3: Student receives a request for a meeting with the DI director
- Step 4: Student receives a letter stating the complaint and the students' rights and responsibilities
- Step 5: Student reports to DI director on the complaint
- Step 6: Student, director, and complainant develop a resolution plan
- Step 7: Department Chair is notified of the complaint, resolution plan and follow-up

In addition to complaints by the students, if faculty/preceptors have complaints about a student's performance or behavior they are encouraged to contact the program director immediately. Once additional information is obtained from the preceptor or faculty, the director will schedule a phone call or meeting with the student and preceptor. Minutes from the meeting and resolution action plan will be given to the student and Preceptor with an additional copy retained in the student's file within the department. If the complainants feel that their concerns have not been resolved, they may choose to file a complaint with the department head or dean's office. Students are notified by the director at the beginning of the supervised practice component that the placement policies and protocols are mandatory.

Complaints against Faculty

- Step 1: Complaint is received by the Dietetic Internship director
- Step 2: Complaint is investigated
- Step 3: Community or DHN Faculty receives a request for a meeting with the DI director
- Step 4: Preceptor or DHN receives a letter stating the complaint.
- Step 5: Student, Director, Community and DHN Faculty discuss the issues and develop a resolution plan
- Step 6: If complaint can lead to victimization of student, the student is removed to another site.
- Step 7: Department Chair is notified of the complaint, resolution plan and follow-up.
- Step 8: Summary and documents are filed in the department and in the student record

The program director makes every attempt to effectively resolve conflicts to allow students to successfully complete the program in the required timeframe. All complaints are handled in a non-retaliatory and private manner between director, student, and faculty.

Regarding complaints about accreditation standards, the student should first seek resolution through the program and program director. If the complaint remains unresolved the student should file the complaint with ACEND. Only as a last resort and in relation to accreditation standards violations should a student file the complaint with ACEND.

Faculty and Preceptor Complaints

In addition to complaints by the students, if faculty/preceptors have complaints about a student's performance or behavior, they are encouraged to contact the program director immediately.

- Once additional information is obtained from the preceptor or faculty, the director will schedule a phone call or meeting with the student and preceptor.
- Minutes from the meeting and resolution action plan will be given to the student and Preceptor with an additional copy retained in the student's file within the department.
- If the complainants feel that their concerns have not been resolved, they may choose to file a complaint with the department head or dean's office.
- Students are notified by the director at the beginning of the supervised practice component that the placement policies and protocols are mandatory.

The program director makes every attempt to effectively resolve conflicts to allow students to successfully complete the program in the required timeframe. All complaints are handled in a non-retaliatory and private manner between director, student, and faculty.

WITHDRAWAL and TERMINATION POLICIES

Withdrawal

The Intern may withdraw at any time from the program. Withdrawal is immediate and permanent. The following steps apply:

1. The intern formally communicates to the Director his or her withdrawal and the reason for withdrawal.
2. The Internship Director communicates with the intern to discuss the decision.
3. After the discussion, the intern and Director sign and date the letter of withdrawal.
4. The letter is filed in the DI records.

Fees and Withdrawal

Policies and procedures, including but not limited to: withdrawal and refund of tuition and fees, scheduling and program calendar, protection of student privacy information, access to personal files, and access to student support services can all be found in the University of Kentucky Student Bulletin. The bulletin is only available online and is easily accessible on the University of Kentucky Registrar's website: <https://www.uky.edu/registrar/2019-2020-bulletin>. Bulletins for the past five years can also be referenced on the Registrar's website: <https://www.uky.edu/registrar/bulletin-course-catalog>.

Read the UK Bulletin fully and comprehend all policies and procedures that impact your program. Written policies and procedures that govern the Program comply with state and federal laws and regulations to ensure nondiscrimination and equal opportunity related to student recruitment and admission and protect students' rights. Institutional policies and procedures that impact all students are available in the University of Kentucky Student Bulletin. Submit any questions to the program director.

DHN Supervised Practice Program Disciplinary Action Plan

The due process and remediation policy is listed in the UK DHN CP Handbook and in each supervised practice syllabi. Interns are made aware of our policy during orientation in the first two weeks of the internship year.

In the event that an intern is performing in an unsatisfactory and/or unethical manner, SPP Faculty and preceptor will attempt to resolve and remediate the situation with respect and professionalism. We want our interns to succeed and will do all we can to assist in this process. The following procedures guide the process.

Interns may be deemed inadequate, deficient, or unable to function in the program for two general reasons:

1. Academic. Unsatisfactory performance of the duties of an Intern including inadequate work, incompetence, carelessness, and unethical behavior, particularly behaviors that violate the AND Code of Ethics. Interns must earn a "3" or above on all competencies for that rotation to pass the internship. If a score of "2" or below is earned, then remediation is required. As some competencies may represent more crucial areas of functioning, judgments about individual competency scores that require improvement or remediation are made by SPP Faculty and preceptors on an individual basis. Additionally, receiving a "C" or below on any two assignments in the same domain.
2. Disciplinary. Misconduct (University policies, facility policies, AND Code of Ethics, Federal Law or state Statutes), insubordination, unacceptable behavior (e.g., unexcused absences, excessive tardiness, poor work ethic), inadequate or deficient Intern performance will be decided upon and based on one or more of the following factors:
 1. An inability or unwillingness to acquire and integrate professional standards into one's conduct.
 2. An inability to acquire or failure to make progress in professional skills and reach an accepted level of competency (see above definition of an acceptable level).
 3. An inability to manage personal stress, psychological dysfunction, or emotional reactions.
 4. An inability or unwillingness to work with others in an appropriate, respectful, and professional manner.
 5. An inability or unwillingness to adhere to the facility standards for employees.
 6. Intern does not acknowledge, understand, or address problematic behavior when identified.
 7. The quality of service delivered repeatedly results in negative outcomes for clients.

8. Expectations for timeliness, quality, and consistency of written documents, such as assignments, medical records and professional correspondence, are not met in the Intern's performance.
9. Problematic behavior is significant and/or not restricted to one area of professional functioning.
10. The problematic behavior could have ramifications for legal or ethical infractions if not addressed.
11. Disproportionate amounts of administrative and clinical staff time and attention are required to deal with the Intern's lack of performance.
12. Intern's performance does not change as a function of feedback, remediation, or the passage of time.
13. Intern's performance negatively affects the UK DHN SPP public image.

The UK DHN SPP Faculty, in consultation with involved preceptors, will decide when any of the conditions for inadequate performance or professional deficiency are present. We will direct efforts to bring about improvement, and will decide when formal steps should be taken to discipline an Intern and implement the established due process procedures.

Due Process Procedures

The discipline of an Intern follows this sequence.

1. Verbal Discussion

The first step in the disciplinary process is usually a verbal discussion between the Intern and the related preceptor. It is anticipated that most problems in Intern performance and conduct can be resolved at this level of intervention. This is often the case when an Intern is performing slightly below competency.

Academic:

- A rating of "2" or below on any competency will result in a verbal conversation with the preceptor and an informal, brief written plan on the evaluation for how the Intern and preceptor plan to improve the competency. It is recommended that preceptor's use the meeting to talk through helpful courses of action to support the intern's growth.
- Receiving a "C" or below on any two assignments in the same domain.

Disciplinary:

- Matters of Intern misconduct may require the involvement of the UK DHN SPP Faculty and preceptor at the level of verbal discussion. A date should be set for the Intern and preceptor to discuss the issue as a follow-up to determine if it has been resolved or if further action is needed. This date should be communicated to the UK DHN SPP Faculty as well as, any other members of our team who may be involved or affected.

2. Written Warning

Continued unsatisfactory performance or violation of University policy, beyond the stage of verbal discussion, will result in a written warning being given to the Intern. However, disciplinary action may be initiated without written warning if the issue requires/warrants more serious and immediate

action. The written warning should include a date upon which the preceptor and Intern will reconvene to discuss if the issue has been resolved or to determine if further action is necessary. This date and the result of this conversation should also be documented, discussed with the UK DHN Faculty and additional staff members, as they are involved or affected as appropriate.

3. Warning Letter

In other matters or when inadequate performance needs to be further addressed, a written notification in the form of a warning letter will identify specific deficiencies, problems, or offenses. The warning letter should also identify specific changes expected of the Intern and indicate an evaluation date that allows a reasonable amount of time to demonstrate an acceptable level of sustained change. The possibility of termination should be clearly articulated in the warning letter, if applicable, so the Intern does not misunderstand the consequences of failing to comply with the intent of the warning. The Intern should sign and date the warning letter to acknowledge receipt of the warning. All parties involved and affected should be aware of the process as it is evolving whenever possible and whenever warranted or needed.

4. Termination

Termination from the UK DHN SPP will be the outcome in cases where the Intern ultimately fails to comply with written warnings, where the violation is un-remediable, where attempts at remediation are unsuccessful or where a violation is considered so egregious that immediate termination is warranted.

If an intern is terminated from the UK DHN DI or requires a leave of absence, she or he will no longer be eligible to continue to receive financial aid, if applicable. See policy on refund of tuition/financial aid. <https://www.uky.edu/financialaid/refund-policy>

Grievance Policy

Academic Ombud services are available 8:00 am – 4:30 pm, Monday--Friday.

Location: 109 Bradley Hall

Telephone: 859.257-3737

Confidential FAX: 859.257-5346

E-mail address: ombud@uky.edu

Walk in visits are welcome at any time. Call-in and e-mail inquiries are encouraged too. Often speaking with the well-qualified and helpful Ombud Office staff can solve a problem, and an appointment with the Ombud is not even necessary. Complete information on interns' rights and responsibilities can be found on the UK website www.uky.edu/studentrightsandresponsibilities

The ACEND will review complaints that relate to a program's compliance with accreditation standards in the interest of maintaining quality in dietetics education programs. However, ACEND will not interfere in matters of admission, appointment, promotion or dismissal of faculty, staff, or students. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting personnel at The Academy of Nutrition and Dietetics.

The Academy of Nutrition and Dietetics.
120 South Riverside Plaza, Suite 2190,
Chicago, IL 60606-6995.
www.eatright.org/ACEND

Parking and Travel

The UK DHN DI intern is responsible for her or his transportation and parking. AHEC will provide the intern with funding for one (1) round-trip mileage to/from a rural site placement.

The University and/or supervised practice program facility cannot be held liable for injuries or death that may occur in travel to or from supervised practice facilities and/or university campus. Students shall be responsible for personal insurance coverage as required by state statutes. Parking fees or fines attained at a rotation site are the student's responsibility.

Student Employment

UK DHN DI interns may not hold jobs during the Spring and Summer semesters since classes and supervised practice experiences (which may be located outside of Lexington) are scheduled for 40 hours per week (5 days, 8 hours/day). Actual times may vary on a weekly basis, and experiences may include weekend scheduling.

Physical Tests and Insurance

Professional liability insurance shall be carried by the intern and evidence of such coverage shall be kept on file in the office of the DI Program Director. Student liability insurance may be obtained through the University for approximately \$30.00 per year. Submit checks to the DHN administrative assistant by September 30th prior to the spring rotations. A report on any accident that occurs which might involve legal liability on the part of the intern should be filed in the DHN DI Director's office within five (5) days after the occurrence of the accident and with the University's insurance office.

Interns are required to show evidence of medical care insurance. If the intern is not covered by a family or personal policy, the University has health insurance that can be purchased by interns.

The intern will have an annual tuberculosis skin test, hepatitis B, and any additional test that may be required by the clinical sites. A list of all required tests will be mailed to you prior to the rotation. Skin tests will be given free of charge for students who have paid for Student Health Services. A small fee will be charged for those who have not paid the Student Health fee, or the test may be obtained from a personal physician. Copies of the results of the tests must be placed on file with the DHN DI Program Director and the preceptor of every site at the beginning of the rotation.

The intern must undergo a background check from their home state. The results must be submitted to the Department of Nutrition and Food Science, 203 Funkhouser Bldg., Lexington, Kentucky, 40506, before being allowed to begin the UK DHN DI.

Drug testing and/or an extensive criminal background check will be required by certain sites. Some facilities require a very in depth testing while others will accept the general state criminal check. The

drug testing report must be done by a reputable lab. Contact preceptors well in advance of the start date in order to confirm if other tests are necessary. These tests may carry additional costs to the student, but in some cases may be funded by the site.

ServSafe® Certificate:

A ServSafe® certificate is required. An intern who has not previously obtained this certification may take the Serve Safe® exam at UK prior to beginning the DHN SPP.

E-mail Account

Each UK DHN DI intern must have an established e-mail account. Email will be used for announcements and general communication. You are to use the uky.edu email account provided by the University of Kentucky. To obtain a University of Kentucky email account, access the University main website at www.uky.edu. Click on the Link Blue icon on the main web site page to access Exchange. Follow the directions posted to activate an account.

G-mail Account

Each UK DHN DI intern must have an established g-mail account. ACEND requires a non-edu email address after completion of the internship.

UK DHN DI ASSIGNMENT GUIDELINES

Assignments for the DHN 500 series and DHN 518 courses in the UK DHN DI will be written as directed in the guidelines for each course and published on-line via Canvas for the distance learning. Accepted procedures should be followed which include use of good grammar, correct spelling and proofreading. DHN 518, DHN 528/530, DHN 520/526, and DHN 522/524 all have a Canvas site for access to and submission of DHN DI SPP assignments. The DHN SPP End of Rotation and Hard Copy Folder is to be used for submission of original and confidential documents per instructions on the respective Canvas site.

UK DHN DI PARTICIPATION IN PROFESSIONAL ASSOCIATIONS

Academy of Nutrition and Dietetics

Interns in the UK DHN DI must hold membership in the Academy of Nutrition and Dietetics. Fees provide for a subscription to the Journal of the Academy of Nutrition and Dietetics. Interns must become members before they are accepted into the program. <https://www.eatright.org/>

State and Bluegrass Academy of Nutrition and Dietetics

Membership in the A.N.D. automatically provides state membership. The Kentucky Academy of Nutrition and Dietetic Food and Nutrition Conference and Exhibition occurs in the spring semester at rotating sites in the Commonwealth. **This meeting is mandatory for UK DHN DI interns.** Please budget to include the cost of the KAND FNCE (approximately \$300.00).

The Bluegrass Academy of Nutrition and Dietetics (BGAND) meets approximately 7 times per year. Interns are required to attend a minimum of two (2) professional organization meetings per year. Membership application is available online at www.bluegrasseatright.org.

UK DHN DI EVALUATION OF PROGRESS

The UK DHN DI does not evaluate prior learning or award any exemption for prior learning. No internship rotations/assignments for any prior education courses, and/or experiences are credited.

Periodic informal evaluation will be held with DHN SPP faculty, preceptor and/or site supervisor, and DHN DI Program Director. The purpose of the evaluation is to assist the intern in developing as a professional. The progress of each intern toward meeting the goals of the DHN DI will be evaluated by the preceptor at the mid- and final point of each supervised practice program rotation. If an intern is having difficulty in the DHN DI, the DHN SPP faculty and preceptor will recommend appropriate action, which may include additional course work or additional supervised practice. The faculty also may recommend that the intern discontinue in the DHN DI, either temporarily or permanently. All evaluations protect the intern's right to privacy.

Interns are expected to maintain a minimum of a B grade in DHN 518 and the DHN 500 series courses. All interns must prove competence in all ACEND Competency Statements during the SPP.

UK DHN DI COMPLETION

Active membership in the Academy of Nutrition and Dietetics (A.N.D.) indicates status as a professional dietitian. Successful completion of the UK DHN DI Program satisfies the requirements for active membership in the Academy of Nutrition and Dietetics. On completion of the UK DI the CDR verification statement will be issued to all interns with the official degree date. It is the responsibility of the intern to keep this statement throughout his or her career. Once the registration examination has been completed successfully, the graduate can add the credentials RD (registered dietitian) or RDN (registered dietitian and nutritionist)

Membership in A.N.D. is not synonymous with registration as an RDN or R.D. (Registered Dietitian). In other words, you can be one without the other. However, the current requirements for active A.N.D. membership and eligibility to take the exam are the same. Upon completion of the DHN DI, the intern will be provided with the necessary information to apply to take the national registry exam administered by CDR. <https://www.cdrnet.org/rd-eligibility>

Following graduation from the program, it will be the responsibility of each intern to obtain a final transcript verifying date of graduation and highest degree earned. Each intern must be prepared to follow the Academy of Nutrition and Dietetics guidelines for completion of membership requirements and registration eligibility.

LICENSURE AND CERTIFICATION

Some states require RDs to be licensed before they can practice. In Kentucky and the surrounding states, Licensure is available. The credential is known as “Licensed Dietitian” (LD), which signifies

to other health professionals and consumers and consumers that the individuals providing nutritional care meet the standards of the state in which they practice. Licensure must be renewed every year. In KY a non-dietitian with an MS in nutrition or dietetics can be certified and use the initials CN Certified Nutritionist. Go to <http://bdn.ky.gov/Pages/default.aspx> for further information.

UK DHN DI RESOURCES

Library resources for the UK DHN DI include The William T. Young and Medical Center libraries. In addition to other University wide resources, a computer lab in Erikson Hall with computers, classrooms in Erikson Hall and Funkhouser buildings and the assessment lab in Funkhouser are available for intern use. Faculty resources include small classes and individual attention with DHN SPP faculty.

**University of Kentucky
Department of Dietetics and Human Nutrition
Dietetic Internship**

Supervised Practice Program Emergency Policy

As a dietetic internship intern in a supervised practice rotation, you are expected to convey the utmost care and attention when completing your duties. With this stated, please understand that accidents can still occur at your worksite, and it is important for you to know ahead of time what to do if an accident takes place.

IF THE ACCIDENT OR INJURY IS LIFE THREATENING:

1. **REPORT THE ACCIDENT/INJURY TO YOUR NEAREST SITE SUPERVISOR AND SEEK EMERGENCY MEDICAL ATTENTION IMMEDIATELY**
2. As soon as possible, contact a representative from your insurance company and explain the accident/injury.
3. Contact the DHN Dietetic Internship and Coordinated Program directors.
4. Follow preceptor site rules/regulations on filing a report regarding the accident.

*IF THE ACCIDENT OR INJURY IS **NOT** LIFE THREATENING:*

1. Report the accident/ injury to your nearest site supervisor and/or preceptor.
2. Warn employees around you if hazards are in the area (i.e. broken glass).
3. Contact your insurance company for authorization to seek medical attention if Emergency room services are necessary.
4. Proceed to medical services if deemed necessary.
5. Contact the DHN Dietetic Internship and Coordinated Program directors.
6. Follow community-based faculty/preceptor site rules/regulations on filing a report regarding the accident.

UK DHN DI Intern: Sign and Return to UK DHN SPP Directors & Faculty

I have read and fully understand the above DHN Dietetic Intern Supervised Practice Program Emergency Policy.

DHN DI Intern Signature

Date