



**HANDBOOK OF POLICIES AND
PROCEDURES**

**ADVANCED DEGREE AND
DIETETIC INTERNSHIP PROGRAM**

**THE UNIVERSITY OF TEXAS
HEALTH SCIENCE CENTER - HOUSTON**

**SCHOOL OF PUBLIC HEALTH
Michael & Susan Dell Center for Healthy Living**

Revised July 2018

PHILOSOPHY AND MISSION:

The philosophy and mission of the UT Health Science Center – Houston (UTHSC) School of Public Health Dietetic Internship Program is to educate and train individuals in the field of nutrition and dietetics through current research and the application of new knowledge and technology for improving the nutritional status of a multicultural society.

PROGRAM GOALS:

The Program Goals and Outcome Measures for the Dietetic Internship (DI) are in concert with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2012 Eligibility Requirements and Accreditation Standards, the UTSPH, and the Michael & Susan Dell Center for Healthy Living Goals. They are as follows:

Goal 1:

To prepare individuals to become professional dietitians through a comprehensive educational and experiential program by meeting the DI Program’s required competency statements of entry-level dietetic education programs for the supervised practice component in public health / community, foodservice/management and medical nutrition therapy dietetics practice.

- **Program Completion Outcome Measures:**

- 100% completion of the Competencies /Learning Outcomes for Entry-Level Dietitians as evidenced by score of 2-3 on evaluations by preceptors and DI Program faculty.
- 80% of the Dietetic Interns will complete all DI Program requirements within 150% of the expected 22-24 months.

- **Graduate Focused Outcome Measures:**

- 80% of the graduates from the DI Program over a 5-year period that respond to the post-graduate survey completed at 6 months–1 year will be employed in the dietetics field within 3 months after seeking employment in dietetics.
- 80% of the employers returning the Employer of UTSPH DI Program Graduate Survey will state that they would hire another graduate from the DI Program.

- **RD Exam Outcome Measure:**

- 80% of DI Program graduates sitting for the Registration Examination for Dietitians will successfully pass the RD exam on the first attempt over a 5-year period.

Goal 2:

**The UTHSC Program graduate will demonstrate professional attitudes and skills
With the understanding and commitment to ethical practices with in the emerging needs of the
Dietetic Profession.**

Goal 2: The UTHSC Program will provide opportunities for interns to develop professional attitudes and skills, with an understanding of and commitment to ethical practices consistent with the emerging needs of the dietetic professional.

90% of Student Evaluations of SP will indicate yes to “supervised practice experience helped develop competency.”

90% of Graduates will rate Learning Activities as strongly agree- agree regarding preparing the intern for professional practice as an RD on the Exit Survey

90% of interns will achieve Excellent – Satisfactory scores for all supervised practice Rotation Completion scores on knowledge base, communication skills, timeliness, interpersonal skills, dependability, and attitude as evaluated by SP preceptors.”

80% of the employers returning the Employer of UTHSC DI Program Graduate Survey rate graduates of UTHSC DI as good to excellent on “Performs at a high level of ethical standards in professional practice”

- **Intern Evaluation of Supervised Practice (SP)/Learning Activities Outcome Measures:**
 - 90% of Student Evaluations of SP will indicate yes to “supervised practice experience helped develop professional competency.”
 - 90% of graduates will rate all Learning Activities as strongly agree – agree regarding preparing the intern for professional practice as an RD on the Exit Survey.
- **Preceptor Evaluation of Intern Professional Behaviors Outcome Measure:**
 - 90% of interns will achieve Excellent – Satisfactory scores for all supervised practice Rotation Completion scores on knowledge base, communication skills, timeliness, interpersonal skills, dependability and attitude as evaluated by SP preceptors.
- **Graduate Focused Outcome Measure:**
 - 80-% of the employers returning the Employer of UTHSC DI Program Graduate Survey rate graduates of UTHCS DI as good to excellent on “Performs at a high level of ethical standards in professional practice”

PROGRAM COMPLETION AND GRADUATION

Completion of the Dietetic Internship will require the following:

1. Successful completion of all planned experiences to meet each core competency.
2. Successful completion of all program rotations with satisfactory evaluations for each rotation.

3. A minimum of 1,261 clock hours in supervised practice facilities for achievement of performance requirements for entry-level dietitians. See details as to how total hours are obtained in Appendix.
4. Recommendations by faculty and staff in supervised practice settings that the student has successfully mastered the core competencies necessary for achievement of the performance requirements for entry-level dietitians. Achievement will be determined by various evaluation methods, both formative and summative.

After satisfactory completion of the required supervised practice experiences, the Program Director will provide the Dietetic Intern with a copy of the Verification Form indicating completion of the UTSPH Dietetic Internship. The Program Director will complete the necessary administrative work to notify the Commission on Dietetic Registration (CDR) of the intern's status (<http://cdrnet.org/>). The intern will then complete the necessary paperwork to register for the Registration Examination for Dietitians and take the examination. The Program Director requests that each intern make arrangements to take the Registration Exam as soon after completion of the DI Program as feasible and report outcome of the exam results upon completion.

ACCREDITATION STATUS

UTHSC Dietetic Internship has been awarded full Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND) through 2021.

PROTECTION OF PRIVACY

Family Educational Rights and Privacy Act of 1974: *The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232 g. and the Texas Open Records Act, Texas Revised Civil Statutes Annotated, art. 6252-17a*, provide students with certain rights regarding their educational records. Each eligible student has a right to: 1) inspect and review the student's education records; 2) request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA and its regulations authorize disclosure without consent; 4) file a complaint concerning alleged failures by the institution to comply with FERPA and its regulations authorize disclosure without consent; 5) obtain a copy of the institutional policy by contacting the office of the Registrar or the Dean's office of each school.

NON-DISCRIMINATORY POLICY REGARDING STUDENTS

UTHealth admits students of any race, color, national origin, religion, sex, age, veteran status or disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate in administration of its educational policies, admissions, policies, scholarship and loan programs or athletic and other school-administered programs.

PROGRAM REQUIREMENTS

Health and Malpractice Insurance

All students registering at UTHealth are required to complete a medical history form and to complete an immunization record and statement of health status signed by a physician. Hepatitis B and Measles vaccinations are required as well as a current TB test (<https://www.uth.edu/registrar/current-students/student-information/required-immunizations.htm>). A copy of your immunization record must be on file with the Program Director before being placed in a Supervised Practice facility. You may be requested to provide a copy of your record to the facilities as well. This is an accreditation matter of great importance. Some clinical rotations require a drug screen and it is the responsibility of the Dietetic Intern to complete this within the required timeframe prior to beginning a rotation at that SP facility and to pay for the expense of the drug screen.

All Dietetic Interns are required to carry personal health insurance and show proof of coverage prior to the start of the supervised practice experience each year. See the UTHealth Auxiliary Services website regarding available student health insurance (<http://www.uthouston.edu/auxiliary-enterprises/insurance/index.htm>). Some SP facilities may request a copy of proof of medical insurance coverage. Professional liability insurance coverage is required of each Dietetic Intern enrolled in the program. The fees for professional liability insurance are automatically changed by the Registrar's Office as follows:

https://www.uth.edu/registrar/tuition-and-fees/tuition-2017-2018/school-of-public-health-required-fees-2017-2018.htm Liability Insurance	Fall - \$ 14.50 Spring - \$ 9.00
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Each Dietetic Intern must be enrolled as a FULL TIME STUDENT through UTSPH during their Supervised Practice Experience in order to be covered by the university's malpractice insurance. The Dietetic Intern must enroll in at least one credit of PH 9997 Post Practicum Clinical Conference (PPC) during each semester of SP to be covered by malpractice insurance, and pay the professional liability insurance fees. The SP facility may request a copy of the Dietetic Intern's fee bill as proof of payment for the professional liability insurance.

Official Undergraduate Transcripts and DPD Verification Statement

Each Dietetic Intern must have an official transcript sent to the Dietetic Internship Director from their undergraduate institution that states their degree and the date the degree was granted on the transcript. The Dietetic Intern must also submit their Didactic Program in Dietetics (DPD) Verification form to the DI Director before beginning their Supervised Practice Rotations.

Dietetic SPECIFIC PROGRAM COSTS

The following costs are subject to change.

Application Fee:	\$25.00 Dietetic Internship Program
Dietetic Internship Fee:	\$5000.00 total (half payable each spring semester or \$2,500.00 each year)
DI Textbooks, Lab coats, Supplies:	\$500.00 (estimation)
Student AND Membership	\$58.00

Specific SP Requirements

Variable (i.e. CBC, Drug Testing, CPR, Reliable transportation, travel, meals while in rotations, gas & parking)

Tuition and Fees for the School of Public Health can be found here:

<https://www.uth.edu/registrar/current-students/registration/tuition--fee-schedule.htm>

Financial Aid, Withdrawal and Refund of tuition and Fees and other related information: See UTHealth Registrar website at: <https://www.uth.edu/registrar/>

ACCESS TO STUDENT SUPPORT SERVICES

The Student Affairs Office is conveniently located on the second floor of the UTSPH. Every Dietetic Intern when admitted to the UTHSC DI Program is required to attend new student orientation conducted by the Office of Student Affairs the week prior to each semester. The Student Support Services website provides answers to student questions: <https://sph.uth.edu/current-students/frequently-asked-questions/> UTHealth provides information for all students such as housing and transportation, the student health clinic, recreation, child care, scholarships, etc. at:

<http://www.uthouston.edu/index/prospective-students.htm>.

ABSENCES DUE TO ILLNESS, INJURY OR TARDINESS

Illness or Injury and Health Insurance Responsibility

Internship Director **and** your preceptor at the supervised practice setting. Any injury or exposure to communicable diseases should be reported to the Internship Director immediately and she will assist you in completing an "Incidence Report" to be filed with UTHealth. If the Dietetic Intern is injured in any facility, then that facility will assist the intern in obtaining immediate medical attention as may be required. The Dietetic Intern's health insurance will be used to pay for the medical treatment if required. The facility does not assume any liability or responsibility for the health or custodial care costs of the intern. The Dietetic Intern is not covered under Worker's Compensation Insurance since in their role as a Dietetic Intern they are not employees of UTHealth.

Work Schedule Approval or Changes for Supervised Practice and Tardiness

It is the Dietetic Intern's responsibility to complete an approved work schedule with the primary preceptor at the initiation of SP rotation. Make sure that the preceptor knows when you will be attending class. Any changes in your work schedule should be confirmed with the preceptor at least a week prior. The work schedule at the facility should be viewed as official work time. The rotation should be treated as a job and the Dietetic Intern is expected to work the same hours as the preceptor at the facility (see Appendix for expected hours for each SP rotation). The preceptors who train you may provide future recommendations when you are applying for a professional position as a dietitian. Keep track of all direct and non-direct work hours for the preceptor to sign on a weekly basis. (Direct hours are those worked at the facility; indirect hours are those worked outside of the facility but related to projects you have been assigned, for example, development of a training program for employees or updating a patient education booklet). Dietetic interns will not replace any paid employees in the Facility nor will any funds be exchanged between the University and the Facility Excessive tardiness to SP sites may be grounds for termination from the rotation. Attendance policies for the SP site should be reviewed with your preceptor

Any Dietetic Intern unable to perform in a facility is expected to telephone the mentor/preceptor and the Dietetic Internship Director for each absence day (have someone telephone for you if you are too ill). It is recommended if you leave a voice message to also send an e-mail with information as to how to best contact you. Please follow the directions of the preceptor for communicating any absence or tardy occurrence. An absence is considered unscheduled if the mentor/preceptor and the Dietetic Internship Director are not contacted by phone. Medical documentation of your illness is necessary for an absence of 3 or more consecutive days and may be requested for excessive or patterned absences. It is the Dietetic Intern's responsibility to arrange to make up missed SP experiences. The make-up time must be scheduled at the convenience of the facility and within the time frame set by the Internship Director. Greater than 1-day absence in the same week will require repeating an entire week of supervised practice if feasible for the facility.

Withdrawal from SP Rotation or DI Program due to Illness

If a Dietetic Intern's supervised practice experience must be rescheduled due to medically documented reasons, the Dietetic Intern shall complete the rotation as soon as possible within the next semester at the discretion of the facility. The submission of appropriate paperwork will follow the same time schedule intervals for performance review once the make-up period begins. A Dietetic Intern not completing a clinical rotation during the semester scheduled will receive an Incomplete for PH9997 (PPC). Incompletes must be completed the following semester or the grade reverts to an F. More than 1 unexcused absence or tardiness during a supervised practice rotation will result in academic disciplinary action up to and including removal from the Dietetic Internship. If a Dietetic Intern must drop out of the DI Program due to an illness or unforeseen circumstances, completion of the DI Program is dependent upon approval by the DI faculty and if within 150% of the 22-month program if adequate SP rotation sites are available.

PROFESSIONAL MEETINGS

Dietetic Interns are encouraged to actively support national and local Dietetic Associations and are required to become an Associate or Student Member of the Academy of Nutrition and Dietetics, Texas Academy of Nutrition and Dietetics and Southeast Academy of Nutrition and Dietetics. Attendance at local dietetic meetings and events is strongly encouraged. Other professional meetings deemed valuable to the learning experiences will be required. Student organizations in the School of Public Health are also available. Dietetic Interns are given the opportunity to volunteer for various community nutrition projects throughout the year. Participation in at least one such event per year is required. All volunteer hours must be approved by the Dietetic Internship Director prior to the event. (See Appendix for required SP hours)

DIETETIC INTERNSHIP PROGRAM CALENDAR

The supervised practice experience of the Dietetic Internship typically occurs during two spring semesters and the summer in between the 2-year DI Program. If a holiday is recognized by the facility in which a Dietetic Intern is placed, then the Dietetic Intern may observe the holiday with the approval of the Dietetic Internship Program Director. Assignments may be given to the Dietetic Intern for outside work during this time.

HOLIDAYS, VACATIONS, ABSENCES, RELIGIOUS HOLY DAYS

- School and class holidays are designated by UTHealth See the Registrar’s website for the UTSPH academic calendar <https://www.uth.edu/registrar/current-students/student-information/academic-calendar.htm>).
- Depending on the schedules of facilities, Dietetic Interns in the program may be required to work on a university holiday and some weekends.
- In the event that an excused absence is requested and approved at other times, the Dietetic Internship Director and the supervised practice preceptor will determine the make-up time. Any absences are expected to be for a justifiable cause that is reported **in advance** to the Dietetic Internship Director and the SP preceptor.
- The observance of religious holidays, other than those designated by the State of Texas, must be approved in advance by the Dietetic Internship Director and SP preceptor. Arrangements to complete assignments and/or examinations must be made in advance.
- The UTSPH academic calendar should not be considered the calendar for the Dietetic Internship. In addition to scheduled clinical experience hours, Dietetic Interns are required to attend all scheduled PPC and orientation sessions as part of their practicum requirements.
- There are required training sessions during the winter and summer breaks. Plan to be available orientation week (1 week prior to the start of the spring semester), and during June/July for the diabetes PPC lecture series as well as the mandatory health worker training sessions held by the Diabetes Camps. 2nd year interns will have simulation orientation during the month of August – prior to their second year. Also, any missed clinical hours will be made up during Spring Break or during the Summer Semester.

STUDENT EVALUATION

Student performance is evaluated through examinations and instructor feedback in didactic courses. A final grade of 80% or greater in each required nutrition/dietetic course (PH 1232,1229, 1231, 2755, 5098-850, 5098-800) is required to progress to the subsequent supervised practice rotations (See DI Program Calendar). Performance in supervised practice rotations is evaluated during each rotation and at the end of the rotation in both informal and formal ways. At the end of each semester, an overall evaluation by the Internship Director, faculty, and staff is conducted with the student. Achievement of specified Supervised Practice Competencies is expected by each Dietetic Intern graduating from the UT Health Science Center – Houston DI. If a Dietetic Intern fails more than one rotation, his/her status in the internship will be reevaluated with the Internship Director and Internship admissions committee. Any failed supervised practice rotation must be made up before the intern can progress to the next rotation.

SUPERVISED PRACTICE EVALUATION

The following scoring template is provided on the Competency Evaluation Form for all Supervised Practice (SP) Preceptors.

3	Outstanding performance; based upon progress and response to feedback within current rotation.
2	Good performance; based upon progress and response to feedback within current rotation.
1*	Needs improvement; should be exhibiting more skills at this point in current rotation.

0**	Unacceptable performance.
N/A	N/A No opportunity to observe or accomplish during this rotation.

*Requires action plan and documentation prior to start of next rotation.

**Please contact program director immediately. May require review by DI committee and repeat of rotation components.

If less than a score of 2 is made on any competency, an action plan with documentation for completion prior to the next SP rotation must be submitted to the DI Director. A preceptor must evaluate the intern with a minimum of 2 for every competency in order to complete all SP rotations. The Dietetic Intern will have one opportunity to improve their grade to achieve competency in each supervised practice rotation. If after one opportunity the Dietetic Intern does not achieve competency, then they will be required to withdraw from the supervised practice rotation. More than one unexcused absence or tardiness during a supervised practice rotation may result in the intern's removal from the Dietetic Internship. Proper communications and reliability are necessary professional skills and requirements for completing the Dietetic Internship.

PROFESSIONAL BEHAVIOR

It is the Dietetic Intern's responsibility to learn the institutional and departmental mission statements as well as expected professional behavior. The Dietetic Intern should take a proactive attitude and consider all training as preparing them for their future as a professional dietitian. The Dietetic Intern should accept all constructive criticism during professional evaluations as important feedback in order to grow professionally. If a UT Health Science Center – Houston Dietetic Intern performs in an unprofessional or unethical manner, or commits a serious medical malpractice error, the facility by agreement has a right to refuse the Dietetic Intern continued placement at their facility. If this should happen, the UT Health Science Center – Houston Dietetic Internship Director and/or Assistant Director will meet with the facility, the Dietetic Intern, and determine the next course of action as well as the future status of the dietetic intern in the Program. Options might include being placed in another facility, receiving an incomplete in the semester supervised practice course with additional coursework required, or withdrawing from the Dietetic Internship.

STUDENT GRIEVANCES

If a Dietetic Intern has a conflict with a preceptor/mentor during an assigned supervised practice rotation, the Dietetic Intern should meet with the preceptor to discuss the issues. If the issue is not resolved, the intern should contact the UT Health Science Center – Houston Dietetic Internship Director, Co-Director and/or Assistant Director of the Dietetic Internship. A meeting will be arranged between the preceptor, the DI Director /Asst. Director and the Dietetic Intern to discuss the issue. A resolution to the problem will hopefully be found during this process. If the Dietetic Intern feels that they were unable to resolve the issues or concerns, the intern is encouraged to contact the UT Health Science Center – Houston, Director of the Michael & Susan Dell Center for Healthy Living to discuss the unresolved issue. The faculty at UTSPH and the Dietetic Internship are available as academic advisors and to support the academic success of the Dietetic Intern. The Dietetic Intern should be assured that there would be NO RETALIATION for any concerns brought forth in a professional manner. The Dietetic Intern is encouraged to discuss concerns with the DI faculty or their academic advisor rather than gossiping with other students.

DISCIPLINE AND TERMINATION PROCEDURES

Policies and Procedures for UTHHealth are contained in the online Handbook of Operating Procedures (HOOP) at <http://www.uthouston.edu/hoop/> . Policy 186 addresses Student conduct and Discipline (<http://www.uthouston.edu/hoop/policy.htm?id=1448220>)

PROFESSIONAL APPEARANCE

Good grooming is one component of professional appearance and includes good health and body cleanliness. Minimum jewelry should be worn during your supervised practice rotations. The SP facility's dress code guidelines will be followed by the Dietetic Intern. Scrubs may only be worn if approved by the SP facility's dress code and are the appropriate color. Closed toed shoes may be required in certain areas of the facility. **Body tattoos should be covered during supervised practice experience; Facial hair may be required to cover with a hairnet; Facial piercings will be removed during supervised practice experience; hair color is defined as a naturally occurring color. Professional dress is required on field trips or any dietetic intern related event.** Inappropriate professional attire is outlined below. The items listed below may not be worn to any of the supervised practice facilities or fieldtrips. If an intern wears them, they will be asked to change clothes or not participate in the day's event(s).

Please note that you are a representative of the UTHSC Dietetic Internship- **any event** hosted or sponsored by the DI requires professional attire, not just the supervised practice.

Inappropriate Professional Attire: Shorts, cropped pants, jeans, warm-up suits; sweatshirts and sweatpants; flip flops, slides; sheer fabric without undergarments, tops or bottoms that bare the midriff; low-cut tops exposing cleavage, tops with only spaghetti straps which show under garments; un-ironed apparel; any clothing that is too tight or too short; hats or headgear unless related to cultural/religious beliefs or practices.

The Dietetic Intern should obtain a copy of the facility dress code on or before the first day of clinical rotations.

The UTSPH ID Badge should be worn at all times in class, in SP rotations, and on field trips. A clean and pressed white knee-length lab coat and UTSPH student name badge attached to the front of the lab coat should be worn in supervised practice clinical rotations unless otherwise instructed. Clothing under the lab coat should reflect good taste.

For SP in food production areas, closed-toed, non-slip shoes and a hair restraint should be worn. Jewelry should meet facility policies. The Dietetic Intern must follow all regulations from the Health Department when working in food service facilities. Fingernails should be short, clean and if a polish is used, it should be clear. No artificial nails are permitted.

Eating, chewing gum, and smoking are permitted only in designated areas and at assigned times in supervised practice settings.

Cellular telephones are suggested, but must be turned off, or on "vibrate," during class or SP experience. This is a professional courtesy. Many facilities do not allow the use of cellular devices due to the interference with medical equipment. There should be no texting during work hours. Some hospitals will provide the Dietetic Intern with a pager during MNT rotation. These must be returned to the facility at

the conclusion of the rotation. Phone calls and/or text messages should only be received during work hours for emergency purposes or as approved by your preceptor.

SUPERVISED PRACTICE EXPECTATIONS AND STANDARDS

Professional behavior is extremely important as you complete rotations at SP facilities. You are a critical link to the continued success of the DI Program. Dietetic Interns will be representing UTHealth at all times. One must endeavor to treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy. With regard to patients and clients, remember the ethical practice of our profession as follows:

- Patient charts or medical records are privileged information. Dietetic Interns may interpret diet information to the patient, but relaying any other information should be left to the discretion of the patient's physician. Patient charts and all other patient records should be kept out of reach from unauthorized persons. Patient charts cannot be photocopied. (Review HIPAA prior to SP rotations)
- Do not discuss matters pertaining to patients in public places such as elevators, corridors or lounge areas.
- When placed in a facility, follow any additional facility-specific policies concerning patient/client rights.
- All contact with patients is done only under supervision of a designated UTSPH instructor or the SP preceptor when the Dietetic Intern is placed in SP settings.
- No proprietary materials are to be used or removed from a facility without the consent of the SP preceptor.
- Any documents presented in class or electronically submitted for assignments must have all patient identifiers removed.

RESPONSIBILITIES OF INTERNS

- Completing all UTSPH requirements for newly admitted students upon admission (<http://www.sph.uth.edu/current-students/newly-admitted-students/> See Checklist) including a Criminal Background Check (CBC <https://www.uth.edu/registrar/applicants/criminal-background-check>) at the student's expense.
- Providing original copies of DPD Verification statement signed by DPD Director, an official stamped transcript showing undergraduate degree, and current immunization record signed by health practitioner. Immunizations must meet the UTHealth requirements and remain current during SP rotations. A copy of immunization record may be required by supervised practice facilities.
- Personal automobile insurance and transportation to SP facilities (includes gas and parking)
- Meals at SP facilities.
- Following all policies, procedures and regulations of SP facilities.
- Completing any pre-requisite application paperwork, drug screen, criminal background check, or orientation sessions required by assigned SP facilities according to their deadlines for completion and at the intern's expense.
- Reporting on time and following the assigned time schedule. Dietetic Interns may not leave assigned facility areas during SP scheduled time without permission of the SP faculty. Failure to notify the preceptor will result in the loss of SP hours for that day and possible suspension from the rotation.

- Contacting the SP preceptor and the UT Health Science Center – Houston DI Director / Asst. Director if an emergency arises. Since this program is very intensive, it is strongly recommended that absenteeism occur only in an emergency.
- Completing assignments on time. This includes evaluations and activity reports. The Dietetic Intern will be advised by faculty of each course as to assignments, requirements and evaluations.
- Keeping a log of hours spent in facilities and/or completing assignments for SP. These logs will be checked by faculty at specified times. Many facilities require Dietetic Interns to log their patient contact hours. This should be completed daily. The logs will serve as a reminder to the Dietetic Intern of the projects and competencies completed.
- Covering the costs (through personal health insurance or personal funds) of any emergency health care delivered at a facility.
- Following the academic scholastic honesty policies and code of conduct for students of the School of Public Health on all homework assignments, papers, or other work submitted.
- Enrolling in a minimum of 1 semester credit of PH 9997 (PPC) during the Supervised Practice rotations in order to maintain the Student Malpractice Insurance coverage and continuous enrollment as a Full Time graduate student while enrolled in the Dietetic Internship.
- Paying the Dietetic Internship fee for the semester prior to the first day in a facility for the supervised practice rotation.
- Providing proof of health insurance to the Director of the Dietetic Internship prior to beginning supervised practice experience. This proof will be placed in your intern file maintained by the Dietetic Internship Program Director. A copy might be requested by one of your supervised practice facilities. Please furnish to them upon request.

HANDLING OF CONCERNS BY DIETETIC INTERNS

If the Dietetic Intern has any questions related to the issues addressed in the Dietetic Intern Handbook, they should first address them with the Dietetic Internship Program Director, Co-Director or Assistant Director of the Dietetic Internship. If they are unable to resolve their issues or concerns, the Dietetic Intern is encouraged to contact the UTHSC, Director of the Michael & Susan Dell Center for Healthy Living. For unresolved issues the Dietetic Intern may contact the Dean of the School of Public Health and / or The Accreditation Council on Education for Nutrition and Dietetics (ACEND) at The Academy of Nutrition and Dietetics (AND) 120 South Riverside Plaza, Suite 2000 Chicago, Illinois 60606-6995 ph: (312) 899-0040 ext. 5400 toll free: 1 + (800) 877-1600 ext. 5400 E-mail: acend@eatright.org .

APPENDIX A
 UTHSC DI Supervised Practice Hour Justification
 Updated August 2017

	Hours
Orientation Day for New Interns – Review P/P Handbook	6
<ul style="list-style-type: none"> • Review P/P Handbook • E-Portfolio • Resumes 	
Fall Dietetics Research Methods Class (Simulations- EAL, Research Presentations)	10
Fall MNT (Theory; Simulations –Case Studies) 48;	60
Fall Simulation (Case Studies; Hands on training)	32
January Orientation Week:	
<ul style="list-style-type: none"> • WIC Seminar • E-Portfolio Training; 	8
	4
<ul style="list-style-type: none"> • SFS and Food Bank Tours • Hospital Foodservice • Ethics Training, CDR-portfolio training • Social Media • Legislation • 	6
	6
	4
	2
	2
Supervised Practice:	
<ul style="list-style-type: none"> • Yr 1 Community/ Public Health 5 wks x 34 • Yr 1 Hospital FSM 4 wks x 34 • Yr 1 School FS 4 wks x 32 • Yr 2 MNT 10 wks x 37 • Yr 2 Summer DM Camp 1 week 40 • Yr 2 Culminating Practice Experience 4 wks x 36 	170
	136
	128
	370
	40
	144
Spring Public Health Nutrition Class (Simulations –legislative letter, community nutrition eval)	15
)	
25	
Summer Diabetes Seminar (Simulations -Seminars by CDEs and Case Studies)	20
Summer Pediatrics Workshop	20
Nutrition Focused Physical Exam Workshop	20
Post Practicum Clinical Conferences:	
<ul style="list-style-type: none"> • Yr 1 Spring • Yr 2 Spring 	15
	15
Required Individual Attendance Per Competencies:	

- Volunteer at Public Health Nutrition Event (ie. Monsters in the Museum DM Assoc) 8
- Attendance to 2 Professional Meetings (HAND, TAND, Practice Group meetings) 4
- Volunteer Hours (Garden, Nourish Program) 40

Total 1261

Appendix C

**ELIGIBILITY REQUIREMENTS AND ACCREDITATION STANDARDS
DIETETIC INTERNSHIP PROGRAMS, July 29, 2016, Effective June 1, 2017
Competencies/ Learning Outcomes for Dietetic Internship Programs**

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice. Upon completion of the DI, 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 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 the DI, graduates are able to:
- 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 Nutrition and Dietetics Practice and Code of Ethics for the profession of Nutrition and Dietetics.
 - CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
 - CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
 - CRDN 2.4 Function as a member of inter-professional teams.
 - CRDN 2.5 Assign 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 scope of practice.
 - CRDN 2.7 Apply leadership skills to achieve desired outcomes.
 - CRDN 2.8 Demonstrate negotiation of 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 the DI, 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 the DI, 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 affects 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 settings 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 the public or private payers, fees-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice

6. DI Concentration: Public Health Nutrition

Upon completion of the DI, graduates are able to:

CRDN 6.1 Apply principles learned in core public health and DI courses to the multidisciplinary application of public health nutrition.

CRDN 6.2 Evaluate emerging public health research and develop evidence based solutions to current public health issues.

STATEMENT OF UNDERSTANDING

I, _____, have read the Student Handbook of the UTHSC Advanced Degree and Dietetic Internship Program and the Student Handbook of the University of Texas School of Public Health. I understand the contents and I have been given an opportunity to clarify any information I did not understand. I agree to abide by the terms and policies contained therein as long as I am a student in the University of Texas School of Public Health and the Dietetic Internship Program.

The University of Texas School of Public Health and the Dietetic Internship Program have made no promise or guarantee that upon graduation from the school I will obtain employment in dietetics, nor do they ensure that upon completion of the Dietetic Internship, I will pass the registration examination for dietitians.

Dietetic Intern

Printed Name

Date

Internship Director

The DI Handbook is to be reviewed during the Fall Semester each year during the intern’s DI experience. The Statement of Understanding should be signed prior to beginning Supervised Practice experiences each year.