



Dietetic Internship Program

Policies and Procedures

**Department of Food Science & Human Nutrition
University of Illinois
Urbana, IL 61801**

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Policies and Procedures

1. Statement of Equal Opportunity

The University of Illinois is an Equal Opportunity/Affirmative Action Institution. It is the policy of the University of Illinois not to engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era and comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulation (Handbook of Policies and Regulations Applying to All Students).

2. Protection of Privacy Information and Access to Personal Files

It is the policy of the University to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Through implementation of this Act, the student's record will not be released without consent of the student, except for documented conditions (Handbook of Policies and Regulations Applying to All Students). Intern files are accessible only by the intern, in addition to university personnel associated with the program. Interns will be required to sign a form agreeing to allow ACEND access to their official transcripts in the case of a random audit.

3. Access to Student Support Services

Information on various student support services available at the University of Illinois (health services, counseling and testing, financial aid resources, etc.) may be found on the UIUC Student Resources webpage.

4. Professional Ethics and Behavior

Professional, ethical conduct is expected at all times. Professional behavior includes being prompt, alert, and prepared for all class sessions and site experiences. Students are guests of the facility. Preceptors at the facility teach to contribute to and further the profession of dietetics. Your placement is a privilege, not a right. It is expected that all interns know and adhere to The Academy of Nutrition and Dietetics Code of Ethics at all times. See **Section F**.

Interns are expected to honor the affiliation contract, agreed-upon hours, scheduled dates and times, and duties, even if they slightly exceed the minimum number of hours allotted to that rotation. Rotation-hours are work hours and do not include the time for meals, breaks, writing time and conferences with the Internship Director.

Completion of the objectives is each intern's responsibility. Actively seek and meet each rotation's goals and objectives. In the event that a student in the Dietetic Internship fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities with authority, violates confidentiality of patient or client or in any other way behaves in an unprofessional or unethical manner, action shall be taken to dismiss the student from the Dietetic Internship. We may discuss certain issues that are scientifically and ethically controversial. It is expected that each person will allow other's

opinions to be heard in a fair and orderly manner. Opinions should be discussed in an objective manner, without passing judgment on the person as a whole. The same respect should be extended to patients and clients you come into contact with. For example, you should refer to a person who has elevated blood sugar as “a person who has diabetes,” not “a diabetic.”

5. Professional Appearance

Students are expected to follow the dress code policies and procedures at each facility. It is the responsibility of the intern to know the dress code and the responsibility of the facility to enforce the policy.

The following are guidelines that indicate professional attire:

All interns: Wear a name badge at all times. Students should be clean, neat and well groomed at all times. Gum chewing is not allowed. Smoke only in designated areas. Hairnets and/or caps must be worn in foodservice areas. Avoid wearing strong perfumes or colognes. No gym shoes, except clean white athletic shoes are acceptable for the foodservice rotation.

Men: Conservative front-button shirts with slacks and dress shoes. A clean white lab coat is also necessary.

Women: Acceptable: business casual street clothes (e.g., dress, skirt or pants with blouse or sweater) with a clean white lab coat. Not acceptable: sundresses without jackets, very short skirts, t-shirts, shorts, sweatshirts, jeans, bare midriffs. Shoes need to be comfortable for walking, but no clogs, sandals, thongs, or other open-toe shoes.

Check with the Dietetic Internship Director and/or Preceptor if you have any questions concerning the dress code for a particular rotation site. In all cases, follow the dress code outlined by the facility you are working in.

6. Confidentiality of Medical Records

Interns will have access to confidential medical records and client interviews. *FAILURE TO DO SO CAN RESULT IN DISMISSAL FROM THE PROGRAM.* Under no circumstance should you disclose any private information or discuss cases in such a way that would identify an individual person, his or her family. *DO NOT DISCUSS PATIENTS IN PUBLIC AREAS SUCH AS CAFETERIAS, ELEVATORS, RESTROOMS, ETC.* DISCUSS PATIENTS ONLY IN STAFF-SECURED AREAS WITH APPROPRIATE PERSONNEL.

Interns will follow the standards as set forth in HIPPA at all times. A medical record or chart is a legal document that can be used as evidence in a Court of Law. Documentation must follow the guidelines outlined by the facility. If you have any questions, ask the Program Director, Preceptor or the facilities HIPPA representative

7. Scheduling and Program Calendar

Scheduling is done at the discretion of the internship director and site availability. As possible, intern preferences will be honored.

Students are expected to follow the schedule of the personnel at each respective facility. The hourly schedule will vary between the different internship affiliations, but interns may expect to be at the affiliation sites a minimum of 32-40 hours per week, and involved in internship assignments for another 5-10 hours per week. Also, at times, weekend and evening attendance at various sites may be required for successful completion of all competencies and objectives.

Regular attendance and punctuality at each site and for weekly internship meetings are mandatory. Being tardy during a rotation may result in failing the rotation. All failed rotations must be repeated in order to receive credit for supervised practice hours. Reassignment for failed rotations is at the discretion of the Internship Director. To pass a rotation, you must have received an evaluation of satisfactory or higher on at least 80% of that rotation's competencies. Interns may fail a rotation due to unethical or unprofessional behavior regardless of successful completion of required competencies. Failure of two rotations during the program constitutes grounds for dismissal from the program. Life crises such as death, bereavement, illness, accidents, and other emergencies may result in the intern having to take an approved leave of absence from the program. Being late for or missing meetings with the Internship Director may result in the intern being given additional assignments, so it is important that interns manage their time as wisely as possible. *IT IS IMPERATIVE THAT INTERNS CALL THEIR SITES AND TELEPHONE THE INTERNSHIP DIRECTOR WHEN THEY WILL BE LATE OR ABSENT FOR ANY REASON.*

Personal leave for other than medical, bereavement, or emergency reasons is must be cleared with the internship director. If you know you are going to need time off for any reason, please let the Internship Director know as soon as possible. All absences related to supervised experiences need to be rescheduled at a time that is mutually acceptable and agreed upon by the site preceptor and the student. Possible solutions may include extension of a scheduled day or working on an unscheduled day. If for any reason absence prevents student's progress, the University policy for incomplete grades will apply

8. Site Selection

It is the policy of the UIUC DI to select new rotation sites based on need or the ability of the site to provide a unique niche to the rotation offerings. The program director will meet with the lead preceptor and review relevant competencies and learning activities appropriate to the site's emphasis area. Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the PD and primary preceptor. A Standard University of Illinois Externship Agreement must be signed by both parties before interns may be placed in rotation at that site. Site evaluation will occur through intern evaluations and correspondence with the primary preceptor.

9. Paperwork and Assignments

Interns are responsible for completion of all paperwork regarding evaluations and written assignments. All work assigned to you by the Internship Director or the Site Preceptors must be completed in the given time frame. Interns are required to submit a COPY of all evaluation material within one week of the completion of each rotation. Originals are to be retained by the intern for inclusion in the professional portfolio.

The Site Preceptors will have been instructed to complete the paperwork in timely fashion so as to provide timely feedback on intern performance in the facilities.

10. Minimum Wage Ruling

The minimum wage ruling is in effect at all times during the internship, meaning that interns are not employees of the sites, and are not entitled to a job at the conclusion of the internship or an individual rotation.

11. Assessment of prior learning

It is the policy of the UIUC DI to grant credit for prior learning to interns who can provide documentation of significant work experiences that comprise the same types of learning experiences as required by the ACEND competency statements in particular emphasis areas. Students must provide written explanation/documentation of work experiences as well as corroborating information from the immediate supervisor of those work experiences. No credit will be extended for clinical hours and only hours which meet or exceed the number of required hours for a particular rotation will be considered. Final determination of assessment of prior learning is at the discretion of the internship director. Interns must apply for prior learning assessment before the beginning of internship rotations.

12. Professional Membership and Activities

Interns must hold membership in the AND (which automatically confers membership in the Illinois Dietetic Association) and the Eastern Illinois Dietetic Association. They will be required to attend EIDA meetings and participate in the association as part of the requirements for the supervised practice.

13. Program-Associated Costs

If an intern is not being supported by an assistantship, scholarship or fellowship that provides that tuition and fee waiver, they will be responsible for tuition and fees. To view the current costs, please visit the Office of the Registrar's tuition and fee rates page.

In addition, interns are required to pay a fee for participation in the DI. The annual fee is \$2,000. The fee can be paid in one payment prior to beginning the internship or can be divided into two \$1,000 payments paid before the beginning of the fall and spring semesters. Checks should be made to "University of Illinois" and given to the DI Director. After receipt of the payment, students will be cleared to enroll in FSHN 590 and FSHN 591

Other Costs:

- Student membership in the Academy of Nutrition and Dietetics (AND) (\$50.00)
- Student membership in the Eastern Illinois Dietetic Association (EIDA) (\$5.00)
- Practice Liability Insurance (~\$24.00)
- TB test between June and August (cost varies)

14. Insurance

- a. Personal Health: It is required that the intern carry personal health insurance.
- b. Automobile: Interns are responsible for maintaining your own driver's license, mode of transportation, and liability insurance on your motor vehicle. If students use a University-owned vehicle, liability for safety in travel is covered by university policy. If students travel in a private vehicle, the owner/driver is required by Illinois law to carry individual liability.
- c. Professional Liability: Interns are required to carry professional liability insurance. Liability insurance is available from Marsh Affinity Group Services. The price is approximately \$24 per year. A copy of the application form for Illinois residents can be obtained from the DI Program Director.

15. Immunizations

Interns must provide evidence of being current on all necessary vaccinations and must have a negative tuberculosis test result in the past 3 months.

16. Drug screens and background checks

Interns will be required to submit to drug screens and background checks as required by the individual sites. FAILURE OF A DRUG SCREEN OR BACKGROUND CHECK WILL RESULT IN AUTOMATIC TERMINATION FROM THE PROGRAM.

17. Verification Statements

It is the policy of the UIUC-DI to issue verification statements to all interns who have successfully completed a minimum of 1200 documented hours of supervised practice, returned any and all borrowed resources and turned in original copies of all rotation documents in a completed portfolio.

Verifications will be provided to the intern after evidence of completion of the graduate degree requirements and on-line submission of the thesis or dissertation. Original signed copies of the verification statements remain on file at UIUC indefinitely.

18. Injury or Illness while in a Facility for Supervised Practice

If injury or illness occurs en route to or while working in a supervised practice facility and immediate medical care is required, the student must follow guidelines contained in the student's health insurance policy. Any expenses incurred for illness/injury during the supervised practice and graduate school hours are the student's responsibility.

In case of illness, the student must notify the affiliated facility no later than 30 minutes prior to scheduled duty. The Internship Director should also be notified on the same day.

19. Medical Leave of Absence

Request for medical leave must be approved by the Internship Director. Documentation of the medical condition will be required. If a medical leave of absence is taken, the intern must agree to re-enter the program at a time when the Internship Director can schedule the intern for remaining rotations. Medical leave for more than one year will result in forfeiture of the internship slot and tuition

20. Withdrawal and Refund of Tuition and Fees

Tuition payment is due in full prior to the start of the supervised practice rotations. Tuition is non-refundable regardless of the reason for non-completion of the program

21. Maximum Time Allowed for Completion of Internship

Completion of all program requirements (graduate and DI) must occur within 150% of the time planned for program completion.

- a. For the MS degree, typically 24 months is allotted for coursework and research and 9 months of the interns for a total of 33 months. Therefore, all program requirements must be met within 50 months, which is within the 60 month (5 year) time limit for degree completion established by the University of Illinois Graduate College.

- b. For the PhD degree, typically 48 to 60 months is allotted for coursework and research and 9 months of the interns for a total of 57-69 months. Therefore, all program requirements must be met within 86-103 months. The 150% time for planned program exceeds the 84-month (7 year) time limit for doctoral degree completion established by the University of Illinois Graduate College. Therefore, a petition for a time extension must be submitted to the Graduate College, if a doctoral student were to exceed the 7 year time limit for the doctoral degree.

22. Non-completion of Internship

In all cases, interns who do not complete the internship program successfully within a one year period are subject to dismissal from the program and forfeiture of tuition fees.

23. Discipline and Termination

It is the policy of the UIUC-DI that interns may be disciplined or terminated from the program as outlined below:

Interns may be disciplined by:

- a. termination from the program (see below)
- b. suspension for a time commensurate with the offense
- c. suspension for remediation of knowledge or other aspects of performance as determined by the Internship Director

Interns may be terminated from the program for the following causes:

- a. Repeated poor performance

- b. Not following instructions as requested
- c. Repeated absenteeism or tardiness
- d. Unprofessional or unethical conduct or violating the policies of the internship as set forth in this document or the intern's signed contract
- e. Two rotation failures
- f. Non-payment of tuition and fees or Internship Fee
- g. Failure to pass drug screen or background check
- h. Other reasons as set forth in the signed contract

Grievance for removal from the UIUC DI must be initiated within 90 days of dismissal from the program

24. Protocols and Grievances

It is the policy of the UIUC DI that interns have a right to redress their grievances. The Program Director is the primary focus for problem-solving. Problems at a site or with a preceptor should be discussed with the Internship Director as soon as possible. However, it is expected that interns cultivate cordial, professional relationships with the preceptor at the outset of any rotation.

Interns must first discuss the issue with the Site Preceptor, and attempt to resolve before bringing it up with the Internship Director. If an issue is not resolved to an intern's satisfaction after discussing the matter in a mature fashion with both the Site Preceptor and the Internship Director, the intern may request a formal review by the Chair of the Department of Health and Human Performance.

The following is the complete order in which a grievance may be reviewed:

- a. Site Preceptor
- b. University of Illinois Dietetic Internship Director
- c. FSHN Department Chair
- d. Dean of the College of Agricultural, Consumer and Environmental Sciences