



ILLINOIS
University of Illinois at Urbana-Champaign

Dietetic Internship Program

Policies and Procedures

2019-2020

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

Revised July 2019

Policies and Procedures

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).

Admission Requirements

Due to high demand for the DI, it is possible that more than 4 students will be applying for the internship in a given year. Applications will be evaluated by the DI Internal Advisory Committee and acceptance for competitive admission to the DI be based on the following criteria:

- Quality cover letter
- Cumulative GPA (at least above a 3.0), undergraduate, graduate and DPD coursework
- GRE scores - minimum 900 cumulative score for quantitative and verbal
- Volunteer or paid experience in nutrition and dietetics (preferably with registered dietitians in a variety of work settings)
- Quality Letters of Recommendation
- Must be enrolled in a graduate program within the department. Priority to applicants is based on the following:

Degree objective (MS vs. PhD) – *Doctoral students will be given priority*

Thesis or Non-thesis MS – *MS students completing thesis research will be given priority*

Interns are required to have a bachelor's degree and a DPD verification statement from an ACEND accredited program prior to the start of the program.

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 \$2,200. The fee can be paid in one payment prior to beginning the internship or can be divided into two \$1,100 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)

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.

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.

Insurance Requirements

Health Insurance

It is required that the intern carry personal health insurance.

Professional Liability Insurance Requirements

Interns are required to purchase the following professional liability insurance for activities associated with supervised practice: \$1,000,000 per incident/occurrence and \$3,000,000 annual aggregate. Professional liability insurance may be purchased through the Academy of Nutrition and Dietetics at: <http://academypersonalinsurance.com/BusinessInsurance/ProfessionalLiabilityInsurance.aspx>.

Liability for Safety in Travel To and From Assigned Areas

Interns are responsible for securing their own transportation. Interns assume their own liability for safety in travel to all experiential learning sites, field trips, and to and from UIUC or other required facilities for classes and meetings. Each intern is also responsible for his/her own transportation as well as personal automobile insurance. The University does not provide automobile liability or cover automobile physical damage for interns driving themselves or other interns to university sponsored field trips. Automobile insurance policies held by the interns are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles. Interns must follow parking guidelines at each facility as well as the University. Interns are financially responsible for all parking fees.

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.

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.

Drug Testing and Criminal Background Checks

Criminal Background Checks

A criminal background check is required for all interns. Background checks will be completed through the Illinois Bureau of Investigation. Results of this background check will be maintained in the Dietetic Internship program's electronic files. This information will be available to all rotation sites.

Some rotation sites require that results of the criminal background check be reviewed by the facility before an intern may be allowed on the premises. If the intern has a criminal history, it will be at the discretion of the receiving institution to determine if the infringement is of such significance that the intern will NOT be allowed to train in the facility. If an intern is rejected from facilities based on the criminal background check and the Dietetic Internship program has no rotation sites that will allow the intern to complete their rotations, the intern will be notified and dismissed from the program. Issues related to background checks will be discussed with interns once the background check has been completed so that problems may be resolved at the start of the program.

Drug Testing

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

Replacement of Employees during Supervised Practice Experiences

The purpose of a dietetic internship is NOT to replace employees in a facility. All facilities used in rotations have been advised of this policy and have agreed to abide by the policy. This is not to say that interns cannot help out when needed in a facility or provide staff relief, but this should be done under supervision of the facility preceptors, should further a student's ability to complete their learning activities and build entry-level competence, and should never displace a person from their employment in the facility. Interns should not be asked to perform tasks that detract from their ability to complete the rotation learning activities.

Compensation

The UIUC Dietetic Internship does not provide compensation to interns.

Process for Filing and Handling Complaints

It is the policy of the UIUC DI that interns have a right to redress their grievances without retaliation. 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

It is the responsibility of the Dietetic Internship program director to maintain a list of intern and/or preceptor complaints for seven years, including the resolution specified for each complaint.

Complaints Related to ACEND Accreditation Standards

Interns or preceptors who have a complaint related to Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards may submit the complaint to the Internship director and/or Nutrition Department chair at any time. If options for resolution of the complaint with the program and institution have been exhausted, the intern or preceptor should submit the complaint to ACEND. ACEND will review complaints that relate to a program's compliance with accreditation standards. ACEND is interested in assuring the quality and integrity of the educational programs that it accredits. However, ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant, and submitted to ACEND at:

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

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.

Assessment of Intern Learning and Performance Monitoring

UIUC dietetic interns receive written and verbal evaluations throughout the program and specifically at the conclusion of each rotation. At the conclusion of a rotation, the preceptor completes a standardized evaluation form and a competency evaluation form to document intern performance and progress.

At the beginning of the internship, during orientation week, each intern will receive copies of rotation evaluation forms and projects/assignments. It is the responsibility of each intern to be familiar with all internship forms and the guidelines for projects/assignments and evaluation forms so that he/she is aware of the criteria and timing for each. Interns are expected to complete all projects/assignments and

learning activities on time with a high degree of accuracy and thoroughness. All evaluations are to be completed by the designated preceptor and intern at the completion of each rotation. Rotation documents list required learning activities and performance standards. Rotation evaluations are completed mid-rotation (in all rotations longer than 6 weeks) and at the end of each rotation. Preceptors use the evaluation to mark “Exceeds Entry-Level”, “Meets Entry-Level” or “Below Entry-Level” for the intern’s accomplishment of each learning activity.

All completed evaluation forms will be submitted to the internship director for review. All learning activities must be scored as “meets entry-level” or “exceeds entry-level” in order for a student to successfully complete a rotation AND all rotations must be satisfactorily completed to receive a Verification Statement for completion of the dietetic internship. There are numerous projects/assignments interns will complete throughout the internship. Additionally, interns must track all supervised practice hours using the weekly log and hours tracking form which is reviewed by the internship director. Interns are expected to attend all scheduled events and complete all rotation hours as determined by the preceptor. All evaluations, projects, logs, and assignments are required to be uploaded into the interns individual online portfolio.

All interns meet regularly with the Dietetic Internship program director, at least once a month. The internship director will use weekly logs, rotation evaluation forms, competency evaluation forms, assignments, and monthly meetings to monitor performance throughout the internship. The internship director will use this information to intervene early and often if difficulties emerge before they become significant.

Program Retention and Remediation

The expectation for all interns accepted to the UIUC Dietetic Internship is to successfully complete the program as eligible entry-level, competent, registered dietitian nutritionists. Interns must complete learning activities and objectives independently with supervision, but skill building will be provided whenever possible to help interns succeed. It is the responsibility of the Dietetic Internship director to work with interns who struggle in rotations or who may need more assistance in meeting learning objectives. The program director will meet regularly with interns to assess progress and identify a course of action if remediation is needed. If interns need additional services outside of the program, they will be advised to access the University’s student support services, including the health center and counseling services, veteran and military student center services, a writing center and financial aid resources.

If remediation is unsuccessful, if intern performance is unacceptable in too many areas or if the intern determines they are unlikely to be successful, the intern will be counseled on other career paths. The internship director will recommend the intern visit the UIUC Career Center and/or FSHN Department faculty advisors for assistance in determining other career options.

Supervised Practice Documentation

Interns must complete weekly logs documenting their activities and competencies each week. In addition, the interns must complete hours tracking form each week. These must be submitted to the internship director no later than the Monday following the completed week by 5PM. Hours spent working on case studies, simulation, or role playing does not count towards supervised practice hours. If the intern was granted hours for prior learning, an hours tracking form needs to be completed and a log describing the activities completed to receive the hours of prior learning also needs to be completed and turned into the internship director for the interns file.

Discipline and Termination

Interns must abide by all professional standards and policies outlined within this manual and the general UIUC Student Handbook. Failure to act in accordance with professional standards will result in a formal review by the Dietetic Internship Director and the FSHN Department Chair. Violations will be addressed on an individual case basis and may result in a dismissal from the program.

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

In cases of major infraction, interns may be immediately dismissed from the program without previous warning. Repeated infractions or uncorrected conduct may also result in dismissal. The following are examples of actions considered serious enough to warrant immediate dismissal. This list is not inclusive.

- Theft
- Assault
- Endangering the life of a patient
- Arson, vandalism or any criminal act
- Insubordination
- Drug abuse or drinking alcohol while on duty
- Falsification of records
- Mental or physical abuse of a patient
- 3 days absence without notice to preceptor and dietetic internship director
- Unauthorized release of information
- Unauthorized use of facility property

- Unprofessional behavior such as lying, verbal attack on another person, sexual harassment or inappropriate sexual activity
- Failure to comply with the Code of Ethics of the Academy of Nutrition and Dietetics
- Plagiarism, omission of references, or failure to indicate the source for any work.
- Grievance for removal from the UIUC DI must be initiated within 90 days of dismissal from the program

Program Completion Requirements and Maximum Time Allowed for Completion of Internship

To complete the UIUC Dietetic Internship, interns must successfully complete all rotation, project/assignments, attendance, and behavior requirements and follow all policies and procedures of the Dietetic Internship. Once the intern successfully completes the program and completes graduate program requirements, the Dietetic Internship director will provide the intern with the prescribed number of Verification Statements at the conclusion of the last day of the internship. Within one week of graduate program and dietetic internship program requirements, the Dietetic Internship director will also enter the intern into the Registration Eligibility Processing System (REPS) as eligible to take the Registration Examination for Dietitians.

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.

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.

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.

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

Professional Standards for Interns

Interns enrolled in the Dietetic Internship are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors that shows respect for fellow interns, faculty, preceptors, administrators and all persons encountered while completing supervised practice.

Program Schedule, Attendance, and Leaves

The UIUC Dietetic Internship is an 8-month (32-week) program that provides more than the minimum required 1,200 hours of supervised practice. The program starts in late August and runs through mid-April. The rotation schedule is provided to interns during orientation and varies by intern to accommodate all rotations across interns. Contact the Dietetic Internship Program Director for exact internship program dates.

Attendance

Interns are expected to participate in learning experiences according to the schedule provided during program orientation. Interns are expected to work holidays and occasional evenings during their rotations. Attendance is mandatory for all rotations, scheduled events, and monthly classes with the internship director.

Excused Absences

In the event of a verifiable illness or emergency, the intern must notify the preceptor and program director prior to the scheduled day. The intern and preceptor will arrange for hours to make up the missed time. The intern will inform the program director of this arrangement prior to the make-up time. Accommodations for an absence due to sincerely held religious beliefs will be made and considered an excused absence. Interns are responsible for notifying the program director during orientation of any planned absence related to sincerely held religious beliefs. The intern and preceptor will arrange for alternative hours to make up the missed time. The intern will inform the program director of this arrangement prior to the make-up time.

Unexcused Absences

Any missed rotation hours for a reason other than an excused absence, or lack of timely notification for an excused absence to the preceptor and program director is considered an unexcused absence. This would result in an "Unsatisfactory" evaluation in a rotation. It is up to the program director to determine if and how such an absence may be remediated.

Closure of the University campus does not correlate directly with cancellation of rotation experiences. Some rotations will close with inclement weather while others will not close. The intern must contact the preceptor and Internship Director if there is inclement weather that affects the intern's ability to attend the rotation.

Failure to report to supervised practice rotations and/or arriving late or leaving early without approval of the preceptor is unacceptable professional behavior and will result in disciplinary action. It is considered a significant and serious infraction. Arriving late for three days during a rotation is counted as an unexcused absence. Timely attendance at all rotations and Monday seminar is a condition of successfully completing rotations.

Holiday and Vacation Leave

The dietetic internship program includes scheduled holiday and vacation leave. Interns are expected to work holidays and occasional evenings if a rotation assignment or experience requires it. Each intern receives three weeks of vacation during the program, which includes two weeks in late December. The additional week is determined by the rotation schedule, which varies across interns. Individual requests will try to be honored, but are not guaranteed. No other vacation time is included, nor allowed, during the internship.

Sick Leave

Interns are allowed a total of 2 days of sick leave during the program. Interns must contact the program director and preceptor when taking sick leave. Interns will be required to make up hours missed when the program director, clinical instructor, and/or preceptor deem it necessary to complete the objectives of the rotation. Time missed due to illness in excess of 2 days must be made up. It is the responsibility of the intern to coordinate with the rotation preceptor and program director to arrange and complete any missed time.

Leave of Absence

If an intern needs to take a leave of absence of longer than two weeks from participation in the program for medical or personal reasons, a leave of absence request must be submitted in writing to the program director for approval. The request must include the reason for the leave of absence, any relevant documentation (e.g., physician note), estimated time frame for the leave, and expected date of return to the program. Following an approved leave of absence, an intern will only be readmitted to the program if it is logistically possible and if the intern took their leave of absence while in good standing with the program. All competencies of the program must be met to receive a verification statement.

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."

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.

Elective Rotations

UIUC dietetic interns pursue two weeks of an elective rotation in an area related to their interests. Elective rotations provide interns the opportunity to explore areas of their own choosing. All elective rotation experiences must be in a supervised practice setting related to the practice of nutrition and must be approved by the Dietetic Internship director. A list of approved elective rotations with preceptors is available. In addition, interns may investigate elective rotation options using their own contacts and guidance from the Dietetic Internship director.

After interns are accepted in the UIUC Dietetic Internship, the program director will send them a complete description of the elective rotation and a list of potential elective rotation experiences available. If the intern creates their own elective rotation options, they must contact potential sites to determine the feasibility of the two-week elective rotation. All elective rotations need an affiliation agreement in place before starting the rotation.

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.

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

Access to Intern Information

Privacy of Intern Information

All intern information is protected under the Family Educational Rights and Privacy Act (FERPA). Intern records will be kept in locked files or in password protected computers files. Access is limited to specific faculty members for academic purposes on a "need-to-know" basis. All preceptors will be trained on FERPA and the need to maintain confidentiality with respect to intern performance.

Intern Access to Their Information

All interns have the right to review their file and to inspect all documents contained therein. Interns need to schedule an appointment with the program director for access to this information.

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.

Student Agreement Form

MY SIGNATURE BELOW VERIFIES THAT I HAVE:

- 1) READ THIS HANDBOOK
- 2) UNDERSTAND ITS CONTENT

3) WILL COMPLY WITH ITS CONTENT.

DATE

SIGNATURE