University of Minnesota Medical Center, Fairview
Dietetic Internship Program
Policies & Procedure Manual

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University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Dietetic Intern Application and Selection Process

Policy:
The Dietetic Internship program will participate in DICAS [Dietetic Internship Computerized Application System] https://portal.dicas.org and in the D and D computer matching process.

D&D Digital Systems
304 Main Street, Suite 301
Ames, IA 50010
Phone: (515) 292-0490
Fax: (515) 663-9427

Procedure:
The Program will participate in preselecting up to 5 students from the University of Minnesota. The Program is accredited for a total of 10 positions.The number of positions that are open for computer match will be dependent on the number of students preselected from the University of Minnesota.
10 – [minus] the number of interns preselected= Spots open for computer matching
Both the pre-select and computer match applicants need to submit their application on DICAS. Every application will be reviewed by 3 members of the Selection Committee. The Selection Committee, formed by the Internship Director, will include preceptors from the University of Minnesota Medical Center, Fairview sites.

Responsibilities of the potential dietetic intern:

1. Complete online application on DICAS: http:// portal.dicas.org
2. Submit supplemental application with a $50 application fee to the program via regular mail.
3. Participate in telephone interview/ in –person interview or interview via skype or facetime
3. Confirm acceptance for admission to the program via email to the Internship Director: sganesh1@fairview.org- if admitted to the program

Information about the Program and the Application Process may be accessed at www.fairview.org/careers.educationandtraining/S_013835

Responsibilities of the Program Director:

1. Form and oversee the selection committee.

2. Provide committee members with the information required to evaluate applications.
3. Conduct interviews with specific applicants before the final candidates are chosen.
4. Move the selection process forward to completion.

Responsibilities of the Selection Committee Members:

1. Review and assess applications in accordance with the selection evaluation process.
3. Provide timely feedback.
4. Maintain confidentiality of applicants.

Criteria for Selection

- Completed online application
- Completed supplemental application
- Academic standing: overall GPA of 3.1 (4.0 scale) or higher from baccalaureate program. In addition, a GPA of at least 3.0 for science and nutrition courses is preferred
- Three letters of recommendation on the standard Academy for Nutrition and Dietetics (A.N.D) recommendation form.
- Work experience
- Extracurricular activities/honors/leadership
- Excellent command of oral and written English
- In -person or skype or telephone interview (for final candidates)

Accountable Party: Shyamala Ganesh
Review Dates: 11/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Leave of Absence

Policy:
Interns may request, in writing, a leave-of-absence for reasons such as medical, illness or injury. Leave of absence shall not be granted for any other reasons than those mentioned above.

Procedure:
Interns participating in the University of Minnesota Medical Center Fairview- Dietetic Internship Program are required by the Accreditation Council for Education in Nutritrion and Dietetics [ACEND] to have at least 1200 hours of supervised professional practice and to achieve the competencies listed in the Standards of Education for entry-level dietitians before they can be issued a Verification Statement and thus be eligible for the national Registered Dietitian exam. Because unexpected life situations arise and illnesses and accidents do occur, this policy is in place in an effort to provide direction related to Emergency and Medical Leave for the interns enrolled at the University of Minnesota Medical Center, Fairview.

1. If injury or illness occurs, the intern must provide documentation to the Internship Director indicating the severity or extent of the illness/injury including any required work limitations. If a leave of absence is indicated, interns should submit a written request to the Internship Director. If the intern is unable to contact the Internship Director, the intern must designate someone to make the contact. The written request should indicate a date when the intern will meet with the Internship Director to discuss re-entry to the Internship Program. Once the need for leave is established, the intern (or designee) will be required to maintain at least weekly phone or e-mail contact with the Internship Director. In the case of medical leave, the intern will be required to submit a physician's release before re-starting work in the Program.

2. Timely completion of the Program following an approved leave-of-absence is within **one year** from the Program start date.

3. If it is not deemed feasible [by at least one of the following parties- a. Internship Director, b. Preceptors, c.Intern] for the intern to complete the program within one year from the Program start date, the intern will be advised to temporarily withdraw from the Program and begin again with the next Internship class. It will be the intern's responsibility to communicate in writing regarding re-entering the Program at the start of the next Internship year. If an intern who has requested a leave-of-absence from the program does not re-enter the Program by the beginning of the next Internship year, that student will need to re-apply to the Internship Program. If re-selected, the intern may be required to repeat professional and supervised practice experiences, at the discretion of the Internship Director and the Preceptors.

4. If the leave of absence is established and the intern re -enters the Program at the start of the next internship year and if the intern had paid the tuition in full, no new tuition will be collected. If partial tuition had been paid, the balance would be due on the first day.

5. If the intern is unable to re-enter at the start of the next Internship year, fees already paid will not be refunded. In the event that the intern reapplies to the Program, full tuition will be charged.

6. Once a leave of absence is established, the intern and Internship Director will meet on the date indicated in the written communication to evaluate the intern's accomplishments to date and determine a written plan for completion.

7. The written completion plan will include, but is not limited to,

   - The number of hours of the program completed
   - Specific rotations, assignments, projects, and competencies successfully completed, and preceptor evaluations of the intern's work and capabilities.
   - Number of hours required by the intern to meet the standards set by the University of Minnesota Medical Center Fairview- Dietetic Internship and by ACEND
   - Specific rotations, assignments, projects, and competencies required to be successfully completed by the intern.
   - The plan will also take into consideration the availability of preceptors to work with the intern, as well as the reasonable expectation that the intern will successfully complete the Program.
   - The opportunity to complete remaining supervised practice modules will depend upon availability of clinical sites and clinical supervision.

The intern does not qualify for benefits related to the federal Family Medical Leave Act as s/he is not considered an employee of the University of Minnesota Medical Center, Fairview

Written documentation of a leave-of-absence will be filed in the intern's permanent record, which contains information that is consistent with state and federal laws and regulations, University of Minnesota Medical Center, Fairview policies and ACEND policies governing internship requirements.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7 /24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Orientation

Policy*:*
All interns are required to attend the two week orientation program at the start of the Internship.

Procedure:
A schedule for orientation will be provided prior to the start of the Program. The schedule will include the session dates, times and locations for orientation. Any missed session will have to made up by the intern and this may delay starting the rotations and graduation

Accountable Party: Shyamala Ganesh
Review Dates: 5/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Recency of Education

Policy

Applicants to the Dietetic Internship Program are required to show proof of recency of education. Internship applicants who have completed the didactic program in dietetics (DPD) within three years of the application deadline have met the recency of education requirements. Those who completed the DPD program more than three years prior to the application deadline must submit documentation of recency of education.

Procedure

1. The Internship Director is responsible for establishing the requirements for recency of education and providing the appropriate forms in the application packet for the applicant to complete.
2. Dietetic Intern applicants are required to provide requested documentation before their application will be considered.
3. The A.N.D "Verification Statement" will be used to verify recency of education within three years of the application deadline. Applicants who completed the DPD program more than three years prior to the application deadline must submit documentation of recency of education including verification of current dietetic related education and/or work experience.
4. Additional courses or continuing education in dietetics or a related area are required to update a degree which was completed three or more years prior to registration eligibility application. Courses taken to satisfy the requirements must be completed at a regionally accredited college or university within the United States of America. An official transcript verifying completion of the courses with a grade of "C" or better must be submitted to the Internship Director. Only courses completed within the last five (5) years are acceptable. Courses in Medical Nutrition Therapy and Food Service Systems Management are preferred.

The number of credits required if DPD was completed more than three years prior to the application deadline is listed below.

3-5 years	3 Semester hours in addition to completion of DPD requirements
5 - 10 years	6 semester or 9 quarter hours in addition to completion of DPD requirements
Over 10 years	12 semester hours or 18 quarter hours in addition to completion of current DPD requirements set by A.N.D

Recency of Education Form

An official transcript verifying completion of the courses with a grade of "C" or better must be submitted to the Internship Director. Only courses completed within the last five (5) years are acceptable. Courses in Medical Nutrition Therapy and Food Service Systems Management are preferred. Please list dietetic-related coursework taken since DPD completion in the table below. Be sure to attach official copies of the transcripts. The following requirements must be met for consideration:

- **3 to 5 years post DPD completion: 3 semester hours**
- **5 - 10 years post DPD completion: 6 semester or 9 quarter hours**
- **>10 years post DPD completion: Meet current ADA DPD requirements with no fewer than 12 semester or 18 quarter hours**

Date Taken	Course No.	Course Title	College or University	No. of Credits	Grade Earned

Accountable Party: Shyamala Ganesh

Review dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Dress Code

Policy:
Professional business attire should be worn which creates a positive impression to other health care professionals, patients, customers, and visitors. Noncompliance may result in intern being sent home to change attire. Compliance with this dress code is a requirement during rotations within Fairview sites and non Fairview sites

Procedure:

1. All clothing must be clean and in good repair.

2. White lab coats are to be worn over appropriate professional business attire at all rotations, unless otherwise specified.

3. A Fairview I.D. badge must be visibly worn above the waist at all times while on duty, including affiliate sites and off-campus activities.

4. Appropriate hair restraints must be worn while working in the kitchen or cafeteria. All hair, except bangs, must be covered.

5. Jewelry and make-up should be worn in moderation. Plain rings or wedding bands are acceptable during food and nutrition management rotations.

6. Perfume, cologne, and scented body lotion is discouraged due to the prevalence of sensitivities.

7. Mustaches and beards are to be kept neat and well-groomed. A beard restraint must be worn in food production areas.

8. Fingernails must be of reasonable length (not more than ¼ inch in length) and clean. Nail polish is not allowed during food service management rotations and interns with acrylic nails must wear gloves at all times during food service management rotations.

9. Pantyhose/stockings/socks must be worn during food service rotations. Open toed shoes/sandals are not allowed during any rotation

10. Gum chewing is not allowed during any rotation.

11. Interns should be professionally attired throughout the internship.

Appropriate clothing: Slacks, blouses and sweaters. Sleeveless shirts and blouses may be worn if covered by a jacket or lab coat**.**

Inappropriate clothing: Jeans [any color], skirts, dresses, leggings, skin tight stirrup pants, shorts, tee shirts, mini-skirts, short pants, capris, tight skirts or pants, low cut necklines or shirts exposing midriff.

Shoes: Shoe heels should be <2.5". Casual sandals, clogs, moccasin type shoes or athletic shoes will not be allowed. Open toe shoes/sandals will not be allowed**.**

Jewelry- minimal

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Reporting Maltreatment of Vulnerable Adults or Children

Policy:
Any intern who witnesses or becomes aware of maltreatment of a patient must report such maltreatment to the Internship Director.

Procedure:
The Director of the Dietetic Internship Program will assist the intern in following reporting procedures as outlined in Fairview hospital policy E:RI-4012 or E:PE-4002.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Discrimination and Sexual Harassment

Policy:
Acts of discrimination or sexual harassment by employees, volunteers, interns, supervisors, and managers will not be tolerated under any circumstances.

Procedure:
Those found in violation of this policy will be subject to immediate corrective action up to and including termination from the Program per Fairview Human Resources policy on Harassment/Disruptive behavior. Any questions or concerns regarding this policy should be directed to Human Resources.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Infection Control

Policy:
Health Status – Dietetic interns with potentially infectious/communicable conditions will report to the Dietetic Internship Director prior to reporting to their assigned rotation.

Procedure*:*
The Dietetic Internship Director, in consultation with Employee Health, will determine if the intern can report to his/her rotation. If the intern is not allowed to be at his/her rotation due to an infection, it will be considered a sick day and the policy on making up sick days will hold. Number of days the intern will have to stay away from a rotation due to an infection will be determined by Employee Health.

Examples of infectious/communicable conditions include but are not limited to, the following:

1. Skin infections [i.e. cold sores, Herpes Zoster (Shingles), abscesses, boils, draining wounds]
2. Cuts and burns
3. Flu

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11,7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Advisory Committee

Policy:
An Internship Advisory Committee will be maintained to advise and guide the Dietetic Internship Director in general program management.

Procedure:

1. The Committee will be recruited and chaired by the Dietetic Internship Director. Current members may recommend potential new members.
2. The Committee will consist of 8-10 members selected for their ability to guide and help the program. One member of the board will be a current intern, randomly selected.
3. The Committee will meet twice a year.
4. The agenda, date, time and location for each meeting will be set by the Internship Director, with input from all members of the board.

Committee members

Name	**Affiliated organization**
Aida Miles	U of M- School of Public Health: Coordinated Masters Program
Carolyn Hudson	Midwest Dairy
Heidi Springmeyer	Campbells Foods
Linda Werkheiser	Sodexo- Senior recruiter
Satya Jonnalagada	Bell Institute for Nutrition- Gen Mills
Dorothy Markowitz	Clinical Manager: Amplatz Children's Hospital
Heidi Greenwaldt	Clinical Manager: UMMC- East bank

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Clinical Staff Relief

Policy:
Each dietetic intern will be scheduled for clinical experience as a staff dietitian during specified time periods throughout the Program. The Internship Director will coordinate the planning of these experiences with the site Clinical Nutrition Manager.

Procedure:
Responsibilities of the Internship Director:

1. Schedule staff relief experiences (rotation schedule).
2. Arrange for specific unit/site assignments working with the site Clinical Nutrition Manager.
3. Provide dietetic interns and staff dietitians with staff relief guidelines and evaluation forms.
4. Answer questions and address issues related to the experiences as they arise.

Responsibilities of the dietetic intern:
The week prior to staff relief experience, the intern will make an appointment with the staff dietitian whose area is to be covered to discuss the following:

1. Work routine. Prioritize daily workload.
2. Location of supplies (i.e. assessment forms, educational materials, etc.) and reference materials.
3. Name(s) of key resource staff on the unit (i.e. charge nurse).
4. Orientation/tour of the unit (if necessary).
5. Careplan/cardex documentation and location.
6. Computerized functions (i.e. Diet Office, daily worksheets, and labs).
7. Staff expectations for coverage of the unit by the dietetic intern
8. Intern expectations/goals for the staff relief experience
9. Limits of the dietetic intern's responsibility. Who to contact if a problem occurs that the intern is unable to handle.
10. Staff dietitian(s) responsible for co-signing the intern's chart notes.

Other responsibilities

1. Interns will not be allowed to take personal days off during staff relief- unless there is an emergency, in which case, the missed days need to be made up. The regular personal days off policy does not apply to staff relief, meaning any time off taken will have to be made up. This may delay graduation.
2. Interns will complete all the staff relief forms provided in the jump drive**.**

Responsibilities of the staff dietitian:

1. Review above issues with the dietetic intern prior to the experience.

2. Co-sign dietetic intern's chart notes.
3. Notify the Internship Director of any performance concerns in a timely manner.
4. Complete the intern evaluation form at the end of the experience and discuss with the dietetic intern.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Records Retention

Policy:
Records pertaining to the Internship Program will be retained per the guidelines outlined below.

Procedure:

1. The Internship Director is responsible for records retention- both hard copy and electronic.
2. To make sure that the permanent records are not destroyed or lost, the Internship Director will:

   a. Keep the Program Administrator [the person to whom the Internship Director reports to] aware of the list of records to be retained permanently and their location.

   b.Assign a designee who is both on the Advisory Committee and a Fairview Employee who will also be made aware of the records that have to be maintained for more than a year and the place where they are retained. The designee will be selected by the Internship Director and will serve in this role for a minimum of two years after which the designee may chose not to serve in this capacity. In that case a new designee will be selected. The names of the designee will be maintained in the policy/procedure manual.

3. In the case of a change in leadership, the Program Administrator will take the responsibility to:
   a. Make sure that the retained records are not discarded
   b. Let the new Director know where are records have been stored

4. If the designee is no longer on the Advisory Committee or a Fairview Employee or both, a new designee will be selected by the Internship Director.

5. Electronic records such as work completed by interns including case studies, technical papers, special projects, summaries of various evaluations etc will be maintained in Fairview's network drive.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

Name of record	**Method of retention**	**Timeframe for retention**	**Place of retention**	**Fate of documents at the end of time frame**
Selection: Application scores and interview tally sheets	Hard copies where applicable. Mostly e copies	10 months after application	My documents: R drive	Shredded or deleted after the interns have graduated
Immunization record, health insurance documentation, background checks	Hard copies	10 months after start of program	Director's office [personnel file]	Shredded after graduation
Copies of intern assignments, projects	E copies	Five years	My documents: R drive	Samples will be retained by Director for purposes of site visits, marketing etc. Remaining will be deleted
Verification Statements from the Internship Program and DPD programs, RD misuse form, final transcripts	Hard copies	Permanent	Director's office- in a locked filing cabinet marked records	NA
Evaluation forms: rotations, progress reviews, end of the year evaluations, employer surveys, graduate surveys	E copies	Five years	My documents: R drive	Samples will be retained by Director for purposes of site visits, marketing etc. Documents will be deleted after the required timeframe
Summaries of evaluation forms	E copies	Five Years	My documents: R drive	To be determined by Fairview's Information Systems

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Program Expenses

Policy:
Program expenses are to be paid in accordance with established guidelines.

Procedure:

1. Application Fees
   a. A *non-refundable* application fee is charged with submission of an application packet for consideration of an internship appointment.
   b. The current application fee is stated in the Fairview website:
   www.fairview.org/careers/educationand training/S_013835 with the application materials

2. Tuition
   The current tuition fee is stated in both the A.N.D website and the Fairview website:
   www.fairview.org/careers/educationand training/S_013835

   a. Tuition is due in two installments. Half of the total tuition is due on the first day of orientation. The remainder of the fees is due on the first working day in December. A check or money order should be made payable to *University of Minnesota Medical Center, Fairview*. Tuition payments should be submitted in a sealed envelope to the internship director on or before the due date.

Payment	Due Date	Amount
1	First day of internship	Either full payment of $6000 ot ½ payment of $3000
2	First workign day in December	Balance amount of $3000 where applicable

   b. Tuition not paid within 7 days of the due date will be assessed a late fee of $50.00.
   c. Concerns regarding timely payment of tuition and fees should be discussed with the Internship Director.

3. Other expenses
   Additional expenses [variable] are listed below and in an information packet sent to new students accepted into the program, and in the Fairview website:

www.fairview.org/careers/educationand training/S_013835

Expenses prior to the start of the Program

Item	Cost
Application fee	$50
D and D digital	$50- ranking list
Lab Coat*	$50
Books*	$150
Housing and food	Variable
Computer/internet	Interns will need a computer and internet access- variable cost
Serv Safe vertification*	$150-$200
Car, gas and maintenance of vehicle	Variable
AND membership	$50
Immunizations	Variable
Health annd automobile insurance	Variable

Expenses during the Program

Item	*Cost*
Tuition	$ 6000.00 [Payable in 2 installments]
MAND Annual conference and other nutrition related conferences	Variable. Attendance is optional. Registration fees to be paid by intern
Day at the Capitol*	$50
Office Supplies	Variable, supplies include, but not limited to binders, papers, pens, highlighters, post it notes, thank you cards, Jump drive etc. Hard copy printing will have to be done in the library or at home. Intern office has 3 computers but no printers.
Travel to sites- car, gas etc	Variable
Health and automobile insurance	Variable [mandatory expense]
Parking	Variable. Cost attached to parking at some fairview sites and all non- Fairview sites.

Expenses after the Program: Please plan for these expenses. These expenses are necessary to take the Registration exam and to get state licensure[where applicable]

Item	Cost
Application fee to take the Registration Exam	$200
CDR Maintenance fee[to get your RD status ,wallet card]	$50
State Licensure* [varies by state]	$250 [For MN $100 application fee + $150 initial fee]

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008,7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Use of electronic technology, pagers, cell phones and social media during the Internship

Policy:
All interns will understand the appropriate times to use or not use pagers, cell phones, e-mails, social media etc during the Internship

Procedure:

1. Use of cell phones [to talk, text or to use any application] during rotations is strictly prohibited. Private calls may be made and received during lunch break and at the end of the day, after rotation work is completed. Interns will also be cognizant of the surroundings when making private calls
2. Computers on patient floors or at non Fairview sites may not be used to check emails. RD office computers at Fairview sites maybe used to check Fairview e-mails only during breaks. Computers in the intern office may be used to check personal emails.
3. Pagers need to be worn at all times during rotations
4. Interns are allowed to post internship related events and pictures on the internship facebook.
5. Interns may **not** post or share rotation packets, schedules or any work completed for and during the internship on personal or internship facebook, personal blogs or tweet about the above mentioned information.

Accountable Party: Shyamala Ganesh

Review Dates:, *7/22/11,7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Protection and confidentiality of internship related materials

Policy:
Materials provided during the Internship including rotation packets, contact information, assignments etc are the property of the Internship and cannot be shared with anyone not invloved with the Internship

Procedure:

1. All information provided to interns including schedules, preceptor contact information, rotation packets, exams, assignments etc, are the exclusive property of the Intenship Program. These materials may not be shared with anyone or used by the intern for any reason after the completion of the Program.
2. Completed homework may be retained by interns.
3. Information provided in flash drives will need to be deleted after completion of the Internship
4. Work/homework completed for Non- Fairview rotations may not be used for any reason after the completion of the program. They are the exclusive property of those sites.Interns may not contact any of the Non Fairview preceptors without checking with the Internship Director.
5. All the work completed during the Internship will remain the property of the Internship
6. HIPAA needs to be enforced. Patient names may not be discussed during and after completion of the Program

Accountable Party: Shyamala Ganesh

Review Dates: *7/22/11,7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Withdrawal and refund of Tuition and Fees

Policy:
An intern who officially withdraws from the program of his or her own accord, in good standing, may receive a refund as outlined below. An intern who is terminated from the program as a result of disciplinary action or unsatisfactory performance will not receive a refund of the tuition and fees paid to date. Leave of absence and tuition is clarified in the "leave of absence policy"

Procedure:

1. The tuition amount refunded is dependent upon the time of withdrawal from the Program.

Time of Withdrawal	% Refund
Two weeks or less from start date	25% if paid in full, none if paid in half
Three weeks or less from start date	10 % if paid in full, none if paid in half
More than 3 weeks from start date	No refund.

2. All other expenses associated with the program are non-refundable.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Scheduling and Program Calendar

Policy:
Dietetic interns are expected to follow the rotation schedule set up by the Internship Director. Exceptions can be made in the event of illness or family crises.

Procedure:

1. The Internship Director will set up the master rotation schedule, based on factors such as preceptor and site availability and surveys completed by interns prior to the start of the program.
2. The intern handbook will have a tentative rotation schedule and a program calendar, highlighting specific dates.
3. Interns are allowed two personal days and two sick days off during the Internship. If both the personal days off occur in the same rotation, one of the missed days has to be made up. The same standard applies to sick days. The intern is responsible for making up the missed day at the convenience of the staff preceptor/site. Interns have to submit a Time-off request form at least a week before the date to the Internship Director. Unauthorized time off will have to be made up. This may a cause a delay in graduating.
4. **Personal days off will not be granted during staff relief even if the dates for staff relief change**
5. Beyond the two personal days off and two sick days off, any missed day will have to be made up at the convenience of the preceptors involved. This may result in a delayed graduation from the program.
6. One week of vacation between December 25th and Jan 1st is worked into the schedule.
7. Interns will also be given time off on the following holidays: Labor Day, Thanksgiving, New Year's Day, Memorial Day.

Accountable Party: Shyamala Ganesh

Review dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Protection of Privacy of information

Policy:
All interns will be required to go through the online HIPAA training offered at the University of Minnesota Medical Center, Fairview.

Procedure:

1. Total compliance with HIPAA is a requirement throughout the Internship
2. Interns may not look up patient information on patients they are not following. This will result in immediate dismissal from the Program
3. Interns may not discuss patient information in public places
4. Chart notes submitted to the Internship Director need to have patient identifiable information removed.
5. Clinical and community case studies may be discussed without mention of patient names
6. All information in the intern personnel file will only be accessible to the Internship Director and to that intern.
7. Information shared during class discussions between interns will be treated confidentially by all interns

Accountable Party: Shyamala Ganesh

Review Dates: *12/2005, 7/30/2008, 7/22/11,7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Access to personal files

Policy:
A current file will be maintained for each dietetic intern during the course of the Internship

Procedure:
Personal files are confidential and access to them is limited. Each Intern will have access to his/her own personnel file under the supervision of the Internship Director. Some forms will be maintained as hard copies and others as electronic copies

File contents:

1. Supplemental application form and final transcripts-[hard copies] Supplemental form will be shredded at the end of the internship year
2. Verification statements from the DPD program: hard copies
3. Immunization record: hard copies
4. Copy of health insurance: hard copies
5. Background check forms: hard copies
6. Evaluations and progress reviews: e copies
7. Releases signed by the interns: hard copies
8. Other materials as deemed appropriate by the Internship Director: either hard copies or e copies

Policy on Records retention contains information on length of time the above mentioned records will be retained by the program

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Access to services

Policy:
Dietetic Interns will be eligible for specific services within the organization

Procedure:
Interns are eligible for the following services

1. Discounts that employees are eligible for at the gift stores and retail pharmacy stores within the University of Minnesota Medical Center, Fairview
2. Work Force Development- resume writing workshops
3. Grievance and Sexual harassment services that are offered to the employees
4. Free parking at the University of Minnesota Medical Center, Fairview West bank campus

The University of Minnesota Medical Center, Fairview does not offer financial assistance to dietetic interns.

Accountable Party: Shyamala Ganesh

Review Dates: *12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Insurance Requirements

Policy:
All dietetic interns must have professional liability insurance, health insurance, and auto insurance.

Procedure:

1. University of Minnesota Medical Center, Fairview provides professional liability insurance for dietetic interns enrolled in the Dietetic Internship Program
2. University of Minnesota Medical Center does not carry accident insurance for dietetic interns. Thus, interns are required to provide proof of health insurance. Written documentation must be submitted to the Internship Director on the first day of orientation.
3. Injuries that may occur during travel to rotation sites are not covered by the internship Program. Therefore, interns are required to provide proof of valid driver's license and automobile liability insurance to the Internship Director on the first day of orientation. Due to travel distance between facilities, interns are required to have a reliable form of transportation; public transportation is not adequate.

Accountable Party: Shyamala Ganesh

Review Dates*: 3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Liability for safety in travel to and from assigned areas

Policy:
Interns will have to drive to rotation sites under varied driving and road conditions.

Procedure:
1. Interns are expected to drive to all the sites on all working days.
2. Safety rules will be followed by all interns.
3. Interns will plan their travel to sites to factor in road and driving conditions.
4. In case of accidents, interns need to notify the Internship Director as soon as possible.
5. Interns need to seek medical help, if needed, in case of accidents.
6. The Program and rotation sites are not responsible for accidents that happen during travel
7. Interns will need to use their own auto and medical insurance in case of accidents.
8. For purposes of liability, interns driving together to rotation sites, is not allowed.
9. The Program and rotation sites are not responsible for accidents that happen when interns drive in the same vehicle.

Accountable Party: Shyamala Ganesh

Review Dates*: 3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Injury or illness while in a facility for supervised practice

Policy:
Interns will have to follow the safety guidelines in place at every facility.

Procedure:

1. Safety rules will be followed by all interns.
2. In case of injury on site- please seek medical help immediately, if needed. Interns are responsible for taking take of any expenses related to this.Interns also need to call the Internship Director in the event of an injury.
3. Interns will plan their travel to sites to factor in road and driving conditions.
4. In case of accidents, interns need to notify the Internship Director as soon as possible.
5. Interns need to seek medical help, if needed, in case of accidents.
6. The Program and rotation sites are not liable for injuries that happen at any site.
7. Interns need to check with the Internship Director about going to rotation sites when they are sick.
8. If interns fall sick during the rotation, medical help needs to be sought immediately, if needed. Interns need to have their own medical insurance to cover this cost.

Accountable Party: Shyamala Ganesh

Review Dates*: 3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Drug Testing and Criminal Background Checks

Policy:
All dietetic interns will be asked to provide information for a background check. This is to comply with the "Vulnerable Adults Act" which requires the department of Human Services to perform background studies of individuals who have potential contact with patients.
Drug testing is not required by the Unversity of Minnesota Medical Center, Fairview

Procedure:

1. Dietetic interns will be asked to complete a Background Study Form from the Minnesota Department of Health. A consent form for this, provided by the Internship Director will also have to be signed by all interns. All completed forms will be sent to Human Resources by the Internship Director.
2. Background checks need to be completed prior to start of internship.
3. If an intern is not cleared in the background check, he/she will be terminated from the program. The position may be reinstated if the intern wishes to challenge the findings of the background check and is later determined to be qualified.
4. Background checks will be completed at no cost to interns
5. If a Non Fairview site requests a drug test- it will be completed at the expense of the intern.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Educational purpose of supervised practice to prevent the use of interns to replace employees

Policy:
Interns will be scheduled for supervised practice at various sites by the Internship Director. Interns cannot be used to cover shifts or work on activites that do not relate to the internship

Procudure:
1. Interns will have to follow the schedule set by the Internship Director. Any change to the schedule needs to be initiated by the Internship Director
2. Interns will complete the activites listed in the rotation packet
3. As a good will gesture, interns will help out during a few hospital wide events like Turtle Derby, Christmas dinner etc. These activities will not be counted towards supervised practice. Interns will be helping with other staff members and will not be replacing employees during these events.
4. During staff relief, interns will take over assigned units. However they will always be supervised.
5. Interns need to contact the Intetrnship Director if they are approached by any precpetor or site to work as replacement employees during supervised practice hours.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Formal assessment of learning

Policy:
Dietetic interns will be evaluated on an ongoing basis throughout the Internship

Procedure:
Interns will receive verbal feedback from preceptors and the Internship Director during the entire internship.

Written evaluations will be provided by the preceptors on the standard evaluation form provided by the program, at the end of each rotation. Based on these evaluations, the preceptors and the Internship Director will decide if the intern has successfully completed that rotation.

Mock RD exams, quizzes, assignments, case studies, chart notes with PES statements, etc will also be used to evaluate intern learning.

Progress of the intern will be communicated to her/him via one- on -one Progress review meetings conducted by the Internship Director. There will be three progress reviews during the course of the Internship. Intern strengths and weaknesses will be identified at each session and the interns will be given the opportunity to voice any concerns they may have. Documentation of these reviews will be maintained in the personnel files.

Interns will also evaluate their own learning experience for each rotation on the self-evaluation form. The Internship Director and the intern will discuss these evaluations on a regular basis.

Other evaluations:

- Rotation evaluations will also be completed by interns. These will be used to provide feedback to the Internship Director and the preceptors.

- Interns will also be required to complete an end- of -the program evaluation. An end-of – the year evaluation will also be requested from all the preceptors.

- An exit interview to evaluate the program will also be conducted at the end of the program. This will be conducted by a member of the Human Resources Team.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Filing and handling of complaints and grievances

Policy:
Any dietetic intern who feels that she/he is not being treated fairly or respectfully should contact the director of the Dietetic Internship Program. Any complaint including complaints against the program or the Internship Director needs to follow the procedures listed below.

Procedure:

1. Concerns/complaints may be documented on the "Complaints Form" in the intern office and provided in the Internship flash drive
2. The Director of the Internship Program will assess the situation and work toward resolving the problem. In case the problem is not resolved to the satisfaction of the affected parties, the interns may file a grievance with Human Resources.
3. If there is a complaint against the Internship Director, the intern may contact the Program Administrator, in person or via e-mail without fear of retaliation.
4. For complaints regarding the Program's ability to meet the standards set by ACEND, interns should first contact the Internship Director and then the Program administrator. If the problem is not resolved, then the intern may contact ACEND directly. Please click on this link to see the ACEND policy on complaints against programs http://www.eatright.org/ACEND/content.aspx?id=7975

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11,7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Assessment of prior learning and credit toward program requirements

Policy:
All interns are required to meet all the requirements specified in the Program Completion Policy

Procedure:
No credits will be granted toward Internship activities and requirements for prior learning or work experience.

Accountable Party: Shyamala Ganesh

Review Dates: *12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Program Retention and Remediation

Policy:
Steps to be taken to help interns complete the Internship in a timely manner

Procedure:

1. The aim of the program is to help interns successfully complete the program and graduate in 43 weeks. This will be accomplished by
    - Providing clear expectations for every rotation in the rotation packets
    - Ensuring that preceptors communicate verbally during the rotation regarding intern performance
    - Completing an electronic rotation evaluation for every rotation, by the preceptor.This is will be reviewed with the intern by the preceptor. A copy of the evaluation will be forward to the Internship Director by the preceptor.
    - Communication between the preceptors and the Internship Director during every rotation either in person or via e-mail to assess progress of interns
    - Addressing any issues during any rotation, as and when issues are identified.
    - Completion of a self -evaluation for each rotation by the intern. This will be reviewed by the Internship Director and the preceptor.
    - Following up with each intern either during class time and/or via e-mail regarding progress during each rotation- by the Internship Director
    - Completion of all assignments in a manner that is satisfactory to both the Internship Director and the preceptor. Assignments will have to be submitted first to the Internship Director and the changes recommended need to be made to the assignments before submitting to preceptors.
    - Progress reviews [including progress towards graduation] will be held in December, March and June, individually with each intern by the Internship Director.

2. Remediation Measures
    - If an intern does not meet the minimum number of learning objectives identified for every rotation, the preceptor will contact the Internship Director and both of them will decide if the intern needs to repeat the rotation. If an intern has to repeat any rotation- it will be communicated to the intern at the end of that rotation. Rotations will be scheduled for repeat purposes at the convenience of the preceptors. Repeating rotations will result in delayed gradaution.The Internship Director will work closely with the intern and the preceptor in such instances to make sure the repetition of the rotations takes place before the start of the next class of interns. Interns will be given 2 chances to repeat rotations. If the intern fails the rotation after 2 repetitions, then the intern will be terminanted from the program, without any tuition reimbursement and without a verification form.

- Interns will be asked to redo their assignments and other non rotation projects until they meet the satisfaction of the Internship Director and the preceptor. Interns have to be open to redoing their work multiple times, if needed, in order to pass the assignments. Interns will be granted 3 weeks from the due date to make all the necessary corrections and complete the assignments satisfactorily.Failure to do so on the part of the intern will result in intern being terminanted from the program without any tuition reimbursement and without a verification form

- Mock RD exams- Interns are expected to pass 2 mock exams. To make up a failed exam interns have to write out the answers to all the questions in the exam. Writing out the answers to the exam questions will have to be completed prior to taking the next exam [eg if an intern fails Mock RD exam 1, then the answers to exam 1 need to be completed before taking exam 2]

- All make- up work or work that is being re -done will have to be completed outside of rotation hours.

- All graduation requirements need to be successfully completed for the verification form to be issued. There will be no waiver for any requirement.

Accountable Party: Shyamala Ganesh

Review Dates: *12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose
Disciplinary Action and Termination

Policy*:*
Abuse or violation of Dietetic Internship policies or the policies of University of Minnesota Medical Center, Fairview will not be tolerated.

Procedure:
Disciplinary action may be appropriate for any abuse or violation of Dietetic Internship or University of Minnesota Medical Center, Fairview policies. All concerns about the inappropriate behavior of dietetic interns should be directed to the Dietetic Internship Director. Disciplinary action may include 1) Counseling or 2) Termination from the Program. A dietetic intern may be terminated from the Dietetic Internship Program at any time if she/he is not in compliance with the Dietetic Internship policies or University of Minnesota Medical Center, Fairview policies. Final decisions in this regard are made by the Internship Director. The Internship Director will make the final decisions regarding discipline and termination.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Subject:
Graduation and program Completion Requirements

Policy:
Specific requirements need to be successfully met in order to graduate from the Intenship Program

Procedure:

A. Interns are expected to complete the program in 43 weeks. Maximum time allocated for interns to complete the Program is within one year of the start date.

   If it is not deemed feasible [by at least one of the following parties- a. Internship Director, b. preceptors, c.intern] for the intern to complete the Program within one year from the Program start date, due to illness or other extenuating circumstances, the intern will be advised to temporarily withdraw from the program and begin again with the next internship class
   If an intern who has requested a leave-of-absence from the program does not re-enter the program by the beginning of the next Internship year, that student will need to re-apply to the Internship Program

B. For successful completion of the Program and to receive the verification statements, <u>the following requirements have to be met</u>

1. Interns have to be enrolled full time in the Program and complete all requirements listed below within one year of the start date. Extensions beyond 12 months may result in re-applying to the program and paying tuition again.

2. Successful completion of **<u>each and every</u>** rotation and project. Successful completion of each rotation will be determined by the preceptor for that rotation and by the Internship Director and will include [a] performance at the supervised practice site and [b] timely submission of paperwork to the Internship Director and the preceptor. An evaluation form will be completed for every rotation, signed by the preceptor, intern and the Internship Director. A preceptor may determine that an intern needs to repeat a rotation based on any one of these factors[but not limited to them] based on any one of these factors[but not limited to them]
   - Not meeting competencies
   - Inability to apply knowledge and learning to hands -on practice
   - Lack of preparation for the rotation
   - Unethical behavior during the rotation

Repeating rotations will delay graduation!!!

If an intern is required to repeat a rotation, it will have to be done at the convenience of the preceptor. Interns will be given 2 opportunities to repeat a rotation, after which if there is still no change in performance, termination procedures will be initiated, even if this happens towards the end of the internship

3. Successful completion [as determined by preceptor and the Internship Director] of all capstone projects including clinical staff relief, theme meal, wellness /community projects

4. Completing 3 mock RD exams and passing at least **two** of them [Passing grade is 85%]

5. Attending and particpating in didactic classes

6. Providing documentation for Current ServSafe certification

7. Successful completion of projects including but not limited to,

   - National Nutrition Month activities,
   - Writing a business plan, technical paper, resume,learning portfolio,wellness projects etc
   - Completing patient satisfaction surveys and other projects assigned during the Internship
   - Participating in hospital activites like holiday parties, turtle derby etc

8. Case Study: All interns will complete a written and an oral clinical case study report/presentation. The written report will be reviewed by staff, and evaluated by the Internship Director. A grade of 85% is required on the written report. The oral presentation will be evaluated by the Internship Director, staff and peers. A pass grade is required for the oral presentation.

9. Attendance at 4/5 meetings Twin Cities District Dietetic Association meetings

10. Professional and ethical behavior throughout the Internship Program

11. Compliance with the Policies and Procedures outlined in the Intern Handbook

The program has the right to withhold verification forms if any of these requirements are not satisfactorily met.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Issuing Verification Forms

Policy:
Interns who successfully complete the internship will be issued a verification form, making them eligible to take the registration exam

Procedure:

1. Interns who successfully complete all the program requirements will be issued an ACEND authorized Verification form, signed by the Internship Director. Interns will be issued 6 original copies of the verification form on the last day of the Internship
2. Successful completion of program requirements and receipt of the verification form are required for interns to qualify for the registration exm administered by the Commission on Dietetic Registration.[CDR]
3. The program director will be responsible for submission of required paperwork to CDR
4. It will be the interns responsibility to complete the application and pay the fees for the Registration exam
5. Interns will be eligible to use the credentials RD only when they pass the registration exam.

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*

University of Minnesota Medical Center, Fairview
Dietetic Internship Program

Purpose:
Selection and Monitoring of facilities for supervised practice

Policy:
The program will select sites for supervised practice based on predetermined criteria

Procedure:
Selection of sites

1. The Internship Director will periodically seek input from the Advisory Committee members to develop criteria for determining selection, adequacy and continuing the use of sites, especially the Non- Fairview sites for supervised practice
2. The Internship Director will evaluate sites on the following criteria
    - Presence of RDs trained in the area where supervised practice is required
    - The above mentioned RDs being willing to act as preceptors
    - The willingness of the site to enter into a contractual agreement
    - Intern safety, parking driving distance
    - Willingness of the preceptors to complete an evaluation on the performance of the interns
    - Willingness of the preceptors in providing input into curriculum develoment and in following the set curriculum

Evaluation of sites for continued use

1. Internship Director will physically see the site at least twice during the Academinc year
2. Internship Director will maintain regular contact with preceptors to identify any issues
3. Interns will complete a rotation evaluation after every rotation
4. Internship Director will follow up on issues addressed in the evaluation form
5. Preceptors will complete an evaluation form at the end of each year to identify any issues
6. Internship Director will follow up on issues addressed by the precpetors

Accountable Party: Shyamala Ganesh

Review Dates: *3/2005, 12/2005, 7/30/2008, 7/22/11, 7/19/12, 7/24/13*