University of Alabama at Birmingham
DIETETIC INTERNSHIP PROGRAM

INTERNSHIP PRACTICUM MANUAL

NTR 589

2016 - 2017

Dietetic Internship Program
Department of Nutrition Sciences
School of Health Professions
University of Alabama at Birmingham

"All rights reserved. Copyright 2012, University of Alabama Board of Trustees."
Welcome to the UAB MS in Nutrition Sciences, Clinical Track - Dietetic Internship. You have an exciting, challenging, and busy year ahead. You will rotate through many specialized areas during the internship so that you will develop competence in all areas of dietetics. During your rotations you will work side-by-side with a preceptor who will oversee your work. To supplement this experience, you will attend online graduate classes, complete assignments, case studies, and projects (during off-duty hours). Gradually, through each rotation you will gain the knowledge, skills and confidence necessary to independently work in that area. By the end of the program, you will be well prepared to obtain an entry-level position in dietetics.

You have been selected for this program because you possess the initiative, self-discipline, and responsibility to excel in this profession. As a professional, you have the responsibility for your own professional development and growth. Seek to achieve more than the minimum required of you.

Remember that, at all times, you are representing your profession, the University of Alabama at Birmingham, the UAB Dietetic Internship, and the Nutrition Sciences Department. The faculty expects prompt attendance at all classes, rotations, and conferences.

UAB DIETETIC INTERNSHIP
PROGRAM PHILOSOPHY/MISSION AND GOALS

Program Philosophy/Mission: To provide a Dietetic Internship Program based on current research and technology in nutrition care delivery, food service administration, and community nutrition with a health promotion/disease prevention or nutrition sciences research emphasis. A broad variety of educational methodologies will be used to develop an entry-level dietitian who can function in a variety of settings, recognizes the need for life-long learning, and can contribute to improved health care of individuals and groups in a cost effective manner.

The goals of the dietetic internship are:

1) The program will prepare graduates to be competent entry-level dietitians.

2) The program will prepare graduates who demonstrate a commitment to continued professional development and will prepare graduates who demonstrate ability to utilize current research in professional practice.

3) The program will prepare graduates who demonstrate commitment to community service.

4) The program will prepare students who will graduate with a Master of Nutrition Science and will also be eligible to take the Registration Exam for Registered Dietitians.
Dietetic Internship Program
Important Contact Information

Carleton Rivers, MS, RDN
Assistant Professor
Program Director of Dietetic Internship
Department of Nutrition Sciences
1675 University Blvd
WEBB 540
Birmingham, AL 35294-3360
meadows4@uab.edu
(205) 934-3223
Fax: 205.996.0494

Candace Simmons, MPA
Program Coordinator II
Nutrition Sciences Education
1675 University Blvd
WEBB 520
Birmingham, Al 35294-1212
candace4@uab.edu
(205) 934-3006
Fax: 205.996.0494
ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS
Core Competencies for Registered Dietitians

Upon completion of the MS in Nutrition Sciences, Clinical Track - Dietetic Internship, graduates are able to:

1. **Scientific and Evidence Base of Practice: integration of scientific information and research into practice. Upon completion of the DI, graduates are able to:**
   
   CRD1.1 Select indicators of program quality and/or customer service and measure achievement of objectives (Tip: Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings etc.).
   
   CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidenced-based Nutrition Practice Guidelines, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
   
   CRD 1.3 Justify programs, products, services and care using appropriate evidence or data
   
   CRD 1.4 Evaluate emerging research for application in dietetics practice
   
   CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis (Tip: Research is broadly defined as an activity that includes all components of the scientific methods; i.e. statement of the problem, data collection, analysis and interpretation of results; and decision-making based on results. All students should have core competencies that prepare them to properly interpret research literature and apply it to practice (evidenced based practice), document the value of their services, and participate in adding to the body of scientific knowledge on nutrition health and wellness. Activities may include community needs assessment, food science experiments, product development/improvement, continuous-quality improvement activities, or other research projects including master theses and doctoral dissertations

2. **Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. Upon completion of the DI, graduates are able to:**
   
   CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
   
   CRD 2.2 Demonstrate professional writing skills in preparing professional communications (Tip: Examples include research manuscripts, projects/proposals, education materials, policies and procedures)
   
   CRD 2.3 Design, implement and evaluate presentations to a target audience (Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience)
   
   CRD 2.4 Use effective education and counseling skills to facilitate behavior change
   
   CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings
   
   CRD 2.6 Assign appropriate patient care activities to DTRs as appropriate

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
(Tip: In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.)

CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
CRD 2.8 Apply leadership skills to achieve desired outcomes
CRD 2.9 Participate in professional and community organizations.
CRD 2.10 Establish collaborative relationships with other healthcare professionals and support personnel to deliver effective nutrition services

(Tip: Other health care professionals include physicians, nurses, pharmacists etc.)

CDR 2.11 Demonstrate professional attributes within various organizational cultures (Top: Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk-taking, critical thinking, flexibility, time management, work prioritization and/or work ethic.)

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CRD 2.13 Demonstrate negotiation skills

(Tip: Demonstrating negotiation skills includes showing assertiveness when needed, while respecting the life experiences, cultural diversity and educational background of the other parties.)

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations. Upon completion of the DI, graduates are able to:

CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
   a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
   b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
   c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
   d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
   e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

CRD 3.2 Develop and demonstrate effective communications skills for clinical and customer services in a variety of formats.
   (Tip: Formats include oral, print, visual, electronic, and mass media methods for maximizing client education, employee training and marketing.)

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
   (Tip: Students/interns should consider health messages and interventions that integrate the consumer’s desire for taste, convenience and economy with the need for nutrition and food safety.)

CDR 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends
CRD 3.5 Coordinate procurement, production, distribution and service of goods and services
(Tip: Students/interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)
CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations. Upon completion of the DI, graduates are able to:
CRD 4.1 Participate in management of human resources
CRD 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives
CRD 4.4 Conduct clinical and customer service quality management activities
CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data
CRD 4.6 Analyze quality, financial or productivity data and develops a plan for intervention
CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce wasted and protect the environment
CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
CRD 4.9 Analyze financial data to assess utilization of resources
CRD 4.10 Develop a plan to provide a product, program or service that includes a budget, staffing needs, equipment and supplies
CRD 4.11 Code and bill for dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

Additional competencies for the Health Promotion Disease Prevention emphasis area are:
Additional competencies for the Health Promotion Disease Prevention emphasis area are:
1. Use effective communication and counseling skills in individual and/or group settings to facilitate positive behavior change.
2. Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
3. Deliver respectful, evidenced-based answers to consumer questions concerning emerging health trends.
Code of Ethics for the Profession of Dietetics

PREAMBLE
The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:
(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA. All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES
Fundamental Principles
1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public
3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.
   a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
   b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating

7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
   a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
   b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
   c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

**Responsibilities to Clients**

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client’s right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).
Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.
   b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:

a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.

b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program,
provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner’s professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner’s ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professional

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
MS in Nutrition Sciences, Clinical Track - Dietetic Internship Course Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTR 621</td>
<td>Statistical Methods in Nutrition Sciences I</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>NTR 604</td>
<td>Principles &amp; Practice of Nutrition Support</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>NTR 690</td>
<td>Seminar</td>
<td>2</td>
<td>Fall</td>
</tr>
<tr>
<td>NTR 637</td>
<td>Applied Research in Nutrition Sciences</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>NTR 601</td>
<td>Advanced Medical Nutrition</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>NTR 618</td>
<td>Nutritional Biochemistry</td>
<td>6</td>
<td>Summer</td>
</tr>
<tr>
<td>NTR 611</td>
<td>Advanced Food System and Resource Management</td>
<td>3</td>
<td>Summer 10-week</td>
</tr>
<tr>
<td>NTR 589</td>
<td>Internship Practicum (3)</td>
<td>24</td>
<td>Fall. Spring. Summer</td>
</tr>
<tr>
<td>NTR 500</td>
<td>Communications in Nutrition</td>
<td>1</td>
<td>Summer B</td>
</tr>
<tr>
<td>Total (Clinical Track)</td>
<td></td>
<td>48</td>
<td></td>
</tr>
</tbody>
</table>

**Course Schedule**

Class day for Birmingham On Campus and Birmingham Off Campus interns is scheduled for Mondays from 8:30 am – 4:30 pm each week – please review the respective CANVAS syllabi carefully to determine when you must be on-campus for class. Classes may be held on Monday in December even though the graduate classes have ended. These days will be used for field trips, meetings, or projects.

Online classes for all students will be delivered primarily via CANVAS. Other classes may be scheduled in your area as needed. There are times you will be required to meet in other cities (usually Birmingham) for special classes and/or seminars.

**Monday Course/Internship Meetings**

One Monday a month, interns will be required to either meet on UAB Campus (Birmingham interns) or join via GoToTraining/Skype. These meetings will be for simulation training and review sessions. Every few months, interns from Huntsville, Montgomery, and Mobile will be required to join Birmingham interns for Monday Meetings.

**Scheduling of Rotations**

The rotation schedule is developed by the Internship Director. Your work hours and days will depend upon the work schedule of the preceptor with whom you are assigned. Rotations are usually scheduled Tuesday- Friday but may vary based upon the preceptor’s schedule. Work hours vary from 4:30 a.m. to 8:00 p.m., depending upon the rotation. You may occasionally work weekends during the year. Whenever you work a weekend you will be scheduled 2 days off to compensate, but not on a class day.
Although you are scheduled to work for eight hours, work demands may require you to report early or stay late to complete all tasks. As a professional, you must be willing to put the needs of the patient and employer before your own needs.

**Professional Meetings/Conferences**
Interns are **required** to attend professional meetings and conferences held within and outside UAB. Students are expected to attend meetings of the local District Dietetic Association if they exist (Birmingham, Mobile, Montgomery), the Alabama Dietetic Association Annual Meeting, and the UAB Intensive Course in Pediatrics. Other meetings may be scheduled during specific rotations. Students are responsible for transportation, lodging and/or fees. Interns may attend the Academy of Nutrition and Dietetics national meeting with permission from the Dietetic Internship Director. Requests to attend seminars/meetings which are not required learning activities may be submitted to the Internship Director. Each request will be considered individually in conjunction with the preceptor. Consideration will be given to educational benefit and time availability. Transportation and expenses will be the responsibility of the intern.

**Case Study/Review Article Presentations**
Each intern will be responsible for presenting at least two Case Study/Review Article Presentations during the program. Two of the presentations should be on patients students see during their clinical rotations and will be presented during specified meeting times. Birmingham interns will be required to present one additional Case Study/Review Article at the completion of their pediatric rotation. Details are provided on CANVAS.

**Volunteer Hours**
During the program, interns are required to participate in at least 16 clock hours of community service in addition to the scheduled supervised practice hours. Completion of community service hours is required for the successful completion of the internship. Evidence of community service must be provided on E*Value with your preceptors name and contact information listed.

Community Service Suggestions:
- Participation in health fairs
- Participation in career fairs
- School Wellness Programs
- Participation in the nutrition related community events such as the District Dietetic Association activities, Public Health programs etc.

**Employment**
The Internship Director discourages interns working part-time jobs while enrolled in the UAB Dietetic Internship. This particular program is accelerated and demands a lot of the intern’s time and energy.

**Cell Phone Use**
Cell phones or other personal electronic devices (iPads etc.) may not be used during class times or during supervised practice rotations (do not use cell phones as calculators). Interns may use cell phones during lunch or breaks. Cell phones must be placed in “silent” mode during classes and rotations.
Attendance
Class and supervised practice rotation attendance is mandatory. If you are unable to attend class or rotation, you must email or call Internship Directors AND the course instructor/preceptor. Missed assignments must be completed. Excessive absences (greater than 2 per semester) without proper excuse will result in disciplinary action by the Internship Director.

Tardiness
Interns are expected to report promptly to their assigned duty area and/or class and to remain there as scheduled. If an intern will be late arriving, a call should be made to the preceptor or course master as soon as possible. Habitual tardiness, (more than 3 times per semester) will result in disciplinary action by the Internship Director.

Breaks and Lunch
Work schedule permitting, breaks are allowed. Interns should be aware that taking a break or a short rest period depends upon the department involved and whether or not normal work can be continued while the intern takes a break. Permission should be obtained from the supervising preceptor or manager before leaving the duty station. Cost of meals and breaks are the responsibility of the intern.

Sick Days
Sick time benefits are provided by the program for the protection of the intern in time of illness. The intern must notify by phone or email BOTH the Internship Directors and the supervising preceptor of illness as early as possible in advance of their scheduled time of duty. They should describe the nature of the illness and the expected time of return to the rotation. Interns are required to give eight hours’ notice when possible. If eight hours’ notice is not possible; a minimum of two hours’ notice should be given. Interns shall be eligible for three days of sick leave during the internship; additional sick days require a physician statement and if objectives are not completed, these days will be made up during breaks or at the end of the internship.

Personal Days
Each intern will be provided two days of personal leave during the internship. Personal leave must be requested via email and approved by the Internship Director a minimum of one week (if possible) in advance of the requested day off. The intern will be responsible for completing all objectives in the rotation affected. Personal days may NOT be used during specialization period unless prior approval is requested and granted by the Internship Director.

Bereavement Absences
Interns may be given up to three days leave of absence to attend funerals for members of their immediate families (parents, husband, wife, children, brothers, sisters, brother-in-law, sister-in-law, sons-in-law, or daughters-in-law). To be eligible for bereavement leave, the interns should notify the Internship Director immediately.
Emergency Absences
Extended leaves of absence may be granted for serious medical conditions which prevent the intern from completing supervised practice rotations. The intern must submit a written request to the Internship Director and provide written certification from a licensed MD to justify the time off. Sick leave granted for serious illness or injury to a member of the intern’s immediate family will be restricted to a maximum of three days. The same procedures and definitions of immediate family outlined in bereavement absences apply to emergency absences. Any requests for absences from duty should be requested in writing for approval of the Internship Director. If approved, any missed work must be made up.

Time Lost Due to Bad Weather or Other Emergencies
Occasionally the area experiences bad weather with snow and ice on the roads making it difficult to get to work. Health care is different from many organizations, having many departments operating on an around-the-clock, seven days per week schedule. These essential services cannot be suspended, and as a result the University’s policy toward bad weather must reflect the different nature of our work and the diversity of the various departments.

Interns assigned to patient care areas in hospitals, which must remain open, are expected to make every effort to get to the assigned duty area. Be prepared to stay overnight, if necessary. Interns assigned to areas outside the hospitals, which do not open during extremely bad weather, should call the preceptor to whom they are assigned for special instructions and/or assignments.

Patient Information Confidentiality Policy
Patient and employee information is considered confidential. This applies to documented and undocumented information. Failure to maintain confidentiality of patient information is grounds for dismissal from the program. DO NOT discuss patients or their cases with anyone except as necessary to provide patient care. DO NOT discuss patient cases on the elevator, cafeteria, halls, or other public places. DO NOT post any patient information or photos on social media.

Student Records
Your records are maintained by the Internship Director in a confidential manner. Access to your records is limited to the Internship Director, yourself, program faculty, and other authorized persons. Your access to your own records is provided on a ‘need to know’ basis. If necessary to review your records, you should contact the Internship Director who will be present during your review. You have access to your application, performance appraisals, attendance records and notices of commendation/discipline. You do not have access to letters of recommendation.

Parking
Students are expected to park in designated areas. When parking at affiliation sites, you must obey the facilities’ parking regulations. The preceptor at each facility will provide you with parking information.

Transportation

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
You are expected to provide your own transportation to and from internship rotations. You are responsible for liability for safety in travel to or from assigned areas. You are to follow the parking guidelines at each facility.

**Counseling**
Interns who need assistance with assignments or who have difficulty resolving problems which might arise in their supervised practice areas should contact the supervising preceptor to whom he or she is assigned. The preceptor will make a sincere effort to deal with each student and each situation fairly. In the event that a student has a grievance with a preceptor which cannot be satisfactorily resolved with the preceptor, the Internship Director should be consulted. If a student has a grievance with the Internship Director which cannot be satisfactorily resolved, the student should contact Dr. Jose Fernandez, Vice Chair of Education, Department of Nutrition Sciences.

**UAB Needle Stick Policy**
All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source individual. Therefore, all students must follow Occupational Safety and Health Administration (OSHA) Guidelines for universal precautions in order to prevent contact with blood or other potentially infectious materials in both classroom settings and clinical rotation sites. This includes the use of gloves, eyewear, and protective clothing, as well as the proper care of sharp objects and other precautionary measures.

1. **In the case of any needle stick injury or accidental blood/body fluid exposure:**
   a. Remove and dispose of all contaminated personal protective equipment. Wash the exposed area thoroughly with soap and running water. Use an antibacterial soap if possible. If blood is splashed in the eye or on a mucous membrane, flush the affected area with running water for 15 minutes.
   b. Report any and all exposures to the preceptor or the immediate clinical supervisor.
   c. Students should obtain a hospital incident report and have the preceptor or the immediate clinical supervisor outline the following details:
      i. The type of exposure (blood or other body fluid / subcutaneous or mucous membrane)
      ii. The Hepatitis and HIV status of the patient (If a patient's serological status is unknown the student or clinical supervisor should contact the patient's attending physician and request that the physician obtain a specimen for serologic testing). The needle stick policy and OSHA guidelines will be discussed during the Dietetic Internship Orientation at the beginning of the program.

2. **Students doing clinical rotations at UAB**
   a. Contact UAB Employee Health (205 934-3675) during regular daytime working hours or the Rapid Response Needle-stick Team (205 934-3675).
   b. If after hours, students will be instructed where to report for evaluation and treatment.

3. **Students doing clinical rotations in Birmingham but away from UAB.**

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
a. If the institution refuses to provide care free of charge to the student for a needle stick injury, contact UAB Student Health (205 934-3580) or UAB Employee Health for advice about where to go for evaluation and treatment.

b. After hours, the student should contact the UAB Rapid Response Needle-stick team (205 934-3675) for advice about where to go for evaluation and treatment.

4. Students doing clinical rotations outside of Birmingham
   a. Students should contact the UAB Student Health Service during regular business hours or, if after hours, call the Rapid response Needle-stick team (205 934-3675) for advice on where to be evaluated.
   b. If travel to Birmingham is not practical, the student will be advised to seek care at the local emergency department if the host facility will not provide evaluation through their own employee health service.

5. All students should contact the Dietetic Internship Director or Assistant Director regarding the injury as soon as time permits.

6. Students will need to submit a copy of the incident report and emergency department visit to the UAB Employee Health Service for documentation within a week of the injury or exposure. Documentation must be mailed or hand-delivered, faxes will not be accepted due to guidelines governing patient confidentiality.

Graduation Requirements
An intern must be evaluated as “Satisfactory” or above in all clinical experiences provided by the Internship Program. There must be successful completion of all learning activities for rotation experience. Students are required to receive an overall score of 3/4 (satisfactory) in each rotation to successfully complete the internship. Students not receiving an overall score of 3/4 will meet with the Internship Directors to develop a plan for improvement and may be required to repeat the rotation. The repeat rotation will be scheduled after consultation with the Internship Director and the Preceptor. Failure to achieve a satisfactory evaluation for the repeat rotation will result in the student being placed on probation and disciplinary action as discussed previously.

In addition to maintaining scores of “satisfactory” or better for supervised practice rotations, students must maintain an overall B average (3.0/4.0) in the graduate courses to remain in the program. Students who receive a grade of C in a class are placed on probation and counseled about the consequences of not maintaining the GPA necessary for program completion. Disciplinary action as discussed previously will be implemented. Upon completion of the MS degree and successful completion of the internship practicum, the intern is eligible to become a registered dietitian by successfully completing the national registration examination.

Verification Statement Guidelines
Verification Statements are signed by the Internship Director after the intern has achieved “Satisfactory” or above for each scheduled internship rotation and completed and maintained a B average in the graduate courses. All fees must be cleared with the University before receiving the

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
Verification Statement. Verification Statements will be handed out at the completion of the program. Interns performing at a lesser standard will be given an opportunity for additional experience and/or be dismissed from the Internship program as previously discussed.

**Grounds for Dismissal**
If at any time the conduct of an intern is judged to unfavorably affect the morale of other participants in the program, to result in an unsatisfactory level of performance, or if the health status of an intern is a detriment to the intern’s successful completion of the internship, a conference shall be held between the Internship Director and appropriate representatives to determine remedial action. Progressive Discipline procedures will be followed.

A minimum grade of B must be earned in all course work. A grade of less than a B (minimum 80/100) in any internship course will result in the intern being placed on probation. Earning less than a B average twice will result in dismissal from the program. During the program year, if an intern’s academic progress does not meet program expectations, standards, or policies, a conference will be held with all parties concerned. Following this conference, the Internship Director will meet with the intern to discuss the plan for improvement and the time frame in which improvement must be shown. One copy of the discussion shall be given to the intern and one copy will be kept as a portion of the permanent file. The procedures for disciplinary action will be followed.

An intern will also be dismissed from the internship program if at any time it is determined that entry into the program was gained by submitting false information. An intern who commits an act of academic misconduct will be dismissed from the program. An intern who fails to maintain confidentiality of patient information will be dismissed from the program.

**Disciplinary Action**
Regulations and procedures are necessary for the orderly progression of the internship. Depending on the gravity of the situation, whenever possible; a progressive discipline process will be used as follows:

1. Oral Warning: This may be given for substandard performance, poor attendance, and other types of offenses that occur for the first time. The time frame for immediate correction will be determined by the Internship Director and the student.
2. Written Warning with Imposed Probation: The written warning is given for substandard performance, poor attendance, and other types of offenses that occur for the second time. The time frame for immediate correction will be determined by the Internship Director and the student.
3. Program Dismissal: If any of the above is not addressed and corrected in the appropriate time frame, dismissal from the program will occur.
Accreditation Statements
The University of Alabama at Birmingham Dietetic Internship is currently granted accreditation by The Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995, (800) 877-1600, Ext. 5400, www.eatright.org.

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE COMMISSION ON ACCREDITATION FOR DIETETICS EDUCATION

The Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics (ACEND) of The American Dietetic Association has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited or approved program to ACEND. However, ACEND will 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 or students. It will act 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. Anonymous complaints will not be considered.

A copy of the accreditation standards and/or the Commission’s policy and procedure for submission of complaints may be obtained by contacting the education staff at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 or by calling 1-800-877-1600 extension 4872.

The graduate level courses included in the dietetic internship are accredited from SACSCOC.

The University of Alabama at Birmingham is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Alabama at Birmingham.

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
**INTERNSHIP PROGRAM**

**CALENDAR OF EVENTS/HOLIDAYS**

*Breaks differ from Academic Calendar*

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 22 – 26, 2016</td>
<td>Dietetic Internship Orientation</td>
</tr>
<tr>
<td>August 30, 2016 – July 28, 2017</td>
<td>Core Rotations</td>
</tr>
<tr>
<td>November 21 – 25, 2016</td>
<td>Fall Break/Thanksgiving</td>
</tr>
<tr>
<td>December 19 – 30, 2016</td>
<td>Winter Break <em>(rotations start back 1 week prior to courses)</em></td>
</tr>
<tr>
<td>February 22 – 24, 2017</td>
<td>Pediatric Intensive Course</td>
</tr>
<tr>
<td>March 1 – 3, 2017</td>
<td>Alabama Dietetic Association Annual Meeting</td>
</tr>
<tr>
<td>March 13 – 17, 2017</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 1 – 5, 2017</td>
<td>Summer Break 1</td>
</tr>
<tr>
<td>June 19 – 23, 2017</td>
<td>Summer Break 2</td>
</tr>
<tr>
<td>July 4, 2017</td>
<td>Independence Day</td>
</tr>
<tr>
<td>TBA</td>
<td>Final evaluations/Exit Interview</td>
</tr>
<tr>
<td>TBA</td>
<td>Certificate Ceremony</td>
</tr>
</tbody>
</table>

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
Instructions for Supervised Practice Rotations

Intern rotation schedules will be posted on E*Value/Medhub (www.medhub.com). This schedule will outline all rotations for the entire duration of the internship. Each intern is responsible for following his/her own rotation schedule. The Program Director will notify the intern if his/her schedule has been changed.

PRIOR to each rotation:

1. One week prior to beginning a new rotation, contact the preceptor of that rotation.

2. Introduce yourself and tell the preceptor that you will be the intern assigned to them on ________ (provide correct date).

3. Ask the preceptor:
   a. What time you should report for the rotation?
   b. Where you should meet them?
   c. Where should you park your car?
   d. Any other special information or requirements? (Specific modules to read, other materials to review prior to rotation, should you bring a lunch, what is the dress code?)

4. Locate the rotation objectives on the NTR 589 CANVAS page.

DURING each rotation:

1. Objectives for each rotation will be available on the NTR 589 CANVAS page. Rotation objectives should be brought to each rotation and reviewed with the preceptor during orientation.

2. Interns are required to keep track of their time worked during each rotation on E*Value/Medhub. Preceptors will sign off on every hour worked during their rotation. It is up to the preceptor whether to count your lunch break in the total hours worked.

AT THE END of each rotation:

1. On the last Thursday of each rotation, you and your preceptors will receive an email notifying you of an evaluation through E*Value/Medhub. We encourage the preceptors to sit down with each intern on the final day of their rotation and complete the preceptor evaluation of the intern. Each evaluation will be available for viewing on your E*Value/Medhub account.
   a. Two overall ratings of “Needs Improvement” (a rating of 2 out of 4) on the Supervised Practice Objectives will result in a conference being held with all parties concerned. Following this conference, the Internship Director will meet with the intern to discuss the plan for improvement and the time frame in which improvement must be shown. The intern can repeat a rotation only one time to achieve competency. No more than two rotations may be repeated within the year. Disciplinary Action procedures will be followed. Refer to the Dietetic Internship Policy and Procedure Manual for these procedures.

2. All interns will be required to complete an evaluation on their preceptor which will be shared with that preceptor. These evaluations will remain as anonymous as possible. If an issue comes up that needs immediate attention, please contact your Internship Director.

"All rights reserved. Copyright 2016, University of Alabama Board of Trustees."
UAB Dietetic Internship Dress Code

Purpose: To set forth dress standards that will present a professional image.

Philosophy: It is our belief that the dress/appearance promotes a positive, professional image that projects a caring atmosphere to the clients/patients.

1. Students will be expected to follow the UAB Dietetic Internship Dress Code for all rotations, graduate courses, and meetings/conferences.

2. All students are expected to maintain standards of neatness, cleanliness, grooming, and professional dress. Inappropriate clothing is defined as: evening wear, sheer fabrics, low necklines, sundresses, halter dresses, spaghetti straps, jeans, jean type pants, cargo pants, tank tops, t-shirts, tube tops, midriff tops, shorts, miniskirts, athletic wear, leggings, sweatpants/sweatshirts.

3. Clothes will be clean, wrinkle-free and loose fitting to allow for freedom of movement. Shirttails must be tucked in pants for men.

4. White lab coats are required and should be worn over professional clothes during clinical rotations. Lab coats should be clean and wrinkle-free at all times. Specific rotations may allow the intern to wear scrubs. Please check with your preceptor prior to rotation to determine if there is a specific scrub type and color.

5. Dresses/skirts cannot exceed two inches above the knee in length.

6. Patterned, appliquéd or seamed hosiery is not acceptable. Socks are required for men.

7. Clothing with slogans, advertisement, or logos will not be worn unless authorized by the facility management.

8. Identification is to be worn at all times during rotations at collar/shoulder level. The name and picture will be visible.

9. Shoes must be clean and in good repair. Shoes should be a comfortable height, appropriate for the work environment and consistent with professional attire. No tennis shoes or sandals without heel straps (flip flops) are allowed.

10. Sunglasses (or other tinted, non-prescription glasses) shall not be worn inside the facilities.

11. Caps or hats are not acceptable. Hair restraints which completely cover the hair must be worn in the food production or serving areas. Beards and mustaches must be kept closely trimmed.

12. Jewelry will be conservative. No facial jewelry permitted (except earrings). Body piercing other than the earlobe is not acceptable business dress. Jewelry shall be limited to:
   a. Anklet: not permitted
   b. Rings: No more than 2 per hand (not to extend above the knuckle).
   c. Earrings: No more than 2 pair may be worn. Earrings will be no larger than two inches in diameter or length.

13. Nails will be neat and clean; no longer than one-half inch from the end of the finger. Acrylic nails are not acceptable. (No nail polish is to be worn in food production areas.)

14. Hair will be neat and clean and kept in a style that does not require constant stroking or pushing back from your face. Bandannas, headbands, flowers, or any extreme adornment are not acceptable.

15. A minimum amount of perfume, cologne or other scented products may be worn outside the patient care area. Certain patient care areas may prohibit any perfume or scented products.

16. Makeup will be in accordance with rules of good grooming for business hours.

17. Gum chewing is not allowed during production rotations, and during any patient interactions.
Department of Nutrition Sciences Awards

During the program, interns will be assessed by their preceptors on the following award criteria. During the internship certificate ceremony, two interns will be presented with the following awards.

**Outstanding Dietetic Intern**
Criteria for selection of the Outstanding Dietetic Intern:

1. The outstanding intern will demonstrate the ability to work well with the immediate supervisor, peers, employees and other staff members in the hospital.
2. The individual demonstrates enthusiasm in performing the responsibilities in his/her assigned areas.
3. The individual demonstrates ability and willingness in making decision and directing employees.
4. The individual demonstrates cooperative attitude in accepting assigned tasks.
5. The individual demonstrates keen interest and initiative in making suggestions for improvements in each area assigned.
6. The individual demonstrates the ability to use the knowledge and theory acquired in dietetics in solving everyday problems and the application of that knowledge in clinical and practical setting.

**Elizabeth Neige Todhunter Award**
Criteria for selecting Elizabeth Neige Todhunter Awardees:

1. Intern has demonstrated outstanding ability, interest and potential in education.
   a. Intern has shown interest in continuing his/her own education and in keeping up with current advancements of his/her profession.
   b. Intern has demonstrated skill in the education of employees, using his/her initiative and imagination to teach in order that employees may function more efficiently.
   c. Intern has demonstrated skill in educating patients to accept and live with dietary restrictions as well as to become familiar with the principles of good nutrition.
   d. Intern has shown interest in making the public and other professional people aware of the dietitian’s role as a member of the health team.
2. Intern has shown outstanding interest in research.
   a. Intern has shown interest in keeping abreast of research in the field of nutrition and possesses an inquiring hand, contributing as he/she is able.
   b. Intern has applied the principles of research to the solution of everyday problems.
3. Intern has shown outstanding interest in, and knowledge of, nutrition.
   a. Intern is an example of good nutrition.
   b. Intern is knowledgeable in the principles of normal and therapeutic nutrition and possesses skill in the application of these principles.
### Technical Standards for the UAB Dietetic Internship

Core performance standards for UAB DI Admission and Progression

#### Didactic Core Standards

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Develop nutrition care plans</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals and groups from diverse backgrounds</td>
<td>Establishes rapport with colleagues, works effectively in groups on course activities</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities (hearing, speaking, reading and writing) sufficient to interact with others in verbal and written form</td>
<td>Able to complete written assignments, participate in classroom discussion/activities; complete group projects. Focuses in class without causing or creating disruption interruptions</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move location to location</td>
<td>Attends class, able to sit during class period and take notes</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to complete classroom assignments</td>
<td>Able to access and use a computer</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills sufficient to hear class presentations and participate in classroom activities</td>
<td>Able to participate in class lectures/discussions</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to attend class and participate in classroom activities</td>
<td>Observes colleagues/faculty responses; audio visual aids in class</td>
</tr>
<tr>
<td>Tactile</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Practicum Core Standards

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Some Examples of Necessary Activities (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability sufficient for clinical judgment</td>
<td>Must have ability to complete all ACEND objectives and planned experiences – examples include: Identify causal/effect relationships, develop nutrition care plans,</td>
</tr>
<tr>
<td>Category</td>
<td>Ability</td>
<td>Requirement</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities</td>
<td>Establishes rapport with patients, clients and colleagues</td>
</tr>
<tr>
<td></td>
<td>sufficient to interact with individuals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and groups from diverse backgrounds</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities</td>
<td>Explain diet plans, initiate health teaching. Able to document and</td>
</tr>
<tr>
<td></td>
<td>(hearing, speaking, reading and writing)</td>
<td>interpret lab values, patient responses and communicate nutrition care</td>
</tr>
<tr>
<td></td>
<td>sufficient to interact with others</td>
<td>plans</td>
</tr>
<tr>
<td></td>
<td>in verbal and written form</td>
<td></td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities</td>
<td>Must have transportation/ability to get to various facilities throughout</td>
</tr>
<tr>
<td></td>
<td>sufficient to move location</td>
<td>the city and county. Must have ability to complete clinical practicum in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a variety of settings and facilities. This may involve prolonged standing,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>walking, and moving/lifting equipment, patient charts, etc.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities</td>
<td>Ability to handle heavy lifting, multiple types of equipment, refrigeration</td>
</tr>
<tr>
<td></td>
<td>sufficient to complete hospital and clinic</td>
<td>and heat in foodservice rotations. Ability to operate multiple forms of</td>
</tr>
<tr>
<td></td>
<td>assignments</td>
<td>computers and software</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory skills</td>
<td>Ability to interact in small and large group classes</td>
</tr>
<tr>
<td></td>
<td>sufficient to hear class presentations and</td>
<td>Ability to interact in numerous formats including classroom, medical rounds,</td>
</tr>
<tr>
<td></td>
<td>participate in clinical and community</td>
<td>clinical cases etc.</td>
</tr>
<tr>
<td></td>
<td>assignments</td>
<td></td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability</td>
<td>Ability to fully participate in occasions including but not limited to</td>
</tr>
<tr>
<td></td>
<td>including but not limited to accessing</td>
<td>patient assessment, classroom and community service events</td>
</tr>
<tr>
<td></td>
<td>patients, participating in classroom and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>community activities</td>
<td></td>
</tr>
<tr>
<td>Tactile</td>
<td>Physical ability</td>
<td>Complete measurements, hair pluck ability, assess for edema, evaluate skin</td>
</tr>
<tr>
<td></td>
<td>sufficient to perform nutrition-focused</td>
<td></td>
</tr>
<tr>
<td></td>
<td>physical examination.</td>
<td></td>
</tr>
</tbody>
</table>