

PREMIER HEALTH

DIETETIC INTERN

MANUAL

2025-2026

Table of Contents

Introduction4

Internship Philosophy.....4
Internship Mission.....4
Goals and Objectives.....5
Ethics.....5
Accreditation.....10

Onboarding10

Admission Requirements10
Drug Test/Background Check.....10
Personal File and Information.....10
Intern Offices / Status11
Badges.....11

Benefits11

Program.....11
Library.....12

Scheduled Time.....12

Schedule.....12
Attendance.....12
Records.....14
Leaving Assigned Area.....14
Holidays/Vacation.....14
Funeral Leave.....14
Leave of Absence.....15

Learning Assessment.....15

Prior Learning Policy.....15
Educational Purpose of Supervised Practice.....15
Preceptor Selection and Responsibilities.....16
Assignments, Classes, Conferences.....17
Rotation Selection.....17
Co-signing Medical Record Entries.....17
Supervised Practice Evaluations and Performance Monitoring.....18
Retention and Remediation.....19
Probation and Discharge.....19

Professionalism.....21

Image.....	21
Liability Insurance.....	24
Activities.....	24

Program Completion.....24

Internship Requirements.....	24
Verification Statement.....	24
Routing Out.....	25
RDN Exam Testing Resources.....	25

Complaints.....25

Interns.....	25
Preceptors.....	25

Health.....26

Smoking.....	26
Fitness for Duty.....	27
Counseling and Other Support Services.....	27
Illness.....	27
Injury.....	27
Emergency.....	28

Transportation.....28

Transportation Policy and Liability.....	28
Parking.....	28

Finances.....28

Fees without refund.....	28
Financial Aid.....	28
Employment Opportunities.....	29

Institutional Policies.....29

Equal Opportunity.....	29
Sexual Harassment.....	29
Confidentiality/HIPPA.....	29
Social Networking and Cell Phone Use.....	30
Plagiarism.....	31
Emergency.....	32

DIETETIC INTERN MANUAL 2021-2022 ATTESTATION34

Introduction

Philosophy

The Dietetic Internship Program at Premier Health is committed to preparing dietetic interns for entry-level dietetic practice as a Registered Dietitian Nutritionist. Interns are guided to embrace evidenced based current knowledge/practice trends and lifelong learning. Educational opportunities enable graduates to perform according to the core competencies for dietitians as outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

The Premier Health (PH) Dietetic Internship provides experience in clinical nutrition, community nutrition, and foodservice systems management. These experiences promote integration and application of knowledge and skill required to compete successfully in a rapidly changing environment. Premier Health and the Dietetic Internship are committed to fostering a diverse environment in which every person is valued and respected, differences are welcomed and recognized as assets, and interns are encouraged to voice their ideas and are empowered to make decisions.

The department and network have a nearly 100 year history of student development. Providing academic and research distinction as well as workforce development is part of the Premier Health strategic plan. The dietetic internship at Premier Health provides a learning environment staffed with competent preceptor professionals and management staff. A tradition of clinical and technological excellence with a dedication to providing high quality, cost competitive health care guides the network in an atmosphere of respect, integrity, authenticity, and compassion. This is combined with master's classes through the University of Dayton (UD), which provide didactic support of practice principles as well as case study simulation. Both programs partner to optimize intern learning and application through a modified competency-based education.

Mission

The Premier Health Dietetic Internship Program is dedicated to providing quality experiential education which prepares the dietetic intern to be a competent entry-level Registered Dietitian in diverse settings in an evolving profession. This program integrates concurrently with the University of Dayton Master's in Nutrition and Dietetics Program.

This mission statement is congruent with the Premier Health mission statement: We Care. We teach. We innovate. We serve.

Goals and Objectives

Goal 1: Graduates will become professional, competent, entry-level Registered Dietitians.

<u>Objectives</u>	<u>Data Assessed/Timeframe</u>
The program's one-year pass rate (graduates who pass the registration exam within 1 year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.	Commission on Dietetic Registration data- Review Annually
At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.	Commission on Dietetic Registration data- Review Annually
At least 80% of program interns complete the program/degree requirements within 26 months (150% of the planned completion time)	Program Completion Rate Review Annually
When surveyed, 14 – 15 months following program completion, graduates rate preparation for a position in dietetics with an average score of 4 or higher on a 5 point scale.	Graduate Surveys Review Annually
When surveyed, 14 – 15 months following program completion, employers rate the preparation of graduates for a position in dietetics with an average score of 4 or higher on a 5 point scale.	Employer Surveys Review Annually
Of graduates who seek employment, at least 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.	Graduate Surveys Review annually

Goal 2: The program will offer interns a variety of experiences to prepare graduates for the diverse opportunities in the field of dietetics.

<u>Objectives</u>	<u>Data Assessed/Timeframe</u>
Interns at graduation will rate the variety of rotations and experiences in the program with an average score of 4 or higher on a 5 point scale.	End of Internship Evaluation Review annually
When surveyed, 14 – 15 months following program completion, 85% of graduates will agree that the variety of experiences prepared them to work in their chosen field.	Graduate Surveys Review annually

Code of Ethics

Code of Ethics for the Nutrition and Dietetics Profession - Effective Date: June 1, 2018, EATRIGHT

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
 - h. Practice within the limits of their scope and collaborate with the inter-professional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy). Nutrition and dietetics practitioners shall:
 - a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
 - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
 - c. Maintain and appropriately use credentials.
 - d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
 - e. Provide accurate and truthful information in all communications.
 - f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.

g. Document, code and bill to most accurately reflect the character and extent of delivered services.

h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.

i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence). Nutrition and dietetics practitioners shall:

a. Participate in and contribute to decisions that affect the well-being of patients/clients.

b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

c. Demonstrate respect, constructive dialogue, civility, and professionalism in all communications, including social media.

d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging, or unfair statements or claims.

e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

f. Refrain from verbal/physical/emotional/sexual harassment.

g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

h. Communicate at an appropriate level to promote health literacy.

i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice).

Nutrition and dietetics practitioners shall:

a. Collaborate with others to reduce health disparities and protect human rights.

b. Promote fairness and objectivity with fair and equitable treatment.

c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.

d. Promote the unique role of nutrition and dietetics practitioners.

e. Engage in service that benefits the community and to enhance the public's trust in the profession.

f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision making specific to personal health or practice. (1)

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk. (1)

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis. (2)

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.(2)

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service. (3)

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a

diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential, and philosophical characteristics of the public it serves. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.” (4)

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups, and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge, and skills of experts. (2)

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm. (1)

Premier Health Code of Conduct Summary

1. Our Values in Action – We value respect, integrity, compassion, and excellence in the work place and putting these values into action depends on every member of our organization.
2. Obligations of Our Board Members - Premier Health Board members have fiduciary obligations to ensure that the mission of Premier is honored and that corporate resources are used wisely in support of that purpose. Board members are guardians of the trust, serving on behalf of the community, regardless of personal interests.
3. Compliance with Laws, Rules, Regulations and our own Policies – We are committed to full compliance with all federal, state, and local laws and regulations. We will immediately and directly report any actual or perceived violation of this Code of Conduct in accordance with our reporting policy. We will also comply with our own policies, standards, and procedures. This includes those that apply System-wide, those that are specific to an affiliate, and those that apply within a department.
4. Relationships with Patients – We are expected to know and understand the rights of the individuals we serve, and to provide care in a manner that recognizes and preserves the individual’s right to treatment with dignity and respect. We will provide treatment to all individuals who have an emergency medical condition, and we will not delay emergency treatment in order to inquire about the individual’s method of payment. Our patients will be informed of their right to make advance directives relating to healthcare and have them followed, within the limits of the law.
5. Relationships with Customers, Suppliers and Third Party Payers - We are committed to providing services that meet established quality standards and our contractual obligations. When we disclose information to the public it must be current, accurate and complete. We will refrain from engaging in illegal practices that might restrict competition, such as discussion of pricing with competitors. We will not offer or pay anything of value to induce someone to refer a patient or use Premier Health services. We are committed to ensuring that claims for reimbursement are accurate, that patients receive timely bills, and all questions regarding their bills are answered. When we submit time or expense reports or use time clocks, we do so in a complete, accurate and timely manner. We will not misrepresent time worked or the costs incurred by the enterprise.

6. Using the Organization's Resources – We will not contribute or donate Premier Health funds, products, services, use of facilities or other resources to any political cause without prior approval. Charitable contributions received from others must directly benefit Premier Health. We will not accept contributions in exchange for favorable treatment or a commitment to purchase supplies or services. We will not seek to gain an improper business advantage by offering courtesies such as entertainment, meals, transportation or lodging to our business associates. We will not solicit or accept education or research grants that create even the appearance of impropriety. We will not use Premier Health resources for personal reasons.
7. Avoiding Abuses of Trust – We will not accept cash or anything of substantial value from patients, patient family members or business associates of Premier Health. We will avoid outside employment, financial interests, investments or other outside activities that impair our productivity or decision-making while at our Premier Health job. We will not trade in the securities of any company on the basis of nonpublic information acquired through our relationship with Premier Health. We will strictly safeguard all confidential information with which we are entrusted. We will not use, discuss or disclose such information except to serve our patients, carry out our job duties, or as required or allowed by law. This responsibility extends beyond the period of employment.
8. Safeguarding Information - We will safeguard computer access codes from unauthorized use or disclosure. We will protect electronic information by using computers responsibly and in accordance with our appropriate use policies. We will not use, copy or distribute copyrighted information and other intellectual property in violation of applicable laws or contractual obligations.
9. Workplace Conduct and Employment Issues – We will report any incidences of bullying, discrimination, abuse or sexual harassment involving patients, visitors or team members. We are committed to providing job opportunities to team members and applicants without discrimination. We will comply with workplace safety regulations and standards and participate in safety education and training. Team members who are required to do so will maintain and hold their license or certification in a current and active status. We will maintain a drug, tobacco and alcohol-free workplace, and strictly control the distribution and use of prescription drugs and controlled substances.
10. Program Implementation - To oversee our Compliance Program, Premier Health has a Compliance Officer and a Compliance Committee. In addition, Premier Health affiliates have designated compliance personnel to assist with compliance oversight within their affiliate. Every team member has a duty to report issues or concerns they believe may be a violation of this Code of Conduct, federal, state or local laws or internal policies and standards. No adverse action or retribution will be taken against a team member because he/she reports a concern or suspected violation in good faith. A report can be made to any member of the leadership team, the affiliate's compliance personnel, any member of the Compliance Committee, any member of the Compliance Division, the Compliance Officer, or anonymously using the Premier Health Compliance Hotline: 1-888-271-2688 or online at <https://premierhealth.alertline.com>. New team members will attend Compliance training as part of their orientation. Annually, team members will receive additional education on a variety of topics, including the Code of Conduct. Team members will sign or electronically submit a Statement of Understanding of the Code of Conduct upon initial employment and annually thereafter. Internal audits and investigations relating to compliance will be conducted in many areas, including, but not limited to, computer usage, billing and financial reporting. Strict adherence to the Code of Conduct is vital. Violations may result in corrective action ranging from a warning and reprimand, to discharge from employment

Accreditation Status

The Premier Health Dietetic Internship is currently granted continued accreditation by The Academy of Nutrition and Dietetics and the Accreditation Council for Education in Nutrition and Dietetics (ACEND), an accrediting agency recognized by the United States Department of Education. On completion of the program, graduates are eligible to apply for active membership in The Academy for Nutrition and Dietetics and write the registration examination for dietitians. Premier Health prepares interns for entry-level Registered Dietitian Nutritionists positions.

Onboarding

Admission Requirements

Interns accepted into the Premier Health Dietetic Internship will be required to:

- Remit \$2,000 internship fee (\$1,000 nonrefundable upon acceptance into the program in Nov/Dec/Mar + \$1,000 nonrefundable due the following December)
- Provide proof of immunization (showing completed TB, MMR, Hepatitis B, Tdap, Flu and varicella vaccinations, others as indicated). Exemption policy available, but may change rotation options.
- Provide proof of health insurance coverage (health insurance coverage for dietetic interns is not available through Premier Health). Interns must have their own health insurance and provide proof of medical insurance coverage prior to starting and throughout the internship. Interns may use PH services at their own expense.
- Agree to a background check completed by University of Dayton at no cost to interns.
- Complete a drug screen at a facility of hospital's choice (in Dayton, Ohio) at no cost to interns.
- Join The Academy of Nutrition and Dietetics and the Dayton Dietetics Association.
- Complete ServSafe Manager and CITI training as well as review Internship documents.

Drug Test/Background Check

Dietetic Interns will comply with completing criminal background checks (FBI and BCI) through UD at the beginning of the internship program. UD will provide results of PH required background testing. Drug testing will be completed through PH. If abnormal drug testing is determined, additional tests may be required. If either of these provides information which is not compatible with the Medical Board of Ohio dietitian licensure law, the intern will not be allowed to begin the internship.

Personal File and Information

All personal and internship information obtained from the intern will be retained confidentially within password protected electronic files accessible only by the Internship Director and Administrative Assistant. Upon occasion, affiliate education sites require some of this shared information, which is protected by an educational affiliate agreement and discussed with interns. Hard/electronic copy files will be kept for the following:

1. Drug screen, background check, immunization record/health form, application
2. Signed Letter of Agreement between PH and intern
3. Attestation to comply with Dietetic Intern Manual
4. Verification Statement from PH Dietetic Internship with original signature.

Interns are required to notify Dietetic Internship Director of changes to personal information such as name, address, phone number, email address, marital status, etc..

Signed documents and summary evaluations are kept in hard copy in a locked file cabinet within the locked internship director office and to provide back-up copy. Intern files include application materials, agreements, summary evaluations, verification statements, and return of internship equipment. This information is kept in password protected electronic and hard copy files. All interns are permitted access to their own file when requested.

The electronic rotation and evaluation system is intern generated and houses all evaluation records confidentially. Interns have access to all copies of their own evaluations and files at all times. Interns also maintain their personal file drive with all projects and evaluations, which is accessible at any time. All files are confidential.

Intern Offices / Status

Intern offices at Miami Valley Hospital are on 6th floor main east near the service elevators (937-208-2318) and 2nd floor northwest (937-208-4155). A printer is located in the 2nd and 4th floor office. There is a multi-function device located in the Nutrition Services main office on “G” for printing, faxing, scanning, etc.

Dietetic Interns are not considered employees of PH and do not receive a stipend or personnel benefits during the internship. Dietetic Interns are not covered by Workers’ Compensation during the internship nor are they eligible for Family Medical Leave. Dietetic Interns are considered students and must comply with the policies and procedures of the Premier Health Learning Institute. The policies, procedures, and rules applicable to Premier employees also apply to Dietetic Interns. These will be communicated through HealthStream modules and the “GDAHA Student and Instructor Clinical Passport” as well as the “Premier Health Clinical Rotation Orientation” information packet in addition to this Manual.

Badges

Interns are to wear their University of Dayton ID badge at all times while on duty (including affiliations), between the shoulder and waist. The “swiping” badge permits access to the PH buildings and grounds, and functions restricted to hospital personnel. It must be shown upon request. Swiping badges must be returned upon completion of the program. A fee will be charged to replace a badge.

Benefits

Program

Dietetic Interns will receive the following benefits:

- Training in an innovative, 1100 bed, Level I Trauma Center, high acuity, teaching hospital system.
- Supervised practice in Clinical, Foodservice, and Community areas
- Synergistic experiences in some master’s and internship components
- Free parking in a specified lot, general free parking at PH and most affiliates
- Use of the MVH medical library, hospital laptop, intern offices, department resources
- Professional liability insurance through UD
- Background check completed through UD
- Use of the hospital's internet service

Library Services

The Craig Memorial Library is located off the Miami Valley Hospital lobby, serving the needs of students, interns, faculty, employees, patients, public, and medical staff. The library offers a variety of services as well as educational and reference materials in support of professional allied health and administrative activities of the hospital.

Assistance is provided in locating books and journals through the library, as well as searching for information on a specific subject through use of the computer system and indexes to medical, nursing, management, education, and hospital literature. Library services and policies will be reviewed in orientation. Hours: 7:30 – 5:00 Monday – Friday, Closed on weekends and holidays.

PH computers include access to the Premier Health webpage (Healthstream, Departments, etc.), Microsoft Office (Word, PowerPoint, TEAMS, and Excel) as well as Internet access.

Scheduled Time

Schedule

The internship year is divided into 4 blocks: Clinical, Community, Foodservice, and Advanced. The Clinical and Community Blocks are Jan-June; Foodservice and Advanced are July-Dec. The schedule is planned on a 30-35 hour work week and may rarely include weekends, the July 4th holiday, and a variety of shifts (generally 8 hours, but variable between 6am-8pm). Interns are expected to be at their rotation site during scheduled work hours. Notify the Internship Director and preceptor if conflicts are anticipated, see attendance guidelines. Every effort will be made to post rotations 1 mo in advance with specific times and days identified one week in advance. Changes in the intern's schedule may be necessary. Interns should be available to work the schedule planned by the dietitian or manager unless arrangements are made in advance. When involved in staff responsibility experiences, the schedule will be based on area manager's and departmental activities.

Special requests will be honored, if possible and requested in advance. Such requests should be kept to a minimum and should be discussed with the Internship Director initially, then preceptor to maximize learning experiences. Interns may be scheduled to work any day, Monday – Friday and rarely Saturday and any shift based on the area. The intern's schedules are individualized to interests as much as possible.

Attendance

A Dietetic Intern's successful completion of the program is dependent upon attendance and successful participation in internship-related activities. Dietetic Interns are expected to be present and on time for their scheduled shift experiences.

Should an illness, injury or emergency occur and it is necessary to be absent or late for work, it is the **intern's responsibility to notify both the Internship Director and preceptor prior to the beginning of the scheduled shift.** This notification prior to the shift will be excused, unless excessive, which will require documentation from an outside source. This time missed will need to be made up to meet required hours and competencies. Should an intern need to schedule an appointment (doctor, dentist, etc.), it is the intern's responsibility to discuss options with the preceptor and Internship Director **PRIOR**

to scheduling the appointment (*except in the case of an emergency*). Requests must be coordinated so that goals, competencies and learning activities for each rotation/experience are achieved. Dietetic Interns are not eligible for Family Medical Leave, but extenuating circumstances can be discussed with and managed by the Internship Director.

Interns, who do not assume responsibility for regular and punctual attendance, even though their work meets requirements when present, will be subject to disciplinary action and discharge. Excessive violations will be cause for corrective action up to and including discharge. Absenteeism is defined as the failure of an intern to be present during the time they are scheduled to be participating in internship-related activities.

If an intern does not call in for one day, the following corrective action will be taken:

First Occurrence:	Verbal Warning
Second Occurrence:	Step I - Written Warning
Third Occurrence:	Step II – Discharge

An intern absent for three scheduled days without notification shall be discharged from the program. These days *do not* need to be consecutive and can occur anytime during the internship.

If an intern becomes ill or needs to leave work for other reasons:

- 1) Illness on duty – call the dietitian/manager and Internship Director to let them know you are ill and when you think you will return to work.
- 2) Leaving hospitals' or affiliates' property - notify the dietitian/manager and Internship Director any time you leave the property while on duty.

Definitions for unplanned schedule changes:

Tardy: Any time that an intern arrives beyond his/her scheduled start time (between one minute and one hour after scheduled start time).

Partial Absence: An unplanned absence where less than or equal to one half of the scheduled shift is missed. This includes leaving early or arriving late without prior approval. Tardiness, without prior notification and approval, in excess of one hour will be treated as an unplanned partial absence.

Whole Absence: An unplanned absence where greater than half of the scheduled shift was missed. Two partial absences equal a whole absence.

Unplanned Absence: Any absence from work that is not scheduled by the intern or approved by the preceptor/internship director in advance.

Corrective Action Procedure for Tardiness

<u>Times Tardy</u>	<u>Corrective Action</u>
6	Counseling
8	Written Warning
10	Final Warning
11	Discharge

Corrective Action for Absenteeism

<u>Absences</u>	<u>Corrective Action</u>
6	Counseling
8	Written Warning
10	Final Warning
11	Discharge

Unique circumstances such as the need for extended leave of absence will be handled on an individual basis. Experiences not completed due to absence will be rescheduled in order to achieve a satisfactory evaluation for the rotation/experience. This may mean extending the internship beyond the scheduled completion date.

Records

The intern will record all time spent in internship activities in their block checklist. This time will include supervised practice hours within rotations. Hours recorded should include all hours from arrival on site (hospital or affiliations) until departure, but not including lunch time. The hours should be rounded to the nearest 15 min and recorded as decimal portion of one hour. Virtual hours with the preceptor present and project hours may be recorded. Preceptors will verify the number of hours each week by initialing the rotation column or row, noting tardiness and absences. The acceptable number of hours can not be less than 30 or more than 35, unless noted otherwise.

Leaving Assigned Area

Interns are expected to be in their assigned area and available during all scheduled on-duty time. Should it be necessary to leave your assigned area for any reason, speak with the dietitian/preceptor/manager to be sure responsibilities have been completed.

Holidays/Vacation

Interns will not be scheduled on Labor Day, Thanksgiving and day after, 2 weeks at the end of December/beginning of January, or Memorial Day. Random weeks throughout the internship will be scheduled to allow the intern time to complete classwork and extended projects, as well as take approximately 10 days of vacation. (Exact dates will vary- check with the Internship Director.) If specific plans are made within these weeks, confirm availability with Internship Director before planning.

Funeral Leave

A death in the family is a traumatic experience. Dietetic Interns' emotional state and family obligations are important and we want to be supportive during this difficult time.

Family is defined as the intern's spouse, child/stepchild, parent [*including*, in-law, step, foster] sibling [*including* step, half], grandparent, grandchild, sibling in-law, and son/daughter in-law.

Bereavement Leave must be taken within seven (7) calendar days following the date of the death or funeral. Exceptions to be approved by the Dietetic Internship Director.

The rotation schedule may be adjusted at the discretion of the Dietetic Internship Director in order to maximize learning experiences and assure all the ACEND competencies are met.

Bereavement leave for other family members not listed or friends may be approved at the discretion of the Dietetic Internship Director.

FAMILY MEMBER WORKING HOURS MAXIMUM*

Spouse	40 hours
Child	40 hours
Step-Child	40 hours
Parent (In-Law, Step, & Foster)	24 hours
Sibling (Step & Half)	24 hours
Grandparent	16 hours
Sibling In-Law	16 hours
Son/Daughter In-Law	16 hours

Leave of Absence

With the approval of the Dietetic Internship Director, a leave of absence may be granted for personal or health reasons, if necessary.

1. Dietetic Interns are to notify the Dietetic Internship Director, verbally and in writing, of their need to take a leave of absence from the program. If the need is medically based, a physician note must accompany the request.
2. If the leave is granted, the date of re-entry to the program will be mutually decided on by the Dietetic Intern and the Dietetic Internship Director.
3. Experiences not completed due to the leave of absence must be completed to achieve a satisfactory evaluation for the rotation/competency and receive a Verification Statement.
4. The Internship is normally completed in 17 months, which includes slow onboarding and orientation for the first 5 months and then 12 months of supervised practice rotations. If an extension is needed, the Dietetic Intern should complete the Dietetic Internship Program within 150% of that time (26 months) as approved by the Internship Director, to be most successful in the registration exam. In extenuating circumstances, the final program completion time can be up to 3 years from the date of the Program Orientation Meeting in August, which is noted as the start of the Internship.
5. Requests for Leave of Absence will be handled on a case by case basis. The Human Resources Department will be consulted and involved as necessary.

Learning Assessment

Prior Learning Policy

All prior learning will provide background and context for internship learning and application. Furthermore, recent accomplishment of learning activities can improve success. However, those interns with recent, **significant** experience within the last five years, may not find benefit in repetition of specific learning activities. As a result, the Internship does allow some prior learning credit for:

1. Previously conducted master's level research with manuscript submission as the primary investigator, approved in place of the UD research project
2. Elective experiences, accounting for 30 hours of participation with and at the level of a dietitian or manager in a nutrition related field
3. Food service meal event outside classroom requirements to plan and execute a special meal event, including recipe development/standardization/systemization (electronic system,

production plans, equipment use, etc), purchasing, staffing, marketing, costing, and retail distribution/sales

To qualify, the intern must submit the application to provide documentation of completion of the learning activities with confirmation of competency completion through support of a superior (dietitian or manager). Each of these is subject to approval by the Program Director(s) and dependent upon the individual situation.

Educational Purpose of Supervised Practice

Supervised practice enables interns to practice various forms of nutrition care in a variety of clinical, community, and foodservice areas under the direction of a preceptor with subsequent evaluation.

It is the policy of PH that dietetic interns are not to be used to replace employees. Interns may be assigned to observe or work either side by side with an employee or briefly in the position to develop knowledge and skills as part of the learning activities for a rotation. Interns should not be used as free labor. There may be times, however, when interns as well as managers, etc. must fill in for an employee to maintain service to patients and customers. This should not occur on a regular basis or for a long period of time.

Interns may have been previously or are currently employed at a facility. It is important to establish expectations with the preceptor regarding your position as an intern, rather than as an employee. Contact the program director if any issues arise.

Preceptor Selection and Responsibilities

Supervised practice is conducted by dietitians or program managers who are working in a related field. Preceptors are trained initially in ACEND standards, strategies in developing interns, and the electronic evaluation system. Responsibilities of preceptors include working with the internship director to establish an effective supervised practice experience, organizing the rotation to optimize learning, communicating with intern to develop professional practice, and evaluating interns (electronically) in a timely manner. Preceptors are reevaluated annually and in real time as needed.

Preceptor Selection:

- a. Primary preceptors must be credentialed or licensed as appropriate to meet state and federal regulations for the area in which they are supervising interns. Preceptors do not have to be RDNs, although most are.
- b. Preceptors are provided orientation to the mission, goals, objectives, educational philosophy, and supervised practice rotation competencies/expected intern learning outcomes, as well as ACEND Standards before assuming responsibilities. Ongoing training is provided annually and based on feedback from interns.
- c. Dietetic interns will complete "End of Experience surveys" for preceptors and rotations to provide feedback to preceptors to optimize supervised practice learning experiences. The Internship Director and preceptors will assess compatibility of learning activities with competencies.
- d. The Dietetic Internship Director will monitor intern evaluations of the preceptor and experience and take action to improve, as needed.
- e. The program faculty will provide evidence of continued competence through continuing education documentation.

Facility Selection

- f. Facilities (outside PH) are chosen based on need to achieve competencies in a variety of experiences and levels of expertise.
- g. PH) General Counsel's Office develops an affiliation agreement with institutions, organizations, agencies, etc. providing supervised practice experiences.
- h. Affiliation agreements are signed by Administrators from both facilities with appropriate authority in advance of placing interns.
- i. Affiliation agreements delineate the rights and responsibilities of all parties involved.
- j. Copies are filed in PH General Counsel's Office, and Administrative office of affiliation institutions, organizations, agencies, etc. A hard or electronic copy will be filed in the PH Dietetic Internship office.
- k. The Dietetic Internship Director interacts annually with representatives of the supervised practice facility to assure ongoing adequacy and appropriateness of the experience and preceptors.

Assignments, Classes, Conferences

Interns are responsible for all readings, assignments, classes, and conferences which are assigned through the Dietetic Internship. These are typically identified in the Anthology Portfolio electronic system, which also contains the evaluation system. All written assignments are to be submitted electronically through "Anthology Portfolio" or under other direction by preceptors and Internship Director. The dietitian/manager/faculty will establish the due date for assignments. All assignments will be considered incomplete and late after the assigned due date. Adherence to due dates is expected, noncompliance will result in remediation. If unable to complete an assignment by the due date, discuss with Internship Director and preceptor/ faculty. Organization, content, format, grammar, spelling, etc. are considered when evaluating assignments.

Most graduate classes are scheduled on Mondays or evenings. Due to speaker availability or other circumstances, classes may be scheduled on other days. Graduate classes are the first priority when scheduling your week since those can not be changed, close behind are your scheduled supervised practice rotations with appropriate preparation and assignments. After those 2 priorities come homework, research, projects, etc..

Dietetic Intern meetings must be attended by all Dietetic Interns when scheduled. Clinical (Tues 11am) and MVH Foodservice Leadership (Thurs 10:00am) Conference is to be attended by Dietetic Interns when in those blocks and requested at Miami Valley Hospital. Assigned meeting schedules will be provided in the "Anthology Portfolio" rotation schedule or by your preceptor/internship director.

Be sure to return any borrowed resources to preceptors while in your rotation.

Rotation Selection

The rotation schedule is determined by many factors to include research advisor or preceptor availability, professional seminar preparedness, variety in work groups, vacation requests, and intern progression. All interns have comparable base experiences in 32 weeks as well as the ability to elect an additional 5 weeks of individually chosen experiences, 2 of which must be in pediatrics. Rotation outlines are located in the Anthology Portfolio electronic platform.

Supervised practice is 97% in person with remaining 3% of hours in virtual applications with preceptors noted as distance education. Virtual applications include PH issued laptops with Office 365 functions in TEAMS virtual meetings with camera on through the Outlook calendar invites, with use reviewed during orientation.

Co-signing of Medical Record Entries

Entries placed in the electronic medical record by a Dietetic Intern will be reviewed and co-signed by the supervising, Licensed Dietitian. **Be sure not to chart a diagnosis of malnutrition until verified by the supervising dietitian.**

PROCEDURE:

1. Dietetic Interns will be required to complete a progress note each time a documentation flowsheet is completed. A malnutrition diagnosis should not be made until verified with the dietitian preceptor.
2. Dietetic Interns will notify the supervising licensed dietitian when Progress Notes have been completed for assigned patients. The supervising licensed dietitian will then review the Medical Nutrition Therapy (MNT) Evaluation/Assessment Documentation flowsheet and progress note. The supervising dietitian will direct any necessary changes, including the addition/severity of malnutrition if indicated and, when approved, will co-sign the entry.
3. Entries in the electronic medical record for diet instructions will be reviewed and co-signed by the supervising dietitian.

Supervised Practice Evaluations and Performance Monitoring

Intern performance will be monitored with evaluations after each one-week rotation to provide for early detection of progress concerns. Competency evaluations will be established by the Internship Director and preceptors and processed through Anthology Portfolio. Every effort will be made to give intern evaluations at the end of the week of each rotation. It is the intern's responsibility to make arrangements with the dietitian/manager/preceptor to complete the assignments and receive the evaluation. (The following Monday is recommended to complete previously incomplete evaluations.) Evaluations will be based on the rotation's ACEND competencies supported by student learning activities (including both professional and ethical behaviors) and kept electronically and confidentially. The dietitian/manager/preceptor will also discuss progress with interns throughout the rotation. Any disagreement from the intern should be communicated in writing to the Internship Director. Assignments not completed will be marked incomplete. The intern will not receive a verification statement until all assignments are complete.

In addition, summative evaluations will be given at the midpoint and upon completion of clinical, community, and foodservice blocks, as well as staff responsibility experiences and kept electronically and in hard copy. These evaluations are designed to identify strengths and areas for further development prior to completion of that segment of the program. At this time the intern should complete their own self-evaluation and schedule conferences with the Dietetic Internship Director or preceptor at specified times throughout the program: after 4 and 8 rotation weeks in the clinical, community, and foodservice blocks; at staff responsibility midpoint for both clinical and foodservice; following their professional seminar; and at the end of the internship.

University of Dayton (UD) Evaluations

UD will evaluate and record research experiences and Premier Health/Affiliates will evaluate and record the application/supervised practice experiences. PH will be a FERPA agent to enable sharing of these evaluations. A rubric to support ACEND Foundational Knowledge will be included in the syllabus.

Retention and Remediation

The following evaluation procedures are used to monitor and assess the progress of the Dietetic Intern:

1. Daily observation and subsequent guidance provided by the preceptor responsible for the experience.
2. Total Experience evaluation - completed by preceptor at the end of a one-week rotation.
3. Observation of group participation by Internship Director and preceptors. Interns are expected to contribute to group discussions. Interns are also expected to present and be evaluated, ie. Dietetic Intern professional seminar and employee/community classes.
4. Assessment of intern's compliance with and ability to meet requirements of the Internship.

After the first 4 rotations in each block, areas evaluated as "Needs Improvement" on the rotation evaluation will be discussed with the staff member, Dietetic Intern, and Internship Director. Counseling through an action plan will occur to determine the root cause and establish instruction and individualized tutorial support needed to improve performance with action plan development. (See Step 1 below.) An action plan will be documented in writing and reviewed. If performance does not reach a satisfactory level within a reasonable time period (usually 1-2 rotations or as determined by the Internship Director) the procedure for probation and discharge will be implemented.

Similarly, in staff responsibility an intern must achieve a completely "Competent" score, ie a minimum of 4 in Clinical, or "Meets Expectations", ie minimum of 2 in Foodservice, on the competency evaluation in order to complete the experience. If this does not occur, they must extend the staff responsibility experience until goals are met. If goals not met within 1 week, an action plan will be established, see above.

Probation and Discharge

In the event an intern receives a "Needs Improvement" after midpoint on an evaluation or is having difficulty meeting the required program standards, the following action will be taken:

- Step 1. Counseling is the process in which the Dietetic Intern and Internship Director recognize problem areas, develop an action plan with tutorial support, goals, and goal date of resolution. Recommendations from preceptors and/or other faculty members will be included.

Documentation of all remediation counseling sessions will include a written summary listing specific problems and action plan dates for completion (usually not to exceed 2 weeks). The document is signed by the Internship Director and the Dietetic Intern.

- Step 2. If the above steps do not result in resolution of the problem in the established time frame, a second counseling session will be held. The intern will then be placed on probation for a period of 1-4 weeks or as determined on an individual basis by the Dietetic Internship Director.

1. The Dietetic Intern will be notified in writing of the probation status by the Internship Director.

2. During the period of probation, the intern will be given every opportunity to correct the deficiencies. The intern will meet regularly with the appropriate staff member and weekly with the Internship Director and staff member. A written record of these counseling sessions including the issues covered and the corrective action will be maintained. The document is signed by the Internship Preceptor, Dietetic Internship Director, and Intern.
3. The intern cannot graduate from the program during a period of probation.
4. The intern may not participate in an affiliation during a period of probation. At this point, UD will be notified as a FERPA agent.

At the end of the period of probation, one of three actions will be taken:

1. If the deficiencies have been corrected to the satisfaction of the internship staff, probation status will be removed.
2. If the intern has demonstrated willingness to correct the deficiencies, but has been only partially successful, the probation may be extended at the discretion of the Internship Director.
3. If the deficiencies have not been corrected, written notice of discharge will be sent to the intern. The intern will be counseled into career paths that are appropriate to their ability and referred to a career counselor at UD.

PERFORMANCE

An intern enrolled in the Dietetic Internship Program at Premier Health may be discharged if the intern's performance does not reach an acceptable level within at least 1-4 weeks after being placed on probation, per discretion of the Internship Director.

Failure to perform in accordance with the Code of Ethics for the Profession of Dietetics will result in immediate dismissal from the program.

UNIVERSITY OF DAYTON GRADUATE PROGRAM

To be in good academic standing, a graduate student must maintain a cumulative quality-point average of at least 3.0 at all times. A cumulative quality-point average of at least 3.0 is also required for graduation. A cumulative quality-point average below 3.0 will result in the student being placed on academic probation. A graduate student on academic probation must complete a written academic recovery contract with his or her graduate program director which shall specify goals, expectations and a timeline for achieving good academic standing. This contract must specify the duration of the probationary period, which may not be shorter than one academic semester nor longer than one calendar year, and must be approved by the student's academic dean, or designee. Students whose academic performance has seriously impaired their ability to succeed at the University of Dayton may be subject to academic dismissal by his or her academic dean, who authorizes the dismissal and notifies the student of his or her status. Discharge from UD MDN (grades fall below requirement and continue after one semester remediation or violation university code of conduct) triggers withdraw from internship.

Students are expected to maintain sufficient progress toward a degree or certificate. At various intervals, usually at each registration period, and especially at the midpoint in the program, the advisor or program director will discuss the rate of progress with the student. Students not showing promise of completing the program in a reasonable time may be advised to withdraw from the University.

Discharge from Premier Internship:

If an intern violates Premier Policies for conduct in the first fall or first spring semester of the MDN or internship, they are removed from MDN and internship. If in the second summer or second fall of MDN, they can complete the MDN program, but a verification statement will not be granted.

A Dietetic Intern may be discharged from the program for unsatisfactory performance, unprofessional behavior, non-compliance to HIPPA regulations, not performing in accordance with the Code of Ethics for the Profession of Dietetics, or for any of the reasons listed in the Dietetic Intern Manual or PH guidelines:

The following is a list of infractions that may result in immediate termination. This list is not all inclusive, and is only intended to illustrate examples of acts which may subject an individual to immediate termination:

1. Harassment of any kind toward any individual or group.
2. Theft, attempted theft, pilfering, and other forms of illegal activity or dishonesty.
3. Fraudulent acts, falsification of any record, deliberately making false statements against others, supplying falsified information, or omission of relevant information. Examples include time records, employee accident report, medical charts and documentation, etc.
4. Performance or suggestion of an act that deviates from generally accepted standards or is deemed detrimental to the company, toward a patient, another employee, visitor, or anyone associated with a facility owned or operated by PPN and/or Premier Health.
5. Failure to comply with a reasonable request or assignment issued by a supervisor (examples include change in work location, schedule, or responsibilities).
6. Possession, solicitation, distribution, sale, transfer, use, and/or being under the influence of, alcohol, illegal drugs, or non-prescribed medication while on duty.
7. Possession of dangerous or unauthorized materials, such as weapons, explosives, or firearms, on Premier Health premises or at a Premier Health sponsored function.
8. Abusive behavior including abusive and/or threatening language, striking another person, fighting, or threatening/inciting violence in the workplace.
9. Lewd conduct.
10. Sleeping while on duty.
11. Violation of the compliance, confidentiality, and/or HIPAA policy.
12. Failure to comply with the Influenza Vaccine Policy without an approved exemption.
13. Use of a tobacco product on any PPN and/or Premier Health property, and/or while on duty.
14. Absent without notifying a direct supervisor or manager (no call no show), or repeated instances of no call no show absences.
15. Failure to notify the organization of a conviction subsequently identified in the background check conducted by PPN or Premier Health.
16. Willful destruction of any property owned or operated by PPN and/or Premier Health.
17. Removal of any pharmaceutical supplies such as drugs, drug samples, prescription pads, signature stamps, etc., from any Premier Health facility or department.
18. Retaliatory actions and/or behavior.
19. Aiding or abetting of any of the aforementioned offenses, or party to any of the aforementioned offenses.

Professionalism

Image (from PH policy and procedure)

Evidence has proven that employees' personal appearance has a direct impact on our customers' first impressions. In the spirit of our patient experience standards, establishing a professional image policy differentiates clinical specialties, projects a more professional appearance, and improves safety for our customers and staff. Reasonable exceptions to the dress standards may be made by the manager for religious purposes or based on a medical condition. Some departments may have dress guidelines that are stricter than the organization-wide policy. If an employee's role is primarily administrative, business casual guidelines should be followed unless other attire is specified by unit policy.

Standards for Leadership and Support Staff - Business Casual

Business Casual - Clothing allows for comfort at work, while always looking neat and professional. This includes collared shirts, blouses, sweaters, khakis and slacks, dress capris, dresses, and skirts. Shoes include flats, pumps, loafers, sandals, athletic shoes, or other dress shoes.

Staff should not wear spaghetti straps, tank tops (including tank dresses), halter tops, jeans, stretch pants, sweatpants, t-shirts (excluding Premier logo wear), jogging clothes, casual or sporty capris, skorts or shorts, Beach shoes, flip-flops or other shoes resembling flip flops.

All Staff are expected to adhere to the following standards:

ID Badges – During work hours, all interns must wear their Student ID badge, facing forward at heart level so it is easily read by others. This may include hospital/ organization required hang tags. The badge should be free of foreign object (non-professional pins, stickers, buttons, pictures, etc.). Lanyards (excluding Voceras) are not permitted for direct caregivers as this creates an infection control and safety risk.

Hair, Makeup, Jewelry – Hair should be clean and may need to be pulled up to promote infection prevention. Fashion hair scarves may be worn. Facial hair should be neat. It is possible facial hair may have to be shaved to accommodate N95 or other respiratory protection or infection control equipment. Makeup, in general, should not be excessive. Jewelry should not interfere with work and must satisfy infection control standards and maintain patient and personal safety standards. In general, body piercings are permitted as long as they are discreet and do not draw undue attention from the work.

Tattoos - Tattoos may be displayed as long they do not draw undue attention away from work. Body art with profanity, violent images, or words or illustrations that could otherwise be perceived as defamatory or offensive to certain groups of people are not permitted to be visible. New tattoos must be covered for two weeks until healed.

Fragrance - All employees must be sensitive to others' reactions and health issues when wearing scents in the health care environment. Some departments may prohibit the use of scents so as not to interfere with patient care or co-workers. Clothing items and individuals smelling of smoke/tobacco products, pet odors or body odors are prohibited.

Premier Health Approved Tops – Premier brand clothing sold through the approved vendor or given as an appreciation gift, including Premier sweatshirts and department specific logo wear, may be worn any day.

Jeans - Jeans are permitted for employees attending staff meetings/in-services only, or by staff members who must change into hospital-issued scrubs. Authorized departments at Premier System Support and SBHI may wear jeans only on days designated by leadership.

Fanny Packs, Buttons, Badges and Insignia - Organizational belt or “fanny packs” must be a reasonable size, washable, and free of unapproved logos. Buttons, badges and insignia other than official Premier identification badges, should not be worn in immediate patient care areas. Employees may wear, in non-immediate patient care areas, buttons, badges and insignia that do not violate federal and state employment discrimination statutes or create a hostile work environment, provided they do not create a safety risk to themselves or others.

Additional Standards:

- Clothing should not be tight, form-fitting, low cut, see-through, or expose the midriff.
- Clothing must be clean, neatly pressed, and well maintained.
- Personal hygiene and cleanliness, including showering and the use of antiperspirant or deodorant, are required.
- Undergarments must be worn.
- Employees who are found to have bed bugs will be sent home and not permitted to return until mitigated. Employee must provide proof that the bed bug problem has been mitigated. This proof can be formal receipt from an EPA-certified exterminator.

Standards for Direct Clinical Care and Clinical Support Staff Color Guidelines - All scrubs must match the color selected for the area/department as long it matches the Landau color. The color for dietetics is “wine” (maroon).

Scrub Combinations – Staff are to wear scrub pants or a scrub skirt. Staff may wear a scrub top, Premier brand top, and/or a buttoned-up scrub jacket with the scrub bottoms. Pregnant employees may substitute a plain maternity shirt that matches their specific scrub color in lieu of a scrub top. Plain long or short sleeve undershirts may be worn for warmth.

Soiled Scrub Replacement Employees who need to borrow ceil blue scrubs due to their personal scrubs becoming soiled from blood and/or bodily fluid, will request assistance from an established superuser, Linen Services, or Administrative Officers (AOs). Borrowed scrubs should be returned to a soiled linen return unit within a Premier Health facility on the employee’s next scheduled shift.

Lab Coat/Jacket & Scrub Warm-Up —All staff in scrubs may wear a white lab jacket/coat or scrub warm-up, or a white sleeveless lab jacket/coat vest.

Shoes - Clean athletic shoes must be worn. Mesh type athletic shoes are acceptable. Clogs/crocs free of opentop holes may also be worn. Socks must be worn. Sandals and other open toe shoes are not permitted to be worn by clinical care or clinical support staff. Non-slip shoes are required when in Food Service.

Fingernails – For infection control reasons, natural fingernails should not extend past the fingertip. Artificial fingernails are NOT permitted for use by anyone providing care in high-risk area (critical, NICU) and scrubbed individuals who interact with the sterile field during surgical procedures. Common types of artificial fingernails that are not permitted include acrylic, gel, sculptured, dip powder, and various sticker nail wraps. Future advancements in artificial fingernail technology will fall under the same restrictive category and should not be worn by employees who scrub for sterile fields during surgical procedures. Staff may be asked to demonstrate the evidence of natural nails by removing nail polish with a polish remover.

Jewelry/Piercings/Accessories – All jewelry must satisfy infection control standards and maintain patient and personal safety standards. No more than five professional pins may be worn at a time. Stethoscope covers and/or decorative items attached are not permitted.

The employee's manager maintains ultimate discretion in determining if employees are in violation

Liability Insurance

Dietetic Interns, currently enrolled in the Dietetic Internship Program at PH are covered by the professional liability insurance policy of UD. This applies only when engaged in activities within the course and scope of the internship program.

Activities

Dietetic Interns will participate in activities in addition to rotations. These activities will include, but not be limited to, Interprofessional Simulation, Ohio AND meeting, Dayton Dietetic Association meetings/activities, OAND social media posts, and career fairs.

Program Completion

Internship Requirements

Dietetic Interns are required to meet established standards in order to complete the Dietetic Internship Program, graduate, and receive a Verification Statement.

1. The Dietetic Intern must successfully complete all internship learning activities, achieving a "competent" score for all benchmarked CRDNs; log a minimum of 1100 supervised practice hours (minimum of 30 hours in each rotation except 18 hours in Clinical QI and 27 hours in Production); and meet master's degree or certificate program requirements as specified by evaluation requirements and have been awarded their master's degree or certificate with a GPA from UD no lower than 3.0.

2. Any unsatisfactory projects, assignments, experiences, etc. must be completed or revised to achieve a satisfactory evaluation. If a satisfactory evaluation is not received the intern will not complete the program and a Verification Statement will not be issued. This means that the original internship completion date may be lengthened. Assistance and direction will be available from the Dietetic Internship Director throughout this process.

3. The Internship is normally completed in 17 months, which includes slow onboarding and orientation for the first 5 months and then 12 months of supervised practice rotations. If an extension is needed, the Dietetic Intern should complete the Dietetic Internship Program within 150% of that time (26 months) as approved by the Internship Director, to be most successful in the registration exam. In extenuating circumstances, the final program completion time can be up to 3 years from the date of the Program Orientation Meeting in August, which is noted as the start of the Internship. All extensions must be approved by the Internship Director.

4. The Dietetic Intern may not complete the program during a probationary period.

5. Interns completing the master's certificate track may have the option to streamline their rotations to complete approximately 2 months early. This can be accomplished through prior learning credit or use of project management weeks with early coordination discussions with the Internship Director.

Verification Statement

The intern must complete the internship and master's requirements satisfactorily to receive an internship verification statement. A Verification Statement will be issued to dietetic interns upon successful completion of all program requirements, including all assignments, projects, experiences, etc, and conferral of UD Master's in Dietetics and Nutrition Degree or Advanced Dietetics and Nutrition Graduate Certificate. Verification Statements will be submitted by the Internship Director to CDR for eligibility for the RDN examination.

Routing Out

Upon completion of the internship, interns are required to return: department key, laptop/charger, and scan badge to Internship Director. Interns are also expected to clean out all onsite intern offices and complete personal drive/file, eliminating files from laptop storage. A verification statement will not be issued until these are completed.

RDN Exam Testing Resources

Testing procedures and guidelines, as well as some study materials and guidance, will be provided by the program toward the end of the internship.

Complaints

INTERNAL

Interns

Written complaints from interns should be submitted to the Internship Director via e-mail. The complaint will be investigated by the Internship Director and appropriate action taken. Complaints related to the ACEND Accreditation Standards including resolution, will be maintained by the Internship Director in chronological order for seven years.

PROCEDURE:

1. The Internship Director will investigate written complaints in a timely manner.
2. The course of action will depend on type, severity, and occurrence/reoccurrence, etc. of the complaint.
3. Resources such as Human Resources, Legal Counsel, Employee Care, etc. will be consulted as the need arises.
4. Complaints will be resolved as possible and monitored to identify trends.
5. If the Dietetic Intern does not feel the Internship Director was able to resolve the complaint to their satisfaction, the Human Resources Business Partner can be contacted by the intern. The Human Resources representative will work with the intern to resolve any concerns as equitably as possible. If no resolution is reached, the Human Resource representative will assist in presenting the intern's concerns to the Hospital Administrator for the Learning Institute. The decision of the Administrator will be the final step in the procedure, within the organization.
6. Complaints (only those related to ACEND standards or policies) can be submitted to ACEND, only after all options with the program and institution have been exhausted.
7. An intern may submit a written complaint against any accredited program to ACEND. The signed complaint must be related to a program not being in compliance with accreditation standards or policies.

Preceptors/Others

Written complaints from preceptors, the public, etc. should be submitted to the Internship Director via e-mail. The complaint will be investigated by the Internship Director and appropriate action taken. Complaints and their resolution will be documented and kept on file in the Internship Director's office in chronological order for seven years.

1. The Internship Director will investigate complaints in a timely manner.
2. The course of action will depend on type, severity, and occurrence/reoccurrence, etc. of the complaint.
3. Resources such as Human Resources, Legal Counsel, etc. will be consulted as the need arises.
4. Complaints will be monitored to identify trends.
5. If the party making the complaint does not feel the Internship Director was able to resolve the problem to their satisfaction, they will be referred to the Hospital Administrator for the Learning Institute.
6. Complaints (only those related to ACEND standards or policies) can be submitted to ACEND, only after all options with the program and institution have been exhausted.

Unresolved complaints related to ACEND Standards may be taken to ACEND at:

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

Email: ACEND@eatright.org

Phone: 800-877-1600, X-5400

Health

Smoking (adapted from the PH policy)

The PH campuses (and effectively internship affiliates) are tobacco free campuses. (Tobacco products: Included but not limited to, cigarettes, cigars, pipes, dip, chewing tobacco, snuff, and any/all electronic smoking devices. Hospital Campus: Is defined as any and all buildings and grounds in any location that is owned or controlled by a Premier Health Hospital. This includes parking garages, parking lots, all sidewalks.)

Fitness for Duty

If a dietitian/manager thinks, based on observable behaviors (ie. an accident, slurred speech, dozing, aggressive behavior, unsteady gait, smell of alcohol or marijuana, illegible handwriting, inappropriate responses, etc.) that an intern is not in condition to perform their duties, the dietitian/manager will contact the Internship Director.

The following procedure is to be used when a supervisor determines that a fitness for duty evaluation is needed.

1. The behavior will be discussed with the intern and documented.
2. After the discussion with the intern, the supervisor or Internship Director will contact Human Resources before arranging for a taxi to take the intern to a contracted medical facility for examination and testing. The taxi expense will be reimbursed by PPN. The intern will not be permitted to drive to the facility.
3. After the evaluation, the intern will be sent home in a taxi. The taxi expense will be reimbursed by PPN.
4. The intern will be informed that they will be contacted with the test results and may not return to work until the test results have been communicated.
5. Upon receipt of the results, Human Resources and the Internship Director will determine next steps.

Counseling and Other Support Services

Student personal counseling services are available through the University of Dayton. Professionally trained staff provide information, advice, counseling, crisis intervention, and referrals to appropriate services. All records and discussions of personal problems will be handled in a confidential manner and will be maintained separate and apart from the intern's file.

Other student support services are available through the University of Dayton for writing, tutoring, resume development, exam preparation, financial aid, and health services, among others.

Illness

Per the GDAHA clinical passport, maintain good personal health and hygiene and do not come to work if you are sick! Interns with an acute infectious process (e.g. febrile illness, acute respiratory infection/COVID, gastroenteritis, bacterial conjunctivitis, shigellosis, etc) must be restricted from clinical practice until the infectious process is resolved. Students must be able to demonstrate proper hand hygiene techniques. Students with draining lesions that can not be covered with dressings and clothing should not work.

Interns should follow the attendance procedure in the Dietetic Intern Manual when unable to report as scheduled. All experiences not completed due to illness must be completed to achieve a satisfactory rating for the area and completion of the program. Interns are not eligible for Family Medical Leave. Cases will be handled on an individual basis, depending on circumstances.

All interns must have their own personal health insurance. Interns are responsible for any medical care needed during the course of the Internship. Assistance is offered through PH in finding local physicians.

Injury

Any incident, in which the intern is involved or the intern becomes aware of, should be reported promptly to the immediate supervisor in the area the intern is working or the supervisor on duty at the time. An “incident” is defined as anything that is inconsistent with routine hospital procedure. An “incident” should include all accidents, even when there is no apparent injury and should include any situation that could result in an accident if a dangerous condition is not corrected.

If an intern is injured while performing services at PH, the following steps should be followed:

- Notify the Dietetic Internship Director and supervising dietitian/manager or supervisor so appropriate action can be taken.
- Interns must complete an incident report (PH Intranet), along with getting necessary treatment. Interns will be responsible for medical charges.
- Since interns are not classified as employees, they cannot be seen by Employee Health and are not covered by Workers Compensation through PH.

If an intern is injured while performing services at any outside facility, any cost of an injury or illness while in a facility for supervised practice is the responsibility of the Dietetic Intern.

1. If an injury or illness occurs in a facility for supervised practice, other than MVH, notify the supervising dietitian/manager/ supervisor immediately.
2. The policies and procedures of that facility will apply.
3. Notify the Dietetic Internship Director as soon as possible.
4. Provide Dietetic Internship Director with copies of forms required by facility for Dietetic Intern file.

Emergency

In the event of an emergency during regular business hours (8:00 am - 4:30 pm Monday - Friday), interns can be reached through the Miami Valley Hospital main office at 937-208-2350, the Dietetic Internship Director at 937-208-2448 or intern office phone. If an intern has an emergency, the contact name/number on the Student Health Form will be used.

Transportation

Transportation Policy, Insurance, and Liability

The Dietetic Intern is responsible for providing their own transportation to and from the hospital and other work sites as assigned. Premier Health is not responsible for any transportation costs incurred during and for participation in the Dietetic Internship Program. Interns are responsible for maintaining

automobile insurance coverage. Premier is not liable for any costs/liability incurred due to automobile accidents or injuries that may occur in the course of travel to and from the hospital or to and from other work/meeting sites as assigned.

RTA Bus and free Flyer Trolley schedules are available online. Interns may choose to carpool, notify Internship Director for potential scheduling coordination.

Parking

Interns will park free of charge in the designated student lot. Other Premier Health hospitals have complimentary parking in designated areas as well. For your safety, do not place valuables in clear view in your car. If you feel uncomfortable walking to your car, request an escort from hospital police/security (937-208-3366 at MVH, other sites have numbers on the Intranet).

Finances

Fees without refund

Intern fees of \$2,000 are not refunded. (See onboarding for expenses covered with these fees.) In the event an intern withdraws after being accepted to the internship, neither the fees nor application materials will be returned. In the event a Dietetic Intern is dismissed or resigns from the program, any fees paid will not be refunded.

Financial Aid

Financial aid is not available for the PH Dietetic Internship, but a payment system can be arranged through the Internship Director. Dietetic Interns enrolled in the PH Dietetic Internship are not eligible for financial aid through the hospital. Since the internship is unpaid and if you are not employed, you may be classified as unemployed and eligible for loan deferment. The Dietetic Internship Director will assist with any documentation required to verify enrollment in the Dietetic Internship per intern request.

Employment Opportunities

Although it is suggested that interns not work during their internship, they may choose to work very flexible, low number of hours (ie under 10). Rotations will not be adjusted for work schedule. PH Nutrition Services may have options like this in their foodservice department. Contact the Internship Director for details.

Institutional Universal Policies

Equal Opportunity

Dietetic Interns from all backgrounds shall have equal opportunity and equitable treatment by preceptors and peers in an inclusive environment. No party shall use discriminatory practices in assignment, acceptance, and evaluation of interns from all backgrounds. Interns shall have equal opportunity with respect to race, color, creed, religion, ethnicity, national origin, gender/gender identity/sexual orientation, size, age, disability, socioeconomic status, and marital status.

Framework is in place to support this policy and philosophy through every aspect of the internship from application evaluation, to annual preceptor training, to remediation design, etc..

Sexual Harassment

Sexual harassment, in any form, will not be tolerated. Substantiated claims of sexual harassment will result in corrective action, up to and including termination of employment. No corrective/retribution action will be taken against a reporting employee solely on the basis of the employee making the report, unless the report is fraudulently and/or maliciously made. Reports shall be kept confidential. Verbal, nonverbal, or physical offensive advances may constitute sexual harassment.

Any incidents should be reported to the Dietetic Internship Director immediately, who will forward to the HR Director. Any individual who witnesses sexual harassment is responsible to report the incident to appropriate personnel. Confidentiality will be maintained.

Confidentiality/HIPPA

As noted in the GDAHA clinical guidelines, the Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule gives patients privacy rights. It includes the following:

- The right to receive a notice of privacy practices, the right to read or receive a copy of their medical record.
- The right to request restrictions on the use and disclosure of their medical information.
- The right to request an amendment to their medical record.
- The right to receive an accounting of uses and disclosures of medical information that are not for treatment, payment, or health care operations.
- The right to request confidential communications, the right to not have his or her name listed in the hospital directory for hospital inpatients.

An Incidental Disclosure is a permissible disclosure. It occurs when reasonable safeguards have been taken to protect patient protected health information (PHI), but due to unforeseen circumstances someone not involved in the treatment of the patient overhears the PHI.

A reasonable safeguard is a precaution that a prudent person would take to protect PHI. It is a commonsense safeguard:

- Pulling the curtains
- Talking quietly when able
- Asking visitors to step out of the room when discussing PHI. The patient needs to consent to the presence of ANY visitor before discussing any PHI
- Providing counseling in a private area.

Common Mistakes:

- Talking about patient information in elevators
- Talking about patient information in the cafeteria
- Talking in public areas where it is easy for others to overhear
- Not shredding report sheets/notes when they contain PHI
- **It is not permissible to access a medical record if you do not have a medical need to know even for yourself, a family member, or a friend. If you violate patient confidentiality, you may be disciplined and you may lose the privilege to return to your assigned clinical site.**

All intern information is protected in password protected electronic files or locked in hard copy files in Internship Director's office. Evaluations are completed in an electronic, web based, password protected system, in which the interns have complete access to and initiation of their evaluation process.

Department laptops are available for use by interns during work hours. If completing assignments, projects, etc. on computers outside MVH, check the compatibility of software with MVH programs. Premier Health uses the One Drive or TEAMS platform to share files. If you are using a flash drive or One Drive to work on assignments at work and home, make sure you place the final version in your shared drive folder. **Keep all protected patient information within EPIC, do not translate onto your home devices.**

DO NOT use any public Internet service, such as Gmail, Yahoo, Hotmail, or any public cloud storage such as Google Drive, iCloud, Box, etc., to transmit or store confidential information. Only use Premier Health assigned TEAMS/Office365 accounts.

Social Networking and Cell Phone Use

Student personal cell phone use, including camera and text functions, during rotation time must only be for job related functions. Personal contact with patients and families is prohibited through social networking systems (i.e. Facebook). This includes any post about patient condition, patient behavior, patient's visitors, or anything else about or related to the patient even if you do not use the patient's name. Confidentiality must be maintained, along with maintaining professional boundaries, through all social networking systems. Any posts related directly or indirectly to a patient will result in a breach of patient privacy as well as disciplinary action for the individual who posted. Cell phone use for business related texting/emails is acceptable, but should be kept to a minimum and never in the presence of patients or during team discussions.

Plagiarism

PH POLICY:

It is expected that the PH Dietetic Interns produce original work on ALL assignments that are completed for the internship. Even when finding information on websites, AI, in journal articles, etc., it is imperative that the intern summarizes the information into his/her own words/thoughts. Simply "cutting and pasting" is not acceptable and will not be tolerated.

PH and UD define plagiarism as intentionally using someone else's work (i.e. language, ideas, words, etc.) without changing the form and acknowledging the original source.

What constitutes plagiarism?

- Copying phrases, sentences, or paragraphs from another source without giving it an appropriate citation
- Paraphrasing or re-wording someone else's original work without giving credit to the original source
- Handing in an individual assignment that was written, even partially, by AI or someone other than yourself.

When is it okay not to cite the source?

- When using common knowledge information, i.e. Columbus is the state capital of OH
- Therefore, if in doubt, it is always best to provide a citation with the original source

PROCEDURE:

It is considered a serious offense for a Dietetic Intern to submit an assignment with any of these types of plagiarism. Any report or suspicion of plagiarism will be taken seriously and investigated by the PH Dietetic Internship (DI) Director, who will follow proper procedures to investigate whether the assignment includes plagiarized material. If the investigation determines that the Dietetic Intern submitted an assignment with plagiarized material, the following steps will be taken:

- Upon the first offense, the Dietetic Intern will automatically receive an incomplete for the assignment and be required to produce another original assignment.
- A meeting will be scheduled with the following attendees: the Dietetic Intern in question, Internship Director, and a member of the Human Resources team, if available, to discuss the findings and consequences of the offense. The disciplinary actions will be based on a per case basis, depending on the severity of the offense.
- The second offense will result in immediate dismissal from the Premier Dietetic Internship. The offense will become part of the intern's permanent record and will likely leave an adverse impact on future career goals.

University of Dayton Policy Reinforcement:

Plagiarism consists of quoting or copying directly from any source of material without appropriately citing the source and identifying the quoted material; knowingly citing an incorrect or fabricated source; or using ideas (i.e. material other than information that is common knowledge) from any source of material without citing the source and identifying the borrowed material. Students are responsible for educating themselves as to the proper mode of attributing credit in any course or field. Instructors may use various methods to assess the originality of students' work, such as plagiarism detection software.

Report all those confirmed to have occurred using the following procedure:

- Initial Notification: Within 10 business days of becoming aware of a possible honor code violation, the instructor will notify the student of the incident via university e-mail and, if possible, in person. The instructor will disclose to the student the requirement of attending a "student meeting" to maintain access to the appeal process.
- Honor Code Violation Incident Report: The instructor will prepare the Honor Code Violation Incident Report describing the incident and the identified consequences in advance of the student meeting. If a student meeting occurs, the report will be shared with the student during the meeting. The student will sign the report in acknowledgement of the report. The student's signature on the report does not represent his/her acceptance of responsibility for the incident, nor does it limit the student's access to the appeal process described in Section VI.
- Student Meeting: The instructor will make a reasonable effort to meet with the student within 5 business days of the initial notification to discuss the situation. If the instructor determines that no honor code violation has occurred, then no further action is taken, and the incident report is discarded. If the instructor determines a violation has occurred, he/she will identify and discuss with the student an appropriate consequence. If the instructor's reasonable efforts fail to result in a student meeting, the instructor will proceed as though a violation did occur.
- Within five business days of the student meeting, or within five business days of the initial notification in the absence of a student meeting, the instructor will forward the Incident Report to the office of the student's dean and send a copy to the chair/program director of the department/program in which the incident took place.

The Dean's office will review and determine additional consequences, if any. See website for appeal process.

Emergency

Emergency Preparedness

Disasters can be man-made or natural in origin, internal or external in effect. The primary adverse effects of disasters are the impact on the function of the hospital and/or community and mass casualties. Disasters include fire, explosions, acts of terrorism, flood, tornado, abduction, utility failure etc. Hospitals use the Hospital Incident Command System (HICS).

Code Name	Code Situation
Code Red	Fire
Code Adam	Infant/Child Abduction
Code Black	Bomb/Bomb Threat
Code Grey	Severe Weather
Code Orange	Hazardous Material Spill/Release
Code Blue	Medical Emergency – Adult
Code Pink	Medical Emergency – Pediatric
Code Yellow	Disaster
Code Violet	Violent Patient / Combative
Code Silver	Active Shooter, Person with Weapon / Hostage Situation
Code Brown	Missing Adult Patient

Fire Safety

"Code Red" is announced in the event of a fire. Follow the R.A.C.E. plan below. When the fire is in another area, do not go to the scene unless you have been assigned to do so.

- Rescue – remove persons in immediate danger.
- Alarm – alert others and pull the fire alarm.
- Contain – close all doors in the area to help contain the fire and smoke.
- Evacuate or Extinguish – only extinguish the fire if you can easily do so.

All staff should be aware of the location of the Fire Pull stations and Fire Extinguisher boxes in their area.

To use a fire extinguisher, follow the P.A.S.S. actions:

- PULL the pin from the fire extinguisher.
- AIM the nozzle at the base of the fire.
- SQUEEZE the handle.
- SWEEP Use the fire extinguisher in a sweeping motion.

Dietetic Interns will complete the PH Healthstream modules for other required hospital trainings.

DIETETIC INTERN MANUAL ATTESTATION

PROFESSIONAL GUIDELINES

- The Dietetic Intern, in accepting an appointment, assumes an obligation of loyalty to the department and organization.
- Assume responsibility for work assigned and be certain that it is satisfactorily completed before going off duty. Do not leave your tasks for someone else to do.
- BE PROMPT in reporting to your assigned areas, meetings, etc. (See policy on attendance)
- Be sure of the extent of your authority and fulfill it but do not exceed it. Discuss your responsibilities, authority, quality of work, and problems concerning the work with your preceptor and/or Internship Director.
- Discuss matters leading to controversy with another department with the staff member responsible for the area and let them solve it, unless they give you authority to do so.
- The work you have chosen to do places you in a position of leadership. To make the direction of others easiest and most effective, develop the habits of being informed, being on time, planning ahead, fulfilling responsibilities, and checking for satisfaction.

I received, read, understand, and agree to comply with the Dietetic Intern Manual of Premier Health.

Printed Name _____

Signed _____

Date _____