

**University of Michigan
School of Public Health
Dietetic Internship Handbook**

January 2011

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Introduction

Welcome to the University of Michigan School of Public Health Dietetic Internship. Your outstanding academic record, strong interest in the dietetics profession, past work experience and completion of the didactic program in dietetic course work determined your selection to participate in our program.

The UM SPH DI provides training in one concentration area: community nutrition. Emphasis is placed on the role of optimal nutrition in disease prevention and health promotion. Interns may preference rotation sites based on their interests. All interns rotate in food service, inpatient and outpatient clinical site. The dietetic internship is an educational experience and UM SPH Interns are not to be consistently used as replacement employees at any rotation site.

This handbook provides you with information to guide your participation in the internship. In addition, material will be provided during the orientation and throughout the internship to facilitate your progress and completion of the UM SPH DI.

Mission of the Dietetic Internship

The mission of the UM SPH DI is to develop competent entry-level dietitians by providing a quality supervised practice experience incorporating:

- Critical thinking skills
- Current practice skills
- Compassion and cultural competence
- High level of ethical and professional practice

Nondiscrimination Policy Statement

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504 Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388. For other University of Michigan information call 734-764-1817.

Accreditation Status

The Dietetic Internship is currently granted Accreditation by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, 120 South Riverside

Plaza, Suite 2000, Chicago, IL (telephone #800-877-1600, extension 5400). The Internship provides a minimum of 1200 hours of supervised experience as required by CADE.

Prior Learning Policy

The UM SPH DI Director will evaluate prior experiential and professional experience and, as appropriate, exempt supervised practice hours based on this evaluation. Further specified guidelines and policy concerning supervised practice hour exemption is available as an attachment to this handbook. These exempted hours will contribute to the minimum 1200 CADE required practice hours. It is expected that full-time Interns will complete the program within 8 months and part-time Interns within 1 year. If extenuating circumstances arise, these schedules may be amended by mutually between the DI Director and Intern accordingly.

Program Costs and Payment Schedule

The 2011 fee for the UM SPH DI is \$7,000. Full payment is due the first day of orientation. Payment will be accepted in check form only, made payable to: University of Michigan. Withdrawal from the dietetic internship with full refund less \$150.00 for processing may be processed in the first two weeks of the internship. Withdrawal request with subsequent refund must be stated in writing addressed to the DI Director.

The following items are included in the internship fee:

- Student ADA membership
- Lab Coat
- Identification badge
- University Computer and Library Privileges
- Ann Arbor Transportation Authority (AATA) Bus Fare (only fare covered by ID card)
- Printing costs for Internship related materials
- Liability (malpractice) insurance
- Fingerprinting, when required by state supported facilities (schools and nursing homes)

The following items are not included in the internship fee:

- Personal automobile transportation (having an automobile is strongly recommended but not mandatory)
- Personal reference texts, other media
- Personal computer
- Food
- Health insurance
- Proof of immunization testing
- Immunizations
- Housing

Program Personnel and Responsibilities:

Internship Director

- Maintain CADE program accreditation
- Direct, organize, and supervise operational activities of the UM SPH DI
- Verify satisfactory performance and completion of assignments at rotation sites
- Complete CADE verification statements for interns
- Coordinate rotations and any other educational activities

Program Secretary

- Reports to the EHS Administrative Manager and the Program Director of Human Nutrition
- Provides administrative support to the UM SPH Dietetic Internship
- Serves as the liaison between the Dietetic Interns and the Internship Director

Site/Preceptor

- Provides supervised training according to required competencies for rotations
- Ensures a qualified professional(s) is available to provide guidance and supervision of the Dietetic Intern
- Evaluates Intern's competencies in the required learning experiences with the assistance of the DI Director

Dietetic Intern

- Enthusiastically participates and actively engages in the UM SPH DI pre-professional supervised experience
- Arrives at all rotations at the designated starting time
- If illness or injury occurs at a rotation site, notify the DI Director and seek personnel medical attention, as needed
- Pays all required fees for the Internship
- Provides proof of immunization or antibodies to, the following:
 - *TB test
 - *Hepatitis B immunization (not required, but strongly suggested)
 - *MMR, Rubella
 - *Chicken Pox vaccine (or chicken pox antibodies)

REQUIREMENTS OF SUCCESSFUL COMPLETION

One goal of the UM SPH DI is to develop Intern competency in the following areas of leadership, time management, critical thinking, problem solving and effective communication. Interns are required to demonstrate mastery of content areas to the internship faculty via

predetermined assignments and projects, while preceptors assess and evaluate the intern's day-to-day skill progression.

COMPONENTS OF SATISFACTORY PERFORMANCE

The American Dietetic Association (ADA) core competencies specify what every dietitian should be able to do at the beginning of his/her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably. In order to receive the verification statement from UMSPH, the Intern must successfully meet all ADA core competencies prior to completion of the Dietetic Internship as well as demonstrate satisfactory performance in the following:

Effective communication (oral and written, individual and team, formal and informal) as evidenced by:

- Participate in all required communication with UMSPH faculty, assigned mentors and preceptors
- **Weekly critical review/journal entries** posted to Ctools due to DI Director by Tuesday, 11 p.m. of the each week of the internship
- Active participation in individual and group discussions either in person or via Ctools to demonstrate knowledge and understanding of topic
- Other communication both oral and written as assigned
- Successful completion of oral and written reports as assigned
- Email is considered an official means of communicating with Interns. All Interns are responsible for checking their UMSPH Ctools site and umich email accounts in a timely manner

Effective time management as evidenced by:

- Attendance at all professional meetings and requirements; any absences must be reported to preceptor and DI Director
- Attendance at conferences and appointments at scheduled times.
- Assignments, projects and other internship requirements are completed within the assigned time frame; if additional work on the assignment or requirement is necessary to achieve mastery or entry-level competence, this work is completed within the agreed upon time frame
- Respectful of other people's time: preceptors, instructor and other interns. Schedule appointments, prepare questions and concerns in advance, when possible and be prepared for all meetings

Problem solving and critical thinking evidenced by:

- Developing and displaying flexibility, initiative and an ability to work with others when engaged in problem solving.
- Maintain an electronic portfolio throughout the internship. This portfolio is used to store artifacts and reflections that serve to document that all required assignments and experiences in the internship are satisfactorily completed.

COMPONENTS OF EVALUATION

Evaluation is an important component of the internship and continues throughout the professional career. Interns will have the opportunity to develop skills in self evaluation during the internship course work and planned experiences. Interns, faculty and preceptors participate in the performance evaluation conferences scheduled in the various practice sites. The conferences identify areas of strength and areas lacking preparation and experience. All conferences should be viewed as positive opportunities for feedback to encourage continued growth and performance of dietetic practitioner skills. Interns can expect to receive oral feedback from preceptors throughout the internship.

Formal evaluation occurs at pre-determined times throughout the internship using specified evaluation forms. Evaluations include both assessments of the intern's progress as well as assessments of the intern's knowledge and performance in rotations. Preceptors/instructors completing the evaluation use the provided form and review with the intern prior to signatures. It is the intern's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation. This form is returned to the DI Director.

Informal evaluation occurs at many times during the rotation. Again, these evaluations should be viewed as an opportunity to gain insight and adjust performance, as needed. No written materials are required from these exchanges.

Lastly, interns are given an opportunity to evaluate the specific rotation experiences. These forms are used to evaluate future improvements in the program as well as provide feedback to preceptors.

Interns are evaluated on a pass/fail/needs improvement basis. If an intern is not progressing in a satisfactory manner, a meeting will be convened between the intern, preceptor and DI Director. A corrective plan of action within a specified time-line will be put into place. If this plan fails to achieve the desired outcome of a "pass," further action and possible dismissal will take place. The UMSPH DI will follow procedures for handling alleged violations and grievance as outlined by the UM School of Public Health, documented at:
<http://www.sph.umich.edu/academics/policies/conduct.html>.

Dress Code

Dietetic Interns are expected to both dress and have a professional appearance. The DI dress code excludes short skirts, crop tops, jeans, and shorts. In clinical settings, closed toe shoes are required. During the food service rotation, hair coverings, minimal jewelry, and closed toe shoes are also required.

Attendance Policy

Up to three absences are approved for the Dietetic Interns. Interns who are absent more than three times shall make up the time missed, according to preceptor availability.

Vacation and Holidays

All University of Michigan and national holidays are honored. Interns do not work on the seven University-designated holidays listed below:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day following Thanksgiving
- Christmas

Customary religious holidays may be honored with the approval of the Internship Director. Approval for the holiday must be obtained prior to that holiday. Some rotation sites may also honor specific national holidays, e.g., Columbus Day and Veterans Day. A 2-week vacation is built into the schedule, occurring the last two weeks of December.

Description of Supervised Practice Rotations

The UM SPH DI has a planned curriculum based on the program's mission, goals, and expected outcomes. The curriculum supports achievement of student learning and expected competence of the graduate. Supervised practice and didactic learning activities prepare Dietetic Interns for professional practice with patients/clients with various conditions, including, but not limited to the following: weight management and obesity, diabetes, cancer, cardiovascular, gastrointestinal and renal diseases. In addition, these activities utilize the nutrition care process with various populations and diverse cultures, including infants, children, adolescents, adults, pregnant/lactating females, and the elderly. These learning activities occur in various settings including inpatient and outpatient care, long-term care, a wellness program, public health/community, (including schools and WIC), and others determined by the program.

Specific dates, times, and location of rotation sites will be available during the orientation. A personal automobile is not required in this internship but is strongly encouraged. Rotation sites may occur outside of the city of Ann Arbor but within a 20 mile radius. Lastly, some rotation sites may require a criminal background check or drug testing. These expenses are included in the internship fee.

Additional Policies

The UM SPH DI is sponsored by the School of Public Health, Department of Environmental Sciences, Program in Human Nutrition. Dietetic Interns are covered by the SPH institutional policy, located at the following website address:
<http://www.sph.umich.edu/academics/policies/conduct.html>

Additional Materials

The following additional topics can be found on the program website and/or the Course Tools site of the University of Michigan School of Public Health Dietetic Internship:

Transportation

Housing

Financial Aid

DI Grievance Procedure

CADE Eligibility Requirements and Accreditation Standards for DI Programs

ADA Code of Ethics and Standards of Professional Practice

Inclement Weather

Supervised Experiences

Required Signature Pages

After reading this handbook and reviewing the contracts presented during the first day of orientation, it is expected that the Dietetic Intern will provide signatures to various contracts in agreement with this handbook and other DI material.

Attachment 1
Dietetic Internship Program (DI)
University of Michigan School of Public Health
Program in Human Nutrition, Dept. of EHS

Procedure for Assessing Prior Learning

I. Policy

Prior learning assessment and the assignment of credit toward supervised practice hours is acceptable by the Commission on Accreditation for Dietetics Education (CADE)

II. Purpose

A. Provide interns an opportunity to apply for credit of supervised practice hours gained prior to admission to the UM SPH DI toward their dietetic internship.

B. Apply up to 200 hours of intern's prior learning towards the required 1200 supervised practice hours requirement in CADE DI programs.

III. Definitions

- A. **Supervised practice hours:** Dietetic internship hours supervised by either a registered dietitian or qualified supervisor, leading to the registered dietitian credential.
- B. **CADE:** Commission on Accreditation for Dietetics Education, the American Dietetic Association's accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered.

Policy Standards

- A. Interns are required to complete 1200 supervised practice hours, leading to the registered dietitian credential.
- B. These hours meet defined CADE learning outcomes and competencies.
- C. A maximum of 200 hours of prior learning may be credited toward the supervised practice through this assessment.

IV. Procedures

- A. Interns can apply for prior learning credit only after acceptance into the UM SPH DI Program.
- B. Interns complete the attached documents electronically and electronically submit no less than 6 weeks (42 days) prior to the internship start date.
- C. The attached documents contain the 2009 CADE Learning Objectives and Competencies for DI Programs in table format.
- D. Interns applying for prior learning assessment credit must complete the table including activity, date, location and time (hours) spent at the sites achieving the competency and learning outcome(s).
- E. In addition to completing the CADE Learning Objectives and Competencies table, the intern must include a 1 page essay for each applicable learning objective detailing HOW

the learning objective and competency was met. The essay must include examples of activities.

- F. Interns will submit samples of projects, reports, presentation and professional practice that demonstrate advanced knowledge and skill in dietetics.
 - G. Interns must submit documentation from the registered dietitian or other qualified person who supervised their prior learning hours. This documentation may include an evaluation from the supervisor, a statement of the intern's activities, or other written documentation of activities. Documentation must include the supervisor's contact information.
 - H. The dietetic internship director and other personnel, as indicated, will review attached documents for approved supervised practice hours.
 - I. The intern will be notified **4 weeks** prior to the start of the internship of any prior learning hours credited via this assessment.
- V. All tuition and fees for the UM SPH DI will remain the same regardless if prior learning credit is given.
- VI. Exhibits**
A. See Attached
- VII. Author:** Theresa Han-Markey, MS, RD

Approval Date: June 24, 2009

Attachment 1: Electronic submission documenting activity, location, date, time, learning objectives and competencies met. Please use the following table and format to apply for prior learning credit toward supervised practice.

CADE Learning Objectives and Competencies

Intern competencies/ learning outcomes	Activity completed to achieve competency/learning outcome	Date(s) and location(s)	Hours spent
DI 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes			
DI 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice			
DI 1.3 Justify programs, products, services and care using appropriate evidence or data			
DI 1.4 Evaluate emerging research for application in dietetics practice			
DI 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis			
DI 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics			
DI 2.2 Demonstrate professional writing skills in preparing professional communications (research manuscripts, project proposals, education materials, policies and procedures)			
DI 2.3 Design implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience			
DI 2.4 Use effective education and counseling skills to facilitate behavior change			
DI 2.5 Demonstrate active participation, teamwork and contributions in group settings			
DI 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility.			
DI 2.7 Refer clients and patient to other professionals and services when needs are beyond individual scope of practice			

Intern competencies/ learning outcomes	Activity completed to achieve competency/learning outcome	Date(s) and location(s)	Hours spent
DI 2.8 Demonstrate initiative by proactively developing solutions to problems.			
DI 2.9 Apply leadership principles effectively to achieve desired outcomes			
DI 2.10 Serve in professional and community organizations			
DI 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals			
DI 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures			
DI 2.13 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration			
DI 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background			
DI 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings DI 3.1.a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered DI 3.1.b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements DI 3.1.c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention DI 3.1.d Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis			
DI 3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing			
DI 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.			
DI 3.4 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions			
DI 3.5 Deliver respectful, science-based answers to consumer questions concerning			

Intern competencies/ learning outcomes	Activity completed to achieve competency/learning outcome	Date(s) and location(s)	Hours spent
emerging trends			
DI 3.6 Coordinate procurement, production, distribution and service of goods and services			
DI 3.7 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals			
DI 4.1 Use organizational processes and tools to manage human resources			
DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food			
DI 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes			
DI 4.4 Participate in public policy activities, including both legislative and regulatory initiatives			
DI 4.5 Conduct clinical and customer service quality management activities			
DI 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data			
DI 4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention			
DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits			
DI 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes			
DI 4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies			
DI 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting			
DI 4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers			