HANDBOOK FOR

UNIVERSITY OF SOUTH FLORIDA

DIETETIC INTERNSHIP PROGRAM

Revised December 2018

PAGE

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Introduction

This handbook is a guide and resource for interns considering enrollment in, or already matched to the Dietetic Internship (DI) at University of South Florida in the College of Public Health. The information, policies, and procedures included in this document are meant to be supportive. Interns are expected to review and follow the policies relating to the DI and university wide Student Code of Conduct:
http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf

The handbook is revised annually and each new edition fully replaces previously published versions. The handbook is available on the internship website:
http://health.usf.edu/publichealth/cfh/usf-dietetic-internship

All interns are encouraged to review the policies and procedures relating to the DI in this handbook. The handbook includes the Program, mission, education philosophy, goals, and objectives as submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as part of 2017 accreditation requirements.

The Academy of Nutrition and Dietetics

The Academy Code of Ethics

The Academy of Nutrition and Dietetics and its Commission on Dietetic Registration have adopted a voluntary, enforceable code of ethics. This code, entitled the Code of Ethics for the Profession of Dietetics, challenges all members, registered dietitians, and dietetic technicians, registered, to uphold ethical principles. The enforcement process for the code of Ethics establishes a fair system to deal with complaints about members and credentialed practitioners from peers or the public.

The first code of ethics was adopted by the House of Delegates in October 1982; enforcement began in 1985. We are now using the fourth revision of the code, adopted by the Academy Board of Directors and the Commission on Dietetic Registration Board in February 2018, and enforced as of June 1, 2018, for all members and Commission on Dietetic Registration credentialed practitioners.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

The Academy Competency Requirements

The current ACEND approved Accreditation Standards for dietetics education programs went into effect June 2017. ACEND-accredited programs prepare individuals to become eligible for the RD credential. The USF DI adheres to current Accreditation Standards. In addition, there are competencies required by the program for the concentration in Population Health, Leadership and Service. These are listed in the Appendix.

Program Information

University of South Florida – General Description

Founded in 1956, the University of South Florida (USF) was the first independent state university conceived, planned and built in the 20th century. The university has made incredible strides in few more than 50 years, developing into one of the nation's leading research institutions. The USF System includes three institutions, each separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools: USF; USF St. Petersburg; and USF Sarasota-Manatee. USF, the main doctoral research institution in Tampa is home to USF Health, which includes the Colleges of Medicine, Nursing, Public Health, and Pharmacy. USF serves more than 48,000 students.

University Mission and Vision

Mission: The University of South Florida's mission is to deliver competitive undergraduate, graduate, and professional programs, to generate knowledge, foster intellectual development, and ensure student success in a global environment.

Vision: As Florida's leading metropolitan research university, USF is dedicated to:

- Student access, learning, and success through a vibrant, interdisciplinary, and learner-centered research environment incorporating a global curriculum.
- Research and scientific discovery to strengthen the economy, promote civic culture and the arts, and design and build sustainable communities through the generation, dissemination, and translation of new knowledge across all academic and health-related disciplines.
- Partnerships to build significant locally- and globally-integrated university-community collaborations through sound scholarly and artistic activities and technological innovation.
- A sustainable economic base to support USF's continued academic advancement.

University of South Florida College of Public Health – General Description

The USF College of Public Health was founded in statute by the Florida Legislature in 1984 as the first school of public health in the State of Florida. The College offers a variety of degree options including BSPH, MPH, MSPH, PhD, and DrPH as well as concurrent degree programs

with medicine, social work, law, nursing, physical therapy and anthropology. The College of Public Health's collective mission is to provide excellence in public health education, leadership, advocacy, research and service; to nurture and motivate our students; and to deliver enhanced health and well-being to all humankind through collaborative partnerships with researchers, educators, health professionals and administrators. Our Practice is Our Passion.

The USF Dietetic Internship is located in the strategic area of Interdisciplinary Science & Practice.

Overview of the USF Dietetic Internship

The program offers a breadth of knowledge and professional skills required for practice of dietetics and for advancement to leadership roles in the nutrition and dietetic profession. The internship provides supervised practice in a variety of settings in the Tampa Bay. The USF Dietetic Internship's specialization is population health, leadership and service, which can be applied in any major fields of dietetics.

Students begin MPH coursework summer semester (mid-May) with graduate courses in core nutrition areas. All courses are on-line, allowing students to transition to the Tampa Bay area. The supervised practice is 4 semesters in length, consisting of approximately 1400 hours of supervised practice. Beginning in August, dietetic interns work 32 hours/week in various medical centers, public health agencies, and private industries, food service, and schools in the Tampa Bay area. The internship is combined with 42 hours of graduate credit, culminating in a MPH, Dietetics and Nutrition. The supervised practice experiences will meet entry level competencies established by the Academy of Nutrition and Dietetics. In addition to becoming registry eligible, interns will achieve competence in nutrition assessment, nutrition care planning, nutrition counseling and education, management and leadership, personnel management, problem solving and decision making and professional growth and development.

Dietetic Internship Rotations

Area	Duration	Example Agencies
Public Health	15 weeks	Health Department (WIC), Entrepreneur, Dairy Council, Meals on Wheels, Feeding Tampa Bay, USF Student Health Services
Clinical	17 weeks	Tampa General: medicine, surgery, cardiology, critical care, staff relief; Moffitt Cancer Center: oncology; All Children's: pediatrics
Food Service Management	4 weeks	Tampa General: food service and production, quality improvement and training, supervision
Advanced Population Health	7 weeks	USF Diabetes Center, TGH Wellness, international experience

Combined Dietetic Internship-MPH coursework

Fall	Spring	Summer
		• PHC 6522 Nutrition in Health and Disease (3) • PHC 6521 Public Health Nutrition (3) • DIE 6248 Advanced Clinical Nutrition (3)
• PHC 6945 Field Experience (3) Internship: Community • PHC 6756 Population Assessment: Part 1(5) • PHC 6588 History & Systems of PH (1)	• PHC 6757 Population Assessment Part 2 (3) • PHC 6145 Translation to PH Practice (3) • HUN 5265 Methods of Nutritional Assessment (1) • PHC 6945 Field Experience (2-3*) Internship: Clinical	• Elective (3) • PHC 6949 Applied Practice Experiences (3)- Internship: Food Service/Advance PH • PHC 6945 (1) International FE
• DIE 6127 Principles of Leadership and Management of Food & Nutrition (2) • HUN 6804 Nutrition and Dietetics Research (3) • PHC 6943 Integrated Learning Experience (3) Internship: Special Project		

2018/2019 MPH-Concentration Nutrition and Dietetics (42 credit hours) *Depends if going international

Program Mission

The mission of the USF Dietetic Internship Program is to **prepare graduates for evidence-based practice, as entry-level registered dietitians to meet the public's health-related challenges in the communities they serve**.

Program Educational Philosophy

The program is an integrated dietetic internship and Master of Public Health program, concentration in Nutrition and Dietetics, that incorporates a variety of educational approaches in a planned progression of learning activities. Program activities are designed to provide the knowledge, practical skills and professional values needed to meet the standards of education and core competencies for registered dietitians established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and to prepare graduates to function as leaders in their profession, transforming practice and promoting population in health

Program Goals and Objectives

The goals and measurable objectives of the USF Dietetic Internship are to:

Goal	Data Assessed	Objectives
1. Prepare graduates to be competent entry-level dietitians, with a specialty in community and public health nutrition	RDN exam rates	80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
	RDN exam pass rates	The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
	Program completion rates	At least 80% of program students will complete the internship program requirements within 30 months (or 150% of the program length) of program initiation.
	Employment rates	Of graduates who seek employment, 80% are employed in nutrition and dietetics ore related fields within 12 months of graduation.
	Graduation surveys	At least 80% of graduates will indicate they "agree" that the internship has prepared them for professional practice.
	Alumni surveys	At least 80% of graduates will rate themselves as "satisfied" or above with their preparation for professional practice by the internship program.
	Alumni surveys	One year after program completion, 50% of graduates will be practicing in the setting of community nutrition or public health.
	Employer surveys	At least 80% of employers will rate graduates' professional knowledge and skills expected for entry-level dietitians as "above average" or "outstanding."
2. Prepare graduates who are able to work with individuals from diverse economic, ethnic, and educational backgrounds	Graduation surveys	At least 80% of graduates will rate the internship experience as improving their skills in delivering information, products, and/or services to a culturally diverse population as "above average" or "outstanding".
	Alumni surveys	At least 50% of graduates will report engagement in professional and/or volunteer work with culturally diverse populations, groups, and/or individuals.

	Employer surveys	At least 80% of employers will rate graduates' ability to work clients of diverse economic, ethnic, and educational backgrounds as "above average" or "outstanding" .
3. Produce graduates who are confident leaders capable of effective advocacy and beneficial service on behalf of the community and the dietetics profession at large	Graduation surveys	At least 80% of graduates will indicate improvement in their leadership ability and advocacy skills as "above average" or "outstanding".
	Alumni surveys	At least 50% of graduates who respond to survey will report leadership, service and/or advocacy activities in the dietetics profession and/or the community at large.
	Employer surveys	At least 80% of employers will rate graduates' leadership skills as "above average" or "outstanding".

Accreditation Status

The USF Dietetic Internship Program has been granted Candidacy status for Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995, (800) 877-1600, ext. 5400.

Admissions Policy

The USF Dietetic Internship follows the rules and guidelines established by University of South Florida. Consideration and acceptance of the interns is by a selected internship committee that will be in compliance with the university, state and federal regulations and laws. The application of each intern will be viewed and considered individually, in compliance with the protection of student civil rights. Due to the start date of the 20-month program, interns must be admitted to the University no later than the Monday two weeks prior to the start of the Summer semester. Students matched to the dietetic internship through DICAS that do not meet this deadline may have the opportunity to defer their appointment until the following year. In this event, placement will be contingent upon acceptance to the University of South Florida and maintenance all admission criteria for the DI, as noted on the program website.

USF is an equal opportunity educational institution based on the student's academic preparation and ability. The admission decisions are made regardless of sex, gender, color, race, national origin, religion, marital status, age, disabilities or creed. USF follows the policy of not engaging in discrimination or harassment against any person regardless of sexual orientation, race, origin,

religion, sex, unfavorable discharge from the military, or status as disabled veteran of the Vietnam period and fulfill with all federal and state nondiscrimination, equal opportunity and regulation.

It is the policy of USF to comply with the Privacy Act of 11974 as well as the Family and Educational Rights. To maintain the student protection of privacy information and the access to files, consent by the intern is required before releasing any information from the intern's record.

Expenses

The dietetic internship is integrated within the MPH in Dietetics. Tuition paid for the MPH coursework includes supervised practice. The current tuition fee is $431.43/hour residents and $877.17 /hour non-residents.

Estimated costs:

• Tuition	$18, 120.06 residents/36,841.14 non-residents
• Books	$300 per semester
• Housing	Off-campus student housing ~ $575/month
• USF Health Background Check, drug testing	$250
• Liability Insurance	$30
• Lab Coat	$25
• SAND annual membership	$15
• AND Student Membership	$58
• FAND Public Policy meeting	$150 shared hotel and travel, registration
• FAND Annual Meeting	$350 shared hotel and travel (registration waived for volunteering)
• International field experience	$2478-2900 (see website for additional details, scholarships may be available)

Withdrawal and refund of tuition and fees

There are no tuition or fees associated directly with the internship. If a Dietetic Intern must withdrawal from a graduate course for any reason, refunds are in accordance with the University tuition refund policy: https://www.usf.edu/business-finance/controller/student-services/student-accounting/student-refunds.aspx

Financial Resources

Dietetic Interns are eligible for federal loans. Step-by-step guidance is available for USF graduate students http://usfweb2.usf.edu/finaid/grad.aspx

Scholarships

Applicants and Interns are encouraged to apply for scholarships through The Academy at

https://www.eatrightpro.org/leadership/honors-and-awards/affiliate-awards/outstanding-dietetics-student-award in addition to their state and local dietetic associations.

Loan Deferment

If considering loan deferment, contact the DI director. Forbearance is often the best choice but depends on each individual loan agreement.

Student Employment

Because of the intensity of the dietetic internship and graduate studies, employment is highly discouraged. If you plan to become employed, it is important to consult with the program director on how a working schedule may affect your performance in the program. While faculty and preceptors are sympathetic to the students' need for employment, employment schedules cannot take priority over the academic and clinical requirements of the program.

Campus Visits

To schedule an on-site visit, please contact the Dietetic Internship Director, Dr. Theresa Crocker, at tcrocker@health.usf.edu. A virtual open house takes place each January.

Applying to the Internship Program

The internship program participates in the April (Spring) D&D Digital (Ames, IA) dietetic internship matching cycle and accepts 6 interns per year. The DI participates in the Dietetic Internship Centralized Application System (DICAS) hosted by the Academy of Nutrition and Dietetics. Please refer to the DICAS Applicant Portal at https://portal.dicas.org/ or the DICAS Information page on the Academy's website for guidance and deadlines. The applicant must complete and submit their application to our program using DICAS by the DICAS deadline.

In addition, students must apply to the USF College of Public Health MPH program, Nutrition and Dietetics (Online Program) for the Fall semester and complete the USF supplemental application for the Summer semester. There are two steps in this process.

Step 1:

1. Complete a SOPHAS application (Select College of Public Health, Masters of Public Health, concentration in Nutrition and Dietetics). Please note you will be registering for the Fall semester. If matched to the internship this will be adjusted for the Summer semester start. Information about application fees can be found at www.sophas.org
2. The SOPHAS application will be verified by SOPHAS (allow two to four weeks)
3. Once verified by SOPHAS, the application will be sent to USF and entered into our Graduate University System.
4. You will receive an email confirming your verified SOPHAS application has been received by USF. Once the USF application is completed and the fee has been paid, and all required College of Public Health supporting documents received, the application

will be forwarded to the concentration lead for review (allow two to four weeks).

5. Monitor your e-mail for decisions and other communications.

Step 2:
While waiting for SOPHAS to verify your application, complete the USF supplemental application for the Summer semester. Doing so will avoid delay in processing your SOPHAS application when it is verified and complete. The application takes ~30 minutes to complete and can be accessed using the online application. Select College of Public Health, Masters of Public Health, concentration in Nutrition and Dietetics. The application fee is $30.

Incomplete applications will not be reviewed by the USF Dietetic Internship Selection Committee. Therefore, all materials must be submitted by the deadline. Admission requirements include a bachelor's degree from a regionally-accredited college or university and an original verification statement from a ACEND approved/accredited Didactic Program in Dietetics (DPD). If the applicant has yet to graduate from a DPD, the applicant may submit an Intent to Complete Form instead of the verification statement at the time of application. Overall grade point average (GPA) of 3.0 based on a 4.0 system is required.

Applicant Ranking and Interview

Applicants will be ranked using standard criteria on the basis of: academic performance, work and volunteer experience in the field, interpersonal skills, leadership potential, and self-direction, quality of reference, and compatibility of applicant's goals with the mission of our program.

Top applicants will be interviewed by phone. The interviews will take place during March. The interview will provide the applicant with further information about the program and allow the applicant to demonstrate their potential to the Dietetic Internship Selection Committee.

Second Round Matching Procedure

If the program has openings after the first round, the Internship Director may appoint interns on an individualized basis. The DI Selection Committee may consider applicants who meet the following criteria: 1) Current University of South Florida students who meet all other admission criteria or 2) interested parties who have a) taken the GRE and b) completed steps 1 and 2 of the application to USF College of Public Health MPH program, Nutrition and Dietetics, as noted on the program website, by the deadline for the upcoming Fall semester.

International Interns

International students on student or exchange visas are also not eligible for the internship. The MPH concentration in Nutrition and Dietetics is delivered in a 100% online format so International students on student or exchange visas are not eligible to participate. The Internship is integrated with the MPH concentration in Nutrition and Dietetics and enrollment

in both is required.

Student Resources

USF provides a wide range of resources designed to support and promote academic success and personal health and well-being. The table below provides information for some of the more relevant campus resources utilized by students and interns. Interns are encouraged to use these resources if they desire.

Resource		
USF Academic	Academic calendar	http://www.registrar.usf.edu/enroll/regist /calendt.php
USF Registrar	Class registration and fees	http://www.usf.edu/registrar/index.aspx
Campus Information and Resources	Comprehensive listing of resources	http://www.usf.edu/campus-life/index.aspx
RPAC	Recreation Center	http://usfweb2.usf.edu/CampusRec/
Counseling and Psychological Services	One-on-one counseling and support services	http://www.usf.edu/student-affairs/counseling-center/
USF Libraries	On campus and online access to reference materials	http://www.usf.edu/academics/libraries.aspx

Program Policies and Procedures

Pre-placement Requirements

DPD Verification

Interns must present two original copies of their DPD Verification Statement at the start of the program. These statements are generated by the student's DPD program director. The DPD Verification is granted after the student has completed the necessary curriculum and standards set forth by the granting institution.

Vaccinations and Health

All the interns are required to provide evidence of being current on all the necessary vaccinations and immunizations. The intern's most recent tuberculosis (TB) test must be negative and completed within the past year or more recent according to partner agency/placement. Required immunizations include MMR, Tetanus, Hepatitis B, and Chicken Pox vaccine, titer or documentation of chicken pox, influenza. The intern is required to carry his/her personal health insurance throughout the internship. Students are eligible for student health insurance through the University.

Driver's License and Auto Insurance

If the intern is traveling in his/her own private car, then they are responsible for keeping an updated driver license, mode of transportation and the liability insurance over there personal private motor vehicle. Students are responsible for their safe transportation to and from affiliated facilities providing learning experiences.

Background Checks and Drug Screen

Interns will be working in facilities (i.e. hospitals, schools) that require criminal background checks and/or drug screens before attendance is permitted. The program will honor the policies of the site if they request additional testing or reject an intern whose criminal background check raises concerns. Please consider your own circumstances before applying to the program.

Once appointed to the program, the intern will be asked to submit proof of immunizations and obtain a FDLE level two background check and drug screen. A copy of the results will be sent to the USF compliance officer who will update the internship director of final results. Partner agencies frequently ask the director to confirm the intern has had a background check and there are no concerns. Also, the intern will disclose their date of birth and possibly social security number in order to assist facilities with their own background checks of the intern. All interns are required to self-disclose criminal convictions that occur within three business days of the conviction.

Liability Insurance

Interns must maintain dietetic practice liability insurance throughout the program at a minimum of $1/$5 million. Mercer Consumer is the current carrier of liability insurance for members of the Academy of Nutrition and Dietetics. You can obtain an insurance policy on their web site at www.proliability.com. Be sure to choose "Academy" as your association.

Memberships

Interns are required to be members of the Academy of Nutrition and Dietetics and Suncoast Academy of Nutrition and Dietetic during the program.

Assessment of Student Learning/Intern Performance Monitoring

The following are utilized in the process of assessing student learning:

1. Preceptor evaluation of competency attainment
2. Assigned projects and case studies

Interns are expected to complete all activities, assignments and course work, and submit by the due date. The intern and Program Director meet for individual meetings at designated times throughout the program to review progress and discuss challenges and other issues that

may be affecting performance in supervised practice and graduate course work. Throughout each rotation, the Program Director will interact with the preceptor and intern as needed. Mid-rotation evaluations between preceptor and intern are encouraged but not mandatory. Informal, regular feedback between preceptor and intern is expected. At the completion of every rotation, the preceptor will complete an evaluation of the intern's performance and competency attainment. The preceptor and intern will meet to review the evaluation. The Program Director may attend this evaluation session. After the meeting, the intern and the preceptor will sign the form. The signed original will be uploaded to the appropriate portal for the intern file. In addition, the intern completes a pre-rotation self-evaluation and an evaluation of the preceptor/rotation via the online survey tool at the end of each rotation. Cumulative preceptor/rotation results are shared each program cycle. This system is designed to monitor student performance and inform early detection of academic or other difficulty. Ethical behavior and academic integrity are mandatory and interns are expected to maintain professional attitude and behavior during the internship.

Evaluations

The following evaluations are used:

- Pre-rotation Self-evaluation (intern self-evaluation)
- Performance Evaluation (competency mastery assessed by preceptor)
- Preceptor/Rotation Evaluation (completed by intern at the end of each rotation)
- Graduation Survey Part 1: Supervised Practice Evaluation (completed by intern after supervised practice rotations end)
- Graduation Survey Part 2: Program Exit Survey Evaluation (completed by graduating intern at the end of the program)
- Alumni Survey (completed by graduate 1 year after graduation)
- Employer Survey (completed by first employer provided to Program Director)

Supervised Practice Documentation

Interns are required to maintain a weekly written record of supervised practice time completed in professional settings that is signed by their preceptor and submitted electronically to the DI director. Interns summarize activities completed in each rotation and submit at the completion of each rotation. The DI director maintains a master record of total hours in supervised practice and competency evaluation for each intern.

Academic Honesty

Students agree to honor the USF policy on academic honesty.
http://www.ugs.usf.edu/catalogs/0102/ADADAP.HTM

Prior Assessment Learning and Experience

Interns are generally not granted credit for prior relevant work experience. If an interns wishes to have a waiver of program hours considered, they must submit a written proposal to the Internship Director following matching to the program. Documentation must include the location, activity, dates, hours completed, preceptor name, rotation requested to apply

towards, evaluation from supervisor, ACEND competencies met and any projects, reports, presentations or the like which demonstrates competency. The Dietetic Internship Program Director makes this decision following a review of the submission.

Complaints and Grievances

The student complaint procedure is as follows:

1) The policy of the USF Dietetic Internship is to encourage the resolution of grievances through informal means and discussions in keeping with the collegial atmosphere of a university. Interns are encouraged to work with their preceptor and Internship Director to resolve issues and complaints. He/she is advised to first attempt to work directly with the preceptor and then make an appointment to speak with the Director if needed, to resolve the situation.

2) The College of Public Health is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes. If the intern or group of interns believe that they have been unfairly treated, discriminated against or have been dismissed from the program for any reason, he/she may present a written appeal to the Associate Dean of Academic and Student Affairs, College of Public Health. This should include a clear outline of the grievance, steps taken to date and desired outcome or resolution.

3) The Associate Dean of Academic and Student Affairs, College of Public Health, will consider the grievance, have access to all of the interns' files, and make a decision within 5 working days.

4) If the matter cannot be resolved to the satisfaction of the dietetic intern, he/she may submit their complaints related to accreditation standards in writing to the Accreditation Council for Education in Nutrition and Dietetics (ACEND):
Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
1-800-877-1600, ext. 5400
www.acend@eatright.org

5) No retaliation will be taken against any student filing a complaint.

*Any student complaints concerning MPH courses follow steps 1-3, working with the course instructor and Internship/Program Director; progressing to the Associate Dean of Academic and Student Affairs if complaint is unresolved. Documentation of all complaints will be kept in a file cabinet in the Director's office for a minimum of seven years.

Sick and Personal Days

The supervised practice experiences align with the institution academic calendar, with scheduled breaks at Thanksgiving, between the Fall and Spring semester and Spring break each year. In addition, interns are given 5 personal days (up to 40 hours) and 3 sick days (up to 24 hours) to take as needed during the internship year. These hours are not counted in the total supervised practice hours.

Interns must notify the Internship Director in writing to request the use of personal time. If approved, the intern must then notify the preceptor in writing. This notification happens ahead of when the personal time is taken. Interns who call in sick are required to call the Program Director on her cell phone, *and* the preceptor for the rotation. Interns may work nights, weekends, or during holidays to make-up hours of personal/sick time as long as the Program Director and preceptor approve and all hours are documented. Extenuating circumstances requiring additional leave or an extended leave of absence, will be addressed on a case by case basis.

Injury or Illness

Safe behavior and good health are important to optimal performance during supervised practice; however, it is recognized that one can be injured or become ill on or off-site. If an intern gets sick or injured at the supervised practice location, they should notify the preceptor and program director as soon as possible. The intern should immediately seek medical assistance or leave the facility to recover. Liability terms are covered in the affiliation agreement with each agency. If ill, the intern should not expose clients, patients, or employees by continuing to work in the facility. Any time that is missed (beyond allotted sick day hours) during the supervised practice rotation due to injury or illness needs to be re-scheduled. This will ensure successful completion of required number of supervised practice hours. The preceptor should be contacted to reschedule supervised practice time, and Program Director should be appraised of the situation and plans to complete the supervised practice hours.

During the international rotation, any injury or illness should be reported immediately to the preceptor/Program Director. The travel insurance covers medical care for the intern internationally. Any time missed beyond allotted sick hours will be made up for in comparable experiences domestically to assure competency attainment.

Inclement Weather

During inclement weather, hospitals, long term care and other patient care facilities do not close. Schools and some other facilities might close on such a rough weather day. Interns are classified as working professionals and facilities that still have to care for patients may require their attendance. Interns should contact their preceptor and the program director in the event of inclement weather and determine the need to report to supervised practice site.

If the joint decision is that reporting is not necessary, interns will need to work on independent projects for that rotation or schedule time to make up the hours missed. In such case, the intern is required to call the director to provide an update. All missed hours will need to be made up at the convenience of the preceptor. If the intern will report; drive safely and do not worry about being late; each intern must use their own discretion when determining their own safety driving to their site, as the weather pattern and road conditions vary. Due to the unique nature of supervised practice rotations, each intern's situation will be considered individually based on the current rotation and in the larger context of the University's plans ultimately keeping safety the priority.

Dress Code

Interns are expected to follow the dress code during rotations, orientation, and classroom hours unless told otherwise. The following should be noted:

- Business casual is the default attire (no jeans or shorts) which may include medical scrubs for certain rotations.
- Business suits may be necessary during state- and national-level conferences (e.g. FAND Meetings, FNCE).
- Nylons/tights are not required in weather over 70 degrees F.
- Clinical rotations or any work in a hospital/clinic or long-term care facility requires closed-heel and closed-toe shoes, unless otherwise told as acceptable by preceptor.
- Clinical rotations require a waist-length, white lab coat to be worn at all times.
- Food service rotations require closed-heel and closed-toe shoes along with no jewelry except a basic band. Long nails, fingernail polish, and fake fingernails are NOT allowed.
- Capri/cropped pants can meet professional dress guidelines when paired a professional shirt and shoes (use best judgment).
- Sunglasses outside okay. Sunglasses inside not.
- Two ear piercings per ear is acceptable (rather than the maximum of one).
- Follow guidelines suggested by preceptor on special dress days on rotations (e.g. spirit day at school lunch, Halloween costumes at the children's hospital).
- Tattoos may need to be covered for many rotations.

Role of Intern in Workplace

Interns are not to be used to replace employees because of the educational nature of supervised practice. A rotation should not use interns as free labor to avoid having to hire paid employees or dismiss paid employees, because interns are available to do the work. Interns should not accept wages or salary in exchange for work performed. Also, regardless of whether the services performed by interns are billed, interns must be appropriately supervised by a qualified preceptor.

Selection of Practice Sites

Institutions and organizations are selected to be supervised practice sites based on their ability to provide high quality training and experiences to meet the associated competencies. Where required, the USF Dietetic Internship has written affiliation agreements with all organizations and institutions that provide supervised practice experiences for the dietetic interns. Supervised practice experiences that take place at USF locations do not require an affiliation agreement. Interns provide feedback on the practice site and preceptor at the end of the rotation and cumulatively at completion of supervised practice. This information is evaluated by the Internship Director yearly and adjustments in practice sites and/or preceptors are made accordingly.

Access to Personal Files

Interns shall have access to personal files that are kept in a secure location. Upon request, a student may view his/her personal file in the presence of the Program Director. Intern files will be kept in a secured location in the Program Director's office.

Intern Retention, Remediation and Termination

The dietetic intern will be placed on probation when the intern receives more than one terminal evaluation indicating unsatisfactory performance in a (clinical/foodservice/community or advanced population health) rotation. Interns with a minimal chance of success in the program will be counseled into career paths that are appropriate to their ability. Behavioral misconduct or unethical behavior on or off duty or unsatisfactory attendance may also result in an intern being placed on probation or dismissed from the program, dependent upon the gravity of the offense. The DI director communicates and coordinates with preceptors and other personnel to address personal issues that could negatively impact a student's success. Students may be placed on academic probation if their GPA drops below 3.0. Academic dishonesty or other disciplinary actions are handled in accordance with the USF policies and procedures previously outlined. Every effort is made to help support a student and provide the needed resources for their success while at USF. USF has a variety of resources to help students achieve their academic goals, details can be found https://www.usf.edu/innovative-education/resources/student-services/academic-support.aspx

DI Verification Statements

A verification statement is issued upon: 1) successful completion of all dietetic internship requirements, and 2) successful completion of the MPH degree. Matched interns complete all program requirements within the maximum length of 30 months of starting their program. Five copies of the verification statement are provided to each graduate. ACEND requires that all dietetic internship programs retain an original copy of each intern's verification statement indefinitely. Verification statements can only be issued for interns who complete at least 1200 supervised practice hours and met all 40 competencies set forth by ACEND. In addition, interns must complete the MPH, submit their preceptor evaluations and complete the dietetic

internship program exit survey.

RD Exam Eligibility

Completion of the dietetic internship allows interns to sit for the Registration Examination for Dietitians. After successfully passing the Registration Examination for Dietitians, one may practice as a registered dietitian nutritionist. Application for state licensure may be made after credentialing.

Signature Pages

Handbook Statement of Understanding

The USF Dietetic Internship

Name: _____
(please print)

I have read and understand the expectations, policies and procedures as outlined in The USF Dietetic Internship Handbook.

_____

Intern Signature Date

Emergency Information

This information is intended to be of assistance to the program director should an emergency situation occur. Be sure to inform the program director if changes need to be made.

1. Your Name: _____

2. Permanent Address: _____
   _____

3. Parent/Guardian/Person to contact in case of emergency and address (if different from above): Name:_____
   Address: _____
   _____
   Phone: _____
   Email: _____

4. As appropriate:
   a. Permanent residents of the US visa number: _____
   b. Passport Number and Issuing Office: _____

I give my permission to University of South Florida and its agents to contact the person I have identified as my emergency contact in the event the Dietetic Internship program determines such action is justified.

_____ _____
Signature Date

Consent Form for Use of Internship Work in Reporting and Assessment

I,_____, consent to the use of my USF Dietetic Internship program work for outcomes assessment, accreditation reporting purposes, and program evaluation research to improve the quality of the program. I understand that any data gathered from my work as an intern will be kept confidential so that no individual intern could be identified. I understand that this work may be shown to internal and external evaluators as examples of intern work in Dietetic Internship curricula.

_____ _____

Signature Date

I do not give my consent to use my internship work.

_____ _____

Signature Date

Consent Form for Disclosure of Education Records and Appropriate Medical Information

I, the undersigned USF student, plan to enroll, or have enrolled, in the Dietetic Internship program the College of Public Health. I understand that consent to the disclosure of my education records and pertinent medical information, drug screen results, and background checks at USF to preceptors in affiliated facilities is a precondition of my acceptance and continuing enrollment and participation in the Dietetic Internship program. To facilitate my participation in the program, I hereby consent to the disclosure of my education records and pertinent medical information, drug screen results, and background checks at USF to preceptors in affiliated facilities that have contracted with USF to provide clinical learning experiences for interns in the program. I also consent to the affiliated facility where I am placed disclosing my education records back to USF. The purpose of this disclosure is to provide information about my educational background to prospective affiliated facilities for assistance in placing me and, once placed in an affiliated facility, to promote cooperation between the College of Public Health and the affiliated facility concerning my learning experience during the dietetic internship. Once I am placed in an affiliated facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to USF.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records and limits access to the information contained in those records.
2. My education records and appropriate medical information may only be disclosed to affiliated facilities on the condition that the facility will not redisclose the information to any other party without my written consent, unless specifically allowed by law.
3. I have the right not to consent to the disclosure of my education records or appropriate medical information.
4. I recognize that a copy of my education records must be provided to me upon my request.
5. This consent remains in effect unless revoked by me, in writing, and delivered to USF, but that any such revocation shall not affect disclosures previously made by USF prior to the receipt of my written revocation.

_____ _____

Signature Date

_____

Print Name

Appendix

2017 ACEND Intern Competencies: The program's curriculum will prepare interns with the following core competencies:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Upon completion of the program, graduates are able to:
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Upon completion of the program, graduates are able to:
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4 Function as a member of interprofessional teams.
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7 Apply leadership skills to achieve desired outcomes.
CRDN 2.8 Demonstrate negotiation skills.
CRDN 2.9 Participate in professional and community organizations.
CRDN 2.10 Demonstrate professional attributes in all areas of practice.
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15 Practice and/or role play mentoring and precepting others.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

Upon completion of the program, graduates are able to:
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition focused physical exams.
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4 Design, implement and evaluate presentations to a target audience.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10 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.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Upon completion of the program, graduates are able to:
CRDN 4.1 Participate in management of human resources.
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3 Conduct clinical and customer service quality management activities.
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10 Analyze risk in nutrition and dietetics practice.

In addition to the ACEND competencies, competencies required by the program for the concentration in Population Health, Leadership and Service are:

PH 2: Develop and implement advanced nutrition programs that promote population health in the community.
PH3: Conduct applied practice research.
PH 4: Identify and advance leadership opportunities for expanded visibility and enhanced effectiveness of registered dietitians in serving the nutrition and health promotion needs of the public.