Revised November 2016

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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 at 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 mission, goals, and objectives as submitted to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as part of 2016 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 third revision of the code, adopted by the House of Delegates on October 18, 1998, and enforced as of June 1, 1999, 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 2012. ACEND-accredited programs prepare individuals to become eligible for the RD credential. The USF DI adheres to current Accreditation Standards. In addition, there are two competencies required by the program for the concentration in Population Health, Leadership and Service. These are listed at the end of Appendix A.

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. COPH is comprised of five departments: Community and Family Health, Epidemiology and Biostatistics, Global Health, Environmental and Occupational Health, and Health Policy and Management. The College offers a variety of degree options including BSPH, MPH, MSPH, PhD, and DrPH as well as dual degree programs with medicine, social work, law, nursing, physical therapy and anthropology. The College of Public Health’s promise is with selfless dedication, we promise to use our transformational
research and interdisciplinary approach to passionately solve problems and create conditions that allow every person the universal right to health and well-being. Passion is our Practice!

Department of Community and Family Health

The USF Dietetic Internship is located in the department of Community and Family Health (CFH). The mission of CFH is empowering families and communities to ensure optimal health and well-being through collaborative innovation in education, research and community engagement. Our academic programs assist individuals in developing leadership in health science disciplines that meet the needs of diverse populations. Faculty members are dedicated to excellence in teaching of students, innovation in research, and commitment to transdisciplinary collaboration.

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 1664 hours of supervised practice. Beginning in August, dietetic interns work 32 hours/week in various medical centers, public health agencies, and private industries, food services, 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.

<table>
<thead>
<tr>
<th>Dietetic Internship Rotations</th>
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<tbody>
<tr>
<td><strong>Area</strong></td>
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<tr>
<td>Community</td>
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<tr>
<td>Clinical</td>
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</table>
Food Service Management 10 weeks  Tampa General – food service and production, quality improvement and training, supervision
Advanced Public Health 12 weeks  USF Diabetes Center, VA outpatient clinic, dialysis center, 2 weeks international experience, special project

**Combined Dietetic Internship-MPH Coursework**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>PHC 6756 Population Assessment 1 (5)</td>
<td>PHC 6757 Population Assessment 2 (3)</td>
<td>PHC 6522 Nutrition in Health and Disease (3)</td>
</tr>
<tr>
<td>PHC 6588 History &amp; Systems in PH (1)</td>
<td>PHC 6145 Translation to Practice (3)</td>
<td>PHC 6521 Public Health Nutrition (3)</td>
</tr>
<tr>
<td>PHC 6945 Supervised Practice (3)</td>
<td>HUN 5265 Methods of Nutritional Assessment (1)</td>
<td>DIE 6248 Advanced Clinical Nutrition (3)</td>
</tr>
<tr>
<td>(Internship=Community)</td>
<td>PHC 6945 Supervised Practice (3)</td>
<td>Elective (3)</td>
</tr>
<tr>
<td></td>
<td>(Internship = Clinical)</td>
<td>PHC 6945 Supervised Practice (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Internship = Food Service/Adv PH)</td>
</tr>
<tr>
<td>DIE 6127 Principles of Leadership and Management of Food &amp; Nutrition (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUN 6804 Research Methods in Nutrition and Dietetics (3)</td>
<td></td>
<td></td>
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<tr>
<td>PHC 6977 Special Project (3)</td>
<td></td>
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<tr>
<td>(Internship = Adv PH)</td>
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**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 Goals**

<table>
<thead>
<tr>
<th>Program Goals and Outcomes</th>
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<tbody>
<tr>
<td>Goal</td>
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<tr>
<td>1. The program will prepare interns to be competent entry-level dietitians, with a specialty in community and public health nutrition</td>
</tr>
<tr>
<td>Goals</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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<tr>
<td><strong>RDN exam pass rates</strong></td>
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<tr>
<td><strong>Program completion rates</strong></td>
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<tr>
<td><strong>Employment rates</strong></td>
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<tr>
<td><strong>Graduation surveys</strong></td>
</tr>
<tr>
<td><strong>Alumni surveys</strong></td>
</tr>
<tr>
<td><strong>Alumni surveys</strong></td>
</tr>
<tr>
<td><strong>Employer surveys</strong></td>
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</tbody>
</table>

**2. Prepare entry-level dietitians who are able to work with individuals from diverse economic, ethnic, and educational backgrounds**

<table>
<thead>
<tr>
<th>Goals</th>
<th>Measures</th>
<th>Outcomes</th>
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</thead>
<tbody>
<tr>
<td><strong>Graduation surveys</strong></td>
<td>At 80% of graduating interns 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.”</td>
<td></td>
</tr>
<tr>
<td><strong>Alumni surveys</strong></td>
<td>At least 50% of graduates will report engagement in professional and/or volunteer work with culturally diverse populations, groups, and/or individuals</td>
<td></td>
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<tr>
<td><strong>Employer surveys</strong></td>
<td>At least 80% of employers will rate graduates’ ability to work clients of diverse economic, ethnic, and educational backgrounds as “above average” or “outstanding.”</td>
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</table>

**3. Produce graduates who are confident leaders capable of effective advocacy and beneficial service on behalf of the community and the dietetics profession at**

<table>
<thead>
<tr>
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<th>Outcomes</th>
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</thead>
<tbody>
<tr>
<td><strong>Graduation surveys</strong></td>
<td>At least 80% of graduating interns will indicate improvement in their leadership ability and advocacy skills as “above average” or “outstanding.”</td>
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</tbody>
</table>
Alumni surveys
At least 50% of graduates 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 200, Chicago, IL, 60606-6995, (312) 899-0040 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.

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 $467.34/hour residents and $913.08/hour non-residents.

Estimated costs:
- Tuition $19,638 residents/38,349.36 non-residents
• Housing Off-campus student housing ~ $575/month
• TAND annual membership $35
• FAND Public Policy meeting ~$150 shared hotel and travel and registration
• FAND Annual Meeting ~$350 shared hotel and travel (registration waived for volunteering)
• International field experience ~$2500 air, food, lodging (scholarships available)

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](http://usfweb2.usf.edu/finaid/grad.aspx)

Scholarships
Applicants and Interns are encouraged to apply for scholarships through The Academy at [http://www.eatright.org/students/careers/aid.aspx](http://www.eatright.org/students/careers/aid.aspx) 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.

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/](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 MPH, Community and Family Health, Nutrition and Dietetics program. This is a multi-step process requiring two additional applications.
Step 1:
1. Complete a SOPHAS application (http://sophas.org/). Please note you will be registering for Fall 2017. If matched to the internship this will be adjusted for the summer 2017 start. There is a $135 for this third-party service.
2. The SOPHAS application will be verified by SOPHAS (allow two to four weeks)
3. Once verified, 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. Monitor your e-mail for decisions and other communications.

Step 2:
6. While waiting for SOPHAS to verify your application, please use the below link to complete the USF supplemental application and pay the supplemental fee of $30. Doing so will avoid delay in processing your SOPHAS application when it is verified and complete. https://secure.vzcollegeapp.com/usf/default.aspx?cid=87&ltid=1
7. 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 department for review (allow two to four weeks).

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.

International Interns
International interns are responsible to ensuring they will have appropriate documentation (visa) to allow them to spend 20 months in the US to complete their supervised practice hours. Student visas are often not applicable to our program.
**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.

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<thead>
<tr>
<th>Resource</th>
<th>Description</th>
<th>URL</th>
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<tbody>
<tr>
<td>Comprehensive listing of resources</td>
<td>Campus Information and Resources Comprehensive listing of resources</td>
<td><a href="http://www.usf.edu/campus-life/index.aspx">http://www.usf.edu/campus-life/index.aspx</a></td>
</tr>
<tr>
<td>Recreation Center</td>
<td>RPAC</td>
<td><a href="http://usfweb2.usf.edu/CampusRec/">http://usfweb2.usf.edu/CampusRec/</a></td>
</tr>
<tr>
<td>One-on-one counseling and support services</td>
<td>Counseling and Psychological Services</td>
<td><a href="http://www.usf.edu/student-affairs/counseling-center/">http://www.usf.edu/student-affairs/counseling-center/</a></td>
</tr>
<tr>
<td>On campus and online access to reference</td>
<td>USF Libraries</td>
<td><a href="http://www.usf.edu/academics/libraries.aspx">http://www.usf.edu/academics/libraries.aspx</a></td>
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</table>

**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 or documentation of chicken pox.

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 their personal private motor vehicle. Students are responsible for their transportation to and from affiliated facilities providing clinical 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 reject an intern whose criminal background check raises concerns. Please consider your own circumstances before applying to the program.

Once admitted to the program, the intern will be asked to obtain a criminal background check and FBI check (if residence is outside Florida). A copy of the results must be sent to the internship director for the intern’s files. 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/$3 million.

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

**Assessment of Student Learning (Competencies)**
The following are utilized in the process of assessing student learning:
1. Preceptor evaluations of competencies
2. Assigned projects and case studies

Throughout each rotation, the Program Director will interact with the preceptor and intern. At the completion of every rotation, the preceptor will complete an evaluation form 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 returned to the program director for the intern file. In addition, the intern completes an evaluation of the preceptor/rotation which is sent directly to the Program Director. Cumulative preceptor/rotation are shared each program cycle. Mid-rotation evaluations between preceptor and intern are encouraged but not mandatory. Informal, regular feedback between preceptor and intern is
Interns are expected to complete and pass all competencies, course work, and assignments in a timely manner. Interns are expected to maintain professional attitude and behavior during the internship.

**Evaluations**
The following evaluations are used:
- Performance Evaluation (competencies assessed by preceptor)
- Preceptor/Rotation Evaluation (completed by intern at the end of each rotation)
- Program Exit Survey Evaluation (completed by graduating intern at the end of the program)

**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 with relevant work experience may have program hours waived. The Dietetic Internship Program Director makes this decision based on forms that are completed by the intern after matching to the program.

**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. The Department of Community and Family Health is also committed to a formal procedure for consideration of grievances that are not resolved through informal processes. Interns are encouraged to work with their Internship Director and preceptor to resolve academic issues and complaints.

2) 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 and/or verbal appeal to the Chair, Community and Family Health.

3) The Chair, Community and Family Health, will consider the appeal, 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)
*Any student complaints concerning MPH courses follow steps 1-3, working with the course instructor and Internship/Program Director; progressing to Chair if complaint is unresolved.

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

**Sick and Personal Days**

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 when taking personal time. This notification happens ahead of when the personal time is taken. Interns who call in sick are required to **call** the preceptor for the rotation and the Program Director.

Interns may work nights, weekends, or during holidays to make-up hours of personal/sick time as long as the preceptor approves and all hours are documented.

**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.

All students traveling internationally are required to purchase travel insurance. This insurance covers medical care and emergency evacuation. The cost of the travel insurance is $1.53/day. The travel process and insurance requirements are detailed here: [http://health.usf.edu/international/Travel-students.htm](http://health.usf.edu/international/Travel-students.htm)

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 an inclement stormy weather, hospitals, long term care and other patient 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 and attend. Interns should contact their preceptor in the event of inclement weather and determine the need to report to work.

If the preceptor and intern decide together that reporting is not necessary, they 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.

**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 are necessary during state- and national-level conferences only (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.
- 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. The USF Dietetic Internship has written affiliation agreements with all organizations and institutions that provide supervised practice experiences for the dietetic interns. Interns provide feedback on the practice site and preceptor at the end of the rotation and cumulatively at program completion. This information is evaluation 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 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/administrative/community) rotation. 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 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.

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/Academy. 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.

_________________________________________  _____________
Student 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 A.
2012 ACEND Intern Competencies

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.
Upon completion of the DI, graduates are able to:
DI 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
DI 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the 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 projects using appropriate research methods, ethical procedures and data analysis

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
Upon completion of the DI, graduates are able to:
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 Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
DI 2.2 Demonstrate professional writing skills in preparing professional communications
DI 2.3 Design, implement and evaluate presentations to a 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 patient care activities to DTRs and/or support personnel as appropriate
DI 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
DI 2.8 Apply leadership skills to achieve desired outcomes
DI 2.9 Participate in professional and community organizations
DI 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.
DI 2.11 Demonstrate professional attributes within various organizational cultures
DI 2.12 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
DI 2.13 Demonstrate negotiation skills

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

DI 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats.
DI 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
DI 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends
DI 3.5 Coordinate procurement, production, distribution and service of goods and services.
DI 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

Upon completion of the DI, graduates are able to:
DI 4.1 Participate in management of 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 Participate in public policy activities, including both legislative and regulatory initiatives
DI 4.4 Conduct clinical and customer service quality management activities
DI 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data
DI 4.6 Analyze quality, financial or productivity data and develop a plan for intervention
DI 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
DI 4.9 Analyze financial data to assess utilization of resources
DI 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
DI 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers

Human Nutrition Dietetic Internship Required Competencies

PNC 1. Demonstrate proficiency in assessing complex interactions of genetic and environmental factors underlying nutrient processing, including potential impact on the health status of an individual and predictive value of nutrigenomic tests.
PNC2. Demonstrate effective skills in developing or using technologies to reach and interact with patients on multiple levels