INTRODUCTION TO PROGRAM HANDBOOK

The purpose of the Program Handbook is to serve as a reference and resource for the students in each of the programs in the VUMC Center for Programs in Allied Health (CPiAH). The Program Handbook is one of the important documents that provide operational guidance to students, to assist them in their successful progression through their programs. Other key documents with policy and procedure information important to students include:

- **Catalog of the VUMC Center for Programs in Allied Health** – Source of important policies and other information related to VUMC, the CPiAH and each program. The catalog is available on the VUMC CPiAH website.
- **Program Handbook** – Each CPiAH program provides students its own Program Handbook. The policies and procedures in the Program Handbook are aligned with VUMC, CPiAH and program policies that appear in the Catalog, as well as other locations. The purpose of the Program Handbook is to provide more specific details about each program, with a particular focus on operational information and procedures.
- **VUMC CPiAH website and Program Website** – The Center for Programs in Allied Health has its own website, and that website houses a website for each program within the CPiAH. Students will find important information regarding both the institution and the programs on these sites.

IMPORTANT NOTICE TO STUDENTS:

All students enrolled in VUMC Center for Programs in Allied Health (CPiAH) programs are bound by all VUMC, CPiAH and Program policies. By enrolling in a CPiAH program, every student acknowledges his or her responsibility to abide by and adhere to all institutional and programmatic policies and procedures. Students therefore have the responsibility of being familiar with the policies and procedures described in the Program Handbook, in the Catalog of the Center for Programs in Allied Health, and on the CPiAH and respective program’s websites.
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The Catalog of the Center for Programs in Allied Health (CPiAH) contains important information about Vanderbilt University Medical Center, the Center for Programs in Allied Health and this program specifically.

Students are advised to refer to the CPiAH Catalog in order to obtain the following information about this program:

- Program Description
- Graduation Document
- Mission, Credo and Goals
- Accreditation and Approvals
- Staff and Faculty
- Academic/Program Calendar
- Admission Information
- Academic Program / Graduation Requirements
- Satisfactory Academic Progress Requirements
- Codes of Conduct and Ethics
WELCOME TO VANDERBILT

We are happy to have you in our Dietetic Internship and hope your stay with us will exceed your expectations. The program has been designed to serve as a learning experience for the development of professional skills and competence. It is your responsibility to help maintain the objectives of Vanderbilt University Medical Center, the Center for Programs in Allied Health, Dietetic Internship and the affiliated institutions.

This manual is a guide to the Dietetic Internship program. The Internship Director and Educational Coordinator will direct you during the Internship. They should be consulted with your questions regarding program policies and procedures. Your cooperation in our mutual endeavors is expected and appreciated.

GRADUATION DOCUMENT: VERIFICATION STATEMENT

Upon successful completion of the internship, each intern will participate in the graduation ceremony held in mid-June. At this ceremony, interns will be provided with a Verification Statement. Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics to ensure that academic and supervised practice requirements for Academy membership or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitians have been met.

Each graduating intern will receive four (4) original verification statement forms to use when applying for employment, state licensure/certification, Academy membership etc. The Internship Director will maintain one (1) original in the graduate’s file at Vanderbilt. One (1) additional original form will be maintained by the Internship Director to submit to the Commission on Dietetic Registration as directed through the Registration Eligibility Processing System (REPS) for registration eligibility requirement verification. At various times in preparing for professional membership or registration, you may be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the graduate to safeguard the Verification Statements provided to them at graduation until the time they are to be used in application processes.

Following graduation, the Internship Director will complete the Candidate Eligibility Application using the REPS On-Line System. The following will be submitted as pdf attachments/files to CDR:

- Candidate Eligibility Application
- DPD Verification Statement
- DI Verification Statement
- RDNE and RDE Misuse Form
- Transcript or Foreign Degree Equivalency Statement/Documentation

The Commission on Dietetic Registration will send the Internship Director an emailed acknowledgement of the REPS On-Line submission and the supportive documentation. Typically, the Internship Director will receive this acknowledgement within 2-24 hours following class eligibility submission.

Graduates will then receive confirmation of their eligibility from CDR within one to two business days via email. The graduate should receive the Candidate Information and authorization to test from Pearson VUE within one to two days. The graduate will register on Pearson VUE’s website, schedule an exam appointment and submit exam fee to Pearson VUE. The latter may take another one to two business days.

DIETETIC INTERNSHIP PROGRAM SYLLABUS

The Dietetic Internship Program Syllabus (rotation schedule) provides essential information about the learning activities that take place during the internship, as well as the grading and evaluation criteria against which student performance will be assessed. Students are responsible for reviewing, being familiar with and complying with
PRIOR EXPERIENCE DISCLOSURE
No Dietetic Internship program credit is given for prior work experience or previous academic credit. All interns will be expected to complete all required supervised practice learning experiences.

PROGRAM FACULTY AND PRECEPTORS
During each rotation, the dietetic intern is directly responsible to the dietitian or manager (a.k.a., preceptor), who will provide daily guidance. The preceptor’s name is listed on the general information sheet for each service. Questions about assignments or policies and procedures of the service should be directed to her/him. The preceptor, the Internship Director and the Educational Coordinator (health promotion rotations) must approve changes in the schedule during a rotation. The preceptor should be your first contact to resolve problems that arise in your daily learning experiences.

Either the Educational Coordinator or Internship Director reviews all written projects and evaluations. The Internship Director and Educational Coordinator also serve as a resource for special assignments or studies. They are available by appointment for advising, guidance and assistance.

Please be aware that many physicians, dietitians, employees and professionals in various fields volunteer their time and expertise to provide VUMC dietetic interns with specialized training. They aren’t required to do this; they do it because they care about the education and experience of VUMC dietetic interns, as well as about patient care. Please do your part by being appreciative of and sensitive to the commitment they have made – above and beyond their normal workload – to train you. This will help promote a mutually beneficial preceptor/trainee relationship and a quality training experience.

PROGRAM ACTIVITIES THAT AUGMENT ROTATIONS

Professional Development Days
Formal professional development days and conferences are scheduled throughout the year. Each intern spends four weeks in general orientation/Rotation Readiness prior to beginning rotations. Professional development days generally are scheduled on Fridays. Additionally, sessions may be scheduled as a “lunch and learn” during the workday. You will receive a schedule indicating the time and room location for each session. This schedule is distributed via the Vanderbilt email system.

Interns are required to check their VUMC email accounts regularly (a minimum of at least three times a day) in order to receive program and professional development schedule announcements in a timely fashion. Attendance is mandatory for all sessions and punctuality is required. Unexcused absences and tardiness adversely affect the interns’ mid-year and final scores. (For full information, see Attendance Policies, in this Program Handbook.)

Rotation Schedule (Syllabus)
During Rotation Readiness you will be given the schedule of assigned services (rotation schedule/syllabus) for the first semester of the Internship. You should have this available at all times for reference. Since many factors and schedules are involved in planning the rotation of assignments, schedule changes are not possible except in emergency situations. The rotation schedule for second semester will be distributed via email in mid-January.

Service Schedule
During orientation to each service, the preceptor reviews the daily schedule with the intern. Interns are expected to be in the assigned facility, participating in Internship learning experiences during scheduled hours. Schedules are prepared that will provide the intern with opportunities to enter into activities at times that will be most beneficial. You may be scheduled to be on duty very early or very late or on weekends or holidays. Time off is usually equivalent to two days off per week--not always on the weekend and not necessarily two each week. Project and
study time is required in addition to time or hours spent in the facility. If you leave your rotation early (i.e. work less than an 8 hour shift) you must contact the Internship Director in person or via email. If you are in health promotion rotations, contact the Internship Director as well as the Educational Coordinator.

Do not request a schedule change for personal reasons. You will not be permitted to be on duty on days you are not scheduled in order to accumulate time to take off later. Always allow ample time to report to your assignment as scheduled. Tardiness disrupts the normal operation in an area and results in lost learning time and experiences.

THE PRECEPTOR TO WHOM YOU ARE IMMEDIATELY RESPONSIBLE MUST BE INFORMED OF YOUR WHEREABOUTS AT ALL TIMES

When you are scheduled with persons other than your preceptor, you must contact them the day before to confirm time, place and activities. In the event of illness, you are expected to contact your preceptor via phone before the scheduled arrival time. You must also contact (by phone) the Internship Director and, if in health promotion rotations, the Educational Coordinator, to communicate your situation.

Professional Development Seminars
Each intern is scheduled to present journal clubs/seminars or other professional education opportunities throughout the year. Topics are assigned. These journal clubs/seminars contain issues and discussion that supplement the learning experiences for the Internship competencies.

Community Teaching Experience
During your Internship, you will have opportunities for community teaching experiences. These experiences are coordinated and approved by the Internship staff. Notify the preceptor in your area when scheduled for a presentation. Any individual requests directed to the student should be referred to the Internship office.

Each intern must prepare an outline of the presentation and give it to the Internship staff for approval prior to the presentation. If visual aids, materials or food products are needed, consult the Internship staff. Reimbursement for these items will not be made without prior approval. You may be expected to evaluate yourself by using the "Group Teaching Evaluation Form". If you do evaluate yourself you will turn in the evaluation form to the Internship staff.

Projects/Assignments
Professional Development Day/Class activities and projects are assigned throughout the program to supplement learning activities available in the practice facilities. A partial listing of the special projects is:

- Case Study (Clinical) *
- Case Study (Management) *
- Professional Development Seminar

*A passing score of 80 is required on these projects in addition to other minimum requirements to complete the program. Ten (10) points per day (including weekend days) are deducted from the earned score for late projects.

ATTENDANCE POLICIES

Attendance is required and punctuality is expected for each rotation day, as well as for all professional development days, community events and conferences. The mid-year and final internship scores will have a 5% deduction for each unexcused absence or excessive tardiness. Rotation scores will be reduced 5% for excessive tardiness to that rotation. Excessive tardiness is defined as two or more late arrivals to professional development, community event or rotation. Three tardies results in academic probation and five tardies results in dismissal from the program.
Make up time must be scheduled for all absences. Time off will not be scheduled for personal reasons (social occasions/job interviews, family outings). Interns are expected to work all assigned hours in rotations and community events and be present for the entirety of each professional development day, community event or conference, including professional meetings. In the event of illness, the Internship Director and rotation preceptor must be contacted via phone before the time you are assigned to report.

**Time Sheets**
Interns are required to maintain a daily record of time spent in learning experiences in the facilities. As much as possible, learning experiences are planned that will allow the dietetic intern to practice the role of the dietitian. Assigned learning experience that provides the opportunity for the intern to assume the role (with supervision) of the dietitian is considered *entry level practice (or concentration experience)* and should be recorded on the timesheet as supervised practice.

Sick leave, holidays, vacation and other leave days (including weekends) should also be recorded on the time sheet.

If, at any time a dietetic intern fills a job position that would otherwise be vacant, the hours must be recorded on the intern's timesheet as *employee relief*. The intern is not to replace employees. However, interns may be expected to perform a variety of duties/tasks to meet the needs of the facility on a given day as would be expected of a preceptor.

Forms and instructions for recording hours are provided during orientation. Timesheets and productivity sheets must be submitted to the Internship Director on the last day of each month.

**LEAVE POLICIES**

**Bereavement**
Interns may be granted up to three working days of leave in cases of death in the immediate family. "Immediate Family" is defined as parents, grandparents, spouse, child, sister, brother, father-in-law or mother-in-law. Requests for leave and/or exceptions must be made with the Internship Director. Adjustments in schedules, assignments may need to be made. These will be determined on an individual basis.

**Holidays**
If an intern is scheduled for a rotation on a day a facility observes as a holiday, the intern will not be required to report to the facility. All written work will be required. Learning experiences that occur *only* on the holiday may be changed. Interns will not be allowed to accumulate time to take before or after a holiday. In addition, leave days will *not* be granted on the last assigned work day before the beginning of scheduled vacation/holiday.

**Emergency Leave Days**
Emergency leave may be granted *only* in cases of extenuating circumstances. These determinations will be made by the Internship Director on an individual basis. Interns will be responsible for making up all work time missed. Make up work will be scheduled according to availability of experiences and preceptors.

**Sick Leave**
If you are unable to report to your assigned area because of illness, you *must* speak with the internship staff (voice mails are *not* acceptable) and the preceptor to whom you are responsible *EACH* day of your absence. Contact must be made prior to your scheduled time to report. If you have assigned responsibility for a dietitian or other specific positions, you must also inform the dietitian who can make arrangements for coverage of the area. You may be asked to provide a doctor’s statement to substantiate illness and/or readiness to return to work. You need to be afebrile for 24 hours before returning to work.
If an intern is absent during the program because of illness, the internship staff will schedule additional time to make up learning activities that have been missed and may alter completion date of the program. However, opportunities to make up learning activities may not always be available and similar learning experiences may be substituted. Excessive sick leave may impact the intern’s ability to complete objectives of rotations and achieve competency in a particular practice area therefore, sick leave should be used only when necessary and should not be considered a “free day off”. If an intern misses
- 50% of a rotation

OR
- One or more days during entry level practice rotation or concentration rotation

he or she will receive an incomplete for the rotation. The intern will be scheduled to make up the missed time. The maximum time frame for completing the Vanderbilt Dietetic Internship is 15 months (150% of the 10-month program).

Sick leave should be recorded on the timesheet and turned in to the Internship Director at the end of each month. Internship staff may elect to send the student to Occupational Health if there is a pattern of illness. Ten sick days (one per month) are allotted for the duration of the program.

Medical Leave of Absence
A request for a medical leave of absence by an intern must be approved by the Internship Director. Proper documentation of the medical condition will be required. If a medical leave of absence is taken, the intern must agree to re-enter the program at a time when the Internship Director can schedule the intern for remaining rotations. Dependent on the length of the requested medical leave, the intern may be required to repeat rotations to ensure competence has been established. Depending on the length of time of the approved medical leave of absence the intern may have a different completion date than his/her classmates. However, the program must be completed within 15 months of starting the program.

Vacation
During 2018-2019, the dietetic intern receives a total of 19 leave days. These days have been planned in the rotation schedule and are not subject to change by the intern. If unforeseen circumstances make it necessary for you to be absent beyond, or in addition to, the allowed leave time, you must confer with the Internship Director and make arrangements to make up the time. The internship may alter leave schedules, as needed, to ensure interns meet competence for entry level practice. Leave time should be accurately recorded on the timesheet form and the productivity form and turned in to Elizabeth Robinson at the end of each month.

Severe Weather Absences
During severe weather conditions, such as snow, ice, tornado warnings, etc., dietetic interns are expected to report to the assigned learning activities as scheduled. Only internship staff may excuse interns. You should consider walking or using public transportation if you are uncomfortable driving during inclement weather. If you are uncertain of what to do, please call the internship staff. If rotations are cancelled due to inclement weather you may be asked to complete rotations during leave days to make up the missed time.

The use of vacation/leave time or sick days will not be granted during weather emergencies if interns are deemed to be “essential staff.” No staff or interns may leave the premises during yellow or orange alerts (for weather or other emergency drills or events). If absence from the assignment is necessary, the intern will need to make up the time. No learning experiences will be altered or deleted because of severe weather.

STUDENT CONDUCT/PROFESSIONALISM

All students are bound by several standards of conduct, as outlined in the CPIAH Catalog, including:
- VUMC Code of Conduct
In order to ensure students clearly understand the behaviors that are expected/acceptable and unacceptable, the following examples are provided. The following are considered violations of the VUMC Code of Conduct, the VUMC Center for Programs in Allied Health Honor Code and/or the Code of Ethics for the Profession of Dietetics:

- Cheating on an examination, test or written project
- Plagiarizing (incorporating into one's own work the work of another without identifying the source) in an assigned paper, report or project
- Submitting work prepared by another person as one's own (including use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents)
- Submitting work prepared for another rotation without the specific prior authorization of the supervising dietitian
- Falsely reporting personal illness or work hours on monthly time sheets
- Falsification of results of study and research

All projects submitted are presumed to be the intern's own work unless credit is given using the proper format.

The privacy of medical records is legally protected under Federal Law through the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Patients' medical records are considered legal documents and require careful handling. The information contained in the medical record is confidential and should not be discussed with anyone other than the responsible health care team members. The contents of a medical record is never to be photocopied.

Similarly, dietetic interns may encounter confidential employee and financial records as a part of their routine Internship learning activities. These records are also highly confidential and should not be discussed with anyone other than the responsible health care team members.

All documentation in medical records must be signed with the intern’s name, then the words, “Dietetic Intern” (e.g., Jane Smith, Dietetic Intern). Specific instructions regarding the use and care of medical records are given during orientation and in various clinical areas.

**OTHER PROFESSIONAL CONDUCT POLICIES**

**Gum-Chewing**
Gum chewing is not considered professional and is not allowed on professional development days, community events, or during rotations.

**Cell Phones**
The use of cell phones/texting is not allowed during professional development days except during a break or in the case of an emergency. Cell phones/iPads/handheld devices are to be turned off and stored in your zipped backpack/purse or tote during professional development days. Please ask your preceptor what the cell phone policy is during individual rotations. Two or more violations of the phone policy will result in disciplinary action.

**Dress Code**
Interns are required to dress in an appropriate, professional manner, in keeping with VUMC institutional dress code (Appendix D of the CPIAH Catalog). In addition, Dietetic Internship Program students are required to adhere to the following attire guidelines:
Dietetic interns’ dress, grooming and selection of jewelry shall be in a manner that is tasteful, conservative and communicates a professional image. Any dietetic intern reporting to an assignment in attire that does not conform to the dress code will be sent home to change, and missed work time will have to be re-assigned. Student’s scores in professional conduct will reflect adherence to dress code. Two or more violations of the dress code will result in disciplinary action. Dietetic interns may wear their choice of apparel, using the following guidelines. As it is impossible to specify all attire, individual issues shall be handled as they occur.

Female Dress Standards
1. Shoes are appropriate for a medical/business environment. Open-toed shoes, sandals, and flip flops are not worn during rotations or project management time. High heeled shoes/boots are not worn in food production areas. Hosiery (socks, footies, tights or pantyhose) must be worn at all times during rotations.
2. Blouses or shirts are worn tucked in, if designed to be. See-through blouses, T-shirts with slogans, sweatshirts, tight fitting tops, camisoles, spaghetti straps and halters are inappropriate. Strapless tops or dresses and midriff tops are not acceptable. Tops must fully cover the waistline. There are to be no gaps between the top of trousers or skirts and the bottom of the blouse or shirt. Deep V-neck or scoop neck tops including camisoles which reveal cleavage are inappropriate for the work environment and should not be worn.
3. Sundresses may be worn with a jacket or cardigan. Full, split skirts or “skorts” are acceptable if of an appropriate length. Mini-skirts, tight fitting knit skirts or dresses, mini dresses, maxi dresses, shorts, yoga pants, and athletic clothing are all inappropriate.
4. Dress slacks may be worn including ankle length pants. Capri/cropped pants, leggings, jeggings, jogger pants, spandex knit pants or tight fitting pants, and overalls are not appropriate.
5. Denim jeans (blue, pastel or other colors) and jean-cut pants, leather pants, yoga and sweat pants are not appropriate. Denim slacks are not appropriate for the work place. Dress corduroy slacks may be worn.
6. No dangling or loose fitting jewelry, no nail polish and no acrylic nails are allowed in food systems areas. Nail polish may be worn in clinical rotations, but is not allowed in food preparation, food production or foodservice areas. Chipped, peeling nail polish may not be worn in any rotation.
7. Jewelry is simple and suitable for professional attire. No visible body piercing (including tongue and noses) other than ear lobes is allowed. No visible tattoos are allowed; clothing must cover any tattoos.
8. Hair must be clean, neatly trimmed and appropriately styled for a medical/business environment. Appropriate hair coverings must be worn when in food production or service areas.
9. Cologne or other cosmetic fragrances (including scented body lotions) should not be worn.
10. Clean white lab coats are to be worn in all adult clinical rotations.

Male Dress Standards
1. Khaki or dark dress slacks and white shirt or colored shirt with collar. Ties are to be worn on professional development days and in rotations.
2. Clean athletic shoes may be worn in food production rotations. Shoes must be appropriate for the business/medical environment for clinical, community rotations and professional development days.
3. Socks must be worn.
4. Sweatshirts or logo shirts are not worn.
5. A white lab coat or lab jacket must be worn in all adult clinical rotations.
6. Denim jeans (blue, black, etc.) and jean-cut pants, leather pants, sweat pants or overalls are inappropriate.
7. Hair (including facial hair – mustaches, beards, side burns, etc.) must be clean, neatly trimmed and appropriately styled for a medical/business environment. Faces need to be clean shaven for respirator fit testing during orientation. Appropriate hair coverings must be worn when in food production or service areas.
8. Jewelry is simple and suitable for professional attire. No visible body piercing (including tongues and noses) other than ear lobes is allowed. No visible tattoos are allowed; clothing must cover any tattoos.

Uniforms
Uniform requirements for affiliated institutions may vary. Always consult the Program Director if you have a question about appropriate dress for assigned services. A clean white lab coat over business/casual clothes is
acceptable for most rotations.

**Smoking and Other Use of Tobacco**
Interns are required to adhere to VUMC policies related to tobacco use (see the Catalog of the VUMC Center for Programs in Allied Health for more information about these policies.) Similarly, interns are required to adhere to the policies of affiliated institutions where their rotations and other educational activities take place. Students should contact affiliation preceptors in order to obtain affiliated institutions’ current smoking policies.

**DISCIPLINARY ACTION FOR UNPROFESSIONAL BEHAVIOR OR RULES VIOLATIONS**

A student in the Dietetic Internship who has been identified to be in violation of behavioral, professional or academic codes, policies, rules or regulations in any area of their internship experience (including the Honor Code and professional conduct codes) will be subject to disciplinary action. Disciplinary action includes the following steps:

1. **Verbal Warning** – After a first or minor offense, a discussion will take place between the student and the Internship Director to discuss the behavior and its inappropriateness and the corrective measures. Notes from this conversation will be maintained in the Internship Director’s records but not placed in the student’s official record.
2. **Probation** – After two or more repeated minor offenses, a student may be placed on probation. In such cases the Internship Director and student will meet, and a written action plan for improvement will be developed by them, with a definitive timeline for outcomes. A written report of the probation will be placed in the student file. This report will include, at minimum, the following information: infraction, discussion, implications of behavior, corrective measures with an outlined timeline and future disciplinary action for any repeated incident of this nature. This written documentation will be signed by all individuals present and retained in the student’s file.
3. **Temporary Suspension** – The Internship reserves the right to temporarily suspend a student for conduct disrupting or otherwise negatively impacting the learning environment, pending referral to an appropriate process to review the conduct. The Internship Director will notify the student in writing of the conditions of the temporary suspension. If the student is reinstated, the student will work with the Internship Director to address any course work missed during the suspension.
4. **Dismissal** – A student may be dismissed by the Dietetic Internship Program under the following circumstances:
   1. A student on probation may be dismissed if he or she fails to satisfy the conditions of the action plan for improvement as outlined in the plan.
   2. A student may be dismissed from the program after a period of temporary suspension.
   3. A student may be dismissed at any time for either a singular egregious behavior or involvement in one or more serious incidents inconsistent with the expectations for interns, or otherwise in violation of VUMC, Programs in Allied Health or Dietetic Internship policy.

The Internship Director will provide written notification including dismissal date if an intern is terminated from the VUMC Dietetic Internship Program. The intern is required to immediately return all items (keys, ID badges, rotation materials/folders, etc.) that are the property of VUMC to the Internship Director.

**INTERN PROFESSIONAL DEVELOPMENT**

**Intern Professional Development Form**

1. Prior to each rotation, the intern completes an online self-evaluation (i.e. the Professional Development Evaluation (PDE) form) of goals/objectives for professional development.
2. During the final evaluation conference with the preceptor, the intern and preceptor identify areas
for continued development and discuss strengths. The Internship staff reviews the areas for continued development and strengths during individual conferences and, if necessary, makes arrangements for additional or altered learning experiences.

3. Following completion of each rotation, the intern fully completes the Professional Development Evaluation (PDE) form online.

Record-Keeping
Each intern is required to maintain time sheets, productivity sheets and professional development self-evaluations along with counseling/education records and tube feeding records. These forms may be downloaded from the interns’ section of the website. The intern prints these items and presents them to the Internship staff for review at all scheduled conferences with the Internship staff. In addition, interns may be asked to email these forms to their Educational Coordinator or Internship Director at any time during the internship year in order to monitor interns’ personal progress.

Interns are required to print their time sheets and productivity sheets, sign them in ink, and turn them in to Elizabeth Robinson, Internship Director, on the last day of each month.

Chairperson of Internship
Each intern serves as chairperson of the cohort for a period of approximately four to six weeks during the Internship. There will be a co-chairperson for the internship as well. The Internship Chair shall perform the following duties:

1. Prepare an agenda for class discussion and submit to the Internship Director one day prior to professional development day.
2. Assist the Internship staff with transmitting communications to other interns.
3. Set up/break down classroom (includes unlocking/locking doors, setting up audio-visual equipment, setting up tables/chairs and vacuuming carpet, etc.)
4. Escort speakers to and from the classroom, introduce speakers, write thank-you notes to guest lecturers.
5. Direct special activities and projects as assigned by the internship faculty.
6. Assist with "open house" or tours for prospective dietetic interns.
7. Clean or maintain cleanliness of interns’ room (empty trash each Friday afternoon, sweep the floor, straighten up/clean off surfaces of desks, and clean out the refrigerator) and the B-711 Classroom.
8. The Co-Chairperson is responsible for internship social media updates (Facebook, for example) as well as helping the Chairperson.

Professional Development Portfolio
During the course of the internship year, each intern is required to develop a professional development power point presentation. Each student chooses selected works that best represent the intern’s demonstrated readiness for practice in 1:1 coaching, disease management, and health promotion. The intern also prepares a resume, professional biography, and list of professional references; skills list, and delineate professional goals for the next 12-24 months. At year-end, interns present their power point to the internship staff during the exit interview/summation conference.

Reference Files
Each intern is encouraged to maintain a reference file during the Internship. Many valuable pamphlets, handouts, charts, etc. are provided as part of Internship learning experiences. In order to receive the most benefit from the material, it must be organized and accessible.

Intern Personnel Files and Rotation-Related Files
In addition to student information maintained by the Center for Programs in Allied Health (CPiAH), as described in the CPiAH Catalog, the VUMC Dietetic Internship maintains three types of files for each intern, as required by the programmatic accreditor (ACEND): personnel, disease management (clinical) and intern health promotion (MBC) rotation files. Intern personnel and disease management (clinical) files remain locked in the Director’s
office at all times. Intern health promotion (MBC) rotation files remain locked in the Educational Coordinator’s office at all times.

Any intern who wishes to review the contents of his or her disease management (clinical) or health promotion (MBC) file, must make a written request of Internship Director or Educational Coordinator and schedule an appointment with the Internship Director or Educational Coordinator, during which the contents of their files will be shared with them. Students are not allowed to make photocopies of their files. Documents for which the intern waived their right to access (letters of recommendation or confidential documents from a preceptor to the Director, for example) will not be shared with interns.

Professional Meetings
Professional meetings are an important part of professional development. Meetings of the Nashville Academy of Nutrition and Dietetics (NAND) are held quarterly, September through May. Meetings for the Middle Tennessee Society for Parenteral and Enteral Nutrition (MTSPEN) are held several times throughout the year as well. Intern dues for NAND are $20.00. Intern dues for the Academy of Nutrition and Dietetics are $50.00. You will be expected to attend a minimum of one meeting of the NAND in addition to the autumn NAND Interns’ Welcome Reception unless told otherwise by the Internship Director. At times, it may be appropriate for the Internship staff or preceptor to modify the learning objectives in order for an intern to attend a special meeting.

If you would like to attend a meeting that occurs during the time you are scheduled to be in a facility, the preceptor to whom you are immediately responsible must approve your absence from the service. The Internship Director must give final approval for you to attend the meeting.

Interns are responsible for all costs associated with such meetings, including travel to and from the meetings, registration, accommodations, etc. No funds are available for financial assistance; however, the registration fees are often adjusted for students. Throughout the year, you will be informed of seminars, lectures and meetings that take place in the Medical Center and surrounding community. Check with your preceptor for rounds and conferences that you should attend while on the clinical service. When you are scheduled at affiliated facilities, check with the preceptor for a list of meetings you should attend while you are there. Interns do not return from affiliations to attend meetings at Vanderbilt unless requested to do so by the Internship Director.

Evaluation of the Internship Program
During the latter part of the Internship, each intern will complete a written evaluation of the program. The Internship staff uses this appraisal in revising objectives and planning learning experiences and lectures for the following year. Internship-specific evaluations are in addition to institutionally sponsored evaluations conducted by the VUMC Center for Programs in Allied Health, as described in the Catalog of the Center for Programs in Allied Health.

Wayfinding and Directions to Assignment Locations
Locating assigned areas in Nashville, as well as the Medical Center and affiliated Internship sites, can be complex, and is best approached with advance preparation. Interns are strongly advised to have a Nashville map or GPS device in their vehicles at all times. For interns using public transportation, bus schedules can be obtained by calling the Metropolitan Transit Authority at 615-862-5950. A map of the Medical Center (www.mc.vanderbilt.edu) is also essential. Guided tours of VUMC are conducted during orientation to help interns find their way to their assigned areas.

Interns are expected to plan their routes before departing for their internship destinations in order to arrive on time. Dietetic interns are responsible for all transportation costs and liability.

Emergency Contact
Interns who plan to be out of town, are asked to provide the Internship staff contact information, in case the intern needs to be reached in an emergency.
Employment during the VUMC Dietetic Internship
The Vanderbilt Dietetic Internship is a full-time program, and therefore, its activities take precedence over paid employment. It is extremely difficult for a dietetic intern to maximize the Internship experience while also trying to hold down a job. However, it is recognized that brief, occasional employment may take place without interfering with the educational process. These exceptions are expected to be rare and should be undertaken only after counsel with and approval of the Internship Director. Outside employment must also be documented for financial assistance purposes.

Identification and Keys
An identification badge with your photograph will be issued to you during orientation. This badge must be worn on the upper right portion of your shirt or lab coat at all times. You must also wear your identification badge on professional development days, project days or anytime you are in the Medical Center complex or affiliations. Identification badges must be surrendered upon termination or completion of the program. Replacement badges cost $15.00. Interns will be issued keys for access to work areas as appropriate. A charge of $5.00 per key will be assessed for lost keys.

Mail and Message Center
Because dietetic interns have varying schedules and assignments, it is necessary to have some central means of communication. The bulletin boards in the interns’ study room and email system are for notices and for information that concerns all interns. Each intern is assigned a mail box in the Interns’ study room. It should be checked frequently since you will be receiving business mail, messages and other printed material. Additionally, each intern is provided a VUMC email account. This account is used to distribute schedules, announcements and other communications from the internship staff and preceptors. VUMC email must be checked a minimum of three times a day.

Intern Meals
Each intern receives a meal allowance (stipend) to be used in the VUMC Courtyard Café or MCJCH Vandy Café. The VUMC cafeteria is located in The Vanderbilt Clinic, second floor courtyard. It is open from 6:00 a.m. to 2:00 a.m., seven days per week. Traditional meals are offered three times each day. The grill and deli sandwich stations are open throughout the entire service hours. The MCJCH Vandy Café is open 6:00 am to 7:00 pm Monday through Friday and for breakfast on Saturday and Sunday (6 am-10:30 am).

Dietetic interns may choose to bring lunch from home and store it in the designated refrigerator in the interns’ study room or the refrigerator in the dietitians’ offices. Lunch may be purchased at all affiliated institutions, or you may bring it with you. Check with the preceptor or internship staff if you have questions about meals.

Intern Stipends
Intern stipends are issued on the first day of each month (or on the first Monday of the month, if the last day falls on a weekend). The money is deposited into a meal account that interns may use in for meals in the Courtyard Café or MCJCH cafeteria. Meal stipends are not usable at the franchise outlets.

Vanderbilt University and VUMC News Publications
Several publications reporting current events in the Vanderbilt community are available to dietetic interns. The Vanderbilt Register is published weekly and is distributed free of charge at central points throughout the University. VUMC Reporter is also distributed in the Medical Center and reports current research and professional activities of Medical Center personnel.

Publications in affiliated institutions will help you as a dietetic intern become familiar with their staff and procedures. By making yourself aware of current events in the facility, you will feel a part of the department and the learning experiences there will be more meaningful.
DIETETIC INTERNSHIP LIBRARY/REFERENCE MATERIALS

Reference materials in the VUMC Dietetic Internship office may be borrowed by checking with the Internship Director or Educational Coordinator.

To borrow reference materials located in the various dietitian offices or affiliated institutions, check with the supervising dietitian before removing the material. Return books and references promptly to the office and location where they are kept. Others should have the same opportunity to use the resources that you have had. You will be held financially responsible for any Internship references you lose or that are checked out in your name and not returned.

Copying materials for personal use is the intern's responsibility. The copy machine in the B802 TVC Nutrition Services office suite is not to be used by interns. Use of VUMC computers and printers to print materials for personal use is prohibited. Requests for copies of material to be used for presentations, in-service, rotations or nutrition classes must be approved by the Internship Director. If copies printed in the interns’ study room exceed the printer allowance an additional fee will be charged to all 16 interns during spring semester to cover the excess printing cost.

WRITTEN REPORTS: GENERAL INFORMATION

Specific instructions for the preparation of written assignments will be given during orientation. The following general guidelines will apply to most technical reports and research papers.

- All written assignments must be on white 8-1/2 x 11 paper. Special forms are provided for some assignments. Use standard 12 point, Times New Roman font and double space throughout written reports including title page, abstracts, text, references, tables and figures. Number each page of the paper consecutively. Delineate new paragraphs with an extra line or indentation. Always use Microsoft WORD for written reports. Do not use the footnote function for references or the comments function. Include references at the end of the paper.
- All written assignments must either be typed or written in blue or black ink. Typing is required for most assignments.
  - The Honor Code must be observed in the preparation of all written assignments.
  - Written projects must be turned in to the preceptor on or before the date due.

Five points per day are deducted for late written projects.
Ten points per day are deducted for late special projects and assignments such as case studies.

All written projects (with the exception of the clinical and MBC case studies) are returned to the dietetic intern at the end of the program.

Organization

Unless other instructions are given for written reports, the following format should be used:
1. Intern's name, date of the report and rotation name should appear in the upper right corner.
2. Title: As stated in the Journal of the Academy of Nutrition and Dietetics Guidelines for Journal Authors (1):
   The manuscript title should be specific and informative, conveying the findings of the research (e.g., "Dietary fiber lowers serum cholesterol" rather than "Effects of dietary fiber on serum cholesterol").
3. Introduction -- State the activity, when and where it took place and the purpose. If appropriate, refer to supporting studies/information in the literature.
4. Method – Clear and full description of materials and methods used, including criteria for subject selection.
5. Results -- Report the findings. For clarity, this section should follow the same order presented under
methods.
6. Discussion -- Compare results with other published data of a similar nature.
7. Applications/Conclusions -- Tell significance of study and how findings could be used.
Use guidelines for writing style and format from the *Journal of the Academy of Nutrition and Dietetics* (1).

**EXAMPLE**

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**Manuscripts**

**NUMBERS**
Express all numbers larger than 10 as Arabic numerals. Numbers below 10 are spelled out unless followed by a unit of measurement or a percentage. Numbers that begin a sentence are always spelled out. The number of significant figures reported should be realistic and should be supported by the original data (e.g., 2,125 kcal *not* 2,124.8 kcal; 105 lb *not* 105.734 lb). For sample sizes smaller than 100, frequency should be given (e.g., two of seven, *not* 29%); percent may also be provided if necessary.

**ABBREVIATIONS**
Abbreviate units of measure when used with numerals (5 g, 1,000 kcal). Chemical formulas should be written out, unless they are used to economize space in the column headings of the tables; however, the formulas should be expanded in the legend or footnotes. Avoid acronyms, unless commonly accepted. Avoid author created
abbreviations and acronyms.

Always provide the complete form of an acronym the first time it is mentioned in the text. Acronyms can only be used if it is used three or more times within the paper.

LABORATORY VALUES
All clinical laboratory values must be expressed in Conventional Units (e.g., lipids should be expressed in both mg/dL) Système International (SI) units in parentheses in the paper, for example: triglycerides 100 mg/dl (1.13 mmol/L); authors must also provide the conversion factor to traditional units in a footnote. The exception to this is the use of kilocalories; the Journal will continue to use kilocalories instead of kilojoules. Pounds (lb) and inches (in) are also acceptable. A table of normal values in both traditional and SI units and the appropriate conversion factors appears in the Journal of the American Medical Association website: http://jama.ama_asn.org/content/vol294/issue1/images/data/119/DC6/JAMA_auninst_sitable.dtl

Authors should refer to this table when converting data and use it as a guide for choosing the appropriate number of significant digits.

EQUATIONS
Mathematical equations are to be written on a single line. Brackets, parentheses, and exponents may be used to turn complex equations into single-line format. For example, use \((a + b)/(x + y)\), not \(a + b\ x + y\).

TRADE NAMES
When specific products used in the research are referred to by a trade name, give the manufacturer's name and location parenthetically after the first mention. When possible use generic names for food and drugs.

TABLES
Limit tables to those required for clarity of the article. They should be fully intelligible by themselves. Present data only once, either in tabular or graphic form or in the text.

Type each table double spaced on a separate sheet of paper. Number tables consecutively (according to the order they are cited in the text) with Arabic numbers and supply a brief title for each. Give each column a short title or abbreviated header. Place explanatory matter in footnotes, not in the column headings or table title. Be sure to include the unit of measure (e.g., "No.," "%," "g," or "year") under the appropriate column heading.

Tables may not contain more than 14 columns. Combine all data related to the same heading within one table, using subheadings if necessary. Do not put more than one unit of information in a single cell of the table. Consult recent issues of the Journal for examples.

For numerals less than 1.00, insert a zero to the left of the decimal point (e.g., 0.95). Use a hyphen to indicate ranges, e.g., 75-100. When the designation line at the left (stub) requires two lines, numerals in that row should align with the second line. Align columns vertically on decimal points, hyphens, or "±". Use superscript letters to indicate footnotes (e.g., a, b, c). However, use the standard * for \(P<.05\), ** for \(P<.01\), and *** for \(P<.001\).

If you incorporate information from another published or unpublished source, cite the original source in a reference or footnote.

References – General Guidelines
Number references consecutively in the text using parentheses. Do not use superscript numbers. Type references double spaced (i.e., double space within as well as between individual references) on pages separate from the body of the paper. References should be listed at the end of the paper in the order they are cited in the text, not
alphabetically. References cited only in a table should be numbered after all references cited in the text are assigned numbers; then, references cited in tables should be numbered in the order in which a table is presented in the manuscript.

Authors should use relevant, current citations from the professional, peer-reviewed scientific literature. Accuracy and adequacy of the references are the responsibility of the author. Avoid using abstracts as references, but theses and dissertations may be used as references.

No matter how well known the book or source of material (e.g., Dietary Guidelines for Americans, MyPyramid etc.), it must be included in the list of references if it is referred to in the manuscript. Personal communications, however, should be cited parenthetically in the text, not in the list of references. All personal communication should be dated, and authors must secure the approval of the quoted person. In most technical papers written during the internship, you probably will not be referring to anyone by name.

**NOTE:** 1. Include references at the end of the manuscript. Do not use reference management software such as Endnote. 2. Inclusive page numbers need to be provided for all periodicals cited. Page numbers are not required when an entire book is cited, but specific page numbers are needed when only a chapter or section of a book is cited. Any material quoted directly from any source must have a corresponding page number on the reference list.

ALL WRITTEN REPORTS MUST INCLUDE REFERENCES USED IN PREPARATION. FAILURE TO CITE REFERENCES IS CONSIDERED PLAGIARISM AND IS A VIOLATION OF THE HONOR CODE.

All material summarized, paraphrased or quoted must be acknowledged. The MLA Handbook (2) states: The most blatant form of plagiarism is to repeat as your own someone else's sentences, more or less verbatim. Other forms of plagiarism include repeating someone else's particular apt phrase without appropriate acknowledgement, paraphrasing another person's argument as your own and presenting another's line of thinking as though it were your own.

If material is directly quoted, quotation marks must enclose the copied material or the material may be indented (as seen in the above example) and the source must be indicated. Each reference in the final copy of the manuscript should be checked with the corresponding original reference in order to avoid errors.

**Reference Style**
The Journal follows the American Medical Association's style for references. If there are more than 6 authors for a paper list the first three authors and then the use of “et al” is acceptable. The inclusion of issue numbers for periodicals should also be used when referencing journals and other periodicals. For complete “Information for Authors” see: [http://www.andjrnl.org/authorinfo](http://www.andjrnl.org/authorinfo).

Abbreviate periodical titles according to Index Medicus. ([www.ncbi.nih.gov/entrez/query.fcgi](http://www.ncbi.nih.gov/entrez/query.fcgi)). If a title does not appear in Index Medicus, provide the complete title. Examples of reference formats follow:


- **Article from a supplement to a periodical:** Bilyk HT. Role of the Registered Dietitian Nutritionist in the research and promotion of native and cultural foods. *J Acad Nutr Diet.* 2015; 115 (suppl 1): S31-S33.

- **Book:** Studer Q. *Hardwiring Excellence.* Gulf Breeze, FL: Fire Starter Publishing; 2003; 75-94.


• **Items presented at a meeting but not published**: Robinson EW, Anderson JA, Larson R, Ostrowski C. Innovations to build capacity in dietetic internship programs. Presented at: Food & Nutrition Conference & Expo; October 4, 2015; Nashville, TN.


• **Personal Interview** (Food System/Community areas): Name, credentials, position, method of interview (i.e. in-person, e-mail), date

• **Government bulletin**: The following information should be provided, in this order: (1) name of author (if given); (2) title of bulletin; (3) place of publication; (4) name of issuing bureau, agency, department, or other governmental division; (5) date of publication; (6) page numbers, if specified; (7) publication number, if any; and (8) series number, if given. For example:


• Material from the Internet: The following information should be provided, in this order, (1) name of author (if given); (2) title of document; (3) URL (i.e., Website address); (4) date you accessed the page.

(Editor's note: rules for citing electronic sources continue to evolve. We have provided the aforementioned example as a guide. However, we recommend that electronic resources be used sparingly; published, peer-reviewed resources are preferred. Recommend uses for electronic citations are for government documents, such as census reports, which are more readily available via the internet.)

Software and Database Citations
Cite software developers parenthetically in the text after the first mention of a software package. Software citations should include the name, version number, and release date of the software as well as the name and headquarters location (city and state) of the software developer.

If software incorporates a nutrient database, provide information in the text about the database. This should include the release date for the database, a description of substantial modifications made to the database, and an explanation of how missing nutrient data for foods were handled (i.e., indicate whether values were extrapolated and evaluate the effect of any missing values on dietary totals for the nutrients of interest). Do not include information about software or databases in the list of references.

**Additional Guidelines**
1. Avoid short-cut terminology, i.e., use "a person with diabetes" not a "diabetic".
2. Use generic names whenever possible to avoid recommending the name of a commercial product or firm.
3. Do not use footnotes; see section on references.
4. Subject headings and a table of contents may be used.  Separate guidelines may be provided for specific projects including the clinical case study and mbc case study.
5. Reports must be typed.
6. Follow guidelines for specific written projects when given.
7. Avoid the use of personal pronouns and contractions.
8. Avoid lengthy sentences.  Average sentence length should be about 20 words.  Never use over 40 words in a sentence.
9. Use the active voice wherever possible.  Active voice places emphasis on the performer of the action rather than on the receiver.
10. Refer to *Journal of the Academy of Nutrition and Dietetics* articles as examples.  For further assistance in writing reports, consult the Internship staff.  **Additional resources for writing are given in the Journal** *(I).*

**Resources for Writing Manuscripts**
For authoritative decisions on style, usage, and spelling, the *Journal* uses the following resources: American Medical Association *Manual of Style: A Guide for Authors and Editors*. 10th ed. Oxford: Oxford UP.  Although the following list may seem dated, most guidelines for professional and technical writing have not changed in recent years.  A list of additional helpful resources follows.

REFERENCES: