



Center for Programs in Allied Health
Dietetic Internship

Program Handbook
July 1, 2020 - June 30, 2021

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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 included in this handbook. Your cooperation in our mutual endeavors is expected and appreciated.

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.

PROGRAM INFORMATION PROVIDED IN THE CPIAH CATALOG

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: Verification Statement
- Program Costs
- Program Length
- Delivery Method
- Program Mission, Credo and Goals
- Programmatic Accreditation /Approvals
- Program Staff and Faculty
- Academic Program Calendar
- Admissions
- Academic Program – Graduation Requirements
- Satisfactory Academic Progress Requirements
- Codes of Conduct: Ethics and Honor Code
- Other Program Policies
- Equipment List

INTERNSHIP CONTACT INFORMATION:

Program Director

Dianne Killebrew, MEd, RDN, LDN, NBC-HWC

The Dietetic Internship Program at Vanderbilt University Medical Center

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Nashville, TN 37232-5510

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INTRODUCTION AND ACCREDITATION

Program Description

The Vanderbilt University Medical Center (VUMC) Dietetic Internship program is a post-baccalaureate certificate program within a medical center whose principal focus is to provide comprehensive supervised practice experiences for 16 interns as a route to eligibility for the national credentialing examination for Registered Dietitian Nutritionists and entry level practice. Complete information about the program curriculum may be found on its website, at <https://ww2.mc.vanderbilt.edu/DieteticInternship/>.

Programmatic Accreditation/Approvals

The Vanderbilt University Medical Center Dietetic Internship program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). As the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists (RDN) or dietetic technicians, registered (DTR), ACEND serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs.

ACEND (*the accrediting agency of AND, Academy of Nutrition and Dietetics*) Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995
Phone: 312.899.0040 ext. 5400
<https://www.eatrightpro.org/acend>

VANDERBILT DIETETIC INTERNSHIP

PROGRAM MISSION, PHILOSOPHY, and GOALS

Dietetic Internship Mission Statement

To provide a **pre-eminent** supervised practice **program** that is an excellent model for the preparation of **knowledgeable, talented** and **compassionate** entry level registered dietitian nutritionists delivering high quality nutrition therapy in the hospital and innovative nutrition programming within community- based systems and healthcare networks.

Philosophy and Goals of the Dietetic Internship Program

VUMC is vitally involved in the education of healthcare professionals. The Medical Center provides the facilities and resources to serve as a teaching laboratory through which the dietetic intern can progress toward becoming a competent entry-level dietitian.

The 44-week Dietetic Internship, beginning in August each year, provides an opportunity for dietetic interns to gain a variety of clinical experiences at Vanderbilt University Medical Center, its affiliations and through field observations in the areas of food systems management, clinical dietetics and community nutrition. Such experiences are planned, guided and evaluated by the Internship Director, Educational Coordinator, dietitians and other professionals practicing in many areas of dietetics and healthcare who serve as both teachers and role models.

The dietetic interns contribute to the overall excellence of nutrition care at Vanderbilt University Medical Center and the affiliates by providing patient care and education, by providing stimulation to the staff and by engaging in projects that are beneficial to the institutions. With emphasis on education, the program benefits the community by providing sound information on nutrition and health to the public

GOAL#1: To prepare graduates that are competent entry level registered dietitian nutritionists in the core and concentration competency area of disease management/health promotion.

GOAL#2: To provide a supply of competent entry-level registered dietitian nutritionists to influence the supply and distribution of dietitians for Vanderbilt Medical Center and the nation.

GRADUATION DOCUMENT: VERIFICATION STATEMENT

Upon successful completion of the Dietetic Internship, each intern will receive a Verification Statement; signed by the Internship Director. Following a graduation event, the Internship Director submits (for each graduate) an online computerized registration eligibility application to the Commission on Dietetic Registration (CDR) for verification of eligibility to take the credentialing exam for Registered Dietitian Nutritionists. Graduates receive notification from CDR within 3-5 business days with approval to schedule their credentialing exam at an approved testing center. Following successful passing of the credentialing exam, state laws for licensure may be required for practice. State specific licensure information is provided by CDR per this link: <https://www.cdrnet.org/state-licensure>

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. The Internship Director will receive an acknowledgement following class eligibility submission.

Graduates will then receive confirmation of their eligibility from CDR within two to five business days via email. The graduate should receive the Candidate Information and authorization to test from Pearson VUE within two to five 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. Supplementing the syllabus are the rotation specific competencies along with the grading and evaluation criteria against which student performance will be assessed. Students are responsible for reviewing, being familiar with and complying with Syllabus (rotation schedule) content. The syllabus, rotation specific competencies, grading forms, etc are available in SPARK (an online learning management system).

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

Dianne Killebrew, M.Ed. R.D., L.D.N., NBC-HWC, Program Director (Full-time)

National Board Certification in Health and Wellness Coaching, 2018, MEd, 1982, Vanderbilt University, Nashville, TN; Certificate, Dietetic Internship, 1982, Vanderbilt University Medical Center, Nashville, TN; BS, Dietetics, 1980, Lipscomb University, Nashville, TN

Kerri Baxter, MS, RD, LDN, CNSC, Educational Coordinator (Full-time)

BS, Dietetics, 2009, University of Kentucky, Lexington, KY; Certificate, Dietetic Internship, 2010, University of Alabama at Birmingham, Birmingham, AL, MS, Clinical Nutrition, 2011, University of Alabama at Birmingham, Birmingham, AL,

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 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 (aka program faculty) 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.

CURRICULUM AND ROTATION EXPERIENCES

Rotation supervised practice experiences, professional development days and other program activities are designed to fulfill the competency based education standards from the **Accreditation Council for Education in Nutrition and Dietetics (ACEND) Learning Outcome/Competency Requirements** (Revised 2017).

Upon completion of the supervised practice component of dietitian education, each graduate's capabilities will include the following core learning outcomes/competencies.

Domain 1: <i>Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.</i>
Competencies: Upon completion of the program, graduates are able to:
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2 Apply evidenced- based guidelines, systematic reviews and scientific literature
CRDN1.3 Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6 Incorporate critical thinking skills in overall practice
Domain 2: <i>Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</i>
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings
CRDN 2.4 Function as a member of interprofessional teams
CRDN 2.5 Assign patient care activities to NDTRs and/or support personnel as appropriate
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
CRDN 2.7 Apply leadership skills to achieve desired outcomes
CRDN 2.8 Demonstrate negotiation skills
CRDN 2.9 Participate in professional and community organizations
CRDN 2.10 Demonstrate professional attributes in all areas of practice
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff
CRDN 2.12 Perform self- assessment and develop goals for self-improvement throughout the program
CRDN 2.13 Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession
CRDN 2.15 Practice and/or role play mentoring and precepting others
DOMAIN 3: <i>Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.</i>
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition focused physical exams
CRDN 3.3 Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings
CRDN 3.4 Design, implement and evaluate presentations to a target audience
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change
CRDN 3.7 Develop and deliver products, programs, or services that promote consumer health, wellness and lifestyle management
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating responsible use of resources
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals
DOMAIN 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations
CRDN 4.1 Participate in management of human resources.
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3 Conduct clinical and customer service quality management activities.
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data
CRDN 4.5 Analyze quality, financial or productivity data for use in planning
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems
CRDN 4.10 Analyze the risk in nutrition and dietetics practice
<i>Disease Management Health Promotion: Concentration Experience Key Function Competencies</i>
CRDN 5.1 Implement the nutrition care process in disease management/health promotion area of dietetics practice.
CRDN 5.2 Translate and coordinate nutrition into foods at the system and/or individual levels for disease management/health promotion in dietetics practice
CRDN 5.3 Demonstrate leadership in a disease management/health promotion area of practice by: <ul style="list-style-type: none"> • Taking ownership • Building on previously established relationships within Vanderbilt and the surrounding community, and • Engaging in a collaborative environment of advocacy in diverse practice settings where food & nutrition matters

PROGRAM ACTIVITIES THAT AUGMENT ROTATIONS

Professional Development Days

Formal professional development days and conferences are scheduled throughout the year. Each intern spends from two to four weeks in general orientation (aka Rotation Readiness) prior to beginning rotations. Professional development days generally are scheduled on Fridays or Mondays. 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 and SPARK regularly throughout the 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 a pattern of excessive tardiness can 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 interns receive a schedule of assigned services (rotation schedule/syllabus) for the first semester of the Internship. Interns 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 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 and/or Educational Coordinator in person or via text.

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 three work days 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 or text) the Internship Director and /or 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 and designed to 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 Director or Educational Coordinator. Each intern submits the presentation for internship staff review and makes recommended edits 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 self-evaluate, submit the completed evaluation 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 includes:

- Case Study (Disease Management) *
- Case Study (Health Promotion) *
- Professional Development Seminar

*A passing score of 80 is required on these projects in addition to other minimum requirements to complete the program. Five (5) points per day (including weekend days) are deducted from the earned score for late projects.

ATTENDANCE POLICIES

Timely and regular attendance is an expectation of performance. To meet expected training requirements (competency and clock hours), interns are held accountable for adhering to rotation schedules, professional development days, community events and conferences.

Definitions:

Absent: An intern is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance. An intern who fails to call in and report as scheduled for three consecutively scheduled days will be viewed as having abandoned their internship position.

Tardy: An intern is deemed to be tardy when he/she: 1. Fails to report for work at the assigned/scheduled work time. 2. Leaves work prior to the end of assigned/scheduled work time without prior preceptor or internship faculty approval. 3. Takes an extended meal or break period without approval.

Notification: Attendance is monitored on a regular basis by Internship staff. Any patterns of excessive tardiness are discussed immediately. Rotation scores may be reduced 5% for a pattern of excessive tardiness to that rotation. Excessive tardiness is defined as a pattern of three or more unexcused late arrivals.

Make up time must be scheduled for all unexcused 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 or anticipated late arrivals, the Internship Director and/or Education Coordinator, rotation preceptor must be contacted via phone or text 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 were to miss

- 50% of a rotation

OR

- Two or more days during entry level practice rotation or concentration rotation he/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 and 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 2020-2021, the dietetic intern receives a total of 18 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 the Internship Director 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. The Internship Director will notify interns via text message if rotations and/or professional development days are cancelled because of inclement weather. If rotations and/or professional development days are cancelled, 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 Center for Programs in Allied Health Honor Code
- VUMC Code of Conduct
- Code of Ethics for the Profession of Dietetics
- Affiliated institutions’ policies, rules and regulations, including their codes 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 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 are 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.

Code of Ethics for the Profession of Dietetics (revised 2018)

Preamble:

Code of Ethics for the Nutrition and Dietetics Profession Effective Date: June 1, 2018 Preamble: When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

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

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

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

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
 - a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
 - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
 - c. Assess the validity and applicability of scientific evidence without personal bias.
 - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
 - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
 - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
 - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.

h. Practice within the limits of their scope and collaborate with the inter-professional team evidence-based practice decisions, taking into account the unique values and circumstances

2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services. h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information

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

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice) Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession. f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Code of Ethics Glossary of Terms:

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

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

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

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

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

Diversity: “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”

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

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

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

Code of Ethics References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionof termslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

OTHER PROFESSIONAL CONDUCT POLICIES

Cell Phone Use

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.

Professional Attire and Appearance

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 Professional Attire and Appearance 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. Nonskid soles on close-toed, low heeled shoes are required in food production areas/rotations. 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. Leggings, jeggings, jogger pants, spandex knit pants or tight-fitting pants, and overalls are not appropriate.
5. Denim blue jeans, leather pants, yoga and sweat pants are not appropriate. Dress corduroy slacks may be worn.
6. No dangling necklaces, earrings or loose-fitting jewelry are allowed in foodservice areas. Nail polish may be worn in clinical rotations, as long as it is **not** chipped or peeling. No false fingernails and/or overlays (i.e. acrylic nails) are allowed. Nail polish is **not** allowed in foodservice areas due to the possibility the polish may chip or flake in the food.
7. No visible body piercing (including tongue and noses) other than ear lobes is allowed. No visible tattoos are allowed; clothing or full coverage makeup must cover any tattoos.
8. Hair must be clean, neatly trimmed and appropriately styled for a medical/business environment. A hairnet or baseball cap must be worn when in food production/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 Professional Attire and Appearance

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. Shoes must be appropriate for the business/medical environment for clinical, community rotations and professional development days. Nonskid soles on closed-toe, low heeled shoes are required in food production areas/rotations.
3. Socks must be worn.
4. Sweatshirts or logo shirts are not worn.
5. Denim blue jeans, leather pants, sweat pants or overalls are inappropriate.
6. 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. A hairnet or baseball cap must be worn when in food service areas.
7. No visible body piercing (including tongues and noses) other than ear lobes is allowed. No visible tattoos are allowed; clothing must cover any tattoos.
8. Clean white lab coats are to be worn in all adult clinical rotations.

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

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. Refer to the Center for Programs in Allied Health Catalog for additional information. Disciplinary action may include 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.
 4. Failure to complete programmatic requirements within 15 months of starting the Dietetic Internship program.

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.

PROFESSIONAL DEVELOPMENT AND ADDITIONAL INFORMATION

Intern Professional Development Forms

1. The intern completes an online evaluation (i.e. the Professional Development Evaluation form) for each rotation.
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 sends the completed form electronically to the Internship Director and/or the Educational Coordinator. The electronic form may be downloaded from the programmatic online learning platform: SPARK Learn.
4. The intern maintains a professional development growth chart which details job ready skills developed on each rotation, identified primary social styles and communication styles utilized. During the fall and spring conferences with interns, the Internship Director reviews growth and development of job ready skills with each intern. Identified gaps in skills can become intern identified goals for rotations that follow.

Record-Keeping

Each intern is required to maintain time sheets, productivity sheets, MNT counseling/coaching trackers, tube feeding trackers, growth charts, education trackers and professional development self-evaluations. The forms are available in SPARK Learn. The intern presents trackers for review – when requested at scheduled conferences with the Internship staff. In addition, interns may be asked to email these forms to the Internship Director at any time during the internship year in order to monitor interns' personal progress.

Chairperson of Internship

Interns will be paired in teams of two to serve as co-chairpersons of the cohort for a period of approximately four to six weeks during the Internship. The Internship co-chairs shall perform the following duties:

1. If needed, 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 (i.e. renal potluck, off site meeting logistics, develop social media content for marketing, coordinate preceptor recognitions)
6. Assist with "open house" or tours for prospective dietetic interns and email/phone conversations with potential applicants.
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.

Professional Development Portfolio

During the course of the internship year, each intern is required to develop a professional development online portfolio presentation. Each student chooses selected works that best represent the intern's demonstrated

readiness for practice in 1:1 coaching, qualitative research, disease management, and health promotion. The intern also prepares a resume, professional biography, and list of professional references; skills list, and delineates professional goals for the next 12-24 months. At year-end, interns present their portfolio 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 filed, 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 health promotion rotation files. Interns' personnel files remain locked in the Director's office at all times. Intern rotation files remain locked in the Dietetic Internship Director's office and/or the Educational Coordinator's office at all times.

Any intern who wishes to review the contents of his or her rotation files must make a written request (via email) to the Internship Director or Educational Coordinator and schedule an appointment; during which time 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 Memberships and Meetings

Annual fees for the Academy of Nutrition and Dietetics student membership is \$58.00. This provides access to professional online journal resources, networking groups, scope of practice standards, etc.

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; dues are @ \$20. Interns are expected to attend a *minimum* of one meeting of NAND in the fall and spring. Meetings for the Middle Tennessee Society for Parenteral and Enteral Nutrition (MTSPEN) are held several times throughout the year as well. At times, it may be appropriate for the Internship staff or preceptor to modify the learning objectives so that an intern can attend a special meeting. Attending the state or national Academy of Food and Nutrition Conferences is dependent on location, cost, and class preference to attend.

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 available. For interns using public transportation, bus schedules are available at <https://www.nashvillemta.org/>. 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 VUMC Dietetic Internship is a full-time program, and therefore, its activities take precedence over paid employment. It is challenging 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 should be undertaken only after counsel with 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 identification badge should always be worn 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 frequently (a minimum of three times a day). During orientation, directions are provided to sync your phone with your email account.

Intern Meals

Each intern receives a meal allowance (stipend) to be used in the VUMC Courtyard Café or MCJCH Vandy Cafe. The VUMC cafeteria is located in The Vanderbilt Clinic, second floor courtyard. 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 for meals in the Courtyard Café or MCJCH cafeteria. Dining information is available: <https://www.vumc.org/courtyardcafe/>

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.

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.

As student members of the Academy of Nutrition and Dietetics, all interns have online access to current journals from the Academy. Each student has access to numerous professional texts and journals through electronic Eskind Biomedical Library resources, a full Digital Library accessible with a VUNet ID and password, at <http://www.library.vanderbilt.edu/biomedical/>. Additionally, students have access to the seven other on-VU campus library buildings that comprise the VU Heard Library.

WRITTEN REPORTS AND REFERENCE FORMATTING INFORMATION

Copying materials for personal use is the intern's responsibility. The Internship Director and/or Educational Coordinator can assist with access to printers for rotation materials or projects. 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 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.
- **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. All written projects (with the exception of the disease management and health promotion 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.
8. References -- See section, "References," of this Manual.

Use guidelines for writing style and format from the *Journal of the Academy of Nutrition and Dietetics*

(1).

***** EXAMPLE *****

1"

Name

Date

Rotation

TITLE

1"

Introduction should begin three lines below title.

Body of the report should develop the subject in a logical order.

Applications/Conclusion tells the significance of the study and how the findings could be used.

1"

1"

1"

REFERENCES

1. References are listed three lines below the

1" centered heading and are double-spaced

1" between, as well as within, each reference.

(See the VUMC Dietetic Internship Handbook for complete information on listing your references.)

1"

1"

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-assn.org/content/vol294/issue1/images/data/119/DC6/JAMA_against_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 " \pm ." 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 thesis and dissertations maybe 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. 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.** 3. **You may use reference management software such as Endnote, but is your responsibility to verify accuracy of references.**

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 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>.

Abbreviate periodical titles according to *Index Medicus*. (www.ncbi.nih.gov/entre2/query.fcgi). If a title does not appear in *Index Medicus*, provide the complete title. Examples of reference formats follow:

Article in a periodical:

- **Example:** Jamieson J, Palermo C, Hay M, et al. Assessment practices for dietetics trainees: A systematic review. *J Acad Nutr Diet*. 2019; 119(2): 272-292.

Article written by a committee in a periodical:

- **Example:** 2018 Physical Activity Guidelines Advisory Committee. *2018 Physical Activity Guidelines Advisory Committee Scientific Report*. Washington, DC: US Department of Health and Human Services; 2018.

Article from a supplement to a periodical:

- **Example:** 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:

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

Book written by a committee:

- **Example:** 2018 Physical Activity Guidelines Advisory Committee. *2018 Physical Activity Guidelines Advisory Committee Scientific Report*. Washington, DC: US Department of Health and Human Services; 2018.

Chapter in a book:

- **Example:** McKeever L. Vitamins and Trace Elements. In: Mueller CM, ed. *The A.S.P.E.N. Adult Nutrition Support Core Curriculum*. 3rd ed. Silver Spring, MD: The American Society for Parenteral and Enteral Nutrition; 2017: 139-182.

Letter to the editor:

- **Example:** Casaer MP, Van den Berghe G. Protein requirements in the critically ill: A randomized controlled trial using parenteral nutrition. (letter) *JPEN*. 2016: 40-763.

Abstract:

- **Example:** Koekkoek WAC, vanZanten ARH. Antioxidant vitamin and trace elements in critical illness (abstract). *Nutr Clin Pract*. 2016; 31(4): 457.

Thesis or dissertation:

- **Example:** Lasswell AB. Nutrition and Cancer Prevention: A Descriptive Study of Physicians -In- Training's Perceptions and Behaviors (dissertation). College Park, Md: University of Maryland; 1995.

Items presented at a meeting but not published:

- **Example:** 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.

Federal Register:

- **Example:** National school lunch program and school breakfast program: nutrition objectives for school meals (7 CFR 210, 220). *Federal Register*. June 10, 1994; 59:30218-30251.

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.

Example:

US Department of Health and Human Services and US Department of Agriculture. *2015-2020 Dietary Guidelines for Americans*. 8th ed. December 2015. <https://health.gov/dietaryguidelines/2015/guidelines>. Accessed July 1, 2018.

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.

- **Example:** Academy of Nutrition and Dietetics. Nutrition terminology reference manual (eNCPT): Dietetics language for nutrition care. <http://ncpt.webauthor.com>. Accessed August 7, 2018.
- **Example:** US Bureau of Labor Statistics. BLS Report 1040. Women in the labor Force: A data book. US Bureau of Labor Statistics website. <http://www.bls.gov/cps/wlf-databook-2012>. Published February 2013. Revised March 26, 2013. Accessed November 14, 2013.

(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**. Recommended uses for electronic citations are for government documents, such as census reports, which are more readily available via the internet.)

Data References

The Academy prefers writers cite underlying or relevant datasets in the manuscript by citing them in the text and including a data reference in the Reference List. Data references should include: author name(s), dataset title, data repository, version (as available), year, and global persistent identifier. Add (dataset) immediately before the reference so it can properly be identified as a data reference.

- **Example:** (dataset) Oguro, M, Imahir, S, Saito, S, Nakashizuka, T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data v1; 2015 .<http://dx.doi.org/10.17632/xwj98nb39rl>.

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.

Examples:

- *Epi info* (computer program). Version 3.2. Atlanta, GA: Centers for Disease Control and Prevention; 2004.
- *NDS-R*. Version 2010. Minneapolis, MN: Nutrition Coordinating Centers, 2010.
- *Microsoft Excel* (computer program). Version 2013. Redmond, WA: Microsoft Corp; 2013.

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 disease management case study and health promotion 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* (1).**

REFERENCES:

1. Information for Authors. *J Acad Nutr Diet*. 2018; 118 (12): 2241.
2. Gibaldi J, Achtert WS. *MLA Handbook for Writers of Research Papers, Theses, and Dissertations*. New York, NY: Modern Language Assoc; 1980.

**VANDERBILT UNIVERSITY MEDICAL CENTER
DIETETIC INTERNSHIP PROGRAM
2020-2021**

HANDBOOK ACKNOWLEDGEMENT PAGE

My signature below indicates that:

1. I have fully read the 2020-2021 Vanderbilt University Medical Center Dietetic Internship Handbook and Appendices including the program syllabus.

2. I understand the contents of the 2020-2021 Vanderbilt University Medical Center Dietetic Internship Handbook including the program syllabus.

3. I am aware that it is my responsibility to abide by the rules and regulations of the Vanderbilt University Medical Center, the Programs in Allied Health and the Dietetic Internship Program, as well as those of any affiliated institutions at which I may be placed for learning experiences.

4. I am aware that it is my responsibility to conduct myself in a professional manner according to the standards of professional conduct throughout the 10-month Dietetic Internship at Vanderbilt University Medical Center.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____