College of Pharmacy and Health Sciences
Department of Nutrition

Dietetic Internship
Preceptor Orientation Packet
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INTRODUCTION:

The Lipscomb University Dietetic Internship Program (DI) and Individual Supervised Practice Pathway (ISPP) are post-baccalaureate, non-degree seeking programs of Lipscomb University. Lipscomb is a private coeducational institution whose principal focus is education in the liberal arts and sciences, combined with a number of undergraduate professional and pre-professional fields, master’s, and doctoral degree programs. Its primary mission is to integrate Christian faith and practice with academic excellence. This mission is carried out not only in the classroom but also by involvement in numerous services to the church and the larger community.

The DI and ISPP are designed to meet the competencies for entry-level dietetics practice and to prepare students for the Registration Examination for Dietitians. The program has a Medical Nutrition Therapy concentration and provides students with a minimum of 1200 supervised practice hours in a variety of healthcare, community and foodservice settings. The DI requires fall enrollment in a three-hour graduate level course: NUGR 5403- Special Topics in Nutrition Therapy, while the ISPP is not required to enroll in this course. Both the DI and ISPP require non-credit fall enrollment in NUGR 5010 and non-credit spring NUGR 5020 in order to maintain an L number and access to all University resources. DI and ISPP fees are attached to the non-credit courses NUGR 5010 ($5000) in fall semester and 5020 ($3000) in spring.

The program has only a full-time option for the DI and a part-time option may be available for the ISPP if needed. The DI and ISPP begin in mid-August and is 10 months in duration. The ISPP allows an extended length of up to two years for completion and 150% maximum time is allowed if necessary for the DI. Lipscomb has affiliation agreements with supervised practice sites across Nashville, Franklin, Murfreesboro, Clarksville, and Columbia. Students follow a specific DI calendar with a one-week break at Thanksgiving and one-week break at Christmas. The program provides the interns with an exam review course on campus in May. Thirty-nine weeks of rotations, including didactic activities, topic specific trainings and workshops, as well as professional meetings are scheduled for each intern.

After orientation to the internship program on Lipscomb University’s campus, students begin supervised practice at their assigned facilities. The program is designed for a full 40 hour work week, but with the deduction of the didactic component of monthly classes and holidays, an average of 32 hours of supervised practice are actually completed per week. Occasional weekend involvement for the program may be expected. Participants complete supervised experiences in medical nutrition therapy, foodservice management, community nutrition and long-term care. A culminating experience of staff relief is completed after following successful completion of the clinical in-patient rotations at an intern’s assigned hospital. This experience allows the student to function independently as an entry-level dietitian in the hospital setting with minimal oversight.

ACCREDITATION:

Lipscomb University’s Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995 (312) 899-0040 ext 5400

Http://www.eatright.org/ACEND

Revised June 2014
PROGRAM CONTACT INFORMATION:

Dietetic Internship Director
Anne Lowery, MS, RDN, LDN
Lipscomb University
One University Park Drive
Nashville, TN 37204
(Office) 615-966-5746
anne.lowery@lipscomb.edu

Department of Nutrition
Jennifer Holliday
Administrative Assistant
Lipscomb University
One University Park Drive
Nashville, TN 37204
(Office) 615-966-5705
sherie.eubanks@lipscomb.edu

PROGRAM OPTIONS:

The Lipscomb DI and ISPP programs are approved by the Accreditation Council for Education in Nutrition (ACEND) to offer 12 internship slots and 5 Individual Supervised Practice Pathway (ISPP) positions. The 12 internship positions are filled during the Spring DICAS match, while the ISPP positions are only eligible to previously unmatched, interviewed applicants to the Lipscomb Dietetic Internship and are not determined until the following summer months. The ISPP positions may or may not be filled each year, as they are dependent upon availability of hospital placement with Lipscomb’s affiliated hospitals. There is not currently a distance option for either the DI or ISPP.

PROGRAM MISSION STATEMENT:

The mission of the Dietetic Internship (DI) Program at Lipscomb University is to provide supervised practice and didactic learning experiences to educate students to successfully function as entry-level generalist dietitians in the state, region, and nation. The curriculum is designed to provide for achievement of the competencies established for entry-level dietitians through excellence in both the classroom and supervised practice settings, encouragement of community service, and commitment to the Code of Ethics of the Academy of Nutrition and Dietetics.

PROGRAM GOALS:

1. To prepare graduates to serve competently as entry-level dietitians;
2. To encourage, motivate, and support interns to complete the internship program;
3. To prepare graduates to demonstrate a commitment to the community through service in a variety of ways

PROGRAM OBJECTIVES FOR GOAL #1:

- Graduates will achieve a first-time pass rate of at least 80% on the RD exam over a 5-year period.
- At least 90% of graduates will have passed the RD exam within 12 months of completing the program.
- At least 80% of graduates will have secured employment in the field within 12 months of completing the program.
- At least 80% of graduates who apply to accredited graduate programs will be accepted.
- When surveyed, graduates will rate their knowledge base as “satisfactory” for their work in the field.
- When surveyed, employers of graduates will rate former interns’ knowledge base as at least “satisfactory.”
PROGRAM OBJECTIVES FOR GOAL #2:
• 100% of interns will successfully complete the program within 150% of program length

PROGRAM OBJECTIVES FOR GOAL #3:
• At least 80% of graduates will report continued service to the community

ADMISSION PROCEDURES:
Admission to the Lipscomb University Dietetic Internship Program is separate from admission to the University. Applying to the graduate school is not necessary as part of the application process for the dietetic internship. Applicants must participate in the Spring DICAS matching process and meet the following criteria to be considered for admission to the internship program:

1. Minimum DPD GPA of 3.0 on a 4.0 scale
2. Verification Statement from an approved undergraduate or certificate program in dietetics
3. Excellent reference/recommendations - one required from DPD Director
4. Applicable Nutrition courses and GRE must have been completed within the past 5 years
5. GRE cumulative verbal and reasoning scores equal to or greater than 800 (taken prior to Aug. 1, 2011) or 300 (taken after Aug. 1, 2011).

A selection committee evaluates internship applications on a competitive basis and determines the individuals to be interviewed. Nutrition-related work experience is optimal, but all applications are evaluated based on individual DPD GPA, GRE scores, personal statement, references, as well as work and volunteer experiences. Interviews with an interview committee comprised of current program preceptors generally take place within the first three weeks of March and may be in person or skype. Exceptions to the academic criteria may be made in compelling cases. Students are ultimately selected for the program through the computer matching process.

COMPUTER MATCHING:
All applicants to the Lipscomb DI program must participate in computer matching. Computer matching enables a student to be assigned to a requested internship program that has also expressed interest in the student. A private company, D & D Digital Systems, conducts the matching process. Students should request instructions from their undergraduate program or from D & D Digital Systems to participate in computer matching and to prioritize their preferences for internship locations. Student preferences must be completed with D & D Digital Systems by February 15th and may be reordered prior to March 31st. There is a fee for participation in computer matching that must be paid with your prioritized preferences for internship locations. Requests for additional materials may be made to:
D & D Digital Systems
304 Main St., Suite 301
Ames, IA 50010
(515) 292-0490
www.dnddigital.com/ada/
APPLICATION for ADMISSION to the Dietetic Internship Program:

Applicants to the internship program must use the Dietetic Internship Centralized Application System (DICAS). The online application must be completed by 11:59 pm Central time on the deadline date listed by D & D Digital. The fee to use DICAS is $40 for the first application and $20 for each additional application. The DICAS application for the Spring match cycle is generally available after December 1st and can be accessed at: https://portal.dicas.org. A supplemental online application and fee payment of $30 to Lipscomb is required for complete application to the Lipscomb DI. The link to the online Lipscomb specific application and fee payment can be found at http://www.lipscomb.edu/nutrition/Application-Process

PERSONAL STATEMENT:

Applicants must also submit a one-page personal statement on DICAS addressing the following:

• Why are you interested in Lipscomb's Dietetic Internship?
• Why would you be successful in Lipscomb's Dietetic Internship?
• What are your short-term and long-term goals?
• What are your strengths and weaknesses or areas needing improvement?

RECOMMENDATIONS:

Three recommendations are required for application to Lipscomb through the DICAS application system. When completing the online application, applicants must provide the name, email address and other contact information for each reference. Submission of this information will trigger an email message requesting completion of an electronic recommendation form. No recommendation will be considered unless entered as part of the online application process. One recommendation must be completed by the DPD Director issuing the verification statement for the applicant.

TRANSCRIPTS:

Official transcripts from all universities attended should be mailed from the institution to the address below as part of the DICAS application process. Photocopies or “Issued to Student” copies will not be accepted. Upon successful matching, the student will also be required to request official transcripts conferring the degree be sent directly to the DI before beginning the internship program.

DICAS - Transcript Dept.
PO Box 9118
Watertown, MA 02472

GRADE POINT AVERAGE (GPA):

The program will only review applications with a DPD GPA of 3.0 or higher. However, in order to have a competitive application, a higher GPA is recommended.

GRADUATE RECORD EXAMINATION (GRE):

Applications to the Lipscomb DI require a GRE score within the last 5 years and/or successful completion of a graduate degree. Minimum scores of either 800 or 300, depending upon recency of taking the Graduate Record Examination (GRE) is required to be competitive. GRE scores must be reported on the DICAS application in the designated location. A scanned copy of the score should be attached as supplemental information to the electronic application.
SECTION 2 – POLICIES AND PROCEDURES

Official scores must also be sent to the University by completing a request with ETS for an Official GRE score report to Lipscomb code 1161, Nutrition 0214 or Dietetics 0628. The official GRE record should arrive to the University by the February 15 deadline in order for the application to be considered complete.

NOTIFICATION OF ACCEPTANCE:
Lipscomb will not notify students of acceptance into the program. D & D will notify each student applicant about the dietetic internship program to which he or she has been "matched." The student must notify the matched Dietetic Internship Program Director by phone, email or fax by 5:00 pm on Appointment Day to confirm acceptance of the internship assignment.

LIPSCOMB GRADUATE SCHOOL ADMISSION:
Once a student receives notification that she is matched to the Dietetic Internship Program and has confirmed acceptance, an application to the graduate school is not required. If the student desires to complete a master’s degree offered by Lipscomb that will accept the 3-hour required Special Topics course as well as the optional practicum credit, application to the graduate program can be accomplished at the beginning of orientation of the internship. An additional application fee may be required depending on the program.

PROGRAM COSTS:
Internship Application Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DICAS Fee</td>
<td>$40.00</td>
</tr>
<tr>
<td>D &amp; D Matching Fee</td>
<td>$50.00</td>
</tr>
<tr>
<td>Lipscomb DI supplemental application Fee</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

Estimated Required Tuition and Program Fees (2014-2015)

<table>
<thead>
<tr>
<th></th>
<th>Per Hour</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>DI Program Total</th>
<th>ISPP Program Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$910</td>
<td>$2,730</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DI Fees</td>
<td>$5,000</td>
<td></td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISPP Fees</td>
<td>$5,000</td>
<td></td>
<td></td>
<td>$10,730</td>
<td>$5,000*</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>$10,730</td>
<td>$5,000*</td>
</tr>
</tbody>
</table>

*3 Graduate Credits for NUGR 5403: Special Topics in Nutrition Therapy is required for interns and is optional for ISPPs at an additional cost. 3 to 6 optional practicum hours are available in NUGR 530V for both interns and ISPPs at an additional cost at the current graduate credit hourly rate.

ESTIMATED PROFESSIONAL EXPENSES:

Academy of Nutrition and Dietetics Student Membership.................................$ 50.00 http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8141

Student Malpractice Liability Insurance....................................................$ 20.00 http://www.proliability.com/professional-liability-insurance/students#
ADDITIONAL COSTS:
Items such as background checks, Immunizations, titers, TB skin tests, drug tests, personal health insurance, and individual malpractice liability insurance are requirements for participants in the DI and ISPP programs. Interns are responsible for food and miscellaneous personal expenses incurred during the FNCE trip, as well as transportation and parking for rotations and other professional meetings attended during the program. Slip-resistant shoes and appropriate foodservice attire are required for certain rotations. Professional clothing and closed-toe dress shoes are the accepted attire for clinical and community rotations, unless scrubs and tennis shoes are facility approved. A Laptop computer, personal printer and scanner, and other school supplies (notebooks, pens, paper, paperclips, etc) are necessary for successful completion of program expectations. Students are responsible for bearing the expense of these items and costs.

FINANCIAL AID:
Students intending to complete a graduate degree with Lipscomb who are also enrolled in 6 graduate hours per semester may be eligible for financial aid from the University. Additional information can be found on the Lipscomb web site at the following link.

http://www.lipscomb.edu/financialaid

STUDENT SUPPORT SERVICES:
Students enrolled in the Lipscomb DI or ISPP have access to student support services such as campus police and public safety, health services, counseling and testing services, disabled student services, the library, and career development services. Additional information can be found at the following link http://www.lipscomb.edu/studentlife/student-services

REQUIRED COURSES:

<table>
<thead>
<tr>
<th>DIETETIC INTERNSHIP</th>
<th>Duration</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation, LU Campus</td>
<td>2 weeks</td>
<td>0</td>
</tr>
<tr>
<td>NUGR 5403</td>
<td>Special Topics in Nutrition Therapy</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>NUGR 5010</td>
<td>DI Experience I</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>NUGR 5020</td>
<td>DI Experience II</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISPP</th>
<th>Duration</th>
<th>Credit Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation, LU Campus</td>
<td>2 weeks</td>
<td>0</td>
</tr>
<tr>
<td>NUGR 5010</td>
<td>DI Experience I</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>NUGR 5020</td>
<td>DI Experience II</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
GRADUATION AND PROGRAM COMPLETION REQUIREMENTS:
The verification statement is granted only under the following circumstances:

1. The dietetic intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled supervised practice rotations with a 4 or better on all competencies logged in E*Value (3 on coding and billing) and has maintained the professional and ethical code of conduct expected.
2. The dietetic intern has completed all required assignments satisfactorily as assessed by preceptor and/or DI director grading of learning modules, case studies and projects.
3. The dietetic intern has met all financial obligations to Lipscomb University.
4. The dietetic intern has completed the CDR Exit Packet including Registration Eligibility Application Form, RDE Mis-use Form, Transcript Degree/ Confirmation Release Form, and accurate email address for Pearson VUE

For interns successfully completing the program and receiving signed verification statements, the program director will submit the on-line computerized registration eligibility application for each intern to Commission on Dietetic Registration (CDR) for verification of eligibility for the registration examination for dietitians. This will occur within one week following the Intern Pinning Ceremony. Interns should receive an e-mail confirming registration eligibility from CDR approximately two to three weeks following Director’s submission to CDR. However, should the class be randomly audited, eligibility acknowledgement could take an additional one to two weeks during the audit process. Following registration through successful completion of the Registration Examination for Dietitians, state laws for licensure may be required for practice. Information can be found regarding licensure laws per state at this link https://www.cdrnet.org/state-licensure

ASSIGNMENTS, CURRICULUM & EVALUATION POLICIES

I. Definition of Terms

DI Director: Anne Lowery, MS, RDN, LDN
College of Pharmacy & Health Sciences
Lipscomb University

Site Director: The education coordinator (usually lead RD) for the Nutrition related experiences at a given hospital site.

Preceptor: The supervisor (usually an RD) that the intern reports to during a specific day/week/topic of each rotation.

II. Assignments

All E*Value assignments will be reviewed and evaluated by the Preceptor and/or DI Director prior to the completion of each rotation (Bariatric and Foodservice Workbooks require some completion during the rotation). The Preceptor may require revisions, as he/she deems necessary. The Preceptor will obtain input from others who have worked with the intern during the specific rotations as they see fit. Interns are responsible for timely submissions of assignments (rotation workbooks, case studies, and other assignments) to E*Value. Late submission of any assignment is subject to deductions unless prior approval from Preceptor has been granted and the Director has been notified and approved the extension.
III. Rotation Curriculum

The Lipscomb DI curriculum is approved by ACEND, the accrediting agency for the Academy of Nutrition and Dietetics. The DI curriculum and forms will be used as a guideline for the completion of required work in each rotation to achieve competencies. All activities and projects completed by dietetic interns will be directly related to and support the ACEND core competencies and curriculum requirements of the Academy of Nutrition and Dietetics or the mission of the University and Program. The next two pages include the Lipscomb Dietetic Internship Curriculum Map, which designates the rotation areas that will address each of the required ACEND, as well as the program-designed competencies (5.1 and 5.2). The following page is a sample schedule.

<table>
<thead>
<tr>
<th>ACEND Competencies</th>
<th>Didactic</th>
<th>Staff/Relief</th>
<th>Community/Corporate Nutrition</th>
<th>Professional Policy/Regulatory/Research</th>
<th>Staff/Relief</th>
<th>Dietetic</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5.1 1.1</td>
</tr>
<tr>
<td>CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of dietetics practice.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>5.1 1.2</td>
</tr>
<tr>
<td>CRD 1.3 Justify programs, products, services and care using appropriate evidence or data.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 1.4 Evaluate emerging research for application in dietetics practice.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.1 Practice in compliance with current federal regulations, state statutes/ rules, in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.2 Demonstrate professional writing skills in preparing professional communications.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.3 Design, implement and evaluate presentations to a target audience.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.4 Use effective education and counseling skills to facilitate behavior change.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.8 Apply leadership skills to achieve desired outcomes.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.9 Participate in professional and community organizations.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.11 Demonstrate professional attributes within various organizational cultures.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.12 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 2.13 Demonstrate negotiation skills.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 3.1 a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CRD 3.1 b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<td>CRD 3.1 c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.</td>
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### SECTION 2 – POLICIES AND PROCEDURES

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<th>ACEND Competencies</th>
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<td>CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.</td>
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<td>CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of dietetics practice.</td>
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<td>CRD 1.3 Justify programs, products, services and care using appropriate evidence or data</td>
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<td>CRD 1.4 Evaluate emerging research for application in dietetics practice.</td>
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<td>CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.</td>
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<td>CRD 2.1 Practice in compliance with current federal regulations, state statutes/rules, in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.</td>
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<td>CRD 2.2 Demonstrate professional writing skills in preparing professional communications.</td>
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<td>CRD 2.3 Design, implement and evaluate presentations to a target audience.</td>
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<td>CRD 2.4 Use effective education and counseling skills to facilitate behavior change</td>
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<td>CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings.</td>
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<td>CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate.</td>
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<td>CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
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<td>CRD 2.8 Apply leadership skills to achieve desired outcomes.</td>
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<td>CRD 2.9 Participate in professional and community organizations.</td>
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<td>CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.</td>
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<td>CRD 2.11 Demonstrate professional attributes within various organizational cultures.</td>
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<td>CRD 2.12 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.</td>
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<td>CRD 2.13 Demonstrate negotiation skills.</td>
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<td>CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</td>
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<tr>
<td>CRD 3.1 a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.</td>
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<td>CRD 3.1 b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.</td>
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<td>CRD 3.1 c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.</td>
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Revised June 2014
An Intern schedule should include the following number of weeks for each rotation area:

- **Orientation/ Workshops/ Topic-Specific Trainings**: 3 weeks
- **Institutional/ Retail Foodservice & Management**: 2 weeks
- **Hospital/ LTC Patient Foodservice & Management**: 3 weeks
- **Inpatient MNT 1**: 5 weeks
- **Outpatient MNT**: 3 weeks
- **Nutrition Support**: 5 weeks
- **Community/ Corporate Nutrition**: 3 weeks
- **Professionalism/ Policy/ Research**: 2 weeks
- **Child/ Adolescent Education**: 2 weeks
- **Staff Relief**: 5 weeks
- **Elective**: 1 week

**2014-15 Planned Rotation Calendar including Class Days**

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**TDA/ Hill Day March 23-24th**
- Pediatric / Metabolic Disorder Workshop March 24-25th
- Internship Interviews - March 26-27th

**Class Dates** Highlighted weeks include class on campus that Friday
IV. Evaluation & Assessment

End Of Rotation (EOR) Performance Evaluation

The performance evaluations for each rotation should be completed on E*Value and discussed with the intern by the last day of the rotation, although the program recognizes that this is not always possible. Verbal and informal evaluations are expected throughout the rotation from preceptor to intern and it is the responsibility of the intern to inquire daily regarding strengths and weaknesses of the intern’s performance identified by the preceptor. It is imperative that the EOR evaluations reflect the work and effort that was exemplified by the intern relative to location of this rotation within the 39-week program (i.e. early in the program, expectations are not as high as they are during staff relief).

Preceptors will use the guidelines provided in the Preceptor Guidebook, to complete performance evaluations. These evaluations will assess each activity and competency identified on the evaluation form as well as any added for rotation specific assignments not included and the professional behaviors demonstrated by the intern throughout each rotation. Optimally, the Preceptor will review the information and discuss areas of strength and areas for improvement with the intern once the evaluations are complete.

Because the evaluations are completed online through E*Value and not on paper forms, signatures are not required and completion of the evaluation may be after the last day of the rotation. Due to this, the intern can “agree” or “disagree” with the evaluation and respond appropriately in E*Value with comments until a resolution has been made. The intern will also log appropriate competencies into E*Value for each rotation following his/her review of the completed Preceptor’s EOR evaluation for that specific rotation marking the level of performance in accordance with the likert type scale of performance listed below.

- “3” correlates to assisted in performance
- “4” correlates to performed with supervision
- “5” correlates to performed independently

Successful completion of a rotation/competency as logged by the intern in E*Value, is compared by the DI Director, the Assistant DI Director or Administrative Assistant to the Preceptor’s completed EOR for the intern. The competency will then be “confirmed” in E*Value indicating the intern in fact was successful in completion of all requirements and activities with adequate understanding for concepts expected at that point in the program. This decision is based on review of the EOR and submitted assignments.

E*Value Assignments

E*Value rotation assignments will accompany each rotation throughout the internship. These assignments are designed to complement supervised practice experiences, as well as emphasize competencies not fully developed in the rotations. E*Value assignments can be submitted to E*Value under My Portfolio and then by clicking My Folio. Submitting incomplete or inaccurate answers on assignments will result in receiving an incomplete until the assignment is resubmitted and determined to demonstrate understanding by the intern. Late submission, without approval from Preceptor or DI Director, of any of the following may result in the intern being placed on probation. Both late submissions and a pattern of insufficiencies in assignments and/or rotations will result in grade deductions for graduate credit courses.

The following are some examples of assignments:

- E*Value Learning Modules
- Intern Self-Evaluation
- Site Evaluation by Intern
Preceptor Evaluation by Intern
Case Studies
Any other required work during the internship

Intern Self-Assessment

At the end of each rotation, interns will complete a self-assessment EOR. Interns will use the guidelines/examples provided for professional behaviors to help them assess their individual performance. Interns will submit these to E*Value to be considered during the review process by DI Director prior to confirming successful completion of rotation/ competency. Interns will also log competencies in PxDx of E*Value in accordance with the evaluation criteria for each corresponding on the evaluation form completed by the preceptor (example: 3= assisted in performing; 4= performed with supervision; and 5= performed independently). The DI Director and/or Assistants will compare the logged competencies with the preceptor’s evaluation and either confirm or reject the logged competency.

Other Evaluation Guidelines

The Preceptors will evaluate interns’ performance using various other evaluation forms. These forms are designed to indicate areas with exceptional or adequate performance and areas that need further practice and improvement. Interns are evaluated during interviewing and counseling sessions, group presentations, and upon completion of special projects using specific evaluation forms. The completed evaluations are accessible by the intern in the E*Value system and can be “agreed” or “disagreed” with. If an evaluation is disagreed with, it will remain open for preceptor review and comments. The DI Director or designated E*Value administrator has access to these in E*Value.

Intern Evaluation Of Rotations

At the end of each rotation with a new preceptor, the intern will evaluate his/her experiences in the rotation with that preceptor. The evaluation is designed to indicate the strengths and weaknesses of the rotation and the Preceptor. Following completion of rotations at a given supervised practice site (which may include several rotations with multiple preceptors), a Site Evaluation will be completed. All of these evaluations can be accessed on E*Value. These evaluations will also be used as a basis of discussion during the annual review of the program to determine necessary changes to the program for the future.

V. Successful Rotation Completion

At the end of each rotation (EOR), interns will be assessed through EOR evaluations and completion of E*Value assignments (workbooks, case studies, individual assignments, etc). Interns who display unprofessional or unethical behavior, fail to submit assignments on time and/or fail to meet the required core competencies (achievement of a 3 or 4 on EOR, depending on placement of rotation within the DI calendar) will be counseled as to their potential for successful completion of the internship program. The DI Director and/or Preceptor may determine the need for an intern to repeat a rotation as identified by receiving a “2” or “1” on evaluation criteria, spend additional time in a rotation and/or complete supplemental work (see IV. EOR evaluation). The additional time and/or supplemental work, will be re-evaluated to determine the intern’s ability to move on to the next rotation and/or remain in the program. Should the intern have to extend or repeat a rotation, the program length may need to be extended to accomplish the 1200 supervised hours and successful completion of all rotations and competencies. Maximum time for program completion is 150% of program length, which equals 59 weeks.
Extenuating Circumstances

Interns who encounter unforeseen major life events that prevent the completion of rotations or program requirements may be granted additional time for completion if deemed necessary by the DI Director. Interns encountering these circumstances must complete program requirements within one (1) year from the program start date. However, additional time may be provided at the discretion of the DI Director. The intern may need to repeat rotations to ensure competence. Interns who are not able to complete program requirements may be counseled to withdraw from the program.

DISCIPLINARY ACTION:

Warnings & Termination

Performance, behavior or attitudes deemed inappropriate by the DI Director and/or Preceptor will be brought to the attention of the intern for remediation, unless the intern’s actions/behavior is deemed grievous enough for immediate dismissal. With all situations concerning student warning and termination, an appeal process is available.

First Formal Warning

The preceptor and/or DI Director will meet to discuss issues/problems with the intern. Issues or problems identified may result from preceptor concerns and/or below standard academic, professional conduct or ethical standards performance. A formal written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or performance. Expectations will be outlined for changes in the intern’s behavior, attitude and/or performance, along with a monitoring timeline. A copy of the warning will be given to the intern and site preceptor, and placed in the intern’s permanent file. Continuation of inappropriate behaviors will result in a second written warning. In some cases, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.

Second Formal Warning

The program director will meet with the intern and preceptor to discuss issues/problems with the intern. Issues or problems identified may result from preceptor concerns and/or below standard academic performance. A formal second written warning will be issued at this time. The written warning will outline inappropriate behaviors, attitudes and/or performance. Expectations will be outlined for changes in the intern’s behavior, attitude and/or performance, along with a monitoring timeline. A copy of the warning will be given to the intern and site preceptor, and placed in the intern’s permanent file. In some cases, meetings may occur via electronic means or phone. Copies of warnings will be sent electronically at the time of the meeting.
Termination

Should the identified behaviors, attitudes and/or performance continue despite warnings, a final internship termination conference will be held. When it has been determined that the intern has not made sufficient progress toward correction of identified behavior, attitudes and/or performance, despite previous formal warnings, the Program Director and Dean of the College of Pharmacy and Health Sciences will hold a final internship termination conference and notify the intern verbally and in writing that s/he is being terminated from the program. An appeal to the termination decision can be sent in writing to the Dean of the College of Pharmacy & Health Sciences who will review the request and form an Appeal's Committee of three unbiased faculty members to hear explanation from the Program and the intern. The final decision regarding an appeal of Program termination, heard by the Appeal's Committee, will be final and binding.

An intern terminated from the Lipscomb internship program for inappropriate behavior, attitudes and/or performance will not be considered for future internship placements with the Lipscomb DI Program. Dismissal from the program will be communicated to The Academy of Nutrition and Dietetics Commission on Dietetic Registration for determination whether the dismissed intern is eligible for entrance into other accredited programs in the future. Examples of inappropriate behavior include:

- chronic tardiness and being unprepared for rotations,
- missed work,
- insubordination to faculty or supervised practice site staff,
- theft
- unethical behavior regarding assignments, evaluations, or rotations

Other behaviors may be deemed worthy of a formal warning upon consultation with Preceptors and DI Director.

These warning procedures are appropriate for minor offenses that can be identified, monitored, and resolved. Should an intern display insubordinate, unprofessional or unethical behaviors and/or attitudes, the intern will be immediately dismissed from the Program regardless of the disciplinary action described above.

Alternative Placements

The internship director will determine what, if any, supervised practice sites are available for alternative placements in case of site/rotation removal that does not result in Program Dismissal. If an alternative supervised practice site preceptor is willing to accept the intern, the intern will be reassigned. The intern will not have a choice on reassignment and must either accept the placement offered or drop out of the internship program. The intern must submit a written request to the program director his or her willingness to accept the reassignment. If the intern chooses not to accept the reassignment, s/he must submit in writing to the internship director a letter of resignation from the internship program. If there is not a supervised practice site available for reassignment, the intern will be terminated from the program.

If the disciplinary process results in the intern being dismissed from the Program, all costs associated with participation in the DI Program will be the responsibility of the intern.

PRIOR LEARNING AND SUPERVISED PRACTICE EXPERIENCE:

The Lipscomb dietetic internship program does allow exemption from supervised practice hours or assignments for DI and ISPP students in certain situations. The student's resume, job descriptions from positions held, performance evaluations from previous experiences, and proof of employment/hours worked in said experiences will be reviewed by the DI Director. The DI Director will determine the competencies previously achieved and the number of hours the intern is eligible to replace based on the current DI curriculum design (based on hours
designated for each rotation area in the curriculum map). An example of granted prior learning might be if an intern worked for WIC prior to the internship, then the WIC rotation can be replaced by an elective rotation. Another might be if extensive healthcare foodservice experience has occurred prior to the internship, reduction of hours for foodservice competencies may be granted.

**INTERN REPLACEMENT OF EMPLOYEES:**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to acquire experience and demonstrate competence through learning experiences. All supervised practice experiences should be planned for competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. Replacement of employees is defined as interns being placed on the regular work schedule in lieu of paid employees.

**VACATION, HOLIDAYS AND ATTENDANCE:**

During the Lipscomb Dietetic Internship Program, interns will typically have one week for Thanksgiving break and one week of Christmas vacation, as well as a few other one-day holidays if his or her assigned Preceptor is going to be off and provides approval for the intern to take the holiday (i.e. Labor Day, MLK Day). The DI schedule will be given to interns at the beginning of the internship in August and will reflect the holiday breaks provided. Customary religious holidays may be honored with the approval of the DI Director and Site Preceptor. Approval for the holiday must be granted prior to that holiday.

Interns are scheduled for a minimum of forty hours per week at their supervised practice sites, except for holidays and class weeks. Extra project work will require interns to use off-duty time to complete rotation workbooks and case study research. Interns are expected to be punctual, follow the schedule assigned and be available throughout the entire rotation. All absences and reasons for absences should be reported to the Site Preceptor by phone within the first thirty minutes of regular work hours. In addition, an email must be sent within the first hour to the Preceptor and DI Director, reporting the absence and reason. Unexcused absences are not acceptable and are subject to disciplinary action. Arriving late and/or leaving early from the supervised practice site may be considered an absence.

The Academy of Nutrition and Dietetics (AND) requires that a dietetic internship provide a certain number of supervised practice hours. To prevent interns from failing to meet this requirement, the following policies and procedures have been developed and are strictly enforced during the program. Interns are allowed to take additional leave as outlined below, but must make up lost time within a rotation when the time off prevents the meeting of necessary performance objectives. It is the responsibility of the intern to arrange make up time/days with the Preceptor. The Lipscomb DI Director and faculty must be informed of a make up time/days/activities via email.

All leave must be recorded in E*Value, made up as described below, and documented by the supervising dietitian involved. If an extended leave (more than three consecutive days) is required for an illness, a written request for extended leave must be provided by the third day missed, accompanied by documentation from a physician. Documentation from a physician verifying the intern is cleared to return to work must be provided on the first day back.
AGENCY POLICIES, RESPONSIBILITIES, AND CONFIDENTIALITY:
All students admitted to the Dietetic Internship are expected to comply with all university rules, regulations and policies including, but not limited to: alcohol, drugs, and smoking located in the University handbook [http://www.lipscomb.edu/uploads/48839.pdf](http://www.lipscomb.edu/uploads/48839.pdf). Additional Program policies described in this Intern handbook must be followed. It is the responsibility of the intern to become familiar with the Lipscomb University rules, regulations and policies, as well as the rules and regulations of the internship and affiliation in which he or she is currently working. In compliance with federal law, all records concerning dietetic interns are confidential. Dietetic interns have the right to inspect their files through the office of the Program Director.

During Orientation, Lipscomb interns will be required to read and sign the Lipscomb confidentiality acknowledgement regarding protected health/proprietary information, agreement regarding student clinical experience and release of education records, and acknowledgement of the policies described in the handbook. All interns are required to complete pre-rotation HIPPA and TCPS online-training and provide evidence of completion of such through uploading certificates to E*Value. Interns will also be required to complete FERPA forms for their individual files and the Assumption of Risk, Release and Medical Authorization form in order to participate in the Food and Nutrition Conference trip taken by the Program.

PROTECTION OF PRIVACY:
Lipscomb University Dietetic Internship Program files are kept in a locked office of the DI Director. All information in the files is private and confidential. Assignments completed will be de-identified before disseminating among faculty and others for educational purposes. The Lipscomb DI faculty and Preceptors have access to interns’ confidential internship files. Interns have the right to review their personal dietetic internship program file upon request.

INSURANCE REQUIREMENTS:
It is the responsibility of the intern to maintain personal health insurance and car insurance while the University will provide professional liability insurance for the students.

**Professional Liability**
Healthcare Professional Liability Malpractice Insurance is purchased by Lipscomb University. It will be obtained through Marsh U.S. Consumer Insurance of Seabury & Smith, Inc. in the amount of $1,000,000/ $3,000,000. Proof of liability insurance is provided...
to supervised practice site affiliates. Interns are required to purchase additional individual liability malpractice coverage prior to beginning rotations [http://www.proliability.com/professional-liability-insurance/students](http://www.proliability.com/professional-liability-insurance/students)

**Health Insurance**

All interns must be covered by health insurance while enrolled in the program. Evidence of coverage must be provided prior to beginning the Lipscomb Internship program and uploaded to Immuns/Certs section of E*Value.

**Automobile**

All interns must carry and be able to provide proof of automobile insurance, including personal liability. Interns assume all liability for safety in travel to and from assigned supervised practice sites and/or Lipscomb University.

**INJURY OR ILLNESS WHILE AT SUPERVISED PRACTICE SITES:**

Should an intern become ill or encounter an accident while at the Supervised Practice Site, the preceptor should assist the intern with the medical emergency. The preceptor will then notify the DI director and additional arrangements will be made as required by the problem or condition. The expense of the emergency care is the responsibility of the intern.

**INTERN PRE-PLACEMENT SCREENING:**

Interns will be required to undergo a background check, drug screen and other tests as determined by the University and Practice Sites. It is the responsibility of the intern to complete the background check and drug screen Certiphi registration, payment and process as communicated to the intern prior to orientation in August. The background check fee is $85 and the drug screen is $29. Required University Health forms including immunizations, titers, TB skin tests, and physicals are the intern’s financial responsibility and proof of each must be supplied to the DI prior to orientation. Additional background checks (fingerprinting) and confidentiality forms are often required by certain sites at no cost to the intern and may be required prior to certain rotations. The intern is responsible for bringing a copy of each test result and requirement to orientation in August. These copies will be placed into each intern’s file and should be uploaded to E*Value Immuns & Certs as well. The student may be asked by a preceptor and/or site to provide a copy during a rotation.

**LIPSCOMB DI GRIEVANCE POLICY AND PROCEDURES:**

Lipscomb University Internship Program faculty and staff commits to investigating all problems and/or claims or allegations of discrimination in the operation and administration of the internship program as it relates to placement and supervision of interns in supervised practice sites. Should an intern have a problem and/or grievance the following course of action should be followed.

**Step 1: Meet with Site Preceptor**

Should an intern encounter a problem they are not able to resolve with the rotation preceptor or other site staff; s/he should request a meeting with the site preceptor. The intern should be respectful of the site preceptor’s time and work commitment and arrange a meeting at a time convenient to the preceptor. At all times, the intern should remain respectful of the commitment each preceptor has made to make the supervised practice experience available for the intern.
At the meeting, the intern should identify specific incidents and when the problem(s) occurred. The intern and site preceptor will discuss the resolution of the problem(s), a course of action, a procedure for monitoring resolution, and a timeline for resolution. The intern and the preceptor should also discuss the intern’s ability to successfully complete the rotation and strategies for success.

**Step 2: Meet with Site Director (if different than Site Preceptor)**

Should the problem still exist after completion of the course of action and timeline for resolution agreed to in Step 1, the intern should contact the Site Director to arrange a meeting to discuss the problem. The intern should identify the unresolved program/grievance and the attempts that have been taken to resolve the problem(s). The intern should be informed that the site director might contact the preceptor to clarify actions if this is determined to be necessary. The intern and clinical instructor will discuss strategies for successful resolution of the problem. The clinical instructor and the intern will agree on a course of action and timeline, as well as, monitoring of resolution needed by the Site Director.

**Step 3: Meet with Program Director**

Should the problem still exit after the second attempt at problem/grievance resolution, the intern should contact the Lipscomb DI Director to arrange a meeting with the Preceptor, Site Director and the program director. At least three school days prior to the meeting, the intern must submit in writing to the program director the following: the problem/grievance, courses of action taken up to that point, and an explanation for lack of resolution. The director may ask the preceptor to verify what has transpired. The program director and intern will identify reasons for lack of resolution and a third course of action, along with a timeline for successful completion of the internship. The course of action might include assurances for appropriate preceptor and intern behaviors/actions.

**Step 4: Meet with Dean of College of Pharmacy and Health Sciences**

Should the problem still exist after the third attempt at problem/grievance resolution, the intern should contact the Dean of the College of Pharmacy and Health Sciences and request assistance in resolving the problem/grievance. At least three days prior to meeting with the Dean, the intern should write an account of the problem and the attempts made to resolve the problem, as well as the timeline followed. The Dean may meet with the Program Director, and Preceptor to discuss the lack of resolution to the problem. Based on his/her best judgment, the Dean may arrange a meeting with the Intern, Preceptor, and the Program Director to discuss a course of actions to resolve the intern’s complaint. If the problem is still unresolved after the agreed upon course of actions and timeline, the intern should then contact ACEND with the grievance.

**UNUSUAL OCCURRENCE:**

An unusual occurrence is any event of which a Preceptor is made aware and that has potential to result in harm to an intern. If an intern gets sick or has an unusual occurrence during their rotation and needs assistance, the intern is responsible for informing the Preceptor and Lipscomb DI Director of the occurrence as soon as possible after the occurrence. The Preceptor and intern must document such occurrences.

It is the intern’s responsibility to arrange for immediate care whether is to the Lipscomb Student Health Services or the intern’s healthcare provider of choice. The intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern’s healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the intern.

Revised June 2014
PROGRAM WITHDRAWAL:
Lipscomb University Dietetic interns may withdraw at any time from Lipscomb and from the Dietetic Internship Program. Withdrawal is immediate and the intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently. The DI fee of $8000 and the ISPP fee of $5000 is expected to be paid in full by the intern regardless of withdrawal date. The costs associated with the 3 hour graduate course may be refunded in part or in full depending on withdrawal date as described in the University Academic Calendar.
Interns are strongly encouraged to contact the Lipscomb DI Director prior to making the decision to withdraw from the program.

PROFESSIONAL MEMBERSHIP:
All interns are required to become student members of the Academy of Nutrition and Dietetics at the expense of the student. The DI Program will register each intern for membership with the Tennessee Academy of Nutrition and Dietetics (TAND) and the Nashville Academy of Nutrition and Dietetics (NAND) as part of the program fees. Interns are expected to attend NAND meetings and the TAND annual meeting in the spring.

ATTIRE AND APPEARANCE:
Interns are to maintain a professional image at all times by being appropriately dressed and well-groomed, and by following the dress code of each facility. Interns should determine the appropriate dress code per rotation from the preceptor. While serving in hospital affiliations, interns will wear business attire and a white lab coat, or dress as assigned by that facility. Scrubs may be worn if the preceptors typically wear scrubs. No jeans, revealing clothing, form-fitting leggings, short skirts, bare arms, bare midriffs, or athletic wear is allowed.
Female interns must wear hosiery when wearing professional clothing baring the legs per facility policies. Closed-toe and closed heeled shoes are to be worn for all rotations and slip resistant shoes (i.e.Wal-Mart brand or Shoes for Crews) are required for all foodservice rotations. Unprofessional footwear, although it may meet the criteria of closed toe and heel, is not allowed during rotations requiring business attire. Interns who are not appropriately dressed may be denied permission to remain on duty and must make up missed time.
Each intern will be furnished with and required to wear a nametag reflecting the intern’s name and Lipscomb University. Identification issued by the various affiliations must also be worn during rotations in those facilities.
Hairstyles should be neat and require minimal management while on duty. During foodservice rotations, hairnets will be worn and nail polish is strictly forbidden. A small amount of jewelry and makeup may be worn. Piercings except for the lower ear lobe are not allowed for rotations and should be removed. Fragrances (perfume, etc.) should be minimized for the comfort of the patients. Gum chewing is not allowed while on duty. Site Directors and Preceptors have the right to determine if the attire worn is consistent with the image desired.

EMPLOYMENT:
Part-time employment during the internship is not recommended due to the full-time demands of the internship. However, in cases where employment is necessary, it is recommended to limit hours to no more than 15 hours per week. Internship responsibilities and hours of training must supersede employment duties and work schedules at all times. In the event of a conflict, internship responsibilities take precedence at all times. Any deviations from this policy require approval from the IP Director and Site Director at your supervised practice site.
GENERAL INTERN EXPECTATIONS:
Interns enrolled in the Lipscomb Dietetic Internship Program are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination from the program.

Interns are expected to:

• Be familiar with all policies and procedures and refer to them to answer policy and procedure questions.
• Complete learning experiences, competencies, readings, written assignments and projects by due dates.
• Be punctual and available through each rotation.
• Log hours appropriately in E*Value based on actual hours worked with preceptor (not for early arrival, homework completed prior to or following scheduled time with preceptor)
• Behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
• Represent Lipscomb in an appropriate manner and with an appropriate appearance.
• Maintain health and automobile insurance and reliable transportation to all supervised practice facilities.
• Prepare before each rotation by completing any required homework.
• Maintain confidentiality of all information discussed within their rotation.
• Communicate with their Preceptors and Lipscomb DI faculty throughout each rotation.
• Inform Preceptors and Lipscomb DI faculty of any change in his/her schedule in a timely manner and to accept program changes that may arise.
• Maintain a positive and hard-working attitude.
• Check email and E*Value accounts daily, as this is the main form of communication between Lipscomb and interns.
• Confine cell phone usage, including texting, to lunch and break times unless the responsible Preceptor has approved other arrangements.
• Agree if equipment/property is damaged at any supervised practice site, it is their sole responsibility to make restitution to the supervised practice site for repair or replacement.
• Agree to hold supervised practice sites and Lipscomb University harmless from any claim which might arise out of or by virtue of the student’s participation in the supervised practice experience, including but not limited to injuries occasioned by the negligence, including gross negligence, of the supervised practice site and/or Lipscomb University, their offices, agents and employees

General Dietetic Internship Faculty Responsibilities
Internship program Director and Preceptors are expected to:

• Provide intern orientation to the DI Program.
• Ensure adequate training of Preceptors and coordinate learning experiences, assignments and projects for each rotation.
• Develop schedules for the DI program, organize rotations and plan class days.
• Monitor and evaluate intern’s progress in each rotation.
• Ensure that all interns are meeting ACEND core competencies for all rotations.
• Serve as a role model and mentor.
• Serve as an advocate for the intern when appropriate and justified.
• Act as a liaison between the Preceptor and intern as needed.
• Develop partnerships with outside organizations that strengthen the program.
• Develop and enforce policies and procedures.
• Direct the selection and procession of new interns.
• Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
• Be involved in the Academy of Nutrition and Dietetics activities that strengthen the quality of the program.
• Maintain the program’s accreditation with the Accreditation Council for Education in Nutrition and Dietetics

As Preceptors, your service to the profession and our program is greatly appreciated. There are free Continuing Professional Education (CPE) opportunities for preceptors that can be gained in several ways. One is to complete the CDR Preceptor Training webinar for 8 free CPE’s at this link [http://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge](http://www.cdrnet.org/news/online-dietetics-preceptor-training-course-free-of-charge). A second way to gain CPEs for being a preceptor is to use the interns’ case study presentations as a Case Presentation, Journal Club or Study Group. For the Journal Club, the intern must read and provide a detailed review/discussion of a journal article within the last 5 years. One CPE equals one contact hour. Please see the table below for details. The Lipscomb DI is happy to print certificates if you would prefer that over providing each participant an agenda/outline with the provider’s contact information. The provider could be Lipscomb Dietetic Internship or your specific department. More information is available in the PDP Guide located at [http://www.cdrnet.org/vault/2459/web/files/PDP%20Guide%202014%20Interactive.pdf](http://www.cdrnet.org/vault/2459/web/files/PDP%20Guide%202014%20Interactive.pdf).

<table>
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<th>PDP Activity Code</th>
<th>5 Year Maximum CPEUs</th>
<th>Activity Log Description</th>
<th>Documentation Required</th>
<th>Case Study Requirements</th>
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| **Case Presentation**
(Grand Rounds or Patient Case Study) | 110 | None | Case Study Title Provider Name Date Completed CPEs Requested (1 per contact hour) | Certificate of Completion OR Agenda/Outline And Provider Contact Info | Attendance at dietetics-related case presentations. |
| **Journal Club** | 160 | None | Program Title Provider Name Date Completed CPEs Requested (1 per contact hour) | Certificate of Completion OR Agenda/ Outline And Provider Contact Info | Pre-planned event Journal Article < 5 years 3+ Practitioners |
| **Study Group** | 230 | RDs = 50 DTRs = 35 | Case Study Title Provider Name Date Completed CPEs Requested (1 per contact hour) | Certificate of Completion OR Agenda/ Outline And Provider Contact Info | 3+ Practitioners |
American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues

PREAMBLE
The American Dietetic Association (ADA) and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values (Figure) and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the public, clients, the profession, colleagues, and other professionals. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION
The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of ADA who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
(b) Except for sections dealing solely with the credential, to all members of ADA who are not RDs or DTRs; and
(c) Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of ADA.

All individuals to whom the Code applies are referred to as “dietetics practitioners,” and all such individuals who are RDs and DTRs shall be known as “credentialed practitioners.” By accepting membership in ADA and/or accepting and maintaining CDR credentials, all members of ADA and credentialed dietetics practitioners agree to abide by the Code.

PRINCIPLES

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by ADA and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times. The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.

b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
   a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
   b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
   c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
   a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
   b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
   c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
   a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
   b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.

10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.

13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
   a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
   b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.

16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

17. The dietetics practitioner accurately presents professional qualifications and credentials.
   a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR.
   b. The dietetics practitioner uses CDR-awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CS” or “Certified Specialist”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by CDR.

18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Clarification of Principle:
   a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner’s professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner’s judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
   b. It shall not be a violation of this principle for a dietetics...
practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.

c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.

d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.

b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

PROCESS FOR CONSIDERATION OF ETHICS ISSUES

In accordance with ADA's Code of Ethics, a process has been established for consideration of ethics issues. This process defines the procedure for review of and response to ethics complaints, including hearings, disciplinary action, and appeals. The process was approved on June 2, 2009, by the ADA Board of Directors, the House of Delegates, and the Commission on Dietetic Registration.

Committee

A three (3)-person committee, comprised of members of ADA and/or CDR-credentialed practitioners, will be appointed to handle all ethics matters. One person will be appointed each year by the president-elect of ADA, the chairperson of CDR, or the speaker-elect of the House of Delegates (based on the expired term). Terms of office will be for three (3) years. Terms will be staggered to allow for continuity. The chairmanship will rotate among the three (3) committee members. The chairmanship will be awarded to the person moving into the third year of the three (3)-year term of office.

The Committee will have authority to consult with subject experts as necessary to conduct its business. The Committee may perform such other educational activities as might be necessary to assist members and credentialed practitioners to understand the Code of Ethics.

Ethics Opinions

The Committee may issue opinions on ethics issues under the Code of Ethics on its own initiative or in response to a member's or credentialed practitioner's request. These opinions will be available to members and credentialed practitioners to guide their conduct, and will also be available to the public. Situations may be factual or hypothetical, but no names will be disclosed.

Ethics Cases

Preamble. The enforcement procedures are intended to permit a fair resolution of disputes on ethical practices in a manner that protects the rights of individuals while promoting understanding and ethical practice. The Ethics Committee has the authority and flexibility to determine the best way to resolve a dispute, including educational means where appropriate.

1. Complaint

A complaint that a member or credentialed practitioner has allegedly violated the Code of Ethics for the Profession of Dietetics must be submitted in writing on the appropriate form to the Ethics Committee.

The complaint must be made within one (1) year of the date that the complainant (person making the complaint) first became aware of the alleged violation or within one (1) year from the issuance of a final decision in an administrative, licensure board, or judicial action involving the facts asserted in the complaint.

The complainant need not be a member of ADA nor a practitioner credentialed by CDR.

The complaint must contain details on the activities complained of; the basis for complainant's knowledge of these activities; names, addresses, and telephone numbers of all persons involved or who might have knowledge of the activities; and whether the complaint has been submitted to a court, an administrative body, or a state licensure board. The complaint must also cite the section(s) of the Code of Ethics for the Profession of Dietetics allegedly violated.

The complaint must be signed and sworn to by the complainant(s).

2. Preliminary Review of Complaint

The chair of the Ethics Committee, legal counsel for ADA, and appropriate staff will review the complaint to determine whether all the required information has been submitted by the complainant and whether an ethics question is involved.

If a complaint is made regarding an alleged violation of the Code of Ethics for the Profession of Dietetics and a similar complaint is already under consideration regarding the same individual by a state licensure board of examiners, an administrative body, or a court of law, the Ethics Committee will not process the complaint until a final decision has been issued.

3. Response

If the preliminary review determines that the process should proceed, the ADA staff or chair of...
the Ethics Committee will notify the respondent (person against whom the complaint is made) that a complaint has been made. The notice will be sent from the staff via certified mail, return-receipt requested. The respondent will be sent a copy of the complaint, the Code of Ethics for the Profession of Dietetics, the Review Process, and the Response to Complaint form. The respondent will have thirty (30) days from receipt of the notification in which to submit a response. The response must be signed and sworn to by the respondent(s).

The hearing as specified hereafter, or in other provisions of these procedures.

4. Ethics Committee Review

The chair of the Ethics Committee will add the complaint and response to the Committee’s agenda, after consultation with legal counsel and appropriate staff. The complaint and the response will be reviewed by the Ethics Committee.

The Committee has broad discretion to determine how to proceed, including, but not limited to, dismissing the complaint, requesting further information from the parties, resolving the case through educational activities, holding a hearing as specified hereafter, or in any other way deemed advisable. The Committee may use experts to assist it in reviewing the complaint and response and determining further action.

At the appropriate time, the Ethics Committee will notify the complainant and the respondent of its decision, which may include the Committee’s preliminary opinion with a request that the respondent take certain actions, including, but not limited to, successful completion of continuing professional education in designated areas, or supervised practice based on the terms to be set forth by the Committee.

The Ethics Committee may also recommend appropriate remedial action to the parties, which if undertaken, would resolve the matter.

The Ethics Committee may recommend, in its discretion, that a hearing be held subject to the other provisions of these procedures.

5. Licensure Board Action or Final Adjudication

If the Ethics Committee does not receive a response, the chair of the Ethics Committee or his or her designee will contact the respondent by telephone. If contact with the respondent is still not made, a written notice will be sent. Failure to reach the respondent will not prevent the Committee from proceeding with the investigation.

The response submitted to the Ethics Committee by the respondent, may, upon request by the complainant, be provided to the complainant following the discretion of the Committee.

A transcript will be prepared and will be available to the parties at cost.

C. Costs

ADA will bear the costs for the Ethics Committee, legal counsel, staff, and any other parties called by ADA. ADA will bear the travel costs and one (1) night’s hotel expenses for the complainant and respondent and one person that each chooses to bring, provided that such person is necessary to the conduct of the hearing as determined by the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of these procedures.

The respondent and the complainant will be responsible for all costs and fees incurred in their preparation for and attendance at the hear-
SECTION 2 – POLICIES AND PROCEDURES

7. Request by Complainant for Review of Respondent’s Response

The Ethics Committee will, except where the response contains information that the Committee determines for good reasons should not be shared, grant the request of a complainant to review the response received from the respondent in an ethics case, provided the request is made within thirty (30) days of notification of the final action of the Ethics Committee. The complainant will be required to maintain confidentiality of the documentation and to refrain from sharing it with any other third parties or individuals. The complainant will have twenty (20) days to advise the Ethics Committee as to any comments, concerns, or issues with regard to the respondent’s response, but the Committee shall have no obligation to take further action. The respondent will be notified of the Committee’s action to release the response to the complainant.

A. The materials describing the ethics complaint process, including those materials provided to the complainants and respondents, shall be amended to disclose the fact that a respondent’s response may be made available to the complainant.

B. Any request to review the respondent’s response must be submitted in writing (electronic or mail) no later than thirty (30) days after final action by the Committee.

C. ADA staff will notify the Ethics Committee of the request and will provide a timeline for addressing it.

D. Within five (5) business days of the request being received, the Committee will advise the respondent that the complainant has made the request and is being given access to the response. The requested documentation will be sent to the complainant via express mail to ensure delivery.

E. The complainant will be required to commit in writing to maintain the confidentiality of the documentation by signing a statement to this effect.

F. Any comments, concerns, or issues with the respondent’s response must be communicated to ADA staff within twenty (20) days in writing (electronic or mail). ADA staff will add the complainant’s comments, concerns, or issues onto the agenda of the next Ethics Committee conference call or meeting. The Committee will determine whether further action is necessary and shall communicate its determination to the complainant.

G. The complainant will return the documents after review via UPS at the expense of ADA within twenty-five (25) days.

8. Definitions of Disciplinary Action

Censure: A written reprimand expressing disapproval of conduct. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Not applicable to the disciplinary action.

Probation: A directive to allow for correction of behavior specified in Principle 7 of the Code of Ethics for the Profession of Dietetics. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance). Failure to successfully complete these programs may result in other disciplinary action being taken. It carries no loss of membership or registration status, but may result in removal from office at the national, state, and district levels and from committee membership.

Time frame: Specified time to be decided on a case-by-case basis.

Suspension: Temporary loss of membership and all membership benefits and privileges for a specified period of time. It may include mandatory participation in remedial programs (eg, education, professional counseling, and peer assistance).

At the end of the specified suspension period, membership and registration benefits and privileges are automatically restored.

Time frame: Specified time to be decided on a case-by-case basis.

Expulsion: Removal from membership and a loss of all benefits and privileges.

Time frame: May apply for reinstatement after a five (5)-year period has elapsed or sooner if the basis for the expulsion has been removed, with payment of a reinstatement fee. The individual must meet membership requirements in effect at the time of the application for reinstatement.

Revocation of Credential: Loss of registration status and removal from registry; loss of all benefits and privileges. Upon revocation, the former credentialed practitioner shall return the registration identification card to CDR.

Time frame: Specified time for reapplication to be decided on a case-by-case basis, but, at minimum, current recertification re-
9. Appeals
   A. General
   Only the respondent may appeal an adverse decision to ADA. During the appeals process, the membership and registration status of the respondent remains unchanged.
   The ADA president, the chairperson of CDR, and the speaker of the House of Delegates shall each appoint one person to hear the appeal. These individuals shall constitute the Appeals Committee for that particular case. Individuals who have no conflict of interest will be appointed.
   B. Recourse to the Appeals Committee
   To request a hearing before the Appeals Committee, the respondent/appellant shall notify the appropriate staff at ADA headquarters, by certified mail, return-receipt requested, that the respondent wishes to appeal the decision. This notification must be received within thirty (30) calendar days after receipt of the letter advising the respondent/appellant of the Ethics Committee's decision.
   C. Contents
   The appeal must be in writing and contain, at a minimum, the following information:
   1. The decision being appealed.
   2. The date of the decision.
   3. Why the individual feels the decision is wrong or was improperly rendered (See E, "Scope of Review").
   4. The redress sought by the individual.
   5. The appeal will be signed and sworn to.

If the appeal does not contain the information listed above, it will be returned to the individual who will be given ten (10) calendar days to resubmit. Failure to furnish the required information within ten (10) calendar days will result in the appeal being waived.
   D. Procedures
   Upon receipt of this notification, appropriate staff shall promptly notify the chair of the Appeals Committee that the respondent/appellant is appealing a decision made by the Ethics Committee.
   The Appeals Committee chair shall acknowledge the appeal and request a copy of the relevant written information on the case from appropriate staff.
   1. Location and participants
   a. All appeals hearings will be held in Chicago, IL.
   b. The complainant/appellee, the respondent/appellant, and the chair of the Ethics Committee will have the opportunity to participate in the appeals hearing.
   c. The parties may have legal counsel present, who may advise their clients, but may only participate in the hearings with the permission of the chair.
   d. Attendance at the hearing will be limited to persons determined by the chair to have a direct connection with the appeal and appropriate staff and legal counsel.

   2. Conduct of the hearing
   The three (3) parties involved in the appeal will be given the opportunity to state why the decision and/or disciplinary action of the Ethics Committee should be upheld, modified, or reversed.
   E. Scope of Review
   The Appeals Committee will only determine whether the Ethics Committee committed a procedural error that affected its decision, whether the Ethics Committee's decision was contrary to the weight of the evidence presented to it, or whether there is new and substantial evidence that would likely have affected the Ethics Committee's decision that was unavailable to the parties at the time of the Ethics Committee's hearing for reasons beyond their control.
   In reviewing the decision of the Ethics Committee, the Appeals Committee shall consider only the transcript of the hearing and the evidence presented to the Ethics Committee.
   F. Record of Hearing
   A transcript will be prepared and will be maintained in the case file.
   G. Decision of Appeals Committee
   1. The Appeals Committee shall prepare a written decision stating the reasons therefore. The decision shall be to affirm, modify, or reject the decision and/or disciplinary action of the Ethics Committee or to remand the case to the Ethics Committee with instructions for further proceedings.
   2. Decisions of the Appeals Committee will be final.
   H. Costs
   ADA will bear the costs for the Appeals Committee, staff, and legal counsel, and any parties called by ADA. ADA will bear the travel and one night's hotel expenses for the respondent/appellant, the complainant/appellee, and the chair of the Ethics Committee. The Ethics Committee shall issue regulations to govern the payment of these expenses, which shall be incorporated and made part of this procedure.
   The respondent/appellant and the complainant/appellee will be responsible for all costs and fees incurred in their preparation for and attendance at the hearing, except expenses for travel and hotel as stated above.

10. Notification of Adverse Action
   If the respondent is disciplined by the Ethics Committee and does not appeal the decision, the chair of the Ethics Committee will notify the appropriate ADA organizational units, CDR, the affiliate dietetic association, appropriate licensure boards, and governmental and private bodies within thirty (30) days after notification of the final decision.
   In the event the respondent ap-
peals a decision to discipline him or her and the Ethics Committee decision is affirmed or modified, similar notification will be made by the chair of the Ethics Committee.

In response to an inquiry about registration status, the Office on Dietetic Credentialing will state only whether a person is currently registered.

11. Record Keeping
A. Records will be kept for a period of time after the disposition of the case in accordance with ADA’s record retention policy.
B. Information will be provided on written request and affirmative response from ADA’s legal counsel.

12. Confidentiality Procedures
The following procedures have been developed to protect the confidentiality of both the complainant and the respondent in the investigation of a complaint of an alleged violation of the Code of Ethics for the Profession of Dietetics:
A. The need for confidentiality will be stressed in initial communications with all parties.
B. Committee members will refrain from discussing the complaint and hearing outside of official committee business pertaining to the complaint and hearing.
C. If the hearing on a complaint carries over to the next Committee, the complaint will be heard by the original Committee to hear the complaint.
D. Communication with ADA witnesses will be the responsibility of the Committee chair or staff liaison.
E. Witnesses who testify on behalf of ADA will be informed of the confidentiality requirements and agree to abide by them.
F. The Committee chair will stress the importance of confidentiality at the time of the hearing.
G. To ensure confidentiality, the only record of the hearing will be the official transcript and accompanying materials, which will be kept at ADA offices. All other materials that were mailed or distributed to committee members should be returned to ADA staff, along with any notes taken by Committee members.
H. The transcript will be available if there is an appeal of the Ethics Committee’s decision and only to the parties, Ethics Committee members, Appeals Committee members, ADA legal counsel, and staff directly involved with the appeal.

Recognition is given to the members of the Code of Ethics Task Force for their contributions:
Marianne Smith Edge, MS, RD, LD, FADA, Chair; Alice Beth J. Fornari, EdD, RD; Cheryl A Bittle, PhD, RD, LD; Doris Derelian, PhD, JD, RD, FADA; Jana Kicklighter, PhD, RD, LD; Leonard Fringle, DTR; Harold Holler, RD, LDN, ADA Staff; Chris Reidy, RD, CDR Staff; J. Craig Busey, JD, former ADA Legal Counsel.
CONFIDENTIALITY ACKNOWLEDGEMENT
RE: PROTECTED HEALTH/PROPRIETARY INFORMATION
AND
AGREEMENT RE: STUDENT CLINICAL EXPERIENCE AND
RELEASE OF EDUCATION RECORDS

I understand that by virtue of my participation and/or enrollment in the Dietetic Internship at Lipscomb University, I will be assigned to the following facility(s):

________________________________________________________________________________________________________

I, __________________________, hereby authorize Lipscomb University to provide such education records concerning me as may be required by the facility, including but not limited to, documents containing grade information and classification status, criminal background check and drug test information and information as to immunizations and such other medical documentation as may be required.

In connection with such assignment(s), I also agree to adhere to the following:

In connection with my clinical training/internship/practicum [hereinafter referred to as “clinical experience”], I recognize that I may have access to oral information and review of records and charts of patients, whether by paper copy or computer/electronic files, which may contain protected health information, the unauthorized disclosure of which is prohibited by the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as well as other proprietary/confidential information of the clinical experience facility(s) including but not limited to policies, procedures, trade secrets, trade information, business practices, information systems, security passwords, financial information, and other proprietary information. I further acknowledge that in certain facilities I may also have access to student information/documents (whether oral, paper/hard copy or electronic) which constitutes confidential information under the Family Education Rights and Privacy Act (FERPA) and other state laws. I hereby acknowledge that all such patient information, student information and proprietary facility information as set forth above is confidential information and hereby agree to maintain the confidentiality of same [hereinafter referred to collectively as “confidential/proprietary information”]. I further agree and acknowledge that I will not remove any documents, papers, electronic files or data from the facility(s) at which I am engaging in my clinical experience, nor will I copy any such documents or electronic files/data for use or disclosure other than as directed by appropriate staff at the clinical experience facility(s) and will only access information on a “need to know” basis. I
further agree to abide by all policies of LU and the facility(s) to which I am assigned. I understand that the confidential/proprietary information to which I am privy shall remain confidential after completion of the course(s). I understand that any disclosure by me of such confidential/proprietary information, at any time, whether orally, hard copy/paper or electronically, including removal of same, could subject me to substantial civil as well as criminal penalties imposed by law. I further acknowledge and fully understand that the disclosure by me of confidential/proprietary information to any unauthorized person is also a violation of Lipscomb University’s policy and could subject me to academic discipline and other disciplinary action by Lipscomb University. It is hereby acknowledged that my responsibility to maintain the confidentiality of such confidential/proprietary information shall apply to any facility in which I am placed for clinical training/instruction/observation during my tenure as a student at Lipscomb University regardless of whether or not said facility is specifically listed above.

I further agree that should confidential/proprietary information be disclosed by me in any manner or form or copies made or distributed (paper or electronic) by me in violation of this agreement, FERPA, or any rules or policies of LU or the facility to which I am/have been assigned, HIPAA, or any other applicable laws or regulations, I will immediately notify the faculty person assigned to me/my clinical experience or the Internship Director. In such event (as well as any situation where Lipscomb University becomes aware of a breach or allegation of a breach of confidentiality by any other means which involves me or is alleged to involve me), I hereby authorize Lipscomb University to inform the clinical facility whose confidential/proprietary information has been or may have been breached and provide to that facility any information/records, including education records, regarding myself and said breach of confidentiality or allegation thereof as may be deemed appropriate by Lipscomb University in its sole discretion and I hereby specifically waive any and all rights regarding such disclosure under the Family Education Rights and Privacy Act (FERPA).

By signature below, I hereby acknowledge that I am 18 years of age or older and that I agree to the terms and obligations as set forth above.

_________________________________   __________________________________________
Print Student’s Name.                  Student’s Signature

Date ______________________________
LIPSCOMB UNIVERSITY DIETETIC INTERNSHIP PROGRAM
HANDBOOK ACKNOWLEDGEMENT FORM

I hereby agree that I have read the Lipscomb University Dietetic Internship Program Handbook and fully understand the material included. Any questions should be discussed with the Dietetic Internship Director during Orientation in August prior to leaving for the first rotation and anytime during the Program.

Printed Name:__________________________________________________
Signature:_____________________________________________________
Date:_________________________________________________________

LIPSCOMB UNIVERSITY DIETETIC INTERNSHIP PROGRAM
CODE OF ETHICS ACKNOWLEDGEMENT FORM

I, ____________________________________________, am a Dietetic Intern in the Lipscomb University Dietetic Internship Program. I have read the Code of Ethics for the Profession of Dietetics. I understand its guidelines, and I agree to uphold its ethical principles. As a student member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code.

Printed Name:__________________________________________________
Signature:_____________________________________________________
Date:_________________________________________________________
ASSUMPTION OF RISK, RELEASE AND MEDICAL AUTHORIZATION

IN CONSIDERATION of being permitted to participate in Lipscomb University, College of Pharmacy’s Dietetic Internship volunteer/community outreach and/or travel portion of the program, I, the undersigned, acknowledge that I am participating voluntarily in the program, and in full recognition and appreciation of the dangers and hazards inherent in participating in the program, the hazards inherent in transportation to and from the destination/s of the program, and in the circumstances to which I may be exposed during my participation in the program, do hereby agree to assume all the risks and responsibilities surrounding and pertaining to my participation in the program or any independent activities undertaken as a part thereof; and

FURTHER, I do for myself, my personal representative(s), heirs and assigns, hereby agree to defend, hold harmless, indemnify, release and forever discharge the university sponsor(s) and Lipscomb University, and all its officers, agents and employees from and against any and all claims, demands and actions, or causes of action, on account of damage to personal property, personal injury, or death which may result from my participation in the program, or while traveling to or from the destination on the program; and

FURTHER, in order that I may receive necessary medical treatment in the event of injury or illness during participation in the program, I hereby authorize the program sponsors, and/or his/her designee(s) to administer and/or obtain appropriate treatment in the event of such illness or injury and I hereby agree to defend, hold harmless, indemnify, release and forever discharge the program sponsor, Lipscomb University, and all its officers, agents and employees from and against any and all claims, demands and actions, or causes of action, as a result of the exercise of the authority granted herein; and

FURTHER, I understand and acknowledge that Lipscomb University has established rules and regulations pertaining to conduct, behavior and activities of all students by which I must abide during participation in the program. Therefore, I agree to abide by all such applicable rules and regulations at all times during my participation in the trip.

I have read and understood the above Assumption of Risk, Release and Medical Authorization, am at least eighteen (18) years of age and fully competent and execute the same as my own free will.

Signature ____________________________ Date ___________________

Printed Name ___________________________ Mobile Phone ___________________

Name of Physician ___________________________ Phone ___________________

Person to be contacted in event of emergency

Name ___________________________ Phone ______________ Relationship ______________

STATE OF TENNESSEE, COUNTY OF DAVIDSON

Sworn to and subscribed before me this _____ day of ____________, 20____.

________________________________________
Notary Public

My commission expires: ___________________________
PUBLICITY ACKNOWLEDGEMENT

As a student and/or intern enrolled in Lipscomb University College of Pharmacy and Health Sciences, the College of Pharmacy, Dietetic Internship or Lipscomb University may wish to use your name, likeness or information related to your enrollment for individual recognition and/or marketing to the general public. Your acknowledgement for inclusion in this type of publicity is appreciated.

Multiple types of media may be used and include but are not limited to printed materials, advertisements, videos and web related or other digital media. This type of publicity may include but is not limited to your name, your hometown, primary institution of pre-pharmacy work, quotations and your image either through photographs, video or other digital representations.

Lipscomb University College of Pharmacy and Health Sciences has my permission to include me in Pharmacy, Dietetic Internship or University related publicity.

Name ___________________________ Date ________________

Signature _________________________ Date ________________

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Lipscomb University College of Pharmacy does not have my permission to include me in College of Pharmacy or University related publicity.

Name ___________________________ Date ________________

Signature _________________________ Date ________________

Please note that this form has no effect on individuals photographing or videotaping student groups or individual students in public spaces or gatherings such as athletic contests or other performances.
FERPA

NOTICE: This information is being provided to you to clarify questions regarding your rights under the Family Educational Rights and Privacy Act (FERPA). For the purposes of FERPA and this form, “educational records” include academic progress reports, other academic information (such as academic probation letters), and disciplinary records (such as behavioral or chapel probation). If you are claimed as a dependent on your parents’ Federal Income Tax return, your parents are entitled to the above information. If you are not a dependent of your parents, providing them this information is your choice. The purpose of this form is to provide your educational records as much protection as possible.

STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION

Name _______________________________________    Class ____________________
Student ID #__________________________________    Major ____________________
Parent name and address:                           Parent at another address:
____________________________________________    __________________________
____________________________________________    __________________________

LIPSCOMB UNIVERSITY is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) that affords to students certain rights of access to educational records and imposes obligations on the university in the release and disclosure of those records to third parties. FERPA regulations, however, allow the university to provide academic progress reports, other academic information, and disciplinary information to your parents if you are your parents’ dependent for federal income tax purposes.

In order to improve the university’s records and to administer properly the release of this information to your parents, the university requests that you complete this form. The information will be sent to your parents at the address shown above. If we have not listed the name and address of another parent who should receive information, please indicate in the space provided above.

_____    I am a dependent of my parents.

_____    I am not a dependent of my parents, but I consent to the release of academic information to my parents.

_____    I am not a dependent of my parents, and I do not consent to the release of academic information to my parents.

_______________________________________           ________________________
Student’s signature                                      Date

Revised 6/27/2011
**SECTION 3 – SAMPLE INTERN FORMS**

Page 1 of Clinical Evaluation Form

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**THIS FORM IS A PREVIEW ONLY!**

There are default headers or footers attached to form types or courses for your program. Please select the course and form you wish to preview for an accurate view. Please note, the default headers and footers will override any custom text entered in those fields.

(Select form type)  
(Select course)  

Reload Preview

---

Complete the following evaluation criteria by using the definition of performance standards below.

**Definitions of Performance Standards:**

1. **Novice.** Unacceptable performance. Requires maximum direction and support.
2. **Beginner.** Unacceptable performance. Identifies principles but needs direction to identify application.
3. **Average.** Meets expectations with occasional support or directive cues to apply principles. Intern assisted in performing task/activity.
4. **Competent.** Meets expectations, demonstrating sound knowledge while requiring only minimal direction and supervision. Intern performed the task/activity with minimal supervision.
5. **Independent.** Exceeds expectations with a high level of accomplishment, seeking assistance after investigating potential solutions. Intern performed the task/activity independently.

(Question 1 of 13 - Mandatory)

<table>
<thead>
<tr>
<th>Competency</th>
<th>1 Novice</th>
<th>2 Beginner</th>
<th>3 Average</th>
<th>4 Competent</th>
<th>5 Independent</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Scientific and Evidence Base of Practice:</strong> Integration of Scientific Information and Research into Practice.</td>
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<tr>
<td>Sample activities that correlate with this competency</td>
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<td>1.1 Select indicators of program quality and/or customer service and measure achievement objectives.</td>
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<tr>
<td>1. Conduct CQI project.</td>
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<td>2. Complete patron/patient satisfaction surveys (e.g. - meal rounds).</td>
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<td>1.2 Apply evidence-based guidelines, systematic reviews, and scientific literature in nutrition care process and model and other areas of dietetics practice.</td>
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<td>1. Use IDNT resources in providing nutrition care.</td>
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<tr>
<td>2. Use Evidence-Based Nutrition Practice Guidelines in the provision of nutrition care and in completion of assigned case studies.</td>
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<td>1.3 Justify programs, products, services, and care using appropriate evidence or data.</td>
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<tr>
<td>1. Intern able to identify appropriate nutrition interventions for client/patient.</td>
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<td>2. Intern documents reasoning behind nutrition interventions (e.g. - oral supplements, counseling, etc.)</td>
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<td>1.4 Evaluate emerging research for application in dietetics practice.</td>
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<td>1. Complete clinical rotation workbook modules prior to rotation.</td>
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<td>2. Complete article review and summary as assigned by preceptor.</td>
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<td>1.5 Conduct projects using appropriate research methods, ethical procedures, and data analysis.</td>
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<td>1. Intern plans, organizes, and gathers data for a clinical CQI project.</td>
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Revised June 2014  
35
**SECTION 4- PRECEPTOR E*VALUE INSTRUCTIONS**

**PRECEPTOR E-VALUE TRAINING**
1. Login/Password Change
2. Update Contact Information
3. Upload CV & Licensure
4. Calendar and Intern Schedule
5. Preceptor Documents
6. Review Interns’ Workbooks
7. Verify Interns’ Hours Worked
8. Sign-Off on Competencies Logged
9. Complete Intern Evaluations
10. Access Interns’ Portfolios

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**Login to E*Value**
- Go to [https://www.e-value.net/login.cfm](https://www.e-value.net/login.cfm)
- 1. Use your individual login name and password provided in the email. You do not need an Institution Code.
- 2. Click “Login”.

**Welcome Screen**
- 1. Contact information for E*Value Administrator if you have any issues.
- 2. Evaluation Notifications alert you of any pending evaluations or coursework to grade

---

**I. Change Login/Password**
- 1. Click on the “My Profile” icon.
- 2. Click “Password Change” in the submenu.
- 3. Read the login and password change instructions, and change your login name and password to something you can remember.

**II. Update Contact Information**
- 1. In the upper right hand corner, click “Home”
SECTION 4- PRECEPTOR E*VALUE INSTRUCTIONS

2. Scroll down until you see this section:

3. Now, click “edit.”
4. Update information, then click “Update.”

III. Access & Update “Immun & Certs” (CV and Licensure)
1. Click the purple “My Profile” icon.
2. Click “Immun & Certs” in the submenu.
3. Under the “Manage” box, click “Immun & Certs.”

4. You should now see the below page. This is where you will upload a current CV and a copy of your TN Licensure/Registration.

Updating the I & C: Preceptor CV
1. For event date, use the date you complete this section.
2. This is the “Notes” box. You may leave this blank.
3. Click to add your CV as an attachment.
4. Click “Add.”

5. Once you have fulfilled the requirement, the line item turns green.
6. To update any item in the I&C once you have completed it, click the pencil/paper icon and update information.

**Please remember to periodically update your CV stored in E-Value. Follow the above process for updating—upload your updated CV and remove the outdated one.

Updating the I & C: Preceptor Licensure
1. For event date, use the issue date on your licensure card.
2. For expiration date, use the date your licensure expires.
3. This is the “Notes” box. You may leave this blank.
4. Click to add a copy of your licensure as an attachment.
5. Click “Add.”

**Please remember to keep your licensure current within E-Value. The process for updating licensure is the same as updating your CV.
SECTION 4- PRECEPTOR E*VALUE INSTRUCTIONS

IV. Calendar and Intern Schedule
1. Click the purple “My Profile” icon.
2. Click “Calendar” in the submenu.

*The default calendar is “My Calendar.” This will display your scheduled interns/rotations.
*Clicking “Add Event” will allow you to add items to your calendar only.
* “Program Calendar” includes only program-wide events (intern orientation, holidays, PNCE, etc). It also includes all non-rotation class days.

V. Documents
1. Click the purple “My Profile” icon.
2. Click “Program Info” in the submenu.
3. Click “Search Documents.”

VI. Intern Learning Module Review
In the past, the interns have completed “workbooks” for most rotations. The workbooks require journal article readings, the interns’ goals for the rotation, and questions pertaining to specific areas of nutrition (e.g. Cardiac, Diabetes, Nutrition Support, etc.).
These workbooks, or “modules,” will now be completed electronically, allowing preceptors to review the interns’ work and provide feedback.

1. Click the light blue “Learning Modules” icon.
2. Click “Grade” in the submenu.
3. Use the filters to find the coursework you’d like to grade. Default will show all coursework to be graded.
SECTION 4- PRECEPTOR E*VALUE INSTRUCTIONS

4. Select “Click to Grade Coursework.”

5. You will be able to see the intern’s responses. There are “Preceptor Feedback” boxes at the end of each section. Once the grading is submitted, the intern will be allowed to view preceptor feedback.

6. At the end of the learning module, you may select any of the following:
   - “Save for Later” -- Saves grading progress
   - “Submit” -- Grading is completed and feedback is sent to intern
   - “Reassign”-- Returns the module to the intern for revision. Once the intern has revised their work, the module is added back to your “to be graded” section.

VII. Approving Interns’ Hours

1. Click the orange “Time Tracking” icon.

2. Click “Supervision 2.0” in the submenu.

3. This screen shows a calendar view of the intern’s hours logged with you. If you have more than one intern, be sure to select each intern separately when verifying hours.

4. The “Verify All” button will automatically verify all hours the selected intern has logged with you.

VIII. Evaluating Interns after Rotations

1. Click the dark blue “Evaluations” icon.

2. Click “On-the-Fly” in the submenu.
SECTION 4- PRECEPTOR E*VALUE INSTRUCTIONS

3. Use the filters to select your evaluation information.
   - Evaluation Type: Choose the option most appropriate for your facility. (All clinical rotations should use “Clinical Rotations at Hospitals,” even if the rotation is not at a hospital.)
   - Who to Evaluate: Select your intern’s name.
   - Course: Select the rotation.
   - Site: Select your facility.
   - Time Frame: Select the rotation dates.
   - Click “Next.”

On-The-Fly Evaluations

4. Read the instructions and complete the evaluation form. The form will automatically calculate a “score” based on each question’s Likert scale system.

IX. Access Interns’ Portfolios

1. Click on the “My Profile” icon.
2. Click “MyFolio” in the submenu.

5. To save your progress and exit the evaluation, click “Save For Later.”
   To submit the completed evaluation, click “Submit.”

4. Click “Shared MyFolios.”

5. Use the filters to find the appropriate intern.

6. Click “Search.”

**There will not be any interns listed at this time, as they have not yet added portfolios. Once the internship begins, you will be able to select an intern, then view their Resume, Professional Interests, and Good Statement.

YOU’RE DONE!

- We understand that this is a big change from the past. It will be very helpful in generating reports for site review, monitoring interns’ progress throughout the program, and for identifying areas for improvement within the internship.
- We appreciate your cooperation and willingness to learn this new system!
- Please contact Anne Lowery with any E*Value questions.