



College of Pharmacy and Health Sciences
Department of Nutrition

Dietetic Internship
Handbook

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INTRODUCTION:

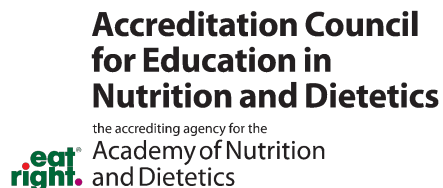
The Lipscomb University Dietetic Internship Program (DI) is a post-baccalaureate certificate program within a private coeducational institution whose principal focus is education in the liberal arts and sciences, combined with a number of undergraduate professional and preprofessional fields, master's, and doctoral degree programs. The university's 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 is designed to meet the competencies for entry-level dietetics practice and to prepare students for the Registration Examination for Dietitians. The program has options for Medical Nutrition Therapy, Health Promotion and Wellness, as well as Sports Nutrition concentrations and provides students with a minimum of 1220 supervised practice hours in a variety of healthcare, community and foodservice settings. The DI provides a Certificate with 12 hours of graduate credit, including fall enrollment for NUGR 5403- Special Topics in Medical Nutrition Therapy, NUGR 5013 Dietetic Internship Experience I, as well as spring enrollment for NUGR 5023 Dietetic Internship Experience II, and NUGR 5153 Nutrition Research. The Certificate Program will require a fee of \$5000.

The program has only a full-time option for the DI operating mid-August through mid-May. If needed, interns may take up to 150% maximum (total of 59 weeks) for completion of the DI. Lipscomb has affiliation agreements with supervised practice sites across Nashville, Franklin, Murfreesboro, Clarksville, Gallatin, and Columbia. Students follow a specific DI calendar with a one-week break at Thanksgiving, one-week break at Christmas, and one-week break for Spring Break. The program provides the interns with exam review materials during orientation to be used throughout the program as well as an on-campus review in May at the conclusion of rotations. Thirty-nine weeks of rotations, including didactic activities, topic specific trainings/ workshops, as well as professional meetings are scheduled for each intern.

After the four-week orientation to the internship program on Lipscomb University's campus, students begin supervised practice at their assigned facilities the second week of September. 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 36 hours of supervised practice are actually completed per week in most rotations. Occasional weekend involvement for the program may be expected. Participants complete supervised experiences in medical nutrition therapy, foodservice management, community nutrition, sports 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 2190 Chicago, IL 60606-6995 (312) 899-0040 ext 5400 [Http://www.eatright.org/ACEND](http://www.eatright.org/ACEND)

PROGRAM CONTACT INFORMATION:

Internship Director

Anne Lowery, MS RD LDN
Associate Professor
Lipscomb University
One University Park Dr
Nashville, TN 37204
(Office) 615-966-5746
anne.lowery@lipscomb.edu

Internship Asst Director

Tracy Noerper, PhD RD LDN
Assistant Professor
Lipscomb University
One University Park Dr
Nashville, TN 37204
(Office) 615-966-5640
Tracy.Noerper@lipscomb.edu

Coordinator Sports Nutrition

Ann Toy, MS RD CSSD
Sports Dietitian
Lipscomb University
One University Park Dr
Nashville, TN 37204
(Office) 615-966-5713
ann.toy@lipscomb.edu

PROGRAM OPTIONS:

The Lipscomb DI is approved by the Accreditation Council for Education in Nutrition (ACEND) to offer 20 internship slots. Internship positions are filled during the Spring DICAS match after a thorough review of applications and an interview process with an interview board. The Lipscomb supplemental application required in addition to the DICAS application, will allow applicants to rank choices for concentration areas offered. Following the match in April, the program will determine the best fit for individuals to concentrations based on the needs of the program for the program year as well as the individual's preferences. Interns must realize that the program cannot guarantee first choice of concentration to all matched interns. Acceptance into the DI should be based on willingness to complete any of the three concentration options.

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 service (faith-based organizations, professional organizations, food banks, non-profits, mentoring, etc.)

PROGRAM OBJECTIVES FOR GOAL #1:

- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of completing the program.
- 90% of graduate employers will rate graduates' knowledge base as at least "satisfactory" for entry-level dietetics positions.

PROGRAM OBJECTIVES FOR GOAL #2:

- At least 80% of program interns complete the program requirements within 15 months (150% of program length)

PROGRAM OBJECTIVES FOR GOAL #3:

- At least 70% of graduates are engaged in service in one or more ways (faith-based organizations, professional organizations, food banks, non-profits, mentoring, etc.)

ADMISSION PROCEDURES:

Admission to the Lipscomb University Dietetic Internship Program is separate from admission to the University. Applying to the graduate school is a part of the supplemental 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 or advisor
4. Applicable nutrition courses and GRE must have been completed within the past 5 years
5. GRE cumulative verbal and reasoning scores of 300 or greater; official report received
6. Completed DICAS application
7. Completed Lipscomb supplemental application and application fee received

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 mid- March and may be in person, skype or Zoom. 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.dnndigital.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 \$45 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 \$35 to Lipscomb is also required as part of the application to the Lipscomb dietetic internship program <https://grad.lipscomb.edu/apply/>. Choose “new graduate student” in the area “pharmacy and health sciences” and with the program of application being “dietetic internship certificate.”

PERSONAL STATEMENT:

Applicants must also submit a 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, Assistant DPD Director or academic advisor.

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 or successful completion of a graduate degree, including a competitive GRE. A minimum score of 300 is desired. GRE scores must be reported on the DICAS application in the designated location.

Official scores must also be sent to the University by completing a request with ETS for an Official GRE **online** score report to Lipscomb code 1161, Nutrition 0214 or Dietetics 0628.

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 6:00 pm on Appointment Day to confirm acceptance of the internship assignment.

LIPSCOMB GRADUATE SCHOOL ADMISSION:

Once a student receives notification that she/he is matched to the Dietetic Internship Program and has confirmed acceptance, the supplemental application to the graduate school will be shared with the EXNS program. Interns expecting to complete the EXNS program will be required to complete a separate online application to that program, but will have the associated fee waived.

PROGRAM COSTS:

Internship Application Fees

| | |
|-----------------------------------------------|---------|
| DICAS Fee..... | \$45.00 |
| D & D Matching Fee..... | \$55.00 |
| Lipscomb DI supplemental application Fee..... | \$35.00 |

Estimated Required Tuition and Program Fees (2018-2019)

| | Per Hour | Fall Semester | Spring Semester | DI Program Total |
|--------------|----------|----------------|-----------------|------------------|
| Tuition* | \$985 | \$5,910 | \$5,910 | \$16,820 |
| DI Fees | | \$2,500 | \$2,500 | |
| TOTAL | | \$8,410 | \$8,410 | |

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.....\$ 24.00

Obtain student AND member coverage through <http://www.proliability.com/professional-liability-insurance/students> and click the "Get a Quote" button. Complete the drop down boxes on the new page with your name, coverage beginning in August, email address, phone number, state of Tennessee as residence, "Dietitian" as area of study, and "Academy" for member associations. Once your application is complete and paid, you will receive the certificate of liability immediately. Follow instructions. If you are a DTR, you will apply as a professional and your cost will be between the \$70 and \$80 range.

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. Interns are responsible for food and miscellaneous personal expenses incurred during the TAND 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, lab coat, 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, textbooks and online resources, as well as other school supplies are necessary for successful completion of program expectations. Students are responsible for bearing the expense of these costs and are expected to pay in full the tuition and fees for the DI.

FINANCIAL AID:

Students who are accepted into a graduate program at Lipscomb, intending to complete a graduate degree or graduate certificate and are 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 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:

| DIETETIC INTERNSHIP | | Duration | Credit Hours Earned |
|---------------------|---------------------------------------------|-----------------|---------------------|
| NUGR 5403 | Special Topics in Medical Nutrition Therapy | Fall Semester | 3 |
| NUGR 5013 | DI Experience I | Fall Semester | 3 |
| NUGR 5023 | DI Experience II | Spring Semester | 3 |
| NUGR 5153 | Nutrition Research | Spring Semester | 3 |
| | | TOTAL | 12 |

GRADUATION AND PROGRAM COMPLETION REQUIREMENTS:

The verification statement is granted only under the following circumstances:

1. The dietetic intern has demonstrated ethical and professional performance with 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.
2. The dietetic intern has completed all required assignments satisfactorily as assessed by preceptor and/or DI director's grading of learning modules, case studies, projects and uploaded to Evalve prior to program completion.
3. The dietetic intern has earned a B or greater in all associated DI courses.
4. The dietetic intern has met all financial obligations to Lipscomb University.
5. The dietetic intern has completed the CDR Exit Packet including Registration Eligibility Application Form, RDE Mis-use Form, and demographic information on the CDRREPS portal.

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 email confirming registration eligibility from CDR approximately 3-5 business days 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 |
| DI Assistant Director: | Tracy Noerper, PhD, MS, RD, LDN College of Pharmacy & Health Sciences Lipscomb University |
| Clinical Instructor: | Michelle Michael, MS, RD, LDN College of Pharmacy & Health Sciences Lipscomb University |
| Site Director: | The education coordinator (usually lead RD) for the nutrition or foodservice related experiences at a rotation 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, DI Director and/or Asst Director at 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 preceptors and submitted 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 (AND). 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 AND or the mission of the University and Program. The next two pages include the Lipscomb Dietetic Internship Curriculum Map for the MNT concentration, which designates the rotation areas that will address each of the required ACEND and concentration specific competencies (5.1 and 5.2). Curriculum maps for the Health Promotion and Wellness as well as the Sports Nutrition concentrations are available to interns after matching. The following page after the curriculum map is a sample rotation schedule.

IV. Program Courses Completion

Interns are required to earn a B or greater in all associated DI courses: NUGR 5403, NUGR 5013, NUGR 5023 and NUGR 5153. Failure to meet course standards will result in remediation, which may require extension of program length until competency is achieved.

| ACEND Competencies | Retail FoodService Mngmt | Hospital & LTC Patient FoodService | Inpatient MNT 1 | Inpatient MNT 2 | Outpatient MNT | Nutrition Support | Community/ Sports/Health Promotion/ Wellness | Professionalism/ Policy/ Collaboration/ Research | Child/Adolescent Education | Staff Relief | Topic Specific Trainings/ Workshops/Case Studies |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------|------------------------|------------------------|-----------------------|--------------------------|-----------------------------------------------------|---------------------------------------------------------|-----------------------------------|---------------------|---------------------------------------------------------|
| Medical Nutrition Therapy Emphasis | | | | | | | | | | | |
| Total HOURS= 1230 | 65 | 65 | 110 | 180 | 240 | 105 | 140 | 25 | 10 | 180 | 110 |
| CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives. | X | X | X | X | X | | X | | X | X | X |
| CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature. | | | X | X | X | X | X | | X | X | X |
| CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 1.4 Evaluate emerging research for application in dietetics practice | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 1.6 Incorporate critical-thinking skills in overall practice | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 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 | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.2 Demonstrate professional writing skills in preparing professional communications | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.4 Function as a member of interprofessional teams | | | X | X | X | X | X | | X | X | X |
| CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate. | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice | | | X | X | X | X | X | | X | X | X |
| CRDN 2.7 Apply leadership skills to achieve desired outcomes | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.8 Demonstrate negotiation skills | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.9 Participate in professional and community organizations | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.10 Demonstrate professional attributes in all areas of practice | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.12 Perform self assessment, develop goals for self improvement throughout the program | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. | | | | | | | | | | | X |
| CRDN 2.14 Demonstrate advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession | | | | | X | | X | X | | | X |
| CRDN 2.15 Practice and/or role play mentoring and precepting others | | | | | | | X | | | X | X |

| ACEND Competencies | Retail FoodService Mngmt | Hospital & LTC Patient FoodService | Inpatient MNT 1 | Inpatient MNT 2 | Outpatient MNT | Nutrition Support | Community/ Sports/Health Promotion/ Wellness | Professionalism/ Policy/ Collaboration/ Research | Child/Adolescent Education | Staff Relief | Topic Specific Trainings/ Workshops/Case Studies |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------|------------------------|------------------------|-----------------------|--------------------------|-----------------------------------------------------|---------------------------------------------------------|-----------------------------------|---------------------|---------------------------------------------------------|
| Medical Nutrition Therapy Emphasis | | | | | | | | | | | |
| Total HOURS= 1230 | 65 | 65 | 110 | 180 | 240 | 105 | 140 | 25 | 10 | 180 | 110 |
| CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 3.4 Design, implement and evaluate presentations to a target audience | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 3.6 Use effective education and counseling skills to facilitate behavior change | X | X | X | X | X | X | X | | X | X | X |
| CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 3.8 Deliver respectful, science-based answers to consumer questions concerning emerging trends | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services. | X | X | | | | | X | | | X | X |
| CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals | X | X | | | | X | X | X | | X | X |
| CRDN 4.1 Participate in management of human resources | X | X | | | | | X | X | X | X | X |
| CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food | X | X | | | | | X | X | | X | X |
| CRDN 4.3 Conduct clinical and customer service quality management activities | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 4.5 Analyze quality, financial or productivity data for use in planning | X | X | | | X | | X | X | | X | X |
| CRDN 4.6 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment | X | X | X | X | X | X | X | X | X | X | X |
| CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits. | X | X | | | X | | X | X | | | X |
| CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies | X | X | | | | | X | | X | | X |
| CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems. | | | X | X | X | X | X | | | X | X |
| CRDN 4.10 Analyze risk in nutrition and dietetics practice | X | X | | | X | | X | X | | | X |
| Program Concentration Competencies | | | | | | | | | | | |
| CRDN 5.1 Understand the complexity of current nutrition, food, and healthcare issues locally and nationally related to the hunger/ obesity health disparity and identify the RDs role in solutions | | | X | X | X | X | X | X | | X | X |
| CRDN 5.2 Understand the scope of practice of other disciplines of the healthcare team involved in medical nutrition therapy and practice collaboration for patient-centered care | | | X | X | X | X | | X | | X | X |

An MNT Intern schedule should include the following number of weeks for each rotation area.

| | |
|-------------------------------------------------------------------------------------------|-----------------|
| ● Orientation/ Workshops/ Topic-Specific Trainings/ Case Studies | 4 weeks |
| ● Institutional/ Retail Foodservice (<i>School Nutrition</i>) | 2 week |
| ● Hospital & LTC Patient Foodservice Management | 2 weeks |
| ● Inpatient MNT 1 (<i>General Med Surg, MNT1</i>) | 3 weeks |
| ● Inpatient MNT 2 (<i>MNT 2, LTC/ Pediatrics</i>) | 5 weeks |
| ● Outpatient MNT (<i>DM, ED, Bariatrics, Dialysis</i>) | 7 weeks |
| ● Nutrition Support | 3 weeks |
| ● Community/ Wellness (<i>WIC, YMCA, 2ndHarvest Food Bank, Friends Life</i>) | 4 weeks |
| ● Professionalism/ Policy/ Research/ RD Exam Review | 1 week |
| ● Child/ Adolescent Education (<i>School Nutrition, 2nd Harvest</i>) | 0 weeks |
| ● Staff Relief | 5 weeks |
| ● Elective | <u>2 weeks</u> |
| | 38 weeks |

A Health Promotion and Wellness Intern schedule should include the following number of weeks for each rotation area.

| | |
|-------------------------------------------------------------------------------------------|-----------------|
| ● Orientation/ Workshops/ Topic-Specific Trainings/ Case Studies | 4 weeks |
| ● Institutional/ Retail Foodservice (<i>School Nutrition</i>) | 1 week |
| ● Hospital & LTC Patient Foodservice Management | 3 weeks |
| ● Inpatient MNT 1 (<i>General Med Surg, MNT1</i>) | 3 weeks |
| ● Inpatient MNT 2 (<i>MNT 2, LTC</i>) | 4 weeks |
| ● Outpatient MNT (<i>DM, Bariatrics, Dialysis</i>) | 4 weeks |
| ● Nutrition Support | 3 weeks |
| ● Community/ Wellness (<i>HPW,, 2ndHarvest Food Bank, WIC, Friends Life</i>) | 11 weeks |
| ● Professionalism/ Policy/ Research/ RD Exam Review | 1 week |
| ● Child/ Adolescent Education (<i>School Nutrition, 2nd Harvest</i>) | 0 weeks |
| ● Staff Relief | <u>4 weeks</u> |
| | 38 weeks |

A Sports Nutrition Intern schedule should include the following number of weeks for each rotation area.

| | |
|-------------------------------------------------------------------------------------------|-----------------|
| ● Orientation/ Workshops/ Topic-Specific Trainings/ Case Studies | 4 weeks |
| ● Institutional/ Retail Foodservice (<i>School Nutrition, Catering</i>) | 1 week |
| ● Hospital & LTC Patient Foodservice Management | 2 weeks |
| ● Inpatient MNT 1 (<i>General Med Surg, MNT1</i>) | 3 weeks |
| ● Inpatient MNT 2 (<i>MNT 2, LTC</i>) | 4 weeks |
| ● Outpatient MNT (<i>DM, , Dialysis</i>) | 4 weeks |
| ● Nutrition Support | 3 weeks |
| ● Community/ Wellness (<i>WIC, YMCA, 2ndHarvest Food Bank, Friends Life</i>) | 12 weeks |
| ● Professionalism/ Policy/ Research/ RD Exam Review | 1 week |
| ● Child/ Adolescent Education (<i>School Nutrition, 2nd Harvest</i>) | 0 weeks |
| ● Staff Relief | <u>4 weeks</u> |
| | 38 weeks |

IV. Evaluation & Assessment

End Of Rotation (EOR) Performance Evaluation

The performance evaluations for each rotation/ experiential activity 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 38-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 applicable activity and competency identified on the evaluation form, 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 should timely 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 – 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.*

Successful completion of a rotation/competency as logged by the intern in E*Value, is compared by the DI faculty/staff 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 re-submitted 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 Study Paper and Presentations
- Any other required work during the internship

Intern Self-Assessment

At the end of each rotation, interns will complete a self-assessment EOR immediately following the rotation and prior to reviewing the preceptor evaluation for the same rotation. 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.

Other Evaluation Guidelines

The Preceptors will evaluate interns' performance using various 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. EORs will be used for logging competencies as well.

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 low evaluation score and/or receipt of a "1" or "2" on evaluations, 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 1220 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 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. Reporting to work or class while under the influence of or while impaired by alcohol, illegal substances, prescribed or non-prescribed controlled substances is prohibited. With all situations concerning student warning and termination, an appeal process is available.

First Formal Warning

The preceptor, DI Director and/or Asst 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 of 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 and/or assistant 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 Vice Provost 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 Vice Provost 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, but are not limited to:

- chronic tardiness and being unprepared for rotations,
- leaving the facility without permission/ notice
- insubordination to faculty or supervised practice site staff
- theft or pilferage
- unethical behavior regarding assignments and evaluations
- unethical or unprofessional behavior at rotation sites, workshops or classes

Other behaviors may be deemed worthy of a formal warning or immediate dismissal, upon consultation with Preceptors and DI Director. Interns may be subject to random drug/ alcohol testing at any point in the program. The previously described warning procedures are appropriate for minor offenses that can be identified, monitored, and resolved. Should an intern display severe insubordinate, unprofessional or unethical behaviors and/or attitudes, the intern will be immediately dismissed from the Program regardless of the disciplinary action described above. The associated semester's DI tuition and fees will be expected in full.

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 in writing 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 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 requested in writing at least 4 weeks 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/ Asst 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.

| Leave Type | # of Days | Prior Approval | Make-up Provision | Comments |
|-------------------|------------------|-------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|
| Sick | 3 | No: must notify RD and Director as soon as possible | To be determined by supervising dietitian | To be used for illness ONLY |
| Bereavement | 3 | Yes: 24 hr. notice must be submitted in writing/ email to RD & Director | To be determined by supervising dietitian | Immediate family only |
| Personal Days | 2 | Yes: four weeks notice must be submitted to the RD and Director | Time must be made up as determined by preceptor | More than two days may result in remediation |
| Professional | 1 | Yes: 2 weeks notice submitted to RD & DI | No | > 1 day missed requires make-up |

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, smoking and dress

code located in the University's graduate student handbook provided at Orientation.

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 rotating. 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 off-campus trips 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, car insurance and student level professional liability insurance.

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 in the amount of \$1,000,000/\$3,000,000 <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 Personal Records 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 via 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 MMR, Hep B, Tdap immunizations, varicella titer, and TB skin tests are the intern's financial responsibility and proof of each must be supplied to the DI by requested date in preparation of 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 providing a copy of each test result /records prior 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 with a partnering facility preceptor or staff, the following course of action should be followed. If an intern has a grievance against the DIP director, s/he should move to Step 4 as described on the following page.

Step 1: Meet with Site Preceptor and/or DIP Director

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 exist 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 Vice Provost 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 Vice Provost 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 Vice Provost may meet with the Program Director, and Preceptor to discuss the lack of resolution to the problem. Based on his/her best judgment, the Vice Provost 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.

PROGRAM WITHDRAWAL/ DISMISSAL:

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/dismissal is defined as leaving the program permanently. The associated semester DI fees and graduate tuition is expected in full from the intern upon withdrawal regardless of exit date within that semester.

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, modestly 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 lab coat, or dress as assigned by that facility. Scrubs may be worn if the preceptors typically wear scrubs, but bare ankles are prohibited. No jeans, revealing clothing, form-fitting leggings, short skirts, bare shoulders, 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 and sports related footwear, although it may meet the criteria of closed toe and heel, is not allowed during rotations. 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. Men should be clean shaven or have beards neatly trimmed. During foodservice rotations, hair and beard nets will be worn and nail polish is strictly forbidden. A small amount of jewelry and makeup may be worn unless otherwise prohibited per facility regulations. 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. Any deviations from this policy require approval from the DI 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 university and site policies/procedures and refer to them to answer maintain compliance.
- Complete learning experiences, competencies, readings, written assignments and projects by due dates.
- Be punctual and readily accessible during rotations/ work day.
- 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 a well-groomed, modest and professional appearance.
- Maintain health and automobile insurance and reliable transportation to all supervised practice facilities.
- Prepare before each rotation by completing any required homework as well as review as individually necessary to be prepared for rotations.
- 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 that if intern is responsible for any equipment/property damage 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/ Assistant 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 by maintaining curriculum and experiences necessary to meet ACEND standards and the changes within professional requirements.

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

Preamble:

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

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

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

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

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

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

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

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

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

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

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

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

**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):

In connection with such assignment, 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 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 clinical, community, and foodservice experiences, 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 _____

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 _____

Please Print

Signature _____ Date_____

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

Name _____

Please Print

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.

INTERN CONFIDENTIALITY AGREEMENT FOR LIPSCOMB WELLNESS

I, _____, acknowledge and agree that, as an intern of Lipscomb University (“Lipscomb”), I may have or receive access to data, files, records, documents, conversations and other information that is confidential and/or proprietary in nature, including, without limitation, personnel, salary, health, medical and other corporate or personal information (collectively, “Confidential Information”), and that (i) such access may include the ability to update, change, copy or delete files or records, and (ii) such access may be directly authorized and controlled through electronic media such as microcomputers, file servers, computer terminals, or voice communications that may utilize a unique ID and/or password. I further acknowledge and agree that I will be held accountable for all accesses and transactions generated by and/or through an access ID assigned to me. I will, to the best of my ability, take all necessary precautions to maintain the confidentiality and integrity of any and all passwords and prohibit all others from gaining knowledge of the same. In consideration for my participation in an internship at Lipscomb, I hereby acknowledge and agree as follows:

1. I will take all necessary precautions to safeguard and maintain the confidentiality of Confidential Information, including the proper storage, retention and disposal of such information and precautions against conversations that may allow bystanders to overhear such information, unless such information is authorized for release in accordance with Lipscomb policies and/or procedures or as required by law after approval by Lipscomb.

2. I will not discuss specific aspects of Confidential Information unless in the context of appropriate institutional transactions or with authorized persons.

3. I understand that certain Confidential Information might be deemed to constitute “protected health information,” as such term is defined under the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. § 1320d (“HIPAA”), the Health Information Technology Act of 2009 (“HITECH Act”), and any current and future regulations promulgated under HIPAA or the HITECH Act (collectively, “HIPAA Rules”) and that I may not disclose or use that information in any way unless I am specifically authorized to do so

4. I understand that my violation of this Intern Confidentiality Agreement (this “Agreement”) will result in my removal from the internship. I also understand that Lipscomb may, in its sole discretion, advise appropriate officials of any illegal violations on my part and that Lipscomb may take legal action of its own for any damages it suffers as a result of my violation of this Agreement.

5. I understand that nothing herein shall be construed to be an employment contract between Lipscomb and me. Additionally, I understand that nothing in this Agreement is to be construed as conferring any employment rights on me or changing my status from that of a student of Lipscomb.

6. In consideration for Lipscomb’s agreement to provide me with an internship, I hereby irrevocably and unconditionally release and forever discharge Lipscomb, including its trustees, officers, employees and agents, of and from any and all charges, claims, demands, damages, expenses, actions and causes of action of whatever kind and nature, which I may have or which may arise in the future with respect to my training at Lipscomb, including but not limited to the following:

- (a) any claim for personal injury or property damage sustained by me while on or about Lipscomb’s premises, except for any such claim arising from the willful, fraudulent or grossly negligent acts or omissions of Lipscomb or its employees or agents;
- (b) any claim that Lipscomb discriminated or otherwise violated my civil rights, including but not limited to any type of claim that Lipscomb’s action or non-action caused my educational institution to take any adverse action against me related to my education, satisfactory completion of any course or class or obtaining my educational degree and I acknowledge and understand that my educational institution is ultimately and solely responsible for determining whether my performance was satisfactory within its criterion for my course of study;

- (c) any claim in the nature of workers' compensation;
- (d) any claim in the nature of unemployment compensation; and
- (e) any claim for wages or other benefits of employment at Lipscomb.

I also covenant and agree not to commence or prosecute or cause, permit, or advise to be commenced or prosecuted, any action or proceeding against Lipscomb, its trustees, offices, employees or agents, in connection with the foregoing matters so released.

7. I understand that the intentional unauthorized access, modification, release, removal, and/or disposal of Confidential Information either during, or subsequent to, my period of internship, or my intentional contribution to the unauthorized use of such data, may result in prosecution under federal, state, and/or local statutes, civil litigation, and/or the release from my position.

8. I agree to indemnify and hold Lipscomb harmless from any and all claims, damages, liabilities and judgments, including, without limitation, reasonable attorneys' fees and reimbursement for any civil or criminal penalties incurred by Lipscomb pursuant to violations of HIPAA Rules or any breach of this Agreement, which Lipscomb may incur as a result of the performance or breach of my responsibilities, obligations, warranties and representations under this Agreement during or after the term hereof.

Date

Intern Signature

Intern Name Printed

Date

Witness Signature

Witness Name Printed