



College of Health Sciences

**MS Clinical Nutrition,
Dietetic Internship & Residency Program**

2023 Handbook

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INTRODUCTION:

The University of Memphis MS Nutrition / Dietetic Internship and Residency Program is an intensive curriculum lasting only 16-months. Students are expected to complete all requirements in the 16-month period but in extenuating circumstances (e.g., severe illness), may be allowed up to 24-months for completion. The program begins in mid-August of the first year and continues with classes and/or supervised practice through the end of the fall semester of the second year. The program is 39 credit hours. The didactic curriculum focuses on preparing students for clinical rotations. Students take 9-12 hours of coursework each of the first two semesters (fall and spring) and may have an optional 20-hour per week Graduate Assistantship (GA), in a clinical research, healthcare, or management site.

The supervised practice (internship/rotations) aspect of the program focuses primarily on adult clinical nutrition with pediatric rotations, community rotations, and management rotations occurring in a variety of healthcare sites throughout the Memphis area. Thesis/project work begins during the first fall semester and is optional for completion of the program. However, some sites will require that student conduct research as a component of their involvement at that site. Rotations start in late May/early June after completing the initial fall and spring semesters and take place over the summer and second fall semester. During this time, students are in rotations 40 hours per week and meet for classes approximately 4 hours per week. After completion of the 28 weeks of rotations, the students will have accumulated approximately 1200 hours of supervised practice including a culminating residency experience. They will have been prepared beyond entry level and will receive a verification statement. Students are then eligible to finish the credentialing process to become a Registered Dietitian/Nutritionist (RDN). If applicable, students will defend their thesis/project during the second fall semester; or if not completing a thesis/project, will complete a comprehensive exit exam.

The state of Tennessee requires that RDNs be licensed, as do most other states. Students will be given instructions about licensure prior to graduation. If a student is unable to complete the program in 16-months, they will be allowed to continue for 8 additional months in order to allow The Accreditation Council for Education in Nutrition and

Dietetics (ACEND) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.

ACEND® can be contacted by:

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Phone: 800/877-1600, ext. 5400

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ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND® is recognized by the U.S. Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. ACEND® is also a member of the Association of Specialized and Professional Accreditors and abides by its code of good practice.

Pre-Candidate Accreditation Statement

GP, AP

The University of Memphis MS DI Clinical Nutrition has applied to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to open a new and innovative program to prepare (Registered Dietitian Nutritionists/ Nutrition Health Associates) in (month or season, year). Our eligibility application was accepted by ACEND* and we are in the candidacy process for our proposed Future Education Model (state degree level) program. **The program is not accepting applications at this time** but will do so upon successful completion of the eligibility application process if the program receives candidacy for accreditation status from ACEND.

Contact (name, email, phone) for more information.

*The Accreditation Council for Education in Nutrition and Dietetics (ACEND) released the *Future Education Model Accreditation Standards* for programs in nutrition and dietetics (see <https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model-standards-and-templates-v2022>). These accreditation standards integrate didactic coursework with supervised experiential learning in a competency-based curriculum designed to prepare nutrition and dietetics practitioners for future practice.

PROGRAM MISSION

Consistent with the missions of our university, school, and unit, the mission of the Dietetic Internship and Residency program is to prepare graduates to be able to work as entry level dietitians by providing excellent education, research, and practice experiences. Our program is aligned with the University of Memphis strategic mission and vision which can be accessed here: <https://www.memphis.edu/presweb/stratplan/uofmvalues.pdf>

PHILOSOPHY

Since the learner of today is the leader of tomorrow, the University of Memphis (UofM) strives for excellence in each educational program. Among the purposes of the University is the desire to achieve maximum congruence between the state's needs – including those for health-related professionals and the institution's educational, research, and service programs – and the desire to educate and train health practitioners and researchers at all levels, emphasizing knowledge, skills, and the primacy of human values. These goals have been incorporated into the philosophy of UofM's' program in Clinical Nutrition as a part of the Dietetic Internship Program. This program focuses on educating clinical nutritionists/dietitians who are capable of administering preventive and therapeutic nutritional care at all stages of the life cycle, utilizing advanced learning skills combined with a variety of experiential learning. The program includes a combined Master of Science Degree, with a major in Clinical Nutrition, and the Dietetic Internship and Residency Program.

Realizing the limited availability of advanced opportunities in clinical nutrition in the region surrounding Memphis, Tennessee, the University of Memphis Clinical Nutrition Program assumes the responsibility for preparing graduates to function as clinicians, teachers, researchers, and administrators of programs of care. The program prepares students who:

- are committed to excellence in the nutritional care of individuals and groups;
- comprehend, interpret, and apply the science and art of nutrition in health promotion;
- understand the importance of scientific inquiry and interpretation in advancing professional knowledge and improving performance standards;
- understand the role of the dietitian on a health team;
- understand the concepts of science and technology and the environmental influences which necessitate changes in the healthcare goals and their achievement;
- have respect and empathy for people and appreciation of a person's ability to change and develop;
- are competent in managing available resources in the provision of nutritional care;
- have skill in communicating with others on the health team, as well as with clients of all educational levels; and,
- are professional practitioners and accept the responsibility for continuing the development of competence.
- respect all individuals' rights to participate in their health care.
- respect individuals cultural and social norms.

The uniqueness of this program derives its strength from the conjoined efforts of over 23 local and distance clinical practice sites supporting the program. University of Memphis is an institution recognized for academic excellence in nutrition and dietetics. Through a jointly planned arrangement between practice sites and the University, the students will receive a combined academic-clinical curriculum with clinical nutrition emphasis. Such an arrangement provides the scientific and pragmatic environment for students aspiring to excel in meeting the needs of the future of healthcare through advanced clinical nutrition practice. The program strives to prepare students to be professional registered dietitians / nutritionists in alignment with requirements . Further, its purpose is to prepare clinicians with advanced degrees to function in ambulatory and preventive healthcare, an area of care promising increased emphasis as efforts to curtail spiraling hospital costs continue.

PROGRAM GOALS AND OBJECTIVES

GOAL #1 – Program graduates will be provided an educational experience that gives graduates both the practical and didactic knowledge and skill to practice as an entry level RDN.

ACEND-mandated objectives:

- Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80% of interns complete program requirements within 24 months (150% of the planned program length)
- 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%
- At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

The program has set all objective benchmarks at 80%. The expectation that 80% of our graduates will take and pass the RD exam in the first year and complete the program within the required time frame assures that the program is encouraging both the continued health of the profession and supports the safety of the public by providing well-prepared and knowledgeable dietetics professionals.

GOAL #2 – Graduates will be provided a course of study that gives graduates the skills and knowledge to incorporate scientific information into their future practice.

ACEND-mandated objectives:

- Of graduates who seek employment, at least 90% (number set by program) are employed in nutrition and dietetics or related fields within 12 months of graduation.

- At least 95% of interns complete program requirements within 24 months (150% of the planned program length)
- 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%
- At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Eighty percent of employers will rate program graduates as 3 (out of 5) or better as compared to other RD's of similar experience. (Program specific objective)
- When surveyed at one-year post graduation, at least 85% of DI graduates will report a 3 (out of 4) on their program preparation to incorporate scientific knowledge and evidence into their practice.

Required Element 2.2

The program must evaluate the achievement of its goals and

**Data demonstrating our program outcomes are available on request from the program director.*

CURRICULUM

Schedule

The course of study for the Master's Degree with a major in clinical nutrition as outlined in this section must be taken in sequence. Interns complete the program in 16 months, entering in the fall and following a track of fall, spring, summer, and fall semesters. Prerequisites required include courses necessary for entry into the dietetics profession as outlined by AND and offered through approved didactic programs in dietetics.

Program Timeline at a Glance					
	Start			Finish	
	Fall Year 1 Mid-Aug Sept Oct Nov Dec	Spring Year 1 Jan Feb March Apr	Summer May June July	Fall Year 2 Aug Sept Oct Nov Mid-Dec	
	GA: 20 hrs/wk Class: 9-12 hours/wk Start Thesis/Project	GA: 20 hrs/wk Class: 12 hours/wk Continue Thesis/Project	Rotations: 40 hrs/wk Internship Class: 3 hrs/wk Profession Issues Class: 1-2 hours/wk Finish thesis/project* *Statistics can be taken either summer or second fall semester *Pharmacology can be taken summer prior or during the program	Staff Relief & Residency Jean Inman	
Supervised Practice Hours: Cumulative Hours:			400	400 800	400 1200
Total Class Hours:	9-12	12	8-11	10-13	
	* Thesis must be completed by the first Monday of October and final product accepted by the University of Memphis Graduate School by the last Friday in October.				

Program Requirements

A total of 39 semester hours of graduate course work is required for the Program. This represents four semesters of study. Additionally, there are 1200 hours of supervised practice as part of the dietetic internship aspect of the program.

Assessment of Prior Learning

Students who already have completed a dietetic internship and are a registered dietitian, will receive 12 hours of graduate credit for their internship if they have been practicing as an RD. Additionally, RDs returning for their masters may receive some course credit based on experiential learning.

Interns, who are not an RD, will be assessed for prior learning by the DI Director; this includes work related experience hours. They may receive up to 300 hours of supervised practice for prior learning. This determination will be made by the director based on the intern's portfolio. Prior learning will be assessed in accordance with the policies and procedures of the UoM Experiential Learning Credit unit which may be found here:

https://www.memphis.edu/cree/elc/experiential_learning.php

MS/DI Courses

Completed Classwork
Typical 4-Year Sequence

Note: In cases of students who already have completed a dietetic internship, course substitutions for Clinical Practice Courses can be made to enable practitioners to pursue advanced specialty interests.

Curriculum Course Sequence:

Semester 1 - Fall

- NUTR 7412 Cellular Nutrition I
- NUTR 7205 Nutrition in Acute and Chronic Illness I

- HMSE 7010 Research Methods

Semester 2 - Spring

- NUTR 7422 Cellular Nutrition II
- NUTR 7305 Nutrition in Acute and Chronic Illness II
- HPRO 7780 Seminar in Counseling
- NUTR 6010 Management in Food Systems

Semester 3 - Summer

- NUTR 7405 Pharmacology for Nutrition Professionals **offered the summer prior to semester one*
- NUTR 7481 Clinical Internship in Nutrition

Semester 4 - Fall

- NUTR 7481 Clinical Internship in Nutrition
- NUTR 7482 Residency
- HMSE 7996 Thesis OR HPRO 7950 Masters Project OR NUTR 7902 Unique Strategy in Clinical Nutrition Research **offered in semester three as well*

Note: EDPR 7541 can be taken any semester, even summer prior to semester one. Registered Dietitians who wish to complete the master's portion of the program will be given 12 credit hours for their internship, if the hours have been practicing as an RD. You should contact [Tracy Bruen](#) regarding admission.

Number of Students Accepted

Effective 2016, 15 interns will be accepted into the Program each fall. Thirty students will be in process during the fall semester, and 15 in the spring and summer semester.

Admissions

Admissions requirements to our highly competitive program include:

- 1) Completion of an approved didactic program in dietetics
- 2) Grade point average equivalent to a "B" (3.0 on 4.0 scale) in undergraduate work.
- 3) The University of Memphis participates in the Dietetic Internship Centralized Application System (DICAS).
Only those applying for pre-selection should send a paper application.

Once you have been admitted to the internship, you must apply to [graduate school](#). This is a separate process from the internship. Any documents submitted to the graduate school are not sent to the department. **If the program requires a document that the graduate school also requires, you must have two copies.** You should do this in April so that you are fully admitted, and any work study contracts can be made.

Retention

Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Assistant Professor and the school director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

Graduation

[Graduation](#) is usually in mid-December. Before an intern will be allowed to graduate, they MUST have:

- 1) Completed all rotations, made up any missed rotations and received the evaluations for all rotations.
- 2) Submitted all rotation documents and have them checked by the clinical assistant professor.
- 3) Had their thesis [ACCEPTED](#) by the Graduate School or their project by the school.
- 4) Had their applied project or comprehensive case study submitted to the program director and the College of Health Sciences
- 5) Submitted proof of application of manuscript to journal or other peer reviewed publication to the program director.
- 6) Completed the [Jean Inman](#) RD exam review in Memphis.
- 7) Completed all graduation forms required by the University.

Once the intern has completed all their requirements for the internship and MS Clinical Nutrition, they will be provided with a verification statement which will enable them to register for the RD exam. Close to graduation, other CDR and AND forms will be completed by the interns. After graduation, they will be entered into the CDR REPS computer system; the verification statement and other forms will be submitted to CDR, so that they can be processed for the RD exam. Once entered, the intern will receive notification that they can take the exam; this may take up to several weeks.

Dietetic Internship Completion Requirements:

To earn the Dietetic Internship Verification Statement, the dietetic intern must:

- Maintain a cumulative GPA of 3.0 or higher in graduate courses and graduate.
- Complete supervised practice rotations with an overall rotation evaluation score of > 3 Entry Level”.
- Complete staff relief and residency assignments with preceptor using the facilities performance evaluation forms used for staff dietitians and receive a score that would be considered “meets expectations” or above per facility standards.
- Complete all paperwork associated with Competency Outcome.
- Complete all rotations as scheduled. In the event that there is an adverse circumstance at a rotation site, the intern is to notify the clinical coordinator immediately for resolution. In the event that the program director and clinical coordinator determine the site is no longer acceptable for rotation experiences, then the intern will be placed in an alternate location. Rotation sites are selected several months in advance with contractual obligations that take time to complete. An intern should not refuse to visit a site or fail to show up for a rotation without first notifying the clinical coordinator and program director. Should an intern repeatedly refuse to attend a rotation without consulting the program director and clinical coordinator, they will be subject to dismissal from the program.

After the program director verifies that each intern has completed all requirements for program completion, Verification Statements are awarded. Verification Statements must be signed and dated with month/date/year in two places: (1) when the individual completed program requirements and (2) the date the Verification Statement was signed by the dietetic internship director. The program director’s signature must be in an ink color other than black to distinguish an original from a photocopy.

Dietetic Internship Rotation Schedule Sample

20XX University of Memphis Dietetic Internship Supervised Practice Schedule																																					
Week #:->			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
			Clinical													Food Service Management	Winter Break	Management	School Foodservice	Community				Spring Break	Renal	Residency		Staff Relief		Finalize portfolio / RB review course							
Dates: → Intern #: ↓	Summer	7/5/19	August 11-16	August 26-30	September 2-6	Sept 9-13	Sept 16-20	Sept 23-27	Sept 30-Oct 4	Oct 7-11	Oct 14-18	Oct 21-25	Oct 28-Nov 1	Nov 4-8	Nov 11-15	Nov 18-22	Nov 25-26 *Mon/Tues	Dec 2-4 *Mon-Wed	Dec 8 - Jan 10	Jan 13-17	Jan 20-24	Jan 27-31	Feb 10-14	Feb 17-21	Feb 24-28	March 2-6	March 9-13	March 16-20	March 23-27	March 30-April 3	April 6-10	April 13-17	April 20-24	April 27-29			
Jane Doe	Summer prework, clearances, etc.	Deadline for all facility requirements, immunizations, clearances.	Mandatory Orientation	Clinical experience will be composed of a variety of general hospital rotations, NICU/pediatrics, Long Term Care, Nutrition Support, Oncology, etc.																Experience must include 1 week minimum at WIC																	

**University of Memphis MS DI Clinical Nutrition
RDN Competency Assessment (Required Element 4.1 and 4.2)
CP, DI, FDE, ISPP**

**University of Memphis MS DI Clinical Nutrition
RDN Competency Assessment (Required Element 4.1 and 4.2)
CP, DI, FDE, ISPP**

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice

	A) Learning objective and the assessment methods that will be used. (Guideline 13.1a & b)	B) Rotation or class in which assessment will occur. (Guideline 13.1c)	C) Individuals responsible for ensuring assessment occurs. (Guideline 13.1d)	D) Timeline for collecting formative and summative data. (Guideline 13.1e) / Results
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.	100% of interns will evaluate program quality using measurement indicators and outcomes. 90% of interns will receive a score of 85% on the project assigned.	Management rotation	Clinical Coordinator	By the completion of the management rotation.
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews, and scientific literature in nutrition and dietetics practice.	100% of interns will evaluate at least 4 topics using peer-reviewed research articles on an emerging issue in nutrition and develop a 2-page summary aimed at practicing RDN's. 90% of interns will receive a score of 85% on the evaluation form.	Clinical rotations (4 different rotations)	Preceptors and Faculty	By the completion of the assignment, fall semester.
CRDN 1.3: Justify programs, products, services, and care using appropriate evidence or data.	100% of interns will create and present an Inservice based on data provided by preceptor. 90% of interns will receive a score of 85% or greater.	Food Service	Preceptor and Faculty	By the completion of the food service rotation.
CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	90% of interns will complete a research project and score at least an 80%. The project should include background information, methods, data analysis and recommendations.	Clinical Research course/thesis/masters applied project.	Preceptor, committee and/or program Director	By the completion of the course/program.
CRDN 1.5: Incorporate critical	90% of the Interns will	Clinical rotations	Preceptor and	By the end of the designated

thinking skills in overall practice.	develop and implement a nutrition care plan for an enteral feeding/parental feeding patient. Monitor the care plan and make recommendations based on outcome with 80% accuracy.		Faculty	clinical rotation.
Domain 2: Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian level of practice.				
	A) Learning objective and the assessment methods that will be used. (Guideline 13.1a & b)	B) Rotation or class in which assessment will occur. (Guideline 13.1c)	C) Individuals responsible for ensuring assessment occurs. (Guideline 13.1d)	D) Timeline for collecting formative and summative data. (Guideline 13.1e) / Results
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	Interns will work within Center for Medicare and Medicaid Services (CMS) regulations and ICD 10 codes for assignment in NUTR 7481. 90% of Interns will receive at least 80% on the assignment.	NUTR 7481 Clinical Internship Class	Faculty	By the completion of NUTR 7481 Clinical Internship Class, second semester.
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	Interns will reach a wide-variety of audiences via a self-designed post to provide evidence-based nutrition information to the lay/professional language to	HPRO 7780 Counseling Course.	Faculty	By the completion of the course, spring semester.

	consumers on emerging topics in nutrition. 90% of interns will receive a score of 85% on their consumer writing.			
CRDN 2.3: Demonstrate active participation, teamwork, and contributions in-group settings.	90% of Interns will participate in various teamwork activities in during Campus Wellness Rotation and make at least a score of 80% on each activity.	Campus Wellness Rotation	Faculty	By the completion of campus wellness rotation.
CRDN 2.4: Function as a member of inter- professional teams	Participate in a minimum of 1 interdisciplinary team meeting and provide a summary of the encounter. Include the RDN's role at the meeting. Submit and discuss with preceptor. 90% of interns will make a score of 85% or higher.	Clinical rotations	Preceptor and Clinical coordinator	By the end of the clinical rotation(s).
CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines.	100% of interns will plan, develop, and implement a station takeover. Intern will need to create a menu, develop recipes, procure food, and complete a nutrient analysis working with staff to achieve a successful event. 90% of interns must achieve a score of at least 80% on the project.	Food service rotation	Preceptor	By the completion of food service rotation.
CRDN 2.6: Refer clients and patients to other professional and services when needs are	Intern will recommend referral to speech language pathologist, social worker,	Clinical rotation	Preceptor and Clinical coordinator	By the completion of the rotation.

beyond individual scope of practice.	PharmD., occupational therapist, or other adjunct health care professionals or practicing RD. 90% of interns will refer a minimum of 1 patient to another health care professional and score an 85% on the summary.			
CRDN 2.7: Apply change management strategies to achieve desired outcome.	100% of interns will plan, develop, and implement a station takeover. Intern will need to create a menu, develop recipes, procure food, and complete a nutrient analysis working with staff to achieve a successful event. 90% of interns must achieve a score of at least 80% on the project.	FoodService Rotation.	Preceptor	By the completion of the rotation.
CRDN 2.8: Demonstrate negotiation skills.	Interns will use persuasive communication skills to influence or produce a desired outcome during negotiations and conflict resolution discussions with multiple projects during management/professional development week. 90% of intern will score at least an 85% on management projects.	NURT 7481- Management/Professional Development week	Faculty/Clinical Coordinator	By the completion of course NUTR 7481 Internship Class (fall semester).
CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations.	Intern will attend and participate in a minimum of two (2) local, national, or state Academy meetings	NUTR 7205, NUTR 7305, NUTR 7481 Clinical Internship Class	Faculty	By the completion of course NUTR 7481 Internship Class (fall semester)

	each semester. 90% of interns will attend and analyze meetings by writing a reflective paper and making a minimum of 90% on the assignment.			
CRDN 2.10: Demonstrate professional attributes in all areas of practice.	100% of the interns will develop, plan, and implement a theme meal and score with 90% receiving a score of at least 80% on theme meal grading rubric.	NUTR 7481 Clinical Internship Class	Preceptor	By the completion of the program.
CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.	Deliver education during community/wellness rotation. 90% will receive excellent (>80%) feedback from the participants/preceptor.	Community/wellness rotation	Preceptor	By the completion of the rotation.
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences.	100% of interns will complete the cultural bias activity and become familiar with AND's IDEA resources. 90% of interns will make a satisfactory on the activities assigned.	NUTR 6001 Management in Food Systems	Clinical coordinator	By the completion of course 6001 Management in Food Systems (spring semester)
CRDN 2.13: Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	Encourage future RDNs to participate in public policy related to nutrition. 90% of interns will write a reflective paper in class and receive a minimum score of 85%. If intern is unable to attend state Hill Day, intern will participate in legislative issues sent out by	NUTR 6001 Management in Food Systems	Clinical coordinator	By the completion of course 6001 Management in Food Systems (spring semester)

	AND as alerts. Copies of their letters will be uploaded into the LMS.			
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups, and populations.				
	A) Learning objective and the assessment methods that will be used. (Guideline 13.1a & b)	B) Rotation or class in which assessment will occur. (Guideline 13.1c)	C) Individuals responsible for ensuring assessment occurs. (Guideline 13.1d)	D) Timeline for collecting formative and summative data. (Guideline 13.1e) / Results
CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.	To provide all facets of nutrition care in multiple settings throughout the life span and to ensure that patients receive the highest quality of nutrition care based on the latest evidence. 90% of interns will receive a score of at least 85% on all parameters of the NCP evaluation at completion of rotation.	General hospital, nutrition support, general pediatrics, renal, long-term care, etc.	Preceptor and Faculty	By the completion of all clinical rotations.
CRDN 3.2: Conduct Nutrition Focused physical exams	Obtain skills in reviewing, assessing and critically evaluating patient information obtained by other health disciplines and apply the findings during the entire nutrition care process. 90% of interns must receive a score of at least 85% on the NFPEE evaluations and sections of the NCP evaluation, anthropometric	Adult and pediatric acute and/or chronic care patients of all acuity levels.	Preceptor	By the completion of all clinical rotations via preceptor evaluation.

	measures obtained, labs reviewed, clinical findings reviewed.			
CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)	100% of interns will attend vitals workshop to apply during clinical rotations. 90% of interns will score at least an 85% on the evaluation.	NUTR 7205/7305 and/or NUTR 7481 Dietetic Internship	CHS RN, program Director, Clinical Coordinator	By the completion of course NUTR 7481 Internship Class (fall semester)
CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.	100% of interns will complete diabetes compliance project. 90% of interns will score at least an 85% on the evaluation.	NUTR 7205/7305	Program Director	By the conclusion of class.
CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes	100% of interns will complete EN module by evaluating ASPEN resources, training, and hands on placement. 90% of interns will score at least an 85% on the evaluation.	NUTR 7205/7305 and/or NUTR 7481 Dietetic Internship	Program Director, Clinical Coordinator	By the completion of course NUTR 7481 Internship Class (fall semester)
CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	100% of interns will attend session with SLP and understand the role of the SLP and resources available. 90% of interns will complete	NUTR 7481 Dietetic Internship	Clinical Coordinator	By the completion of course NUTR 7481 Internship Class (fall semester)

	a swallow screen during staff relief experience.			
CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	100% of interns will develop and deliver nutrition services to the campus community. 90% will score at least an 85% on the evaluation.	Campus Food service or Wellness Center	Preceptor	By the completion of the program.
CRDN 3.8: Design, implement and evaluate presentations to a target audience.	90% of interns will design, deliver, and evaluate a professional presentation at the completion of the program, and make at least 80% on their final presentation.	Food Service Rotation	Program Director/Clinical Coordinator.	By the completion of rotation
CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	100% of Interns will develop a nutrition education session for a selected target audience; include the goals, objectives, lesson plan, use of effective media and oral presentation skills, and an evaluation plan. 90% of interns will achieve an overall score of 85% on the project. The preceptor must approve topic.	Campus Wellness Center	Preceptor	By the completion of Campus Wellness Rotation
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.	90% of interns will teach class and/or provide inpatient education with preceptor. Preceptor will provide written evaluation of the education.	General hospital rotation or elective rotation	Preceptor	By the completion of the rotation.

	session.			
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	Deliver education to people during community or wellness rotation. 90% will receive excellent (>80%) feedback from the participants/preceptor.	Community or other wellness rotation	Preceptor	By the completion of rotations or activity.
CRDN 3.12: Deliver respectful, science-based answers to consumer questions concerning emerging trends.	Develop and deliver facility specific group nutrition education. 90% will receive excellent (>80%) feedback from the participants/preceptor.	Community or wellness rotation	Preceptor	By the completion of rotations or activity
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources	100% of interns will plan, develop, and implement a station takeover. Intern will need to create a menu, develop recipes, procure food, and complete a nutrient analysis working with staff to achieve a successful event. 90% of interns must achieve a score of at least 80% on the project.	Food Service rotation.	Preceptor	By the conclusion of project/rotation.
CRDN 3.14: 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.	100% of interns will plan, develop, and implement a station takeover. Intern will need to create a menu, develop recipes, procure food, and complete a nutrient analysis working with staff to achieve a successful event. 90% of interns must achieve a score of at least 80% on the	Food service management rotation.	Preceptor	By the conclusion of project and or rotation.

	project.			
Domain 4: Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.				
CRDN 4.1: Participate in management of human resources.	Acquire entry-level skills related to human resource duties needed for managerial positions. Intern will review and complete a progressive counseling form after meeting with preceptor, and also make recommendations. Preceptor will complete rubric based on performance and 90% of interns will make at least a 75% on the assignment.	Food service rotation	Preceptor	
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities, and food.	100% of interns will create and present an Inservice based on data provided by preceptor. 90% of interns will receive a score of 85% or greater.	Food service rotation	Preceptor and Faculty	By the completion of rotation.
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	Learn processes for meeting guidelines of regulatory bodies. EX: Chart audits, patient satisfaction surveys, performance audits. 90% of interns will complete assignments on quality development during the designated management rotation.	Food service rotation	Faculty and/or preceptor	By the completion of the rotation.
CRDN 4.4: Apply current nutrition informatics	Work with informatics RD to share the role and	Food service rotation	Clinical coordinator	By the completion of course NUTR 7481

technology to develop, store, retrieve and disseminate information and data.	responsibilities, how s/he got there, what impact s/he makes and resources available. 100% of interns will attend session with 90% scoring a minimum of 85% on the assignment.			Internship Class (fall semester)
CRDN 4.5: Analyze quality, financial or productivity data for use in planning.	Use data to track trends and solve problems during Campus food service rotation. Discuss data and performance with preceptor. 90% of interns will complete food waste assignment with a minimum score of 80%.	Food service rotation	Preceptor	By the completion of the rotation.
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	Use data to track trends and solve problems during Campus food service rotation. Discuss data and performance with preceptor. 90% of interns will complete food waste assignment with a minimum score of 80%.	Food service rotation	Preceptor	By the completion of the rotation.
CRDN 4.7: Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.	Use data to track trends and solve problems during Campus food service rotation. Discuss data and performance with preceptor. 90% of interns will complete food waste assignment with a minimum score of 80%.	Food service rotation	Preceptor	By the completion of the rotation.
CRDN 4.8: Develop a plan to provide or develop a product, program or	100% of interns will develop a business plan and 90% will receive at	NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program

service that includes a budget, staffing needs, equipment, and supplies.	least an 85% on their plan.			
CRDN 4.9: Engage in the process for coding and bill for nutrition dietetics services to obtain reimbursement from public or private payees, fee-for-service and value-based payment systems.	Learn how to become a Medicare and private insurance provider and to bill ICD-10 and codes. 90% of interns will complete Central Medicaid Services ICD-10 activities in NUTR 7481 DI class with 80% accuracy.	NUTR 7481 Dietetic Internship class	Clinical Coordinator	By the completion of the class/program
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	Become familiar with the academy's ethics guidelines and requirements and apply those practices throughout rotations. 90% of interns will score at least 85% on ethics activity.	NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program
Domain 5: Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.				
CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	Interns will complete initial, mid-point and at the conclusion of the program a self-assessment identifying goals and skills needed to be a successful intern and entry level RD. 100% of interns will receive a satisfactory score.	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program
CRDN 5.2: Identify and articulate one's	Interns will complete initial, mid-point and at	Orientation, NUTR 7481 Dietetic Internship class and	Clinical Coordinator	By the completion of the class/program

skills, strengths, knowledge, and experiences relevant to the position desired and career goals.	the conclusion of the program a self-assessment identifying goals and skills needed to be a successful intern and entry level RD. 100% of interns will receive a satisfactory score.	NUTR 6001 Management course		
CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	100% of interns will create a mock PDP identifying goals and knowledge to achieve in future practice. 90% of interns will achieve 85% on assignment during designated professional development week.	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program
CRDN 5.4: Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	Intern will complete various management assignment asking potential leadership for AND membership for staff and interviewing for a job via real or mock interviews. 90% of interns will achieve a minimum score of 80% on all management activities.	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program
CRDN 5.5: Demonstrate the ability to resolve conflict.	Interns will provide summary of a time during internship where they did not agree with preceptor, peer or designated supervisor explaining how they handled the experience and what	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program

	could have been done differently. 90% of interns will score at least an 80% on assignment			
CRDN 5.6: Promote team involvement and recognize the skills of each member.	Interns will complete many team activities (camp chef, preceptor event, intern orientation). Peer evaluations will be completed and provided and 90% of interns will score a minimum of 80% on the evaluations.	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program
CRDN 5.7: Mentor others.	Graduating interns will be paired with and mentor new intern. They will meet a minimum of two times and a reflective summary will be provided by both mentor and mentee on the meetings. Intern will score a minimum of 80% on the assignment.	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program
CRDN 5.8: Identify and articulate the value of precepting.	100% of interns will write a reflective summary of the value of precepting and complete preceptor evaluations at the completion of each rotation. 90% of interns will score a minimum of 80% on the assignment.	Orientation, NUTR 7481 Dietetic Internship class and NUTR 6001 Management course	Clinical Coordinator	By the completion of the class/program

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.		
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.	NUTR 7481 Clin. Nutr Internship	Project Rubric Evaluation
CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	NUTR 7902 ST Clin Nutr Research HSME 7996 -Thesis HPRO 7950 MS Project	Assignment score Rubric Comp Case Study Graduate school Thesis/ Applied Project Manual
CRDN 1.5 Incorporate critical-thinking skills in overall practice.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.		
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice,	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.		
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	HPRO 7780 Seminar in Counseling	Project Rubric
CRDN 2.3 Demonstrate active participation, teamwork, and contributions in group settings.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric Mentor/ Mentee feedback
CRDN 2.4 Function as a member of interprofessional teams.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.7 Apply change management strategies to achieve desired outcomes.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.8 Demonstrate negotiation skills.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.10 Demonstrate professional attributes in all areas of practice.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups, and populations.		
CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.	NUTR 7481 Clin. Nutr Internship NUTR 7205/7305 Nutrition in Acute and Chronic Disease	Evaluation / Rubric
CRDN 3.2 Conduct nutrition focused physical exams.	NUTR 7481 Clin. Nutr Internship NUTR 7205/7305 Nutrition in Acute and Chronic Disease video assignment NFPE	Evaluation / Rubric/ Checklist
CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B ₁₂ or iron supplementation).	NUTR 7481 Clin. Nutr Internship NUTR 7205/7305 Nutrition in Acute and Chronic Disease in class skills practice	Evaluation / Rubric/ Checklist
CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	NUTR 7205/7305 Nutrition in Acute and Chronic Disease in class skills practice and project	Rubric for Diabetes Self-Management project
CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric/ Checklist

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
	NUTR 7205/7305 Nutrition in Acute and Chronic Disease in class skills practice	
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.8 Design, implement and evaluate presentations to a target audience.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 3.14 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.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.		
CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities, and food.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.7 Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.9 Engage in 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.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	NUTR 6001 Management in Food Systems	Evaluation / Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.		
CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	NUTR 6001 Management in Food Systems NUTR 7481 Clin Nutr Internship	Evaluation / Rubric
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.	NUTR 6001 Management in Food Systems NUTR 7481 Clin Nutr Internship	Evaluation / Rubric
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 5.5 Demonstrate the ability to resolve conflict.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 5.6 Promote team involvement and recognize the skills of each member.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 5.7 Mentor others.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric
CRDN 5.8 Identify and articulate the value of precepting.	NUTR 7481 Clin. Nutr Internship	Evaluation / Rubric

MS Clinical Nutrition / DI Policies and Procedures:

1. Admission Requirements:

The programs are advertised in the following ways:

1. The Academy of Nutrition and Dietetics Annual Meeting internship fair for students.
2. The Clinical Nutrition Internships website – https://www.memphis.edu/shs/programs/clinical_nutrition.php
3. Emails are sent to DPD directors.
4. We advertise the DI Open House via website, ACEND's Open house listing, NDEP list serve and email to DPD Directors.
5. Interns must match through the DICAS internship match first before applying for acceptance into the graduate program.

2. Intern Performance Monitoring: The program's system of monitoring intern performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the intern. -

The dietetic intern will be placed on probation when he/she receives more than one summative evaluation indicating unsatisfactory performance in any rotation. Behavior, misconduct, or unethical behavior on or off duty such as: insubordination, drug/alcohol abuse, mistreatment of patient or coworker or unsatisfactory attendance, will result in an intern being placed on probation or dismissed from the program, dependent upon the gravity of the offense.

PROCEDURES:

1. The primary preceptor dietitian for each unit rotation will:
 - Document unsatisfactory performance of a dietetic intern in writing and review with the intern and the terminal evaluation conference for the unit
 - Immediately advise the Clinical coordinator of unsatisfactory performance of a dietetic intern and submit written documentation of this on the terminal evaluation document and mail directly to the Clinical Coordinator; do not give the evaluation to the intern. The preceptor will make a copy for their records.
2. The Clinical Coordinator will notify the Internship Director, who will:
 - Notify the intern verbally and in writing of the instance and any subsequent instances of unsatisfactory performance.

- After the second instance of unsatisfactory performance, he/she will be placed in probation status.
- Determine the length of time and the terms for the probationary period.
- Provide guidance counseling or other appropriate arrangement for assisting the intern in successfully improving performance.

If the intern cannot correct their behavior, the Director will confer with the College Dean and the Director of Graduate School, and they will be dismissed from the program.

3. Intern Retention

Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Coordinator and the school director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

4. Supervised Practice Documentation

Each intern is responsible for their own timecard, which is a collection of rotation or activity dates and total hours and a supervisor signature that approves the rotation or activity. The Clinical Coordinator periodically reviews the timecard for compliance to ensure the rotations and/or activities are timeliness.

5. Affiliated Practice Site Policy:

Affiliated Practice Sites The purpose of the learning experiences at the practice sites is to teach the intern. The UM Clinical Nutrition Program maintains affiliations with most major hospitals and their satellite hospitals, long-term care (LTC) facilities, dialysis units, and nutrition related programs in the city. Sites are subject to change. A list of the major sites utilized both current and in the past follows: Hospitals: Region One Medical Center, Veterans Administration, St. Francis Hospitals, Baptist Hospitals, Methodist Hospitals, LeBonheur Children's Medical Center, and St. Jude Children's Research Hospital. 45 LTC: Quince, Grace, Allenbrooke, Primacy Parkway, St. Francis, Memphis Jewish Home, and Bright Glade Dialysis: FMC, DSI, DaVita UT Center for Health Sciences: Boling Center for Developmental Disabilities, UT Newborn Center (NICU) School Food Service: DeSoto County Schools Community: Memphis and Shelby County Department of Health, Church Health, Memphis Jewish Community Center Affiliations are established through mutual agreement and reviewed periodically. Each site provides a specific learning experience to meet a pre-designed competency. Hospitals provide a variety of rotations: general

hospital, diabetes, nutrition support, food service and clinical nutrition management. The purpose of the rotations is to train the intern in a specific area. Interns are not to be used to replace employees. Along with the requirements mentioned in Standard 6 clinical affiliation agreement, each site evaluation will be based on staffing and supervision available to the student, the facility/preceptors past preceptor experience, and affiliation agreement requirements. There will be midpoint interactions between the clinical coordinator, preceptor and student to ensure experiential learning and competency outcomes are on track and ample supervision and resources are provided. As with all current facilities, evaluations from the intern will be reviewed to ensure a learning environment was provided, competencies were mastered, the preceptor was supportive, encouraging, prepared and professional; thus, ultimately deciding if the UofM MS DI Clinical MS DI Clinical Nutrition I program should continue to have the site as an option for a rotation facility.

6. Insurance Requirements, Health and Professional Liability

All interns must be covered by health insurance while enrolled in this program. UofM's Student Group Hospital and Accident Insurance Program is available for those students who do not have other coverage. Contact the Student Health Center at (901) 678-2287 for more information about this program. There is also a website www.ehealthinsurance.com that is very helpful for those seeking health insurance or comparing plans. Additionally, interns who work 20 hours a week can obtain insurance through the Church Health. If an intern is hurt or injured while at a graduate assistantship or rotations, they should seek emergency care if necessary and inform the DI Director or Clinical Assistant Professor. If non-emergent, they should contact the DI Director or Clinical Coordinator before seeking treatment. Effective September

2015, students with a GA may purchase a health plan through the Church Health.

7. Areas Liability for Safety in Travel to and from Assigned Areas

Liability insurance is required of all dietetic interns and residents. This insurance is purchased as a blanket policy with funds provided by the internship fee, which all interns enrolled in the Clinical Nutrition Program pay. Thus, individual interns pay for the insurance, but do not have the responsibility of obtaining the insurance individually.

8. Injury or Illness while in a Facility for Supervised Practice:

Should an intern become ill or have an accident while in a practice site, the preceptor for that student should assist the intern with the medical emergency as needed. Then, the preceptor will notify the clinical assistant professor who will decide as the problem dictates. If the intern has an accident, he/she should contact the program director to complete any paperwork required by the situation.

9. Drug Testing and Criminal Background Checks as required by supervised practice facilities:

Background checks and drug testing are required by the DI and the rotation sites. The company that provides this may change from year to year and some facilities may want to do these screens themselves through their HR department. Interns will be notified when these are due and where to obtain the check and screen.

10. Interns in supervised practice are not employee replacements:

Interns will provide nutrition services to clients only under the supervision of staff independently licensed and credentialed (if applicable) by the supervised practice site. Each client or rotation-type will be assigned a preceptor of record who oversees and is responsible for the nutrition care provided and for determining and implementing the appropriate level of supervision of the intern. Interns completing supervised practice must not be used to replace employees.

11. Compensation Policy for Graduate Nutrition Related Work Experiences :

For MS/DI: Graduate work experiences (optional) through affiliated sites are obtained for all the 1st year interns if enough locations are

found. These work experiences pay \$10/hr. to \$12.50/hr. for 20 hours a week, and this amount is paid monthly directly to the student. Work requirements are 31 weeks for the school year, except St. Jude which is 34 (who must work during Christmas holiday). These positions provide additional experience and are considered an essential part of the internship. We try to match interns up with their interests, but this is not always possible. Students will be off school holidays, IF approved by the work experience site. It is the responsibility of the student to make arrangements. Interns will not be paid for missed days.

12. Grievance Procedures

The Appeals Procedures are those established for graduate students at UM. These procedures are detailed in the UM Graduate School Catalog. No student will face retaliation based on a conflict filed.

Depending on the complaint, interns are encouraged to contact the faculty member or program director first to seek a resolution. The MS Clinical Nutrition / DI program will follow grievance procedures in accordance with the University of Memphis Graduate School Complaints and Concerns (GSCC) as follows:

12.1 GSCC Complaints and Concerns Procedures for reporting complaints or concerns

We understand that most people don't often register formal complaints, so we would like to extend the grievance process to include general concerns as well as specific issues that people may have.

Options for expressing concerns:

- Go to the person with whom you have a complaint and try to come to a resolution.
- Go to your program director to address the issue.
- Go to Dr. Bob Cohen (the graduate coordinator).
- Place a written complaint into the mailbox of the Chair (Dr. Frank Andrasik).
- Go directly to the Chair or Co-Chair to address the issue.
- Go to a GSCC member to discuss the issue confidentially (if you desire, the GSCC representatives will meet with the appropriate administration to inform them of the concern and/or to discuss possible ways to resolve the concern). You may also contact the gsccl by email or you can put a written complaint into the gsccl mailbox.
- The goal of this process is to allow students to feel free to express their concerns at any time without fearing any

repercussions. We would like to know if you have any concerns, because if we don't know about them, then we can't do anything to change them. All members of the GSCC have agreed to serve in this capacity and will assure confidentiality.

13. Notice of Opportunity to File Complaints with the Commission on Accreditation/Approval for Dietetics Education

The [Commission on Accreditation for Dietetics Education](#) will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the [accreditation standards](#) and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Staff at The American Dietetic Association at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600 extension 5400.

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

14. Disciplinary/Termination Procedures

The Appeals Procedures for graduate students at UofM are handled according to the procedures described in the Graduate School Catalog. Any intern that does not satisfactorily perform in GA or rotation sites will be counseled and offered one opportunity to conform to standards of practice for the site in question. If not judged to perform satisfactorily by the preceptor with concurrence of the Director and School Director, the student will be asked to withdraw from the program. If the student refuses to withdraw, they will be terminated. No refunds of tuition or program costs will be given.

15. Prior Learning Credit

Students who already have completed a dietetic internship and are a registered dietitian, will receive 12 hours of graduate credit for their internship if they have been practicing as an RD. Additionally, RDs returning for their masters may receive some course credit based on experiential learning. Prior learning credit may be given for some courses after review with program Director. Credit will be given for the applicable course through the University of Memphis Center for Regional Economic Enrichment through the Experiential Learning Credit within the UofM Experiential Learning Credit unit found here: https://www.memphis.edu/cree/elc/experiential_learning.php

Any intern that has a prior approved nutrition related work experience will be given supervised practice hours based on the hours worked in their position and the type of competencies achieved at their place of employment. They will be given credit for ACEND competencies based on their work experience assignments. The student must keep a record of dates and hours worked and exact competencies they met (providing proof with the work supervisor/ preceptors' signature). They may receive up to 300 hours of supervised practice for prior learning. This determination will be made by the director based on the intern's portfolio.

Previous Work Experience:

Prior learning credit may be given for some courses after review with program Director. Credit will be given for the applicable course through the University of Memphis Center for Regional Economic Enrichment through the Experiential Learning Credit within the UofM Center for Regional Economic Enrichment

https://www.memphis.edu/cree/elc/experiential_learning.php

16. Assessment of Intern Learning and Progress/ Performance Reports

The preceptors in every practice site will assess the intern's progress and the preceptors should discuss their evaluation with the intern. Copies of evaluation checklists from each practice rotation are kept in the rotation files. Interns will be required to critique each experience. This intern evaluation of the site/preceptor are reviewed by the clinical coordinator before making placements and kept in the program files. If needed, the director or coordinator may report some of the findings to a site manager, but the intern's name is confidential unless they provide permission for us to share their name. Additionally, interns will receive feedback and evaluations from their instructors for all courses taken. Interns having below expectations in a course or rotation site will be offered tutoring, writing assistance, etc. as needed.

17. MS Clinical Nutrition/ DI Program Retention and Remediation:

Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Assistant Professor and the school

director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

18. Graduation and Program Completion Requirements:

For MS/DI: Graduation is typically held mid-December. Before an intern will be allowed to graduate, they MUST have:

- 1) Completed all rotations, made up any missed rotations and received the evaluations for all rotations.
- 2) Submitted all rotation documents and have them checked by the clinical assistant professor.
- 3) Thesis ACCEPTED by the Graduate School or their project or case study by the school, if applicable.
- 4) Completed the Jean Inman RD exam review in Memphis.
- 5) Completed all graduation forms required by the University.

19. Verification Statements:

Once the intern has completed all their requirements for the internship part of the program, they will be provided with a verification statement which will enable them to register for the RD exam. Near graduation, other CDR and AND forms will be completed by the interns. After graduation, they will be entered into the CDR computer system including the verification statement and other required forms so they can be processed for the RD exam. Once entered, the intern will receive notification that they can take the exam; this takes several weeks.

20. Intern Identification:

All program interns are enrolled at the University of Memphis. As a student of the UofM, each student is issued a Universal User ID (UUID) Account. The UUID is the username shared among various university services.

21. Program Schedule, Vacations, Holidays and Leave of Absence:

MS/DI: The course of study for the Clinical Nutrition Master's and Dietetic Internship program must be taken in sequence. Interns complete the program in 16 months, entering in the fall and following a track of fall, spring, summer, and fall semesters. Prerequisites required include courses necessary for entry into the dietetics profession as outlined by AND and offered through approved didactic programs in dietetics.

Vacations and Holidays: In the fall and spring semester of the 1st year of the program, interns will only take classes, do nutrition related work experiences and work on their thesis/project/ case study. For most interns, the usual holidays will be taken. **However, some nutrition related work experience sites require that those interns work during holidays.** Before a nutrition related work site with those requirements is assigned, the intern will be contacted and asked if they are willing to accept that condition. During the summer and fall semesters of the 2nd part of the program, interns will do rotations with a minimal number of on-campus classes. During rotations, there may not be any breaks, depending on the number of rotation hours you have completed. You should keep

careful records of your hours logged. Any vacation / leave requests must be approved by the clinical coordinator and the program **director in advance.**

Absences

Interns are required to notify the clinical coordinator and the director of the program of any impending absences. Pre-planned or extended absences must be approved in advance by the program director and/or clinical assistant professor.

Should sudden illness or emergency preclude a scheduled clinical rotation, the clinical assistant professor and the supervising preceptor should be contacted as early as possible. Re-scheduling work hours as the result of an absence is the responsibility of the intern, should be taken care of promptly with the preceptor, and results reported to the clinical assistant professor (rotations) or director (nutrition related work experiences).

22. Unexpected University Closings

Occasionally the university will be closed due to severe weather conditions. When this happens on a day of rotation or GA is planned, interns should confer with GA employers or preceptors before making the decision as to whether to attend. Should conditions not permit attendance, the hours missed may have to be made up. Arrangements for making up hours must be made with the preceptor.

“The University of Memphis offers an [emergency alert text messaging service \(LiveSafe App\)](#) to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. There is no charge for signing up; however, standard text messaging rates apply. You are encouraged to download the LiveSafe App: <https://www.memphis.edu/police/livesafe.php> Please note soon LiveSafe will change to Everbridge.

23. Professional Meetings

Students are required to become members of The Academy of Nutrition and Dietetics and the Memphis Academy of Nutrition and Dietetics. Students receive discounted rates. The MAND dues are paid by the program.

Attendance at state and national meetings of AND and other affiliate nutrition organizations is encouraged, but not mandated since expenses must be paid by the attending interns. If virtual or local meeting dues are paid for the student by the program, then attendance is mandatory. Leave time will be granted for students choosing to attend with the permission from the director of the program and their nutrition related work experience site preceptor. Many interesting and informative conferences and workshops are offered within the Memphis area each year. Often sponsored by

local hospitals, universities, or private companies, these programs can be scheduled for the interns as appropriate in the different rotations. In some cases, you may be required to attend a non-

AND/non-program professional meeting. These meetings may be held during class time. The clinical assistant professor will arrange for you to miss that class; however, it may need to be made up. Prior arrangements must be made, and approval obtained from the director for students to attend any meetings that are not planned or scheduled as a part of the program.

24. Privacy Protection of Intern Information:

Complete files on every intern enrolled in this program are maintained in a monitored cabinet in the Clinical Nutrition office. Files contain admissions material, health information and on-going evaluation materials from the clinical sites. Interns may have access to their personal files. For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern's records is maintained. When applicable, documents containing personal information are shredded 5 years after graduation. The verification statement and the RD/RDE misuse statements are kept indefinitely. Persons other than the faculty, secretary and the intern may not have access to their file without written permission of the intern.

The Family Educational Rights and Privacy Act of 1974, with which the University intends to comply fully, are designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published in their entirety each semester in the Schedule of Classes."

25. Intern Access to Own Files:

For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern's records is maintained.

26. University of Memphis MSDI Emergency Policy:

In the event of the need to deviate from normal policy due to national disasters or crisis that potentially risk the health and safety of our students, the University of Memphis Clinical Nutrition Master's and Dietetic Internship program will follow all local, state and institutional mandates related to any disaster to

ensure the health and safety of students. In the event of such circumstances, it is important to acknowledge that dietetic students and interns' traditional roles may be realigned to online only classes, and ACEND approved alternate supervised practice experiences. Every effort will be made to continue to ensure students are not delayed in their program progression and graduate on time however, extenuating circumstances may alter traditional timelines of the program in order to ensure student safety. Frequent communication and updates will take place during events of emergency and in accordance with University policy.

27.COVID vaccine Policy:

All students are required to be vaccinated for the Covid 19 virus based on the latest CDC guidelines. However, should a student have a documented medical allergy or religious belief against vaccination, a waiver may be granted on an individual basis. Documentation of the need for this type of waiver should be submitted to the Director for Clinical Affairs for consideration. Students should be aware, that various clinical partners where students complete clinical experiences have requirements for vaccination that may not accommodate a waiver, and should alternate clinical activities/sites not be available the student may not be able to meet course outcomes which would affect the ability to successfully finish coursework.

27. Institutional Equity:

The UofM MS DI Clinical Nutrition is committed to equity for all in compliance with the UofM Office of Institutional Equity and will foster an environment that is reflective of our community. All faculty and staff in the UofM MS DI Clinical Nutrition program complete required university DEI Practices through Vector LMS, Higher Education. In addition to participating in IDEA training through the Academy of Nutrition and Dietetics, faculty, staff and students may participate in activities from the Office for Institutional Equity who provides the following:

- *Providing information, consultation, training and other resources to the University community with regard to diversity, harassment and discrimination prevention, affirmative action, equal opportunity and disability matters;
- Serving as a resource to ensure access to all qualified persons with disabilities under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act;
- Providing individual consultation to University to members of the campus community on matters involving diversity, equal opportunity, and affirmative action;
- Providing a fair and impartial mechanism for resolving complaints of unlawful harassment, discrimination, sexual misconduct and retaliation.
- Providing oversight of and support for the University's efforts to comply with all applicable State and Federal civil rights laws and its affirmative action plan.

Program Costs:

Though expenses vary from year to year, below are approximate costs per semester:

Costs in dollars	First Year		Second Year	
	Fall	Spring	Summer	Fall
Application fee (graduate school)	35			
Application fee (internship)	35			
Immunizations	Varies according to immunizations intern has already received, booster or yearly requirements, titers needed, and additional needs of site. Costs could range from \$0.00 up to \$500.00			
Immunization compliance monitoring	30			
Additional rotation site requirements	Varies according to site requirements			
Internship fee	1672	1672	1672	
In-State tuition ² (>12 hours)	4608(9 hrs)	6144(12 hrs)	5632 (11 hrs)	5120 (10 hrs)
Out-of-State tuition ² (>12 hours)				
Parking	Free unless premium parking is desired; intern may have to pay for parking at supervised practice site			
University Service Fees	Varies based on credit hours. Use fee calculator here: https://umwa.memphis.edu/estimator/			
Book estimate	600	600	600	600
Health Insurance	Your own policy ³			
Student health services (primary care)	Included in tuition			
AND dues ³	\$58			
RD Exam review course		Included		

Location and Mailing Address

The official base for the Dietetic Internship and Residency Program (DI) is the College of Health Sciences, The University of Memphis, Memphis, TN 38152-3480. The department is located on the lower level in the [Elma Neal Roane Fieldhouse](#) – “Fieldhouse”. The mailing address/office number for the program director is: 161A2 Fieldhouse; the clinical coordinator’s address/office number is: 161A3 Fieldhouse.

Housing

The University of Memphis provides housing for students in campus residence halls. Charges for rooms and apartments vary with type of accommodations. Further

information in this regard should be requested from the Department of Housing and Residence Life, The University of Memphis, Memphis, TN 38152-3390 or go to [Students and Residence Life](#). Because space is allocated by date of request, completed applications accompanied by a required deposit should be mailed as soon as possible after acceptance into the program. With the internet, apartment complexes in Memphis can easily be found. The local newspaper, [The Commercial Appeal](#) has apartment listings because graduate assistantships and rotations take place in a wide variety of venues in widely varying locations in Memphis, choosing a centrally located section of Memphis is advised. This cuts down on gas cost and travel time. If you'll want a roommate, once you are accepted into the program, a list of your classmates will be sent to you. University of Memphis also has a roommate finder on their website.

Parking

All vehicles parked on UofM campus must have a university parking permit (hangtag). A permit for general parking is issued upon enrollment and is included in tuition costs. If you register for fall classes 2-3 weeks before classes start, you should receive your permit in the mail. Registration can be done online by contacting the [parking office](#). If you do not, you can pick it up when you come for orientation.

Students may also purchase access to priority lots by contacting the [parking office](#) at (901) 678-2212. A priority lot (PG2 located at I -11 on the [campus map](#)) is adjacent to the Fieldhouse; however, general parking is also close to the Fieldhouse. The University has [Tiger Patrol Escort Service](#) if you don't feel comfortable walking to your car after dark. However, most people usually walk with their classmates to the general parking lot.

Health Insurance

All interns must be covered by health insurance while enrolled in this program. UofM's Student Group Hospital and Accident Insurance Program is available for those students who do not have other coverage. Contact the [Student Health Center](#) at (901) 678-2287 for more information about this program. There is also a website www.ehealthinsurance.com that is very helpful for those seeking health insurance or comparing plans. If an intern is hurt or injured while at a graduate assistantship or

rotations, they should seek emergency care if necessary and inform the DI Director or Clinical Assistant Professor. If non emergent, they should contact the DI Director or Clinical Coordinator before seeking treatment. Effective September 2015, students with a GA may purchase a health plan through the Church Health.

Student Health Service

UofM's Student Health Center is located on campus within 5 minutes walking distance of the program offices. Hours are 8:00 AM to 4:30 PM. The Health Center is available to provide medical service to each University student. Services include treatment for illnesses and accidents, certain drugs by prescription, consultation and referral information and preventative health counseling. In addition, the University Health Center maintains a health record for each student. Appointments for services are preferred. Routine diagnosis and treatment, x-rays, and most laboratory analyses are free of charge. Patients are expected to pay the Health Center, at cost, for tests that must be sent to an outside source for analysis.

Student Health Counseling

The Center for Student Development at UofM provides counseling services for students. This center provides attention to student problems and concerns in the form of educational, personal and social counseling. The service is under the direction of a diversified professional staff in a centralized location. A comprehensive package specific to individual needs is available for students and referral agents. There is also a psychiatrist on campus on a part time basis for students who may need this service.

University Identification Cards

Identification Cards (ID) are issued to all enrolled students at UofM. ID cards are photo identification with your student identification number and student status. The cards are the property of the University. An ID card is required for library loans, admission to or approval to pick up or purchase student tickets to athletic and social events, use of the fitness facilities, and other official purposes. ID cards are free; however, if you lose your card, there is a fee for the replacement card. Information about having IDs made will be provided the first day of orientation.

CAMPUS AMENITIES

University Center

A new [University Center](#) (UC) opened in March 2010. The extensive facilities and varied activities of the UC are provided for use of the entire University community. Services include student lounges; computer access, 24-hour learning commons, food court with 7 dining options, restaurant and automatic banking systems. In addition, the UC houses student organizations and support offices, locker rentals, a 1000-seat dividable ballroom, meeting and conference rooms, art display areas, 350 seat theatre, ride/driver travel board, car- pooling and baby- sitting self-service boards, an outdoor terrace and a sky-lit atrium.

Bookstore

The bookstore is a gathering spot for many UofM students. In addition to all your textbook needs, you may purchase office supplies, sundries, snacks, and Tiger paraphernalia. A Starbucks café with indoor and outdoor seating and wireless access is a popular meeting place. Scantrons are available at the center of the bookstore at the HelpDesk. Textbooks for each class are listed at the bookstore [website](#). You may also order your books online at a site of your choice. Tiger SmartStart is also available for affordable electronic versions of texts and can be found here: <https://memphis.bncollege.com/>

Libraries

The libraries of UofM include the main library and specialized collections in other schools and departments. The main library houses the reference department and has an extensive Information Retrieval Center that offers computer assisted search services for over 100 indexes and abstracts. Cost of search varies, most are free on-line and on-site. There are also many full-text journals on-line.

Graduate students receive perks such as free interlibrary loan and loan requests can be made online and most are delivered electronically. There are many resources available to help graduate students learn how to use the library effectively. For available resources, go the [library homepage](#) and click on [Services](#). The [main library](#) (Ned McWherter) is open seven days and nights a week. Hours are posted on the [library website](#).

Computer Services

There are several Tigeran laboratories for student use. The computers in the TigerLan labs are connected to the University system, thus making software programs accessible for word processing, development of presentations, data collection, and data analysis. You will need a flash drive to save your work or it can be uploaded to your personal, university web-based [file sharing service](#). TigerLan Laboratories can be found in the main library and other [locations](#) on campus, including the building where internship classes will be located. In some TigerLan labs, staff members or assistants are available to assist students with word processing, as well as statistical applications. The Library and Academic Computing Center provides consultation services to faculty, students and staff as well. Lab [hours](#) vary by site.

Testing Services

Testing Services are only available for interns who declare a disability and register through the ADA office.

Affiliated Practice Sites

The purpose of the learning experiences at the practice sites is to teach the intern. The UM Clinical Nutrition Program maintains affiliations with most major hospitals and their satellite hospitals, long-term care (LTC) facilities, dialysis units, and nutrition related programs in the city. Sites are subject to change.

A list of the major sites follows:

Hospitals: Regional One Medical Center, Veterans Administration, St. Francis Hospitals, Baptist Hospitals, Methodist Hospitals, LeBonheur Children's Medical Center, and St. Jude Children's Research Hospital.

LTC:Quince, Grace, Allenbrooke, Primacy Parkway, St. Francis, Memphis Jewish Home, and Bright Glade

Dialysis: FMC, DSI, DaVita

UT Center for Health Sciences: Boling Center for Developmental Disabilities, UT Newborn Center (NICU)

School Food Service: DeSoto County Schools

Community: Memphis and Shelby County Department of Health, Church Health, Memphis Jewish Community Center

Affiliations are established through mutual agreement and reviewed periodically. Each site provides a specific learning experience to meet a pre-designed competency. Hospitals provide a variety of rotations: general hospital, diabetes, nutrition support, food service and clinical nutrition management. The purpose of the rotations is to train the intern in a specific area. Interns are not to be used to replace employees.

Equal Opportunity Statement

The University of Memphis does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information or any other legally protected class with respect to all employment, programs and activities sponsored by the University of Memphis. The following position has been designated to handle inquiries regarding non-discrimination and anti-harassment policies: Director for Institutional Equity/Title VI Coordinator, oie@memphis.edu, 156 Administration Building, 901.678.2713. The University of Memphis policy on nondiscrimination can be found at <https://memphis.policytech.com/dotNet/documents/?docid=430>.

The University of Memphis is an Equal Opportunity/Affirmative Action University. It is committed to the education of a non-racially identifiable student body.

The University of Memphis is an Equal Opportunity/Affirmative Action employer. We urge all qualified applicants to apply for this position. Appointment will be based on qualifications as they relate to position requirements without regard to race, color, national origin, religion, sex, age, creed, sexual orientation, gender identity/expression, genetic information, disability, veteran status or any other legally protected class.

Liability Insurance

Liability insurance is required of all dietetic interns and residents. This insurance is purchased as a blanket policy with funds provided by the internship fee, which all interns enrolled in the Clinical Nutrition Program pay. Thus, individual interns pay for the insurance, but do not have the responsibility of obtaining the insurance individually.

Physical Examinations/Laboratory Tests

All interns entering the program must be in good health or managed by a physician for chronic health problems and undergo steps to make sure their health is maintained and protected, and the health of their clients/patients is protected. Health document from licensed health care providers will be made a part of the permanent file. In addition to a physical examination, immunizations and proof of the immunizations are required. Students must submit documentation to the required compliance monitoring system using the required forms. The MMR vaccine is required for both graduate school

and the program admission. A hard copy is submitted to the graduate school while another hard copy is sent to the program compliance monitoring company.

At the appropriate times, the clinical assistant professor will provide details about the requirements of the physical exam, associated laboratory tests, immunizations, and other health related requirements.

Background Checks and Drug Testing

Background checks and drug testing are required by the DI and the rotation sites. The company that provides this may change from year to year and some facilities may want to do these screens themselves through their HR department. Interns will be notified when these are due and where to obtain the check and screen.

Other Requirements.

All interns are required to have CPR certification throughout the length of the program. If you have CPR certification already, it must be updated before it expires, if the expiration date falls at any time during the program. State and national background checks, and drug screening are required before entering clinical rotations and be extant maintained throughout the program. Once admitted, you will be given specific instructions on the exact requirements. All costs are born by the intern. All interns are required to have human subject's research training, and this is free through UofM. This information will be provided to interns the summer before they start the program.

Standards of Professionalism

Each dietetic intern represents The University of Memphis (UofM), the facility in which rotations take place, and the dietetics profession. Your personal appearance communicates a message to patients, family members, preceptors, colleagues, and the other health care providers that YOU are a professional. A professional image helps establish confidence and credibility. It is your responsibility to be neat, clean, and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the requirements for program completion. You are expected to conform to the following standards during all rotations or at your GA site. Sometimes these requirements will be more stringent than those at a site. The UM Dietetic Internship requirements ALWAYS take precedence.

Interns are expected to act in a professional manner in class, rotations, and professional meetings. Acting like a [professional](#) really means doing what it takes to make others think of you as reliable, respectful, and competent. Here are some examples of what being professional means:

1. Competence. You're good at what you do – and you have the skills and knowledge that enable you to do your job well.
2. Reliability. People can depend on you to show up on time, submit your work when it's supposed to be ready, etc.
3. Honesty. You tell the truth and are upfront about where things stand, even if it's not good news.
4. Integrity. You have consistent principles that you live by. You don't change your principles for convenience.
5. Respect for Others. Treating all people as if they mattered is part of your approach.
6. [Self-Upgrading](#). Rather than letting your skills or knowledge become outdated, you seek out ways of staying current.
7. Being Positive. No one likes a constant pessimist. Having an upbeat attitude and trying to be a problem-solver makes a big difference.
8. Supporting Others. You share the spotlight with colleagues, take time to show others how to do things properly, and lend an ear when necessary.
9. Staying Work-Focused. Not letting your private life needlessly have an impact on your coursework and rotations, and not spending time at work attending to personal matters.
10. Listening Carefully. People want to be heard, so you give people a chance to explain their ideas properly.
11. Gossip. Do not gossip about each other, faculty or preceptors.
12. Promptness. You promptly respond to emails, calls, and requests from faculty and preceptors.

Remember everyone you meet is a potential employer or preceptor. You want them to have a positive view of you. Likewise, if you gossip or say negative things about others, employers and preceptors will be afraid you are also talking about them behind their back.

Clothing/attire

Interns are expected to dress with a consideration toward professionalism, safety and sanitation. Clothes should fit properly, but not show the contours of the body, and be clean, pressed, and kept in good repair (no missing buttons, hanging hems, etc.). Clothing should not obstruct work with patients or interfere with performance when working with machinery. With a few exceptions, white, plain, long-sleeved, well-fitting lab coats (hip to knee length) should be worn to all facilities. If you are not dressed appropriately, preceptors may send you home to change. Time lost from supervised practice will have to be made up.

Women. Tailored dress, suit, or pantsuit; skirts or dress slacks with blouses, sweaters, or jackets. Dresses or skirts should be of conservative length – generally no more than 3 inches above top of knee and have a **relaxed or loose fit**; form-fitting clothing should ALWAYS be avoided or covered up completely by a buttoned laboratory coat. Blouses not designed to be worn on outside should be tucked in. Fabrics should be conservative- no sequins, sparkles, wild designs, etc. NO: shoulders,

midriff/torso or cleavage showing, tight clothing, short skirts, shorts, skirts, culottes, pants shorter than ankle length, leggings, jeggings, T-shirts, tank tops, halter tops, scrubs (exception: renal rotation and LeBonheur pediatric hospital ONLY). NO: denim of any color, flannel, sweats, body suits, leotards, spandex tops, athletic wear, or other casual materials or designs. Lab coats should be taken to LeBonheur but are usually not worn seeing patients. Lab coats are not worn to sports rotations, REP, or SRVS. Pants and a polo-type top are better choices for these three venues as you may be sitting on the ground, getting dusty, or perhaps even slightly sweaty. Appropriate shoes are comfortable and safe. They should cover the foot with no part of the foot exposed. Shoes can be casual but should not be tennis-type or running-type shoes. Socks should be worn.

Men. Dress or Dockers-type pants, dress shirt and tie for clinical rotations and Polo-type shirts as dictated by the nature of the rotation. Suits, sport jacket or sweaters are appropriate. Fabrics should be conservative. NO: denim of any color, athletic wear, elastic or string-pull waists on pants flannel, sweats, T-shirts, or other casual materials or designs. Lab coats should be taken to LeBonheur but are usually not worn seeing patients. Lab coats are not worn to sports rotations, REP, or SRVS. Pants and a polo-type top are better choices for these three venues as you may be sitting on the ground, getting dusty, or perhaps even slightly sweaty. Appropriate shoes are comfortable and safe. They should cover the foot with no part of the foot exposed. Shoes can be casual but should not be tennis-type or running-type shoes. Socks should be worn.

Footwear

Hose/socks. If hose or socks are worn, both should be plain (i.e., no fishnet or adorned hose) and in good condition. Women are no longer required to wear pantyhose. Socks must be worn with pants.

Shoes. Shoes should be sturdy and slip resistant with **closed heel and toe**. Shoes and laces should be clean and in good condition. NO: No athletic shoes (exception: health walks at the Church Health Center), canvas, clogs, flip-flops, mules, sandals, slides, etc. These rules are aimed at both a professional appearance and safety. Health care sites have inherent danger built in. Safe shoes ensure you will stay safe.

Adornments

Tattoos. No tattoos should be visible. If clothing will not hide the tattoo, available options include: <http://www.tatjacket.com/>. Dermablend and Kat Von D make products to cover tattoos that are very effective. The last two are available locally at Ultra and Sephora.

ID Badges. ID badges provided by the internship must always be worn above the waist while on facility premises and to official program activities; no attachments or additions are allowed on the badges. No other buttons/pins/patches should be worn (exception: anything the rotation site requires is worn).

Jewelry.

Should be kept at a minimum and in good taste; no more than two earrings per ear; no other visible body piercing, including tongue piercing. Long earrings are not safe in foodservice rotations. No more than 2 rings may be worn on hands.

Grooming

Hair. Should be clean, neat and well-groomed. Hairstyles should not be extreme. Hair should be worn away from the face. Hair of any length should be restrained by a cap or hair net while working in or walking through a food production or service area. **In patient care areas, long hair should be restrained behind the back, so it does not fall into the patient while attending to them.** Hair color should be a “natural” color, defined as one that could be grown naturally (though not necessarily your natural color). In addition, men’s beards, mustaches, and sideburns must be neatly trimmed and groomed and of conservative length. Men must wear a beard cover in situations where their hair is covered.

Fingernails. Well-groomed, clean, and trimmed to a moderate length. Fingernail polish/nail decorations should be conservative in color and design.

Fragrances. Interns are expected to be clean; daily use of soap of anti-perspirants is a part of daily personal hygiene. Due to sensitivities patients or other staff may have, use of fragrances or products containing fragrance should not be obvious to others with whom you come into contact. That is, if you wear fragrances or use highly scented products, the smell should not be noticeable from more than 1-2 feet.

Cosmetics. Should be used in moderation and should create a natural appearance. Unnatural colors or glittery makeup or finishes should not be worn.

Vacations and Holidays

In the fall and spring semester of the 1st year of the program, interns will only take classes, do GAs and work on their thesis/project. For most interns, the usual holidays will be taken. However, some GA sites require that those interns work during holidays. Before a GA site with those requirements is assigned, the intern will be contacted and asked if they are willing to accept that condition. During the summer and fall semesters of the 2nd part of the program, interns will do rotations with a minimal number of on-campus classes. During rotations, there may not be any breaks, depending on the number of rotation hours you have completed. You should keep careful records of your hours logged.

Personal File Access/Confidentiality and Privacy Protection

Complete files on every intern enrolled in this program are maintained in a monitored cabinet in the Clinical Nutrition office. Files contain admissions material, health information and on-going evaluation materials from the clinical sites. Interns may have access to their personal files. For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern's records is maintained. When applicable, documents containing personal information are shredded 5 years after graduation. The verification statement and the RD/RDE misuse statements are kept indefinitely. Persons other than the faculty, secretary and the intern may not have access to their file without written permission of the intern.

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The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published in their entirety each semester in the Schedule of Classes.”

Grading Policy

The UofM grading policy allows for +/- grading. However, it is not required, and each faculty member may decide whether to utilize the traditional grading system or +/- grading. Additionally, each faculty member is free to determine how many points are needed for each grade across the scale that is used. The following are the quality points assigned for each grade for each system.

+/- Grading

<u>Grade</u>	<u>Quality points</u>
A	+4.0
A	4.0
A-	3.84
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0.0

A grade of "C-" satisfies a course requirement. However, the Graduate School allows only 7 hours of "C" grades to apply toward a degree, and no grade below a "C" will apply toward a degree. **Please also note that a 3.0 average must always be maintained, and interns cannot graduate with less than a 3.0 GPA.**

Extracurricular Employment

Students are advised not to work during this 16-month program. The Clinical Nutrition Program is intense, the first year, interns work 5 hours a day, 4 days a week and have 3 hours of class 4 days a week. Starting at the end of May, interns will have 40 hours a week rotation, along with 2 classes once a week. Additionally, interns may be working on their thesis/ project.

Paid nutrition related work experiences and Financial Aid

Graduate assistantships (optional) through affiliated sites are obtained for all the 1st year interns if enough locations are found. These positions pay approximately \$10/hr. to \$12.50/hr. for 20 hours a week, and this amount is paid monthly directly to the student. Positions are 31 weeks for the school year, except St. Jude which is 34 (who must work during Christmas holiday). These positions provide additional experience and are considered an essential part of the internship. We try to match interns up with their interests, but this is not always possible.

Students will be off school holidays, IF approved by the work experience site. It is the responsibility of the student to make arrangements. Interns will not be paid for missed days.

Student loans are available. Contact The University of Memphis [Student Financial Aid Department](#) for information on the guaranteed student loan program (The University of Memphis, Department of Student Financial Aid, 103 Wilder Tower, Memphis, TN 38152-3390, and 901-678-4825. Interns also qualify for work study via their FASFA application. If you are awarded work study, the director will find a place for you to work. There are also scholarships available through the university, MAND, TAND, and AND.

Evaluation

The preceptors in every practice site will assess the intern's progress and the preceptors should discuss their evaluation with the intern. Copies of evaluation checklists from each practice rotation are kept in the rotation files. Interns will be required to critique each experience. This intern evaluation of the site/preceptor are reviewed by the clinical coordinator before making placements and kept in the program files. If needed, the director or coordinator may report some of the findings to a site manager, but the intern's name is kept confidential unless they provide permission for us to share their name. Additionally, interns will receive feedback and evaluations from their instructors for all courses that are taken. Interns having below expectation in a course or rotation site will be offered tutoring, writing assistance, etc. as needed.

Injury or Illness while in GA or Practice Site

Should an intern become ill or have an accident while in a practice site, the preceptor for that student should assist the intern with the medical emergency as needed. Then, the preceptor will notify the clinical assistant professor who will make arrangements as the problem dictates. If the intern has an accident, he/she should contact the program director to complete any paperwork required by the situation. The intern should be seen by the Student Health Services if treatment is needed.

Travel to and from Practice Sites

Travel between the University and the practice sites is the responsibility of the intern. Every attempt is made to place interns within the city; however, this is not always possible. The University does not pay for any expenses related to travel nor does the University provide University vehicles for student travel to clinical sites.

UofM assumes no responsibility for such travel. It is expected that the intern will have car insurance.

Experiential Learning Placements / Graduate Assistantship Placements Student Affirmation:

The mission of the University is to help each student develop his/her professional competencies. Experiential learning placements are designed to provide opportunities for students to learn to become effective in their area of practice through observations and practice in a professional setting. These experiences are designed to augment the knowledge, skills, and dispositions gained in the university classroom by requiring regular engagement in on-site, in-person practicum activities in a healthcare, public health, social service or other setting. However, these experiences also come with enhanced responsibility on the part of the student.

Compliance with policies and rules. By signing below, I affirm that I have read and will abide by all applicable University policies and **Clinical Nutrition and Dietetic Internship program** as well as any policies and rules required by any experiential learning placement (ELP) sites. I further affirm my responsibility to comply with all ethical standards associated with my professional placement(s).

Duty of care. I agree that it is my responsibility to understand and follow ELP site policies and procedures designed to identify and control risks, including safety and security procedures and bloodborne pathogen policies, and to obtain any immunizations or testing which ELP site(s) and the University may recommend and/or require. I further understand that it is my responsibility to follow safe practices as set by the University of Memphis, my relevant academic program, and my ELP site, as well as those required by local, state and federal governments. I acknowledge that it is my responsibility to bring to the University's and/or **School of Health Studies'** attention any information regarding any ELP site being unsafe or otherwise improper.

Practicing within your competency. An important aspect of ethical, professional practice is knowing the limits of your knowledge and skills and not engaging in activities that are beyond your level of competence. I acknowledge that engaging in an ELP may require a degree of skill and knowledge different from other activities and that I have responsibilities as a participant to practice within my level of competency.

Acknowledgement of risk. I acknowledge that there are certain risks inherent in my participation in ELPs, including, but not limited to risks arising from: travel to and from the ELP site, ELP activities, unpredictable or violent behavior of

certain client populations served by the site, suboptimal working conditions due to pandemic/epidemic circumstances, and exposure to infectious diseases, including tuberculosis or other airborne pathogens, and hepatitis, HIV or other bloodborne pathogens.

Assumption of risk and release. I acknowledge that my chosen profession is not risk free and that by extension, experiential learning placements for the profession may inherently involve risk that could result in my bodily injury, up to and including death, as well as mental anxiety and stress. I voluntarily participate in ELPs in spite of these risks. I agree to assume those risks and release the University of Memphis and its board, employees, agents, and successors, of and from any and all expenses, damages, judgments, and costs, of whatever kind, that arise from any illness or injury I may acquire or sustain while participating in ELPs.

Medical conditions and treatment. I acknowledge that University of Memphis does not provide health and accident insurance for ELP participants and I agree to be financially responsible for any medical bills incurred as a result of emergency or other medical treatments. Should I require emergency medical treatment as a result of accident or illness arising during the ELP, I consent to such treatment. I will notify **Dr. Tracy Bruen or Mrs. Sara Foley** if I have medical conditions about which emergency personnel should be informed.

Unforeseeable circumstances. Circumstances may arise that necessitate discontinuing – permanently or temporarily – ELPs. Such circumstances may include, but are not limited to, business disruptions, loss of site credentials, fire, flood, embargoes, war, acts of terrorism, civil commotions, natural disasters, and/or pandemics/ epidemics. I understand that in the event of such a circumstance the University will maintain communication regarding alternative pathways for completion of required coursework and will take all necessary steps to determine a suitable path forward. However, the University will not incur any liability as a result of unforeseen circumstances.

Voluntary election. It has been explained to me, and I understand, that faculty are available to discuss any questions or concerns I have about the nature and physical demands of ELPs and the inherent risks, hazards, and dangers associated with ELPs. I am voluntarily electing to move forward with my ELP in light of current circumstances. I acknowledge that if I have health issues or am not comfortable participating in an ELP at any time, I can elect to postpone my ELP(s) to a later date, knowing that it may affect my original projected graduation date and/or the award of my degree. If I wish to discontinue an ELP after the start date, I am responsible for first discussing the reasons why with the program **Director, Dr. Tracy Bruen**. I further understand that any decision made to discontinue an ELP may affect my original projected graduation date and/or the award of my degree.

Student Signature

Date

Director, Tracy Bruen, DCN, RDN, LDN

Date

COVID 19 Safety Information:

All students enrolled in the University of Memphis MS Clinical Nutrition and Dietetic Internship are required to follow all national and university guidelines regarding safety precautions for COVID 19. The latest updates should be reviewed by all students prior to beginning the program and as needed throughout the program. It is expected that all faculty and students will be compliant at all times with COVID 19 safety measures. A link to all coronavirus updates may be found here:

<https://www.memphis.edu/coronavirusupdates/audiences/students.php>

DIETETIC INTERNSHIP FACULTY

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