



WESTERN CONNECTICUT HEALTH NETWORK

DANBURY HOSPITAL

Dietetic Internship

INTERN HANDBOOK

Revised 7/11

DANBURY HOSPITAL

Dietetic Internship Program

The Dietetic Internship at Danbury Hospital is designed to serve as a learning experience for the development of professional skills and competencies in order to prepare you for both successful completion of the Registration Exam, and work as an entry-level dietitian in the field of nutrition.

This manual is designed to give an overview of the program as well as to provide you with our policies and expectations for the internship.

The post-graduate internship at Danbury Hospital provides a unique program in dietetic education. Many disciplines participated in the development of this internship, and we are committed to providing interns with the best post-graduate experience possible.

Danbury Hospital is located in the city of Danbury, Connecticut, in beautiful Fairfield County. The hospital is a 375-bed teaching hospital. Teaching and education are part of this institution's mission and presently the hospital schools students in the following allied health specialties: medical records, surgical technology, radiologic technology, medical technology, nuclear medicine technology, nursing, EMS and dietetics. The hospital also maintains a cardiology fellowship, residency programs in eight medical and surgical disciplines.

There are 11 registered dietitians on staff at this facility, and you will work with each one throughout your program. In addition, you will work with an Executive Chef. This facility is committed to continuing educational programs that meet the needs of a diverse intern population and the needs of a dynamic and changing profession.

The clinical rotation at Danbury Hospital includes experiences in the following areas: physical rehabilitation, oncology, cardiac care, surgery, general medicine, pediatrics, maternity, health program. Teaching and education are part of this institution's mission. The Food & Nutrition Services Department has been coordinating ADA postgraduate experiences since 1973.

The program will begin with a two-week orientation session. During this session, you will tour the facility and attend department and hospital orientations to familiarize you with the layout and rules and regulations of the Hospital – and specifically those of the Department of Food & Nutrition Services. You will receive an overview of the program and its requirements. You will also have the opportunity to meet with the rotation supervisors while they discuss the details of specific rotations. You will be given the opportunity to participate in computer training with hands-on experience.

Sample Rotation Schedule

	Week of Aug 23	Week of Aug 29	Week of Sept 5	Week of Sept 12	Week of Sept 19	Week of Sept 26	Week of Oct 3	Week of Oct 10	Week of Oct 17	Week of Oct 24	Week of Oct 31	Week of Nov 7	Week of Nov 14	Week of Nov 21	Week of Nov 28	Week of Dec 5	Week of Dec 12	Week of Dec 19	Week of Dec 26	Week of Jan 2	Week of Jan 9	Week of Jan 16	Week of Jan 23	Week of Jan 30	Week of Feb 6	Week of Feb 13	Week of Feb 20	Week of Feb 27	Week of March 5 NNM	Week of March 12 NNM	Week of March 19 NNM	Week of March 26 NNM	Week of April 2	Week of April 9	Week of April 16	Week of April 23	Week of April 30	Week of May 7	Week of May 14	Week of May 21	Week of May 28	Week of June 4	Week of June 11					
Intern	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	31	32	33	34	35	36	37	38	39	40	41							
Intern	0	C	C	1	1	1	1	1	1	1	1	1	1	7	SR	SR	SR	SR	V	V	SR	8	3	CM	CM	2	2	7	3	5	5	5	5	5	5	4	4	4	4	4	4	7						
Intern	0	C	C	1	1	1	1	1	1	1	1	1	1	7	SR	SR	SR	SR	V	V	SR	3	3	CM	CM	2	2	7	8	5	5	5	5	5	4	4	4	4	4	4	4	7						
Intern	0	C	C	4	4	4	4	4	4	4	5	5	5	7	5	5	5	CM	V	V	CM	1	1	1	1	1	1	7	1	1	1	1	SR	SR	SR	SR	SR	2	2	3	3	8	7					
Intern	0	C	C	4	4	4	4	4	4	4	5	5	5	7	5	5	5	CM	V	V	CM	1	1	1	1	1	1	7	1	1	1	1	SR	SR	SR	SR	SR	2	2	8	3	3	7					
1 = Clinical																																																
SR = Staff Relief																																																
2 = Renal Dialysis																																																
3 = Diabetes Management																																																
4 = Community Nutrition includes Wellness																																																
5 = Food Service																																																
7 = Group Project																																																
8 = Cardiac Rehab																																																
O = Orientation																																																
CM = Clinical Management																																																
V = Vacation																																																
C = Classes																																																
NNM = National Nutrition Month																																																
Jean Inman ADA Registration Review Course Dates TBD																																																

WESTERN CONNECTICUT HEALTH NETWORK'S MISSION VISION AND VALUES:

Mission Statement: Why we exist

To improve the health and well being of those we serve

Vision: How we will pursue our mission

Western Connecticut Health network will be the region's premier patient-centered system of care. We will:

- Provide patients with the right care in the right place at the right time
- Bring together the best people and best processes across the continuum
- Engage and empower patients and families as partners in their care
- Create an environment of continuous learning, discovery, and innovation

Values: What guides our behavior

Excellence Integrity Teamwork Respect Fiscal Responsibility

DANBURY HOSPITAL'S INTERNSHIP MISSION AND GOALS:

Mission Statement:

The mission of the Western Connecticut Health Network [Danbury Hospital Dietetic Internship Program](#), is to adequately prepare entry-level dietitians in a diverse, multi-disciplinary, and community-based setting, by providing a patient-centered, high-quality supervised practice experience. The program is structured to develop teamwork skills, to improve and enhance the health and well-being of the community, and to understand and utilize technology in healthcare.

Program Goals:

- The program will prepare entry level dietitians to function as members of the interdisciplinary healthcare team, in the clinical, community or the food service arena.
- The program will provide an interactive learning environment to enhance the knowledge and develop the skills necessary to pass the RD exam.
- The program will supply the workforce with competent entry-level dietitians.

Program Outcome Measures

1. Over a 5-year period, 80% of surveyed program graduates will rank Danbury Hospital as preparing them "adequately" for entry level practice
2. 100% of graduates will take the RD exam within 4 months of the program completion

3. Over a five-year period, 85% of graduating interns, first time test takers, will pass the registration examination
4. Over a 5 year period, 85% of interns will complete the program within 15 months or 150% of the time planned for completion
5. Over a 5 year period, 70% of graduates that sought employment in the field will be employed in 3 months
6. Over a 5 year period, 90% of returned employer surveys, will rank graduates working in the field of dietetics as “adequately prepared”

MISSION OF THE AMERICAN DIETETIC ASSOCIATION:

"The American Dietetic Association is the advocate of the dietetics profession serving the public through the promotion of optimal nutrition, health, and well-being."

VISION OF THE AMERICAN DIETETIC ASSOCIATION:

"Members of The American Dietetic Association will shape the food choices and impact the nutritional status of the public."

ACCREDITATION/APPROVAL STATUS:

The Dietetic Internship at Danbury Hospital has been granted Initial Accreditation by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL. 60606-6995. 312-899-0040 X 5500. This accreditation is good for 10 years, and is approved for 6 interns.

REQUIREMENTS FOR COMPLETION OF THE DIETETIC INTERNSHIP AND ELIGIBILITY FOR REGISTRATION EXAMINATION:

Learning activities (in rotations, classes and special projects) are planned to enable the dietetic intern to attain competence in the 42 Core Competencies for Dietitians and 2 Concentration Competencies in the area of Medical Nutrition Therapy as outlined in the Standards of Education. The planned activities for each rotation, class and special project are minimum requirements for every intern. Experience and initiative of the intern will determine the objectives accomplished beyond the minimum. Additionally, interns must comply with the Standards of Responsibility, the Standards of Practice of The American Dietetic Association and the Danbury Hospital Dietetic Internship Honor Code.

Upon completion of the dietetic internship, the graduate intern will receive a verification statement, which enables them to establish eligibility to take the Registration Examination for Dietitians.

QUALIFICATIONS OF A REGISTERED DIETITIAN

A registered dietitian is a food and nutrition expert who has met academic and professional requirements including:

- Earned a bachelor's degree with course work approved by ADA's Commission on Accreditation for Dietetics Education. Coursework typically includes food and nutrition sciences, foodservice systems management, business, economics, computer science, sociology, biochemistry, physiology, microbiology and chemistry.
- Completed an accredited, supervised practice program (Dietetic Internship) at a health-care facility, community agency or foodservice corporation.
- Passed a national examination administered by the Commission on Dietetic Registration.
- Completes continuing professional educational requirements to maintain registration.

Approximately 50% of RDs hold advanced degrees. Some RDs also hold additional certifications in specialized areas of practice, such as pediatric, renal nutrition, nutrition support or diabetes education.

Registered dietitians who are members of the American Dietetic Association are not only food and nutrition experts — they are leaders in the field of dietetics. Every one of ADA's wide array of member benefits is designed to advance their knowledge and skills and enhance their networking opportunities

For additional Information:

Commission on Dietetic Registration

120 South Riverside Plaza

Suite 2000

Chicago, Illinois 60606-6995

Phone: 312-899-0040 Ext. 5500

Fax: 312-899-4772

www.cdrnet.org

CORE COMPETENCIES FOR DIETITIANS (CD)

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

DI 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes

DI 1.2 Apply evidence based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.

DI 1.3 Justify programs, products, services and care using appropriate evidence or data

DI 1.4 Evaluate emerging research for application in dietetics practice.

DI 1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

DI 2.1 Practice in compliance with current federal regulations and state statues and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics

DI 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures.

DI 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience

DI 2.4 Use effective education and counseling skills to facilitate behavior change

DI 2.5 Demonstrate active participation, teamwork and contributions in group settings

DI 2.6 Assign appropriate patient care activities to DTR's and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and polices within the facility

DI 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

DI 2.8 Demonstrate initiative by proactively developing solutions to problems

DI 2.9 Apply leadership principles effectively to achieve desired outcomes

DI 2.10 Serve in professional and community organizations

DI 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals.

DI 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures.

DI 2.13 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

DI 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.

DI 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and healthy status, in a variety of settings

DI 3.1 a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

DI 3.1 b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

DI 3.1 c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

DI 3.1 d Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

DI 3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing

DI 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods

DI 3.4 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions

DI 3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends

DI 3.6 Coordinate procurement, production, distribution and service of goods and services

DI 3.7 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

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organization.

DI 4.1 Use organizational process and tools to manage human resources

DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food

DI 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes

DI 4.4 Participate in public policy activities, including both legislative and regulatory initiatives

DI 4.5 Conduct clinical and customer service quality management activities

DI 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data.

DI 4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention

DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits

DI 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes

DI 4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies

DI 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

DI 4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.

PROFESSIONAL CONDUCT

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

STUDENTS ARE HELD ACCOUNTABLE FOR ADHERING TO THE CODE OF ETHICS FOR THE PROFESSION OF DIETETICS:

<http://www.eatright.org/codeofethics/>

HONOR CODE

As professional students, it is expected that the Western Connecticut Health Network Danbury Hospital value of integrity be followed at all times. All projects submitted are presumed to be the intern's own work unless credit is given using the proper format. The following are considered unethical:

- Cheating on the clinical exam, or written project
- Plagiarizing (incorporating into one's own work the work of another without identifying the source) in an assigned paper, report or project
- Submitting work prepared by another person as one's own
- Submitting work prepared for another rotation without the specific prior authorization of the supervising dietitian
- Falsely reporting personal illness or work hours

Dietetic Internship

Information regarding all dietetic internships in the United States can be found at <http://www.eatright.org/students/education/di.aspx>.

**Western Connecticut Health Network
Danbury Hospital Dietetic Internship
Policies and Procedures**

Orientation

1. Program Costs
2. Housing
3. Physical Examination
4. Medical Insurance
5. Professional Liability
6. Orientation
7. Dress Code
8. Parking
9. Transportation
10. ADA Membership
11. Equal Opportunity
12. Fair Labor Standards
13. Prior Learning/Supervised Practice Hours

Time and Attendance

1. Weekly Schedules
2. Class Schedules
3. Punctuality
4. Absences due to Illness
5. Absences for Bereavement
6. Absences for Personal Reasons
7. Vacation
8. Holidays
9. Inclement Weather

Performance

1. Intern Evaluation
2. Access to Personal Files
3. Protection of Privacy
4. Graduation Requirements
5. Disciplinary
6. Termination
7. Withdrawal
8. Chart Notes
9. Affiliations/Field Observations
10. Off-Site Facilities
11. Written Assignments
12. E-Mail Communication
13. Continuing Education
14. Opportunity for Filing Complaints with the Commission on Accreditation of Dietetics Education (CADE)

Other

1. Program Evaluations
2. Financial Aid
3. Medical Health Insurance

Roles and Responsibilities

1. Preceptor
2. Intern
3. Internship Director

Agreement

Signature Page

Title: Program Costs

Policy:

The intern is responsible for paying the stated program fees by the specified dates. The intern also assumes personal responsibility for living expenses throughout the entire program.

Procedure: Listed below are the fees for the program:

\$ 50.00	application fee due with the application to the program
\$500.00	Deposit due on June 1 st
\$5,000	Tuition fee due by July 1st
	\$1,000 credit for Danbury Hospital employees
\$5,550	Total fees

Listed below are the expenses covered by the program:

- \$400 Meal vouchers-Multiplan
- Admission to the Jean Inman registration review course.
- Admission to FNCE/or (2) CDA meetings.
- Purchase of 1 lab coat
- Admission physical and hair analysis drug screening including the cost of any vaccinations needed
- Cost of materials or supplies needed for all intern assignments

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Housing**

Policy: Each intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program. It is recommended that interns find housing within one half hour to one-hour commute of campus and most of the off-site campus sites.



Written: 4/11
Revised:
Effective Date: 6/11

Title: **Physical Examination/Health Services**

Policy: The intern is required to have a physical exam at Western Connecticut Health Network, Corporate Health, prior to orientation at Danbury Hospital, at no cost. The intern must provide proof of immunization documents.

Procedure:

1. The program director will schedule an appointment with corporate health and notify the intern of the date and time.
2. A review of prior immunization records is required. In the event the intern fails to provide necessary immunization records, booster inoculations will be automatically administered.
3. A two-step PPD test will be administered. The intern must have both tests read within 72 hours.
4. A hair analysis drug screen will be completed. Failure to comply with or pass the mandatory drug test will result in termination from the program with no refund of tuition money.
5. If during the internship, the intern is injured, she/he may use the employee health services or the emergency room at no cost. The intern's medical insurance provider should provide all other health care.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Medical Insurance**

Policy: The intern is required to carry medical insurance throughout the entire program. Acquiring and maintaining the medical insurance is the responsibility of the intern. The intern must show proof of medical coverage. Should the intern be injured or ill during the program or at an outside affiliate rotation, the intern's medical coverage would take effect to cover all costs. The intern may use the in house employee health services at the hospital if required.

Procedure: The intern submits a copy of the medical insurance coverage to the Internship Director on the first day of the program.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Professional Liability**

Policy: Professional Liability Insurance is provided to interns under the hospital policy.

Procedure: The intern is covered for professional Liability Insurance under the hospital policy.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Orientation**

Policy: To ease the transition of the new interns to the hospital, department, and program, the interns are orientated to each area.

Procedure:

1. Interns are notified by mail regarding the starting date, time and location.
2. Interns are oriented to Danbury Hospital during orientation weeks.
3. Interns are oriented to the organization and program during the first week of the program. Interns receive a flash drive during orientation that contains most of the contents of the Internship Program (binder). Interns will receive a minimal number of hard copy materials during orientation.
4. Interns are oriented to outside affiliations on the first day of the rotation.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Dress Code**

Policy: To promote a professional image, the intern will wear professional attire. When in the food service rotation or off-site food production and service areas and during special functions, the intern abides by the uniform dress code for kitchen staff, or as otherwise directed by preceptor. At other times, the intern wears professional dress.

Procedure:

1. While on the Danbury Hospital campus, interns will wear professional attire, as appropriate. Refer to the Danbury Hospital Dress Code.
2. Dress Code for Food Service Rotation
 - a. Interns will conform with the facility dress code.
 - b. Interns will wear rubber non-skid shoes of color specified by the facility.
 - c. Hair should be styled in a conservative manner. Hair must be at or above the collar: long hair must be tied up. Hair restraints must be worn at all times. All hair must be in restraint.
 - d. Jewelry is worn per dress code of the facility.
3. Affiliation/offsite Rotation Dress Code
 - a. Interns will wear professional attire. This does not include jeans or “congo” pants.
 - b. Female dress shoes may range from flats to moderate sized heels. No open toe or open back shoes or heels or tennis shoes may be worn in the kitchen or patient units.
 - c. Female make-up, perfume and jewelry should be conservative. Jewelry worn should be in compliance with facility dress code.
 - d. Hair should be styled in a conservative manner and of natural color.
 - e. Acceptable male shirts include any type of “collared” shirt: it does not include sweatshirts or tee-shirts. Ties are required.
4. Offsite Class Days
 - a. Interns will wear professional dress unless otherwise advised by the Internship Director. Adhere to other specifications described in section 3.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Parking**

Policy: While at the Danbury Hospital campus, the intern shall park at any employee parking spaces.

Procedure: Prior to orientation the intern is informed of parking arrangements for the first day of class. Parking lots and ground parking are reviewed the first day of class.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Transportation and Transportation Issues**

Policy:

The intern must provide his/her own transportation throughout the program to Danbury Hospital. Affiliations, Field Observations, and other meetings. The intern must also carry automobile liability insurance throughout the program. The intern is responsible for all liability for safety in travel to or from assigned facilities.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **American Dietetic Association (ADA) Membership**

Policy: The intern is required to join the American Dietetic Association and the Connecticut Dietetic Association if he/she is not already an affiliate member. The fees associated with membership are the responsibility of the intern.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Equal Opportunity Employer**

Policy: Western Connecticut Health Network is an equal opportunity institution with respect to both education and employment. Danbury Hospital does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

In addition to the Hospital's statement of compliance with federal and state laws, the Danbury Hospital Human Relations Code notes the hospital affirms its commitments to a policy of eliminating discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Complete texts of the Hospital *Human Relations Code* and *Policies and Procedures on Sexual Harassment* are available on the intranet.

Written: 4/11
Revised:
Effective Date: 6/11

Title:**Fair Labor Standards****Policy:**

The training given to the dietetic intern is for the benefit of the intern. He/she does not displace regular employees. He/she works under the close supervision of the preceptor. The intern is aware that he/she is not entitled to wages for the time spent in training not to a job at the conclusion of the program.

Written: 4/11

Revised:

Effective Date: 6/11

Title:

Prior Learning

Policy:

The Danbury Hospital Dietetic Intern program does not award any exemption from internship rotations/assignments for any prior education courses, and/or experiences.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Weekly Schedules**

Policy: On the first day of the program, the intern receives the schedule of rotations for the year. Changes in the schedule may be necessary due to staff injury, turnover and/or other unforeseen situations. If the intern needs to have his/her schedule changed, he/she must make the Internship Director aware of such change with, at least one week's notice. For intern's, emergency situations are an exception. It is the intern's responsibility to contact the preceptor one (1) week before the intern is scheduled with the preceptor.

Procedure:

1. The intern receives the schedule of rotations in orientation as hard copies and on a flash drive.
2. If the intern's schedule change is granted, the Internship Director adjusts the schedule.
3. The intern informs any preceptor who is affected by the schedule change.
4. It is the intern's responsibility to contact the preceptor at least one week in advance of when the intern is scheduled with this preceptor to determine start time and initial meeting site.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Class Schedules**

Policy: In orientation, the intern receives the two-week schedule for the classes. The intern is responsible for preparing for the class and arriving on time.

Procedure: The intern is responsible for the material presented in class. Any intern unable to attend a class day for whatever reason must call the Internship Director immediately as soon as it is determined there will be an absence for class day.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Punctuality**

Policy: The intern is expected to be ready for work by the scheduled starting time. Lateness will not be tolerated at Danbury Hospital or at any affiliation of field observation. The Internship Director counsels the intern for any lateness.

Procedure:

1. If the intern expects to be late, he/she is to call the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival.
2. The Internship Director documents the lateness and places the information in the intern's file.
3. On the next class day or as soon as possible, the Internship Director counsels the intern.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Absence Due To Illness**

Policy: The intern is allowed up to four (4) excused absences due to illness. An absence of three (3) or more consecutive days requires a note from a physician. Such documentation may be required for shorter periods of absence as determined by the Internship Director. At the discretion of the Internship Director, time lost to sick leave may need to be made up. For the fifth and subsequent absences the intern will receive verbal counseling for the absence and that time will need to be made up at the discretion of the Internship Director.

Procedure:

1. The intern calls the preceptor and the Internship Director at least two (2) hours before the start of his/her scheduled shift.
2. The Internship Director documents the illness and places the information in the intern's file.

Written: 4/11

Revised:

Effective Date: 6/11

Title: Absences Due To Bereavement

Policy: The intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family, (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse's parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence is approved by the Internship Director as *Absences for Personal Reasons*.

Procedure:

1. The intern immediately contacts the Internship Director and preceptor when there is a death of an immediate family member.
2. The Internship Director and/or preceptor will adjust the intern's schedule as needed.

Written: 4/11
Revised:
Effective Date: 6/11

Title: Absences for Personal Reasons

Policy: There are days available to the intern for an excused absence for reasons other than illness or the death of a family member. Interns can request an absence to be excused for personal reasons. Approval is left to the discretion of the Internship Director. If the requested excused absence is greater than two (2) days, the intern is required to make up the lost internship time, at the discretion of the Internship Director.

Procedure:

1. The intern requests in writing the dates and reason for the absence.
2. The Internship Director informs the intern, in writing, the reason for the approval or denial of the request.
3. All documentation is kept in the intern's file.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Vacation**

Policy: All interns will be scheduled for 2 weeks of vacation.

Procedure:

1. At the beginning of the program, the Internship Director informs the interns of the scheduled weeks of vacation.
2. This week is listed in rotation schedule.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Observance of National Holidays**

Policy: The intern holiday schedule follows that of the hospital.

Procedure:

1. Labor Day
2. Thanksgiving Day and the following day
3. Christmas Day
4. New Year's Day
5. Presidents Day
6. Memorial Day

The above listed holidays are scheduled off on the rotation calendar.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Inclement Weather Policy**

Policy: Each intern is expected to attend rotations at facilities as scheduled. In the event of inclement weather (e.g. snow or ice), the Internship Director will determine what the status of the day is and will email this information to each intern. In general, in supervised practice settings, each intern is considered a non-essential employee and should attend the rotation at the facility if the rotation is open “for business” for non-essential employees.

Procedure:

1. The Internship Director and intern will listen to the weather for the following day, on any day inclement weather is anticipated.
2. The Internship Director and/or preceptor will determine what the status of the day is and will email this information to all interns.
3. Once a decision is made, any additional concerns related to inclement weather that the intern may have can be addressed by contacting the Internship Director via cell phone at 203-770-1719.

Written: 4/11
Revised:
Effective Date: 6/11

Title: Intern Evaluations

Policy: The intern is given both written and verbal evaluations throughout the program. The intern is given the preceptor evaluation forms during orientation. It is the intern's responsibility to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation.

- Procedure:**
1. The Internship Director provides the interns with the preceptor evaluation forms electronically during orientation.
 2. The intern is responsible for completing an evaluation on each preceptor, some rotations may have several preceptors. The intern must complete the evaluations electronically and email them back to the DI Director. The evaluation of the preceptor is **due to the DI Director on last day of the rotation.**
 3. The preceptor is emailed the intern evaluation forms prior to the start of the internship. The preceptor must complete the evaluation electronically then print it and review it with the intern. **Both must sign, date and return to the Director no more than 2 weeks after the completion of the rotation.**
 4. All evaluation forms on the intern are kept in the intern's file.

Written: 6/11
Revised:
Effective Date: 6/11

Title: **Access to Personal Files and Other Materials**

Policy: The intern has access, upon request, to his/her department internship files at all times; no files are to be taken home or out of the department office.

Procedure: The intern asks the Internship Director in writing to see his/her department internship file. The Internship Director gives the file to the intern and sits with the intern while he/she reviews his/her file. The intern returns the file when finished to the Internship Director.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Protection of Privacy**

Policy: The intern's file is kept in a file cabinet in the Internship Director's office. All information in the intern's file is private except for projects the intern has completed. Preceptors may refer to an intern's project as requested. No one has direct access to the files except the Internship Director.

Procedure:

1. Any request to see an intern's project is honored by the Internship Director
2. The Internship Director pulls the project from the files for the preceptor.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Graduation Requirements**

Policy: The intern must meet graduation requirements within 18 months of the start date. The intern must sign and date the Agreement preceding the start of the internship. If the intern refuses to sign the Agreement, he/she cannot continue in the program. If the Internship Director determines that the intern can meet graduation requirements with an extension of time, within reason, is granted. If the Internship Director determines that the intern cannot meet graduation requirements even with an extension of time, the intern is terminated (see Termination Policy and Procedure).

Procedure:

1. The intern signs the Agreement and returns it to the program in orientation.
2. The Internship Director files the Agreement in the intern's file.

Written: 4/11
Revised:
Effective Date: 6/11

Title: Termination

Policy: The intern can be terminated from the program at any time due to problems in the intern's behavior or performance. It is the Internship Director's discretion to determine if the intern should be terminated. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate.

Procedure:

1. The Internship Director reviews each intern's evaluation form for each rotation.
2. If the Internship Director determines that termination is warranted, he/she meet and discuss the decision with the intern.
3. If the intern does not agree with the termination, he/she may follow the Grievance Policy and Procedure.
4. If the intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision. The intern signs the summary and the summary is filed in the intern's file. The intern terminates immediately.
5. Upon termination, there will not be a refund of tuition.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Withdrawal**

Policy:

The intern may withdraw at any time from the program. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is different than Absences for Personal Reasons.

Procedure:

1. The intern writes a letter to the Internship Director informing him/her of the withdrawal and the reason for withdrawal.
2. The Internship Director meets with the intern to discuss his/her decision.
3. After the discussion, if the intern decides to remain in the program, the intern resumes his/her usual schedule.
4. The intern writes on his/her original letter that he/she decided to remain in the program. The intern and Internship Director sign and date the letter. The letter is filed in the intern's file.
5. After the discussion, if the intern decides to withdraw from the program, the intern withdraws immediately.
6. The intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the intern's file.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Chart Notes**

Policy:

All medical chart notes written by an intern must be co-signed by the preceptor on the same day that the note is written. Signature in the electronic medical record (EMR) denotes the title “Dietetic Intern”.

Procedure:

1. The intern charts in the electronic medical record (EMR) and saves their note “in progress”
2. The preceptor is responsible for reviewing and countersigning all intern notes.
3. The preceptor will make any corrections to the note and then save note as complete under their own sign-on.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Off Site Facility Rotations/Field Observations**

Policy: The intern must follow all off-site facility policies and procedures during rotations at those facilities. It is the intern's responsibility to be prepared for the learning experience, i.e., the date, time, dress code, directions, reading assignments, projects, evaluation forms, and objectives for the learning experience.

Procedure:

1. The intern prepares himself/herself for the off-site rotation or field observation by calling the preceptor one (1) week prior to the rotation.

Written: 4/11
Revised:
Effective Date: 6/11

Title: **Off-Site Facilities**

Policy: Off-Site facilities will be visited by the DI Director or designee

Procedure:

1. Off-Site facilities will be visited by the DI Director or designee, before it is used as a supervised practice site
2. Existing facilities will be visited at least every 3 years, and/or when the contract renews.
3. The appropriateness of off-site facilities will be assessed at least annually via student feedback

Written: 4/11

Revised:

Effective Date: 6/11

Title:**Written Assignments****Policy:**

All written assignments must be completed neatly, orderly, accurately, and thoroughly and must be turned in by the specified date. All typed assignments should be put through “spell check” and “grammar check” via computer. Any documents received with multiple spelling or grammar mistakes will be returned to the intern to be re-done prior to completion of any supervised rotation. The preceptor and Internship Director must approve any request for an extension of time on a project. All projects, unless otherwise stated, must be typed.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **E-Mail Communication**

Policy:

All e-mail communication submitted to the Internship Director and/or preceptors should be put thru spell check before sent out onto the Internet to assure any initial or subsequent impressions left by the intern is always positive.

Procedure:

1. All interns must submit their current email address during orientation
2. Interns are to check their email daily, as most communications from the Director and preceptors will be through email.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Continuing Education**

Policy:

The interns are required to attend professional meetings that may include, Danbury Hospital Medical Grand Rounds, Connecticut Dietetic Association meetings, or other conferences/meetings as available. Attendance at a conference or meeting is usually during supervised experience (“work time”). The Internship Director has final approval for the intern to attend any meeting. The internship pays the fees for conferences/meetings.

Procedure:

1. The Internship Director posts all available conference/meeting brochures on the bulletin board in the Department.
2. If the intern wishes to attend a conference/meeting, he/she writes a request to the Internship Director stating the conference, date, time, location and cost of the meeting.
3. The Internship Director responds in writing to the intern if approval is granted or denied.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Opportunity for Filing Complaints with the Commission on Accreditation for Dietetics Education (CADE)**

Policy:

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

Procedure:

A copy of the accreditation standards and/or CADE's Policy and Procedure for submission of complaints may be obtained by contacting staff at the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Program Evaluation**

Policy:

The program is evaluated by the current interns at the end of the program. Additions, deletions, or revisions in the program are made during the program when needed or before each program year to enhance the intern's learning experience of the program itself.

Procedure:

1. For the current interns, the program evaluation is given out during orientation.
2. The Internship Director meets with each intern as a formal exit interview at the end of the program.
3. The Internship Director compiles the information.
4. Changes to the program are made collaboratively with the preceptors as appropriate.

Written: 4/11

Revised:

Effective Date: 6/11

Title:**Financial Aid****Policy:**

The program does not provide financial aid. Applicants to this program are encouraged to apply through the American Dietetic Association and other state and local scholarships to help defray the costs of the internship.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Medical Health Insurance**

Policy:

All interns are required by the American Dietetic Association to have medical insurance.

Procedure:

1. Danbury Hospital does not provide medical insurance coverage for interns.
2. The Human Resources Department can provide you with information on private brokers to help secure affordable coverage. For specific information call the Compensation and Benefits Department at 203-739-7586.

Written: 4/11

Revised:

Effective Date: 6/11

Title: **Preceptor Role and Responsibilities**

Policy:

To teach the intern the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor's area of specialty.

Responsibilities:

1. To orient the intern to the facilities, objectives, learning experiences and due dates.
2. To review the schedule and competencies of the rotation with the intern.
3. To inform other employees of the dates when the interns will be in his/her area.
4. To meet with the intern at least once each week to discuss projects/concerns.
5. To correct, return, and review written projects within one week after receiving them from the intern.
6. **To complete appropriate intern evaluation forms within two weeks of the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.**
7. To provide immediate positive feedback and constructive criticism throughout the rotation to the intern.
8. To give guidance throughout the rotation and especially with written projects given to the intern.
9. To act as a resource person when the intern has questions.
10. To refer the intern to appropriate resources when needed.
11. To be aware of internship policies and procedures.
12. To enforce policies and procedures when needed.
13. To discipline the intern as needed.
14. To act as a mentor and function as a team player.
15. To serve as a role model at all times.

Title: **Intern Role and Responsibilities**

Policy:

To acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules might result in termination from the program.

Procedure:

1. To be punctual and available throughout the rotation.
2. To present himself/herself in a professional manner and appearance at all times.
3. To represent The Western Connecticut Health Network in an appropriate manner and appearance when visiting affiliations, class days and field observations.
4. To complete objectives, learning experiences, reading assignments, and projects by due dates.
5. To be prepared for each rotation by reading required texts and articles and by completing worksheets prior to or during each rotation.
6. To follow hospital, department, and program policies and procedures.
7. To maintain confidentiality of all information discussed within the hospital and department.
8. To ask for the preceptor's approval to leave his/her area of responsibility. To communicate to the instructor when attending meeting or conferences out of the building.
9. To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor's schedule that may arise.
10. To maintain respect for positions of authority.
11. To function as a team player.
12. To seek guidance when needed.
13. To graciously accept corrective criticism
14. To research and look up information as needed.

Title: **Internship Director Roles and Responsibilities**

Policy:

To direct and coordinate the Internship Program at Danbury Hospital and other affiliations of the hospital.

Responsibilities:

1. To orient the intern to the program.
2. To organize the rotations throughout the year.
3. To coordinate with the preceptor, the objectives, learning experiences and projects for the intern for that rotation.
4. To monitor and evaluate the intern's progress in each rotation throughout the year. To communicate with the preceptors.
5. To write the intern's schedules.
6. To plan and schedule class days.
7. To counsel and guide the intern.
8. To serve as a role model and mentor.
9. To act as a liaison between the preceptor and the intern as needed.
10. To serve as an advocate for the intern when appropriate and justified.
11. To enforce policies and procedures.
12. To direct the selection and procession of new Dietetic Interns.
13. To evaluate and revise the program as needed to improve quality and meet American Dietetic Associations requirements.
14. To enforce the role and responsibilities of both the intern and the preceptor.
15. To recruit adequate and appropriate preceptors.
16. To recruit members of the Dietetic Internship Advisory Committee.

Written: 4/11

Revised:

Effective Date: 6/11

Title:

**Western Connecticut Health Network
Danbury Hospital
Department of Food and Nutrition Services
Dietetic Internship Program**

MEMORANDUM OF AGREEMENT

Between _____

And

**Danbury Hospital
Department of Food and Nutrition Services
Dietetic Internship Program**

Requirements for Program Completion:

In order to satisfactorily complete the Dietetic Internship Program, which runs from August 23, 2011 to June 9, 2012, sponsored by Danbury Hospital, the following requirements must be met:

1. Program Fee

The program fee is charged to provide dedicated monies to provide internship training. The student shall pay Danbury Hospital the program fee of \$5,500.00 (\$4,500 for employees).

a. Payment of Program Fee:

-Deposit of the program fee, \$500.00, initial payment, shall be paid by June 1, 2011 and the remainder of the program fee (\$5,000.00, or \$4,000.00 (final payment) shall be due by July 1, 2011.

-If the full payment is not received by the program office by August 1, 2011, the student may lose their internship slot.

b. Refund of program fee:

-If the student withdraws from the program for any reason more than thirty (30) calendar days before August 23, 2011, the student will be entitled to a refund of 100% of the program fee paid by the student, less a \$1,000.00 administrative fee.

**WESTERN CONNECTICUT HEALTH NETWORK
DANBURY HOSPITAL
DIETETIC INTERNSHIP
HANDBOOK
2011/2012**

After reviewing the handbook you will be asked to sign and submit the following document:

My signature below indicates that:

1. I have fully read the 2011/2012 Danbury Hospital Dietetic Internship Handbook.
2. I understand the contents of the 2011/2012 Danbury Hospital Dietetic Internship Handbook.
3. I am aware that it is my responsibility to abide by the rules and regulations of the facility and the internship program at Western Connecticut Health Network Danbury Hospital.
4. I am aware that it is my responsibility to conduct myself in a professional manner according to established standards of professional conduct throughout my 10 month internship program at Western Connecticut Health Network Danbury Hospital.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Please fill out and return to Director

INTERN ADDRESS INFORMATION

INTERN NAME: _____

LOCAL ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

PERMANENT ADDRESS:

SS# _____