

Danbury Hospital

Dietetic Internship

2013-2014

INTERN HANDBOOK

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Welcome to DANBURY HOSPITAL'S

Dietetic Internship Program

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 postgraduate 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 graduate students in the following specialties: dentistry, radiology, medical technology, and nuclear medicine technology, medicine, nursing and dietetics.

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 The 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 department has been coordinating postgraduate experiences since 1973.

The program will begin with a one-week orientation session. During this session you will tour the facility and attend department and hospital orientations to familiarize yourself 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 it's 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.

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

<u>Vision:</u> 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

<u>Values:</u> 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, quality supervised practice experience. The program is structured to develop teamwork skills, to improve and enhance the health and wellbeing 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 entrylevel dietitians

MISSION OF THE ACADEMY OF NUTRITION AND DIETETICS:

"The Academy of Nutrition and Dietetics" is the advocate of the dietetics profession serving the public through the promotion of optimal nutrition, health, and well-being."

VISION OF THE ACADEMY OF NUTRITION AND DIETETICS:

"Members of The Academy of Nutrition and Dietetics 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 Accreditation Council for Education in Nutrition and Dietetics of The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL. 60606-6995; Phone: 312-899-0040 X 5500. This accreditation is good for 10 years, and is approved for 4 interns. Our recent accreditation was February 2012.

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 Academy of Nutrition and Dietetics 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 AND's Accreditation
 Council for Education in Nutrition and Dietetics. 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 or renal nutrition, nutrition support and diabetes education.

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

For additional Information:

Accreditation Council for Education in Nutrition and Dietetics 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.

- **CRD 1.1** Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: *Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc)*
- **CRD 1.2** Apply evidence based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the 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.
- CRD 1.3 Justify programs, products, services and care using appropriate evidence or data
- **CRD 1.4** Evaluate emerging research for application in dietetics practice.
- **CRD 1.5** Conduct projects using appropriate research methods, ethical procedures and data analysis

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

- **CRD 2.1** Practice in compliance with current federal regulations and state statues and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
- **CRD 2.2** Demonstrate professional writing skills in preparing professional communications (Tip: *Examples include research manuscripts, project proposals, education materials, policies and procedures.*)
- CRD 2.3 Design, implement and evaluate presentations to a target audience (Tip: A quality presentation considers life experiences, cultural diversity and educational background of the target audience)
- CRD 2.4 Use effective education and counseling skills to facilitate behavior change
- **CRD 2.5** Demonstrate active participation, teamwork and contributions in group settings
- **CRD 2.6** Assign patient care activities to DTR's and/or support personnel as appropriate (Tip: *In completing the task, students/interns should consider the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice quidelines and polices within the facility)*
- **CRD 2.7** Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- CRD 2.8 Apply leadership skills to achieve desired outcomes
- CRD 2.9 Participate in professional and community organizations
- **CRD 2.10** Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services. (Tip: *Other health professional include physicians, nurses, pharmacists, etc)*
- CRD 2.11 Demonstrate professional attributes within various organizational cultures. (Tip: *Professional attributes include showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic*)

CRD 2.12 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

CRD 2.13 Demonstrate negotiation skills (Tip: *Demonstrating negotiating skills includes showing assertiveness when needed, while respecting life experiences, cultural diversity and educational background of the other parties)*

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

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

- **CRD 3.1 a.** Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
- **CRD 3.1 b.** Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- **CRD 3.1 c.** Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
- **CRD 3.1 d** Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
- **CRD 3.1 e** Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- **CRD 3.2** Demonstrate effective communications skills for clinical, and customer services in a variety of formats.(Tip: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing)
- **CRD 3.3** Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. (Tip: *Student/interns should consider health messages and interventions that integrate the consumer's desire for taste, convenience and economy with the need for nutrition, food safety.)*
- **CRD 3.4** Deliver respectful, science-based answers to consumer questions concerning emerging trends
- **CRD 3.5** Coordinate procurement, production, distribution and service of goods and services.

(Tip: Students/Interns should demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.)

CRD 3.6 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.

CRD 4.1 Participate in management of human resources

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

- **CRD 4.3** Participate in public policy activities, including both legislative and regulatory initiatives
- CRD 4.4 Conduct clinical and customer service quality management activities
- **CRD 4.5** Use current informatics technology to develop, store, retrieve and disseminate information and data.
- CRD 4.6 Analyze quality, financial or productivity data and develops a plan for intervention
- **CRD 4.7** Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
- **CRD 4.8** Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- **CRD 4.9** Analyze financial data to assess utilization of resources
- **CRD 4.10** Develop a to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
- **CRD 4.11** Code and bill for dietetics/nutrition services to obtain reimbursement from public or private insurers.

PRECEPTORS

During each rotation, the dietetic intern is directly responsible to the dietitian or manager (preceptor) who will provide daily guidance. The preceptor's name and contact information is located in this handbook. It is the intern's responsibility to contact the preceptor at least one week prior to the start of that rotation, to establish a time, place and dress code, needed for that rotation. Teaching dietetic interns is not part of the job descriptions of many of the preceptors, but is a responsibility above their normal routines. Please remember, if it were not for our preceptors there would be no internship. While with a preceptor, remember, they are your supervisor and you are to fulfill the assignments and obligations put forth to you. It is not acceptable to tell a preceptor you must leave early to return to the hospital to work on another project. If at any time, you feel the preceptor is asking you to perform duties that are not within the scope of learning, please contact the DI Director that day to discuss. Keep in mind, making educational posters and bulletin boards is appropriate.

COMMUNICATION

The best way to communicate with the DI director is via email. The DI director will make every effort to meet with the interns in person, however, scheduling an appointment would ensure uninterrupted time. Interns are expected to check their emails daily for any changes in rotations, or announcements. All interns have a mailbox located in the diet office near the intern computer work stations. It is your responsibility to check your mailboxes.

ROTATION SCHEDULE

The rotation schedule is prepared in advance, however, due to the work schedules of the preceptors, may need to be adjusted throughout the program. Since many factors and schedules are involved in planning the rotation of assignments, schedule changes are not possible except in emergency situations.

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

PROFESSIONAL DEVELOPMENT PORTFOLIO

During the course of the internship, each intern will be required to develop a professional portfolio. At the end of the year, interns will complete a learning needs assessment, and a learning plan based on the Professional Development Portfolio. (This is the guide published by the Commission on Dietetic Registration to aid practitioners in developing a learning plan to meet continuing professional education requirements to maintain registration status). Each student will choose selected works that best represent the intern's best demonstrated practice in medical nutrition therapy, foodservice systems management, or community dietetics, to place in the portfolio, At the completion of the program, the intern will prepare a resume, generic cover letter and thank you letter related to job interviewing. At year end the interns will present their portfolios to the internship staff and preceptors.

Date for this presentation is June 9, 2014 at 9:00 AM

EVALUATION OF THE INTERNSHIP PROGRAM

At the end of the program each intern will sit down with the DI Director for an exit interview. This will include review of the necessary paperwork for your verification statement, as well as signing off on the misuse of the RDE. Prior to this meeting the intern is encouraged to complete an evaluation of the internship program. The information obtained from this evaluation will be used to revise objectives and planning learning experiences and classes for the following year.

EMPLOYMENT AT THE DANBURY HOSPITAL WHILE SIMULTANEOUSLY COMPLETING THE INTERNSHIP:

Interns may apply for posted positions within the department or may obtain employment outside the hospital while simultaneously completing the Internship. **No special arrangements will be made for individuals working here or at any other location.** Interns are expected to meet all rotation commitments. Interns working within the department are responsible for requesting time off in advance to meet program commitments.

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 Accreditations 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 1st \$5,000 - Tuition fee due by July 1st

\$1,000 credit for Danbury Hospital employees

\$5,500 – Total Fees

Listed below are the expenses covered by the program

\$500 - 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

vaccination needed

Cost of material or supplies needed for all intern assignments

Written: 4/11 Revised: 7/12

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:

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:

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:

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:

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 week.
- 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:

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 leggings.
- 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: 7/12

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:

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:

Title: The Academy of Nutrition and Dietetics (AND) Membership

Policy: The intern is required to join the Academy of Nutrition and Dietetics and the

Connecticut Nutrition and 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:

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:

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:

Policy:	The Danbury Hospital Dietetic Intern program does not award any exemption

Prior Learning

from internship rotations/assignments for any prior education courses, and/or

experiences.

Written: 4/11 Revised:

Title:

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.
- 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: 7/12

Title: Class Schedules

Policy: In orientation, the intern receives the 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: 7/12

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:

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:

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:

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

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:

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:

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

Christmas Day
 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:

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

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.

employee and should attend the rotation at the facility if the rotation is open "for

- 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:

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 rotation. This evaluation 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: 7/12

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:

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:

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:

Title:

Disciplinary

Policy:

The intern is subject to disciplinary counseling by any preceptor at any time during the program year when the intern does not abide by the Dietetic Internship Program of the Danbury Hospital policies, procedures, or rules of conduct. The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for the same behavior. One serious offense is cause for immediate termination.

Procedure:

- 1. The preceptor speaks to the intern within two (2) scheduled working days of the occurrence.
- 2. The preceptor documents each discussion and a copy of each documentation is given to the Internship Director.
- 3. The Internship Director files all written disciplinary documentation in the intern's file.
- 4. After an intern receives three (3) disciplinaries, the Internship Director meets with the intern to discuss the problem(s).
- 5. The Internship Director will determine if the disciplinaries warrant the termination of the intern from the program.
- 6. After each subsequent disciplinary, the Internship Director will meet with the intern to discuss the problem(s).
- 7. The Internship Director determines after each subsequent disciplinary whether the intern should be terminated from the program.
- 8. The Internship Director documents each meeting with the intern and the final results of the meeting.
- 9. All documentation is kept in the intern's file.

Written: 4/11 Revised:

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:

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:

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:

Title: Off Site Facility Rotations/Field Observations

Policy: The intern must follow all off-site facility policies and procedures during

rotations at those facilities. This may include background checks. 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: 8/13

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:

Title:	Written Assignments
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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:

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:

Title: Continuing Education

Policy:

The interns are required to attend professional meetings that may include, Danbury Hospital Medical Grand Rounds, Connecticut Academy of Nutrition and Dietetics 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: 7/12

Title: Opportunity for Filing Complaints with The Accreditation Council for

Education in Nutrition and Dietetics (ACEND)

Policy:

The Accreditation Council for Education in Nutrition and for Dietetics (ACEND) will review complaints that relate to a program's compliance with accreditation standards. ACEND 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 ACEND's Policy and Procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995.

Written: 4/11 Revised: 7/12

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 approproiate.

Written: 4/11 Revised:

Title: Financial Aid

Policy:

The program does not provide financial aide. 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:

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:

Title: Preceptor Role and Responsibilities

Policy:

To teach the intern the skills and knowledge required to function as an entrylevel 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 preapproved 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:

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

MEMORANDUM OF AGREEMENT

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Danbury Hospital Department of Food and Nutrition Services Dietetic Internship Program

Requirements for Program Completion:

In order to satisfactorily complete the Dietetic Internship Program 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, prior to the start of the program and the remainder of the program fee (\$5,000.00, or \$4,000.00 (final payment) shall be due by July 1, prior to the start of the program.
 - -If the full payment is not received by the program office by August 1st, 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 start of the program, 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.
 - -If the student withdraws or is asked to leave the program within thirty (30) calendar days after the start of the program, the student is entitled to a refund of \$500.00.

Notwithstanding the foregoing, in the event the student withdraws from the program due to special circumstances, including, but not limited to, illness or death in the immediate family, and such special circumstances to be determined by the Program Director in such Director's sole discretion, then the student may be permitted to re-enter the program on a date, to be determined by the Program Director, without penalty. In this case, the full amount of the program fee will be retained and applied toward completion of the program in a future year.

-If the student withdraws or is asked to leave the program after thirty (30) calendar days after the start of the program, the student will not be entitled to any refund.

2. Transportation

The student shall be responsible for providing any transportation needed to commute to and from the sponsoring facility.

3. Mandatory Insurance Coverage and Medical Tests

The student shall be responsible for providing proof of full personal health insurance coverage for program participation. Health insurance that includes only catastrophic coverage is not acceptable. The students will also be required to provide proof of at least titers/vaccinations for mumps, rubella, and chicken pox. If no proof they must be vaccinated at their physical exam with Danbury Hospital. Interns must also have received or be receiving hepatitis B vaccination series of shots and back-to back TB tests. The above medical tests are required by clinical facilities and are subject to change. Physicals will be given by Western Connecticut Health Network Corporate Health at the expense of the program. All interns will be given a hair analysis drug test at the physical exam that they must pass in order to continue the program. If this drug test is failed, the intern will not be able to enter the program and no refund will be given.

4. Planned Experiences

All planned experiences as described in the curriculum must be completed satisfactorily for each rotation by the specified time. Any request for an extension of time to complete the planned experiences must be approved by the preceptor and Internship Director. Evaluation forms must represent that the intern satisfactorily met the planned experiences for that rotation. Unsatisfactory completion of the planned experiences does not meet the requirements of the program.

5. Major Projects

a. Group Project:

This project must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. This project must be completed before graduation. An unapproved late assignment or unacceptable project will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

b. Major Clinical Case Study:

This case study must be satisfactorily completed as outlined in the case study guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable case study will be designated as unsatisfactory completion of the case study. Unsatisfactory completion of the case study does not meet the requirements of the program.

c. Rotation Projects:

All written projects for each rotation must be satisfactorily completed as outlined in the project guidelines by the specified time and prior to the completion of the rotation. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. Unapproved late assignments or unacceptable projects will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

Intern's Agreement:

I have read the above rules and the internship policies and procedures (attached) and fully understand their significance. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the Hospital and the sponsoring facility as stated. Should I not meet these requirements, I will not receive the Verification Statement of Program Completion and will, therefore be ineligible to take the Dietetic Registration Examination (DRE). Once I complete all requirements stated above, I will receive my verification statement of Program Completion and be eligible to take the Dietetic Registration Examination (DRE). I agree to take the Registration Examination within 4 months post graduation. With my signature I attest that I am at least 18 years of age and competent to sign this Agreement.

Intern's Signature:	
Printed Name:	
Date:	

Written: 4/11 Revised: 7/12

WESTERN CONNECTICUT HEALTH NETWORK DANBURY HOSPITAL DIETETIC INTERNSHIP HANDBOOK

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 Danbury Hospital Dietetic Internship Handbook.
- 2. I understand the contents of the Danbury Hospital Dietetic Internship Handbook.
- 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.

DDINT NAME.	iNATURE:	SIGNATUR
PRINT NAME:	NT NAME:	PRINT NAI
DATE:	TE:	DATE:

Please fill out and return to Director

INTERN ADDRESS INFORMATION

INTERN NAME:
ACEND Membership Number
LOCAL ADDRESS:
HOME PHONE:
CELL PHONE:
EMAIL ADDRESS:
PERMANENT ADDRESS: