East Carolina University
Dietetic Internship Program

Intern Handbook
Policy and Procedure Manual
2021-2022
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Program Overview

a. Mission Statement
The mission of the Dietetic Internship Program at East Carolina University is to provide high quality learning opportunities through comprehensive supervised-practice experiences, with an emphasis on rural health disparities. The program will prepare graduates as entry-level dietitian nutritionists who can apply evidenced-based nutrition therapy to improve the quality of life for individuals and communities.

b. Goals and Outcome Measures
Goal 1: The program will produce competent graduates that are successful entry level registered dietitian nutritionists in the field of nutrition and dietetics.

- At least 80% of program students complete program requirements within 15 months (150% of the program length) based on program length.
- Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- All employers (100%) who respond to a survey on program graduates in their first year of employment report “agree” or “strongly agree” regarding the graduate’s knowledge and skill preparation for entry-level practice.
- At least 80% of program graduate respondents feel the program prepared them for entry-level practice.

Goal 2: The program will produce graduates who demonstrate a commitment to participating in a professional organization.
- At least 50% of graduates actively participate in a professional organization within one year of program completion by holding a leadership position or presenting at a professional meeting.

c. Program Overview
The dietetic internship in the Department of Nutrition Science is an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited program. The ECU Dietetic Internship Program was accredited in July 1998 and reaccreditation site visits occurred in February 2003 and in February 2013. Due to Covid, the 2020 review was rescheduled, and the virtual site visit was completed in April 2021. ACEND can be contacted by mail at 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; by phone at 800/877-1600, ext. 5400. More information can be found on the ACEND website https://www.eatrightpro.org/acend.
Successful completion of the program allows interns to sit for the Registered Dietitian Nutritionist (RD) certification exam administered by the Commission on Dietetic Registration (CDR). The concentration of the internship is rural health.

East Carolina University is fortunate that many site supervisors are willing to work with the dietetic internship. These individuals and their team members have a thorough knowledge of the field and all related regulations or guidelines. They also promote the success of their students in job placements. Thus, the manner in which interns approach this opportunity is critical to the success of the internship. Interns must conduct themselves in a professional manner by displaying a positive attitude, dependability, critical thinking and leadership. Adherence to the Code of Ethics for the profession and a sincere interest in the success of each facility are expected.

10.1 a Admission Requirements to the Dietetic Internship

- Grade point average of 3.0 or higher overall
- The ECU dietetic internship requires a minimum of a bachelor’s degree and a verification statement from an ACEND accredited program (dated within 5 years of time of admission). For older verification statements, students are required to update DPD courses such as Medical Nutrition Therapy, after review of the applicant’s background, experiences, and grades.
- DICAS Application submitted by February 15, 2021 using the following link: https://portal.dicas.org/ and computer matching completed by February 15, 2021 at D&D Digital Computer Matching: https://www.dnddigital.com/. Both DICAS and D&D Digital charge a fee. There is no additional fee required to apply to the ECU Dietetic Internship.
- Completed application to the ECU Graduate School using the following link: https://www.ecu.edu/gradschool/ after admission into the DI. There is a $75 fee associated with applying into the Graduate School.
- After interns are successfully matched to the ECU Dietetic Internship, they will rank their preferred tracks, followed by interviewing with those preceptors. Please note, not all listed tracks are available each year.

DICAS Application Requirements:

- Personal statement indicating reasons for applying, short and long term goals
- Thoroughly completed application including work, volunteer and experience from academic credit
- Three recommendations letters - one from your DPD Director, one from a professor and one from a work supervisor (RDN preferred)
- Resume
- Official transcripts from all colleges and universities
Students admitted to the Dietetic Internship enroll as non-degree seeking graduate student and register for internship classes (see sample schedule page 12).

10.2 a Insurance Requirements and Professional Liability
Health Insurance
Interns are to maintain personal health insurance throughout the program year. Student health insurance is available through the University by contacting Student Health Service.

Professional liability insurance
Professional liability insurance is paid by the University for each semester that an intern is working at affiliation sites. A copy of insurance (COI) is made available to site supervisors upon request.

10.2 b Liability for safety in travel to or from assigned areas
Dietetic interns are responsible for their own liability for safety in travel to and from assigned areas, professional meetings, and all class sites. Since most affiliating hospitals, field trips and meetings are not within walking distance of the University, personal/private transportation is required. If interns are traveling from their site to another location with their preceptor (such as another associated clinic or a conference), interns have the option to ride by themselves or with preceptors, again responsible for their own liability for safety in travel. Interns may share gas, parking and related expenses when possible. Parking facilities are available at most sites; metered street parking may be necessary.

10.2 c Injury or Illness while in a facility for supervised practice
Interns are expected to report illness or injuries immediately to their preceptor and Internship Director. They are to follow facility procedures if injury occurs on a worksite (e.g., report to the Emergency Room or out-patient clinic). If illness or injury occurs off-site or during non-duty hours, the intern will seek medical attention at the nearest hospital, urgent-care center or emergency room or at a doctor’s office of choice and report any necessary absence accordingly to the preceptor and Program Director. Supervised practice hours must be made up in coordination with the preceptor and communicated with the Program Director. These hours should be documented on the hours tracking form for the respective rotation. If an intern is absent from an evening class, the activities and assignments discussed in class will need to be made up to the satisfaction of the Program Director.

10.2 d Drug testing and criminal background checks
Interns are required to purchase a package through CastleBranch that includes a 12-panel drug screen and background check prior to entering rotation. Approximate cost is $100. Due date is July 1, 2021. Please note your acceptance into the dietetic internship and ability to be placed in supervised practice is contingent on passing the CBC and drug screen. Occasionally, interns may take another drug screen later in the internship as requested by their site prior to starting. This is done outside of CastleBranch, usually thru LabCorp and the intern may be responsible for covering the cost. In addition, for interns completing rotations at Vidant hospitals or Cape Fear Valley, it may also be required that you create an account in their
platform to track vaccinations and rotation schedules. Approximate fee is $25.

10.2 e Interns doing supervised practice are not used to replace employees
The US Department of Education does not allow employee substitutes. If asked, they may volunteer to assist when staffing shortages occur. However, they are not to be assigned on a regular basis to replace employees. It is expected that interns be aware that often times an intern may shadow or assist an employee in the context of a learning opportunity.

10.2 f Interns as paid compensation policy
Compensation from facilities may occur in various forms such as complimentary meals or parking. In rare cases, facilities may offer financial compensation. Any form of compensation may vary from year to year and is never guaranteed. As such, it is not tracked by the director and is not considered in site placement decisions. The Intern and the rotation site will work out any specifics. The intern is responsible for completing any paperwork required by the rotation site.

10.2 g Process for filing and handling complaints
The faculty of the College of Allied Health, Department of Nutrition Science and facility supervisors from cooperating institutions have a legal and ethical responsibility to protect the public and health care community from inappropriate dietetic practice or dietetic intern offenses.

It is within this context that dietetic interns can be disciplined or dismissed from the Dietetic Internship Program for practice which threatens or has the potential to threaten the safety of a client, another dietetic intern, faculty member, facility supervisor, or other health care provider.

I. Dietetic Intern Awareness
Within courses, counseling and other instructional forums of the Dietetic Internship Program, dietetic interns will be provided with the documents and statements referred to below. All dietetic interns are expected to be familiar with these principles and with this policy and are further expected to perform in accordance with these requirements.

II. Definition: A Dietetic Intern Offense Is Defined As An Act Or Behavior:
• Which threatens or has potential to threaten the physical, emotional, mental, environmental safety of the client, another intern, a faculty member, facility supervisor, patient, client, or other health care provider.
• Which is unprofessional, as specified in Standards of Professional Practice of The Academy of Nutrition and Dietetics or Code of Ethics.
• Which violates facility policy, procedures or rules. Copies of the appropriate documents from each facility will be provided to the dietetic intern before she/he arrives at the facility to begin supervised practice.
• Which constitutes practice for which a dietetic intern is not authorized or educated at the time of the incident as specified in facility policies and Dietetic Internship Program competencies listed in the student manual.
• For which the dietetic intern has received a Dietetic Intern Warning Notice (see form at the bottom) on two previous occasions. Each Dietetic Intern Warning Notice must provide specifics of the incident.
• Which violates ECU drug and alcohol policies regarding possession, sale, or distribution of illegal drugs or alcohol.

III. Investigation and Evaluation of Dietetic Intern Offenses
It is the prerogative of any faculty supervisor or facility supervisor to counsel a dietetic intern whose performance is inadequate or inappropriate. Such occurrences should be documented on the following Dietetic Intern Warning Notice with a complete description of each incident.

It is the prerogative of any faculty supervisor facility supervisor who determines that a dietetic intern cannot function at a safe level to notify the dietetic intern to leave the supervised practice setting. The faculty supervisor or facility supervisor will then notify the Dietetic Internship Program Director within 24 hours if the faculty supervisor or facility supervisor does not wish the dietetic intern to return to the setting. Within 3 days, the faculty or facility supervisor will provide to the Dietetic Internship Director written information to document the reasons for excluding the intern from supervised practice.

If the incident is deemed minor, the Dietetic Internship Program Director, in consultation with the faculty supervisor or facility supervisor, will prescribe remedial work or instruction for the dietetic intern and the dietetic intern will return to supervised practice.

If the incident is deemed not minor, the Dietetic Internship Program Director will notify the Department Chairperson and make a recommendation regarding the dietetic intern’s ongoing supervised practice status. The Department Chairperson will notify the Standing Hearing Committee and will provide written information prepared by faculty supervisor or facility supervisor.

IV. Hearing Process:
The Standing Hearing Committee, within 5 working days of notification by the Chairperson, will arrange with the dietetic intern and faculty supervisor or facility supervisor for a time and place of hearing. The Standing Hearing Committee will hold a closed hearing at which time the faculty supervisor or facility supervisor will be present and will provide written documentation and other oral or written evidence regarding the offense. The dietetic intern will be present written documentation and other oral or written evidence regarding the offense.

The dietetic intern may examine all documents accepted in evidence, and/or call witnesses. With prior notification to the Standing Hearing Committee, the dietetic intern may be accompanied by a person acting as an advocate. The advocate will serve as an advisor but is
not allowed to question witnesses. A tape recording and a written summary of the oral evidence will be made.

Immediately following the factual presentation, the Standing Hearing Committee will convene in executive session to determine whether an offense occurred and recommend a resolution. Recommendations are to be based on evidence presented at the hearing.

The following recommendations are possible:
- no finding of inappropriate dietetic practice;
- a reprimand to the dietetic intern;
- remedial work or instruction for the dietetic intern;
- suspension or dismissal from the Dietetic Internship Program.

The Committee shall make its recommendation in writing to the Department Chairperson within 24 hours after the hearing. On rare occasions, an intern may be dismissed from a site.

V. Post Hearing Process
1. The Department Chairperson may accept, reject or modify the Committee's recommendation. The Department Chairperson's decision will be based solely on the transcript of the hearing and report of the Committee. The Department Chairperson will notify the dietetic intern, the faculty supervisor, facility supervisor and Dietetic Internship Program Director as to the decision.

2. The final grade for the course is the responsibility of the faculty supervisor and is based on the dietetic intern's overall performance (matters involving course grades and course work are covered by University policy.)
3. Dismissal from the Internship Program does not constitute dismissal from the University.
4. A dietetic intern who has been dismissed will not be considered for readmission at a later date.

Standing Hearing Committee
The Committee is made up of three persons: one faculty member, one facility supervisor, and one dietetic intern and an alternate for each. Each member is appointed by the Department Chairperson with recommendations from the Dietetic Internship Director to a one year term. Alternates are appointed, in the same manner, and will serve in place of a member when there is a conflict of interest or when a member is not available for a hearing.

For unresolved complaints, the next step would be the Department Chair, followed by the Dean, etc. Interns would follow the complaint procedure in the Faculty Manual, found at: http://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/manual.pdf. Intern complaints are filed in the Internship Director’s office indefinitely.

10.2 h Process for submission of written complaints to ACEND
Submitting a written complaint to ACEND regarding program non-compliance with accreditation standards should only be done when all other options with the program and institution have been exhausted.
Please refer to the ACEND website for procedure for complaints against accredited programs: https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs

10.2 i Assessment of prior learning or competence
The dietetic internship at East Carolina University does not assess prior learning experience or competence.

10.2 j Formal assessment of intern learning and regular reports of performance and progress and 10.1 b Intern performance monitoring
Intern learning progression and performance will be assessed during each rotation and at the end of each rotation. The DI faculty/staff maintain frequent communication with preceptors and interns either virtually or live. If an intern is identified as having sub-optimal performance, the DI Director will schedule a meeting with the intern to discuss their performance. The DI faculty/staff and the intern write an action plan for such interns for their success. The DI faculty/staff will also consider professional and ethical behaviors and academic integrity of the intern.

Interns will be evaluated on each of the 45 ACEND CRDN competencies on using the following scale:
1. No opportunity to observe.
3. Performs satisfactorily but not independently. Frequent guidance is needed.
4. Performs independently with minimal supervision/assistance.
5. Performs independently; performs beyond entry level expectation.

Most often the preceptor will be evaluating intern progress, occasionally it will be the role of the DI Director.

10.2 k Program retention and remediation, tutorial support and 10.1 c Intern retention
Interns with minimal chances of success in the program will be counseled by the DI Director and an action plan with timelines will be developed. In addition, the intern will be counseled into career paths that are appropriate to their ability. The intern will have access to the Office of Career Planning, Counseling Services, and Disability Services. The intern will also have access to the DI Staff for assistance with remedial instruction as part of their action plan.

Please refer to the ECU Academic Support Services website or services listed below: https://dss.ecu.edu/academic-support-services/
University Writing Center – Assists at any stage of the writing process. Hours: M. 2:00 pm to 6:00 pm, Tu. 1:00 pm to 7:00 pm, W. 5:00 pm to 7:00 pm, Th. noon to 7:00 pm, and F 9:00 am to 11:00 am.

Speech Communication Center – Organizing and delivering presentations. Hours: by appointment.

Career Services – major and career planning, resumes and cover letters, job search, interview preparation, graduate school resources, career resource guide, alumni services. Hours – walk in hours daily, and by appointment.

Information Technology and Computing Services – Assists students, faculty, and staff with their technology needs such as help with Blackboard, PiratePort, Banner, e-mail, Pirate ID, password resets, and mobile applications. Computer services include computer warranty repair, virus removal, software installation, network troubleshooting, etc. Hours: M-F 7:30 am to 8:00 pm with the exception of closing at 5:00 pm on Fri, Sat, and Sun 10:00 am to 5:00 pm.

10.2 Dropout and Dismissal Policy

In special circumstances, the dietetic intern may negotiate a leave of absence with the Dietetic Internship Director and Track Coordinator. If a dietetic intern drops out of the program, he or she must notify the Director in writing. He/she must reapply, be readmitted, and program content must be restarted from the beginning. When an intern is dismissed or chooses not to finish rotations, the grade will be C or incomplete, thus preventing graduation.

10.2 Completion requirements and time allowed

A dietetic intern will successfully complete the Dietetic Internship when he or she has obtained:

- Completion and signed documentation of 1000 supervised practice hours.
- Receives an average of 3 or higher (on a scale of 1-5) on 80% on all overall competency evaluations.
- Satisfactory completion of all assignments and case studies for preceptors/Program Director.
- Signed documentation of all required hours by site preceptors.
- Satisfactory resolution of any disciplinary actions.
- Grade average of "B" or higher in all rotations/graduate classes including NUTR 6600, 6031, 6032, 6033, 6102. The University interprets grading as follows:
  - A= excellent, B=Good, C=passed, F=failure

Rotations/graduate classes with a final grade of C and higher are credited toward completion of the MS in Nutrition degree. B average is required for graduation based on semester hours of A grade equal to or exceeding semester hours of C grade. If you fail to meet these criteria, you may be placed on academic probation or dismissed from the program.

I-Incomplete: The grade of I is given for a deficiency in the quantity or quality of work completed in a course. "I" grades must be resolved within 1 calendar year or a grade of "F" will
automatically be assigned by ECU Registrar Office. Students cannot graduate with an incomplete on their record.

Maximum program completion time:
10 months full-time x 1.5 = 15 months

10.2 n Verification statement requirements
The Program Director provides Verification of program completion when the intern:

- Completes all rotations and assignments
- Receives a grade for completion of the internship rotations/graduate courses (NUTR 6600, 6031, 6032, 6033 and 6102) as B or higher.
- Has a GPA in rotations of 3.0 or higher.
- Completes supervised practice within 15 months after starting date.
- At the current time, interns need NOT have completed the MS degree to receive their Verification Statement for the internship.

The Program Director provides Verification of program completion to CDR for each successful intern. Once these names are submitted, interns receive communication from CDR to process an application for taking the exam. Testing locations are available from CDR; the graduate selects a designated testing site. The CDR exam application process is separate, and necessary forms must be obtained in advance. CDR review materials: www.cdrnet.org.

10.2 o Distance program verification of identity
The ECU dietetic internship has two virtual rotations and two virtual evening classes (an evening synchronous online class in the Fall and Spring). All of these are password protected WebEx links only distributed to those enrolled in the class or rotation. Not all interns participate in the virtual supervised practice rotations, however all interns enroll in NUTR 6600 and NUTR 6102. No testing is conducted online.

10.2 p Withdrawal and refund of tuition and fees
The dietetic internship adheres to University procedures for tuition refunds and withdrawal. See the drop policy at http://www.ecu.edu/cs-acad/options/drops-withdrawals.cfm. Refunding of tuition can be found at the following website: http://www.ecu.edu/cs-acad/options/refund-policy.cfm.

After September 1, no refunds are made.

10.2 q Program schedule, vacation, holidays, leave of absence
Students must be registered for the dietetic internship courses during the semesters in which the experiences occur. Payment of tuition and fees is handled through the Cashier’s Office. All interns must obtain the permission of the Program Director to be registered for the courses.
Below is an example of a typical rotation schedule, please note the order of rotations will vary intern to intern based on site and preceptor availability:

**Late July or early August is a mandatory orientation on ECU campus in Greenville, NC**

**Fall Semester**
NUTR 6102 Current Issues in Clinical Nutrition – 1 semester hour  
NUTR 6031 Clinical/Medical Nutrition Therapy Rotation – 12 weeks, 3 semester hours  
NUTR 6032 Community Nutrition Rotation – 6 weeks, 3 semester hours

**Spring Semester**
NUTR 6102 Current Issues in Clinical Nutrition – 1 semester hour  
NUTR 6033 Food Systems, Business and Management Rotation – 6 weeks, 3 semester hours  
NUTR 6600 Spring class, Online via WebEx every other Wednesday, 3 semester hours

A master rotation schedule is prepared at least one month in advance by the DI Director in coordination with preceptors. Interns have the opportunity to review the schedules as they begin their program. Interns must confirm time, place and other details (such as dress code) at least a week before a new unit or activity. This contact occurs with the preceptor or main site supervisor.

**Holiday, Vacation and Absence Policies**
The Program Director works with the preceptors to determine the dietetic intern's work schedule. Vacation, holidays and absences (including pregnancy leave) are to be in accordance with the facility policies, and dietetic interns will adhere to the facility policies. Most interns are out of rotation for a week at Thanksgiving and 2 weeks over the winter holidays. Supervised practice hours that are missed must be made up. The Site Supervisor/Preceptor schedules missed time according to the expectations of the facility.

**Sick Leave or Pregnancy Leave**
If due to pregnancy or illness a dietetic intern must interrupt a rotation for a definite period of time, the Dietetic Internship Director and Preceptor will negotiate an appropriate leave for the dietetic intern. This leave must not extend the Dietetic Internship Program beyond the fifteen month limit and must not interfere with rotation schedules of other dietetic interns assigned to the same facilities.

10.1 d Supervised Practice Documentation
This program requires 1000 hours of supervised practice, designed to give students entry-level competence in dietetic practice. Hours are tracked weekly and initialed by preceptor. At the end of each rotation, interns submit their time sheets to their Portfolio.

** For ACEND Covid updates please refer to https://www.eatrightpro.org/acend/public-notices-and-announcements/acend-update/acend-covid-19**
Hours of Duty
Interns report promptly at scheduled times to all sites and affiliation sites. Interns are expected to work 40 or more hours per week, not including lunch. Expect 8.5 hours per day with more as assigned by your preceptor. Interns may be scheduled very early or late shifts. Project/study time is expected in addition to time spent on duty unless prior approval has been given by the supervising dietitian. As required by program expectations, weekend and evening hours may be scheduled without prior notice. Scheduling conflicts are handled as they arise. Interns are expected to attend all virtual or special classes and when guest speakers are available.

10.2 r Protection of privacy of intern information
The Family Educational Rights and Privacy Act of 1974 established that interns have a right to inspect all personally identifiable records maintained by the institution and may challenge the content and accuracy of those records through following institutional policies. Student records will not be released except as permitted by this Act. Only authorized persons may review records, as permitted by the Program Director with student permission. Records are filed for 5 years, after which only Verification Statements are maintained.

10.2 s Intern access to their own files
Refer to the ECU policy:
https://registrar.ecu.edu/family-educational-rights-privacy-act/

10.2 t Access to intern support services, health services, counseling, testing, financial aid
Office of Student Financial Aid – Education, guidance, and support to individuals and families in the financial aid process and administers federal, state, and institutional aid programs to students. Hours: M-F 8:00 am to 5:00 pm.
Cashier’s Office – Billing, receiving, and financial record of keeping of student tuition, fees, and related charges. Hours: M-F 8:00 am to 5:00 pm.
For financial aid resources please refer to the ECU Office of Student Financial Aid Enrollment Services:
http://www.ecu.edu/cs-acad/financial/

Student Health Services – Primary healthcare services including medical clinic, pharmacy, lab, x-ray, health education, nutrition, rapid care, allergy clinic and sexual assault, and personal safety to enrolled students. The hours are M-F 8:00 am to 5:00 pm with the exception of 9:00 am opening on W. Urgent care offered Sat and Sun 9:00 am to 11:30 am. Medical advice from a nurse is available 24 hours per day, 365 days a year.
Health Sciences Campus Student Center – Satellite Student Health Service office. Hours: M-F 8:00 am to 5:00 pm with the exception of 10:00 am opening on Wed.
Please refer to the ECU Student Health Services website:
https://studenthealth.ecu.edu
Counseling is available through Navigate Counseling Clinic. Navigate Counseling Clinic – Services designed to help students identify challenges, cope with stress, improve interpersonal skills and relationships, choose a career or education path or change careers, improve confidence and self-esteem, improve assertiveness, and assess and address the impact of alcohol or drug use in their lives. Hours: by appointment.

http://www.ecu.edu/cs-dhs/ah/clinics/navigate/
Other ECU DI Policies and Procedures

a. Equal Opportunity Statement
East Carolina University is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, age or handicap. Moreover, East Carolina University is open to people of all races and actively seeks to promote diversity as An Equal Opportunity/Affirmative Action Employer. See http://www.ecu.edu/cs-acad/oed/dev/upload/Equal-Opportunity-Affirmative-Action-Plan2014.pdf

b. Costs to student
All program costs are borne by the intern as indicated in the first letter to students by the Program Director. Opportunities to attend meetings with a registration fee are identified to the class.

Tuition fees are subject to change from year to year as deemed necessary by the Board of Governors to support program expenses. Tuition and fees depend on the total number of hours taken during the semester; costs are subject to change each summer according to the state legislature. Updates can be found at: http://www.ecu.edu/cashier/tufee.cfm.


c. Roles and responsibilities

DI Program Director
- Coordinate activities among school, clinical facility, dietetic intern, clinical personnel, and faculty.
- Schedule dietetic interns for rotations, evaluate dietetic intern performance, administer Dietetic Internship exams, conduct live orientation, communicate with ACEND and CDR.
- Make final decisions about dietetic intern progress and program completion.
- Meet with prospective interns.

Faculty in NUTR Department
- Teach graduate courses;
- Provide feedback to director and dietetic intern on student progress.
- Cooperate with director for program improvements, intern selection, and ACEND expectations.
Track Coordinators and Facility Supervisors
- Plan practical experiences appropriate to the facility, supervise and evaluate assigned dietetic intern(s), provide feedback to the director, and serve as professional role models.
- Answer questions from preceptors and guide them to ensure a quality supervised practice for each intern.

Preceptors
- Provide clear expectations and guidance to the interns.
- Serve as professional role models for the interns.
- Sign Documentation of Dietetic Intern Practice Hours every week.
- Provide regular feedback. Complete written evaluations before interns leave the facility.

Dietetic Intern
- Take an active role in the practicum by making sure all competencies are achieved and evaluated.
- Demonstrate initiative, exhibit a desire to accept increasing levels of responsibility.
- Follow each facility’s policies and procedures carefully.
- Complete all projects, evaluations and assignments on time and in correct format.
- Follow the Code of Ethics and Standards of Professional Performance at all times.
- Share Evaluation Forms with their preceptors. Request that facility personnel complete evaluation forms at regular times and sign during a mutually agreed meeting.
- Maintain the log of practice hours to achieve the program requirement by the end of the year.

d. Cell phone use
Interns are expected to maintain phone service during the program year. Cell phone use is prohibited during supervised practice hours unless permission is given by the supervising dietitian or manager.

e. Changes in status, residence, phone
1. All changes in address, e-mail, marital status and telephone number must be given to the Internship Director via email. When phone numbers are changed for any reason, the Program Director must be notified immediately of the new number(s.)
2. Permanent address and e-mail changes are required to maintain correspondence after graduation.

f. Confidentiality and HIPAA training
Interns are expected to maintain confidential information as designated in HIPAA training for the University and for all facilities. Before the end of Orientation, interns are to complete HIPAA training at the designated ECU website over BlackBoard/Canvas. Documentation is maintained on file for each intern throughout the program. Additional training may be requested by assigned tracks and facilities.
g. Contracts and affiliation agreements
A current contract between ECU and affiliation sites must be on file before interns can start at any supervised practice site. The assigned CAHS staff member assures that all contracts are current. Interns who wish to have experiences in a new site may not do so until contracts have been established, a process which takes six weeks or longer.

h. Didactic Program (DPD) verification statement
An original, signed Verification Statement from the DPD advisor MUST on file with the Internship Director prior to starting rotations.

i. Dress code and appearance
- Good grooming and hygiene, including frequent bathing and use of antiperspirants/deodorant if necessary
- Good taste and appropriateness in clothing selections is expected
- No bare shoulders/cold shoulders/shirts with shoulder cutouts/tank tops, sandals, flip-flops, short-shorts
- Naval area must be covered
- Skirt and shorts are to be no higher than 2 inches above the knee.
- No fur or faux-fur

Interns should adhere to the dress code of the facility to which they are assigned. Some general guidelines include:
- Smoking is not allowed on ECU Campus or on the campus of most major medical centers. Smoking is not allowed during Supervised Practice Hours.
- Jewelry: rings limited to wedding rings/bands---one ring per hand
- Watch: are permitted, should be professional in appearance
- Earrings: one, plain, post-type earring per ear (no dangling or gauged ears)
- Hair: combed daily and arranged neatly; hair must be completely covered by a hair net, hair bonnet, or surgical cap when in food production areas; non-porous plastic or metal hair ornaments are permissible
- Hair color: hair must be a normal color throughout the entire internship (no unnatural colors)
- Tattoos: All visible tattoos must be covered throughout the entire internship
- Laboratory Coats: when deemed necessary by your site
- Body Piercings: are not allowed unless deemed an appropriate expression of religion (must be discussed and approved by DI Director)
- Pants should be at the waist or hips, no undergarments should show.

Women:
- Clean and pressed, white lab coat over a professional dress, blouse, skirt or slacks.
- Blouse/dress must have sleeves. Dress and skirt length should be no shorter than 2 inches above the knee.
Men:
- Clean and pressed, white lab coat over collared shirt, conservative tie optional, plain dark dress slacks, dark shoes.
- Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.
- Shoes:
  - Comfortable shoes in good condition that afford support and protection
  - Shoes are to be low heeled and closed toes, clean and polished
  - Tennis or sport shoes are not acceptable (unless medically indicated)

Miscellaneous:
- Gum chewing is not allowed
- Excessive makeup and perfume should not be used
- Nail polish is not allowed; no fake nails.
- Name tag must be worn at all times
- If privacy is required for restroom use, please take an extra few minutes, and seek out a restroom that will afford you the privacy.

j. Harassment
Interns should contact their Track Coordinator and/or Program Director in the event that they feel that they have experienced discrimination or sexual harassment. ECU follows a strict policy on Sexual Harassment, Discrimination, and Conflict of Interest and more information is available at: http://www.ecu.edu/cs-acad/titleIX/

k. Housing
Residency shall be maintained within reasonable driving distance of the assigned rotation sites. Housing is the responsibility of the interns.

l. Inclement weather
Interns should follow the inclement weather policy for their current site unless instructed by their preceptor to follow the University’s instructions.

m. Transcripts
Official transcripts should be obtained from the college or university, bearing the official seal of that program and month/day/year of BS degree or higher. The intern should keep a copy of each transcript for personal records. Official transcripts are submitted to the Director of the program during the application process. Completion of DPD requirements, a B.S. degree, and membership in the Academy of Nutrition and Dietetics are mandatory for completion of the Internship Program.

n. Immunizations
Interns are required to upload vaccination records to Castlebranch by July 1, 2021. Additional paperwork is at times required by your site prior to entering rotation.
ECU Specific Policies

a. Academic program progression policy
A dietetic intern must complete all Dietetic Internship courses and graduate level courses with a grade of B or better to remain in the Dietetic Internship Program.

b. Affirmative action compliance
Recruitment and selection practices are nondiscriminatory as indicated by the ECU policies in both undergraduate and graduate catalogs. No intern is denied participation in a learning experience because of discrimination.

c. Drug and alcohol policy
East Carolina University is dedicated to the pursuit and dissemination of knowledge and as such, expects members of the academic community to behave in a manner conducive to that end. The highest standards of personal and professional conduct must be maintained by faculty, staff, and students. Illegal or abusive use of drugs by members of the university community adversely affects the mission of the university and is prohibited. Accordingly, the East Carolina University Board of Trustees adopts the following policy consistent with the UNC Board of Governors’ Policy on Illegal Drugs.

The policy is intended to accomplish the following:
- Prevent drug abuse through a strong educational effort
- Encourage and facilitate the use of counseling services and rehabilitation programs by those members of the academic community who require their assistance in stopping drug abuse
- Discipline appropriately those members of the academic community who engage in illegal drug-related activities.
- **Education Efforts to Prevent Drug Abuse.** In keeping with its primary mission of education, East Carolina University will direct education toward all members of the academic community and will include information about the incompatibility of the use or sale of illegal drugs with the goals of East Carolina University; the health hazards associated with illegal drug use; the incompatibility of drug abuse with the maximum achievement of educational, career, and other personal goals; and the potential legal consequences of involvement with drugs.

For students who may experience an alcohol or drug problem while at the university, a substance abuse counseling program is available through the Counseling Center at 252-328-6661.

**Counseling and Rehabilitation Services to Prevent Drug Abuse.** Those faculty, staff, or students who seek assistance with a drug-related problem shall be provided with information about drug counseling and rehabilitation services available through East Carolina University and also
through community organizations. Those who voluntarily avail themselves of university services shall be assured that applicable standards of confidentiality will be observed.

**Disciplinary Actions to Prevent Drug Abuse.** Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes.

Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by the university. The university will initiate its own disciplinary proceedings against a student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interests of the university.

Penalties will be imposed by the university in accordance with procedural safeguards applicable to disciplinary actions against students and other employees, as required by Sections V and VI of Appendix D of the East Carolina University Faculty Manual and by the UNC Board of Governors’ policies applicable to other employees exempt from the State Personnel Act. The penalties to be imposed by the university may range from written warnings with probationary status to expulsion from enrollment and discharge from employment.

d. Graduation
Interns participate in Graduation Events as scheduled by the Department in the College of Allied Health.

e. Release of program graduate names
The release of graduate names is completed through the Registrar's Office (100 Whichard Building, 252-328-6747). Intern graduates are asked to keep their mailing addresses, telephone, and e-mail up to date for future contacts from the Director and the University.

f. Requests for surveys
After graduation, you will receive requests for survey input for the program. You will also be asked to pass along Employer Surveys. Please participate because your feedback is used for program improvement.
Code of Ethics for the Profession of Dietetics

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

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

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

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

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

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

Date: ________________________

Intern’s Name: ________________________________

Supervisor’s Name: ________________________________

Violation of Expectations, Responsibilities, and/or Policies & Procedures
  1. Unprofessional Conduct
  2. Unprofessional Appearance
  3. Lack of Cooperation
  4. Poor Attitude
  5. Unsatisfactory Work Performance
  6. Three unexcused Tardiness Episodes: Dates: _________________
  7. Three late assignment submissions: Dates: _________________
  8. Other: ______________________________________

Description of incidence: ______________________________________

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Supervisor Signature: ______________________________________

Intern Signature: ______________________________________

DI Director Signature: ______________________________________