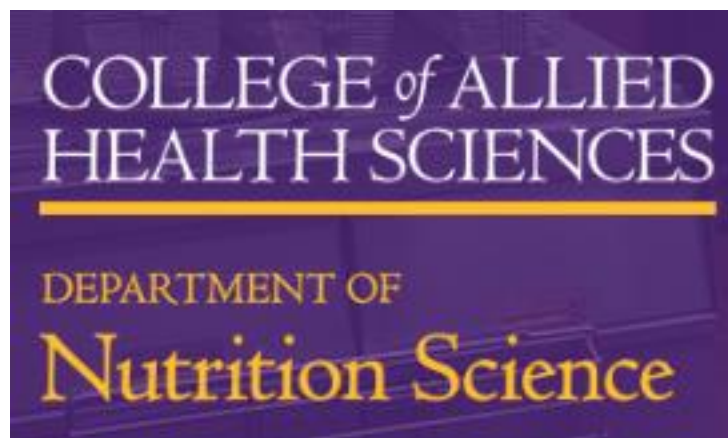


East Carolina University Master of Science Dietetic Internship with Internship Only Option



Intern Handbook
Policy and Procedure Manual
2024-2025
2022 ACEND Standards
Updated Summer 2024

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Program Overview

a. Mission Statement

The mission of the Masters Science Dietetic Internship with Internship only option 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: Graduates will be successful entry level registered dietitian nutritionists in the field of nutrition and dietetics.

- Completion objective:
 - MS-DI: At least 80% of interns complete program requirements within 3 years (150% of the program length)
 - DI-Verification Statement Only: At least 80% of interns complete the program requirements within 15 months (150% of program length)
- Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 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: Graduates will 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. Programs Overview – MS-DI and DI/Verification Statement Only

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 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 with site visits occurred in February 2003, February 2013, and February 2022. The next review cycle is scheduled for 2028. 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](#).

ECU is adding an MS-DI option in addition to the DI/Verification Statement Only option in the Fall 2024. Students admitted to the MS-DI option will complete 18 hours of online coursework in Year 1, followed by the Dietetic Internship in Year 2. Graduates will receive an MS Nutrition Science and a Verification Statement to sit for the RDN Exam.

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).

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.

Dietetic Internship/Verification Statement Only

Admission Requirements

- Grade point average of 3.0 or higher overall
- DPD Verification Statement Or Intent to Complete Form from an ACEND Accredited Program
- A completed graduate degree prior to entering the dietetic internship
- DICAS Application submitted by February 15, 2024 using the [DICAS Application Portal](#) and computer matching completed by February 15, 2024 at [D&D Digital Computer Matching](#). Both DICAS and D&D Digital charge a fee. Registering for D&D Digital costs

\$65, and for DICAS the first application fee is \$50 and the additional ones are each \$25. There is no additional fee required to apply to the ECU Dietetic Internship.

- Completed application to the ECU Graduate School after acceptance into the DI on the ECU Graduate School website.
- After interns are successfully matched to the ECU Dietetic Internship, they will be assigned rotation sites in June and finalized in July to allow for ample time to secure housing.

Students admitted to the Dietetic Internship/Verification Statement only enroll as non-degree seeking graduate students and register for internship classes (see sample schedule page 15).

MS Nutrition Science – Dietetic Internship Program

Admission Requirements

- DPD Grade point average of 2.7 or higher overall
- DPD Verification Statement Or Intent to Complete Form from an ACEND Accredited Program
- DICAS Application submitted by February 15, 2024 using the [DICAS Application Portal](#) and computer matching completed by February 15, 2024 at [D&D Digital Computer Matching](#). Both DICAS and D&D Digital charge a fee. Registering for D&D Digital costs \$65, and for DICAS the first application fee is \$50 and the additional ones are each \$25. There is no additional fee required to apply to the ECU Dietetic Internship.
- Completed application to the ECU Graduate School after acceptance into the DI on the ECU Graduate School website. Admission into ECU MS-DI contingent upon successful and completed application to the ECU Graduate School.
- Interns will be assigned rotation sites the summer after their first year to allow ample time to secure housing.

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

8.2 a Insurance Requirements and Professional Liability

Health Insurance

Interns are to maintain personal health insurance throughout supervised practice rotations. ECU MS-DI and DI only interns are not eligible for ECU sponsored health insurance. Health insurance is required for the dietetic internship portion and interns will have to provide proof and clearance in CastleBranch prior to beginning rotations. Those enrolled in the MS-DI are not required to have health insurance during the first year of online classes.

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.

8.2 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 and reliable transportation is required along with a valid government issued ID.** Interns may drive 30-60 minutes to sites depending on where they choose to live. 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.

8.2 c Injury or Illness while in a facility for supervised practice

Interns are expected to report illness or injuries immediately to their preceptor and Program Director. They are to follow facility procedures if injury occurs on a worksite (e.g., report to the Emergency Room or out-patient clinic, complete incident form). 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.

8.2 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 15, 2024. **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, Cape Fear Valley or Carteret, it may also be required that you create an account in their platforms to track vaccinations and rotation schedules. Approximate fee is \$25.

8.2 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.

8.2 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 or housing. 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.

8.2 g Process for filing and handling complaints

The faculty of the College of Allied Health, Department of Nutrition Science and preceptors 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 or acts of unprofessional conduct.

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). 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 the Program Director or Preceptor 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 the Program Director or Preceptor who determines that a dietetic intern cannot function at a safe level to notify the dietetic intern to leave the supervised practice setting. The Preceptor will then notify the Dietetic Internship Program Director within 3 days if the Preceptor does not wish the dietetic intern to return to the setting. Within 7 days, the Preceptor will provide to the Dietetic Internship Director written information to document the reasons for excluding the intern from supervised practice.

It is also the prerogative of the Preceptor or Site Department Head to contact the program director when a dietetic intern is not functioning at a professional or appropriate practicing level. If an intern has been counseled by a Preceptor for unprofessional conduct, lack of cooperation, poor attitude, repeated tardies or unsatisfactory work performance this will result in a Written Warning after the first counsel. If the dietetic intern receives a Written Notice twice, this will result in dismissal from the site and the program. If an intern is dismissed from a supervised practice rotation, it is not the responsibility of the program to find an alternate site and this may result in dismissal from the program.

Following the Written Notice, the Program Director will discuss with the intern, Preceptor and Department Chair, if needed. If the incident is deemed minor, the Dietetic Internship Program Director, in consultation with the Preceptor, will prescribe remedial work, an action plan or instruction for the dietetic intern and the dietetic intern will return to supervised practice. Satisfactory completion of action plan items is necessary for program completion. Interns and all involved parties will sign the Written Notice within 7 days to acknowledge the discussion and action plan, and keep a copy for their records.

If the incident is deemed not minor, the Dietetic Internship Program Director will notify the Nutrition Science Department Chair and make a recommendation regarding the dietetic intern's ongoing supervised practice status. The Department Chair will notify the Standing Hearing Committee and will provide written information prepared by the Preceptor.

IV. Hearing Process:

The Standing Hearing Committee, within 10 working days of notification by the Chairperson, will arrange with the dietetic intern and Preceptor for a time and place of hearing. The Standing Hearing Committee will hold a closed hearing at which time the Preceptor will be present and will provide written documentation and other oral or written evidence regarding the offense. The dietetic intern will be present with 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 Chair within 24 hours after the hearing. On rare occasions, an intern may be dismissed from the program.

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 Preceptor and Dietetic Internship Program Director as to the decision.
2. The final grade for the course (or supervised practice rotation) is the responsibility of the Program Director in conjunction with the Preceptor 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 faculty members chosen by the Department Head. Each member is appointed by the Department Chairperson with recommendations from the Dietetic

Internship Director. 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.

Intern Filing of Complaint Against Program

Interns are encouraged to discuss the complaint directly with the Program Director. 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: <https://www.ecu.edu/cs-acad/fsonline/customcf/currentfacultymanual/part6section4.pdf>
Intern complaints are filed in the Internship Director's office indefinitely.

8.2 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-notice-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>

8.2 i Assessment of prior learning or competence

The ECU MS-DI and DI Only does assess prior learning experience or competence. Please refer to the policy on our website.

8.2 j Formal assessment of intern learning and regular reports of performance and progress and

8.1 a 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, whether it be knowledge-based or professional/behavioral, 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. Interns who do not comply with action plan items will be dismissed from the program. 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 50 ACEND CRDN competencies on using the following scale:

5 Excellent: The intern was able to perform competency without RD supervision by the end of the rotation and showed outstanding knowledge / skill beyond expectations for entry-level practice.

4 Good: The intern was able to perform competency without RD supervision by the end of the rotation and showed knowledge / skill above a basic level (supports ability to perform consistently successfully in entry-level practice)

3 Satisfactory: The intern was able to perform competency without RD supervision by the end of the rotation and showed knowledge / skill above a basic level (supports ability to perform consistently successfully in entry-level practice)

2 Needs Improvement: The intern has demonstrated basic skills related to competency but is unable to perform consistently and/or without RD supervision.

1 Unsatisfactory: The intern has not yet successfully demonstrated even basic skills related to competency.

0 Not observed: Intern was not observed performing this competency. Unable to assess.

Most often the preceptor will be evaluating intern progress, occasionally it will be the role of the Program Director. All evaluations are online using REDCap, a secure web platform for building and managing online databases and surveys. Links will be given to preceptors by interns 2 weeks before finishing a rotation. Best practice is to fill out the evaluation form together, with intern providing examples of work when indicated. Failure to have evaluations completed could result in dismissal from the program.

8.2 k Program retention and remediation, tutorial support and **8.1 b** 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. If the intern fails to complete action items within assigned timeframe they will be dismissed from the program. 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.

8.2 l Dropout and Dismissal Policy

In special circumstances, the dietetic intern may negotiate a leave of absence with the Dietetic Internship Director. If a dietetic intern withdraws from 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. There is no guarantee that interns who withdraw will be readmitted after reapplying. When an intern is dismissed or chooses not to finish rotations, the grade will be incomplete or an F, thus preventing program completion.

Interns are guaranteed **6 weeks** of food service, **12 weeks** of clinical and **6 weeks** of community rotations. If the intern is dismissed from the site for any behavioral/professional reason (lack of professionalism, lack of knowledge progression, inability to take feedback, poor attitude as examples), another rotation cannot be guaranteed and the intern may not finish the program.

8.2 m Completion requirements and time allowed

Dietetic Internship/Verification Statement Only Completion Requirements:

- A dietetic intern will successfully complete the Dietetic Internship and be awarded a verification statement when he or she has met the below requirements:
- Received an average of 3 or higher (on a scale of 1-5) on all 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 DI classes: NUTR 6600, 6031, 6032, 6033, 6102 (3 sections).

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.

MS-DI Completion Requirements:

- Students will successfully complete the MS-DI when they have met the below requirements:
- Grade average of “B” or higher in 18 hours of first year MS coursework.
- Grade average of “B” or higher in all DI classes: NUTR 6600, 6031, 6032, 6033, 6102 (3 sections).
- MS Nutrition Graduate degree conferred.
- Received an average of 3 or higher (on a scale of 1-5) on 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.

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.

8.2 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 and graduate courses for MS-DI with B or higher.
- Has a GPA in rotations of 3.0 or higher.
- Completed the MS degree prior to the internship or completes as part of the MS-DI. Interns completing the MS-DI will receive the Verification Statements once transcripts are posted, which could be 6 weeks after graduation.

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.

8.2 o Distance program verification of identity

The ECU dietetic internship has 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. No testing is conducted online.

8.2 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.

8.2 q Program schedule, vacation, holidays, leave of absence

The East Carolina University Dietetic Internship begins with a 1 week virtual orientation in August prior to rotations. Orientation is mandatory, no exceptions. Interns can begin rotations in September. Although the university calendar ends in early December, the dietetic interns are often in rotation later into December. As an example, exams finished and ECU students were dismissed to winter break on December 10, however many interns stayed in rotation until December 20. In the Spring, interns tend to finish before the academic year is finished. Interns typically finish supervised practice in late March or early April then can use the remaining time to study for the exam. The Program Director can enter grades in early May, and provided interns have met the other Verification Statement requirements, they can finish the DI.

Students register 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:

Fall Semester

NUTR 6102 Current Issues in Clinical Nutrition – 2 semester hours

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 Program 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.

Interns are assigned rotations by the program director and are final. If interns turn down a rotation, another is not guaranteed and the intern will not finish the program.

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 interfere with rotation schedules of other dietetic interns assigned to the same facilities.

8.1 c Supervised Practice Documentation

This program requires 1000 hours of supervised practice, designed to give students entry-level competence in dietetic practice. Interns are responsible for hours tracking weekly and initialed by preceptor. Each rotations hours tracking sheet is available on Canvas. At the end of each rotation, interns submit their time sheets to their Portfolio. Failure to keep track of hours and submit to Portfolio could result in hours not counting towards the rotation.

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 or commute time. 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 estimated at 1-2 hours per night and 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.

8.2 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.

8.2 s Intern access to their own files

Refer to the ECU policy:

<https://registrar.ecu.edu/family-educational-rights-privacy-act/>

8.2 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 and 8.1 d Equitable Treatment Policy

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 <https://www.ecu.edu/pr/05/25/02> for the Notice of Nondiscrimination and Affirmative Action Policy.

b. Costs to student

All program costs are borne by the intern as indicated in the first letter to students by the Program Director. 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.

Scholarships are available on a competitive basis through the East Carolina University College of Allied Health, North Carolina Academy of Nutrition and Dietetics, The Academy of Nutrition and Dietetics Foundation, and other organizations. More information on the AND scholarships can be found at <https://www.eatrightfoundation.org/apply-for-funding/scholarships#Scholarships>.

Federal Financial Aid is available to those enrolled in the MS-DI and can be found at: <https://financialaid.ecu.edu>.

Interns enrolled in the Internship/Verification Statement Only option are considered 'non-degree seeking' and not eligible for Federal Financial Aid, but are eligible for private student loans.

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

- Cooperate with director for program improvements, intern selection, and ACEND expectations.

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 evaluations before interns leave the facility.
- Complete annual preceptor survey at:
:https://redcap.ecu.edu/surveys/?s=L7NCJMLKTKTEN8WE
- Please also refer to Preceptor Orientation Manual

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 Canvas. Documentation is maintained on file for each intern throughout the program. This training must be completed prior to placements in sites. Additional training may be requested by assigned tracks and facilities. Recordings of any kind are not permitted between any parties in the dietetic internship (ie intern and program director, intern and preceptor). Since the nature of most conversations is clinical in nature, this

will constitute a HIPAA violation. Violation of HIPAA and confidentiality will result in dismissal from the program.

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 Preceptor 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 MS degree are **mandatory** for completion of the Internship Program.

n. Immunizations

Interns are required to upload vaccination records to Castlebranch by July 15, 2024. Additional paperwork is at times required by your site prior to entering rotation. Additionally, certain sites require use of Rotation Manager or MyClinicalExchange to track vaccination records. Interns are provided with vaccination requirements in April to give them ample time to locate and submit their records.

The Covid vaccine is a requirement at most clinical sites for this internship. If you are assigned to a site that requires the Covid vaccine and you do not comply, this could result in not finishing the internship. Interns can apply for a religious or medical exemption, but this is site specific and not guaranteed. Interns granted an exemption must comply with the facility specific weekly PCR testing requirement and show results to their main preceptor and program director via weekly email. Failure to do so will result in dismissal from the site and the program. Some sites may require proof of Covid vaccination prior to beginning of the 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 University or Site Policies & Procedures:

1. Unprofessional Conduct
2. Unprofessional Appearance
3. Lack of Cooperation
4. Poor Attitude
5. Unsatisfactory Work Performance or Progression
6. Three unexcused Tardiness Episodes: Dates:
7. Three late assignment submissions: Dates:
8. Other:

Description of incidence

Supervisor Signature:

Intern Signature:

DI Director Signature: