

**UNIVERSITY OF MARYLAND
EASTERN SHORE
DIETETIC INTERNSHIP
HANDBOOK**

2019-20



UNIVERSITY *of* MARYLAND
EASTERN SHORE

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UMES Dietetic Internship Mission, Goals and Objectives

Mission:

To provide a variety of experiential learning activities and professional development opportunities that prepare graduates to become competent entry-level registered dietitian nutritionists capable of practicing in diverse communities.

Program Goals and Objectives:

Goal One: The UMES dietetic Internship will prepare graduates who are competent for entry-level practice in dietetics.

Outcome Measures:

- a. 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%.
- b. A minimum of 75% of employers will rank graduates as "good" or "satisfactory" or higher regarding the graduate's nutrition knowledge and preparation for entry-level practice.
- c. At least 80% of program students complete program/degree requirements within 15.5 months (150% of the program length).
- d. Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- e. 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- f. A minimum of 60% of graduates responding to a survey will indicate the variety of learning and professional development opportunities as a strength of the internship program.

Goal Two: The UMES dietetic internship graduates will contribute to the field of dietetics through leadership or community service and life-long learning.

Outcomes Measures:

A minimum of 25% of graduates responding to a survey will report holding a leadership position or participating in community service within one year of program completion.

A minimum of 50% of graduates responding to a survey will indicate they have attended or at least one program sponsored by a professional dietetic or health-related association within one year of program completion.

Goal Three: The UMES dietetic internship program will prepare competent entry level Registered Dietitian Nutritionists who have a strong diabetes knowledge base.

Outcomes Measures:

25% of graduates responding to a survey will indicate they are currently working towards obtaining their Certified Diabetes Educator (CDE) certification.

80% of graduates responding to a survey will indicate they felt the internship provided them with a good background in diabetes.

Program outcome data are available upon request from the program director.

Accreditation Status:

The Dietetic Internship is a performance-based program designed to bridge the gap between didactic education and entry-level professional dietetic practice. Approved by the Academy of Nutrition and Dietetics (A.N.D.), the UMES internship requires a minimum of 1288 clock hours of supervised practice in foodservice systems management, clinical nutrition, and community nutrition with a concentration in Diabetes. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has approved the acceptance of a maximum of six dietetic interns each year at the University of Maryland Eastern Shore which includes a pre-select option for senior undergraduate students at UMES.

This program is accredited through the Accreditation Council for Nutrition and Dietetics (ACEND) which is the accrediting agency for the Academy of Nutrition and Dietetics. The Accreditation Council for Nutrition and Dietetics is located at the following address:

120 South Riverside Plaza
Suite 2190

Chicago, IL 60606-6995

800/877-1600, ext. 5400

312/899-0040

Fax: 312/899-4817

Email: acend@eatright.org

Website: <http://www.eatright.org/ACEND/>

Eligibility Requirements for Dietitians: **

Academic Degree

A minimum if a Baccalaureate degree granted by a U.S. regionally accredited college/university or foreign equivalent**

Beginning in 2024 a master's degree will replace this requirement.

**Accredited education programs can be located at the following link:

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

<http://cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>

Current Minimum Academic Requirements

Completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic program in Dietetics. Signed verification statement from the DPD program.

Supervised Practice Requirements

All dietetic education programs accredited by ACEND must be in the U.S. or its territories. Supervised practice requirements stipulate completion of one of the Accreditation Council for Education in Nutrition and Dietetics accredited pathways:

- **Accredited Dietetic Internship Program**

Provides for the achievement of performance requirements for entry-level dietitians through a minimum of 1200 hours of supervised practice. The program follows completion of the Didactic Program in Dietetics and a Baccalaureate degree. Some programs may be completed part-time with supervised practice.

- **Accredited Coordinated Program**

Academic program in a U.S. regionally accredited college or university culminating in a minimum of a Baccalaureate degree. The program provides for the achievement of knowledge and performance requirements for entry-level dietitians through integration of didactic instruction with a minimum of 1200 hours of supervised practice.

Individualized Supervised Practice Pathways (ISPPs)

In September 2011, the Academy announced the development of Individualized Supervised Practice Pathways or ISPPs ("ispeys") which are intended to add supervised practice capacity through ACEND-accredited dietetics programs, while providing student protections missing from the unaccredited models of the past. This approach provides a framework that can align the availability of supervised practice with demand from DPD students who hold verification statements, thereby laying the foundation for addressing supervised-practice shortages in the future.

Some features of the ISPP initiative include:

- Developing processes for assessment of prior work experience and learning.
- Developing dietetics structured competency-assessment exams for assessment of prior work experience.
- Permitting DIs, CPs and DPDs to implement accredited ISPPs to prepare graduates with verification statements to sit for CDR's registration exam.
- Giving permission for programs to develop criteria for accepting individuals holding doctoral degrees or overseas dietitians into ISPPs without a didactic verification statement.

For more information: <http://www.eatright.org/ACEND/content.aspx?id=6442465002>.

Accredited DPD, DI and ISPP programs can be located at the following link:

<http://www.eatrightacend.org/ACEND/content.aspx?id=73>

Registration Eligibility Reciprocity

Registration eligibility reciprocity is extended to individuals who completed all certification requirements (didactic, experiential and examination) in the country with whom CDR has an agreement. CDR currently has reciprocity agreements with the following foreign regulatory boards.

- Dietitians of Canada (DC)
- Dutch Association of Dietitians/Ministry of Welfare, Public Health and Culture (NVD)
- Philippine Professional Regulation Commission (PRC)
- Irish Nutrition and Dietetic Institute (INDI)
- Health Professions Council (HCPC) United Kingdom

International Dietetics Programs

With the implementation of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) substantially equivalent process in 2003, CDR determined that it will no longer enter into registration eligibility reciprocity agreements. Only the five existing agreements, listed above, will remain in effect.

Graduates of international dietetics programs, determined to be “substantially equivalent” by ACEND, are eligible to take the CDR entry-level registration examination for dietitians provided they apply for registration eligibility to the Commission on or before July 1, 2019. Registration eligibility applications from graduates of “substantially equivalent” programs will not be considered after July 1, 2019.

ACEND established a new International Accreditation Process for international dietetics programs in 2012. This new international program accreditation process includes a required supervised practice experience in the United States. CDR has determined that it will allow graduates of the ACEND accredited international dietitian education programs to become eligible for the CDR registration examination for dietitians.

** Eligibility Requirements for Dietitians information was accessed from the website below on January 6, 2014.

<http://cdrnet.org/certifications/registration-eligibility-requirements-for-dietitians>

Dietitians practicing in the state of Maryland

Dietitians and nutritionists are required to be licensed to practice in the state of Maryland. Please refer to the Maryland State Board of Dietetic Practice website for specific information regarding this requirement.

<http://www.dhmh.maryland.gov/dietetic/SitePages/Home.aspx>

The Maryland Board of Dietetic Practice is found within the Maryland Department of Health and Mental Hygiene. The board operates under the Maryland Dietitians and Licensed Nutritionists Act, Health Occupation Article, Title 5, Annotated Code of Maryland.

Licensure application instructions can be found on the Maryland Board of Dietetic Practice website link below:

<http://dhmh.maryland.gov/dietetic/pdf/2011/dietetic-licensure-instructions.pdf>

Individuals who practice outside of Maryland, are encouraged to investigate their respective states requirements for practice. The link below will provide additional information regarding licensure in the United States.

<https://www.cdrnet.org/state-licensure>

Application Process:

UMES participates in DICAS – the Dietetic Internship Centralized Application System. The application must be submitted through the A.N.D./ACEND – Dietetic Internship Central Application System for the April matching period. Deadline for application to DICAS is in February. One official transcript from each institution attended submitted through the DICAS system. **A minimum grade point average of 3.0 is required and a 3.0 science GPA is highly encouraged.**

- Signed and dated Statement of Intent to Complete Degree Requirements for the Didactic Program
- Three A.N.D./ACEND Recommendation forms, two of which are completed by major professors.
- A typewritten letter of application which includes a discussion of your interest in the profession, short-term goals, long-term goals, and a statement regarding your attributes and why you are uniquely suited for this program.
- Qualifying applicants will be contacted for a telephone interview.
- Students must submit the DPD Verification Statement and final transcript(s) showing awarded degree prior to starting the program.
- Application fee of \$50.00 payable to “UMES” by check or money order (nonrefundable) sent separately to the Dietetic Internship Director indicating that an application was submitted to DICAS. Please include your name and contact information with your application fee.
- Applicants must be a student member of the Academy of Nutrition and Dietetics and must retain membership during the dietetic internship.
- A pre-select option is available to undergraduate seniors at UMES. Please contact Michael Kirtsos, internship director for further information.
- Please note that our internship program does not satisfy the requirements for a full time student on an F -1 visa or work visa. Please contact the Admissions office or Human Resources at UMES for more information.

Equal Opportunity Statement:

The University of Maryland Eastern Shore is an equal opportunity institution with respect to admissions, education, and use of facilities by prohibiting discrimination in those areas based on race, color, creed or religion, sex, sexual orientation, national origin, age, physical or mental handicap, or veteran status.

"The University of Maryland Eastern Shore's position in this regard is reaffirmed and is, applicable in the following specific ways:

- 1. Educational opportunities are open to all qualified applicants without distinction or preference on account of race, sex, color, creed, religion, or national origin.*
- 2. Assignments to the University of Maryland Eastern Shore residence halls and other housing facilities provided for students and faculty is made without reference to race, color, creed; religion, or national origin, and*

the University expects privately operated accommodations offered through its listing services to be operated in this manner.

3. *Employment opportunities at the University of Maryland Eastern Shore are filled solely on the basis of the merit of the applicants and without regard to race, sex, color, creed; religion, or national origin.*
4. *Referrals of applicant made by the University of Maryland Eastern Shore personnel or placement offices are made wholly on judgments of occupational qualifications, and requests for referrals containing reference to race, sex, color, religion, or national origin are not accepted*

Background Checks and Drug Testing:

All interns must complete a background check with Precheck prior to the internship at a cost of \$50. Interns will be required to complete a drug screen during orientation. Cost to the intern is approximately \$50 and Delaware background check, around \$18.

Each facility, which provides rotations for the UMES dietetic internship has unique requirements based on the individual facilities policies and procedures. Prior to each rotation the preceptor will notify the director concerning the need for a background check and/or a drug test. The intern will be responsible for any costs incurred for background and drug testing. If an intern is found to have a criminal background or positive drug test, they will not be able to complete the supervised practice of the internship and will not be eligible for graduation or a verification statement. Immediate dismissal of the intern will occur. Students who do not complete the facility requirements in the required designated timeframe also risk immediate termination from the program.

Professional Liability Insurance:

The University of Maryland Eastern Shore will provide student professional liability insurance. Additional insurance can be purchased individually at the discretion of the intern through the Academy of Nutrition and Dietetics administered by Marsh, a service of Seabury & Smith. Insurance is available for members of the Academy of Nutrition and Dietetics in the Student category. Cost of additional insurance will be the responsibility of the intern. Interns may also opt to choose another insurance carrier at their own expense.

Membership in the Academy of Nutrition and Dietetics:

All interns must be a member of the Academy of Nutrition and Dietetics for the duration of the internship. This fee will be incurred by the intern. A copy of your membership card will be kept on file during the internship.

Professionalism:

Interns are expected to present themselves in a professional manner during rotations, joint classes, university classes and supplemental activities. Professionalism includes appropriate dress (conservative business casual), language, writing, attitude and proper computer and texting etiquette. Additionally a professional attitude should be conveyed including respect, enthusiasm, responsibility, honesty and accountability. Full participation is required for all rotations and activities. Your attitude should be one of a professional manner.

Pre-Select Option:

UMES DPD seniors are eligible to participate in the pre-selection process. A maximum of two slots may be available after the selection committee evaluation. A completed application, three letters of recommendation and \$50 application fee must be submitted to the director by December 1st. If chosen as a possible candidate. Students will be contacted for a personal interview. A decision about placement will be determined by January 15. Students will be evaluated regarding volunteer experience, clinical nutrition experience, food service experience, community nutrition experience, references, grades and ability to completely follow application instructions. Inconsistencies and omissions in the application will not be considered.

Health Record:

The intern will incur the cost of the required physical and immunizations. All health examinations and immunization must be current and it is suggested they be completed in June or July prior to the start of the internship.

Students are required to submit health history and immunization proof upon entry to the university.

Documentation of the following is required:

Completed health history form

MMR (Measles, Mumps and Rubella)----- 2 doses

2 step PPD (Tuberculosis skin test)----- (for history of positive TB skin test, a chest x-ray is required) No earlier than July or August prior to the start of the internship

Hepatitis B Series

Varicella titer

Influenza

All required forms are provided by the director and must be submitted in July prior to the start of the internship.

Additional immunizations may be required by each individual facility. The intern will incur the expense for any additional immunizations required.

Medical Insurance:

Interns must have medical insurance during the complete duration of the program. Acquiring and maintaining insurance is the responsibility of the intern. Should an intern become ill or injured at the UMES campus or an outside rotation, the intern's medical coverage will take effect to cover all costs. Students are not considered employees when working in their respective rotations. Health insurance that only provides catastrophic coverage is not acceptable.

Insurance is available for purchase through the university at njcservices.com.

Automobile Insurance and Liability during Travel:

The dietetic internship requires the intern to be responsible to personal transportation to and from rotation sites on the Eastern Shore of Maryland. All interns must obtain automobile insurance for the entire duration of the internship. Interns are responsible for all liability during travel to and from all rotations, class days and additional activities during the internship. A copy of your automobile insurance card is required as part of your intern file. UMES travel waivers must be signed during orientation for travel. Failure to sign this waiver may result in the inability of the intern to successfully complete the programs and may risk termination from the program.

Google Drive/ Google Docs:

All interns and preceptors are requested to have access to Google Docs. A Gmail account is required for access. Interns are required to post the following completed documents on this feature:

1. Summer assignments
2. Modules
3. Competencies at the discretion of the respective preceptor
4. Competency tally
5. Evaluations
6. Time Sheets
7. Nutrition Care Process Form

Program Costs:

Program costs are **estimated** below and are subject to change without prior written notice.

Part-time Graduate Tuition, Fees and Other Cost	Maryland Residents	Non- Maryland Resident
Application Fee	\$ 50.00	\$ 50.00
*Tuition: 2 Credits (One credit for Fall semester and one credit for Spring semester)	664.00	1232.00
Student Fee/year	32.00	32.00
Technology Fee/year	9.00	9.00
Program Fee	5000.00	5000.00
Academy of Nutrition and Dietetics Student Membership Fee	58.00	58.00
CPR Certification (Approx.)	90.00	90.00
Housing – off campus estimate- dual occupancy	7500.00	7500.00
Meals estimate	2500.00	2500.00
Books and Other Supplies	600.00	600.00

Transportation/Parking/Car Repairs - estimated	3000.00	3000.00
Miscellaneous (Background check, drug screen, etc.)	500.00	500.00
Total	\$20,003.00	\$20,571.00

***NOTE: Notwithstanding any other provision of this or any other University publication, UMES reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University and the University System of Maryland Board of Regents.**

Fees and Expenses

Payment of Fees

The internship program fee is due by the middle of August prior to the start of the dietetic internship.

It is the policy of UMES not to defer payment on the basis of a pending application for financial assistance to an outside agency, including Veterans Administration benefits, bank loans, guaranteed student loan programs, etc.

Students whose accounts are in arrears will experience delays and holds in registration and in admittance to classes. Students indebted to the University are likewise prevented from having degrees conferred or transcripts released until the total debt is cleared.

The State of Maryland has a State Central Collections Unit, and in accordance with State law, UMES is required to refer all delinquent accounts to that office for collection and subsequent legal action.

Withdrawal and Tuition Refund (Regular Semester/Session)

A Cancellation of Registration, submitted to the undergraduate Admissions Office before the official first day of classes, entitles the student to a full credit or refund of semester/session tuition.

After classes begin, students who wish to terminate part or all of their registration must follow the drop class or withdrawal procedures of the Registrar and Academic Affairs. Students in USM intercampus enrollment must make certain they drop or withdraw at the host campus as well as at UMES. The effective date used in computing refunds is the date the drop and/or withdrawal form is filed.

Students dropping classes and/or withdrawing from the University during a semester will be credited for any allowable tuition charges, according to the following:

Period from date Refundable Tuition

Instruction begins only (no other fees)

Two weeks or less 80%

Between two and three weeks 60%

Between three and four weeks 40%

After four weeks No Refund

(This schedule is subject to change)

University Refund Statement (Regular Semester/Session)

Tuition is authorized for refund, according to a refund time schedule (see above), only if the student cancels registration before classes begin, or drops classes after classes begin, completes the prescribed procedures for withdrawal from classes for the semester, or is dismissed. Note that all of these conditions to be eligible for a tuition refund must be acted on during the refund schedule period.

The DI Application fee and dietetic internship program fee are non-refundable. The DI program will assume responsibility for payment of the graduate school application fee. IF an intern is required to extend their internship past the 41 weeks there may be an additional fee incurred by the student not to exceed \$6,000.

Financial Aid

Students in the University of Maryland Eastern Shore Dietetic Internship are not eligible for financial aid as the dietetic internship only provides 2 graduate credits over the 10 months period.

Applicants are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics and their state/local dietetic association's such as the Maryland Academy of Nutrition and Dietetics at www.eatwellmd.org.

<https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>

If an intern would like to apply for loan deferment, please contact your specific financial institution for the process of deferment. In some cases a letter may be requested from the director. This letter does not guarantee deferment as the intern's financial institution will have the final decision.

Housing Information:

Interns are encouraged to secure housing in or around the Salisbury area, as this is the central location for the majority of rotations.

Salisbury, Maryland Chamber of Commerce
<http://www.salisburyarea.com/>

Student Health Services:

The Charles R. Drew Health Center is located on the campus of the University of Maryland Eastern Shore in the Lida Brown building, directly behind Trigg Hall. The Health Center functions as a resource to help students achieve and maintain wellness, as well as a treatment center for health problems within the student population. The Student Health Center provides health care to the student population that is convenient, affordable and accessible within a pleasant, professional atmosphere.

The Student Health Center provides services from 8:00 am to 4:00 pm, Monday through Friday during the semesters. Students are seen on a walk-in basis from 8:00 am to 11 am and by appointment from 1 pm to 4 pm. Hours may vary during semester breaks and holidays.

Please refer to the UMES website for more detailed information. www.umes.edu/studenthealth

Student Support Services:

The University of Maryland Eastern Shore provides a variety of student services available for graduate students including:

1. Post Office – located in Student Services Center. Window Hours: 8:00 a.m. - 4:30 p.m., Monday – Friday. Mailbox Lobby Hours: 8:00 a.m. - 4:30 p.m., Monday – Friday, Phone: 410-651-6439.
2. Media Services Center located in the lower level of the Frederick Douglas Library. Hours: Monday-Friday 7:30 am-4:30 pm Telephone 410-651-6275/6154 Website: <https://www.umes.edu/FDL/Pages/Media-Services-Center/>.
3. Counseling Services. Located in Student Development Center 2nd Floor Suite 2260. Hours: Monday-Friday, 8am-5pm. Phone 410-651-6449 Website: www.umes.edu/counselingcenter.

Provides individual counseling to all students, solves social and personal adjustment problems as well as counseling to students unsure about major degree and careers. Specializing in mental health counseling.

4. Center for Access and Academic Success (CAAS). Located in the Student Development Center 2nd floor suite 2200. Phone 410-651-6215 or 6457. Contact person Mrs. Andrea Taylor, and Mrs. Tselate Talley. Website: www.umes.edu/caas.

Provides academic coaching and strategies to retain all students. Provides assistance regarding programs of study, course selection and information on use of online catalog and registration.

5. Health and Wellness Program, Fitness Center, Tawes Building, Phone: 410-651-7665, Contact Person Mike Hall. Website: www.umes.edu/wellnesscenter.
6. Office of Student Financial Aid located in the Student Development Center, Suite 1100 Princess Anne, MD 21853. Hours: Monday – Friday from 8:00 am until 5:00 pm. Telephone 410-651-6172, (fax) 410-651-7670. Website: www.umes.edu/financialaid.
7. Information Technology (IT) Services. Located in Waters Hall. Contact the Help Desk by phone at **TECH** (x8324 or **410-651-8324**) Website: www.umes.edu/it.
8. Writing Center- Wilson Hall 1107, Contact person Dr. Terry Smith, Phone 410-621-3071. Provides assistance in all stages of the writing process. Mon-Thurs.: 10:00am-7:00PM; Fri 10:00am-3:00pm. Open to all students in all courses.
9. Student Health Services located in the Lida Brown Building. Contact person Mrs. Sharone Grant Phone 410-651-6597. Website: www.umes.edu/studenthealth (see above).
10. Office of Student Accessibility Services located in the early childhood research center, suite 1129. Contact jacasares@umes.edu or 410-651-7848.

Facilitate Equal opportunity for students with special needs. Advocacy to assist students in maximizing their academic potential; campus visits, pre-admissions, classroom accommodations, etc.

11. Registrar located in Student Development Center, first floor, suite 1120. Contact: registrar@umes.edu. Phone 410-651-6413 or 6414.

Provides services all university academic records: issuances of transcripts, enrollment verifications, withdrawals form, the university, degree certification, change of majors, etc. Offers assistance with registration and/or problems entering data into HawkWeb.

12. Career Services located in Student Development Center second floor, suite 2158. Contact person Dr. Theresa Queenan Phone 410-651-6447.
13. Office of Graduate Studies, Engineering and Aviation Sciences Complex, Suite 3046. Contact person Dr. LaKeisha Harris, Interim Dean. Phone 410-651-6080. Website: <http://www.umes.edu/Grad> .
14. Book Store located in the Student Services Center. Phone 410-651-6437.

Transportation and Parking:

It is the intern's responsibility to have dependable transportation to all assigned rotations, joint classes and additional learning activities. Carpooling is suggested when possible to reduce travel costs. The intern must also carry automobile liability insurance throughout the program. The intern is responsible for all liability for safety in travel to or from assigned facilities.

A parking sticker or Visitor Pass is required for all personal vehicles parked on the UMES campus. Payment for parking stickers can be made during orientation. If you are using the Hawk Express Card, monies may be added to the card, and payment for the parking sticker can be deducted from the Hawk Express Card in the Student Services Center, room 2150 between 8:30

am to 3:00 pm. Other acceptable forms of payment are cash, check, credit card, money order.

Each rotation facility will have their own individual parking arrangements. The intern is responsible for securing parking information prior to the start of each rotation.

Program Schedule:

The program length is a minimum of 41 weeks. Interns are have 3 emergency/sick days during the program. Detailed **tentative** schedules will be presented to the interns during orientation at UMES. Schedules are subject to change at any time during the internship.

Didactic and supervise practice experiences include approximately:

Diabetes	160 hours
Long term care or developmental disability	120 hours
Food Service Management	160 hours
Renal	80 hours
MAC-Senior Center	24 hours
Research	60 hours
Clinical Rehab	120 hours
Clinical Acute	340 hours
WIC	32 hours
School Nutrition	160 hours
Psychiatric	32 hours
Total supervised practice hours	1288 hours
Didactic and Professional Meetings	200 hours

Affiliation Sites:

The program experiences are designed in categories of dietetic specialties from clinical nutrition, foodservice management and community nutrition. Some of the program partners include:

Atlantic General Hospital	Deer’s Head Hospital Center
Holly Center	Deer’s Head Hospital Center Dialysis
Laurel School District	HealthSouth Chesapeake Rehabilitation Hospital
Seaford School District	MAC Inc., Area Agency on Aging
Delmar School District	Moveable Feast
Atlantic General Hospital Diabetes Program	Salisbury University
Peninsula Regional Medical Center	WIC-Wicomico County Health Dept.
PRMC Nutrition and Diabetes Education Program	Eastern Shore Hospital
The Pines-Genesis Healthcare	Fresenius Dialysis Center
Wicomico Nursing Home	Nanticoke Memorial Hospital
Worcester County Health Department	Nanticoke Hospital Diabetes Program
Somerset County Heath Department	Maryland Special Olympics

**** Affiliation Sites are subject to change at any time during the internship.**

ACEND 2017 Required Core Competencies for Dietetic Internship Programs

The ACEND core competencies for the supervised practice component of entry-level dietitian nutritionist education programs describe what graduates should be able to do at the end of the supervised practice program. The competencies developed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.) are listed below. According to ACEND, the minimum performance level for the competency is indicated by the action verb used at the beginning of the statement. Student Learning Outcomes (SLO) are developed for each competency and a listed in the curriculum for each rotation.

1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.	
Upon completion of the program, graduates are able to:	
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: <i>Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.</i>)
CRDN 1.2	Apply evidence-based guidelines, systematic reviews, and scientific literature.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6	Incorporate critical-thinking in overall practice.
2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.	
Upon completion of the program, graduates are able to:	
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications. (e.g. research manuscripts, project proposals, education materials, policies and procedures)
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of interprofessional teams.
CRDN 2.5	Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply leadership skills to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Participate in professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice. (Tip: <i>Professional attributes include showing initiative and proactively developing</i>

	<i>solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic.)</i>
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues, and staff.
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14	Demonstrate advocacy on local, state or national legislation and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15	Practice and/or role play mentoring and precepting others.

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations	
Upon completion of the program, graduates are able to:	
CRDN 3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups, and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical exams.
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. <i>(Tip: Formats include oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing.)</i>
CRDN 3.4	Develop implement and evaluate presentations to a target audience.
CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9	Coordinate procurement, production, distribution, and service of goods and services, demonstrating and promoting reasonable use of resources.
CRDN 3.10	Develop and evaluate recipes, formulas, and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.
4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations	
Upon completion of the program, graduates are able to:	
CRDN 4.1	Participate in management of human resources
CRDN 4.2	Perform management functions related to safety, security, and sanitation that affect employees, customers, patients, facilities, and food
CRDN 4.3	Conduct clinical and customer service quality management activities.
CRDN 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.

CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste, and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.
CRDN 4.9	Explain the process of coding and billing for nutrition and dietetic services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice.

Diabetes Education and Counseling Concentration Competencies	
An evaluation of 3 or greater is required on the competencies listed below.	
Upon completion of the program, graduates are able to:	
Diabetes 1.1	Present diabetes related research at a professional meeting.
Diabetes 2.1	Apply the nutrition care process to a high-risk patient diagnosed with diabetes in a critical care setting.
Diabetes 3.1	Demonstrate appropriate diabetes counseling strategies using a diabetes counseling algorithm.

Competencies specific for various rotations must be signed and dated by the assigned preceptor after the completion of each activity and by the last day of the rotation. Each learning activity will also be evaluated by the preceptor on the competency form. The completed form should be included in your portfolio.

Rotation Preparation:

All required drug screens, backgrounds checks, paperwork and/or online information required by the facility must be completed by the intern within the designated timeframe for each facility or the intern will risk termination from the program. The intern is required to complete the rotation checklist, goals for the rotation and assigned modules prior to the start of the first day for each rotation. Reviewing topics which will be addressed and discussed during the rotation will best prepare the intern for that experience. Specific learning modules will be assigned during the internship prior to the beginning of the rotations. Additional paperwork and readings may be required by the preceptor.

Joint Classes:

Joint classes are specified on the intern’s schedule and are **mandatory**. Each class provides a unique opportunity to attend various facilities in the Baltimore and Washington, DC area. Transportation to the joint classes will be the intern’s responsibility unless otherwise specified.

The classes provide instruction on a variety of subjects including public policy, bariatric surgery and eating disorders, critical care, pediatrics, research and long term care. If a joint class is missed the intern will review (4) four journal articles relating to the subject matter and will present the articles at the next scheduled internship class. A report summarizing all of the articles will be included in the intern's portfolio and submitted to the director.

All joint classes will have a portfolio entry briefly explaining the content of each presenter, the relevance to practice, an evaluation of the day and a copy of the agenda.

Journal Club and Case Study:

All interns are required to present two journal club articles and one clinical case study presentation. Journal Club presentations should be chosen from research within the last three years. A meta-analysis should not be utilized. Each intern is obligated to select a research article from a peer reviewed journal relating to diabetes and one other topic of their choosing. The clinical case study presentation should be related to a patient with relevant nutrition implications during your acute clinical rotation. A rough draft of the clinical case study presentation should be prepared and presented to the preceptor of the rotation prior to final presentation at the case study presentation. Presentations should be a minimum of 45 minutes in length, case studies may be longer due to the nature of the topic. An average of 80% is required on the presentation evaluation forms the attendees. Interns will be allowed to repeat one journal club during the internship. Inability to complete the assignments with an 80% evaluation will risk termination from the program. All interns are required to attend each journal club and case study presentation regardless if they are presenting or not.

Portfolio:

Each intern is responsible for completing a portfolio entry/evaluation for every supervised practice activity and each didactic joint class/professional activity. Completed evaluations, assignments and modules are also part of the portfolio. There are two parts to the portfolio, a zip drive, provided by the university and a physical 3 ring binder.

- 1) Purchase a 2" binder with section dividers for competencies, evaluations and time sheets and additional supplemental materials. The activity explanations will be submitted via zip drive to the director and/or on google drive/docs.
- 2) Your binder should contain a copy of the completed competency/learning activity form signed and dated by the preceptor, along with supporting materials for each competency. Any item in your binder should be referenced as to its location in your activity explanation. Attach copies of nutritional assessments (following HIPPA guidelines removing all pertinent patient information), nutrition education materials, copies of power point presentations, pictures of developed materials, copy of handouts, surveys, flyers, etc., if they are not already included in your zip drive. Additionally, the mid-term evaluation if applicable, clinical evaluation, nutrition care process checklist, preceptor's evaluation and the rotation evaluation should be included in your binder. The director will conduct periodic assessments of the

- physical binder and zip drive and provide feedback for adjustments or missing material.
- 3) Your zip drive should include folders for each rotation, joint classes/professional activities along with your summer work. Within each folder interns are to prepare an explanation of each activity and a reflection addressing how the experience will enhance your practice.
 - 4) The time sheet will be signed at each rotation and a copy submitted with the signed competencies. Please make copies for each submission or post to google docs.
 - 5) *Your competency tally should be kept up to date on google drive and a hard copy in your portfolio binder.*
 - 6) *Folders in zip drive and / or on google drive/doc should include supplemental educational activities which include: Joint class meetings, MAND, diabetes evening classes, diabetes support group meetings, GAIT, UMES blog activity, TPN lecture, summer assignments, case study, journal club presentations, class assignments, and any activity completed which is not a rotation.*
 - 7) If there are corrections or additions recommended by the preceptor or director, the rotation entry will need to be corrected by the intern and re-submitted.
 - 8) The portfolio binder and zip drive is the property of the University of Maryland Eastern Shore. A completed portfolio is required to be submitted prior to graduation and receiving the verification statement.
 - 9) The portfolio will be submitted to the Internship Director after the completion of the rotation and the preceptor has reviewed all materials. Portfolio submission is required at each assigned UMES class days or on joint class days.
 - 10) Please note items on google drive will need to be transferred to the zip drive or binder for submission.

Intern Evaluation and Graduation Requirement for Issuance of the Verification Statement:

Interns must satisfy 100 % of the stated competencies at a proficiency level of competent or higher in addition to satisfying the required examination and assignment requirement listed below, in order to receive a Certificate of Program Completion or Verification Statement. Interns will receive feedback on their performance in the practicum setting from their preceptor. **Preceptors will determine whether competencies are satisfactorily met by achieving a 3 or higher on the evaluation form.** Formal evaluations will occur at the end of each rotation. If an intern is unable to achieve the competencies at the level of competent or higher, the preceptor and the program director will counsel him or her. If the intern has not made satisfactory progress by the end of a rotation, i.e. food service, clinical, or community, the rotation will be extended to an agreed upon length of time or the intern may be placed in a similar rotation at another facility. An intern is granted only one extension during the internship experience and will be asked to withdraw from the program if extensions are deemed necessary for more than one rotation.

A summative evaluation will be conducted at the end of each rotation using the following criteria, along with individual feedback on each competency learning activity.

N/O = NOT OBSERVED	1= NOVICE	2= BEGINNER	3= COMPETENT	4=PROFICIENT
No opportunity to observe intern performing a planned activity to meet this competency	Need a plan for improvement, repeatedly demonstrates a poor level of retention and comprehension.	Requires ongoing supervision and guidance, completes tasks with supervision.	Completes assignments with minimal supervision, proficient quality of work, competent in knowledge necessary to perform tasks, able to utilize resources to meet requirements outlined by the rotation.	Exceptional quality of work, tasks completed with total independence, intellectual and inquisitive, gathers information above expectations and is able to utilize in a conceptual manner.

The program director and program preceptors will utilize a variety of evaluation techniques to determine intern competency. Letter grades for the course (NUDT 600) will be based on composite scores derived from intern performance in the categories noted below:

- ◆ **Competency evaluations, portfolio evaluations**
- ◆ **Examinations/quizzes, journal club presentations and case studies**
(A minimum of 80% is required on all assignments and examinations)
- ◆ **Final evaluation (A minimum of 75% is required)**

Interns must complete a minimum of 1288 supervised practice hours as noted on your time sheet and 100% of all competencies with a level of competent (3) or higher on the performance matrix, a minimum score of 75% on the final examination and an 80% on each individual assignment including class quizzes, class assignments, journal presentations and case studies to be considered for graduation from the dietetic internship program.

If a quiz or assignment is scored below 80%, the intern will be required to repeat the assignment or quiz/test at a time and location designated by the director. Interns will only be allowed one repeat of any assignment. Additionally, they will be required to meet with the director to discuss each occurrence. Only three repeat occurrences are allowed before remedial action is taken with the exception of individual rotations. Interns are only allowed to repeat one rotation and may be asked to withdraw from the internship for continued poor performance.

Repetition of activities may require additional time and tuition. This may cause the intern to be absent from the graduation ceremony and/or not receive a verification statement at the end of the initial 41 weeks.

Tutoring will be available to the intern from the director or assigned preceptor if needed. Times for tutoring will not interfere with the normal schedule of the internship and will occur during

evening and/or weekend hours unless otherwise stated by the director.

The director will determine if each individual intern satisfies all requirements of the program including payment of all required fees and tuition. If the intern satisfies all requirements as specified by the director, a verification statement will be provided to the intern at graduation. Following graduation, the verification statements are submitted to the Commission on Dietetic Registration (CDR) for eligibility to sit for the Registration Examination for Registered Dietitians. The process of notification by CDR for eligibility to take the Registration Examination may take up to two weeks after electronic transmission of all paperwork by the director. There is an arbitrary audit of the director's paper work, which may delay the notification further.

Time Sheet

The preceptor or designee must sign the time sheet after the completion of each day in the rotation. **Please explain any irregular occurrence.** You are required to report a minimum of 1288 supervised practice hours. A copy of the time sheet must be included in your portfolio each time a rotation is submitted for review to the Internship Director.

Time for UMES classes and joint classes do not need to be documented. All supervised practice must be documented on the time sheet.

Request for time off documentation should be included on the evaluation form for the respective rotation.

Self-Assessment:

Each intern will prepare a self-assessment during orientation and after the completion of each rotation. This assessment will be part of the portfolio. Any weakness identified should be addressed in subsequent rotations and should also be the focus of the goals in later rotations. All self-assessment goals will be documented on page one of the Initial/Midterm Evaluation Form. Interns will keep a complete list of self-assessment goals with the respective rotations.

Interns will conduct quarterly self-assessments and will submit the completed form to the director and meet one-on-one to discuss each quarter.

A draft of the intern's self-assessment portfolio will be developed and presented at the exit interview. This portfolio should pattern the Commission on Dietetic Registration Professional Development Portfolio Guidelines including step one, two and three of the process. Each intern is required to determine a minimum of 3 goals.

Website: <https://www.cdrnet.org/goal-wizard-tutorial-presentation>

Program Evaluation:

Interns will be required to complete an assessment of each rotation, joint classes, supplemental activities and their preceptors. An exit interview evaluation of the internship is also required. These documents will be submitted as part of the intern's portfolio and will be included in the summative program evaluation.

A mid-term evaluation will be completed on all rotations which are greater than 2 weeks in length. The mid-term evaluation date should be discussed with the preceptor on the first day of the rotations. The internship director will attend the mid-term evaluation and discuss the weaknesses and strengths identified by the preceptor. The Internship Director may attend the final evaluation of a rotation as needed.

Dress Code:

Interns will dress appropriately for their rotations, joint class experiences, workshops, and meetings. Interns will wear name tags provided by the internship or the facility during every rotation. It is the responsibility of the intern to follow the dress code of the particular facility they are assigned. Professional dress does not include, jeans, leggings, tight pants, sweat shirts/pants, T-shirts, shorts, clogs, high heeled shoes, low cut or see through blouses, etc.

For the food production component, interns should wear appropriate, conservative professional dress with a clean white lab coat if required. Shoes must be leather, slip resistant, and closed at the toe. Nail enamel, fake fingernails, extensions, perfume or cologne are not allowed during the foodservice rotations. Excess jewelry should be avoided. Clogs and high heeled shoes are not permitted. Hair must be restrained – hair nets are required for foodservice rotations.

For the clinical rotation, conservative professional dress is required and a clean, white full-length lab coat may be required. Flat sole, comfortable shoes are appropriate. Nail enamel, fake fingernails, extensions, perfume or cologne are not allowed during the clinical rotations. Excess jewelry should be avoided. This is facility policy and will be strictly enforced. When attending joint classes, interns are expected to dress professionally, jeans, leggings, sweat shirt/pants, shorts or T-shirts are not permitted. Remember this internship is like a 10 month job interview.

It is suggested that males wear a collared shirt, belt, dress trousers and clean white lab coat. T-shirts and sweatshirts/sweatpants are not permitted. Neckties should be omitted or secured if worn for foodservice rotations. Hair nets are required during food service rotations. Facial hair will also require a restraint when working in the food service department.

Please remember you are representing both yourself and the University to potential employers and other dietetic professionals.

Piercings and tattoos will be discussed on an individual basis. Most facilities require piercings to be covered or removed, except ear piercings. However, it is the intern's responsibility to comply with each individual facility policy regarding dress, hair, and accessories.

Attendance and Participation:

A schedule for the year will be provided to each intern during orientation. Please note that the schedule is tentative and may be changed at any time during the internship. Notification of changes will be provided by the director. Please check your email frequently.

Preceptors and collaborating agencies are not compensated for their participation in the program. Their professional commitment to support dietetics education is compensated only by the degree to which you, the intern, are committed to this endeavor. For this reason, each intern is expected to report on time to the facility as assigned and remain there for the duration of the assignment each day until dismissed by the preceptor. **Each intern is responsible for maintaining an accurate time sheet and having it initialed daily by his/her preceptor or designated representative. You are required to work a minimum of 8 hours each day. Please contact the director if there are days which will be less than 8 hours.**

Should an emergency arise, you must notify the preceptor by phone, before the time you are scheduled to arrive. The internship director must also be notified, by phone prior to 8:00 A. M. Emails and text messages are not an acceptable form of notification.

Participation in UMES Class days and Joint Classes is **mandatory** unless otherwise specified. Transportation to the various locations is the responsibility of the interns.

Interns will be expected to follow-up each rotation and joint class with a thank you note to either the preceptor or program coordinators.

The director will notify the intern if a schedule change is required during the rotation. All substitution days will be met at a facility or the intern will be required to come to UMES. Interns will not be allowed to work from home. Interns should check their emails at least twice daily during the morning and afternoon.

Emergency/Sick Days:

Each intern is allowed a maximum of **(3) three emergency/sick days before time must be made up** during the internship. Please reserve these days for actual emergencies such as illnesses, snow days, car issues, and major medical or family issues, etc. Leave forms for emergency or anticipated sick leave (such as a medical appointments) must be submitted two weeks in advance for approval. Time missed beyond the three days must be made up prior to the end of the internship program and may require evening or weekends. Make-up time will be scheduled after consultation with the preceptor and program director. Emergency days must be approved by the director and then by the preceptor. Paper work should be completed and provided to the director a minimum of 2 weeks prior to the expected absence except in emergency situations. See emergency/sick leave documentation form.

Requests of personal time during short rotations of 2 weeks or less may not be approved unless due to bereavement, this includes staff relief.

Holidays:

The following holidays will be observed (Please note: we **do not** follow the university calendar): Labor Day, Thanksgiving Day and the Friday following Thanksgiving, Christmas Eve, Christmas, the week between Christmas and New Year's Eve, New Year's Day, Memorial Day, Spring Break (2 days around Easter). If you are scheduled to work any of these holidays you may request a day off at another time during the internship at the approval of the director. A sample copy of a typical intern schedule is available on the dietetic internship home page.

Snow Days:

The intern is responsible for discussing the facility's policy regarding snow days. Each individual facility policy will be observed. In the event of a class day or joint class, the policy is to follow the University of Maryland Eastern Shore snow policy as noted on the UMES website. Joint classes and supplemental activities will be decided

by the internship director before 5:00 AM. Snow days may need to be made up during the internship. These situations will be evaluated on an individual basis. Excessive absences will require the intern to work additional hours and/or days based on the preceptors schedule.

Absences Due to Bereavement:

The intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, step child or spouse's parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence is approved by the Internship Director. The schedule will be adjusted and additional days may need to be added to certain rotations at the discretion of the director.

Protection of Student Privacy:

UMES complies with the Federal Family Educational Rights and Privacy Act regarding the disclosure of student records. The student has access, upon request, to his/her Departmental files at all times; no files are to be removed from the Department office. For all educational records other than those housed by the Department, the student is referred to the UMES Policy and Procedures on the Disclosure of Student Records located in the Student Handbook.

Cell Phone and Electronic Communication Usage:

Interns are required to check their email and phones for text messages at least twice daily for any messages regarding changes in the schedule or requirements for rotations.

Cell phones and other electronic communication devices must be turned off or placed on silent while at the rotations, joint classes, professional activities and UMES classes. It is the intern's responsibility to identify and follow the facility policy concerning electronic communication devices during the rotations, discuss this with your preceptor on day one. Laptop computers may be brought to the rotations however this is at the discretion of the preceptor. Computers should be used for rotation assignments only. Interns should "cc" the director on all communication to any preceptor.

Reporting Code of Ethics Incident:

Each individual accepted into the dietetic internship must comply to the American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics. In the event of an intern exhibiting unethical behavior, the following procedure will be followed.

1. Discuss the incident with the internship director.
2. Document the occurrence on the Level 1 Incident form.
3. Schedule a meeting to discuss the occurrence with the intern, preceptor and the internship director and chair of the department of Human Ecology.
4. Discuss corrective action during the meeting and time frame if appropriate.
5. Prepare all paperwork for the Internship Director for inclusion in the Interns file.
6. The Internship Director will follow up with the preceptor concerning any additional action.
7. Level 2 Incident Form should be prepared if there is a repeat of the initial occurrence, the corrective action was not followed or a major violation has occurred.
8. Meeting to discuss Level 2 incidence should be scheduled with the preceptor, intern and internship director, chair of the department of Human Ecology and / or Dean of School of Agricultural and Natural Sciences as needed.

**UMES DIETETIC INTERNSHIP INCIDENT REPORT
LEVEL 1 INCIDENT**

Report documenting Verbal Warning. Copy to Internship Director and placed in interns file.

Intern: _____ Date of Incident: _____

Site: _____

Preceptor: _____ Internship Director _____

Person Reporting Incident/Title: _____

Please describe incident indicating ADA Code of Ethics violation(s) as applicable:

Document corrective action plan discussed between intern and Preceptor and/or Internship Director:

Signature of Person Reporting Incident

Date

List of Attachments (if any):

I (intern) received a copy of this report on: _____

Comments or Response (optional):

Intern Signature

Date

**UMES DIETETIC INTERNSHIP INCIDENT REPORT
LEVEL 2 INCIDENT**
Report to be sent to the Dietetic Internship Director and placed in interns file.

Intern: _____ Date of Incident: _____

Site: _____

Preceptor: _____ Internship Director _____

Person Reporting Incident/Title: _____

Please describe incident indicating ADA Code of Ethics violation(s) as applicable:

Describe how this incident was or will be addressed:

Should the UMES Dietetic Internship Program take further action? Yes _____ No _____

If yes, what do you suggest? (e.g. remediation, grade reduction, dismissal from the program)

Signature of Person Reporting Incident

List of Attachments (if any):

I received a copy of this report on: _____

Intern Signature

.....
I received a copy of this report on: _____

Signature of Dietetic Internship Director

Disability Statement:

Students capable of success, regardless of their disabilities are admitted to the university. The faculty and staff of the University of Maryland Eastern Shore work cooperatively to assist their students in achieving their educational goals. Moreover, students with disabilities are accommodated in accordance with both federal and state laws. To receive special accommodations for a disability, the student must register with Student Disability Services before any accommodations can be granted. At the time of registering for disability services, please bring documentation to support your claimed disability, this includes physical as well as learning disabilities. The documentation must be within three years and provided by a licensed professional with expertise in the special disability area. If you have questions about disability services or accommodations, please contact jcasares@umes.edu or at (410) 651-7848. The Office of Student Accessibility Services office is located in the Early Childhood Research Center, Suite 1129.

Academic Honesty:

Academic honesty and integrity lie at the heart of any educational enterprise. Students are expected to do their own work and neither to give nor receive assistance during quizzes, examinations, or other class exercises and includes plagiarism of material from websites or research. Because the university takes academic honesty seriously, penalties for violations may be severe, including failing the course and possibly being dismissed from the university. Students accused of academic dishonesty will be given due process before disciplinary action is taken. **Please request most current policy and procedure followed when academic dishonesty accusations are lodged by faculty against students from the faculty member, the academic advisor, or the department chair.**

Cheating and plagiarism are two of the most common forms of academic dishonesty and are described below:

Cheating includes but is not limited to:

- a. giving answers to others in a testing situation without permission of the instructor;
- b. taking or receiving answers from others in a test situation without permission of the instructor;
- c. having possession of test materials without permission;
- d. taking, giving, or receiving test materials prior to tests without permission;
- e. having someone else take a test or perform an assignment for you;
- f. submitting as your own work, work done by someone else;
- g. permitting someone else to submit your work under that person's name;
- h. falsifying research data or other research material;
- i. copying with or without permission any work, e.g., essays, short stories, poems, etc., from computer, hard drive or discs and presenting them as your own.

Plagiarism is the act of presenting as your own creation works actually created by others. Plagiarism consists of:

- a. taking ideas from a source without clearly giving proper reference in a way that identifies the original source of the ideas and distinguishes them from your own;
- b. indirectly quoting or paraphrasing material taken from a source without clearly giving proper reference in a way that identifies the original source and distinguishes the paraphrased material from your own compositions;
- c. directly quoting or exactly copying material from a source without giving proper reference or otherwise presenting the copied material as your own creation.

All references should be documented using MLA or APA format when submitting competencies or assignments.

Grievance/Complaint Procedures:

Interns with grievance, complaints, concerns, or problems are encouraged to speak with the internship director. If the problem cannot be resolved at this level, the intern should then make an appointment with the department chairperson to discuss the problem. To reach the department chairperson, please dial 410-651-6055. When possible, intern's concerns are handled at the department level. However, the intern may pursue progressive recourse through the Office of the Dean of the School of Agricultural and Natural Sciences, or the Vice President for Academic Affairs or the President. All decisions are made in accordance with the policies and procedures outlined by the Board of Regents and the laws of the State of Maryland. Some discretionary powers may rest with the president's office, as prescribed by policies of the Board of Regents of the University System of Maryland.

Complaints should be submitted in writing and will be kept on file in the internship director's office. Responses will be provided to students within a 3-day period. A complete resolution to a concern may take a longer period of time depending on the circumstances of the grievance. All items will be kept for a minimum of five years.

The Accreditation Council for Education in Nutrition and Dietetics will accept complaints relating to the programs compliance to the accreditation standards. Additional information regarding this process can be found at:

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

The Accreditation Council for Education in Nutrition and Dietetics (ASCEND) of the Academy of Nutrition and Dietetics:
120 South Riverside Plaza, Suite 2190, Chicago, IL 60606; 800/877-1600, ext. 5400, 312/899-0040, Fax: 312/899-4817
Email: acend@eatright.org
Website: <http://www.eatright.org/ACEND/>

Disciplinary/Termination Procedures:

Interns who consistently fail to demonstrate competency in the supervised practice, academic performance and/or appropriate personnel/professional characteristics risk dismissal from the program. Disciplinary action will be carried out in the following manner:

1. The preceptor, in consultation with the internship director files a Level 1 incident report. This report serves as a verbal warning and must be discussed with the intern. Together the preceptor and intern develop a corrective action plan. Space is provided for the intern's response and signature.
2. A second infraction results in a Level 2 incident report and constitutes a written warning and must be signed by the intern, preceptor filing the report and internship director. This written documentation of the intern's inadequate performance or improper behavior in the practicum setting is reviewed by the internship director.
3. After careful review of evidence, the internship director makes a determination regarding the need for further disciplinary action or dismissal from the program.
4. If it is determined by the internship director that there may be sufficient evidence for dismissal, a meeting of the Program Executive Committee, composed of the Chairperson of Department of Human Ecology and/or Dean of the School of Agriculture and Natural Sciences, Dietetic Internship Director and the preceptor filing the level 2 incident report if applicable, will be convened. The committee will then meet with the intern for discussion.
5. The Program Executive Committee will make a recommendation, by secret vote, for intern dismissal or retention in the program.
6. A committee recommendation for dismissal will be submitted to Vice President for Academic Affairs for official action.
7. If the intern does not agree with the decision, and wishes to pursue the matter further, he or she may utilize the University Grievance Procedure outlined above.
8. If an intern is not agreeable with the decision of the Program Executive Committee, the intern is directed to submit a complaint to ACEND.

The Accreditation Council for Nutrition and Dietetics (ACEND) is located at the following address:

120 South Riverside Plaza
Suite 2190

Chicago, IL 60606-6995

800/877-1600, ext. 5400

312/899-0040

Fax: 312/899-4817

Email: acend@eatright.org

Website: <http://www.eatright.org/ACEND/>

Prior Learning/Supervised Practice Hours:

The University of Maryland Eastern Shore Dietetic Internship **does not** award any exemption from internship rotations/assignments for any prior education courses, and/or experiences. All competencies must be completed during the internship and signed off by the preceptor or dietetic internship director.

Employee Substitution:

Interns should not be considered as employee substitutes during their assigned rotations. The intern may be required to work with an employee or in an employee position to best understand their specific job responsibilities for a short period of time. Time in the facilities is considered supervised practice. If an intern questions the activities, they should contact the internship director as soon as possible.

Injury at Assigned Rotations, Classes or Additional Activities

All injuries and/or accidents must be reported to the assigned preceptor and internship director as soon as possible. The intern should obtain emergency medical care. An accident report will be completed as soon as possible and submitted to the facility preceptor where the accident occurred and a copy will be faxed to the internship director. Please complete the facility accident form and the University of Maryland Accident Form. Interns are responsible for all medical costs and treatment related to the occurrence.

Nutrition Care Process –Diagnosis Checklist

Using the Nutrition Care Process-Diagnosis Checklist, interns will note in all rotations which medical diagnosis with nutrition implications they have assessed via the nutrition care process. Interns must document at least 3 or more in each category. Please make note of any additional diagnoses, which are not included. You may note a patient having several diagnoses under each category. If an intern does not address a particular diagnosis for 3 instances, a case study will be provided for them to complete and return to the director. The preceptor of the rotation must initial each entry. A copy of the completed form will be included in your portfolio during submission of clinical and community rotations.

Interns' Responsibilities:

- 1) All interns are required to check their email and or phones at least twice daily for possible changes to the schedule or for paperwork requirements.
- 2) All competencies must be completed to the satisfaction of the assigned preceptor with an evaluation of competent (3) or greater. The planned learning activity explanation should be presented to the preceptor in its completion, before the end of the rotation. **(You can fail a rotation!)** Interns will be allowed to repeat only one rotation. If additional rotations are not satisfactorily completed the intern will not meet program requirements and will be asked to withdraw.

- 3) Please speak with the preceptor on the first day of the rotation, concerning their expectations for the rotation, your expectations, time schedule, how and when to submit competencies. It is the intern's responsibility to understand the expectations of the preceptor. All goals and expectations for the rotation should be discussed on the first day or during the first week of the rotation including evaluation date and competency submission dates. Do not submit all assignments on the last day of the rotation and expect the preceptor to review everything in one day.
- 4) Interns' will be responsible for understanding the expectations of each preceptor. Discuss how each activity should be submitted i.e., in rough draft, formal document or verbal discussion. Please consult with the preceptor on a continual basis. Many rotations will require interns to work independently especially school nutrition and food service rotations. Please schedule frequent meetings with your preceptor to review competencies. This is not the responsibility of the preceptor.
Do not assume that all preceptors will be the same.
- 5) It is the interns' responsibility to have the competency, evaluation forms and completed modules for the preceptor for the first day of the rotation. Please arrive at each rotation on time and prepared.
- 6) Rotations which are two weeks or less in length will not have a mid-term evaluation. A final evaluation for these rotations will be required along with the competencies.
- 7) Interns will be allowed only one late submission of their portfolio, one week following the class. Please contact the internship director the week before the assigned class. **Evaluation forms and competency forms must be submitted after every rotation, no exceptions.**
- 8) Please proofread your competencies and portfolio before submission, as they will be returned for clarification, punctuation and grammar. Continued errors in punctuation and grammar may requiring additional tutoring or training to be completed outside of designated rotation time.
- 9) Do not ask for time to write up competencies or prepare your portfolio at the assigned rotations. This time is designated for supervised practice. Remember you are training to be a professional and/or manager. Be proactive and demonstrate a willingness to learn and accept constructive criticism.
- 10) You may be asked to participate in additional experiences which are not written as a particular activity. Consider these unique opportunities. Interns should NOT refuse additional opportunities. Any questions regarding this should be directed to the internship director. Competencies are not your only responsibilities in the rotations.
- 11) Some competencies are repeated. Repetition is designed for the intern to evaluate their competence in a variety of settings. Receiving a satisfactory score once does not demonstrate proficiency in a competency necessarily. It is the intern's challenge to identify the reason for this. The intern is responsible for completing repeated competencies.

- 12) You are representing the University at your rotations and joint classes please remember to dress and act professionally.
- 13) Do not plan on leaving early during a rotation. All travel arrangements should be made with these considerations in mind. A copy of the schedule is provided at the orientation of the internship. Do not purchase airline or train tickets without checking with the internship director concerning dates and times.
- 14) Please cc the internship director on all email correspondence.
- 15) Identify and follow the snow day policy of each rotation on the first day of the rotation. Contact the internship director regarding any snow day at a rotation.
- 16) If you have completed your assigned competencies / learning activities at a facility, this is your opportunity to observe the management of the employees. Walk around the facility and take note of sanitation and safety concerns, employee habits and interactions, etc. **Ask if there is anything you can do to assist the staff.** You should take every opportunity to experience the facility with the preceptor's permission.
- 17) Preceptors are volunteers. Their main responsibility is to their respective jobs and then to the internship. Please send a thank-you note to each preceptor after completion of each assigned rotation, journal club and joint class.
- 18) Please contact the internship director as soon as possible concerning any preceptor issues or concerns.
The internship director will address any issue after investigating the situation.
Timeliness may facilitate a rotation replacement if needed.
- 19) Complete the nutrition care process diagnosis checklist during community and clinical rotations. A copy of the completed form should be included in your portfolio submission.
- 20) Complete the competency tally form after the completion of each rotation and present it to the next preceptor for their review for them to assess your strengths and weaknesses. This document should also be posted on google drive/doc.
- 21) Interns are responsible to complete all paperwork and forms required by each individual facility prior to the beginning of the rotation. Please ask the preceptor when you make your initial phone contact.
- 22) All completed competency write ups for rotations should be uploaded to Google drive/docs.
- 23) Failure of interns to complete required paperwork, background checks, drug screens, orientation or any additional requirements of the facility may prevent the intern from participating the rotation. This means the intern will not meet the program requirements and will be asked to withdraw.

Laws that Regulate Dietitians/Nutritionists

Forty-six states have enacted legislation regulating the practice of dietetics. State licensure and state certification are entirely separate and distinct from registration or certification by the Commission on Dietetic Registration. Information on state licensure and certification is provided at the following link:

<https://www.cdrnet.org/state-licensure>

All future dietitians should contact their respective state regulatory agency prior to practicing dietetics.

A Licensure summary of statutes is listed on the Commission on Dietetic Registration website at the following link:

<https://www.eatrightpro.org/-/media/eatrightpro-files/advocacy/licensure-by-state-data-table.pdf?la=en&hash=DC398164C9A4A0B7E0E51CC2C12E091A9BEB306B>

This information was obtained from the Commission on Dietetic Registration website <https://www.cdrnet.org/state-licensure> accessed on June 24, 2019.

HIPPA

During your various rotations it is imperative that you keep all information confidential. This information includes but is not limited to medical information about patients, patients which are in various facilities, billing information, costs from vendors, free and reduced lunch students, students attending various schools, contact information for clients, and computer access codes and passwords at rotations.

When preparing your competencies, please remember to remove the patient name and/or number for submission in your portfolio. Your portfolio is a public document.

Taking pictures of medical charts or documents to reference later is not acceptable as well as saving documents to your zip drive that contain health protected information, violation of this may be a HIPPA violation and will result in automatic termination from the internship program. You may be asked to sign an agreement at assigned rotations concerning your HIPPA compliance.

CPR

Interns will be responsible for obtaining a current CPR certification prior to beginning the internship. The fee will be incurred by the intern. First aid certification is not required.

Orientation Topics

The following topics will be addressed during orientation at PRMC prior to the rotation schedule. Additional topics may be added or deleted at the discretion of the internship director.

Certain facilities may require an additional orientation. The intern is responsible for attending and completing all requirements for each facility prior to the rotation start date. Please notify the internship director of any requirement which may take the intern out of scheduled rotation time.

Blood borne pathogens	Hazardous Materials Management
Body mechanics	Intro to Infection Control
Electrical Safety	Medical Equipment Management
Emergency Management	Preventing Tuberculosis
Fire Safety	Radiation Safety
HIPPA	Sexual Harassment
Corporate Compliance	Adult learning
Menu Planning	Enteral Nutrition
Pharmacology for diabetes	Research
Physical Assessment	

EMERGENCY CONTACT INFORMATION

The Director of the Dietetic Internship Program is always available to assist the intern during the course of the internship. Questions, suggestions or concerns should be addressed as soon as they occur. Please do not hesitate to contact me at any time of the day or week.

Michael Kirtsos, MS, RDN, CSSD, LDN

Dietetic Internship Director

Lecturer

University of Maryland Eastern Shore

2107 Richard A. Henson Center

Princess Anne, Maryland 21853

Work # 410-651-7578

Cell # 443-783-6878

mkirtsos@umes.edu

This handbook is subject to changes and corrections without prior notice. Interns will be notified of changes when they are implemented.

Updated 6/2019

INITIAL/MID TERM EVALUATION

Dietetic Intern _____ Rotation _____

Preceptor _____ Dates of Rotation _____

PART 1

On the first day of the rotation, review the competencies and activities for the rotation. Discuss with preceptor expectations for the rotation.

Expectations for Rotation (May use back of form for additional space)

Rotation Goals:



How will the competencies be submitted for review to the preceptor? _____

Review competency tally from previous rotation(s) _____

Submit and discuss the module for this rotation (refer to the module schedule): _____

Snow day policy reviewed: _____

Cell phone and communications device policy reviewed: _____

Date for mid-term: _____

Date for final evaluation: _____

Orientation to facility: _____

Contact person if preceptor is unavailable: _____

Review Clinical Rotation Components Evaluation from previous rotation (long term care, rehabilitation hospital and acute care hospital rotations only) _____

EXPLANATION FOR LEAVE OF ABSENCE FROM ROTATION*

DATE	LENGTH OF TIME	REASON	PRECEPTOR SIGNATURE	MAKE UP DATE

*ATTACH PAPERWORK

PART 2

At the **mid point** of the rotation, please evaluate the intern on each skill, behavior, or knowledge prior to the site visit by the internship director. **For a rating of 1, please comment below.**

RATING SCALE

1 = Improvement Required	2 = Satisfactory	3- Exceeds Expectations
Demonstrated below minimum skill, behavior or knowledge. Needs further development. Please comment on each evaluation receiving “1”	Consistently and independently demonstrates adequate skill, behavior and knowledge.	Works independently and strives for excellence with minimal guidance.

PROFESSIONALISM				
Displays professional appearance and behavior	N/A	1	2	3
Maintains confidentiality of information	N/A	1	2	3
Sets and enforces high standards of professional ethics	N/A	1	2	3
Fosters teamwork and interacts well with staff and interns	N/A	1	2	3
Reports to work on time and does not leave until designated time	N/A	1	2	3
Takes initiative to do more than what is expected	N/A	1	2	3
Accepts responsibility for his/her actions	N/A	1	2	3
Adjusts their behavior to meet the needs of a changing environment	N/A	1	2	3
PERSONAL MANAGEMENT SKILLS	N/A			
Appropriately prioritizes work assignments and tasks	N/A	1	2	3
Comes prepared daily for rotation	N/A	1	2	3
Follows directions	N/A	1	2	3
Demonstrates initiative	N/A	1	2	3
Follows through on commitments	N/A	1	2	3
COMMUNICATION SKILLS	N/A			
Writes effectively (clear, organized, appropriate grammar and spelling)	N/A	1	2	3
Voices understanding of the preceptor’s expectations	N/A	1	2	3
Speaks in a clear professional manner to convey accurate information	N/A	1	2	3
Responds appropriately to verbal and nonverbal cues	N/A	1	2	3
Accepts constructive criticism graciously from others.	N/A	1	2	3
KNOWLEDGE BASE	N/A			
Demonstrates capacity to acquire knowledge and grasp concepts	N/A	1	2	3
Demonstrates appropriate knowledge and expertise in assigned tasks	N/A	1	2	3
Asks questions for clarification of issues		1	2	3

COMMENTS

AREAS OF STRENGTH:

AREAS NEEDING FURTHER DEVELOPMENT:

Preceptor _____ Date _____ Intern _____ Date _____

Internship Director _____ Date _____

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CLINICAL ROTATION EVALUATION

Dietetic Intern: _____

Date: _____

Ratings:

1 = Does Not Perform Satisfactorily (Needs a plan for improvement, repeatedly demonstrates a poor level of retention and comprehension)

2 = Performs Satisfactorily But Not Independently (Requires ongoing supervision and guidance, completes tasks with supervision)

3 = Performs Independently With Minimum Guidance (Completes assignments with minimal supervision, proficient quality of work, competent in knowledge necessary to perform required tasks, able to utilize resources to meet requirements outlined by the rotation)

4 = Performs Independently Without Guidance (Exceptional quality of work, tasks completed with total independence, intellectual and inquisitive, gathers information above expectations and is able to utilize in a conceptual manner)

N/O = Not Observed

N/A = not applicable

Criteria

	Midterm	Comments	Final	Comments
BASIC KNOWLEDGE				
Interpretation of medical terminology				
Describe implication of disease.				
Is competent in the use of EMR/computers				
Demonstrates capacity of acquire knowledge and grasp concepts				

Criteria	Midterm	Comments	Final	Comments
NUTRITION CARE PROCESS				
Obtain all pertinent data from clinical record, patient/family and health care team				
Calculate and assess body composition data (calculations are accurate)				
Able to conduct Nutrition Focused Physical Assessment				
Diagnose nutrition problems utilizing Problem, etiology, signs and symptoms (PES) statement				
Interpretation of laboratory parameters				

pertinent to nutrition				
Able to plan and implement appropriate interventions/goals . Intervention is tailored to the needs of the individual patient.				
Able to measure, monitor and evaluate the changes in nutrition care indicators.				

Criteria	Midterm	Comments	Final	Comments
TEAMWORK & COLLABORATION				
Refer patients to other healthcare team members and services				
Conduct nutrition care healthcare team rounds to discuss patient treatment and discharge needs				

Criteria	Midterm	Comments	Final	Comments
Professionalism				
Complete work in a timely and professional manner				
Accepts responsibility for his/her actions and reliable				
Practices ethical behavior				
Preserves confidentiality of all patients				
Displays professional appearance and behavior				
Fosters team work and interacts well with staff and interns				
Takes initiative to do more than what is expected				

Criteria	Midterm	Comment	Final	Comment
PERSONAL MANAGEMENT SKILLS				
Appropriately prioritizes work assignments and tasks				
Prepared for daily rotation				
Follows directions				
Demonstrates initiative				

Criteria	Midterm	Comment	Final	Comment
CRITICAL THINKING				
Shows ability in independently gathering relevant information				
Able to generate an alternate conclusions with changing information				
Is able to utilize and apply evidence based practice				

and research				
Is able to critically evaluate and interpret scientific literature				

Criteria	Midterm	Comments	Final	Comments
SELF ASSESSMENT				
Intern effectively communicates his/her needs or questions to preceptor				
Intern able to identify strengths and areas of opportunity for improvement				
Seeks our resources and makes and takes opportunities to learn. Strives for continuous learning.				

PROJECTS/MEETINGS/COMMITTEES	ATTENDED	LIST PROJECTS/MEETINGS/COMMITTEES
Rounds on the units		
Created or reviewed nutritional education materials		
Presented an in-service/speaking engagement to target audience		
Participate in committees		
Bulletin Board		
Other		

MIDTERM EVALUATION COMMENTS:

MIDTERM SIGNATURES

Preceptor's Signature _____ Date _____

Dietetic Internship Director Signature _____ Date _____

FINAL EVALUATION COMMENTS:

Preceptor's Signature _____ Date _____

Dietetic Internship Director Signature _____ Date _____

UMES Dietetic Internship

EMERGENCY/SICK LEAVE DOCUMENTATION FORM

Application for excused absences for emergency/sick leave requires that this form be completed to include all signatures 2 weeks prior to your requested sick day (e.g., doctor's appointment) or the next business day for reporting of time missed because of a sick leave related event. If you are in a rotation, you should have the form signed by your preceptor and the internship director. A copy of the completed form should be provided to the internship director and placed in your file.

Anything beyond the 3 days must be made up to insure that you have met the required number of hours for this internship.

(1) Name: _____ Date Form Completed: _____

Date: _____

(2) Period of Leave and Total Hours = _____

- Leave START Date and Time for which you are requesting or reporting sick/personal leave:

- Leave END Date and Time for which you are requesting or reporting sick/personal leave:

(3) Please describe what obligations or responsibilities that will be (or were) missed during the requested/reported sick/personal leave period:

If applicable, describe how these obligations or responsibilities will be met or covered:

(4) For cases of unanticipated/emergency sick leave, please describe the timing and mechanism by which you notified any parties affected by your absence:

(5) Intern Signature: _____

Use reverse side of this sheet for notes or conditions related to excusal for sick leave request/report (optional)

Signatures should be obtained in this order:

Excused Not Excused

Internship Director Signature/Date

Excused Not Excused

Preceptor Signature/Date

**University of Maryland Eastern Shore
Dietetic Internship Program
Program Evaluations**

Intern's Name _____ Date _____

Facility _____ Rotation _____

1. To what extent did this rotation contribute to your professional development?
 - A. Contributed greatly
 - B. Contributed somewhat
 - C. Contributed little

2. a. Which learning activities were most valuable to you?

b. Why do you feel this valuable, and in what way did it contribute development (information, insight, experience, etc.)?

3. Which activities were least valuable (explain)?

4. Were there experiences which you feel were repetitious of those you had in other situations? Yes _____ No _____
Comments:

5. Did you feel that the time provided for the rotation was adequate? Yes ___ No ___

6. Did the sequence of the activities allow for maximum development Yes ___ No ___
What changes would you suggest?

7. **Did the preceptor/faculty member make his/her expectations clear to you?**
Yes _____ No _____ **Explain:**
8. **Was the preceptor/faculty member supportive of your efforts to learn?**
Yes _____ No _____ **Explain:**
9. **Were you sufficiently prepared for the rotation? Yes _____ No _____**
10. **Overall opinion and comments:**

**UMES DIETETIC PRECEPTOR EVALUATION
BY INTERN**

Please complete one form for each site, evaluating the major preceptor at that site. If you spent a substantial amount of time with more than one supervisor, complete a **SEPARATE FORM** for each.

Name of Preceptor: _____ Facility: _____

Date: _____ Rotation: _____

Using the scale below check the box that best reflects your assessment of this preceptor. If you have insufficient information to judge an item, circle 0 (not applicable). **Provide comments to explain any ratings of 1 or 2.**

0 = Not applicable/not appropriate for this site/insufficient information

1 = Unacceptable

2 = Needs improvement

3 = Good

4 = Excellent

For each of the following items, rate your supervisor's performance.

Quality	0	1	2	3	4
1. Amount of time spent with intern.					
2. Effective use of time.					
3. Availability and willingness to answer questions.					
4. Communicated knowledge of appropriate professional information.					
5. Discussed his/her job and the basis for performance.					
6. Referred you to appropriate resources relevant to the rotation area.					
7. Helped you see your strengths and weaknesses more clearly.					
8. Encouraged you to function independently.					
9. Discussed administrative and organizational aspects of site.					
10. Reviewed objectives and performance expectations as necessary.					
11. Made assignments appropriate to objective.					
12. Modeled communication styles with other professionals.					
13. Modeled communication styles with clients.					
14. Modeled management skills.					
15. Modeled clinical skills.					
16. Modeled counseling skills.					
17. Assisted you with completing rotation objectives.					
18. OVERALL, the supervisor's performance was:					

Preceptor Evaluation (cont.)

Comments:

UNIVERSITY OF MARYLAND EASTERN SHORE DIETETIC INTERNSHIP

INTERN QUARTERLY REVIEW

Intern: _____

Date: _____

Please answer the following questions and bring a copy to your scheduled meeting.

1. Please bring a copy of your goals for the internship, nutrition care process checklist, competency tally, signed competencies and time sheet.
1. How do you feel about your performance in the internship, what are your strengths, what do you need to improve on?
2. Note any concerns at this point regarding: upcoming rotations or assignments, preceptors, fellow interns, director support, exams/quizzes, etc.
3. Additional comments:

ROTATION PROCEDURE CHECKLIST

- ___1. Review the competencies and learning activities for the rotation.
- ___2. Complete all required paperwork, drug screens, background checks and online evaluations within the required timeframes.
- ___3. Prepare your individual goals for each rotation and list them on the initial/mid-term evaluation form.
- ___4. Read and review the specific topics relative to that rotation.
Complete and submit appropriate modules to the internship director and preceptor prior to the start of the rotation.
- ___5. Contact the preceptor at least 5 working days before the rotation begins.
(DO NOT CALL ON FRIDAY) Follow-up with an email.
- ___6. On the first day of the rotation review the competencies, learning activities, expectations, modules and goals with your preceptor.
Changes can be made to the activities with the preceptor's approval only but not the competencies.
- ___7. Discuss the items listed on the front of the initial/midterm evaluation form.
- ___8. Review and discuss your completed module with the preceptor.
- ___9. Review your competency tally with the preceptor. If you have completed a competency Different learning activities may be used to learn the same competency. This must be discussed with the preceptor and submitted to the director.
- ___10. Discuss the preceptor's expectations and address any questions you have **prior** to beginning a particular activity. It is the intern's responsibility to understand the expectations of the preceptor.
- ___11. Review the policies and procedures for that facility.
- ___12. At the midpoint, the director will meet with you and the preceptor. Please have the mid-term evaluation form completed **prior** to the meeting. Rotations 2 weeks or less in duration will not have a midterm evaluation.
- ___13. Submit your completed competencies to your preceptor **before** the end of the rotation.
- ___14. Review the final evaluation with your preceptor.
- ___15. Evaluate your preceptor and the rotation.
- ___16. Complete an explanation of each learning outcome as it relates to the respective competencies, and upload the information to your folder on your zip drive.
- ___17. Update your competency tally hard copy and post on your zip drive.
- ___18. Signed competencies, time sheets, clinical evaluation forms and nutrition care process form should be placed in your portfolio binder and submitted to the director during the next UMES class day. All competencies should be signed off by the preceptor by the last day of the rotation.

Any reassigned scheduled rotation day will be rescheduled by the internship director either at another facility, if possible or the intern will be required to come to UMES.

Revised 6/2019

University of Maryland Eastern Shore
Accident Form

Date of Report:

Time:

Date of Accident:

Name:	Age:
Home Address:	
Residence Address:	
Home Phone:	Residence Phone:
Place of Accident (On or Off Campus and location in facility. Explain):	
Describe what occurred:	
Injuries Sustained:	
Witness Name:	Witness Phone:
Witness Address:	
First Aid Provided: Yes No	
First Aid Provided By Whom:	
Referral to: (Health Services, Emergency Room, Physician):	
Name of Person Completing Form:	
Title of person Completing the form:	

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UNIVERSITY OF MARYLAND EASTERN SHORE
DIETETIC INTERNSHIP PROGRAM

I, _____ have read and understand the UMES Dietetic Internship Handbook and have been instructed on its contents. I agree to follow the established dietetic internship handbook, the ADA (now ADN)/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics and each individual facilities policies and procedure for the duration of the University of Maryland Eastern Shore Dietetic Internship.

I understand that I must complete all required components of the internship satisfactorily including, time sheet showing a minimum of 1288 hours of supervised practice, all required components for the portfolio (explanations for each professional activity, joint class, evaluation of preceptor, evaluation of rotation, mid term evaluation, clinical evaluation, completed modules, signed competencies by the preceptor, explanations of each competency and samples if noted, completed nutrition care process form), the completed competency tally revealing a “3” or greater for each competency, 80% or greater on all class exams, 75% or greater on the final exam, 80% or greater on each journal club and 80% or greater on the case study assignment.

Additionally, all fees must be paid.

Signature of Intern

Date

Signature of Program Director

Date

PORTFOLIO EVALUATION

DATE	ROTATION	SUMMARY OF EXPERIENCES	COMPETENCIES COMPLETED AND SIGNED	EVALUATIONS	REFLECTION	TIME SHEET
	Atlantic General Hospital Clinical					
	Atlantic General Hospital Diabetes					
	Deer's Head Hospital					
	Delmar School District					
	Eastern Shore Hospital					
	Fresenius Dialysis					
	HealthSouth Chesapeake Rehab Hospital					
	Holly Center					
	Laurel School District					
	MAC					
	Nanticoke Memorial Hospital					
	Nanticoke Memorial Hospital Diabetes					
	Peninsula Regional Medical Center Clinical					
	Peninsula Regional Medical Center Diabetes					
	Peninsula Regional Medical Center Food Service					

	Research					
	Seaford School District					
	Somerset County Health Department					
	Special Olympics Maryland					
	Staff Relief Clinical					
	The Pines, Genesis					
	WIC					
	Wicomico Nursing Home					
	Worcester County Health Department					

SUPPLEMENTAL ACTIVITIES

Date	All listings are required activities.	Explanation	Agenda
	ECI Tour		
	Diabetes Lecture		
	TPN Lecture		
	CKD and Dialysis Lecture		
	Sysco Tour		
	Food Bank		
	Sports Nutrition Lecture		
	Worcester Wellness Weight		
	Diabetes Evening Classes		
	Diabetes Support Group		

	Joint Class #1 Communications (C & C)		
	Joint Class #2 LTC		
	Joint Class #3 WIC		
	Joint Class #3 Weight Management		
	Joint Class #4 Pediatrics		
	Joint Class #5 Critical Care		
	Joint Class #6 Public Policy		
	Joint Class #7 RESH/Military		
	Joint Class #8 Food and Friends		
	MAND		
	Maryland School Nutrition Convention		
	GAIT		
	UMES Blog		
	Competency Tally		
	Nutrition Care Process		
	Completed Time Sheet		

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Additional activities may be added at the discretion of director.

UNIVERSITY OF MARYLAND EASTERN SHORE DIETETIC INTERNSHIP

FORM USAGE MATRIX

	School Nutrition Rotation	Food Service Rotation	Long Term Care/ Psychiatric Hospital	Hospital Acute Care Rotation	Rehab Hospital Rotation	WIC Rotation	MAC Rotation	Dialysis Rotation	Diabetes Rotation	Research Rotation	Joint classes, MD School nutrition annual Meeting MAND,GAIT, Sysco, breastfeeding, etc.
Competency Form (signed and dated)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Preceptor Evaluation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Rotation Evaluation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Time sheet	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	(supervised practice hours only)
Goals	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Nutrition Care Process Form			✓	✓	✓	✓		✓	✓		
Initial/Mid-term Evaluation	✓	✓	✓	✓	✓	Page one	Page one	Page one	✓		
Clinical Evaluation			✓	✓	✓						
Curriculum Competency	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Professional Activity Evaluation											✓

The American Dietetic Association/Commission on Dietetic Registration Code of Ethics for the Profession of Dietetics

Can be found at the following link:

<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>

Competency Tally Sheet

Intern:

Student Outcome Statements:

- I. Student demonstrates professional attitudes that enhance dietetics practice and promote career development.
- II. Student provides appropriate nutrition therapy for individuals based on scientific principles, research, resource allocation, and client needs.

Overall Performance Rating				
N/O = NOT OBSERVED	1= NOVICE	2= BEGINNER	3= COMPETENT	4= PROFICIENT
No opportunity to observe intern performing a planned activity to meet this competency	Demonstrates knowledge of facts and details, but needs further development. Offers probable solutions to problems identified by preceptor.	Demonstrates synthesis of basic concepts related to problems resulting in a solution. Selects correct knowledge principles for problems. Identifies problem solving solutions	Consistently and independently incorporates knowledge into practice setting. Seeks out and critically analyses multifaceted problems areas.	Consistently exceeds expected level of skill, behavior, or knowledge in quality and ability.

Using the performance scale provided above, rate the intern's performance during your rotation experience. Type score, date and initials, review the form with the intern and then submit the form electronically to Cathy Ferraro.

#	DI 2017 ERAS Expected Learning Outcome												WIC	UMES
1. Scientific and Evidence Base of Practice: integration of scientific information and translation of research into practice.														
CRD 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.													
CRD 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.													
CRD 1.3	Justify programs, products, services and care using appropriate evidence or data.													

#	DI 2017 ERAS Expected Learning Outcome													WIC	UMES
CRD 1.4	Evaluate emerging research for application in nutrition and dietetics practice														
CRD 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis														
CRD 1.6	Incorporate critical-thinking skills in overall practice.														
2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.															
CRD 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.														
CRD 2.2	Demonstrate professional writing skills in preparing professional communications. (e.g. research manuscripts, project proposals, education materials, policies and procedures)														
CRD 2.3	Demonstrate active participation, teamwork and contributions in group settings.														
CRD 2.4	Function as a member of interprofessional teams.														
CRD 2.5	Assign duties to NDTRs and/or support personnel as appropriate.														
CRD 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.														
CRD 2.7	Apply leadership skills to achieve desired outcomes.														
CRD 2.8	Demonstrate negotiation skills.														

#	DI 2017 ERAS Expected Learning Outcome													WIC	UMES
CRD 2.9	Participate in professional and community organizations.														
CRD 2.10	Demonstrate professional attributes in all areas of practice.														
CRD 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.														
CRD 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.														
CRD 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.														
CRD 2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics program.														
CRD 2.15	Practice and/or role play mentoring and precepting others.														

3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.															
CRD 3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.														

#	DI 2017 ERAS Expected Learning Outcome													WIC	UMES
CRD 3.2	Conduct nutrition focused physical exams.														

CRD 3.3	Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings.													
CRD 3.4	Design, implement and evaluate presentations to a target audience.													
CRD 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.													
CRD 3.6	Use effective education and counseling skills to facilitate behavior change.													
CRD 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.													
CRD 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.													
CRD 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.													
CRD 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.													

#	DI 2017 ERAS Expected Learning Outcome													WIC	UMES
4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.															
CRD 4.1	Participate in management of human resources.														
CRD 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.														
CRD 4.3	Conduct clinical and customer service quality management activities.														
CRD 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.														
CRD 4.5	Analyze quality, financial and productivity data for use in planning.														
CRD 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.														
CRD 4.7	Conduct a feasibility studies for products, programs or services with consideration of costs and benefits.														
CRD 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.														
CRD 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.														
CRD 4.10	Analyze risk in nutrition and dietetics practice.														
	Discuss an additional activity relating to diabetes in this rotation setting. List below:														

Diabetes 1.1	Present diabetes related research at a professional meeting.													
Diabetes 2.1	Apply the nutrition care process to a high risk patient diagnosed with diabetes in a critical care setting.													
Diabetes 3.1	Develop and apply a diabetes counseling algorithm for use in a community/outpatient setting.													