

UC SAN DIEGO HEALTH DIETETIC INTERNSHIP POLICIES AND PROCEDURES

1. INTRODUCTION

This policy and procedure section has been developed for each intern and contains information on the governing rules, policies, procedures and standards for the UC San Diego Health Dietetic Internship. Each dietetic intern is responsible for all information contained in this document and must thoroughly understand the contents. In addition, dietetic interns are obligated to follow UC San Diego Medical Center Hospital standards and personnel policies and procedures presented at the hospital orientation. Failure to follow policies and procedures can result in disciplinary action up to and including dismissal from the program.

2. BACKGROUND CHECK

Upon acceptance to the UC San Diego Health Center Dietetic Internship, the accepted applicant must undergo a California State Criminal Background Check. This process is completed through the Human Resources department at no charge to the dietetic intern. Successful admission into the program is contingent on the background check. This is consistent with University procedure for all staff, residents, interns and volunteers.

3. HEALTH CLEARANCE

Upon acceptance to the UC San Diego Health Dietetic Internship, the accepted applicant must obtain a health clearance from The Center for Occupational and Environmental Medicine (COEM). COEM is responsible for the Employee Health Services. Interns must complete a pre-employment physical exam that includes a TB skin test and drug screen at no charge to intern. Appointments will be made during Orientation week (or before) by the Internship Director to ensure clearance is granted prior to the intern starting in rotations. False information or misrepresentation may disqualify applicants and/or be grounds for dismissal from program.

4. WITHDRAWAL AND REFUND OF TUITION AND FEES

The \$50.00 application fee is non-refundable. There is no stipend offered. Tuition fees are \$8,000.00. The first ½ of tuition is due the first day of Orientation week. The last ½ of tuition is due at the midpoint of dietetic internship. A full time dietetic internship can be financially challenging, yet it is strongly recommended that the intern not hold employment due to scheduled work and project requirements.

Interns resigning from the internship after the program has started must submit a written resignation letter and schedule an exit interview with Internship Director. No portion of the application fee or tuition fee is refundable in the event of resignation or expulsion from the internship.

5. SCHEDULING AND PROGRAM CALENDAR

The official start date of the UC San Health Dietetic Internship is the last week in August each year. The first week of the internship is called Orientation. During Orientation dietetic interns are introduced to the UC San Diego Health campus, program preceptors and fellow dietetic interns. The primary purpose of Orientation is to educate dietetic interns about program expectations, policies and procedures and provide dietetic interns with baseline medical nutrition therapy education.

Dietetic interns can expect to receive individual rotation schedules for the year at the end of Orientation week.

Dietetic interns will spend 16 weeks in inpatient clinical nutrition rotations. Experiences will most likely include but are not limited to the following specialty areas:

Cardiac, Telemetry, Transplant, Orthopedic, General Surgery, General Medicine, Family Maternal Care Center, Urology, Oncology, IMU/Step Down, Thornton Bone Marrow Transplant, Neonatal Intensive Care, Medical Intensive Care, Surgical Intensive Care, Critical Care, Burn Intensive Care, Diet Office.

Dietetic Interns will spend 6-7 weeks in food service/management rotations. Experiences will most likely include but are not limited to the following areas:

Patient Food Services, Production, Cafeteria, Human Resources and Financial Management, Food Service/Clinical Nutrition Management projects.

Dietetic interns will spend approximately 10 weeks in Outpatient/Community Nutrition rotations. Experiences will most likely include but are not limited to the following specialty areas:

General Outpatient Nutrition Clinic, Transplant, Amyotrophic Lateral Sclerosis (ALS), Cystic Fibrosis, Burn, Moore's Oncology, Neurology, Pediatric/Adult HIV, Dialysis, Diabetic OB, Bariatric Surgery, Eating Disorders.

Dietetic interns will spend 1 week in either of the two research rotations including the Center for Translational Research Institute (CTRI) and/or the UCSD Department of Family and Preventive Medicine.

Dietetic interns will spend 1 week in an elective rotation of their choice (within UCSD affiliations).

Dietetic interns will spend approximately 3 weeks in staff relief. Areas in which dietetic interns are assigned include clinical nutrition, ambulatory nutrition and/or food service management.

Classroom time is scheduled approximately once per week. Attendance is mandatory except during illness. The Internship Director must be notified before class if you cannot attend.

The internship is a full time program and interns are expected to be in rotations on a full time basis. The Internship Director manages the intern schedule. Requests for major scheduling changes are not encouraged and are not likely to be granted.

Work hours will vary with the schedules of preceptors. Generally, the intern's work hours will be similar to that of the preceptor. Rotations may begin as early as 5:30 a.m. or end as late as 9:00 p.m. on various days. Time off is usually equivalent to two days off per week (not always on a weekend). Interns are occasionally expected to work on weekends with the inpatient dietitian during Clinical Nutrition rotations.

Due to the professional nature of the dietetic internship, interns should anticipate the need to spend additional time outside of the normal workday to complete assignments and projects in a timely manner.

6. LEAVE POLICIES

Absences must be reported by phone to both the preceptor and the Internship Director prior to the time the intern is assigned to report. If the Internship Director is unavailable, the intern must contact the Department Director.

All interns are required to be at their assigned location on time. An intern who is absent for a significant portion of a rotation and/or who fails to demonstrate competent performance at the end of the rotation, may need to make up the time at the discretion of the Internship Director. Incomplete or missed assignments must be completed prior to graduation.

Interns may be granted up to five working days of leave in cases of death in the immediate family. Immediate family is defined as parents, grandparents, spouse, sister, brother, father-in-law or mother-in-law. Requests for leave must be made with the Internship Director. Adjustments in schedules and assignments may need to be made.

Interns will be granted at least one week of time off (week 18 or 19) during the holidays. Interns can expect to be scheduled off for some of the university designated holidays but will also be expected to work some of these designated holidays.

A personal leave may be granted only in cases of extenuating circumstances. Personal leaves must be approved by the Internship Director and arrangements for missed work will have to be made. Graduation date may be delayed in these circumstances in order to complete required supervised practice hours. Determination of personal leave will be made on an individual basis.

If you are unable to report to your assigned rotation or class because of illness or personal reasons, you must contact the preceptor to whom you are responsible and the Internship Director EACH day of your absence. Contact must be made prior to your scheduled time to report. If the Internship Director is unavailable, you must contact the Department Director. Interns are required to provide a physician's note after 3 days of illness. If an intern is absent more than a total of five days during the program, the intern may be required to schedule additional time to make up learning activities that have been missed and may alter the completion and graduation date of the program. A one page report of class topic is required in the event of absence. *Please refer to Appendix A: "Schedules/Absences/Illnesses/Tardiness for detailed information about leave policies.*

7. DEFERMENT

Request for deferment of starting the internship is not encouraged, however if necessary, the request must be submitted in writing with supporting information (i.e. physician note) to the Internship Director. Requests for deferment will be handled on a case-by-case basis. In cases, where a deferment is granted, a written agreement will be created and signed by the intern, Internship Director and department manager. An intern who does not comply with the terms of the agreement is at risk of losing their place in the internship program and will have to reapply to the program at a future date. Deferment requests for greater than one year will not be granted. In cases where a deferment is granted, one half of the tuition fee will be required to hold the interns' position and is non-refundable. These tuition agreements will be in writing with signatures of all parties.

8. EXTENDED LEAVE OF ABSENCE

Dietetic interns who require an extended leave of absence from the program (i.e. serious medical condition, military leave, etc) once already enrolled in the program must submit a request in writing to the Internship Director. When possible, interns should submit the leave request at least thirty days prior to the date of departure. Request for an extended leave of absence will be handled on a case-by-case basis. In cases where an extended leave of absence is granted, a written agreement will be create and signed by the intern and management staff. All missed time must be made up and the intern must complete all internship rotations and assignments to be eligible for program completion and receipt of Verification Statement.

9. HEALTH INSURANCE

Personal health insurance is not provided by UC San Diego Health. It is strongly recommended that the intern purchase his or her own health insurance before admission into the dietetic internship.

10. PROFESSIONAL LIABILITY INSURANCE

All interns are responsible for purchasing their own professional liability insurance through the Academy of Nutrition and Dietetics. Student rates may be obtained.

11. INJURY OR ILLNESS WHILE IN THE FACILITY

UCSD Center for Occupational and Environmental Medicine (COEM) will provide necessary care for an injury or illness that occurred during scheduled work time at a rotation site. For life threatening or emergent situations only, interns should be sent to the UC San Diego Health Emergency Room. The Department Injury/Incident forms must be completed and accompany the intern to the place of treatment in order for treatment to be covered by UC San Diego Health. It is the responsibility of the intern to contact their personal health insurance for coverage issues.

12. LIABILITY FOR SAFETY IN TRAVEL TO OR FROM ASSIGNED AREAS

Interns are required to travel by car to and from supervised practice rotations and some didactic classes/tours/conferences. UCSD Center for Occupational and Environmental Medicine (COEM) will provide necessary care for an injury that occurred during scheduled work time when traveling to an internship related site. For life threatening or emergent situations only, interns should be sent to the UC San Diego Health Emergency Room. The Department Injury/Incident forms must be completed and accompany the intern to the place of treatment in order for treatment to be covered by UC San Diego Health.

Interns are expected to comply with California State motor vehicle laws and carry required insurance and a valid driver's license. Please refer to www.dmv.ca.gov for specific information on California motor vehicle laws. Parking permits may be purchased at interns' expense through Transportation Services (optional).

13. NONDISCRIMINATION, SEXUAL HARASSMENT AND AFFIRMATIVE ACTION POLICY REGARDING ACADEMIC AND STAFF EMPLOYMENT

The UC San Diego Health Dietetic Internship does not discriminate on the basis of race, color, national origin, religion, sex, handicap, or age in any of our policies, procedures, or practices; nor do we discriminate on the basis of sexual

orientation. The UC San Diego Health Dietetic Internship abides by the policy of the University regarding non-discrimination.

The University is strongly opposed to sexual harassment. Such behavior is prohibited by law and University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior that violates policy.

Violations of these policies may subject the offender to legal as well as disciplinary action, which may include dismissal from the internship program.

14. PROTECTION OF PRIVACY OF INTERN INFORMATION

All information obtained during the application process will be held in a secure location for one year. After one year, application information will be moved to a secured disposal company. Written materials of applicants who have gained acceptance into the program will be kept for ten years in a locked file in the Internship Director's office.

Interns will be required to attend all hospital privacy lectures during the required hospital orientation. All interns will attend a mandatory HIPAA training as part of the hospital orientation. Violations of these privacy standards may subject the offender to legal as well as disciplinary action, which may include dismissal from the internship program.

15. ACCESS TO PERSONAL FILES

Intern files will be held in the Department of Food and Nutrition Services. An intern has the right to inspect and review his/her own records. Records will be reviewed in the presence of the Internship Director. Intern records remain confidential and are maintained in a locked cabinet. Intern files will be kept in the Department of Food and Nutrition Services for ten years after the end of the internship. After this, files will be destroyed.

16. INTERN SUPPORT SERVICES

It is recommended that interns contact their personal physician for any health related support services required at their own expense. Disability services/accommodations are available through the University of California, San Diego.

17. EDUCATIONAL PURPOSE OF SUPERVISED PRACTICE TO PREVENT THE USE OF INTERNS TO REPLACE EMPLOYEES

The educational purpose of supervised practice is to impart planned learning experiences in which knowledge, understanding and theory are applied to real-life situations. Through various methods (i.e. simulation, role-playing, case studies,

journal clubs), intern will perform tasks that contribute to acquisition of required competencies. Preceptors have the responsibility to oversee all practical experiences and training provided to the intern and co-sign all chart notes. Interns are not paid for their services and will not replace any employee.

18. FILING AND HANDLING COMPLAINTS

All intern and preceptor complaints will be kept in a Complaint Log. This log will be in a secured place with an explanation of resolution to complaint. Interns and preceptors are encouraged to discuss issues of concern or disagreement with the respective party as they occur. All parties concerned for a resolution will discuss the issue. The Internship Director will review complaints on a regular basis and discuss with department director. Complaints that are unable to be resolved by the Internship Director will be referred to the Director of Food and Nutrition Services. The department director will have ultimate decision making ability for complaints. Any complaint may be brought to the attention of the department director directly for prevention of retaliation. Formal program complaints will be directed to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) at 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-4876 as stated on the website.

19. ASSESSMENT OF PRIOR LEARNING

The UC San Diego Medical Health Dietetic Internship does not honor credit for prior learning experiences.

20. FORMAL ASSESSMENT OF INTERN LEARNING AND PERFORMANCE

Each intern will be evaluated by their preceptor at the end of their rotation utilizing the “Preceptor Evaluation of Intern” form. It is the responsibility of the primary preceptor for each rotation to complete an evaluation in New Innovations that is thorough and reflective of the interns’ performance. The evaluation is available to the interns within one week of completion of the rotation. It is the responsibility of the intern to accept that feedback and follow through with any necessary improvements. If the intern is heading toward a 1.0 or 2.0 of the 4.0 rating scale, the interns should be made aware and a plan for improvement discussed between intern, preceptor and Internship Director. The Internship Director will review all intern evaluations at the Trimester review. At this time, interns will also be asked to complete a self-evaluation to promote discussion and assessment of interns’ progress. At the end of the internship, interns will complete an “Intern Evaluation of Dietetic Internship.”

The table below demonstrates the various evaluations performed throughout the program.

Evaluation Method	When Completed
Preceptor Evaluation of Intern	At mid-point of rotation (FS, Clinical only)
Preceptor Evaluation of Intern	At completion of rotation
Intern Trimester Self Evaluation	Each trimester
Intern Evaluation of Rotation/Preceptor	At completion of rotation
Intern Evaluation of Dietetic Internship	At exit interview in August prior to graduation
Intern evaluation of Internship Director	Annually after graduation of interns
Graduate Survey	At one year post graduation
Employer Survey of Graduated Intern	Annually in August or September one year after program completion

21. SUBSTANCE ABUSE

The UC San Diego Health Dietetic Internship Policy on substance abuse is the same as the Code of Ethics for the Profession of Dietetics and UC San Diego Health System. As stated in the Code of Ethics, “The dietetic practitioner withdraws from professional practice under the following circumstances: The dietetics practitioner has engaged in any substance abuse that could affect his/her practice.” Interns that use illegal substances or abuse legal substances in a manner that impairs work performance are subject to dismissal. Formal policies and procedures for substance abuse may be found at:

<http://mcpolicy.ucsd.edu/NewMCPFile/55812011finalintra.pdf>

<http://blink.ucsd.edu/HR/services/support/substance/guide/statement.html>

22. MISCONDUCT

The UC San Diego Health Dietetic Internship has adopted the AND Code of Ethics for the Profession of Dietetics as its code of conduct for dietetic interns. Interns are expected to conduct themselves ethically, professionally and cooperatively, respect the ideas and opinions of others, communicate clearly, and are courteous and sensitive to each individual with whom they come in contact. Interns found in conflict with said Ethics Code will be subject to corrective action. Corrective action is intended to correct performance and/or behavior. Corrective actions include but are not limited to verbal or written warnings up to and including dismissal from the internship. At least one written warning shall precede any other more serious corrective action except when corrective action is the result of performance or conduct that an intern knows or reasonably should

have known was unsatisfactory. Reasons for termination from the program include but are not limited to failure to meet acceptable standards of professional practice and proficiency, dishonesty as it relates to the UC San Diego Health Code of Conduct, theft or misappropriation of university property, fighting on the job, insubordination, acts endangering others, substance abuse, sexual harassment or other serious misconduct. It is the goal of the dietetic internship that interns have a fair and consistent procedure for termination from the internship. Termination from the program is considered an extreme measure and all efforts will be made to support correcting deficiencies. *Please refer to Appendix B: "Termination of the Dietetic Intern" for detailed information about termination.*

23. DISCIPLINARY/TERMINATION PROCEDURES

In the event an intern has violated a hospital, department or dietetic internship policy or regulation or has not met acceptable standards of professional practice, appropriate disciplinary action will be taken. The appropriate action will depend upon the seriousness of the offense, the circumstances involved and the interns' previous record.

The following sequence of action will be taken:

1. Verbal Discussion
2. Written Notice (after first offense)
3. Letter of Warning
4. Probation
5. Termination

Please see Appendix B: "Termination of Dietetic Intern" for specific information on termination.

24. DRESS CODE

Interns are expected to maintain personal hygiene and to dress professionally in business casual attire. The Internship Director and preceptors reserve the right to determine appropriateness of dress. A white lab coat is required during clinical rotations and will be provided at no cost during Orientation week. An official UC San Diego Health identification badge is to be worn above the waist at all times and to be clearly visible. *Please refer to Appendix C: "Dress Code Guidelines" for more specific information on business casual attire.*

25. GRADUATION/DI COMPLETION REQUIREMENTS

All interns are required to complete the internship in full and meet the competencies, supervised practice hours, duties and responsibilities set forth by the internship. A written evaluation completed by each preceptor will be completed and reviewed with the intern. Trimester evaluations conducted with

the Internship Director will allow for review of performance and any additional remedial work required.

Interns must meet a satisfactory or above ($\geq 70\%$ or >2.0 out of 4.0 scale) on all assignments, projects, case studies. If an intern fails to complete an assignment or any supervised practice hours, these assignments or hours must be made up prior to graduation. If an intern fails to achieve this, the intern will receive a written statement documenting performance and expectations. Efforts will be made for repeat experiences in a rotation and/or remedial or individualized experiences to allow the intern to succeed. If the intern has not improved in performance and competencies remain at ≤ 2.0 on 4.0 scale, the intern may be placed on probation for up to 30 days. During probation, the intern will be given every opportunity to correct the deficiencies. At the end of the probation, if the deficiency has not been corrected, the intern may be removed from the program without reimbursement of tuition fees. Please refer to Appendix D "Evaluation of Performance" and Appendix E "Program Completion Requirements" specific details of DI Completion Requirements.

The Internship Director reserves the right to make a final decision about the feasibility of an intern completing the internship.

26. VERIFICATION STATEMENT PROCEDURES

The Internship Director will complete the Verification Statement at successful completion of the internship during the exit interview the last week of internship. Two original Verification Statements will be kept on file indefinitely in the Department of Food and Nutrition Services and four original Verification statements will be provided to intern.