

Appendix A: Schedules/Absences/Illnesses/Tardiness

Calling in sick/personal leave (Monday-Friday)

1. Leave a message for the Internship Director (Betty Garrity at office(619) 543-3351 or work cell *858) 750-9754 and e-mail to: bgarrity@ucsd.edu) by 8 am of the day you are not coming in. In the event Internship Director is unavailable, contact the Clinical Nutrition Manager, Byron Richard at: office (619) 461-0420 or work cell (619) 517-8732
2. Contact the preceptor you are scheduled to work with that day. Be sure to make verbal contact with your preceptor to ensure they know you will be absent. Preceptors can be reached via pager. It is not sufficient to leave only a voice mail as preceptors may not check their voice mail first thing in the morning.
3. Email is **not** an accepted method of reporting absences/illnesses/tardiness to preceptors.
4. As soon as possible, let both your preceptor and the Internship Director know when you will be returning to work.
5. If you are doing staff relief, leave a message with the Internship Director/Clinical Nutrition Manager.
6. Interns may be required to make up leave time.

Calling in sick/personal leave (Weekends)

1. Contact the RDN who is scheduled for that weekend by pager or phone.
2. Leave a message for the Internship Director.
3. Intern may be required to make up sick/leave time.

Arriving Late

1. If you are going to be late, make **verbal contact** with your preceptor regarding your estimated time of arrival. Contact should be made prior to expected time of arrival.

Other Absences

1. Absences for reasons other than illness/personal day (including attendance at professional meetings or seminars) must be approved by Internship Director in advance of the day that the intern needs to be off.
2. Interns may be required to make up time missed due to an absence for personal reasons.

Schedules

Clinic, rotation and preceptor schedules will vary, and may change after the initial schedule is posted. Schedule changes will be communicated to the interns in a timely manner once the change has been implemented. Interns are expected to contact their respective preceptor at least 3 days ahead of time for meeting place and time. It is expected that interns will be onsite for approximately nine hours per day.

Appendix B: Termination of Dietetic Intern

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 student's previous record.

Part A: The following sequence of action will be taken:

1. **Verbal Discussion.** Verbal discussion regarding the offense/deficiency will be conducted by the appropriate preceptor/manager involved along with the Internship Director. Expectations for conduct will be reviewed.
2. **Written Notice** (after the first offense). If, after a verbal discussion, the intern displays the same conduct/deficiency, a written reprimand will follow. The intern will be required to read and sign the written statement. The intern will be required to meet with the Internship Director to discuss a plan of action and time frame to change the conduct/deficiency.
3. **Letter of Warning.** If, after both verbal discussion and written notice, the conduct or deficiency has not been corrected, the intern will receive a letter of warning. At this point, the intern will be required to meet with the Internship Director to review the plan of action, reassess the plan of action and determine a time frame in which to change their conduct/improve their deficiency. Consequences of not changing conduct or improving deficiency will be clearly outlined.
4. **Probation.** If the above has not resulted in corrected action in the established time frame, the intern may be placed on probation for a period of up to four weeks. The intern will be notified in writing of the probation status. During the period of probation, the intern will meet regularly with the Internship Director to review progress/change. All meetings will be documented in writing. At the end of the period of probation, if the deficiency has been satisfactorily corrected, probation status will be removed. At the end of the period of probation, if the intern has demonstrated a willingness to correct a deficiency but have only been partially successful in this bid, probation may be extended two weeks.
5. **Termination.** If deficiency has not been corrected at the end of the established probation, written notice of the termination will be sent to the intern.

Part B: Dismissal from the DI may occur under any of the following conditions:

- A. Intern's performance with assignments or rotations is found to be unsatisfactory (see policy Appendix D Evaluation of Performance) or after repeating a failed attempt.
- B. If the intern receives any additional "1.0= Unacceptable quality of product, work skills and professionalism" or "2.0=Quality of product, work skills and professionalism requires much improvement. Requires considerable assistance to achieve competency" during a probationary period.
- C. If the intern fails to report to a rotation or leaves without permission on more than one occurrence.
- D. Intern fails to attend counseling sessions if recommended by Preceptor or Internship Director or the intern fails to correct the behavior after recommended counseling sessions.
- E. Unprofessional behavior as outlined in the AND Code of Ethics, Code of Professional Practice or UC San Diego Health System policies.

Procedure: If an intern is terminated from the program or requires a leave of absence, the program tuition is non-refundable as per policy (Policy and Procedures page 1 (4)).

Any written records of corrective/disciplinary action will be kept locked in the Food and Nutrition Services Department.

Appendix C: Dress Code

Clothing	
Appropriate	Inappropriate
Dress, knee-length skirts, blouses, sweaters, long or short-sleeved shirts	Sweatshirts, sweats, casual t-shirts
Denim like shirts	Denim jackets, pants or skirts at any time
Clean casual shoes, flats	Walking shorts
White lab coats, cleaned, ironed over clothing	Skirts with high slits
Non-denim jackets, pants or skirts	Leggings, stirrup pants, low-waisted pants, spandex, metallic
Sweaters	Clothing with large logos
Pants (cotton, cords, linen, wools)	Revealing clothes (mini-skirts, cropped tops, halter/tank tops, any midriff baring tops, tight-fitting pants or shirts)
Golf/polo style shirts	Dirty or torn clothing
Shoes (patient care areas)	
Appropriate	Inappropriate
Nursing type/medical shoes	Shoes with spiked heels
Sling-backs, mules	Open toe sandals or shoes
Clogs	Flip-flops/thong-style shoes
Lace-up shoes/loafers, flats	Athletic shoes
Requirements (food service areas)	
Appropriate	
Business casual dress. Panty hose must be worn with skirts in the kitchen or food production/service areas	
Pants (cotton, cords, linen, wools)	
Closed-toed shoes with a backing, no high heels (rubber soled shoes are recommended)	
No large earrings, long nails, nail polish or fake nails	
Hair must be tied back and under a hair net when in the kitchen area or any food production/service areas	
Sleeved shirts or lab coats to cover sleeveless shirts	
Miscellaneous	
No strong scented cosmetics, cologne, perfume or aftershave may be worn	

Appendix D: Evaluation of Performance

Interns will be evaluated regularly throughout the course of the internship and are expected to complete all assignments, objectives, rotations in a satisfactory manner. If an intern does not perform in a satisfactory manner either on assignments or overall performance and professionalism, appropriate disciplinary steps will be taken as outlined below.

PROCEDURE

1. The following evaluation procedures are used to monitor and assess the progress of the dietetic intern:
 - a. Informal daily observation and subsequent guidance provided by the rotation preceptor or internship staff. The following assessment criteria will be used with the Preceptor Evaluation of Intern tools:
 - 4.0 =Demonstrates independent competency, superior work skills and high level of professionalism.**
 - 3.0=Acceptable quality of work skills and professionalism. Demonstrates competency with minor assistance; requires slight improvement.**
 - 2.0=Quality of product, work skills and professionalism requires substantial improvement. Does not demonstrate competency even with considerable assistance.**
 - 1.0=Unacceptable quality of product, work skills and professionalism.**
 - N/A= Not applicable**
 - b. *Preceptor Evaluation of Intern* reports completed by each rotation preceptor. Scores of “1.0 Unacceptable quality of product, work skills and professionalism” and “2.0 Quality of product, work skills and professionalism requires substantial improvement. Does not demonstrate competency even with considerable assistance” are expected in early stages of internship/rotations with movement to 3.0 and 4.0 scores by end of rotations demonstrating competence.
 - c. Projects, journal clubs, case studies must average $\geq 70\%$ or ≥ 3.0 “Met Expectations” or above on a 5.0 scale.
 - d. Intern must achieve a 70% or higher on all homework and rotation post-tests and quizzes. It is at the discretion of the preceptor if an additional attempt to correct post-test or quiz is allowed.
 - e. Any unsatisfactory rating as mentioned above indicates the intern is not performing satisfactorily and remediation efforts will be initiated.

2. In the event intern is having difficulty meeting the required program standards, the following actions will be taken:
 - a. A “1.0” or “2.0” rating indicates the intern is making an honest effort but will benefit from more experience. This rating will be used if the preceptor is not comfortable letting the intern perform a certain objective without supervision. Remedial performance plans will be assessed on a case-by-case basis by Internship Director. If the intern receives three or more “1.0” or “2.0” ratings by the midpoint in Clinical or Food Service rotations, formal counseling with remediation will occur. This may coincide with Quarterly Evaluations.
 - b. If an intern is not meeting stated performance criteria and is not progressing toward the goals for entry-level competence, the Internship Director will meet with the intern at the time problem is identified. At this time, a formal improvement plan will be developed including specific learning objectives, performance criteria and a time schedule. The intern will receive a written copy of the plan. At the end of the specified timeline, generally no more than 30 days, the intern will be evaluated on her/his progress and potential for continued improvement. If it appears that it is not possible for the intern to meet established performance criteria to demonstrate competency within a reasonable time and with reasonable supervision, the intern may be terminated from the internship. All documentation on ways to improve, how the intern will be evaluated, performance evaluations, and reason for termination will be in writing and the intern will receive a copy.
 - c. **If the intern receives less than a 3.0 ratings on the *Preceptor Evaluation of Intern* by the final evaluation (or last week of staff relief) in the following areas: Clinical, Food Service or Community/Ambulatory, they may be asked to repeat a week in that area which would forfeit either vacation week, elective weeks or delay graduation as to not take away from other internship experiences.** Further counseling sessions and a probationary period (see Appendix B) will be used at this point. The DI Director will meet with the intern after discussion with preceptor(s) for formal counseling and performance improvement plan. Documentation of all formal counseling sessions will include a written summary listing specific problems, proposed corrective action with dates for completion, terms of probation and assignments.
 - d. **A failed rotation or assignment can only be repeated once. If the intern fails a second rotation/assignment in any area they will automatically be put on probation. If the intern receives any additional “1.0” or “2.0” ratings or fails a third rotation, assignment or project, they will be terminated from the program.**

If there are extenuating circumstances the Internship Director and Department Director will review the situation and must agree to allow the intern to continue in the program. Details of this will be documented in their record with specific guidelines for continued participation in the internship.

3. Intern probation:

The probation period will not exceed four weeks and will have the following stipulations:

- a. The intern will be notified in writing of the probationary status.
- b. During the period of probation, the intern will be given every opportunity to correct the deficiencies. The intern will meet regularly with the Internship Director. A record of these counseling sessions including the issues covered and the corrective action will be maintained.
- c. The intern cannot graduate from the program during a period of probation.
- d. The intern will be terminated from the program if they receive any additional unsatisfactory ratings (“1.0” or “2.0”) during this probationary period.

Appendix E: Program Completion Requirements

At completion of the 43-week dietetic internship program, the Internship Director will consider all evaluations in verifying successful completion of the program.

PROCEDURE

1. For successful completion of the internship:
 - a. Intern must have satisfactorily completed all rotations or repeat of rotations.
 - b. Intern must have earned at least a 70% on all homework assignments, post-tests, either initially or through repeat/additional work.
 - c. Intern must have demonstrated satisfactory written and oral communication skills as well as an appropriate degree of professionalism throughout the program as evidenced by satisfactory rotation experiences, by quarterly evaluations in conjunction with informal observations throughout internship.
 - d. Intern must have made up any time missed.
 - e. Intern must have demonstrated entry-level competence in the performance of Clinical and Food Service Staff Relief. A score less than “3.0” rating does not indicate entry-level competence.
2. If the above criteria are not met at any time during the program, the intern will not graduate or receive a Verification Statement. Refer to Termination Policy Appendix B and Evaluation of Performance Appendix D.
3. Provided the above requirements are met, five copies of the Verification Statement will be given to the intern during the last week of internship.