

STUDENT HANDBOOK

GRADUATE CERTIFICATE DIETETIC INTERNSHIP PROGRAM

2018-2019



DEPARTMENT OF DIETETICS AND NUTRITION
SCHOOL OF HEALTH PROFESSIONS
THE UNIVERSITY OF KANSAS MEDICAL CENTER

Last Revised: June 2018

July 2018

Dear Dietetic Intern,

Please read the *KUMC Student Handbook* at <http://www.kumc.edu/studenthandbook/> as well as the *Student Handbook for the Graduate Certificate Dietetic Internship Program*. The policies outlined in the following pages supplement those presented in the *KUMC Student Handbook*. Sign the statement below to indicate your comprehension of the contents and that you agree to abide by the policies. This handbook is updated annually and distributed to dietetic interns prior to the start of the fall semester.

Thank you for learning about the policies that relate to the program and complying with these policies.

Jeannine Goetz, PhD, RD, LD
Associate Professor
Dietetic Internship Program Director

I comprehend the information presented in the *KUMC and DI Student Handbooks*. I agree to abide by the policies set forth in the handbooks throughout the period of graduate study. As questions arise, I will refer to the student handbooks as well as ask faculty and administrators for clarification about policies.

Dietetic Intern's Signature

Date

Return the signed form to the Dietetic Internship Program Director for filing by the first day of the fall semester.

Mailing Address:
Bonny Murrell
University of Kansas Medical Center
Dept. of Dietetics and Nutrition
3901 Rainbow Blvd
MS 4013
Kansas City, KS 66160

Scan and Email:
bmurrell@kumc.edu

Hand Deliver:
DELP G020

PREFACE

The University of Kansas Medical Center is committed to maintaining an inclusive community which recognizes and values inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his/her own potential. The University is committed to providing equal employment and educational opportunity without regard to race, color, religion, sex, national origin, ancestry, age, sexual orientation, disability, veteran status, or marital status.

July 2018

Dear Dietetic Intern,

I am pleased to welcome you to the Dietetics Internship Graduate Certificate Program at the University of Kansas Medical Center! The faculty, preceptors, students, and staff of the Department of Dietetics and Nutrition look forward to working with you as you pursue your educational and professional goals. We strive to do our best to enable you to reach your aspirations.

I hope that you collaborate with other dietetic interns and students as well as with faculty, staff, and clinical education preceptors. You will share many wonderful and challenging experiences over the next academic year. The letter on the next page is advice from a recent graduate you may find useful.

Enjoy your time with us and the experiences, mentors, and friends you gain while at KUMC.

Respectfully,

Dr. Goetz

July 2018

Dear Dietetic Interns,

Congratulations on being accepted into the KU Medical Center Dietetic Internship! Each of you have worked extremely hard and should be very proud of this accomplishment. You all possess unique characteristics that will lead you to success through this internship and as future Registered Dietitians. As an outgoing dietetic intern, I would like to share some advice and tips with you!

First, treat every rotation, experience, project, and class assignment as an opportunity to learn. Some areas you will enjoy more than others, and that's completely normal. Each situation is there to teach you something valuable about the dietetics profession, even if it's not your top area of interest. Many interns this past year were surprised at how much they enjoyed a rotation that did not appeal to them in the beginning. Also, treat every rotation like a job interview, you never know who could be reviewing applications when you start applying as an RD!

Second, embrace every single experience by asking questions and putting yourself in uncomfortable situations. There is no such thing as a dumb question, especially during your internship. Be open to new ideas, tasks, and situations that will help you to become a better professional. Get to know your preceptors and remember that they want to teach you and help you learn, even if you make mistakes. Apply their advice and feedback in order to better yourself in pursuit of achieving your professional goals. Experiences are easier to remember than words read from a textbook. Work to build your foundation of nutrition knowledge, so in the future you can treat patients and clients with the best of care.

Third, get to know your classmates. Share your experiences, challenges, and triumphs. Be eager to listen to advice and stories they are willing to share. Your classmates are there to help you, uplift you, and encourage you through every difficult task you may endure.

Fourth, time-management is a very important attribute you must apply to this internship year. This year is about balance, learning, and most of all, enjoyment! You all have worked so hard to get to where you are now. Try not to put too much on your plate (work wise, not food wise :). Make time for the things that matter, such as family, friends, hobbies, exercise, and whatever makes you happiest. Don't look down upon yourself for taking some time to do what you love. Manage your time effectively so you can enjoy every aspect of this year.

Lastly, I encourage you all to take this degree and make it worthy. Incorporate passion into every experience, as it's an important component of your degree, your future career, and of life. We are in this profession to help others and guide them towards living a more healthful life, so I encourage you all to work hard at always making this a priority!

I hope you have a wonderful year!

Sincerely,

Melissa Simons, *Dietetic Intern, Class of 2018*

Contents

REFERENCES CONCERNING KUMC GRADUATE SCHOOL9

KUMC STUDENT HANDBOOKS9

EQUAL OPPORTUNITY10

KANSAS RESIDENCY10

KU MEDICAL CENTER MAPS10

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING10

HEALTH AND IMMUNIZATION INFORMATION11

HEALTH AND LIABILITY INSURANCE12

HIPAA, STUDENT SAFETY, AND OTHER TRAINING12

PHOTO IDENTIFICATION CARD12

EMAIL12

ACADEMIC ACCOMMODATIONS13

NON-ACADEMIC TECHNICAL STANDARDS13

COUNSELING & EDUCATIONAL SUPPORT SERVICES13

FINANCIAL ASSISTANCE13

STUDENT HEALTH SERVICES14

A. R. DYKES LIBRARY14

STUDENT COMMUNITY INVOLVEMENT14

KUMC DIETETIC INTERNSHIP HISTORY15

PROGRAM MISSION AND GOALS/OBJECTIVES15

ACCREDITATION STATUS16

ACEND LEARNING OUTCOME/COMPETENCY REQUIREMENTS16

CURRICULUM FOR DIETETIC INTERNSHIP GRADUATE CERTIFICATE20

ACADEMIC PLAN FOR DIETETIC INTERNSHIP GRADUATE CERTIFICATE21

SUPERVISED PRACTICE EXPERIENCE SCHEDULE22

REQUIREMENTS FOR SUPERVISED PRACTICE ROTATIONS23

SUPERVISED PRACTICE FACILITIES23

POLICY ON REPACEMENT OF EMPLOYEES23

SUPERVISED PRACTICE DOCUMENTATION23

SUPERVISED PRACTICE EXPERIENCE EVALUATIONS23

PROFESSIONAL MEETINGS AND ACTIVITIES24

JAYDOC FREE CLINIC	24
INTERPROFESSIONAL TEACHING CLINICS	25
PROFESSIONAL CONDUCT.....	25
STANDARDS OF DRESS AND APPEARANCE.....	25
OUTSIDE EMPLOYMENT	27
SUPERVISED PRACTICE COMPENSATION	27
CLASS WORK	27
ATTENDANCE.....	28
VACATIONS AND HOLIDAYS	28
HAZARDOUS WEATHER.....	28
INJURY OR ILLNESS WHILE WORKING IN A SUPERVISED PRACTICE FACILITY ..	29
ESTIMATED PROGRAM COSTS	29
TRANSPORTATION AND HOUSING EXPENSES AND LIABILITY	30
SCHOLARSHIPS.....	30
DIRECTORY INFORMATION	31
DEPARTMENTAL FACILITIES AND COMMUNICATION	31
DN FACULTY AND STAFF.....	31
STUDENT ADVISEMENT.....	32
PRIOR LEARNING/COMPETENCE AND TRANSFER CREDIT	33
PROGRESS IN PROGRAM	33
PROGRAM TIME LIMITATIONS/LEAVE OF ABSENCE.....	33
RETENTION AND REMEDIATION PROCEDURES.....	34
WITHDRAWAL AND TUITION REFUND	34
GRIEVANCE PROCEDURES/ACEND COMPLAINT PROCEDURES.....	34
STUDENT OMBUDSMAN	35
DISCIPLINARY AND TERMINATION PROCEDURES.....	35
READMISSION POLICY.....	35
RELEASE OF STUDENT INFORMATION /ACCESS TO STUDENT RECORDS	35
DI PROGRAM PRE- AND POST-EXAMS	35
GRADUATE CERTIFICATE DIETETIC INTERNSHIP PROGRAM COMPLETION REQUIREMENTS	36
VERIFICATION STATEMENT	36
NATIONAL REGISTRATION EXAMINATION.....	36

USE OF THE TERM RDE/RDNE	37
LICENSURE.....	37
CODE OF ETHICS FOR THE DIETETIC PROFESSION	37

KUMC Policies, Procedures and Services

REFERENCES CONCERNING KUMC GRADUATE SCHOOL

- **Office of Graduate Studies:** <http://www.kumc.edu/academic-affairs/graduate-studies.html>
- **Graduate School Catalog, University of Kansas:** <http://catalog.ku.edu/graduate-studies/kumc/>
- **KUMC Student Affairs:** <http://www.kumc.edu/studentcenter>

Links provided from KUMC Student Affairs to the following:

- Vice Chancellor of Student Services
- Office of the Student Ombudsman
- Registrar's Office
- Office of Admissions
- Student Financial Aid
- Student Health Services
- Counseling & Educational Support Services
- Office of Student Life
- Kirmayer Fitness Center
- Student Health Insurance
- Academic Accommodation Services
- Academic & Student Affairs

KUMC STUDENT HANDBOOKS

The University of Kansas Medical Center Online Student Handbook is separated into different sections; one for each of the different schools and one general guide for the Medical Center. This handbook is available only online: <http://www.kumc.edu/studenthandbook/>

Students in Dietetics and Nutrition are also responsible for information contained in the **School of Health Professions Handbook** found at: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

Contained within the SHP handbook are the following sections:

- Administrative Offices and School Directory
- Honors and Awards
- School-Related Organizations
- Academic Policies
- Departmental Policy Information
- Performance Standards and Policies
- Actions related to academic and nonacademic misconduct
- SHP (School of Health Professions) Appeals Procedure for Academic and Non-academic misconduct

EQUAL OPPORTUNITY

The Dietetics and Nutrition Department abides by the university policies on race, religion, color, ethnicity, sex, disability, national origin, ancestry, age, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, or genetic information. If a student thinks he/she has been harassed while participating in the program, a complaint should be filed with the Equal Opportunity Office at the University of Kansas Medical Center. The phone number of the office is 913-588-8011 and email is nholick@kumc.edu.

KANSAS RESIDENCY

For full information about requirements for Kansas residency and for the Kansas residency application form, see the Office of Registrar at the following website: <http://www.registrar.ku.edu/~registr/residency/residency.shtml>. A summary of the requirements to be considered a Kansas resident includes:

- Continuous physical residence in Kansas for 365 days. These days must be prior to the first day of classes for which you are applying for residency.
- Sources of financial support to meet your living expenses must come from Kansas sources. The student has to show Kansas sources of income that meet or exceed expenses.
- Your intent must be to stay in Kansas indefinitely. You must be residing in Kansas for reasons other than just education.

KU MEDICAL CENTER MAPS

Navigating the University of Kansas Medical Center campus can be a challenge for us all! You can find several maps of the campus here: <http://www.kumc.edu/about-us/maps-and-contact-information.html>.

Information Required Prior to Starting Dietetic Internship

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING

Dietetic interns are required to obtain a criminal background check and drug screening. These screenings are completed through Validity Screening Solutions and are the financial responsibility of the intern (\$59 for background check, \$35 for the drug screening). Instructions for completing these screenings will be provided by the Program Director after admittance to the program.

Acceptance into the School of Health Professions academic programs is conditional, pending the results of a criminal/healthcare-related background check. Your acceptance into the School's program will not be final until we have received your background check information from Validity Screening Solutions, so do this as quickly as possible.

Please be aware that while most health care facilities with whom we have affiliation contracts will accept our verification that a background check has been performed on a student, some may require a more current or different report. However, the School of Health Professions requires only one background check prior to final acceptance and subsequent enrollment.

The School of Health Professions may also run an Employment Disqualified List (EDL) check for enrolled students if required by an affiliation site. This check reviews Missouri records for any individuals who have been disqualified from working in a health care facility in that state. You need not provide additional information for this check, nor is there any cost to you. However, should this be required by your affiliation site, we will need your signed permission to release your Social Security Number to the MO Department of Health and Senior Services, the agency that provides the EDL check.

Should a background check/EDL check come back with an unacceptable conviction, the applicant/student will be notified by the School of Health Professions. If there is a conviction that does not disqualify the applicant/student from a program and subsequent affiliation, the student should be aware that this may not be the case for the professional certifying agency. It is the student's responsibility to confirm whether or not the conviction will prevent them from taking a certification/qualifying examination upon completion of the program.

HEALTH AND IMMUNIZATION INFORMATION

Health requirements for dietetic interns can be found at <http://www.kumc.edu/student-services/student-health-services/health-requirements-for-enrollment.html> (be sure to select the form specifically for Dietetics & Nutrition Interns). Students will need to meet KUMC Health requirements for enrollment and for continuation in the program. Please note that you cannot enroll until this information has been submitted to Student Health Services. The health information is retained by Student Health Services. Student Health will perform all necessary tests, examinations, and blood work and assist you in filling out all required forms (for fees see: <http://www.kumc.edu/student-services/student-health-services/our-services.html>). If you have questions about required health information, the Student Health service phone number is 913-588- 1941, and the office is located in Student Center Room 1012. The Student Health Services web site is <http://www.kumc.edu/studentcenter/health.html>. The link to access health forms is <http://www.kumc.edu/student-services/student-health-services/student-health-forms.html>.

Dietetic interns are required to have a TB test within 3 months of starting the academic program and every year thereafter. Two step testing is required for all incoming students. This involves two separate PPD tests administered and interpreted within the past 12 months (the most recent PPD must be completed within 3 months of the program start date). Alternatively, a Quantiferon or T-Spot blood test within the last 3 months is acceptable. Students receive one TB test per academic year free of charge from Student Health Services. Dietetic interns are required to receive the entire Hepatitis B immunization series. If you have not begun the three shot series prior to arriving on campus, you will be required to receive the first Hepatitis B immunization. The Hepatitis B vaccine is available through Student Health for a fee paid at the time of service. Please call Student Health Services for information about immunization costs and appointments.

Failure to provide the required health and immunization data by the required deadlines prevents you from starting the program. You need to provide proof of the immunizations to preceptors when beginning supervised practice experiences. Keep a copy of health and immunization data for this purpose.

HEALTH AND LIABILITY INSURANCE

Dietetic interns are required to have current health insurance in order to participate in the program. You may choose any health insurance plan. If you do not have health insurance, you may be eligible to purchase health insurance through the State of Kansas health insurance plan (For information, please visit: <http://www.kumc.edu/student-services/student-health-insurance.html>).

You are required to provide a copy of your health insurance card and “Health Insurance Affidavit” to Student Health Services. You provide proof of health insurance coverage to preceptors when beginning supervised practice experiences.

Dietetic interns have general liability insurance. The School of Health Professions (SHP) has a policy with Columbia Casualty Company for all students in the school. SHP assumes the cost of the liability insurance for students. Professional liability coverage is up to \$1,000,000 per occurrence and annual aggregate of \$3,000,000. The current policy is effective July 1, 2018 through July 1, 2019, and is renewed annually.

HIPAA, STUDENT SAFETY, AND OTHER TRAINING

Dietetic interns must complete required KUMC orientation and training as well as specific training on The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rules. The HIPAA training covers rules about confidential handling of patient information. The university orientation provides information to help you familiarize yourself with the tools you need to succeed and to help you transition into the learning environment at KUMC. You will have an “Orientation Hold” on your account (and be unable to enroll in classes) until the orientation is completed. HIPAA, Student Safety and other required training will be available on the myKUMC intranet.

PHOTO IDENTIFICATION CARD

The KUMC police require that all students have a photo identification card. For students who do not receive the card as part of a group enrollment activity, a time to have the photo taken and the card made must be scheduled by the student by emailing badgeoffice@kumc.edu. Photos are taken in the Badge Office, located in B314 KU Hospital. The days and times are M-Fri, 7:30am-4:00 pm. KUMC Police policies regarding use of the identification card are found here: <http://www.kumc.edu/police/safety-on-campus/card-access-info.html>.

EMAIL

Each new student, upon enrolling, is issued a KUMC email account with an address on the kumc.edu domain. This account is used for the University business and official University communications to students. Students are expected to check their KUMC e-mail account regularly for University/Departmental communications. For the complete KUMC student email operational protocol, go to <https://kumc-publicpoliciesandprocedures.policystat.com/policy/4519832/latest/>

University Services/Resources

To view information on all Student Services, please visit: <http://www.kumc.edu/student-services.html>

ACADEMIC ACCOMMODATIONS

Academic accommodations are provided for students who have disabilities as defined under the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and the Federal Rehabilitation Act of 1973. Students that need accommodations for the program should contact Academic Accommodation Services at 913-588-7035 so plans for approved accommodations can be implemented. Appointments may be made at <https://medconsult.kumc.edu>. More information about academic accommodations is available at www.kumc.edu/student-services.

NON-ACADEMIC TECHNICAL STANDARDS

The faculty makes reasonable accommodations recommended by Academic Accommodation Services staff. Abilities considered essential for completion of the program are outlined in the "Post-application Acknowledgement Statement Nonacademic Technical Standards for Dietetic Internship Graduate Certificate Degree Program". The standards are outlined on the program web site at <http://www.kumc.edu/school-of-health-professions/dietetics-and-nutrition/dietetic-internship-graduate-certificate/technical-standards.html>. Dietetic interns read and sign an acknowledgement statement prior to starting the program indicating whether or not accommodations are needed.

COUNSELING & EDUCATIONAL SUPPORT SERVICES

You are encouraged to seek help with academic and other problems affecting you. Learning assistance, academic performance enhancement, and psychological services at KUMC are free, confidential, and available at Student Counseling and Educational Support Services. The Department of Dietetics & Nutrition encourages graduate students to not delay in seeking out these services when a related concern presents. Life can present challenges, and these services are here to assist students in navigating these challenges. Counseling Support Service offices are located in G116 of the Student Center. Education Support and the Writing Center are located in G012 and G011B of Dykes Library. Counseling and Educational Support Services can be reached at 913.588.6580. More information is found at <http://www.kumc.edu/student-services/counseling-and-educational-support-services.html>

FINANCIAL ASSISTANCE

Full-time degree seeking students accepted for enrollment at the University may apply for financial assistance. Students should obtain the necessary financial application information as early as possible from the Office of Student Financial Aid website. The website is <http://www.kumc.edu/studentcenter/financialaid.html> and the phone number for this office is 913-588-5170. The Office of Financial aid is located on the 1st floor of Dykes Library, Room G035. A number of options exist for financial aid, so please do not hesitate to contact this office for student financial service questions or needs.

STUDENT HEALTH SERVICES

The goal of Student Health Services is to provide high quality primary health care to students, spouses and domestic partners. KUMC Student Health is located at 1012 Student Center Building. The clinic is open 8 AM – 6 PM on Mondays and 8:00 AM to 4:30 PM Tuesday through Friday. Student Health Services requires appointments. Call 913-588-1941 or visit the KUMC Student Health Page at <https://medconsult.kumc.edu/confirm.aspx> to schedule, cancel or reschedule an appointment.

A. R. DYKES LIBRARY

The mission of Dykes Library is to engage minds through discovery and sharing of knowledge by connecting people with information anywhere, anytime. The library is located on the north side of 39th Street between Rainbow Boulevard and State Line Road. The library is open 24 hours a day, with the exception of University holidays and breaks. On weekdays after 6 pm and weekends, you must use your KUMC ID badge to access the library. Additional information related to the library can be found at the following link: <http://library.kumc.edu/>.

STUDENT COMMUNITY INVOLVEMENT

A number of interdisciplinary social events and student organizations meet on campus. They are advertised via e-mail, bulletin boards, etc. These events and organizations provide students with the opportunity to network with other student health professionals and to develop leadership skills. For more information about student organizations, go to <http://www.kumc.edu/student-services/office-of-student-life.html>.

Departmental Guidelines & Policies for Dietetic Internship Graduate Certificate Students

KUMC DIETETIC INTERNSHIP HISTORY

The School of Medicine originated in 1862 with the establishment of the University of Kansas by the Kansas Legislature. A four-year medical course began in 1905 when the Kansas City Medical College and the College of Physicians and Surgeons merged under the direction of the University of Kansas. The late Dr. Simeon Bell and his wife, Eleanor Bell, made the union possible by a gift of land to the University of Kansas.

In 1920, the School of Medicine acquired land at the present location at 39th Street and Rainbow Boulevard. The new building, named Bell Memorial Hospital, opened in 1924. Since that time, this location has been the site of the University of Kansas Medical Center that includes the hospital and the many health professions programs offered by the University of Kansas. In 1936, the name was changed to the University of Kansas Hospital, and again in 1947 the name was changed to the Kansas University Medical Center. The KUMC School of Health Professions was created in 1976 (formerly the School of Allied Health). The Department of Dietetics and Nutrition is one of the programs offered by the School of Health Professions.

The University of Kansas Medical Center participated in dietetic education since 1943, when the Dietetic Internship Program (DI) was established. The Academy of Nutrition and Dietetics (formerly the American Dietetic Association) and the Graduate School of the University of Kansas approved the plan for a combined master's program with the DI in 1958. The combined program admitted the first students in 1960. In 2001, the DI changed to a graduate certificate program with the option to complete a Master of Science (MS) degree in Dietetics and Nutrition. It is expected that by the end of July 2018, a total of 486 individuals will have completed the DI. In 2016, the DI received full accreditation by the Accreditation Council on Education for Nutrition and Dietetics (ACEND, formerly Commission on Accreditation for Dietetic Education) for another 7-year term ending December 31, 2023.

The department offers three other graduate programs in addition to the DI and MS including the Great Plains IDEA (online Master of Science degree), a web-based 12 hour graduate certificate program with an emphasis in Dietetics and Integrative Medicine, and a doctoral degree program in Medical Nutritional Sciences.

PROGRAM MISSION AND GOALS/OBJECTIVES

The mission of the School of Health Professions, University of Kansas Medical Center is:

- To serve the citizens of Kansas, the region, and the nation and to develop tomorrow's leaders through exemplary education, research and service.

The mission of the Dietetic Internship program is:

- To produce competent entry-level registered dietitian nutritionists with enhanced skills in nutrition therapy for health and education positions that will provide services for the citizens of Kansas, the region, the nation, and the world.

The program goals and objectives are:

- *Program Goal #1:* The program prepares graduates to be competent entry-level registered dietitian nutritionists.
 - At least 80% of program interns complete program requirements within 15 months.
 - 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
 - Over a 5-year period, 80% of employers will indicate that graduates demonstrated adequate knowledge and practice ability for entry-level practice as a dietitian (rating of at least 4 on a 5-point scale).
 - Three years post program completion, 80% of respondents to graduate surveys will rate their preparation for entry level practice as adequately prepared or better over a 5-year period.
- *Program Goal #2:* The program prepares graduates for practice in the field of dietetics and nutrition and participation in professional organizations.
 - Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.
 - Over a 5-year period, 75% of respondents to graduate surveys will be members of the Academy of Nutrition and Dietetics or related professional organizations.

The program outcome data are available upon request to the public and interns.

ACCREDITATION STATUS

The University of Kansas Medical Center Dietetic Internship Certificate Program has been granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This is the accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600. The program self-study and site visit completed in 2015 resulted in full accreditation status until December 31, 2023.

ACEND LEARNING OUTCOME/COMPETENCY REQUIREMENTS

The "Core Competencies for Registered Dietitians" developed by ACEND depict the supervised practice skills which dietetic interns completing the DI are able to do at the beginning of their careers. Dietetic interns are required to participate in the learning activities that fulfill core competencies completed during graduate courses and supervised practice experiences. Core competencies are completed by the end of the three semester program. *Dietetic interns must earn a passing score on each competency in order to receive the DI Graduate Certificate and*

Verification Statement. In the event that an intern does not receive a passing score on an evaluation/assignment that is used to assess a designated competency, the intern must repeat the experience/assignment until a passing score is achieved.

The table below outlines the Core Competencies for Registered Dietitians:

Competencies	Domain I. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
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 dietetic practice.
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6	Incorporate critical-thinking skills in overall practice.
Competencies	Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.
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.
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.

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 legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15	Practice and/or role play mentoring and precepting others.
Competencies	Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
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.
CRDN 3.4	Design, 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 goods and services, demonstration and promoting responsible 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.
Competencies	Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

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 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.
CRDN 4.10	Analyze risk in nutrition and dietetics practice.

There are two competencies included within the medical nutrition therapy emphasis of the program that build upon the ACEND required competencies.

Competency 1: Dietetics and integrative medicine

Acquire knowledge and skills related to the practice of dietetics and integrative medicine including biochemical individuality, chronic disease physiology, nutrition assessment and intervention, ethical issues, and various practice models.

Competency 2: Inter-professional collaborative practice

Provide effective inter-professional team based care that is patient/population centered, safe, timely, efficient, effective and equitable.

CURRICULUM FOR DIETETIC INTERNSHIP GRADUATE CERTIFICATE

The KUMC Dietetic Internship program provides supervised practice experiences that allow the dietetic intern to practice, develop, and apply skills gained in the classroom. The DI allows graduates to meet the supervised practice experience requirements set forth by ACEND. The 24 hours of graduate coursework and 1,200 hours of supervised practice experiences included in the program contain the required content to meet the required core competencies for entry-level dietitians. The interplay of experiential and didactic learning provides an opportunity for the development of expertise in dietetics and nutrition.

The DI requires 1,200 hours of supervised practice experiences in the areas of clinical nutrition, food and nutrition management, community nutrition, and practice area of interest. DN 827 Practicum consists of 4 hours in the fall semester, 4 hours in the spring semester, and 2 hours for the summer semester. The grading scale for DN 827 Practicum is Satisfactory or Unsatisfactory. For the 10 hours of DN 827 Practicum, you complete supervised practice experiences and projects under the direction of preceptors as well as other assignments and activities requested by the program director and faculty. The program director assigns dietetic interns to preceptors based on dietetic interns' preferences as well as the availability of preceptors. Dietetic interns receive a list of available preceptors for supervised practice experiences and have the opportunity to list their top choices. If you fail to submit your choices, the program director makes assignments. The ability of supervised practice facilities to accept dietetic interns varies from semester to semester and year to year.

At the beginning of each supervised practice experience, dietetic interns receive guidelines and semester calendars. Experiences take place at a variety of locations and require travel within and outside of the Kansas City area. You are responsible for providing your own transportation to supervised practice experience sites and required meetings. Supervised practice experiences generally take place Tuesday through Friday, usually 32 hours per week, during the fall and spring semesters. During the summer semester, there are no weekly classroom meetings on campus; dietetic interns complete Practice Area of Interest supervised practice experiences for 32 to 40 hours per week.

In addition to the supervised practice experiences, dietetic interns complete an additional 14 hours of graduate courses as a requirement of the program: Medical Nutrition Therapy I and II (6 hours), Management in Dietetics and Nutrition I and II (4 hours), International and US Public Health Nutrition (2 hours), and Seminar I and II (2 hours). These courses are graded using the traditional letter grading scale of A, B, C, D, F and count towards the MS degree program. Classroom work takes place on Mondays during the fall and spring semesters. Dietetic interns completing the MS degree in Dietetics and Nutrition enroll in additional graduate classes during the summer semester and the following two to three semesters following the DI. Classes are held at the University of Kansas Medical Center campus located at 3901 Rainbow Boulevard in Kansas City, KS.

ACADEMIC PLAN FOR DIETETIC INTERNSHIP GRADUATE CERTIFICATE

The following is an outline of the academic plan for the dietetic internship graduate certificate (24 credit hours):

Fall Semester

DN 825	Medical Nutrition Therapy I	3 hr.
DN 822	Management in Dietetics & Nutrition I	2 hr.
DN 841	International Nutrition	1 hr.
DN 817	Seminar I	1 hr.
DN 827	Practicum	4 hr.
Total hours for semester		11 hr.

Spring Semester

DN 826	Medical Nutrition Therapy II	3 hr.
DN 823	Management in Dietetics & Nutrition II	2 hr.
DN 842	US Public Health Nutrition	1 hr.
DN 818	Seminar II	1 hr.
DN 827	Practicum	4 hr.
Total hours for semester		11hr.

Summer Semester

DN 827	Practicum	2 hr.
Total hours for semester		2 hr.

***During summer semester, interns may take other courses as advised for MS or DIM certificate.*

DN 817 – Seminar in Dietetics & Nutrition I: Seminar designed to promote effectiveness of professional written and oral communication, increase knowledge of research, and review content information in dietetics.

DN 818 – Seminar in Dietetics & Nutrition II: Seminar designed to promote effectiveness of professional written and oral communication, to increase knowledge of research, and to review content information in selected area in dietetics.

DN 822 – Management Dietetics & Nutrition I: Managerial skills in health care quality improvement and food service are practiced.

DN 823 – Management Dietetics & Nutrition II: Managerial style is related to food policy, financial benchmarking and applied nutrition practice.

DN 825 – Medical Nutrition Therapy I: Course content introduces the student into the concepts of an intermediate study of nutritional therapy of disease. Course content includes evidence-based practice in prevention and nutritional management of diseases. Patient assessment and medical chart documentation are covered. Elements of pathology and biochemistry of the nutrition-related problems are integrated into course topics.

DN 826 – Medical Nutrition Therapy II: Course content includes current nutrition theory and evidence-based practice in prevention and treatment of disease. Advanced therapies and patient management in nutrition support will be discussed. Course topics include pediatric nutrition, obesity, cardiovascular disease, diabetes, cancer, renal disease, and gastrointestinal diseases.

DN 827 – Practicum in Dietetics and Nutrition: Supervised practice experience for graduate level students to fulfill the requirements for the Dietetic Internship. Experiences take place in hospitals, clinics, community healthcare agencies, and other practice settings in which dietetics and nutrition services are provided.

DN 841 – International Nutrition: A study of global public health and nutrition concerns in various nations, assessment of nutritional status of diverse populations, international health and nutrition organizations, policies, and interventions. We explore the roles of dietitians, nutritionists, and others in creating and implementing international public health and nutrition policies and interventions.

DN 842 – United States Public Health Nutrition: A study of US public health and nutrition concerns in diverse US populations, assessment of nutritional status in commonalities, health communication, nutrition policies and community based nutrition interventions. Exploration of the roles of dietitians, nutritionists, and others in developing and delivering nutrition policies and interventions in US communities.

SUPERVISED PRACTICE EXPERIENCE SCHEDULE

A list of available supervised practice facilities is provided to dietetic interns each semester. The DI program director makes assignments based on needs of preceptors and interests of dietetic interns. She works with dietetic interns to identify other education facilities that are not on the list that assist the dietetic intern in meeting his/her individualized educational and professional goals. Interns submit their top 3 choices for each rotation and the program director then assigns the rotation location.

Fall and Spring Semesters

- 480 hours of supervised practice experiences are completed in each semester.
- Supervised practice experiences are 32 hours per week at the supervised practice facility plus required meetings and activities.
- Each intern completes Clinical Nutrition (480 hours), Food and Nutrition Management (240 hours) and Community Nutrition (240 hours).
 - Clinical Nutrition supervised practice experiences take place over an entire semester (~16 weeks).
 - Food and Nutrition Management supervised practice experiences take half a semester as do supervised practice experiences for Community Nutrition (~8 weeks each).

Summer Semester

- For the practice area of interest, you design supervised practice experiences with preceptors you choose.
- 240 hours of supervised practice experiences are completed over the summer semester.
- If an intern has accumulated more than 960 hours of supervised practice experience during the fall and spring semesters, these additional hours may be applied to the summer practice area of interest. *However, an intern must complete at least 160 hours during the summer practice area of interest rotation.*

Total Supervised Practice Hours - 1,200 hours supervised practice

REQUIREMENTS FOR SUPERVISED PRACTICE ROTATIONS

For admission to the DI program, interns are required to submit health and immunization records, proof of health insurance coverage, complete a criminal background check and drug screen, and HIPAA, safety and other training at KUMC before enrolling in courses. Dietetic interns should be prepared to provide proof of this information to preceptors. Some facilities may have other requirements that must be fulfilled prior to starting a rotation (i.e., CPR training). Any expenses incurred for these services are the responsibility of the intern.

SUPERVISED PRACTICE FACILITIES

All supervised practice sites must have a signed Affiliation Agreement prior to the intern starting their rotation experiences. The Affiliation Agreement delineates the rights and responsibilities of both the University of Kansas Medical Center and the affiliating organization. Agreements must be signed by the Dean of the School of Health Professions at KUMC and an individual with appropriate institutionally-assigned authority at the affiliating organization. The program director maintains the Affiliation Agreements and initiates a new agreement when an agreement is scheduled to expire.

POLICY ON REPLACEMENT OF EMPLOYEES

We are committed to ensuring our interns receive the education and training necessary to become competent, entry-level registered dietitian nutritionists. Thus, it is our policy that interns are not to be used to replace employees. At the end of the clinical rotation, the intern will complete staff relief. Staff relief does not replace the dietitian. The dietitian is still required to provide intern supervision and to co-sign notes. If an intern feels that they are being used to fill in for other employees on a regular basis, please report this to the Program Director.

SUPERVISED PRACTICE DOCUMENTATION

Dietetic interns will be given timesheets to document the hours spent in supervised practice experience. These sheets should be completed weekly and signed by the preceptor. In addition to supervised practice hours conducted in the professional work setting, there will be times when you will receive hours for completion of simulation, case studies and role playing. The program director will inform you of when and how many hours should be recorded for these activities. You will submit timesheets and evaluations to the program director every 4 weeks (after each completed evaluation). The Graduate Teaching Assistant (GTA) working with the internship program will keep an excel file documenting all of your supervised practice hours.

SUPERVISED PRACTICE EXPERIENCE EVALUATIONS

Evaluations help dietetic interns progress toward the goal of becoming a competent entry-level dietitian. The performance evaluation process consists of the dietetic intern's self-evaluation and the preceptor's evaluation of the dietetic intern's performance in the supervised practice setting. Generally, dietetic interns participate in the evaluation process every 4 weeks and at the end of supervised practice experiences. The evaluations may be more frequent if desired by the preceptor. Dietetic interns meet with preceptors to discuss performance evaluations. Class homework, presentations, and exams are other methods used to assess the dietetic intern's work.

Dietetic interns are asked to evaluate each course, supervised practice experience, and the overall internship program. The KUMC program director, faculty, and staff provide the forms and online surveys to complete these evaluations.

PROFESSIONAL MEETINGS AND ACTIVITIES

Dietetic interns participate in professional meetings, projects, and other events under the guidance and sponsorship of the department and other groups. The following activities by dietetic interns are expected: membership in state and national professional organizations; preparation, display and presentation of professional related exhibits, and participation at department, school, and university functions. All dietetic interns are required to obtain Student Membership in the Academy of Nutrition and Dietetics (AND). Benefits of student membership include access to AND resources, the Journal of the Academy of Dietetics and Nutrition, and member rates for products and meeting fees. Membership in the Academy automatically grants membership to the Kansas Academy of Nutrition and Dietetics (or other state affiliate where the student resides). Interns will be required to provide the program director with proof of student membership.

Dietetic interns are encouraged to attend professional gatherings, e.g., Kansas City District Dietetic Association meetings, conventions of the Kansas or other state dietetic associations, and the Food and Nutrition Conference and Exposition. Dietetic interns may be excused from classes or supervised practice experiences to attend approved meetings. Dietetic interns are assigned to help with various departmental events, health fairs, seminars, and open houses that occur during the academic year.

JAYDOC FREE CLINIC

JayDoc Free Clinic is an interdisciplinary, student-run clinic for uninsured individuals in Kansas City. Dietetic interns are required to work at JayDoc at least six times during the dietetic internship program (at least one session during both fall and spring semesters). This service will provide valuable experience providing preventive nutrition counseling in a primary care setting. Each month, dietetic interns sign up for a clinic night in the following month using the JayDoc volunteer website (<http://volunteer.jaydocfreeclinic.org>). At the clinic, interns are expected to check in with a nutrition co-director upon arrival. Dietetic interns may count three hours towards practicum supervised practice experiences for every night worked at the JayDoc Free Clinic, including any additional nights that they wish to volunteer.

Dietetic interns should arrive at the clinic at 5:15 PM on clinic night. Dress is business casual and students should wear their KU student name badge. Each dietetic intern fills out one patient checklist per patient counseled. All patient checklists are to be turned into the nutrition co-director at the end of the night or placed in a designated folder at the clinic. If a dietetic intern is unable to attend the night she/he signed up for, she/he must arrange with another dietetic intern to switch nights and notify Melissa Simons (msimons3@kumc.edu) and Rebecca Butler (rbutler3@kumc.edu) the Nutrition Co-Directors for JayDoc.

INTERPROFESSIONAL TEACHING CLINICS

During the semester that the dietetic intern completes the Clinical Nutrition rotation, she/he will be required to complete two days within the Interprofessional Teaching Clinic (IPTC) and Geriatric Interprofessional Teaching Clinic (GITC). Interns will be assigned two consecutive Wednesdays; students attend IPTC during the morning and GITC during the afternoon. In the event that GITC is not in session on the assigned day, the intern will remain at IPTC for the entire day. Interns are required to submit a reflection paper on their experience. Additional information will be provided during the internship orientation. You can also visit the IPTC website located at: <http://www.kumc.edu/school-of-medicine/family-medicine/for-patients/iptc-interprofessional-teaching-clinic.html>.

PROFESSIONAL CONDUCT

You are required to read and comply with the professional conduct guidelines outlined in the *Code of Ethics for the Dietetic Profession* at <http://www.eatrightpro.org/resources/career/code-of-ethics>. As dietetic interns relate with peers, patients, faculty, staff, and a variety of professionals in the clinical setting, ethical behaviors are expected. In the clinical setting, behaviors must be such to promote efficient and effective care of patients and the orderly operation of the organization. The impression that dietetic interns strive to achieve is one that inspires trust and confidence among clients, families, professionals, staff and peers.

Professional behavior is required of dietetic interns in the classroom and supervised practice experiences. This is important as it relates to the confidentiality of patient medical records and employee records. It is inappropriate for dietetic interns to discuss personal matters with patients and other health professionals, or to solicit personal advice from such persons. Comments and actions should be professional and appropriate to the healthcare and business setting. Dietetic interns maintain pleasant, courteous, and respectful behaviors toward patients and family members, peers, faculty, preceptors, and other health professionals and staff. It is important that you are appropriately responsive to staff, enthusiastic about assigned work, abide by the established policies and procedures of the institution, and adhere to the specific lines of authority when working at facilities. Failure to observe appropriate ethical behaviors in the clinical setting is academically and professionally unacceptable as well as medically and legally compromising.

Guidelines about use of cell phones, laptops and mobile devices in the classroom and during supervised practice experiences include: no recreational web surfing during class or supervised practice experiences; and cell phones and other mobile devices are muted or turned off during supervised practice experiences and in the classroom. Exceptions to the guidelines are when they are used in specific applications approved by faculty and preceptors for class and supervised practice work.

STANDARDS OF DRESS AND APPEARANCE

Dietetic interns are required to be neat, clean, and appropriately dressed when reporting to classes, rotations, and professional gatherings. Whether on campus, in the supervised practice environment, or at a professional gathering you project a professional image as you represent the department and profession of nutrition and dietetics.

Appropriate dress and appearance ensure consistent and acceptable presentation to patients, visitors, faculty, and staff; prevents contamination of foods; and protects you from injuries caused by inappropriate clothing. Dress and appearance requirements in classes and supervised practice experiences vary depending on the instructor and preceptor. It is your responsibility to find out what the dress standards are for various situations.

General standards of dress and appearance are as follows: All clothing should be clean, neat, pressed and fit appropriately. Supervised practice experiences or at professional gatherings the standards are: men – slacks, shirts with collars, dress shoes, and dress socks; women – dresses, skirts or slacks, blouses or sweaters, dress shoes (no high heels). Dress and skirt lengths should be appropriate for the professional work setting (moderate length and exposure including buttons and slits). Undergarments should not be visible while seated or standing.

Lab Coats

White lab coats may or may not be required, depending on the facility. Some hospitals require lab coats, whereas community sites may not require them. It is your responsibility to purchase a lab coat if it is required at a supervised practice site.

KUMC ID Badge

Dietetic interns are required to have a KUMC ID badge for access to campus resources and for supervised practice experiences. You obtain a KUMC ID badge by setting an appointment or if possible, the program director may arrange for a group appointment during orientation. The email is badgeoffice@kumc.edu. Badges are issued in the campus badge office located at B314 KU Hospital.

Jewelry

Jewelry is restricted to a wristwatch, wedding rings, and earrings when working in food service areas. Preceptors may have additional restrictions on jewelry.

Makeup and Nails

Makeup should be applied conservatively. Nail polish and artificial or extenders may not be worn when working in food service areas or in direct patient care. Fingernails must be clipped short.

Piercings and Tattoos

Visible body stud jewelry (rings or studs in the nose, tongue, lips or eyebrow) are not allowed during supervised practice rotations. Efforts should be made to conceal or cover tattoos during rotations.

Shoes

Dress shoes that are clean, polished, have leather uppers, and enclosed foot are appropriate for supervised practice experiences. High heels, boots and sandals are not acceptable in hospitals and food service areas. Slip resistant soles on shoes are required in food service areas.

Hair

Hair should be clean, styled and when working in the food service areas hair restraints are required. Mustaches, beards, or sideburns below the ear lobe must be closely trimmed and neat. When working in the food service area, restraints for beards are required.

Cleanliness

Personal hygiene is a requirement. Colognes and perfumes should be lightly applied and light in scent (if worn).

In general, professional dress is conservative. If there is any doubt as to the appropriateness of dress to wear for supervised practice experiences, do not wear the outfit. Interpretation of appropriate dress rests with the preceptor. If you are inappropriately dressed for a supervised practice experience, you will be dismissed and will be required to complete missed hours at a later date. Appearance along with professional conduct instills confidence in patients and the respect of peers, facility staff, faculty, and other professionals you interact with during the program.

OUTSIDE EMPLOYMENT

Dietetic interns who assume outside employment during the year to support themselves need to be aware that dietetic interns who work during the program may not complete the requirements of the program in a satisfactory and timely manner. If you choose to accept employment, you need to arrange outside work around the widely varying supervised practice experience schedules. You should not accept jobs that require work during day time hours on Mondays through Fridays during the semester. Some supervised practice experiences require dietetic interns work evening hours during the week and some weekend hours, so the outside employment hours need to be flexible.

If problems arise relating to supervised practice experience hours and outside work hours, the program director and preceptor will discuss their concerns with you. You are required to fulfill the supervised practice experience schedule set by the program director and preceptor by altering the outside employment schedule so that supervised practice experiences are completed.

SUPERVISED PRACTICE COMPENSATION

Interns are not compensated for their supervised practice experience hours. However, if the opportunity presents itself during the summer practice area of interest rotation, interns may accept a stipend or hourly wage (i.e. working on project that offers a stipend, completing hours at a place where currently employed). This will be at the discretion of the DI program director and the intern must clearly demonstrate within the Step 1 Learning Plan how the goals/learning needs selected for the rotation will build upon their current knowledge and/or skills. The Program Director must review and approve this plan.

CLASS WORK

Dietetic interns attend classes and are prepared to participate in the learning process. The faculty members are present to assist and facilitate learning but expect active student involvement during classes. Turn off or mute cell phones, laptops and other mobile devices unless approved by faculty so as not to disrupt classroom activities.

Dietetic interns are expected to maintain high standards of conduct. Dishonest, irresponsible and unethical behaviors are not tolerated. The department adheres to policies set forth by the school and the university concerning cheating and plagiarism.

To plagiarize means to “present the ideas or words of another as one’s own” (from Webster’s New Explorer Dictionary and Thesaurus, Merriam-Webster, Springfield, MA, 1999, page 397). Clearly cite references used in preparing assigned projects. Guidelines for citing references are provided in classes; however, if you are not certain how to do this, it is your responsibility to

contact a faculty member or librarian to obtain clarification.

Plagiarism in any form is not accepted and is handled according to School and University policies. Software that detects acts of plagiarism is used to score written work for violations of plagiarism. Instructors evaluate the results of the plagiarism score to determine what action is required. Plagiarism is considered academic misconduct and can result in a failing grade. The policies set forth by the school and the university concerning cheating and plagiarism are described in the *KUMC Student Handbook* at <http://www.kumc.edu/studenthandbook/>

ATTENDANCE

It is expected by faculty that dietetic interns attend classes. You are required to call and/or e-mail the appropriate professor as designated in the course guidelines if you are absent from class. You may be penalized for absences if stated in course guidelines.

You will complete scheduled supervised practice experience hours. If you have extenuating circumstances or illnesses that prevent participation in scheduled experiences, **you are required to contact the program director and the preceptor at the supervised practice site to report the absence.** Failure to report an absence is unprofessional and impacts your performance evaluation. At a later date agreed upon by the preceptor, you will complete hours missed from supervised practice experiences. You will be responsible for making arrangements with the preceptor to make up absences.

VACATIONS AND HOLIDAYS

The Dietetic Internship program will follow the KUMC academic calendar. Please note that should an intern need to makeup missed supervised practice hours or need additional time to meet required competencies, he/she may be required to complete supervised practice hours during university designated breaks.

A dietetic intern who is absent from class for a religious observance may reschedule an examination, presentation, or supervised practice experience without penalty. However, it is your responsibility to notify the professor, program director, and preceptor of the absence **prior** to the religious holiday. When you miss classes or supervised practice experiences, you are still required to complete all assigned work, exams, and projects due during the absence. It is your responsibility to secure handouts and notes from the missed classes and plan for make-up hours missed due to the absence with the preceptor.

If you have special requests for absences from classes and supervised practice experiences, e.g., job interviews and family events, you should discuss requests in advance with the faculty, preceptors, and program director. They will review the request, and, if approval is granted, you will be required to make up all of the missed work later.

HAZARDOUS WEATHER

The Office of the Chancellor or Vice-Chancellor provides official notice about cancelled classes for the University of Kansas Medical Center. In the event of hazardous weather, check the local news media (Fox 4, KCTV5 and/or KMBC 9) to see if KUMC has cancelled classes for the day and check university E-mail for a broadcast E-mail on hazardous weather cancellations. You can

also call 913-588-INFO for a recorded announcement. If KUMC cancels classes, you do not report to classes or supervised practice experiences.

If classes are not cancelled due to hazardous weather, but the dietetic intern does not feel safe driving to the site, he/she should contact the preceptor by phone and DI Program Director by E-mail at the beginning of the scheduled workday to report the absence. In this case, the dietetic intern completes the missed work hours later if KUMC did not cancel classes for the day. Discuss hazardous weather plans with your preceptor before it happens so you know what to do. At some sites, staff is willing to pick you up and bring you to work when the weather is hazardous as they need your help.

INJURY OR ILLNESS WHILE WORKING IN A SUPERVISED PRACTICE FACILITY

If you are injured or exposed to blood, body fluids, or other infectious materials while performing duties in a dietetic intern capacity, you should immediately come to KUMC Student Health located at 1012 Student Center Building (phone 913-588-1941). The clinic is open 8 AM – 6 PM on Mondays and 8:00 AM to 4:30 PM Tuesday through Friday. At any other time, you should present to the KUMC Emergency Room. You have 72-hours to start on the appropriate treatment. KUMC ER bills Student Health Services directly for costs incurred related to dietetic intern injury or exposure to infectious materials.

If you are injured or become ill unrelated to an exposure incident while performing duties as part of the program, you should seek treatment based on your health insurance policy and the policy of the institution where you are working at the time of the incident. You are responsible for financial arrangements for any injury or illness sustained while working at the facility. The clinical education facility will instruct you on health and safety precautions and related policies during orientation to the institution.

ESTIMATED PROGRAM COSTS

KU Registrar web site lists the comprehensive fee schedule for 2017-2018.
<https://registrar.ku.edu/comprehensive-fee-schedule-2017-18>

NOTE: the 2018-2019 Comprehensive Fee schedule should be available soon.

KUMC web site for Office of the Registrar is also a resource for program costs.
<http://www.kumc.edu/student-services/enrollment-services/current-students/tuition-and-fees.html>

Estimated program costs for 24 graduate credit hours: 3 semesters - fall 2017, spring 2018, summer 2018. [Note: The 2018-2019 fee schedule has not yet been released.]

	KS Resident	Non-Resident
Tuition for 24 credit hours*	\$10,109	\$22,370
Fees*	\$838	\$838
DICAS Online Application Fee*	\$40	\$40

Computer Matching Fee (D&D Digital)*	\$50	\$50
KUMC Graduate Studies Application Fee*	\$75	\$75
Background Check*	\$54	\$54
Drug Screening*	\$35	\$35
Hepatitis B (3 shot series)*	~\$120	~\$120
Books & Supplies**	\$1,313	\$1,313
Room & Board**	\$16,157	\$16,157
Personal**	\$4,551	\$4,551
Academy of Nutrition and Dietetics Student Membership*	\$58	\$58
Conference Registration Fees**	\$250	\$250
Transportation**	\$3,863	\$3,863
Total	\$37,513	\$49,774

*Required fees/costs

**Estimated cost obtained from the 2018-2019 Financial Aid full-time graduate student budget document

TRANSPORTATION AND HOUSING EXPENSES AND LIABILITY

It is necessary that you have a reliable mode of transportation to classes, supervised practice experiences, and meetings. There are times during the program when you are required to travel outside of the Kansas City metropolitan area in order to complete educational and supervised practice experiences. It is your responsibility to provide the transportation and pay for the costs of travel. The university does not assume liability for your safety traveling to educational sites. You may have extra housing or lodging expenses if working at a site or attending meetings outside of the metropolitan area.

SCHOLARSHIPS

Scholarships are available annually from the Academy of Nutrition and Dietetics Foundation (ANDF), and the Kansas and other state and district dietetic associations. Applications for scholarships are usually announced in December and due in February. Web sites to find information are: <http://www.eatrightfoundation.org/Foundation/scholarships/>; <http://www.eatrightks.org/>. The Program Director will also post notices regarding scholarship opportunities within the DN 827 practicum blackboard course.

The Department of Dietetics and Nutrition provides scholarships and awards for students in Dietetics and Nutrition that include the Sevie Nelson and Marian Boelte Scholarships as well as the Ruth Gordon and Rowena Sherrill Awards. You will receive information about how to apply for scholarships and awards from the department staff if you are eligible.

DIRECTORY INFORMATION

It is necessary that the Department and preceptors have your current address, cell phone number, KUMC e-mail address, and emergency contact. When there are changes in contact information, you should communicate changes to the department staff, faculty and preceptors as soon as possible.

DEPARTMENTAL FACILITIES AND COMMUNICATION

The Dietetics and Nutrition main offices are located in DELP G020. There are more faculty offices located in DELP G037. Faculty mailboxes are located in DELP G037 and some faculty have drop boxes by their offices. The student room for Dietetics and Nutrition students is located in DELP G028 where there are student mailboxes, computers, work tables and a microwave. The refrigerator and kitchen sink are located further down the hall from this room. Students may store lunches in the refrigerator. Please keep the student room and kitchen areas clean including the microwave, refrigerator, and sink. Label foods placed in the refrigerator. Dispose of uneaten foods and drink immediately.

It is important that you check your mailbox in the student room weekly during the semester. Students are required to regularly check their KUMC e-mail. Do not delete e-mail messages from KUMC or the department without reading them first. If you need to print or photocopy materials, you should not use the departmental photocopy machines for printing or copying unless it is with the authorization of faculty or staff. Students can print or copy documents at Dyke's Library for free (up to \$20/semester; see the following link for additional details: <http://dykeslibrary.blogspot.com/2017/05/update-on-student-printing.html>).

DN FACULTY AND STAFF

The primary objective of the faculty is to assist you in your endeavor to become a competent scholar and professional. Faculty members are available to meet with you. You should make appointments with faculty through the faculty member or leave a message (voice mail or e-mail). If you have difficulties contacting a faculty member, please notify the Administrative Assistant. Some faculty members travel out of town or may be on leave and are unavailable on short notice.

You are not to use faculty as a "sounding board" to complain about other faculty, staff, or preceptors. If you have a complaint about a course coordinated by faculty, meet with the faculty in charge of the course to discuss the concerns. If the faculty does not deal with the concerns adequately, contact the Chair of the Department to set up a meeting to discuss concerns.

The faculty uses services of departmental staff. You are not to make personal requests of the staff, e.g., photocopying, typing, and transmitting personal incoming telephone calls, except in cases approved by faculty or emergency situations.

The table below provides contact information for the DN Faculty:

Name	Office	Phone (913)	E-mail
Goetz, Jeannine PhD, RD, LD Associate Professor DI Program Director GPIDEA Program Director	G027B DELP	588-1449	jgoetz@kumc.edu
Gibbs, Heather PhD, RD, LD Assistant Professor MS Program Director	G027D DELP	945-9138	hgibbs@kumc.edu
Hull, Holly PhD Associate Professor	G027A DELP	588-5358	hhull@kumc.edu
Aaron Carbuhn, PhD, RD Assistant Professor	G021 DELP	945-9601	acarbuhn2@kumc.edu
Carlson, Susan PhD A.J. Rice Endowed Professor Doctoral Program Director	G037E DELP	588-5359	scarlson@kumc.edu
Sullivan, Debra PhD, RD Midwest Dairy Professor of Clinical Nutrition Department Chair	G025 DELP	588-5357	dsulliva@kumc.edu
Simpson, Rachel MS, RDN, LD Clinical Instructor	G037D DELP	588-7683	rsimpson2@kumc.edu
Sharon Peterson, PhD, RD, LDN Clinical Instructor			speterson9@kumc.edu
Bonny Murrell Administrative Assistant	Main Office: G020 DELP	588-5355	bmurrell@kumc.edu

STUDENT ADVISEMENT

The responsibility for fulfilling academic requirements rests with the student. However, the program director provides academic counseling in order to help you fulfill academic goals for the DI. You should review your plan of study using the "Academic Plan" in the first semester of graduate work. Your academic progress is reviewed and documented in the KU Advising Tool under the [myKUMC](#) intranet. The program director records changes in the plan of study. During the spring semester, you will meet with the Master of Science (MS) Program Director if you plan to complete the MS degree after the DI. If you continue in the Master of Science Program in

Dietetics and Nutrition, the MS Program Director will provide academic advisement. During the summer semester, the DI program director will assist you with the application for approval to take the Registration Examination for Dietitians upon completion of the program.

When faculty observes a student is having difficulty relating to class work, supervised practice, or other areas, he/she recommends the student seek guidance from the Student Counseling and Educational Support Services (see [COUNSELING & EDUCATIONAL SUPPORT SERVICES](#) section).

PRIOR LEARNING/COMPETENCE AND TRANSFER CREDIT

The University of Kansas Medical Center does not grant exemption from dietetic internship supervised practice experiences or graduate coursework for prior education or employment experiences. The university also does not accept transfer credit for the graduate coursework required for the graduate certificate dietetic internship program.

PROGRESS IN PROGRAM

The department uses the academic standards set by the university for graduate students. Each student is required to maintain a cumulative grade point average of 3.0 or better. If a student's GPA falls below 3.00, s/he will be placed on probation by the Dean of Graduate Studies and will have one semester to raise it to a 3.00. If not, the student will not be permitted to re-enroll in graduate work unless the Dean of Graduate Studies acts favorably on a departmental recommendation for the student to continue study. The student is also required to earn a grade of "S" (satisfactory) in the DN 827 Practicum courses (10 credit hours). The program director will monitor supervised practice evaluations to ensure that the intern is satisfactorily meeting the required competencies and maintaining professional and ethical behavior. Should issues arise, the program director will schedule a meeting with the intern for further discussion and counseling (see [RETENTION AND REMEDIATION PROCEDURES](#) section). Only courses graded "A", "B", or "C" count toward graduate credit for a Master of Science degree (14 credit hours). The faculty reviews the academic work of graduate students each semester to determine academic progress, need for probation, or dismissal from the program.

PROGRAM TIME LIMITATIONS/LEAVE OF ABSENCE

Dietetic interns are required to complete the program within 15 months of beginning the program. If a dietetic intern starts the program and later needs to leave the program before all required work is completed, he/she meets with the program director explaining the rationale for the leave and when he/she plans to return to complete the program. The dietetic intern documents the absence request in writing and submits it to the program director. The program director reviews the request, and if it is approved, the position is reserved for up to one year. During a leave of absence, students are not considered officially enrolled and are not reported to lenders as being on a leave of absence. If students take a leave of absence, they will not be eligible to enroll without completing a reactivation form and paying the reactivation fee.

The following checklist should be consulted when considering a LOA:

1. Contact Student Financial Aid to:
 - a. Ask about contacting lenders

- b. Ask about possible need to repay financial aid for the current semester
 - c. Ask about load deferments
2. Contact the Associate Registrar to:
 - a. Check to see how current fees will be handled. Refunds may go to financial aid.
 - b. Check about retaining residency for fee purposes. If you are not enrolled at the University of Kansas and move outside the State for the period of the leave of absence, in all likelihood you will lose your residency status.
3. Health Insurance – Ask how it is possible to remain on the student health plan.

RETENTION AND REMEDIATION PROCEDURES

If a preceptor at a supervised practice site judges that an intern's performance is not satisfactory, the program director will schedule a meeting with the intern. The student will be counseled regarding the shortcoming/issue and given one opportunity to satisfactorily correct the issue. If a student is unable to improve performance to a satisfactory level, a committee composed of the program director, preceptor and a faculty member will be convened and the committee will recommend a program of remediation. If the student is still unable to improve performance to a satisfactory level, they will be asked to withdraw from the program and will receive a "U"/Unsatisfactory for the DN 827 practicum course. The student will be counseled into career paths that are appropriate to their ability.

WITHDRAWAL AND TUITION REFUND

Students must officially drop or withdraw from classes. Non-attendance does not constitute a drop or withdrawal. Students are advised to speak with the program director before deciding to drop a course since this decision may have significant consequences. Individual classes may be dropped online via [Enroll and Pay](#). Please note the academic calendar for drop dates and refund rates (<http://www.kumc.edu/student-services/enrollment-services/current-students/academic-calendar.html>).

GRIEVANCE PROCEDURES/ACEND COMPLAINT PROCEDURES

The student has the right to submit a grievance in situations when the student believes that the departmental procedures have been misapplied or applied in an arbitrary or capricious manner. The student should first meet with the faculty member involved to discuss the situation and attempt to resolve the concern. If the situation cannot be satisfactorily resolved, then the student meets with the Departmental Chair to discuss the situation and resolve the concern. If resolution is not possible, the student can submit a grievance to The School of Health Professions Dean for review and referral to the ad hoc Grievance Committee. The school follows established procedures for grievances, which can be found in [Graduate Studies and School of Health Professions Handbooks](#).

Dietetic interns are advised to submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 800-877-1600.

The program director maintains written documentation of student complaints and outcomes in the student's departmental file and in the web-based KU Advising Tool.

STUDENT OMBUDSMAN

The role of the ombudsman is to investigate and facilitate resolution of allegations by any student of perceived unfair, inappropriate, discriminating or harassing treatment (behavior) by faculty, staff, administrators or fellow students. The ombudsman is an impartial party and a safe place for students to be heard and to receive impartial attention without fear of loss of privacy. The Student Ombudsman office is located on the 5th floor of Wescoe, and can be reached at 913.588.4698. More information can be found here: <http://www.kumc.edu/student-services/office-of-the-student-ombudsman.html>.

DISCIPLINARY AND TERMINATION PROCEDURES

Disciplinary and termination procedures can be found within the “Actions related to Academic and Nonacademic Misconduct” section of the School of Health Professions student handbook. These procedures can be found at: <http://www.kumc.edu/school-of-health-professions/student-handbook.html>

READMISSION POLICY

Dietetic interns who have withdrawn from the program may be considered for readmission to the program during subsequent internship matching rounds. The student will be required to complete the full application process and will receive the same considerations as other applicants.

RELEASE OF STUDENT INFORMATION /ACCESS TO STUDENT RECORDS

The University of Kansas Medical Center adheres to a policy of compliance with the Family Educational Rights and Privacy Act (FERPA). Students have four primary rights under FERPA including the right to: 1) inspect their education records, 2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, 3) seek correction of their records to prevent inaccurate or misleading information, and 4) file a complaint with the U.S. Department of Education if they feel their rights have been violated.

Intern files are kept within a locked file cabinet within the Dietetics and Nutrition department. These files contain: original application, transcripts, verification statements, and other correspondence or disciplinary information. A student may review his/her departmental student file in the presence of DN faculty or staff. The department does not release information about the student to other parties unless requested by the student in writing and if it complies with FERPA. Additional information related to the Student Records Policy can be located at: <http://policy.ku.edu/registrar/student-record-policy>.

DI PROGRAM PRE- AND POST-EXAMS

The program director gives exams to dietetic interns at the start of the fall semester (pre-test) and during the summer semester (final exam).

The purposes of the exams are to:

1. Ensure that dietetic interns have adequate knowledge and application base for entry-level practice in dietetics;

2. Motivate dietetic interns to prepare for the Registration Exam;
3. Provide the dietetic interns with practice in taking computer administered comprehensive multiple-choice exams; and
4. Allow dietetic interns to identify knowledge and application areas that need further study for the Registration Examination.

Dietetic interns learn exam scores after the exams are finished. Dietetic interns are required to earn a score of 80% or greater on the final exam administered during the summer semester. Dietetic interns who do not earn a passing score on the final exam are required to take additional exams until a score of 80% or greater is achieved.

GRADUATE CERTIFICATE DIETETIC INTERNSHIP PROGRAM COMPLETION REQUIREMENTS

In addition to the academic and other requirements set by the university, the department requires the dietetic intern complete the following requirements in order to receive the DI graduate certificate:

1. Complete required program coursework with a cumulative grade-point average (GPA) of at least a 3.0 for all KU graduate certificate coursework (24 credit hours);
2. Be in good academic and ethical standing within the university;
3. Successfully complete 1,200 hours of supervised practice experience in a variety of settings;
4. Receive a passing score on all ACEND core competencies;
5. Pass the final exam for the program with a score of 80% or greater; and
6. Complete all program requirements within 15 months of beginning the program.

VERIFICATION STATEMENT

Upon successful completion of the program, the program director will provide you with a "Verification Statement". The required information is submitted by the program director to the Commission on Dietetic Registration (CDR) to begin the approval process for taking the Registration Examination for Dietitians. You will receive 5 copies of the verification form for use in application for AND membership, licensure, applying for examinations, employers, and for yourself. Photocopies of the form are not accepted by credentialing bodies. The department keeps a copy of the form in your student file indefinitely. Once the required information for registration eligibility is submitted to CDR, it takes about one to two weeks for you to receive information about the Registration Examination application. Go to the CDR web site at <http://www.cdrnet.org/> for more information about the application process for the exam.

NATIONAL REGISTRATION EXAMINATION

Once CDR has approved the graduate to take the Registration Examination, he/she receives the application to take the examination from the testing service (Pearson Vue). The graduate completes the application and submits the required fees to take the examination. The examinations are scheduled at approved testing sites. The graduate schedules the date for

taking the examination at the chosen site. The Registration Exam uses the computer adaptive testing method. For more information on the Registration Examination view <http://www.cdrnet.org/>. The Department owns a copy of the latest version of the Registration Examination Study Guide, Visual Veggies software, Inman Review, Review of Dietetics, RD in a Flash as well as other study materials. You are encouraged to borrow these materials or purchase other available materials prior to taking the Registration Examination.

USE OF THE TERM RDE/RDNE

CDR is concerned with the use of RDE/RDNE (registered dietitian eligible, registered dietitian nutritionist eligible) to designate registration eligibility. RDE or RDNE is not a credential recognized by CDR. Individuals cannot use the term RDE or RDNE for employment or other purposes. Dietetic interns sign a form at the end of the program indicating that they will not use RDE or RDNE. Graduates of the program become Registered Dietitians (RD) or Registered Dietitian Nutritionists (RDN) when they pass the Registration Examination and pay the required fees to CDR.

LICENSURE

In most states in the US, dietitians are required to obtain a license to practice. New graduates that plan to practice in these states need to apply for a license to practice. The laws and contacts for licensure of dietitians in these states are found at <http://cdrnet.org/state-licensure>.

CODE OF ETHICS FOR THE DIETETIC PROFESSION

The Code of Ethics Task Force updated the Academy's Code of Ethics in June 2018. "Nutrition and dietetics practitioners have voluntarily adopted the Code of Ethics to reflect the values and ethical principles guiding the nutrition and dietetics profession and to set forth commitments and obligations of the practitioner to the public, clients, the profession, colleagues and other professions." You are required to read and comply with the professional conduct guidelines outlined in the *Code of Ethics for the Dietetic Profession* at <http://www.eatrightpro.org/resources/career/code-of-ethics>.