

Meredith College Dietetic Internship (DI) Program



MEREDITH
COLLEGE

Intern Handbook of Policies and Procedures 2018-2019

Table of Contents

- A. MISSION STATEMENT**
- B. GOALS AND OUTCOME MEASURES**
- C. PROGRAM OVERVIEW**
- D. PROGRAM FEES**
- E. FINANCIAL AID**
- F. ACCREDITATION STATUS**
- G. ADMISSION REQUIREMENTS**
- H. PROGRAM CALENDAR AND SCHEDULING**
- I. SUPERVISED PRACTICE POLICIES**
 - 1. Professional Liability Insurance
 - 2. Liability for Travel
 - 3. Injury
 - 4. Statement of Equal Opportunity
 - 5. Protection of Privacy Information
 - 6. Access to Personal Files
 - 7. Site Assignments
 - 8. Orientation
 - 9. Driver's License
 - 10. Car Insurance
 - 11. Personal Health Insurance
 - 12. Vaccination Records
 - 13. Verification Statement
 - 14. Transcript
 - 15. Clinical Pre-Rotation Worksheets/Modules
 - 16. Annual Physical
 - 17. Criminal Background Checks
 - 18. Drug Screening

19. Interviewing
20. Medical Terminology and Abbreviation Test
21. Required Texts
22. Statement of Honor
23. Code of Ethics for the Profession of Dietetics
24. Personal Car
25. Graduate Courses
26. Supervised Practice Rotation Evaluations
27. Evaluation of Sites
28. End of Rotation/Summary E-Portfolios
29. Program Completion Requirements
30. Intern Retention
31. Intern Performance Monitoring/Early Detection of Academic Difficulty

J. GENERAL POLICIES AND PROCEDURES:

1. Academic Probation
2. Disciplinary Procedures and Dismissal from the Program
3. Appeal Procedures and Due Process
4. Vacation and holidays
5. Absence Policy
6. Supervised Practice Documentation
7. Lateness Policy
8. Late Assignment Policy
9. Funeral and Family Emergency Leave
10. Leave due to illness or maternity/paternity leave
11. Weekends
12. Field trips
13. Withdrawal and refund
14. Academic policies
15. Role of Dietetic Internship (DI) Director, including Formal Assessment of Intern Learning
16. Role of the Dietetic Internship Coordinator
17. The Enrichment Program
18. Professional Dress Code
19. Inclement Weather Policy

K. OTHER INFORMATION

1. Support Services
2. DI Staff Site Visits
3. Prior Assessed Learning
4. Refresh and Reflection Meetings
5. Handling complaints from interns
6. Handling complaints from preceptors
7. Sexual Misconduct and Title IX
8. Protection of Identifying Information Used for Distance Learning
9. Paid Compensation
10. Interns as Employees
11. Technology Requirements for all Interns

L. DI VERIFICATION FORM

M. EXIT INTERVIEW

N. INTERNS WITH DISABILITIES

Appendix

1. Intern Warning Notice

Meredith College Dietetic Internship Program Handbook of Policies and Procedures

The policies and procedures for the Dietetic Internship (DI) Program have been developed in congruence with the Meredith College Institutional Policies and Practices.

A. MISSION STATEMENT FOR THE DIETETIC INTERNSHIP PROGRAM:

The Meredith College Dietetic Internship Program builds on the academic preparation of Didactic Program in Dietetics by providing supervised practice experiences in clinical nutrition, public health nutrition, and food service management. The program cultivates entry level registered dietitian nutritionists who are eligible for the Commission on Dietetic Registration credentialing exam. Using evidence-based learning and application, Dietetic Interns will strive for professional competence, leadership roles, and service to the community.

B. GOALS AND OUTCOME MEASURES:

Program Goal #1: The program will produce competent graduates that are ready for entry-level positions in the field of nutrition/dietetics and/or advanced degree programs in nutrition, dietetics, or related fields.

Objectives with Target Measures:

1. 95% of dietetic interns will complete the DI program within 150% of the program length or 16.5 months of the start of the program.
2. 90% of graduates over a three-year period will pass the CDR credentialing exam for registered dietitian/nutritionists within one year following the first attempt.
3. 90% of graduates who are expected to be employed in nutrition/dietetics or related fields will be employed within 12 months of completing the program.
4. 90% of program graduates who are expected to take the CDR credentialing exam for registered dietitian/nutritionists will take it within 12 months of program completion.
5. 85% of first employers will rate graduates as average, above average or excellent entry-level dietetic practitioners.
6. 90% of graduates who seek an advanced degree in nutrition, dietetics or related fields will be accepted.
7. 90% of graduates will assess themselves as having at least satisfactory knowledge requirements for entry-level dietitian/nutritionists.
8. 90% of graduates will assess themselves as having at least satisfactory performance requirements for entry-level dietitian/nutritionists.

Program Goal #2: The program will produce graduates that provide leadership or service, professionally or in the community.

Objectives with Target Measures:

- 90% of graduates will rate their possession and demonstration of leadership skills in the workplace as at least satisfactory at one-year post-graduation.
- 75% of graduates will provide leadership or service, professionally or in the community at 3-5 years post-graduation.

C. PROGRAM OVERVIEW:

Meredith College's ACEND®-accredited dietetic internship program provides college graduates with the knowledge and supervised practice needed to enter this fast-growing field of nutrition. The dietetic internship prepares men and women for the RDN exam and, ultimately, a career in nutrition.

Meredith's location is ideal for internship participants who have the opportunity to work at some of the world's top corporations and medical centers, as well as in local human services agencies and school systems.

The Site Preceptor Pathway (SPP) and the Individualized Supervised Practice Pathway (ISPP) program allows interns to do some or all of their DI conveniently in their home state or a state of their choosing.

Meredith College DI provides a concentration in leadership in the field of nutrition and the community.

D. PROGRAM COSTS for 2018-2019:

Program Fee:	Intern will be billed for one-half of the fee in the summer of 2018 & December 1, 2018 for the remaining one-half)
Traditional Interns	\$12,600.00
	Site Preceptor Pathway: \$15,000.00
ISPP Program Fee:	\$16,900.00
Lab Coat (3/4 length):	\$50 (varies)
Books and Supplies:	\$200.00
Parking permit for Meredith College:	\$100.00
Automobile insurance:	Variable
Health Insurance:	Variable
State/Local Meeting, Registration Fee:	\$60.00 (varies) plus transportation
Technology Fee	\$150.00
Drug screen, immunizations, background checks:	\$150+ (varies)
Daily internet use and a laptop computer/tablet with working microphone and camera	(Varies)
A scanner, earphones, and microphone	(Varies)

E. FINANCIAL AID:

Graduate Interns may be eligible to borrow money from the Federal Stafford loan program to assist with their educational expenses. All interns will want to explore their options thoroughly. Your deferment ends just prior to your Enrichment rotation.

Interns must complete a Free Application for Federal Intern Aid (FAFSA). Applications for financial assistance and for the loan programs are available at the Office of Financial Assistance in Johnson Hall. You may also apply online at www.fafsa.ed.gov.

To contact the Meredith Office of Financial Assistance, please call (919) 760-8565 or email: Finaid@meredith.edu. For more information about financial assistance, please visit www.meredith.edu/finaid.

F. ACCREDITATION STATUS:

The program is fully accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 312/899-0040, ext. 5400. <http://www.eatrightpro.org/resources/acend>

G. ADMISSION REQUIREMENTS:

The following information is required when applying to the Meredith College DI and ISPP programs:

1. DICAS Application Form
2. Personal Statement
3. Official transcript(s) verifying an overall GPA and a professional DPD GPA of 3.0 or above out of 4.0, and have a Verification Statement or an Intent to Complete Form from a DPD ACEND®-Accredited School. Prospective interns must have a grade of C or higher in all DPD science and DPD professional courses.
4. Declaration of Intent to Complete Degree or Verification Statement
5. Three recommendation letters, one from the DPD Director, one from a professor and one from a professor or Supervisor (RDN) preferred.
6. Application fee
7. TOEFL scores, for international Interns only (can be waived if student earned degree in U.S.)
8. Participation in National D&D Digital Systems Computer Matching
9. Participation in DICAS (Dietetic Internship Centralized Application System)

H. PROGRAM CALENDAR AND SCHEDULING

The traditional internship program through Meredith is approximately eleven months in duration starting in August and ending in June, with breaks in November & December.

The Site Preceptor Pathway is 11-15 months long. The program Starts in late July/August and ends June-October of the following year. Intern is provided with Food Service Management and Clinical Site. Intern is responsible for identifying their other rotations, with approval of the DI Director/Coordinator and the sites they are contracting with.

The ISPP is 11-24 months long. The ISPP Intern must complete the program within 24 months/2 years of their starting date, **which is the first date of orientation**. The ISPP Intern sets their own schedule, with approval of the DI Director/Coordinator and the sites they are contracting with.

The supervised practice component of the program provides field experience divided into four general rotations: 12 weeks of clinical, 8 weeks of Food Service Management, 9 weeks of Community, & 4 weeks on Enrichment (the number of weeks per rotation may vary slightly). Interns will work at their sites 40+ hours per week.

Daily work schedules will vary & are set by the site supervisor/preceptor. Interns will meet on campus or via an internet-based technology program one day per month for a one-hour Refresh and Reflection (R&R) DI meeting.

I. SUPERVISED PRACTICE POLICIES

I-1. Professional Liability Insurance: every intern is required to have professional liability insurance. The DI purchases group professional liability insurance for the intern through Marsh, Liberty Mutual, Seabury & Smith.

I-2. Liability for Travel: The intern is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, and to and from Meredith College for classes and meetings. In the event that the intern's car becomes disabled or involved in an accident during supervised practice or necessary internship, they should look to their personal safety first. The intern should make arrangements for their car and/or transportation as needed. As soon as practical, contact the site supervisor and either the program director or clinical supervisor.

I-3. Injury: In the event of injury or illness while at an assigned supervised practice site, the intern should contact their site supervisor immediately and the program director or clinical supervisor as soon as practical. If an illness or injury requires the intern to leave or miss hours at a facility, it is the intern's responsibility to contact the site supervisor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a supervised practice site, the intern should contact the site supervisor immediately and seek appropriate medical treatment. The intern should follow the policies and procedures of the facility for on-the-job injuries.

I-4. Statement of Equal Opportunity: As stated in the Graduate Catalog of the John E. Weems Graduate School, the college does not discriminate in the administration of its educational and admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in access to its programs and activities on the basis of race, creed, national or ethnic origin, gender, age or disability.

I-5. Protection of Privacy Information: According to the Meredith College Faculty Handbook (Section 3.5.20; pg. 92), "the privacy rights of every Meredith intern are protected as specified under the Family Education Rights and Privacy Act of 1974." For a copy of this document see the Registrar. Meredith College will use the procedure for identifying interns in distance learning (K-8).

I-6. Access to Personal Files: The intern is allowed to review their records by making an appointment with the DI director. Interns have access to all of their records including performance appraisals by site directors with the exception of confidential recommendations letters or forms. None of the records may be

removed from the DI director's office. The DI director will be available to answer any questions regarding evaluations and appraisals. A written request to the program director is required in order for intern records or personnel files to be released to the intern directly or to a third party.

A transcript can be acquired in person or by making an online request to the registrar's office at Meredith College. The form to request a transcript may be obtained online on the Registrar's website. Official transcripts can be mailed to prospective employers, graduate schools, or picked up by the intern in a sealed envelope.

I-7. Site Assignments for Traditional interns: Interns are placed at sites using the following criteria:

- Interns are asked to complete a questionnaire regarding their career goals. This information, in addition to site interviews, is used to place interns at their sites.
- Every effort is made to place interns in sites that are of interest to them.

I-8. Orientation: Interns are required to attend the entire 3-4-week orientation program, including all field trips, classes, lectures, assignments, and projects. The orientation schedule will be distributed in July/August. You will receive a copy of the schedule on your first day of orientation. Plan to be available every day during the orientation. **Prior to orientation, interns are expected to submit:**

I-9. A valid driver's license: A copy of a valid driver's license is required. The driver's license will verify your identity on the first day of orientation. If the driver's license expires prior to the completion of the DI, the intern is expected to provide an updated driver's license.

I-10. Valid Car Insurance: If the car insurance expires prior to the completion of the DI, the intern is expected to provide an updated copy of their car insurance.

I-11. Personal Health Insurance: Insurance that will cover you during the program. Any documentation (photocopy) of this type of coverage for the next year will be fine. You cannot be in the program without this coverage. Meredith College does classify Dietetic Interns as full-time Graduate Interns. Please contact me if you need a letter stating your Intern status. Insurance coverage can be purchased through Meredith College Health Center. If you are interested in this insurance, call Carroll Health Center at 919-760-8139 for details.

I-12. Vaccination Records:

➤ You will need a copy of all of your vaccination records. All sites are requesting this information, so be sure you have multiple copies of your legible vaccination records. *You will not be allowed to attend* orientation without proof of all the following vaccination records. You will upload proof of your immunizations to www.complio.com The fee for Immunization management is \$33.00, and you will receive more information on this and pay Complio directly. Here are the required immunizations:

➤ Immunity to measles Lab evidence of measles immunity, or Two doses of live measles-containing vaccine on or after the 1st birthday.

- Immunity to mumps Lab evidence of mumps immunity, or Two doses of live mumps-containing vaccine on or after the 1st birthday.

- Immunity to rubella Lab evidence of rubella immunity, or Two doses of live rubella-containing vaccine on or after the 1st birthday.

- Immunity to varicella zoster (chickenpox) Lab evidence of varicella immunity, or Two doses of varicella vaccine. Noted documentation of when you had the chickenpox is NOT acceptable.

- Immunity to pertussis Vaccination with acellular pertussis- An Adult or Teen Tdap vaccine is required.

- Immunity to polio--- documentation of receiving polio vaccine.

- Tuberculosis Status- Two Tuberculin Skin Tests (TST). We will need a photocopy of two TSTs with results or letters from an appropriate healthcare provider indicating that you are negative for TB on both tests. You will need two TSTs done in a 12-month period. As one expires, the next one is due. You must have two TSTs on file in a 12 month period at all times. This is required by multiple sites and is not negotiable. History of positive tuberculin reaction requires documentation from a physician/PA-C. Documentation of chest x-ray at least 2 years after tuberculin test conversion is required.

- Seasonal Influenza - Routine seasonal influenza and H1N1 immunizations are required by October 1, 2018. If you had the influenza shot in 2017, get us a copy with your other immunizations. Again, each intern is required to receive their influenza vaccine by October 1, 2018. Since all hospital facilities require this, is NOT negotiable. You will not be able to complete your Internship without it.

- Hep B- Also, if you have an opportunity to receive the hepatitis B vaccination series, we strongly recommend doing so. Recently there was an intern who was unable to go to an enrichment site because she needed the hepatitis B series.

I-13. Verification Statement: Verification Statement: An original, completed verification form obtained from your DPD director, which states that you have completed all ACEND®-required coursework. This is different from the form you sent in with your DI application packet. We require an original copy. Your original verification statement must be on file the first day of orientation.

I-14. Transcript: ACEND® states that we must have an official transcript from the institution where you received your highest degree indicating the **date and the name of your earned that degree.**

I-15. Clinical Pre-Rotation Worksheets/Modules: DI Director will email your clinical worksheets and module assignments for your clinical rotations. Our sites request that the Worksheets be completed before

the start of the clinical rotation. Since you will not know when you are starting your clinical rotation until after interviews are completed, you will need to complete them prior to Orientation. Please be aware that modules do change over time, so complete them as required, but also realize that changes may occur.

I-16. Annual Physical (optional, but highly recommended): Some sites require proof of annual physical from your physician's office prior to starting your rotations.

I-17. Criminal Background Checks: Your placement in our program is contingent upon passing a background check. Most sites are requesting background checks be completed on interns prior to starting at the site. We will instruct you on how to conduct the one background check, but you are expected to cover the cost of the background check. Right now, the cost is ~\$35.00-55.00. Sometimes sites require they conduct their own background checks, therefore, you may need to complete and pay for another criminal background check. This only happened twice this past year, so it is uncommon. **Some students may need two background checks based on the timing of sites. This is the case with Group B and C of the Site Preceptor pathway.**

I-18. Drug Testing: You will be required to take and pass a 12-panel Urine Drug screen prior to beginning the program and/or prior to your clinical rotation. Any positive Urine Drug screens will result in the immediate dismissal of an intern from the program. You will be expected to pay for the Urine Drug Screening. Right now the fees are \$40.00-60.00, so please budget appropriately. Some students may need two urinary drug screens based on the timing of sites. This is the case with students in Group B and Group C of the Site Preceptor Pathway Program.

Other Orientation Information:

I-19. Interviewing for (Traditional Interns Only): Interviewing: Some interns will be invited to interview at selected sites. Interviews are usually conducted in July/August, 2018. Right now the sites that interview are WakeMed Raleigh Hospital, Duke Regional Hospital, Duke Diet and Fitness Center, NC State University, Central Carolina Hospital. If you are interested in any of these sites, please send a one-page resume by June 15th, listing all appropriate work experience and why you are interested in these sites. Please note that clinical sites usually prefer you to have some level of clinical experience prior to interviewing.

Once all the resumes are received, I will contact you if you are selected to be interviewed. Remember, you may request an interview at these sites . . . you don't automatically get an interview if you submit a resume. Interview dates are set by the site. Please be aware that occasionally, some sites ask interns to interview in mid-July.

I-20. Medical Terminology & Abbreviation Test: A medical terminology & abbreviation test will be administered during orientation. A score of 80% or higher is considered passing. You must pass this test to continue in the DI. The list of terms/abbreviations you are expected to know is emailed to you over the summer. Any standard medical terminology text will suffice to prepare for this exam. The text used at Meredith if you don't already have one is:

Medical Terminology: a Programmed Systems Approach

Smith, Davis, Dennerll; Delmar Publishers; ISBN: 0-7668-0063-6, <http://www.delmar.com/>

I-21. Required Texts: The following texts are required for the internship:

Food Medication Interactions, most recent edition, by Z. Pronsky. Order at:
www.foodmedinteractions.com

Any high-level diet therapy/clinical/medical nutrition therapy text(s) (e.g., Krause's Diet Therapy). Your undergraduate clinical text should do fine.

Nutrition and Diagnosis Related Care by Sylvia Escott-Stump (latest edition) **YOU ARE EXPECTED TO HAVE AND READ THIS BOOK PRIOR TO STARTING THE DIETETIC INTERNSHIP**

International Dietetics and Nutrition Terminology (IDNT) Reference Manual: Standardized Language for the Nutrition Care Process. **You are expected to be familiar with this book prior to starting the Dietetic Internship**

The 7 Habits of Highly Effective People -- by Stephen R. Covey. You are **required** to read this book before beginning the internship. At orientation, you will get into groups and present each chapter of the book, so read the book thoroughly.

Nutrition Focused Physical Exam Pocket Guide -- Academy of Nutrition and Dietetics

I-22. Statement of Honor: In keeping with the traditions of honor at Meredith College and the John E. Weems Graduate School, all graduate Interns are expected to demonstrate personal integrity in their work and actions. By accepting admission to the Graduate School, Interns acknowledge and agree to adhere to the Honor Code. We, the Meredith community, are committed to developing and affirming in each Intern a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment.

I-23. Code of Ethics for the Profession of Dietetics: Interns are expected to adhere to the Code of Ethics for the Profession of Dietetics:

Fundamental Principles

The dietetics practitioner:

1. Conducts himself/herself with honesty, integrity and fairness.
2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.

Responsibilities to the public

3. Consider the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner's

ethical obligations as described in the Code.

5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

Responsibilities to clients

8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and make full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession

12. Practices dietetics based on evidence-based principles and current information.
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Accurately presents professional qualifications and credentials.
18. Does not invite, accept or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals

19. Demonstrates respect for the values, rights, knowledge and skills of colleagues and other professionals.

Code of Ethics for the Profession of Dietetics. J Am Dietetic Assoc 2009; 109:1461-1467.

I-24. Personal Car: Interns are expected to have their own personal car as a mode of transportation. Public transit is not feasible in the Raleigh-Durham area, but may be okay in other parts of the country.

I-25. Graduate Courses: Interns must pass the two graduate courses with a 3.0 (out of 4.0) or "B" average.

I-26. Supervised Practice Rotation Evaluations: Interns must pass all rotations with an 80% passing rate or grade. Rotations are defined as an assigned period of time interns spend at a particular site or facility in

which their performance is formally evaluated (examples would be a 4-week food service rotation, a 4-week wellness rotation, or a 12-week clinical rotation).

If an intern receives a grade lower than 80% for any rotation, they must repeat and pass part or all of the rotations with a grade of 80% or greater. The make-up rotation will be completed during the intern's scheduled vacation time and/or after the conclusion of the regular program year. There is no guarantee that the same site or rotation will be available.

If an intern receives a grade lower than 80% for any rotation, they must repeat and pass part or all of the rotations with a grade of 80% or greater. A make-up rotation is not automatically guaranteed to an intern. If it is offered to the intern, it must be completed during the intern's scheduled vacation time and/or after the conclusion of the regular program year. There is no guarantee that the same site or rotation will be available. Intern performance is evaluated at their supervised practice site using a series of evaluation forms completed by site supervisor(s), program director, and/or clinical supervisor. Specific competencies are scored on a scale from 0 to 3, corresponding with the following levels of proficiency:

0 = does not demonstrate entry level competence for dietitians, requires routine assistance & needs to improve knowledge base

1 = working toward entry level competence for dietitians, requires regular assistance

2 = demonstrates entry level competence for dietitians, requires occasional assistance

3 = demonstrates entry level competence for dietitians, works independently

Passing rate is determined by the total number of "2" or "3" scores an intern receives on evaluations for a given rotation. To pass a rotation, 80% of **final** scores reported on all evaluations completed for a given rotation must be a "2" or "3".

The following is a list of evaluations that are required at each site, and should be included in the Intern's End of Rotation E-Portfolio:

Clinical Rotation: **Required modules:** General, Renal, Endocrinology, Malnutrition, Cardiology, Oncology, GI & pick 1 or your choice

During the Rotation:

- a. Every 2 weeks, the preceptor will complete the Clinical Evaluation Form
- b. After an in-service, the attendees will complete the In-service Evaluation Form
- c. After a case study presentation, the attendees will complete the Case Study Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The Intern will complete the Self Evaluation
- c. The Intern will complete the Site/Supervisor Evaluation

Community/WIC/Public Health Rotation:

During the Rotation:

- a. Every 2-3 weeks, the preceptor will review and sign off on the intern's WIC/Public Health modules and complete the evaluation at the end of each completed module.
- b. After an in-service, the attendees will complete the In-service Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The Intern will complete the Self Evaluation
- c. The Intern will complete the Site/Supervisor Evaluation

Community/Wellness Rotation:

During the Rotation:

- a. Every 2 weeks, the preceptor will review and sign off on the intern's Wellness modules and complete the evaluation at the end of each completed module.

After an in-service or presentation, the attendees will complete the In-service/Presentation Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The Intern will complete the Self Evaluation
- c. The Intern will complete the Site/Supervisor Evaluation

Community/School Rotation:

During the Rotation:

- a. The interns and DI Staff will evaluate the program and offer suggestions

Food Service Management Rotation:

During the Rotation:

- a. Every 2 weeks, the preceptor will review and sign off on the intern's FSM modules and complete the evaluation at the end of each completed module.
- b. After an in-service, the attendees will complete the In-service Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The Intern will complete the Self Evaluation
- c. The Intern will complete the Site/Supervisor Evaluation

Enrichment Rotation: At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The Intern will complete the Self Evaluation
- c. The Intern will complete the Site/Supervisor Evaluation

I-27. Evaluation of Sites: As indicated above, at the end of each rotation, the intern is asked to complete an evaluation of the supervised practice site/preceptor, including strengths of the site, weaknesses of the

site and overall evaluation of the site. This will be included in the each of the intern's End of Rotation E-Portfolio.

I-28. End of Rotation E-Portfolio: As indicated above, interns will complete an End of Rotation E-Portfolio via Blackboard. This portfolio is due to the DI Coordinator **one week after each rotation**. Requirements will be reviewed at Orientation. However, some of the required items include:

- Preceptor and Intern Evaluation Forms
- Summary information and materials that indicate or support the completion of the site modules
- Any projects the intern completed and any pictures from each site (as available)

I-29. Program Completion Requirements: To successfully complete the Meredith College Dietetic Internship Program and receive a signed program completion Verification Statement, interns must meet all of the following criteria:

Interns must

- a. Pass all rotations and complete all competencies/Learning Outcomes for DIs
- b. Complete all assignments
- c. Work all assigned hours
- d. Turn in all evaluation forms
- e. Turn in all End of Rotation E-Portfolio
- f. Attend all field trips
- g. Complete a 160-hour enrichment rotation
- h. Have an average of a "B" in the Graduate Classes

Traditional and SPP interns have 16.5 months from the start of the program to complete the program. ISPPs have 24 months from the start of the program to complete the program.

I-30. Intern Retention: Interns with minimal chances of success in the program will be counseled by the DI Director and an action plan with timelines will be developed. In addition, the intern will be counseled into career paths that are appropriate to their ability. The intern will have access to the Office of Career Planning, Counseling Services, and Disability Services. The intern will also have access to the DI Staff for assistance with remedial instruction as part of their action plan.

I-31. Intern Performance Monitoring/Early Detection of Academic Difficulty: Intern performance is monitored through evaluations received in ePortfolios. The DI faculty/staff maintain frequent communication with preceptors and interns. Once an intern is identified as having sub-optimal performance, the DI Director or DI Coordinator will schedule a meeting with the intern to discuss their performance. The DI faculty/staff and the intern write an action plan for such interns for their success. The DI faculty/staff will also consider professional and ethical behaviors and academic integrity of the intern. A late assignment policy was created to reinforce the professional responsibility and accountability.

J. GENERAL POLICIES AND PROCEDURES

J-1. Academic Probation: As stated earlier, interns must achieve an average grade of 3.0 or “B” for the two graduate courses to successfully complete the internship program. If an intern receives a 2.0 or “C” in the first graduate course (fall semester) they will be placed on academic probation and must raise their average GPA for both courses the following grading period (spring) to a 3.0. Failure to do so will result in dismissal from the program. The period of academic probation will end when the intern’s GPA is raised above 3.0.

J-2. Disciplinary Procedures and Dismissal from the Program: Interns are required to follow all policies and procedures in place at each facility to which they are assigned.

Some of these include, but are not limited to

- Keeping client information confidential
- Showing respect to clients and their families
- Addressing instructors, DI Director, co-workers by their appropriate, professional titles
- Maintaining open communication with site preceptors
- Wearing appropriate attire
- Acting professionally with all employees and clients
- Being prepared for rotations (including calling site supervisors at least 1 week prior to a rotation)
- Working assigned hours
- Demonstrating a positive and friendly attitude
 - Smoking, chewing gum, personal phone calls, and personal internet use are considered inappropriate during working hours.

Interns are also expected to:

- Demonstrate initiative at the sites
- Be prepared for assignments and rotations
- Follow instructions
- Take on all responsibilities/work-related requests as appropriate
- Work all assigned hours (Interns may discuss the assigned hours with the site supervisor, but interns may not set or dictate their own hours. Interns may not change their hours without site supervisor’s approval).
- Inform DI Program Director/DI Coordinator of scheduled presentations/case studies/in-services, etc. The DI Director/DI Coordinator will make every effort to attend events in person (or for Site Preceptor Pathway and ISPP interns, using a form of technology)
- Plan their enrichment rotations, submit objectives & contract on a timely basis
- Arrive at rotation sites promptly, and avoid unexcused absences
 - Absences should be limited to illness, injuries and extreme circumstances. Absences without notice are considered inappropriate conduct and are subject to disciplinary action (see Absence Policy, section J-5).

If in the view of the site preceptor and/or DI program director, the intern is not complying with the stated responsibilities and/or policies and procedures for a facility or the DI the college reserves the right to suspend or to exclude at any time **without** prior warning an intern whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable. In most cases, a warning notice (see Appendix) will be issued. In such instances, the DI program director will meet with the intern to discuss the specific

concern(s) and develop a plan or provide suggestions for rectifying the problem. If the intern still fails to comply with the policies and procedures, and/or receives a second warning notice, he/she may be dismissed from the program.

Interns are expected to maintain a high standard of professionalism at all times.

As stated in section J-1, an intern may be dismissed from the program for failure to maintain an overall 3.0 or "B" average for a second consecutive semester. Interns are subject to dismissal for not complying with the policies and procedures for each site/facility or not complying with policies stipulated in legal agreements between the supervised practice site and Meredith College. Interns may also be dismissed from the program for academic dishonesty (see Graduate School catalogue for Honor Code violations and procedures).

Dismissal from the program will be decided upon by a review panel composed of the DI program director, the instructor of the graduate course (if applicable and different from the DI director), site preceptor from sites the intern has attended (if applicable), and the Head of the Department of Nutrition, Exercise and Human Performance.

J-3. Appeal Procedures and Due Process: If an intern is dissatisfied with an evaluation or grade earned for any of their rotations, they may appeal the decision by taking the following steps:

- a. The intern should discuss the evaluation with his/her supervisor. If this does not satisfy the intern, they should proceed to step b.
- b. The intern should discuss the evaluation with the DI director.
- c. The DI program director will arrange for a meeting with the intern and the supervisor who provided the appealed evaluation.
- d. The final decision regarding scores/grades on supervised practice evaluations rests with the DI program director.
- e. Due process for interns experiencing problems with a grade in the graduate course is outlined in the graduate school catalog.
- f. See sections K-5 and K-6 for details regarding handling complaints from interns and complaints from preceptors.

Interns wanting to appeal a decision of dismissal from the DI program should submit a written appeal to the director of the graduate school within 1 month of the date of dismissal.

J-4. Vacation and holidays: Traditional Dietetic Interns will have at least two open (floating) weeks, plus two weeks of vacation in December. There is also a short break in November for Thanksgiving. ISPP Interns will set their own schedules, keeping in mind the 2-year requirement. Site Preceptor Interns will have the same breaks as the Traditional Interns in November and December. They may set their schedules for rotations outside their provided rotations (FS and Clinical)

If an intern needs to make up any hours missed during the year due to illness or DI director-approved absence, the missed time will be made up during the intern's time off. It is recommended that interns schedule routine medical or dental appointments during vacation time or open weeks.

J-5. Absence Policy: Interns are expected to be present at their site every day of each supervised practice rotation assigned. If an intern is dismissed from a site for a day because of weather, legal holiday, holiday, etc., they must contact the DI program director as soon as practical. Interns are not granted sick days or time off. Interns are expected to make up all missed time. The intern must notify the DI Director or DI Coordinator, along with the Site Preceptor of the missed days/hours and a plan to make up the missed hours.

If the intern is absent from a site without prior notification and permission, the site director and/or site supervisor will fill out a Warning notice (see appendix). A copy of the notice(s) will be sent to the DI program director and the intern. The DI program director will meet with the intern within one week to discuss the reason for the absenteeism. If an intern is absent for >3 days throughout the year, the DI program director will determine whether the intern will be dismissed from the program or whether other consequences will apply.

J-6. Supervised Practice Documentation: As stated previously, interns are required to work a **minimum** of 40 hours per week during supervised field experience. The site preceptor determines the intern's working schedule. Interns are required to document their total number of hours for the week using the time sheets provided. The log of hours worked weekly must be signed or initialed by a supervisor at the end of each week and turned into the DI program director every 4-weeks. Lunch is NOT included in the working hours. Working on Modules at home or other locations such as coffee shop or library is NOT included in the working hours. Working on general internship projects such as NCDA posters, the school project or organizing E-Portfolios may not be included in supervised practice time. Driving to/from sites is NOT included in working hours. The only exception to this rule is when you are leaving a site early to attend a Meredith College required class/meeting with DI Director/DI Coordinator.

Each week, the intern must record total hours for each of the following types of supervised practice:

1. Professional Practice: On-site working directly with Preceptors. This should be the majority of your hours each week.
2. Simulation: This may include working in a simulation lab or with computer simulation technology
3. Case Studies: Only include time for case studies done outside of Professional Practice
4. Role-Playing: Role playing might involve the use of scenarios. Interns may be asked to role-play how they might handle a scenario. For example, a scenario might involve a preceptor having to coach an intern on some aspect of skill development, role-playing motivational interviewing skills

J-7. Lateness Policy: Interns are expected to be at each rotation and in class at the required time. Upon arrival at the site, the intern is to report to the site director or assigned personnel. At the discretion of the site supervisor, any degree of lateness will result with the site supervisor submitting an Intern Warning Notice form to the DI director (see appendix). After five incidents of tardiness the intern will be required to work a free weekend at a site assigned by the program director. Regular tardiness is unacceptable

behavior. Depending on the number and severity of cases, tardiness will result in the intern receiving a Warning notice and possibly being dismissed from the program.

J-8. Late Assignment Policy: Interns are expected to turn in all assignments/portfolios on time. After three incidents of late assignment submissions the intern will receive an Intern Warning Notice from the DI director (see appendix). Depending on the number and severity of late assignments, it may result in being dismissed from the program.

J-9. Funeral and Family Emergency Leave: If a death or severe illness occurs in the immediate family of an intern, they should arrange for appropriate time off with the DI program director prior to leaving. The intern will then be responsible for making up the missed work during their vacation time, an open week, or other available time during or at the end of the program.

J-10. Leave Due to Illness or Maternity/Paternity Leave: Interns that miss supervised practice time due to illness, pregnancy, or other circumstances, must make up any time missed during vacations, an open week, or other available time during or at the end of the program. Arrangements must be made with the DI program director as to how the intern will finish the program. The program must be completed within two years.

J-11. Weekends: The intern may be expected to work some weekends. These are scheduled by the site supervisors(s). Therefore, the intern should not make any arrangements for weekends without assuring that they will be free. Interns should not request permission from their supervisors to leave early on Friday or to arrive late on Monday the following week for personal travel plans.

J-12. Field Trips: The traditional DI class will go to a state or local dietetic meeting. The Site Preceptor Pathway or ISPP Intern will go to their respective state's Annual and/or Local Meeting. The intern is financially responsible for any expenses related to the Annual and/or Local Meeting including registration fees.

J-13. Withdrawal and Refund:

An intern who wishes to withdraw permanently from a program must submit an official withdrawal form signed by the program director to the graduate school office. If the graduate intern withdraws from the program before the end of the semester, he/she is financially responsible for the following percentage of the full semester:

<i>During the first week (40 hours) of supervised practice</i>	<i>(August 24, 2018)</i>	<i>0%</i>
<i>After the first week of supervised practice and up to the end of the second week (80 hours) (Aug 31, 2018)</i>		<i>50%</i>
<i>After the second week of supervised practice and up to the end of the third week (120 hours) (Sept 7, 2018)</i>		<i>80%</i>

J-14. Academic Policies: Interns enrolled in the DI program, the Site Preceptor pathway or the ISPP Program are considered graduate interns at Meredith College, for this program only, and are subject to the academic policies for the Graduate School at Meredith College. Academic policies are printed in the Graduate Catalog.

J-15. Role of DI Director: The interns enrolled in the DI Program will interact frequently with the DI Program Director. The DI program director will visit the traditional DIs periodically. The DI Director will use a form of technology to meet with the Site Preceptor Pathway and the ISPP interns. The DI program director is available to the intern for individual counseling and advising throughout the program. This is congruent with the philosophy of Meredith College, to provide individualized attention to interns and to assist them in reaching their potential.

Role of the DI Director---Formal Assessment of Intern Learning: Through contact with site preceptors and the intern, the DI program director will be continually updated on the intern's' progress and will communicate their performance to the intern throughout the program. Additionally, site preceptors will provide written performance evaluations to the DI program director to attest to the acquisition of competencies as each segment of a rotation is completed. If the intern does not meet the competencies/objectives with an 80% passing rate, he/she will be required to repeat the rotation or section of a rotation at the end of the program or during vacations. At the end of each rotation, the intern will perform a critical self-evaluation of his/her performance. The DI program director will use the rotation performance evaluations, written assignments, and projects to grade the performance of the interns in each of the three major rotations. (Pass/Fail)

Intern's performance in graduate courses will be evaluated as stated in the syllabi for each course. The instructor of the course will notify interns if their performance is not satisfactory. Progress in an intern's overall performance will be reviewed continually, and recommendations for improvement will be provided orally. The DI program director will be notified of an intern's continued performance concerns. If the intern is not performing to a standard that is congruent with the site, the DI Director will meet with the site and the Intern and an action plan will be documented.

J-16. The Role of the DI Coordinator: The DI Coordinator assists the DI Director in a variety of capacities. The Coordinator may handle communication from interns, verify site placements, contract negotiation, make site visits, find new DI sites, teach teach for various internship requirements, help interns with research paper development, case study development, setting up calendars, or other activities.

J-17. The Enrichment Program: The enrichment rotation is an additional 160-hour supervised practice experience. Interns are encouraged to do their enrichment program in a location other than those used in the DI program and to use this opportunity to experience a new dietetic setting and/or locale. The enrichment site and experience must be identified, goals and objectives, and plans completed by the

February 28, 2017. A site agreement/contract between the rotation site and Meredith College must be completed and signed by both parties before the intern may start their enrichment rotation.

Interns are required to develop a set of objectives to be accomplished during their enrichment experience. A summary report or daily journal of the intern's enrichment experience must be submitted to your eportfolio via Blackboard.

J-18. Professional Dress Code: The dress code has been established so that interns will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness:

- ✓ Good grooming and hygiene, including frequent bathing and use of antiperspirants/deodorant if necessary
- ✓ Good taste and appropriateness in clothing selections is expected
- ✓ No bare shoulders/cold shoulders/shirts with shoulder cutouts/tank tops, sandals, flip-flops, short-shorts
- ✓ Naval area must be covered
- ✓ Skirt and shorts are to be no higher than 2 inches above the knee.

Interns should adhere to the dress code of the facility to which they are assigned. Some general guidelines include:

- ✓ Smoking is not allowed on Meredith Campus or on the campus of most major medical centers. Smoking is not allowed during Supervised Practice Hours.
- ✓ Jewelry: rings limited to wedding rings/bands---one ring per hand
- ✓ Watch: are permitted, should be professional in appearance
- ✓ Earrings: one, plain, post-type earring per ear (no dangling or gauged ears)
- ✓ Hair: combed daily and arranged neatly; hair must be completely covered by a hair net, hair bonnet, or surgical cap when in food production areas; non-porous plastic or metal hair ornaments are permissible
- ✓ Hair color: hair must be a normal color throughout the entire internship (no unnatural colors)
- ✓ Tattoos: All visible tattoos must be covered throughout the entire internship
- ✓ Laboratory Coats: when deemed necessary by your site
- ✓ Body Piercings: are not allowed unless deemed an appropriate expression of religion (must be discussed and approved by DI Director)
- ✓ Pants should be at the waist or hips, no undergarments should show.

Women:

- ✓ Clean and pressed, white lab coat over a professional dress, blouse, skirt or slacks.
- ✓ Blouse/dress must have sleeves. Dress and skirt length should be no shorter than 2 inches above the knee.

Men:

- ✓ Clean and pressed, white lab coat over collared shirt, conservative tie optional, plain dark dress slacks, dark shoes.
- ✓ Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.

Shoes:

- ✓Comfortable shoes in good condition that afford support and protection
- ✓Shoes are to be low heeled and closed toes, clean and polished
- ✓Tennis or sport shoes are not acceptable (unless medically indicated)

Miscellaneous:

- ✓Gum chewing is not allowed
- ✓Excessive makeup and perfume should not be used
- ✓Nail polish is not allowed; no fake nails.
- ✓Name tag must be worn at all times
- ✓If privacy is required for restroom use, please take an extra few minutes, and seek out a restroom that will afford you the privacy.

J-19. Inclement Weather Policy: In the event you are out of your site for inclement weather and desire to have some of those hours count as ‘alternate time’:

A. Email Ms. Wind by 9 AM (your time) twind@meredith.edu

B. You will be assigned specific activities with corresponding hours:

- Clinical Case studies on Practice® under Clinical Competency and Skill Building, 2 hours credit per
- Quizzes on BlackBoard under Clinical Module Assessments, 1 hour credit per

C. If a large group (ie local students) are all on weather delay, same procedure and activities. You will also discuss your case study with 2 other interns for additional hours. There is also potential for GoToMeeting later in the afternoon depending on number of students out of sites that day.

D. By 5PM (your time) email Ms. Wind your completed case study and ADIME note and quizzes taken on BlackBoard.

K. OTHER INFORMATION

K-1. Support Services: Dietetic intern have access to all intern support services on campus which includes, but not limited to, library and media services, computer labs, photocopy machines, health services, counseling center, Disability services, Office of Leadership and Service, and exercise facilities.

K-2. DI Staff Site Visits: It is the intern’s responsibility to inform the DI director or DI Coordinator of scheduled in-services, presentations and case studies as soon as they are scheduled. The DI director or DI Coordinator will make every effort to attend these, evaluate the intern, and offer constructive criticism.

K-3. Prior Assessed Learning: If an intern has at least 6 months of full-time WIC experience AND they can pass the WIC Competency Exams, they may replace their WIC rotation with another community rotation such as Health Department, DHHS, Fruit and Vegetable Coalition, Cooperative Extension, EFNEP. Goals and objectives that match established DI Competencies must be established and approved prior to beginning

this community rotation. Intern must inform DI Director by September 1, 2018 if they feel they meet this criteria.

K-4. Refresh and Reflection Meetings (R&R): At least once a month, interns meet virtually or on campus to reflection their DI, share experiences with other interns, complete competencies, take field trips, and ask questions. Attendance at these meetings is required.

K-5. Handling complaints from interns: The filing and handling of formal complaints from interns will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by an intern, the complaint will be discussed in detail with the intern. The next step will include the Dietetic Internship Director discussing the complaint with the Head of the Nutrition, Health and Human Performance (NHHP). When necessary, the situation will be discussed with the Dean of the School of Education, Health and Human Sciences. If necessary, a meeting may be held between the DI Director, the intern and the Head of NHHP. Each step in the complaint process will be documented, and will culminate in a written summary and action plan. If, after all other options with the program and Meredith College are exhausted, and the intern is concerned there may be program noncompliance with ACEND® standards, the Intern may submit a written complaint to Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-0040, ext. 5400.

K-6. Handling complaints from preceptors: The filing and handling of formal complaints from preceptors will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by a preceptor, the complaint will be discussed in detail with the preceptor and the intern. The next step will include the Dietetic Internship Director discussing the complaint with the Head of the Nutrition, Health and Human Performance (NHHP). When necessary, the situation will be discussed with the Dean of the School of Education, Health and Human Sciences. If necessary, a meeting may be held between the DI Director, the intern, the Preceptor, and the Head of NHHP. Each step in the complaint process will be documented, and will culminate in a written summary and action plan. If, after all other options with the program and Meredith College are exhausted, and the Preceptor is concerned there may be program noncompliance with ACEND® standards, the Intern may submit a written complaint to Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-0040, ext. 5400.

K-7. Sexual Misconduct and Title IX: Meredith College is committed to providing a safe and positive living, learning and working environment. Members of the campus community are expected to treat others with integrity and respect and to take responsibility for their actions. Meredith College will not tolerate sexual misconduct that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between persons of the same or different gender. Acts of sexual misconduct are forms of sex discrimination prohibited by College policy and Title IX.

As a recipient of federal funds, Meredith College complies with Title IX of the Education Amendments of 1972. Title IX provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

If you believe you or someone you know has been the victim of sexual misconduct, you should promptly report incidents to the Meredith Title IX Coordinator, Pam Davis, Director of Human Resources, at davisbam@meredith.edu or at 919-760-8760. For incidents involving students, you may also contact Ann Gleason, Dean of Students, at gleasona@meredith.edu or at 919-760-8521. As soon as Meredith College employees (including faculty, staff and residence life staff members) become aware of possible sexual misconduct, they must report to Pam Davis, Title IX Coordinator, or to Ann Gleason, Dean of Students. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator or the Dean of Students. If you are unsure about what constitutes sexual misconduct at Meredith College, please contact the Title IX Coordinator or the Dean of Students.

Instances of sexual misconduct may violate both the College’s sexual misconduct policy and the law. Meredith College strongly encourages victims to pursue their complaints through both the Meredith College reporting process for sexual misconduct and through the criminal justice system. Campus Police at Meredith College may be reached at 919-760-8888 to provide information for pursuing a criminal investigation of sexual misconduct. The off-campus criminal investigation is independent from any investigation that is reported to Meredith College officials under this policy. Regardless of whether a victim decides to pursue a criminal investigation, Meredith College will take immediate steps to investigate the complaint, protect the victim, and to ensure safety of the campus community. If a criminal complaint is filed in addition to a complaint reported to Meredith College, the College will continue implementing its procedures and protections regardless of the timeline or outcome of the criminal procedures.

While all persons receiving a report of sexual misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible. The only individuals at Meredith College permitted to guarantee confidentiality are licensed counselors in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8346), and the medical and nursing staff in Meredith College Health Services (919-760-8535). These resources may be consulted at any time, including prior to making an official report to the College. To the extent possible, the College will respect a student’s request for confidentiality; however, the request for confidentiality will be weighed against the College’s obligation to act on information it has received in order to provide a safe campus environment.

Meredith College recognizes the importance of assisting a member of the Meredith College community who is a victim of sexual violence in regaining a sense of personal control. In this respect, several College departments coordinate efforts to offer services to a victim and others upon whom the sexual misconduct might have an impact. Meredith College strongly urges anyone who is the victim of sexual violence/misconduct to:

- **Seek immediate medical assistance:** If you are in Wake County, contact the Solace Center to receive a forensic evidence exam by a trained Sexual Assault Nurse Examiner (within 120 hours or

five days of the assault). This exam is free, and a Raleigh Police officer will respond to begin an investigation. If the victim is unsure about pressing charges, she/he can receive an anonymous exam, giving the victim up to one year to decide about next steps in the criminal justice process. If outside of Wake County, victims are encouraged to go to the nearest emergency room.

Immediate resources for support and response: Meredith College Campus Police, 919-760-8888; Solace Center, 919-828-3067; Interact's 24-hour Rape Crisis Line (919-828-3005); Meredith College Health Services, 919-760-8535.

- **Seek on-campus crisis support:** Call the Meredith College counselor on call through Campus Police at 919-760-8888. For confidential on-campus counseling, resources and information, contact the Counseling Center, Chaplain, or Health Services. These offices guarantee confidentiality.
- **Gather information** about campus policies, rights, reporting and resources: Contact the Title IX Coordinator, Pam Davis, or Dean of Students Ann Gleason.

If the person reporting sexual misconduct does not wish to pursue a hearing or requests that his/her complaint remain confidential, the College must investigate and take reasonable action in response to the complaint/report to prevent any recurrence of an incident or to remedy a hostile environment. Even if a person does not pursue submitting a report or complaint to the College, he/she may seek or request the following short-term, interim options. These interim options or actions ensure the safety of all individuals involved and the fairness of the investigation process; they are not decisions about responsibility. The Title IX Coordinator and/or the Dean of Students will consider ways to permit both persons to continue participation in campus classes and activities as appropriate while the complaint is being investigated and addressed through grievance procedures.

Non-retaliation: All members of the College community, including students, faculty and staff, who have a good faith concern regarding possible sexual misconduct are expected to report these concerns to the Title IX Coordinator or Dean of Students. The College prohibits retaliation, in any form, against any individual who reports, in good faith, an actual, potential, or suspected violation of the sexual misconduct policy. Anyone who engages in retaliation will be subject to discipline in accordance with the College's Harassment and Nondiscrimination Policy and Procedures.

Wrongful allegation: It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of sexual misconduct does not alone constitute proof of a false and/or malicious accusation. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

Complaints regarding sexual misconduct will be adjudicated through grievance procedures outlined in the full Sexual Misconduct Policy found on the College's Title IX web site at www.meredith.edu/title-ix. These procedures promptly and fairly address sexual misconduct complaints and allow rights for both the complainant and the accused.

The full Sexual Misconduct Policy, found on the Title IX web site, includes definitions of consent and acts of sexual misconduct, the role of the Title IX Coordinator and Dean of Students in investigating complaints of sexual misconduct, grievance procedures and appeal processes. Additional information about resources for victims of sexual violence and bystander intervention strategies is available on the Dean of Students web page. Questions about sexual misconduct, reporting, support, and grievance procedures may be directed to the Title IX Coordinator or Dean of Students.

K-8. Protection of Identifying Information Used for Distance Learning: Meredith College will use the following procedure to protect the privacy of intern information and verify the identity of the intern. Interns will be required to verify their identity by submitting a close up photo along with a readable and large copy of their driver's license. Interns will receive a copy of the MyMeredith Email and password via US mail after they are admitted. This information will be used to log into Meredith email and the On-line Learning Management System. Interns are not to share any of this information with other people.

K-9. Paid Compensation: The Meredith College DI does not provide compensation to interns. Compensation from facilities may occur in various forms such as complimentary meals or parking. In rare cases, facilities may offer financial compensation. Any form of compensation may vary from year to year and is never guaranteed. As such, it is not tracked by the director and is not considered in site placement decisions. The Intern and the rotation site will work out any specifics. The intern is responsible for completing any paperwork required by the rotation site.

K-10. Interns as Employees: Site Preceptors are informed that interns doing supervised practice must not be used to replace employees. However, it is expected that interns be aware that often times an intern may shadow or assist an employee in the context of a learning opportunity.

K-11. Technology Requirements for All Interns: must be proficient in typing, and in Microsoft Word, Excel, Powerpoint and the Learning Management System, Blackboard.

L. DI VERIFICATION FORM

Verification of completion of the DI at Meredith College will be given to all interns who successfully complete the coursework and the supervised practice components of the program. Verification statements and other required materials will be submitted to the Commission on Dietetic Registration (CDR) for eligibility for the RDN Exam. To successfully complete the Meredith College Dietetic Internship Program and receive a signed program completion Verification Statement, interns must meet all of the following criteria:

Interns must

- i. Pass all rotations and complete all competencies/Learning Outcomes for DIs
- j. Complete all assignments
- k. Work all assigned hours
- l. Turn in all evaluation forms
- m. Turn in all End of Rotation E-Portfolio
- n. Attend all field trips
- o. Complete a 160-hour enrichment rotation

- p. Have an average of a “B” in the Graduate Classes

M. EXIT INTERVIEW

Interns are requested to evaluate the overall program upon completion of the requirements. A member of the DI Staff holds an exit interview with interns upon completion of the program and records that information. Compiled data are shared with faculty/staff as part of the program evaluation.

N. INTERNS WITH DISABILITIES

Interns with documented disabilities or special needs should visit the Disability Services Department’s website or office for assistance and guidance. Interns with documented disabilities or special needs should also contact the DI Director within the first four weeks of first day of the orientation. Refer to the Graduate Handbook for more details.

Revised Fall 2017

Intern Warning Notice

Date: _____

Intern's Name: _____

Supervisor's Name: _____

Violation of Expectations, Responsibilities, and/or Policies & Procedures

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

Description of incidence: _____

Supervisor Signature: _____

Intern Signature: _____

DI Director Signature: _____