University of Minnesota Medical Center, Fairview

Dietetic Internship Program

Program Handbook

FAIRVIEW

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1. **Who are Registered Dietitians [RDs] and how can one become a RD?**

Registered dietitians, or RDs, are *the* food and nutrition experts, translating the science of nutrition into practical solutions for healthy living. The expertise, training and credentials that back a registered dietitian are vital for promoting positive lifestyle choices.

A registered dietitian is a food and nutrition expert who has met academic and professional requirements including:

- **Completed a minimum of a bachelor's degree** at a US regionally accredited university or college and course work accredited or approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
- **Completed an ACEND-accredited supervised practice program** at a health-care facility, community agency, or a foodservice corporation or combined with undergraduate or graduate studies. Typically, a practice program will run six to 12 months in length.
- **Passed a national examination** administered by the Commission on Dietetic Registration (CDR). For more information regarding the examination, refer to CDR's website at www.cdrnet.org.
- **Completed continuing professional educational requirements** to maintain registration.

Some RDs hold additional certifications in specialized areas of practice. These are awarded through CDR, the credentialing agency for the Academy, and/or other medical and nutrition organizations and are recognized within the profession, but are not required. Some of the certifications include pediatric or renal nutrition, sports dietetics, nutrition support and diabetes education.

In addition to RD credentialing, many states have regulatory laws for dietitians and nutrition practitioners. Frequently these state requirements are met through the same education and training required to become an RD.

Please note that completion of an internship does not automatically make a student a Registered Dietitian. The internship only takes the intern one step closer to becoming a Registered Dietitian.
Upon successful completion of internship, interns will be provided with a verification statement, making them eligible to take the national examination administered by CDR. The credentials "RD" can be used only after passing the exam. It is the intern's responsibility to set up the date and time for the exam and for passing the exam.

2. About Fairview and the University of Minnesota Medical Center, Fairiew [UMMC- Fairview]

Fairview Health Services is an academic health system with 20,000employees and more than 2000 providers.In partnership with the University of Minnesota, Fairview has provided exceptional clinical care to patients throughout Minnesota, the region and the world—from prevention of illnesses and injuries to care for the most complex medical conditions.

UMMC, Fairview is the core teaching hospital of the University of Minesota Medical School.
The Dietetic Internship Program is one of the educational programs that is sponsored by UMMC- Fairview

3. Fairview Mission and Values

Fairview's mission is to improve the health of the communities we serve. We commit our skills and resources to the benefit of the whole person by providing the finest in health care, while addressing the physical, emotional, and spiritual needs of individuals and their families. We further pledge to support the research and education efforts of our partner, the University of Minnesota, and its tradition of excellence. The Fairview Core Values are compassion, integrity, dignity, and service.
Compassion: We recognize and respond to the emotional, spiritual, and physical needs of all the people we serve. We create a caring environment conducive to healing, growth, and well being for all, including those with whom we work. We strive to protect and promote health.
Integrity: We say what we mean and do what we say. We communicate openly and honestly and behave ethically. We demand the best of ourselves. We each represent Fairview and accept shared accountability for our actions.
Dignity: We value the uniqueness of each person and work to ensure their right to privacy. We respect the cultures, values, beliefs and traditions of those we encounter through our work. We honor everyone's talents, contributions, and accomplishments. We encourage development of each individual's full potential.
Service: We work to make a difference in people's lives and in our communities. We strive for excellence by anticipating, meeting, and exceeding expectations. Teamwork, cooperation, and partnership are essential to our success. We continually improve our services, skills and programs through learning and innovation. We responsibly manage all of our resources.

4. About UMMC- Fairview Dietetic Internship Program

The UMMC, Fairview-Dietetic Internship is a 43-week program with a Medical Nutrition Therapy concentration. The program provides a variety of supervised practice and didactic learning experiences within an innovative and progressive health care system.

Established in 1917 at the former University of Minnesota Hospitals and Clinics, the program is the oldest dietetic internship in the United States. Facilities utilized include a large university/teaching hospital, community hospitals, skilled nursing/transitional care units and community clinics. Ten interns are accepted annually into the program.

4.1 Accreditation Status

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for education programs of the Academy of Nutrition and Dietetics (AND) is recognized by the United States Department of Education. This recognition affirms that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

The University of Minnesota Medical Center, Fairview- Dietetic Internship Program was granted continued accreditation in 2006, by ACEND for the 2006-2016 period. The Internship Program is accredited for providing supervised learning experiences on a non- degree granting, full time basis, for 10 interns for each academic year.

Contact Information for ACEND:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
1-800-877-1600 ext 5400
education@eatright.org

4.2 Program Philosophy

The University of Minnesota Medical Center, Fairview- Dietetic Internship Program is based on supervised practice and didactic learning experiences that emphasize professionalism, effective communication, critical thinking, problem solving, and time-management skills enabling graduates to practice successfully as an entry-level dietitian.

4.3 Program Mission and Goals

Mission Statement

To provide a high quality supervised practice program that prepares competent entry-level Registered Dietitians, trained with knowledge and skills in Medical

Nutrition Therapy and a wide variety of areas in dietetics, to meet the employment, health and nutritional needs of the communities they serve.

Program Goals

Goal 1

The program will prepare its graduates to become competent entry level Registered Dietitians trained with knowledge and skills in Medical Nutrition Therapy and a wide variety of areas in dietetics

Objectives

1.1 Over a 5 year period, 85% of the graduates of the program will have passed the RD exam in the first attempt

1.2 100% of the graduating class will rate the program at a 3 or above [on a scale of 4 to 1, with 4 being strongly agree and 1 being strongly disagree] for the category "The program provided me with adequate knowledge and training in the area of MNT"

1.3 80% of the graduating class will rate the program at a 3 or above [on a scale of 4 to 1, with 4 being strongly agree and 1 being strongly disagree] for the category "the program provided me with adequate knowledge and training in the area of food service and in the area of community nutrition"

1.4 Over a 5 year period 50% of the employers surveyed, will give the program graduates in their employ, a rating of 3 or above [on a scale of 4 to 1, with 4 being strongly agree and 1 being strongly disagree] for the category of "competent in knowledge and skills in area of practice"

1.5 Over a 5 year period 50% of the employers surveyed, will give the program graduates in their employ, a rating of 3 or above [on a scale of 4 to 1, with 4 being strongly agree and 1 being strongly disagree] for the category of "satisfied with quality of work"

1.6 Over a 5 year period, 80% of the employed alumni will rate the program at a 3 or above [on a scale of 4 to 1, with 4 being strongly agree and 1 being strongly disagree] for the category " the program provided me with adequate knowledge and training that prepared me to work as a competent entry level Registered Dietitian"

Goal 2

The program will prepare its graduates to meet the employment, health and nutritional needs of the communities they serve.

Objectives

2.1 Over a 5 year period, 90% of the graduates would have completed all the program requirements within 150% of the time planned for completion [1.5 x 43= 64 weeks]

2.2 Over a 5 year period, 90% of the graduates seeking employment will be employed in dietetics or related fields wihin 12 months of graduation.

2.3 Over a 5 year period, 50% of the graduates seeking employment will be employed in the area of MNT

2.4 Over a 5 year period, 50% of the graduates seeking employment will be employed in Minnesota

2.5 Over a 5 year period, 75% of employed alumni will be employed in dietetics or related fields

2.6 Over a 5 year period, 75% of the employed alumni will rate the program at a 3 or above [on a scale of 4 to 1, with 4 being strongly agree and 1 being strongly disagree] for the category " the program prepared me to meet the health and nutritional needs of my patiens/clients"

Goal 3
The program will advise, refer and encourage graduates to advance their learning and participate in leadership activities

Objectives
3.1 Over a 5 year period, 5% of the program alumni will have advanced degrees and/or advanced practice certifications

3.2 Over a 5 year period 3% of the program will hold or will have held leadership positions in the local dietetic association or other affiliated associations/organizations

4.4 ACEND standards and competencies
Competencies outlined in the 2012 standards are met through various rotations during the internship program.Competencies for Internship Programs are listed below:

Scientific and Evidence Base of Practice: integration of scientific information and research into practice
CRD 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives
CRD 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice

CRD 1.3: Justify programs, products, services and care using appropriate evidence or data
CRD 1.4: Evaluate emerging research for application in dietetics practice
CRD 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis

Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice
CRD 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics
CRD 2.2: Demonstrate professional writing skills in preparing professional communications
CRD 2.3: Design, implement and evaluate presentations to a target audience
CRD 2.4: Use effective education and counseling skills to facilitate behavior change
CRD 2.5: Demonstrate active participation, teamwork and contributions in group settings
CRD 2.6: Assign patient care activities to DTRs and/or support personnel as appropriate.
CRD 2.7: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
CRD 2.8: Apply leadership skills to achieve desired outcomes
CRD 2.9: Participate in professional and community organizations
CRD 2.10: Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services
CRD 2.11: Demonstrate professional attributes within various organizational cultures
CRD 2.12: Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
CRD 2.13: Demonstrate negotiation skills

Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations
CRD 3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
CRD 3.1.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
CRD 3.1.b.: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

CRD 3.1.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
CRD 3.1.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
CRD 3.1.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
CRD 3.2: Demonstrate effective communications skills for clinical and customer services in a variety of formats
CRD 3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
CRD 3.4: Deliver respectful, science-based answers to consumer questions concerning emerging trends
CRD 3.5: Coordinate procurement, production, distribution and service of goods and services.
CRD 3.6: 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

Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations
CRD 4.1: Participate in management of human resources
CRD 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
CRD 4.3: Participate in public policy activities, including both legislative and regulatory initiatives
CRD 4.4: Conduct clinical and customer service quality management activities
CRD 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data
CRD 4.6: Analyze quality, financial or productivity data and develop a plan for intervention
CRD 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
CRD 4.8: Conduct feasibility studies for products, programs or services with consideration of costs and benefits
CRD 4.9: Analyze financial data to assess utilization of resources
CRD 4.10: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
CRD 4.11: Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.
Competencies for MNT Concentration
CRD -MNT 1.Perform nutrition assessment[including calculation of energy, protein and fluid needs] for patients with complex medical conditions.

CRD- MNT 2. Select, monitor and evaluate enteral and parenteral nutrition regimens for patients with complex medical conditions

CRD-MNT 3. Integrate pathophysiology into MNT recommendations

CRD -MNT 4 Develop and implement transition feeding plans:

a. From TPN/TF to oral
b. From continuous to cycled feedings

CRD-MNT 5. Participate in discharge planning/handoffs

c. From units
d. Campuses
e. Hospital to home/nursing facility

4.5 Rotations

Rotations will cover clinical, community and food service areas. Interns will spend a minimum of 36 hours every week in supervised practice. 4 hours every week [Tuesday afternoons] will be dedicated to didactic sessions. Interns are expected to keep the same timing as their preceptors- so timings will vary between rotations. Each rotations will last anywhere from a few days to a few weeks. Information for each rotation will be provided in rotation packets [provided electronically] that will include homework and assignments and due dates.

It is the responsibility of the intern to complete all the assignments and homework outside of the supervised practice time.

Rotation overview [subject to change]	Weeks	Possible sites
Medical/surgical	2	East bank, Southdale, Ridges
Cardiology	2	East bank and Southdale
Solid Organ Transplant	1	East bank
Bone Marrow Transplant	1	East bank
Oncology	1	East bank
Bariatrics	1	East bank
Critical Care	1	Southdale
Rehab	2	West bank
ICU	2	East bank
Pediatrics	3	Amplatz Children's Hospital
Out patient counseling	1	East bank, Southdale,
Diabetes Counseling	1	PW Building
Dialysis	1	DaVita Dialysis Clinics
Eating Disorder	1	The Emily Program
Clinical Management	1	West bank, East bank, Southdale, Ridges
Staff relief	3	West bank, East bank, Southdale, Ridges
Open Arms of Minnesota	1	
WIC	1	Hennepin, Anoka, Dakota, Chisago
Business	1	International Dairy Queen
School Lunch Program	1	St Paul Public Schools
Skilled Nursing	2	Multiple sites
Community Nutrition	1	Area food pantries
Extension	1	
International Dairy Queen	1	
Research	1	NCC
MAND-TC	1	
Food Service Management	5	East bank, west bank, Southdale
Orientation	2	
Vacation	1	
Grand Total	**43 weeks**	

4.6 Evaluations/feedback

- Interns will receive ongoing verbal feedback regarding their performance from their preceptors.
- A written evaluation will be completed by the preceptor for every rotation and discussed with the intern on the last day of that rotation. These evaluations will be based on observation of performance in activities such as patient / client and intern interaction, accuracy and timeliness of assigned duties, written communication, organization, time management, professional and ethical behavior etc. These forms will be submitted directly to the director by the

preceptors. Any issues brough up in these forms will be dicussed by the director with the intern and preceptor upon receipt.

- The interns will complete a self -evaluation form for every rotation [on their learning expereince, site and preceptors] and submit it to the Internship Director. Any issues brough up in these forms will be dicussed by the director with the intern and preceptor upon receipt
- Interns will meet with the Internship Director on a quarterly basis [3x during the internship] or as needed to review their progress to date. Strengths and areas requiring further development will be discussed and incorporated into the intern's overall learning plan. Documentation of these meetings will be kept in the intern's file
- Interns will complete an "End of the year survey" providing feedback on all aspects of the program including preparation for work as entry level practitioners
- Gradutes will be surveyed 6months, 3 years and 5 years after program completion to obtain information on career progression, leadership activites, advanced degress/certifications etc
- Employers of gradautes will be surveyed 6 months after gradaution to obtain information on the training received by gradutes during the program to work competenty as entry level practitioners

4.7 Staff Relief

Each intern will be scheduled for three weeks of clinical staff relief experienceafter successful completion of all clinical/MNT rotations. Interns will be assigned patients/floors to follow and will need to work independently under the supervision of an RD.

Students may not take any time off during staff relief [exceptions: illness or death in the family]. This will be strictly monitored.

4.8 Non Rotation Projects/assignments

There is a "zero tolerance" policy regarding plagiarism. False representation of one's work will result in disciplinary action; including possible dismissal from the program

Projects that need to be completed as part of graduation requirements, outside of supervised practice time include [but not limited to]

- Writing and presenting a clinical case study
- Writing a technical paper
- Working on wellness projects- as assigned
- Completing a business plan- written report
- Attending 3 out of 4 MAND-TC meetigs
- Participating in activities assigned by the internship director

4.9 Didactic Experience

Didactic learning experiences are incorporated into the program curriculum to develop communication, collaboration, problem solving and critical thinking skills. Preparation and participation are important for successful completion of the classroom experience.

Intern class is held every Tuesday afternoon from 1:00pm to 4.30pm. A class schedule will be distributed to each intern prior to the start of each quarter (Sept., Jan, and March). Case studies, journal club meetings, progress reviews etc, will be scheduled during class time. **Attendance and participation are mandatory and part of the internship.**

4.10 Internship Expectations:

Each intern is required to meet these expectations:

- Professional dress and conduct.
- Open, honest, and timely communication**.**
- Effective time management: punctual to assigned rotations and class. Completion of assignments, projects, etc. by established deadlines.
- Demonstrate ability to be a self-directed learner. Exercise critical thinking and problem solving skills.
- Active participation during class and in assigned rotations.
- Approach each learning experience with a positive attitude and a commitment to put forth your best effort.
- Submission of professional quality, original, written work. Lesser quality work will be returned with the understanding that the work be resubmitted in a manner that meets established expectations.
- Intense homework is part of the program. Excellent time management skills are required to balance all the internship related work.
- Maintain confidentiality of patient/employee information.

4.11 Internship reqirements

a. Immunizations

All immunizations must be completed prior to Orientation. The program will not be responsible for provididng any immunizations

All interns need to comply with the following immunizations and have sufficient documentation on file:

- **MMR (measles, mumps and rubella):** Documentation of 2 vaccinations is required. Or a positive history of the disease is sufficient if born prior to 1957. Or documentation of positive titers.
- **Varicella (chickenpox):** Documentation of 2 vaccinations is required. Or documentation of a positive history of the disease. Or documentation of positive titers.
- **Two step negative TST test (Tuberculosis Skin Test or Mantoux):** Interns must have a **negative 2 step TST test** in their medical history with annual negative TST checkups. Interns with a positive TST test must have a negative chest x-ray test within the 12 months prior to the start of the program.
    - **The immunization for TB must cover the duration of the internship. It is the intern's responsibility to get this immunization- if it is due during theinternship**
- **Hepatitis B Vaccination Series:** A 3 shot Hepatitis B vaccination series is required

The following immunizations are recommended, but not required.

Pertussis (t-dap) Vaccination: One-time vaccination after age of 19.

Annual Flu Shots (influenza): Annual flu shots are highly recommended.

b. Insurance

Health Insurance

All interns are required to have health insurance with a hospitalization component.

Automobile Insurance

All interns are required to have auto insurance

Liability Insurance

Fairview will provide professional liability insurance for dietetic interns

c. Background Check

The state of Minnesota requires that all persons working with people in facilities licensed by the Department of Health clear a background study. The background study will include, but will not be limited to, a review of criminal conviction records held by the Bureau of Criminal Apprehension and cases of substantiated abuse and neglect of vulnerable adults and maltreatment of minors. The specifics of any offense will not be disclosed to the Internship Program.

You will be asked to fill out a form to authorize background clearance in July. Refusal to provide information for this will result in termination from the program. Background checks may take from 4-6 weeks for completion.

If you are not cleared by the state after the background check is completed, your participation in the internship program will be terminated.

The background clearance is routinely done for all employees, volunteers and interns at no cost to the individual.

d. Textbooks

Please have your textbooks on medical nutrition therapy, biochemistry, medical terminology, community nutrition, pediatric nutrition, food service management, quantity foods etc that you used in college as a personal resource.

Required textbooks

Please make sure you have these textbooks when you start the internship. The most current version of these textbooks will be required.

- *Food Medication Interactions*-Zaneta Pronsky
  http://www.foodmedinteractions.com

- *International Dietetics and Nutrition Terminology Reference manual: Standardized language for the Nutrition Care Process*
  AND publication # 417310**www.eatright.org**

Please note that there may be other books that need to be purchased. Information regarding this will be communicated before the start of the program

e. Lab Coats/ Dress code

Please make sure that you have a lab coat [length of coat: up to mid thigh and full sleeves] with you when you come for the internship program. You will be required to wear your lab coat during most of the rotations.

Interns should be professionally attired throughout the internship.

Appropriate clothing: Slacks, blouses and sweaters. Sleeveless shirts and blouses may be worn if covered by a jacket or lab coat.

Inappropriate clothing: Jeans [any color], leggings, skin tight clothes, stirrup pants, shorts, tee shirts, skirts, short pants, capris, low cut necklines or shirts exposing midriff.

Shoes: Shoe heels should be <2.5". Casual sandals, clogs, moccasin type shoes or athletic shoes will not be allowed. Open toe shoes/sandals will not be allowed.

Jewelry- minimal [some rotations do not allow any jewelry except wedding bands]

A policy on dress code will be provided at orientation

4.12 Tuition and other costs

The current tuition fee is $6000. Tuition can be paid in full or in two installments.

If paying in full, payment is due the firstday of orientation

If paying in installments, $3000 is due on the first day of orientation and the second installment of $3000 is due on the first Tuesday in December.

Tuition may be paid as checks or money orders, payable to "*University of Minnesota Medical Center, Fairview"*

Other costs- Approximate

Please plan for these additional expenses [additional to tuition fees]

Area	**Expenses**
Housing/ living	Variable
Travel: Car- gas and maintenance	Variable
Health and auto insurance	Variable
Parking Riverside campus Other sites	 Free Variable
MAND-TC Annual Conference	$50.00 [optional]
AND Student Membership [**Mandatory]** MAND TC- membership	$50.00 $10.00
Servsafe training [Waived if you have current certification]	$150.00
Home Computer/printer/internet access	Variable
Supplies Ofice + labcoat etc	Variable
Seminars and conference	Variable.
Books	Approximately $ 120.00

4.13 Supplies
These are some of the supplies that will be needed throughout the internship. Purchasing these items and maintaining a stock will be at the expense of the intern

- Calculator
- Pencils
- Pens
- Index cards
- Highlighters
- Post- it notes
- White out
- 3 ring binder
- Flash Drive
- Thank you cards for preceptors- at least 3 dozens

4.14 Vacation/Holidays
Interns receive one week of vacation during the course of the program- in the month of December
Fairview System recognizes the following designated holidays:
Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day. Specific information regarding holidays and weekends will be discussed at orientation. Interns are allowed two sick days and two personal days off during the internship. Policy on time off will be discussed at orientation.

4.15 Attendance
Interns are expected to complete all rotations during the scheduled times.
In the case of an absence, it is the intern's responsibility to notify the staff preceptor and the Internship Director. The intern is also responsible for arranging to make up the missed experience at the convenience of the staff preceptor. Absences of more than 4 days [2 personal days and 2 sick days] will require makeup time beyond the last day of the program, delaying graduation.
Interns are required to discuss planned absences (medical, funeral) with internship director. Policy on Leave of Absence will be discussed during orientation

4.16 Injury or illness
Interns are expected to report immediately any injury or illness sustained during any rotation, to both the Internship Director and the current preceptor. For injuries occurring within the Fairview facilities, a non employee injury report will be filled by the Internship Director and forwarded to Risk Management. Interns are classified as non employees and therefore not eligible for workman's comp.

4.17 Transportation and Parking
Due to the travel distance between facilities, interns are required to have a reliable form of transportation. Public transportation is not adequate. A valid Driver's license is required.

Parking:
Interns will be parking in the yellow or red ramp at the University of Minnesota Medical Center, Fairview- Riverside Campus.

4.18 Housing
The Internship program does not recommend any specific rental properties, but to help out of state students, a few web sites have been listed below. It is the student's responsibility to find suitable housing.
www.startribune.com/rent
www.aptsforrent.com
www.apartmentsearch.com
Also- please contact your local classmates to find out about safe apartments close to the hospital. There is a free hospital shuttle service between the Riverside campus [this is where the internship office is located] and the university hospital campus. So finding apartments close to either campus may be helpful. While a car is a requirement to go to the various sites, finding an apartment close enough to walk or bike to the UMMC campuses has helped interns in the past.

4.19 Personnel Files
The following documents will be maintained in the intern's personnel file during the internship. Please review the policy on records retention for further information.

- Current address and phone number
- Application letter, forms, recommendation forms to which interns have not waived the rights to access
- Rotation evaluations, assignments completed
- Verification statements from the didactic program
- Final transcripts from didactic program
- Attendance records
- Additional documentation: quarterly review meetings, disciplinary issues and action taken, etc.

Interns have the right to inspect/review all information originating at the internship. Documents in which the intern signed a waiver, forfeiting the right to access, will not be available for review. Interns may not remove this file from the facility. In the case of dismissal, one copy of all the records [except those that the intern waived the right to access] is provided free of charge upon request. The internship director is the only individual authorized to access an intern's file. At the completion of the program, materials in the personal file will be retained as outlined in the records retention policy.

4.20 Program Completion and Graduation requirements

For successful completion of the program and to receive the verification statements, the following requirements have to be met

1. Interns have to be enrolled full time in the program and complete all requirements listed below within one year of the start date. Extensions beyond 12 months may result in re- applying to the program and paying tuition again.

2. Successful completion of **each and every** rotation and project. Successful completion of each rotation will be determined by the preceptor for that rotation and by the Internship Director and will include [a] performance at the supervised practice site and [b] timely submission of paperwork to the Internship Director and the preceptor. An evaluation form will be completed for every rotation, signed by the preceptor, intern and the internship director. A preceptor may determine that an intern needs to repeat a rotation based on any one of these factors[but not limited to them]
   - Not meeting competencies
   - Inability to apply knowledge and learning to hands -on practice
   - Lack of preparation for the rotation
   - Unethical behavior during the rotation

Repeating rotations will delay graduation!!!

If an intern is required to repeat a rotation, it will have to be done at the convenience of the preceptor. Interns will be given 2 opportunities to repeat a rotation, after which if there is still no change in performance, termination procedures will be initiated, even if this happens towards the end of the internship

3. Successful completion of staff relief rotation, as determined by preceptor and the Internship Director.

4. Passing at least **two** mock RD exams [Passing grade is 85%] during the Internship Program

5. Attending all classes and taking all the quizzes given by the Internship Director

6. Successful completion of projects including but not limited to wellness assignments, business plan, resume writing, developing a portfolio, patient satisfaction surveys, Messiah food pantry visit and assignments, create your weight work, writing a technical paper, visit to pediatric home services, providing nutrition education to hospital patients and non hospital clients, etc.

7. Case Study: All interns will present a Clinical Case study. The oral presentation will be evaluated by the Internship Director, staff and peers. The written report will be reviewed by staff, and evaluated by the Internship Director. A grade of 85% is required on the written report and the oral presentation.

8. Satisfactory participation [as determined by the Internship Director] in special projects including National Nutrition Month, public presentations, hospital activities like Turtle derby, Thanksgiving and Christmas meals, etc

9. Attendance at 4/5 Twin Cities District Dietetic Association meetings

10. Current ServSafe certification [Documentation required]

11. Professional and ethical behavior throughout the Internship Program

12. Compliance with the Policies and Procedures outlined in the Intern Handbook

The program has the right to withhold verification forms if any of these requirements are not satisfactorily met.

4.20 Nondiscrimination

The University of Minnesota Medical Center, Fairview- Dietetic Internship Program does not discriminate on the basis of age, sex, marital status, national origin, handicap or religion.

4.21 Checklist of documents required on the first day of orientation

1. Two copies of immunization records [Complete the immunization grid enclosed with information from the immunization records]

2. Copies of:
- Health Insurance card
- Automobile Insurance
- Driver's License
- A.N.D membership card

3. Three original verification statements from DPD program

4. Three copies of **final** transcripts. [Please make sure that the transcripts submitted are the final transcripts. Final transcripts should have the date the degree was awarded]

5. Tuition fees- either in full or the first installment [Please make checks payable to University of Minnesota Medical Center, Fairview]