

The University of Southern Mississippi



Dietetic Internship Handbook 2008-2009

Accreditation

The Dietetic Internship at The University of Southern Mississippi is currently granted full accreditation by the Commission on Accreditation for Dietetics Education of The American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 312/899-0040.

This body is a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. Interns who complete the Southern Miss Dietetic Internship are eligible to take the examination to become Registered Dietitians.

Accreditation Standards for Entry-Level Education Programs

The following Accreditation Standards for Entry-Level Education Programs, revised by the Commission on Accreditation of Dietetic Education in 2002, serve as the basis for the development of the Southern Miss Dietetic Internship as well as all other accredited dietetic supervised practice programs:

STANDARD ONE: PROGRAM PLANNING AND OUTCOMES ASSESSMENT

The Dietetic Internship Program (DI) clearly states a mission, goals, expected program outcomes and assessment measures. The DI implements a systematic continuous evaluation process, including assessing expected versus actual program outcomes and achievement of goals; and uses the results to take action to maintain or improve program effectiveness.

STANDARD TWO: CURRICULUM AND INTERN LEARNING OUTCOMES

The DI has a planned curriculum based on the program's environment, mission, goals, and expected outcomes. The curriculum supports achievement of student learning and expected competence of the graduate.

STANDARD THREE: PROGRAM MANAGEMENT

Management of the DI and availability of program resources are evident in defined processes and procedures. Fair, equitable, and considerate treatment of both prospective interns and those enrolled in the DI is incorporated into all aspects of the program.

Interns will complete supervised practice rotations to meet each of the following competencies and the program-defined competencies for the concentration area.

The minimum performance level for the competency is indicated by the action verb used at the beginning of the statement. The action verbs reflect four levels of performance. The higher level of performance assumes the ability to perform at the lower level:

- **Assist** - independent performance under supervision, or *participate* - take part in team activities,
- **Perform** - able to initiate activities without direct supervision, or *conduct* - independently perform activities.
- **Consult** - able to perform specialized functions that are discrete, delegated activities intended to improve the work of others, or *supervise* - able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or able to coordinate and direct the activities of a team or project workgroup
- **Manage** - able to plan, organize, and direct an organization unit through actual or simulated experiences, including knowing what questions to ask.

Competencies/Learning Outcomes for Dietetic Internship Programs

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

- DI 1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes
- DI 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature in the nutrition care process and model and other areas of dietetics practice
- DI 1.3 Justify programs, products, services and care using appropriate evidence or data
- DI 1.4 Evaluate emerging research for application in dietetics practice
- DI 1.5 Conduct research projects using appropriate research methods, ethical procedures, and statistical analysis

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completing of the DI, graduates are able to:

- DI 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics
- DI 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)
- DI 2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience
- DI 2.4 Use effective education and counseling skills to facilitate behavior change
- DI 2.5 Demonstrate active participation, teamwork, and contributions in group settings
- DI 2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility
- DI 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- DI 2.8 Demonstrate initiative by proactively developing solutions to problems
- DI 2.9 Apply leadership principles effectively to achieve desired outcomes
- DI 2.10 Serve in professional and community organizations
- DI 2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals
- DI 2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures
- DI 2.13 Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration
- DI 2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the DI, graduates are able to:

- DI 3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status in a variety of settings
 - DI 3.1a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

- DI 3.1b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
- DI 3.1c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing interventions
- DI 3.1d Monitor and evaluate problems, etiologies, signs, symptoms and impact of interventions on the nutrition diagnosis
- DI 3.2 Develop and demonstrate effective communication skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training, and marketing
- DI 3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food, and disposable goods
- DI 3.4 Develop and deliver products, programs, or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions
- DI 3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends
- DI 3.6 Coordinate procurement, production, distribution and service of good and services
- DI 3.7 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

4. Practice Management and use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

Upon completion of the DI, graduates are able to:

- DI 4.1 Use organizational processes and tools to manage human resources
- DI 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- DI 4.3 Apply systems theory and a process approach to make decisions and maximize outcomes
- DI 4.4 Participate in public policy activities, including both legislative and regulatory activities
- DI 4.5 Conduct clinical and customer service quality management activities
- DI 4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data
- DI 4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention
- DI 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- DI 4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes
- DI 4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies
- DI 4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
- DI 4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

PHILOSOPHY AND GOALS

Philosophy

The philosophy of the Southern Miss Dietetic Internship is embodied in the following mission statement.

Mission Statement

The mission of the Dietetic Internship (DI) at The University of Southern Mississippi is to educate dietitians who will successfully function as entry-level generalist dietitians in the state, region and nation. The DI provides generalist practical supervised application of academic preparation in dietetics in a variety of settings.

Goals

The goals of the Southern Miss-Dietetic Internship are based on the Internship Mission Statement. The program goals have served as the basis for development and revision of supervised practice experiences, and are the foundation of program outcome evaluation.

1. The program will prepare interns for entry level practice in dietetics.
 - 1.1 Over a three-year period, 95% of interns admitted to the DI will successfully complete all program requirements and earn a Verification Statement from the program.
 - 1.2 Graduating interns will indicate that they feel adequately prepared to begin working as dietitians, as evidenced by average scores of 4.0/5.0 on their DI Final Evaluation for the following entry-level areas of dietetic practice – Healthcare, Foodservice Management, School Foodservice, Clinical Nutrition, Community Nutrition, Long Term Care, Outcomes Research, and average scores of 3.5/5.0 on their DI Exit Survey for the following non-entry-level areas of dietetic practice – Pediatrics, Renal, Nutrition Support
 - 1.3 Over a three-year period, 90% of DI graduates who are seeking employment will find dietetics-related jobs within 3 months of completing the DI.
 - 1.4 Over a three-year period, at least 80% of DI graduates who take the examination for Registered Dietitians will pass it on their first attempt.
2. The program will promote critical thinking, problem solving, and oral and written communication skills among its graduates.
 - 2.1 Graduates of the DI will indicate that they developed adequate critical thinking, problem solving, and oral and written communication skills during the internship, as evidenced by average scores of 4.0/5.0 on the DI Final Evaluation.
 - 2.2 Graduates of the DI will indicate that they developed adequate critical thinking, problem solving, and oral and written communication skills during the internship, as evidenced by average scores of 4.0/5.0 on the DI Graduate Follow-Up Survey.
 - 2.3 Employers of graduates of the DI will indicate that graduates demonstrate adequate critical thinking, problem solving, and oral and written communication skills, as evidenced by average scores of 4.0/5.0 on the Evaluation of Graduates by Employers Survey.
3. The program will prepare graduates to participate in professional development.
 - 3.1 95% of interns will participate in the Mississippi Dietetic Association annual meeting, and at least one district meeting.
 - 3.2 100% of interns will attend the American Dietetic Association FNCE or will complete a

graduate paper on Current Topics in Dietetics.

3.3 50% of graduates will be working on certification in a specialty area, or an advanced degree as indicated by the DI Graduate Follow Up Survey

3.4 75% of graduates will be a member of at least one professional organization as indicated by the DI Graduate Follow Up Survey

Intern Learning Outcomes

1. Interns will demonstrate the ability to apply communication, education, and counseling techniques in a variety of nutrition-related settings
2. Interns will demonstrate knowledge of medical nutrition therapy in assessing and planning care plans and menus for healthy individuals and groups.
3. Interns will demonstrate knowledge of food, food safety, and foodservice management principles and the ability to apply their understanding of management principles in a variety of settings.
4. Interns will demonstrate problem solving and critical thinking skills in medical nutrition therapy and foodservice management.

Registered dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association
- Complete a CADE-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies.
- Pass a national examination administered by the Commission on Dietetic Registration (CDR)
- Complete continuing professional educational requirements to maintain registration
- Maintain licensure in the state where the RD is employed

Licensing of dietitians and nutritionists protects the public health by establishing minimum educational and experience criteria for those individuals who hold themselves out to be experts in food and nutrition. The state has an obligation to protect the health and safety of the public and licensing of dietitians and nutritionists is consistent with this obligation. Not all states require licensure; however, it is imperative to find out if licensure is required PRIOR to beginning work as a Registered Dietitian

Scholarships

Students are encouraged to apply for scholarships available through the Department of Nutrition and Food Systems and the ADA Foundation (ADAF). In order to apply for any Department of Nutrition and Food Systems scholarship, an application must be filed in the Department of Nutrition and Food Systems office by the designated date. Notices are posted in the building and announcements made in classes concerning the scholarship deadline. Application forms for the ADAF scholarships may be obtained from Dr. Molaison or the ADA website (www.eatright.org).

DESCRIPTION OF THE CURRICULUM

Organizational Structure

The Dietetic Internship is part of the Department of Nutrition and Food Systems (NFS), which is housed in the College of Health.

Internship Structure

Because the Dietetic Internship is sponsored by The University of Southern Mississippi, interns are required to abide by policies of the University. The Internship Director is ultimately responsible for determining that each intern has successfully met all of the Core and Emphasis Area Competencies, and is eligible to write the Registration Exam.

Supervised practice experiences have been established in three areas of the state: Jackson - serving central Mississippi, Hattiesburg/Laurel - serving south central Mississippi, and Biloxi/Gulfport – serving south Mississippi. Interns are permitted to participate in supervised practice in each of those hospitals and in other facilities through contractual agreements between the University of Southern Mississippi and each facility. As part of the clinical agreements, interns are required to abide by all rules, regulations, and policies set forth by the facility in which they are completing supervised practice.

Graduate Program

The Southern Miss Dietetic Internship is a part of the graduate program in Nutrition and Food Systems. An intern may complete the Southern Miss Dietetic Internship as either a part-time graduate intern, or as a full-time graduate intern (see 12-Month Time Line for Internship - Appendix A). At the completion of the Southern Miss Dietetic Internship in the part-time option, each intern will have taken 24 hours of graduate credit, 18 of which are applicable toward a Master of Science in Nutrition and Food Systems. Interns are encouraged but are not required to pursue the master's degree either concurrent to the dietetic internship or following completion of the internship. Generally the possibilities for career advancement are greater when an R.D. has also completed a master's degree. Interns interesting in earning a masters degree are encouraged to begin academic advisement prior to beginning the dietetic internship.

Credit for Previous Experience and Education

No credit will be granted for previous work and/or educational experience.

DIETETIC INTERNSHIP RESPONSIBILITIES AND POLICIES

Dietetic Intern Responsibilities

The Dietetic Intern shall:

1. maintain admission to graduate school throughout the internship
2. take all required courses
3. have appropriate immunizations and Serv Safe® certification prior to entering clinical facilities
4. be covered by malpractice liability insurance.
5. have the responsibility of transportation to and from the Facility, field trips and on any special assignment by the Facility, such as home visits or relating agencies.
6. attend all required district, state, and national meetings required by the internship
7. be responsible for their own housing throughout the internship
8. be responsible for all emergency room and other medical expenses for treatment of on-the-job incurred injuries.

9. be responsible for following the administrative policies of the Facility.
10. be responsible for providing the necessary and appropriate uniforms required but not provided by the Facility.
11. be responsible for reporting to the designated individual at the Facility on time and agree to any additional terms required by the Facility.

Subsection 11 states that the intern must agree to any additional terms required by the Facility. Some facilities (including hospitals, nursing homes, and facilities whose employees deal with small children) are required by law to do a criminal background check on each of their employees. Because of state law, in hospitals, interns/interns must meet the same requirements as employees. During hospital orientation in the fall, your hospital will inform you of how they comply with the law requiring a criminal background check. Some interns may be required to bear the expense of fingerprinting which will be used in a criminal background check. Some school districts also categorize interns/interns as non-compensated employees, and thus require fingerprinting as well. If your school district requires fingerprinting, check to see if the school district will accept the background check done for your hospital facility. (You would have to sign to release the background check to the school district.) **If a background check reveals a felony, the intern will be dismissed from the program immediately, and no effort will be made to place the intern in a different facility.**

Several of the facilities also require drug testing, including urinalysis, as a part of orientation to the facility, and may also reserve the right to require random drug testing. **Any intern failing to pass any drug testing will be dismissed from the program immediately.** In addition, if an intern is suspected of drinking prior to arriving at a facility or at the facility, the intern will be **immediately and permanently removed from the program.**

Providing evidence that the intern is covered by personal health insurance and/or automobile liability insurance is another example of an additional term required by some facilities.

Each facility has made an earnest commitment to dietetic education by agreeing to serve as a supervised practice site. Interns are supervised directly by facility-employed preceptors, and have scheduled periodic visits from the Internship Director. Facility preceptors periodically evaluate the work of interns, and then the work is reviewed by the Southern Miss Internship Director who also signs-off on the work.

Southern Miss and the facilities expect each intern to abide strictly by facility policies and procedures, and to contribute toward reaching the facility's goals. Interns will NOT receive stipends.

Academic Requirements

The Southern Miss Dietetic Internship is comprised of three semesters, beginning with the summer semester after the intern is admitted into the internship. Required courses for the three semesters are listed below:

Summer Semester

- NFS 640 - Advanced Medical Nutrition Therapy (4 hrs.)
- NFS 630 - Food Systems Management (4 hrs.)

Fall and Spring Semesters

- NFS 567L - Practicum in Dietetics (3 hrs.),

- NFS 664 - Seminar in Food and Nutrition (2 hrs.)
- **Either** NFS 694 - Current Topics in Food Service Management (3 hrs.) **OR** NFS 715 - Recent Developments in Applied Nutrition (3 hrs.), based on the rotation(s) that the intern will complete during that semester.

Interns assigned to clinical rotations for supervised practice should register for Section 01 of NFS 567L. Management rotation interns should register for Section 02. NFS 567L - Practicum in Dietetics is graded on a Pass-Fail basis, with successful completion of the course dependent upon successful completion of all supervised practice objectives for that semester. NFS 567L cannot be applied toward a graduate degree.

Interns will not receive facility assignments for supervised practice and will not have their Master Rotation Schedule until August, to know which rotation(s) they will complete during the fall semester. They are advised to plan to register for the fall semester during the last registration open window (at the end of the summer semester).

An intern following the full-time option for the internship may choose to take an additional three-hour graduate course during the summer semester and an additional three - four hours of elective graduate classes during the fall and spring semesters, and will have completed 23-25 hours that are applicable toward a masters degree upon completion of the internship.

All interns are required to make a B (3.0 or better) in both NFS 630 and NFS 640 during their first semester of the dietetic internship. Interns failing to maintain a B (3.0) or better in these classes will be dismissed from the internship and will not begin supervised practice in the fall semester.

Interns may be admitted to the Southern Miss Dietetic Internship with conditional admission to graduate school. *Those interns must meet all of the conditions of their graduate school admission in order to remain in the dietetic internship.* If the conditions of the intern's graduate school admission status are not met, they will be forced to resign their position in the dietetic internship. In order to re-enter the program, they will need to go through the application and selection process during the next year. In addition, if an intern is placed on academic probation, it is the intern's responsibility to determine and achieve the grades needed to remove the academic probation. **Any intern failing to remove the conditional admission status, remove academic probation, or maintain a 2.75 overall GPA during the internship (summer, fall, or spring semesters) will not receive a verification statement at the completion of the internship.**

ServSafe® Certification

Interns are required, prior to the beginning of Supervised Practice, to be ServSafe Certified. If an intern needs to complete this certification program, he/she may access the Mississippi Restaurant Association web page to find where it is offered, or may seek assistance in finding a class from the DI Director.

Supervised Practice Schedule

Each intern is required to participate in 32 hours/week of supervised practice experience, with the program culminating in an intern-planned special interest experience at the end of the spring semester. Interns will be scheduled for supervised practice experiences Monday through Thursday of each week, leaving Fridays available for seminar classes or other concurrent graduate classes. Each intern will follow the Master Rotation Schedule to complete each of the required rotations for the internship. The following rotations are required (see Supervised

Practice Master Rotation Schedule Legend:

- 1 week - Orientation
- 1 week - American Dietetic Association & Mississippi Dietetic Association Annual Meeting
- ~15 weeks - Clinical
 - General
 - Renal
 - Nutrition Support
 - Long Term Care
 - Clinical Staff Experience
- ~12 weeks - Healthcare Foodservice Systems Management
 - Menu Planning
 - Purchasing
 - Food Production
 - Patient Food Service
 - Cafeteria/Catering
 - Human Resources/Staff Development
 - Financial Management
 - Continuous Quality Improvement
- ~9 weeks – Other
 - 1 week - WIC / PHRM / State or District Office
 - 2 weeks - School Foodservice
 - 1 week - Long Term Care / Home Health
 - 1 week – Diabetes Camp
 - 2 weeks - Special Interest
 - 8 hours--Motivational Interviewing Training
 - 8 hours—Layout & Design Activity
 - 8 hours—Recruiting Activities
 - 8 hours—Community Health Activities
 - 8 hours—Research Skills (Journal Club)
 - 16 hours—Community Nutrition
 - 8 hours—Professional Development

Each intern will meet with his/her Facility Coordinator at the beginning of each semester to establish the facility preceptors with whom the intern will work during the remainder of the semester, and to arrange periodically for networking contacts with preceptors outside the primary hospital facility.

Special Interest

Each intern is expected to spend the last two weeks of the spring semester in a 32 hr/week special interest rotation of his/her own choosing. Each intern will meet the schedule of deadlines established by the Internship Director regarding submitting the name of the facility which has been chosen for the special interest rotation, and submitting measurable objectives for the rotation. Requests for Special Interest rotations should be made NO LATER THAN February 15th and no earlier than December 1st. Requests will be granted on a first come, first serve basis.

Professional Appearance/Identification Badges

Interns are expected to maintain a professional appearance in **ALL** supervised practice facilities and at **ALL** professional meetings. Hair must be worn in a neat simple style, clean, and appropriate for professional activity. Fingernails must be clean and well groomed. Long false

fingernails are inappropriate in both the clinical and management settings. Colorless nail polish is acceptable. Beards and mustaches are acceptable if they are short, clean, and well groomed, but they may not be "grown" during time of contact with patients or clinical facilities. Body piercing, other than the ears, must be removed (or covered) before entering a facility/rotation. Earrings should be less than a dime in diameter and no longer than 1 inch. Using a bandage to cover a nose ring or other piercing is not considered covered. Tongue rings should be removed during all rotations.

Appropriate dress codes vary for individual facilities. It is each intern's responsibility to avail him/herself of appropriate dress code information prior to reporting for duty in a clinical facility. Although scrubs are acceptable in several of the clinical facilities, other casual attire (baseball caps, t-shirts, blue jeans, halter tops, short, lingerie-looking tops, mini skirts, bare midriffs, etc.) is not considered to be appropriate dress for any clinical facility. **NO BELLY BUTTONS, BREASTS, BUTTOCKS, OR SHOULDERS** should be visible at any time during the internship. All clothing should be neat, clean, & pressed (if appropriate). If "walking shorts" are worn, they should be no more than 1" above the knee cap.

The Internship Director, Facility Clinical Coordinator, and Facility Preceptors maintain the right to make binding decisions regarding interns' participation in supervised practice experiences based on adherence to applicable dress codes. It is the intern's responsibility to arrange to make up any supervised practice experience to which he/she was denied access due to personal appearance. **No gum chewing is allowed** in the facilities or during times interns are participating in professional activities.

Interns are expected to abide by dress codes in effect in each facility in which they work. Uniforms and/or lab coats should be clean and pressed at **ALL** times when on duty in **ANY** clinical facility. For the Internship Open House, meetings, field trips, and any class meetings away from campus, interns are expected to wear professional dress. Unless otherwise specified, dress professionally for all situations related to the dietetic internship.

Name tags will be worn by Dietetic Interns in all supervised practice experiences. In primary hospital supervised practice facilities, name tags are provided by the hospital, and are the property of the hospital. They must be returned when the intern leaves the facility at the end of the program. Southern Miss name tags will be worn during supervised practice experiences away from the intern's primary practice site. Southern Miss name tags are ordered during the summer semester, and replacement name tags may be ordered through the Internship Director at any time during the program. Name tags will read as follows:

"Intern's Name"
Southern Miss Dietetic Intern

Professional Behavior

Southern Miss Dietetic Interns are expected to conduct themselves in a manner that will reflect favorably on themselves, their assigned clinical facility, the Southern Miss Dietetic Internship, and The University of Southern Mississippi. Each intern is further expected to abide by The American Dietetic Association's Code of Ethics for the Profession of Dietetics.

I. Assignments

Due to the nature of the Dietetic Internship, interns will be expected to **complete some work** assignments, such as studying and writing reports to document activities, **outside of supervised practice facilities**. Interns will be allowed to begin selected clinical rotations only after completing designated preparatory assignments from the study guide. Pretests are

required for some rotations. **ALL REPORTS unless otherwise indicated, REQUIRED REPORTS SHOULD BE SUBMITTED TYPED (Double Spaced and 12 point font).**

i. Completion of Competencies/Objectives

Unless indicated as a course requirement for NFS 694 or NFS 715, performance on competencies/objectives/learning experiences will be evaluated on a satisfactory/non-satisfactory basis by the supervising dietitian/facility preceptor or the Southern Miss faculty member upon completion of each experience.

Criteria	Unsatisfactory (Scored 0-1)	Satisfactory (Scored 2-3)
Quality of Work	Does not meet most basic standards	Meets or exceeds all basic standards
Accuracy	Errors common and/or serious	Errors infrequent/rare and intern corrects errors promptly
Supervision Required	Constant/close checking and correcting required	Minimal amount of checking and correcting required

Satisfactory score requires at least 2 of the 3 criteria scored as satisfactory. In situations where unsatisfactory scores are given, verbal and/or written feedback will be offered to the intern to encourage performance improvement. Verification of successful completion of objectives will be noted by the supervising dietitian/facility preceptor's signature and date on the evaluation form. The Southern Miss Internship Director will also confirm completion of the objectives, and will sign and date the evaluation form.

If the facility preceptor and/or the Dietetic Internship Director rate the competency/objective or any performance during the time at the facility as less than satisfactory, the dietetic intern will be required to do the following:

1 st offense	Oral warning; intern must repeat the competency and re-submit any supporting documentation within 7 days of the oral warning.
2 nd offense (same assignment)	Written warning placed in intern's permanent file; committee* meeting with the facility preceptor(s) and Dietetic Internship director to file plan of action (e.g. additional supervised practice, additional coursework, continued remediation of assignments)
3 rd offense	Termination

Following sign-off by supervising dietitian/facility preceptor, competencies/objectives that are a part of course requirements for NFS 694 or NFS 715 will be evaluated for a grade by the DI Director. Interns will also be evaluated periodically during the program using dietetic internship standard evaluation forms. These evaluation tools are constructed in such a manner that activities or skills that are considered to be of greater significance carry greater weight than those of lesser significance. These evaluation forms will be given with the NFS 694/715 syllabi.

A grade of 75% is REQUIRED on ALL assignments. If a intern does not achieve a 75% on the first attempt, re-submission of the assignment is MANDATORY! An average of the 2 grades will be used as a final grade for the assignment. Low grades can have an impact on the intern's overall grade; thereby lowering the GPA. An overall GPA of 2.75 on all internship-related courses is required to remain in the dietetic internship and receive a verification statement.

ii. Failure to complete competencies/objectives within the semester:

Interns are allowed to take a leave of absence for reasons determined appropriate by the Dietetic Internship Director and the Department Chair. If an intern must request a leave of absence, he/she must do the following:

1. Request the leave of absence IN WRITING from your facility preceptor(s) and the DI Director at least 4 weeks in advance of the proposed leave. If a leave of absence needs to extend beyond 4 weeks, the intern will be asked to leave the internship and re-apply the following year.
2. Work with the DI Director and preceptor(s) to determine the following:
 - i. When the time will be made up (exact dates and times)
 - ii. When the missed activities will be due (exact dates)
 - iii. A completed list of all activities and deadlines, as determined by the DI Director and preceptor(s)
3. Develop a DETAILED written action plan that addresses all of the items in #2 and have it signed by 1) The DI Director, 2) All preceptors impacted by the leave of absence, and 3) The Chair of the Department of Nutrition & Food Systems

If the requirements for a leave of absence/action plan are not fulfilled by the date specified in the contract, the intern will be dismissed from the internship, but is eligible to re-apply for the internship the following year, although no guarantees for placement will be made.

The grade **I (Incomplete)** will be used to denote failure to complete all assigned class work and/or exams as a result of *conditions beyond the intern's control*. **It is the responsibility of the intern to initiate a request with the Dietetic Internship Director that a grade of I be issued.** The request must be made no later than 2 weeks prior to the last day of the semester. If the Dietetic Internship Director agrees to issue an I, the intern will complete a standard contract with the intern and the facility preceptor detailing requirements for course completion and specifying the date those requirements must be finished. The internship director will then provide a copy of the contract to the intern, the facility preceptor, and a copy to the department head/director.

If the intern does not complete the required work within the contracted period, the instructor will change the I grade to an F. The final grade replaces the I on the intern's permanent record (transcript); attempted hours, earned hours, quality points, and quarter/cumulative grade point averages are recalculated applying the final grade. I grades are cleared only by completing the required course work within the time frame set forth by the contract.

iii. Performance Evaluations

The Professional Evaluations are used to provide an evaluation of the dietetic intern's professional behavior. Professional Conduct Evaluations will be conducted in any rotation longer than 2 weeks. Although assigned to align with NFS 694/715, the professional conduct/clinical performance scores will be used as part of the Pass/Fail grade calculated for NFS 567L.

All interns will be evaluated within the first 3 weeks of the internship by the facility preceptor(s). In addition, all interns will be evaluated by the preceptors at the completion of EACH rotation. A meeting will be scheduled with the intern, facility preceptor, and Dietetic Internship Director to discuss the evaluations if the rotation is >2 weeks. If the rotation is <2 weeks, a copy of the evaluation will be submitted to the internship director.

The evaluations serve to:

- Provide written documentation of the intern's professional performance

- Provide feedback to a intern concerning strengths and weaknesses to facilitate improved performance

Interns scoring a “Poor” on any aspect of the Evaluations submitted by the preceptors to the following discipline protocol for intern performance problems

1 st offense	Written warning placed in intern’ permanent file. Plan of action written by intern and approved by facility preceptor and Dietetic Internship Director filed.
2 nd offense (same behavior)	Committee* meeting with the facility preceptor(s) and Dietetic Internship director to file plan of action (e.g. additional supervised practice, additional coursework, continued remediation of assignments.) One-half of professional conduct points forfeited in NFS 567L.
3 rd offense	Termination from the DI

* Committee will consist of the following: NFS department faculty member and/or chair, Dietetic Internship Director, Facility Preceptor (from another facility), and a intern representative. The dietetic intern with the identified problem also will be in attendance. The committee’s function is to provide unbiased input for problem resolution. If the intern is not in agreement with the committee’s decision(s), the intern has the right to provide a written appeal to the Director of the Department of Nutrition & Food Systems. The intern will then be given the opportunity to voice his/her complaint to the committee. If the intern feels there is still unsuccessful problem resolution he/she can appeal to the Dean of Intern Affairs and/or file a formal grievance. Problem resolution is most favorably dealt with at the program level, but identified grievance channels are available to interns based on perceived needs.

K. Attendance Policy

i. NFS 664

Seminars will be scheduled, primarily on Fridays, and will meet the academic requirements for a two-hour graduate class. Seminars are planned to address a diversity of topics related to nutrition and foodservice systems management. The schedule of seminars for a semester will be distributed at the beginning of each semester.

Interns are expected to attend all scheduled seminars. A intern who has an excused absence from a scheduled seminar should give as much prior notice as possible to the Internship Director, and make arrangements with the Internship Director to make up missed time and assure mastery of didactic and other concepts covered in the seminar. In addition to making up any assignments in the seminar class, the intern must submit a paper on the topic discussed in class within 2 weeks of the absence. The paper should be at least five double spaced pages (typed), with appropriate citations. A list of five references and a title page must also be submitted. The format for the paper is APA style. The intern will lose 10% of the credit available for each day that the assignment is late. If the paper is unacceptable, the intern will be requested to redo the paper. Unsatisfactory performance of class responsibilities is considered as unsatisfactory performance of Dietetic Internship requirements.

ii. NFS 567L

Interns are expected to adhere to the supervised practice schedule. Both for rotations in the hospital facility and for other rotations, it is each intern’s responsibility to contact their assigned facility preceptor prior to reporting for the rotation to find out when and where to report. Interns will receive a list containing contact information for preceptors. Absences should rarely occur and should occur only when necessary. Interns must document a minimum of 32 hours per

week during the fall and spring semesters (with the exception of those weeks that contain a holiday). This number of hours of learning experiences is required by the Dietetic Internship at The University of Southern Mississippi in order to document to Commission on Accreditation of Dietetics Education that interns have successfully met the ADA performance requirements. Interns with repeated absences are subject to faculty review and may be counseled to terminate participation in the program.

An intern who must be absent from a scheduled supervised practice rotation due to documented personal illness, accidental injury, death of a member of the immediate family, religious holiday, or personal emergency, should contact the facility preceptor and DI Director AND the facility preceptor with as much advance notice as is possible.

If a intern will be absent from the facility during regular hours, permission must be obtained from the DI Director and the facility preceptor **in advance**, preferably by the first day of the semester involved. The DI director will consider the request in light of the individual intern's performance in the program. If approval is given, the intern shall reschedule the practice time in blocks of **2 hours** or more. Practice time must be supervised by the facility preceptor. The revised schedule of practice shall be approved by the preceptor and **documented in writing** in the interns file. It is the intern's responsibility to arrange with the facility preceptor and the DI Director **to make up supervised practice time** that was missed due to an excused absence.

The following is a summary of disciplinary procedures for attendance/tardiness problems

Problem	Action Taken
Excused Absence	Supervised practice hours made up on a Friday or other day not normally in the facility. Date/time to be determined by facility preceptor. Dietetic Internship Director Identified in writing of absence and provided with written verification of additional supervised practice. Days cannot be made up during university or facility holidays.
Unexcused Absences or tardiness	1 st offense: Oral warning with written plan of action 2 nd offense: Written warning in intern's permanent file and committee meeting with intern 3 rd offense: Termination from the DI program

iii. Professional Meetings

Attendance at professional meetings, including the Annual American Dietetic Association Food & Nutrition Conference & Exhibits in the fall, the Mississippi Dietetic Association Food & Nutrition Conference & Exhibits in the spring, at least four District Dietetic Association meeting, and an MDA Board meeting is required. An intern who, because of severe illness or injury, death in the family, or some other unforeseen event, is unable to attend all or part of a required professional meeting must meet with the Internship Director to decide upon a commensurate assignment, and complete that assignment in a timely manner, and to the satisfaction of the Internship Director.

L. Holidays

The Southern Miss Dietetic Internship makes every effort to observe all official university holidays. Observance of Southern Miss holidays will generally not interfere with supervised practice, as the Master Rotation Schedule has been developed around university holidays.

M. Insurance

i. Professional Liability

Evidence of professional currently effective malpractice liability insurance must be provided for each intern. A group malpractice policy with

Maginnis & Associates, Inc.
332 South Michigan Avenue
Chicago, IL 60604

is provided for each intern through Southern Miss at a cost of \$20 per year. Each intern who is registered for NFS 567L will be assessed a \$10 malpractice liability insurance fee at the beginning of the fall and spring semesters during which he/she is registered for the Practicum. The fee will be noted on the intern's statement from the Southern Miss Business Office. No fee will be assessed during the summer semester, when interns are not assigned to supervised practice rotations.

ii. Personal Health and Personal Health Insurance

Each intern assumes responsibility for his/her own personal health and personal health insurance. Neither the University nor any of its affiliated clinical facilities assumes responsibility for personal health of interns. In the case of an injury or illness in a supervised practice facility, the intern should expect facility staff to assist in getting them to medical attention, but should not expect that neither the supervised practice facility nor the University to assume any financial responsibility for treatment of the injury or illness.

Although the risk of exposure to blood-borne pathogens is not high during supervised practice, it is the judgment of the staff of the DI that there is sufficient risk to require interns to have the series of vaccinations for Hepatitis B. It is suggested that each intern begin the series at the beginning of the summer semester to provide as much protection as possible. Evidence of all three vaccinations should be provided to the DI Director.

Each intern is required to have a TB skin test prior to beginning supervised practice in the fall, and should provide evidence of same to the DI Director. The DI Director will provide copies of all immunization records to the appropriate facility coordinators.

iii. Automobile Liability Insurance

Each intern assumes responsibility for his/her own automobile liability insurance. Neither the University nor any of its affiliated clinical facilities assume responsibility for injury or liability of interns while riding in or operating a motor vehicle. If an intern rides to a remote clinical practice site with a facility preceptor in that person's private vehicle, or in a vehicle provided by the facility, he/she may be expected to produce documentation assuring that the intern is covered by active automobile insurance covering him/her in a vehicle driven by a preceptor and owned by that person, or by the facility.

N. Transportation

Transportation to and from supervised practice experiences as well as field trips and classes away from campus throughout the duration of the dietetic internship is the total responsibility of each intern. Because of the outlying location of some of the supervised practice experiences, public transportation is not available to all facilities. Each intern is expected to have access to an automobile. Transportation costs may be affected by many variables, including the proximity of the intern's housing to the clinical facilities, shared rides with other interns or with staff working in that facility, etc. Anticipated expenses will be those normally associated with

maintaining and operating an automobile, estimated to be approximately \$.40 - .48 per mile. Neither the University nor any of its affiliated clinical facilities assumes responsibility for cost or safe travel to and from any clinical facility.

O. Housing

Each intern is responsible for providing for his/her own housing for the duration of the Dietetic Internship. Apartment directories for Hattiesburg and Jackson reveal available housing from \$300/month for a 1-bedroom efficiency to \$750/month for a 2-bedroom townhouse. Security deposits range from \$50 to \$350. Another option The Southern Miss internship director, facility clinical coordinators, and facility preceptors can provide suggestions for available accommodations during supervised practice experiences in various locations, but they are not responsible for finding housing for the interns.

P. Facility Policies

It is the intern's responsibility to abide by all policies and procedures of participating facilities in which he/she is placed. Various policies exist regarding parking, availability and cost of meals, required attire, drug testing, background checks, and vaccinations and health certificates required. Specific facility policies will be reviewed with the intern when he/she meets for orientation with the facility clinical coordinator at the beginning of the supervised practice experience.

Q. Communications

While on duty, the use of personal cell phones/text messaging is ***prohibited***. During breaks, outgoing and incoming calls, including those made with or received on personal cell phones, should be limited to official business only. Telephone calls of a personal nature should not be made or received while on duty. If it is absolutely necessary to accept a personal incoming call, be brief. Lengthy personal conversations should be avoided during on-duty time. Use discretion in discussing matters of a non-business nature in the work setting. Avoid discussions of a private, personal or confidential nature, and never in the presence of patients, employees, visitors, and personnel from other departments

R. HIPAA

Each facility will require each intern to participate in HIPAA (Health Insurance Portability and Accountability Act of 1996) training. The privacy of a patient or client's health information is protected by this federal law. Expect training on this during orientation to your hospital facility. Southern Miss-DI case study outlines, etc. will also be oriented toward compliance with this federal law.

The intern MUST REMOVE ALL IDENTIFYING DATA from copies of patients' nutritional assessments, MNT plans of care, etc., in order to maintain copies to use for evaluation purposes. A personal identification code, rather than the patient's name, should be used on the DI log.

S. Requirements for Completion of the Dietetic Internship

In order for an intern to successfully complete the Southern Miss Dietetic Internship and receive a Verification Statement to that effect, he/she must complete at least 1200 hours of supervised practice experience, documented by submitting the completed NFS 567L Practicum in Dietetics Time Log for each semester. He/she must also attend all scheduled orientations and seminars (NFS 664), the pinning ceremony and receive a passing evaluation on each of the competencies/objectives/learning experiences in each rotation. Successful completion of objectives must be verified by a Facility Preceptor or Facility Coordinator, as well as the

Southern Miss Clinical Instructor or Southern Miss Internship Director. Interns must also maintain a 2.75 GPA in concurrent graduate classes to meet all other academic standards of the internship. If interns are conditionally admitted to the graduate program, they must adhere to all policies and procedures set forth by the Department of Nutrition & Food Systems and the College of Graduate Studies to maintain admission.

T. Following Completion of the Internship

Successful completion of the Southern Miss Dietetic Internship qualifies a intern to take the examination to become a Registered Dietitian. Upon successful completion of the internship the intern will receive copies of a Verification Statement indicating that he/she has completed the internship. Notification of the intern's program completion will also be made by the DI Director to the Commission on Dietetic Registration.

Each graduating intern is also encouraged to make application and join the American Dietetic Association as an active member. Those who hold intern memberships will, upon completion of the Internship, be eligible to convert to active membership with no disruption of member services, and without the payment of an application fee.

In order for the Southern Miss Dietetic Internship to help future interns, each graduating intern is encouraged to:

- Inform the program director of any change of address
- Sign the release form allowing the R.D. testing agency to release individual test scores to The University of Southern Mississippi
- Sign the release and ask your employer to share your performance evaluation with The University of Southern Mississippi
- Complete and return periodic program evaluations that are sent to former interns of the Dietetic Internship

Such information is very useful in evaluation and improvement of the program for future interns. Data from specific informants will be compiled with that from other former interns to identify characteristics and trends. The identity of individual respondents will be protected.

U. Withdrawal from Internship

An intern who wishes to withdraw from the Southern Miss Dietetic Internship should inform the Internship Director in writing of his/her intent. Consideration for readmission to the Internship following a intern's withdrawal will be given by the Southern Miss Dietetic Internship Admission/Retention Committee on a individual basis. Procedures for withdrawal from the University are outlined in the Graduate Bulletin, and are initiated with the Dean of the College of Health.

V. Dismissal from Internship

Any intern failing to maintain academic standards of the internship and/or graduate school requirements will be subject to probationary status for one semester following action by the Admission/Retention Committee. Any intern failing to achieve the required GPA during the probationary semester may be dismissed from the Internship following action by the Admission/Retention Committee.

An intern may be placed on disciplinary probation for one semester by a majority decision of the Admission/Retention Committee if the intern has failed to comply with accepted standards of professional behavior of either the assigned facility or the University. At the completion of the

semester of disciplinary probation, the Admission/ Retention Committee will reconsider the intern's behavior during the probationary period, and will recommend one of the following actions:

- a. reinstatement of regular Internship status
- b. continuation of probationary status for an additional semester, or
- c. dismissal from the Internship

The intern will be informed in writing of probationary status at least one (1) week prior to the beginning of the probationary period. An intern may be dismissed from the Internship upon a majority decision by the Admission/ Retention Committee if the intern has repeatedly failed to comply with accepted standards of professional behavior after being placed on disciplinary probation for one semester, or if the intern commits an act that is considered so grievous as to warrant immediate dismissal. Examples of behavior which would result in immediate dismissal from the Internship include, but are not limited to:

- Theft
- Aggressive physical contact with or threat of such contact to a patient or client, the internship director or other Southern Miss faculty or staff, a facility clinical coordinator or preceptor, or a fellow intern or graduate intern
- Display or use of a weapon
- Drug or alcohol use prior to or during any supervised practice/internship activity

An intern who has been dismissed from the Internship for failure to maintain either academic or professional behavior standards will not be eligible for readmission to the Southern Miss Dietetic Internship. The intern will be informed in writing of his/her dismissal in a letter from the Internship Director within one (1) week following the completion of the probationary period or, in the case of immediate dismissal following display of non-professional behavior, within one (1) week of review of the incident by the Admission/Retention Committee.

V. UNIVERSITY POLICIES AND PROCEDURES

A. Equal Opportunity

The admission and retention policies of the Internship comply with the University's philosophy and intent regarding protection of civil rights of interns. The University of Southern Mississippi's Non Discrimination Policy Statement can be accessed at <http://www.Southern Miss.edu/aa-eeo/>. It states:

The University of Southern Mississippi offers to all persons equal access to educational, programmatic, and employment opportunities without regard to age, sex, religion, color, national origin, Vietnam era veteran status, or disability status. These provisions are pursuant to applicable federal and state regulations. Inquiries concerning discrimination should be directed to the following: Office of Affirmative Action/Equal Employment Opportunity, The University of Southern Mississippi, 118 College Drive #5168, 223 Weathersby Hall, Hattiesburg, Mississippi 39406-0001 Office: (601) 266-6618; Fax and TTY: (601) 266-6344

A. Accommodations for Disabilities

If a intern has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Interns can

contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232; Fax: (601) 266-6035; Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@SouthernMiss.edu.

C. Access to Records

Dietetic Interns have the right to access any personal, academic, or advisement records maintained by the Internship Director. Any intern wishing to review his/her records should submit the request in writing to the Internship Director, and make an appointment to access the records.

D. Privacy of Information

The Southern Miss Dietetic Internship assumes responsibility for protecting the privacy of educational records of individual interns, as outlined in the Graduate Bulletin.

E. Grievances

The first step in resolution of a legitimate intern grievance is to attempt to resolve the issue with the Facility Preceptor where the grievance originated. If agreement is not reached, the intern may present an appeal to the Southern Miss Internship Director. In the event that the grievance is still not resolved to the intern's satisfaction, the line of authority is the Chair of the Department of Nutrition & Food Systems, the Dean of the College of Health, the Southern Miss Provost, and the President of the University. Refer to the current Southern Miss Graduate Bulletin for the Grade Review Policy for graduate classes.

F. References for Policies and Procedures Pertaining To Dietetic Interns

<u>Reference</u>	<u>Location</u>
Southern Miss Graduate Bulletin	Southern Miss Office of Graduate Admissions 208 McCain Library & Archives
Southern Miss Faculty Handbook	Office of the Dietetic Internship Director
Southern Miss Intern Handbook	University Activity Council 118 Intern Union Building
Social Issues Update & Policy Guide	Office of the Vice Pres. for Intern Affairs 204 Administration Building

VI. THE AMERICAN DIETETIC ASSOCIATION

A. Overview of the Association

The founding of The American Dietetic Association (ADA) in 1917 marked the beginning of recognition of dietetics as a profession in the United States. The early members were pioneers with a vision for the future, for they established high standards for membership that are maintained today. There are several routes to achieve active membership in ADA. The traditional route is through four years of accredited academic study followed by a one-year

accredited internship. Coordinated Programs are another route. In these, interns complete didactic and supervised practice experiences concurrently during the last two years of a baccalaureate degree or along with a master's degree program. Either of these routes qualifies a intern for registration eligibility.

The nearly 70,000 members of ADA are dietitians, dietetic technicians, interns, and others holding baccalaureate and advanced degrees in nutrition and dietetics. ADA is the world's largest organization of food and nutrition professionals. ADA aggressively advocates on behalf of its members through lobbying efforts and partnerships. It also provides members with professional resources, such as dietetic practice groups, the Journal of the American Dietetic Association, the ADA Courier, the Annual Food & Nutrition Conference & Exhibition, and a high-impact, professional website, and is the force behind national campaigns to create greater recognition of dietitians and demand for the services of Registered Dietitians. ADA maintains a Political Action Committee (ADAPAC), one of the nation's top PACs for health care provider organizations. Representatives of ADA testify before Congressional committees, participate in policy discussions, and provide written comments to government and regulatory bodies.

B. Application for Active Membership in the American Dietetic Association

Graduating interns may transfer their intern membership to active membership in The American Dietetic Association online, or may access the application form online to print a hard copy. The following must be submitted:

- Completed Application Form (may apply online)
- Complete, Official Original Transcript showing that the intern earned a B.S. degree
- Dietetic Internship Verification Statement (signed by Internship Director)
- Credit Card, Check or Money Order covering membership fee (and application fee if not a transferring intern member)

B. Application to Write the Registration Examination

The registration examination is a comprehensive exam that is offered by Computer Adaptive Testing through local testing centers. The exam covers all aspects of general dietetics - Food and Nutrition, Clinical and Community Nutrition, Education and Research, Food and Nutrition Systems, and Management. Approximately 40-50% of the questions are intended to test comprehension, and the remaining 50-60% is aimed at measurement of application skills. Comprehension questions require accurate understanding of such information as concepts, principles, and procedures, and include the ability to translate information presented in different formats, such as graphs, tables, and formulas. Questions at the application level generally involve using information or knowledge to solve a problem, make a decision, select a course of action, etc.

Following completion of the internship by a class of interns, the Southern Miss Internship Director will electronically submit to the Commission on Dietetic Registration (CDR) verification for those interns who have successfully completed the program. A list of those interns, with accompanying software, is also sent by secure carrier to CDR. One to two weeks later, each eligible intern should receive confirmation of their eligibility to be tested from CDR. CDR also informs ACT, Inc., of a candidate's eligibility to take the R.D. exam. The Registration Examination Application and Candidate Handbook will be sent to each eligible candidate from ACT, Inc., along with instructions for completing the application and submitting the application fee. After ACT processes the application and fee, candidates are sent an Authorization to Test letter which expires 1 year from its date of issue. That letter includes a toll-free telephone number to contact a Testing Center for an appointment to sit for the examination. After

completion of the examination, score reports will be provided both on screen and in hard copy to all examinees as they leave the test center. Unsuccessful examinees must contact CDR to be re-authorized to test, and must wait a minimum of 45 days before retesting.

C. Code of Ethics for the Profession of Dietetics

Interns are expected to use the Code of Ethics for the Profession of Dietetics as a guide for their professional behavior.

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

PREAMBLE

The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The American Dietetic Association. All of the aforementioned are referred to in the Code as dietetics practitioners. By accepting membership in The American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioner agree to abide by the Code.

PRINCIPLES

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitation on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity,

- creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
 11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, interns, professional association memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
 12. The dietetics practitioner is alert to situation that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
 13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
 14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
 15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
 16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (RD or Registered Dietitian; ΔDTR or Dietetic Technician, Registered; ΔCSP or Certified Specialist in Pediatric Nutrition; CSR or Certified Specialist in Renal Nutrition; and ΔFADA or Fellow of The American Dietetic Association) only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
 - b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
 17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
 18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, and essential element of which is dishonesty, and which is related to the practice of the profession.
 - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
 - c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
 19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the

profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

APPENDIX A
THE UNIVERSITY OF SOUTHERN MISSISSIPPI
12-Month Time Line for Internship

SUMMER

May - interns begin internship
June-Aug. - interns take academic classes

Part-Time Option

4 hrs. NFS 640 - Advanced MNT
4 hrs. NFS 630 - Food Systems Mgt.
8 hrs. Semester Total

Full-Time Option

ADD:
3 hrs. CHS 623- Biostatistics
11 hrs. Semester Total

Aug. - 2-week semester break

FALL

Aug. - Dec. - interns participate in supervised practice experience in either Jackson or Hattiesburg (*See Master Schedule*), and take concurrent classes, below:

Part-Time Option

2 hrs. NFS 664 - Seminar
3 hrs. NFS 567L - Practicum*
3 hrs. NFS 694 **OR** NFS 715**
8 hrs. Semester Total

*Clinical Interns - NFS 567L (H001)
Management Interns - 567L (H002)

**Interns register for NFS 694 or NFS

715, based on the rotation(s) that they will complete during the semester.

Full-Time Option

ADD:
3 hrs. NFS 703
11 hrs. Semester Total

Dec. - 4-week Christmas Holiday as scheduled in University Catalog

SPRING

Jan. - May - interns continue to participate in supervised practice experience in either Jackson or Hattiesburg (See Master Schedule), and take concurrent classes, below:

Part-Time Option

2 hrs. NFS 664 - Seminar
3 hrs. NFS 567L - Practicum*
3 hrs. NFS 694 **OR** NFS 715**
8 hrs. Semester Total

Full-Time Option

ADD:
3 hrs. Elective
11 hrs. Semester Total

May - interns complete internship program

