

Rush University Medical Center

**Department of Food and Nutrition Services
College of Health Sciences
Department of Clinical Nutrition**

Combined Dietetic Internship/ Master's Degree Program



Student Handbook Class of 2019

Dear Dietetic Intern:

Welcome to the combined Master's Degree/Dietetic Internship Program at Rush University Medical Center. You are now an important member of one of the major medical centers in the United States. Your position here at Rush provides you with the opportunity to integrate the roles of dietetic intern and graduate student. As a dietetic intern, you will participate in learning experiences in foodservice management, clinical dietetics and community nutrition. As a graduate student you will be involved in coursework and research leading to a Master of Science Degree in Clinical Nutrition. You will be an active participant in your learning process as you achieve practicum, coursework, program and personal goals. During your time at Rush, you will conduct yourself as a professional, as a member of the health care team and grow as a future nutrition practitioner.

The Clinical Nutrition Faculty and Food and Nutrition Services Department Practitioners have prepared this handbook to help you become familiar with the program and to answer questions about program requirements. Refer to this handbook for questions throughout this program.

We aim to challenge you while encouraging your growth during your continued journey into the dietetics profession.

Sincerely,

Diane Sowa, MBA, RD
Director, Dietetic Internship
Director, Food and Nutrition Services

Kathryn Keim, PhD, RD
Chair, Department Clinical Nutrition

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I. OVERVIEW

Overview of Rush University Medical Center and University

Rush University Medical Center is an academic health center located on the near west side of Chicago. It is one of the country's major research and teaching healthcare institutions. The Medical Center includes Rush University, the tertiary-care hospital and the Johnston R. Bowman Health Center for the Elderly, a facility providing acute and psychiatric care and assisted living services.

The Medical Center is part of the Rush System for Health, which includes three member institutions in the Chicago area and is designed to serve three million people annually. The roots of the Medical Center extend back to 1837 when Rush Medical College was chartered two days before the city of Chicago was incorporated. St. Luke's Hospital was founded in 1864 and Presbyterian Hospital in 1883. These hospitals merged in 1956 to form the present-day Medical Center. More recently, the state-of-the-art patient Tower was opened in January 2012. Today, the Medical Center is an organization of more than 10,000 people consisting of medical and scientific staff, faculty, students and employees.

Rush University was founded in 1972 and is the academic component of Rush University Medical Center. It includes four colleges: Rush Medical College, the College of Health Sciences, the College of Nursing and the Graduate College. Clinical Nutrition programs are offered by the College of Health Sciences. The University has an enrollment of more than 2000 students; a faculty of more than 2,500 health professionals and educators; and offers programs leading to bachelor's, master's and doctoral degrees.

Rush University prepares its students for careers in health-related fields through an educational system which integrates service delivery with didactic course work and research. Most Rush faculty are active healthcare professionals within the Medical Center. This close relationship between patient care, teaching and research affords practical insights into the challenges of healthcare delivery.

The center of Rush University activity is the A. Watson Armour III and Sarah Wood Armour Academic Center (AAC). This modern building houses facilities for classroom instruction, laboratory research and private study, and includes Student Affairs, the Library of Rush University, the Chauncey and Marion Deering McCormick Educational Technology Center (METC), the University Bookstore and the Medical Center cafeteria. Student Affairs includes the Registrar, Student Financial Aid, Student Life, International Services and the Counseling Center. The Library of Rush University is one of the oldest in Chicago. Its collection includes more than 100,000 volumes, a rare book room, 2,000 periodicals and access to countless on-line journals.

Combined MS Degree in Clinical Nutrition/Dietetic Internship Program

Rush University's Dietetic Internship began in 1972 as a nine-month program, with six students. In 1981, the internship was combined with a Master's Degree in Clinical Nutrition and expanded to 15 months. Today, we accept 16 students annually who complete their course work over 20 months.

Rush University Medical Center is licensed for more than 650 beds and serves as the site for the major portion of the clinical practicum. In this facility, students provide nutritional care to patients in a variety of clinical areas including medicine, surgery, oncology, nephrology, pediatrics, geriatrics and critical care. During these rotations, students learn to use the nutrition care process to formulate and implement nutrition care plans and to provide effective individual and group nutrition counseling. Students document patient outcomes in an electronic medical record, EPIC.

The dietetic intern functions as an integral member of the health-care team by working closely with physicians, nurses and other healthcare professionals. Attendance at medical rounds and interdisciplinary meetings enrich the core curriculum. During the staff relief rotation, students function independently in the role of a Clinical Dietitian.

Community nutrition experiences are provided through a variety of programs. Health education and counseling opportunities are available through the Outpatient Nutrition Clinics, Senior Citizen Centers, Child Nutrition Programs and camps for children with diabetes. RU Caring, a student-run volunteer organization, allows students to participate in interdisciplinary events such as health fairs and clinics.

Several types of foodservice operations are used to provide learning opportunities for interns during the Food Systems Management practicum. The Patient Foodservice kitchen prepares and serves approximately 1,900 meals per day, both general and modified diets, and provides baked goods and prepared foods for other service units within the department. The Rush Medical Center Cafeteria, including In-a-Rush and Café 7, completes over 2,000 transactions per day for staff, students, personnel and visitors. The department also operates a fine dining club, Room 500, which caters events in the Searle Conference Center and provides catering for the hospital. In addition, the department manages the contract for Au Bon Pain and Ace Vending on campus. Learning experiences in these units include participation in food production, cafeteria service, special promotions, material management, computer systems, vending, quality assurance and unit management.

The opportunity for interns to participate in such a variety of clinical and administrative experiences within one facility is unique to Rush University Medical Center. The dual roles of practitioner and preceptor allow for maximum integration of the didactic and experiential components of the internship and graduate program.

Graduate courses and supervised internship experiences occur concurrently throughout the program. The Master's degree curriculum includes advanced level courses in human metabolism, interrelationships between diet and disease, nutrition counseling, leadership and management, and research.

Mission and Goals and Outcome Measures

The mission of the Rush University Medical Center Dietetic Internship program is to prepare competent entry-level registered dietitian nutritionists as nutrition experts, leaders and advocates through nutritional sciences and interprofessional education, research and promotion of the nutritional well-being of diverse communities.

The goals of the program are:

Program Goal #1: The program will prepare graduates to be competent entry-level dietitians.

- 95% of program interns will complete the program within 150% of the program length (30 months) planned for completion
- 90% of program graduates will have obtained employment in nutrition and dietetics or related fields within 12 months of program graduation
- 90% of program graduates will take the Commission on Dietetics Registration (CDR) credentialing exam for dietitian nutritionists within 12 months of program completion
- 95% of graduates over a five- year period will pass the CDR credentialing exam for dietitian nutritionist within one year following first attempt
- The mean rating for clinical skill level on employer surveys for graduates will be 3 or higher indicating satisfactory skill level (1= unacceptable; 5=excellent) after a one-year period
- The mean rating for management skill level on employer surveys for graduates will be 3 or higher indicating satisfactory skill level (1= unacceptable; 5=excellent) after a one-year period

Program Goal #2: The program will prepare graduates to advocate for nutrition and demonstrate leadership through their contributions to the dietetic profession.

- 90% of graduates responding to alumni surveys will be members of the Academy of Nutrition and Dietetics and/or other related professional organizations-within three years post program completion
- 50% of graduates responding to alumni surveys will report holding an appointed or elected position in a dietetics related professional organization-within three years post program completion
- 50% of graduates responding to alumni surveys will report advocacy activity (i.e. visiting or writing to a representative, responding to grass-roots efforts, participating on a legislative committee) -within three years post program completion
- 50% of graduates responding to alumni surveys will have contributed a professional publication (i.e. abstract, journal article, professional newsletter) -within three years post program completion

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Competencies and Clinical Nutrition Emphasis

Core competencies are established by ACEND that are to be met by interns once completing a supervised practice experience in order to be eligible to take the Registration Exam for Registered Dietitian Nutritionists. These competencies represent the abilities that are needed for entry-level practice as a registered dietitian nutritionist. These competencies are part of the 2017 Accreditation Standards recently released by ACEND as part of their five-year review cycle. The last section, #5, includes additional competencies unique to the Rush Clinical Nutrition Emphasis.

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

5. Competencies Unique to the Rush Clinical Nutrition Emphasis

CN 5.1 Integrate pathophysiology into medical nutrition therapy recommendations

CN 5.2 Select, monitor and evaluate enteral and parenteral nutrition regimens for patients with complicated/multiple health conditions

CN 5.3 Evaluate and manage the fluid and electrolyte needs of the critically ill patient

CN 5.4 Utilize counseling skills to assist clients in obtaining positive diet/lifestyle changes

CN 5.5 Manage daily activities, including the dietary team, patient satisfaction, and quality assurance on a medical/surgical unit

Program Accreditation Status by ACEND

The Dietetic Internship Program at Rush University Medical Center is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

ACEND is a specialized accrediting body 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 is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its code of good practice.

ACEND is located at:
The Academy of Nutrition and Dietetics
120 South Riverside Plaza-Suite 2000
Chicago, IL 60606-6995

A complaint or grievance that relates to a dietetic program's compliance with the ACEND accreditation standards can be filed with ACEND using the following procedure.

ACEND Grievance Policy

ACEND will review complaints that only relate to a program's compliance with the accreditation standards and policies. The ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty or students.

Per the ACEND guidelines, students should only submit complaints directly to ACEND after all other options with the program and institution have been exhausted. The Rush Grievance Policy for dietetic interns is defined in the Policy and Procedures (Part IX, No. 1-21) within the DI Handbook.

A copy of the accreditation standards and/or ACEND'S procedure for submission of complaints against programs is available under the quick link at www.eatright.org/ACEND. ACEND staff can be contacted at the address above or by calling: (800) 877-1600, ext. 5400.

University Catalog

The 2016-2017 University Catalog can be found at: www.rushu.rush.edu/rucatalog with the 2017-2018 becoming available soon. It has a wealth of information and should be read and understood including sections by Rush University (1-About Rush, 2-Campus Information, 3-Academic Policies and 4-Tuition and Financial Aid), the College of Health Sciences (overview), and the Department of Clinical Nutrition.

In addition, the University Student Handbook/Calendar will be provided to students at University Orientation. This handbook has additional useful information on support services and student organizations.

Academic Calendar

The Academic Calendar can be found at: <https://www.rushu.rush.edu/rush-experience/student-services/office-registrar/academic-calendars>. The Master of Science/Dietetic Internship (MS/DI) program has the final exam periods designated according to **CHS/College of Health Sciences**.

Scheduling and Dietetic Internship Program Calendar

Supervised practice and graduate work occur concurrently throughout the program. Supervised practice begins fall semester with eight weeks of Food Service Management. Clinical Nutrition rotations start Spring Semester and continue for approximately 40 weeks. Community experiences are spread out throughout the program, and students complete a culminating management project.

Food Systems Management rotations usually meet 2.5 days/week and the interns are divided into two groups for placement. Clinical rotations are scheduled Monday through Friday, generally mornings, and students rotate in pairs through a number of specialty experiences/rotations (refer to next page). Most Clinical Rotations are twenty hours per week and last two weeks each.

Fall Semester 2017	Spring Semester 2018	Summer Semester 2018	Fall Semester 2018	Spring Semester 2019
Supervised Experience in Food System Management -NTR 650	Supervised Experience in Clinical Nutrition I -NTR 651	Supervised Experience in Clinical Nutrition II -NTR 652	Supervised Experience in Clinical Nutrition III -NTR 653	Supervised Experience in Clinical Nutrition IV -NTR 654
NTR 655/Management Project				

Supervised Experiences include the following:

Food Systems Management Rotations: Patient Food Services (Central Kitchen) and Retail (Cafeteria and Room 500-Fine Dining) Management Experiences	160 hours
Clinical Nutrition Rotations: Medicine I, Cardiovascular, Diabetes, Enteral, Gastroenterology/Surgery, Geriatric, Neurology, Oncology, Pediatrics, Renal, Neonatal Nutrition, Critical Care-adults, Medicine II and Staff Responsibility	745 hours
Community: Nutrition Communications, Chicago Department on Aging, Senior Site; Children's Place Association/Head Start Program; Simpson High School; Rush Student Outpatient Clinics; RU Caring & Health fairs; Facing Forward/Community Housing; Diabetes Camp; Rush Employee Cooking Demo; Nutrition Month; and a final community experience (County hospital, Public Relation, Integrative Medicine Clinic, etc.)	235 hours
Management Project	100 hours
Total Hours: 1240 hours	

A typical day might be: Cardiovascular Rotation on the patient care units from 8am-noon; and in the classroom for Research Methods, from 1-3:30pm. The evening would be spent in thesis work, homework and/or some time for rest, exercise, etc.

University Support Services and Access

A variety of student support services and resources are available to Rush students and contact information is provided in the Student Handbook provided at University Orientation. These include the following:

- Chaplains
- Counseling Services
- Equal Opportunity
- Financial Affairs
- Financial Aid and Work Study
- International Student Services
- Registrar
- Student Diversity and Multicultural Affairs
- Student Life and Engagement
- University Relations

- Bookstore
- Rush Fitness Center
- Library
- McCormick Educational Technology Center (METC)
- Student Study Space : Library, Cafeteria-2 AAC & ACC-5th and 7th floor

II. EDUCATION GOALS AND EXPECTATIONS

University Honor Code

Rush University students established the following honor code for all students enrolled in the university. All students will be expected to sign and follow the honor code (Appendix B).

I pledge that my academic, research and/or clinical work will be of the highest integrity. I shall neither give nor receive unauthorized aid; I shall not represent the work of others as my own; I shall not engage in scientific misconduct, and I shall treat all persons with the greatest respect and dignity, just as the ethical codes of Rush University Medical Center and my future profession demand.

I recognize that behaviors that impede learning or undermine academic, research and clinical evaluation, including but not limited to falsification, fabrication and plagiarism, are inconsistent with Rush University values and must be reported.

Academy of Nutrition and Dietetics Scope of Practice

The Academy's Scope of Practice in Nutrition and Dietetics provides an important guide for practitioners.

Students should review and understand the contents of the following two publications:

Academy of Nutrition and Dietetics: Scope of Practice in Nutrition and Dietetics. *J Acad Nutr Diet.* 2013; 113(6 suppl 2):S11-S16.

Academy of Nutrition and Dietetics: Scope of Practice for the Registered Dietitian. *J Acad Nutr Diet.* 2013; 113(6 suppl 2):S17-S28.

Academy of Nutrition and Dietetics Code of Ethics

It is in the best interest of the profession and the public to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. The Academy Board of Directors, Commission on Dietetic Registration and House of Delegates approved the most recently revised Code of Ethics in May 2009.

It is important at this time to review and understand the Code of Ethics which can be found at: **J Am Diet Assoc. 2009; 109(8):1461-1467**, and sign the sign-off sheet provided at the end of this handbook.

Academic Honesty and Student Conduct

The University's Academic Honesty and Student Conduct section is presented in the University Catalog and in Section III of this handbook. In addition, the College of Health Sciences has important information on Conduct and Ethics, and a Guide to Professional Conduct in the University Catalog.

Professional Behavior and Supervised Practice Expectations

Exhibiting professional characteristics as a practitioner are extremely important and integral to one's success as a clinician. The following list contains behavioral descriptions expected to be demonstrated by interns at all times; this list is a guide and not inclusive.

- Punctuality and reliability. Arrive on-time and display excellent attendance/engagement completing all scheduled hours on the unit. Note: If an illness or emergency arises, contact your assigned preceptor prior to your start time, and notify the appropriate Internship Coordinator.
- Adherence to the handbook and policies and procedures of the department.
- A positive attitude. Display cooperation and teamwork with others.
- Professional dress according to the defined dress code. Dietetic Interns represent our department as well as our profession and serve as role models to others. Display a professional image via posture and voice.
- Take responsibility for your actions. Display reliability/conscientiousness in your work and remain truthful at all times.
- Take initiative to maximize learning opportunities. Seek answers to your questions during rotations, make productive use of down-time, exhibit a strong work ethic, and work to overcome barriers and obstacles.
- Utilize positive communication skills. Be respectful of preceptors, all food service employees and diet techs, the health-care team and all you come in contact with. Demonstrate a positive demeanor, courtesy, humility and compassion for others.
- Be open to all suggestions and feedback-both positive and negative from your preceptors. This is an opportunity to learn and hear other views and assessments. A willingness to accept criticism is an important step in professional growth as is recognition of personal limitations.
- Show appropriate use of technology. Cell phones on the units are not allowed for personal calls, face book, texting, etc. Cell phones are not allowed for any purpose in food service areas during Food Systems Management. They may be used to perform calculations (i.e using the calculator) in the clinical areas-though a small calculator is preferred.
- Pagers should be signed-IN when scheduled in practicum rotations. Pagers should be answered in a timely manner. Pagers should be signed OUT when off duty, not on the hospital premises, or unable to answer pages.
- Remain flexible and adaptable as change is often necessary.
- Review the competencies, expectations and objectives provided, before each rotation.
- In academic classes, be respectful of faculty and guest lecturers. Avoid slouching, talking out-of-turn and sloppy clothing as these are poor representations of you and our department.
- There should be no gum chewing, food or drinks in food service areas or on the clinical units.

Student Professional and Community Service Requirements

Service to the community is an essential part of being a student at Rush. Community service activities are integrated into the curriculum and there are many other opportunities to contribute to health fairs, schools, community centers, shelters, etc.

These include:

- Rush Community Service Initiatives Program (RICSIP) provides students with multiple interdisciplinary opportunities to volunteer.
- RUSH Community Affairs is often seeking speakers or volunteers for cooking demonstrations and health fairs.
- Rush student organizations call on students to share their expertise and careers with other disciplines and local organizations/groups.
- Food and Nutrition Services is often asked to provide speakers, cooking demo's, etc. for various activities.
- There are also opportunities for interdisciplinary grants for community service.

These opportunities provide essential care and service to the local community, as well as growth and personal fulfillment for students.

Interns are **required** to join a nutrition or university organization and if possible, seek a committee position and/or board position in these groups. Information regarding this participation is to be provided to the DI Director/Coordinator annually.

Contact Information

Interns are required to provide the program with their current address and phone number to facilitate communication of program information.

It is mutually beneficial for alumnae to maintain contact with program faculty after graduation. Program faculty is frequently contacted by employers seeking candidates for positions not necessarily publicized and these are shared with alumnae. Graduates who provide updated contact information after graduation can benefit from many of these networking opportunities. Graduates are also asked to respond to program surveys for program evaluation and improvement.

III. UNIVERSITY, COLLEGE AND DEPARTMENT POLICIES / UNIVERSITY CATALOG EXCERPTS

It is imperative to read and understand the Rush University and the College of Health Sciences overview/orientation information; and the Department of Clinical Nutrition section at: <http://www.rushu.rush.edu/rucatalog>.

Here are some important excerpts from the current University Catalog.

UNIVERSITY:

Academic Honesty and Student Conduct

Rush University students and faculty belong to an academic community with high scholarly standards. As essential as academic honesty is to the relationship of trust fundamental to the educational process, academic dishonesty violates one of the most basic ethical principles of an academic community, and will result in sanctions imposed under the University's disciplinary system.

A partial list of behaviors that would subject a student to disciplinary action include but are not limited to:

- All forms of academic dishonesty including but not limited to: cheating; plagiarism; collusion; gaining or seeking unfair advantage in relation to any work submitted; helping others to gain an unfair advantage; removing examination materials from a secure examination area; the unauthorized downloading or copying of examinations that are given on-line; fabricating assigned academic work, including clinical assessments, and presenting them as authentic; facilitating academic dishonesty; unauthorized examination behavior.

Drug Free Campus and Workplace

Rush University Medical Center is committed to achieving and maintaining a drug-free campus and workplace. The Medical Center has established a drug-free policy consistent with its commitment and goals. The policy states in part:

The illegal manufacture, distribution, dispensing, use, sale and/ or possession of controlled substances on Medical Center property or while performing Medical Center business is strictly prohibited. An employee or student engaged in any such conduct will be subject to discipline up to and including expulsion or termination. In addition, students and employees are subject to all applicable criminal penalties under local, state or federal law for unlawful possession or distribution of illicit drugs and alcohol.

Diversity, Equal Opportunity and Inclusion

For over three decades, the Rush approach to equal opportunity, diversity and inclusion has not wavered. Our approach is that these are essential components of the best employment, educational and health care practices and must be furthered.

Discrimination or harassment against any member of the Rush University Medical Center community because of age, ancestry, color, disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, gender, gender identity and/or expression, marital or parental status, national origin, pregnancy, race, religion, sexual orientation, veteran's status or any other category protected by federal or state law is prohibited and will not be tolerated, nor will any person for those reasons be excluded from the participation in or denied the benefits of any program or activity within Rush University.

Shanon Shumpert, Director, Employee Relations and Equal Employment Opportunity Office, has been designated to oversee the implementation of this policy for Rush University. Ms. Shumpert can be contacted by telephone at (312) 942-5239 or via email at Shanon_Shumpert@rush.edu.

Office of Disability Services

In keeping with its goal to promote diversity among its student population, Rush University is committed to attracting and educating students who will help to make the population of health care professionals reflective of the national population, including individuals with disabilities. In addition, Rush University is committed to ensuring equal access to its facilities, programs, and services are available to students with disabilities.

To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program, or service that enables a qualified student with a disability to have an equal opportunity. Both the ADA and Section 504 define disability as: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) being regarded as having such a condition. In order to respect your privacy and ensure a thoughtful interactive process please contact Student Disability Services.

For more information or to request accommodation(s) refer to:
Gayle B. Ward, Associate Provost, Educational Affairs at 312-942-5237 or studentdisabilityservices@rush.edu.

Privacy and Confidentiality of Student Records and FERPA & Access to Education Records

Rush University takes seriously its commitment to protect the privacy of our students and their education records. In addition to upholding the Family Educational Rights and Privacy Act of 1974 (FERPA), Rush University has taken further steps to protect a person's privacy by extending similar benefits afforded to enrolled students under FERPA to individuals who are applying for admission.

Refer to Section IV, below, Policy No.1-23, for further information on how the Department of Food and Nutrition Services keeps records of current and former dietetic interns stored in a secured locked file with access controlled by the Dietetic Internship Director. This policy also allows current or former dietetic interns to inspect and review individual files kept by the department.

Harassment: Policies and Procedures

Rush University Medical Center (Rush) strictly prohibits all forms of unlawful discrimination and harassment of and by any member of the community, including but not limited to students, faculty, employees, volunteers, guests and vendors. Rush complies with Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Sexual misconduct (and its various forms, as defined below) constitutes sexual discrimination and is also covered under this policy. This policy does not only prohibit discrimination and harassment of employees by employers, but prohibits discrimination and harassment between any member of the Rush community, including between a member of the faculty and a student, between two students, between an employee and a campus guest or between a student and an applicant.

All complaints and concerns about conduct that may violate this policy (including retaliation for reports made pursuant to this policy) should be filed with Rush's equal opportunity officer, Shanon Shumpert at 312-942-5239 or Shanon_Shumpert@rush.edu. Confidential reports can also be made through the Rush Hotline at (877) 787-4009 or via the Rush web reporting tool at rush.ethicspoint.com.

Tuition Refund Policy for Withdrawal

Official withdrawal or dismissal from a course or from the University entitles a student to a refund of tuition according to the following schedule. Fees are not refundable. A student may receive a 100% refund if withdrawal occurs during the first calendar week in which the term begins. Otherwise, refunds will be made as follows:

Second week: 80% refund; third week: 60% refund; fourth week: 40% refund; fifth week: 20% refund; after fifth week: no refund.

COLLEGE OF HEALTH SCIENCES:

HIPAA and Patient Privacy

Rush University students have a legal and ethical responsibility to safeguard the privacy of all patients and protect confidentiality and security of all health information. Protecting the confidentiality of patient information means protecting it from unauthorized use or disclosure in any format—verbal, fax, written or electronic/computer. Patient confidentiality is a central obligation of patient care. Any breaches in patient confidentiality or privacy may result in disciplinary action, up to and including dismissal from the college.

All shared and personal medical information and physical examination findings are to be treated with utmost confidentiality, the same as for any patient contact. Failure to protect the confidentiality of any information related to the activities in a course or clinical rotation may result in disciplinary action, up to and including suspension or dismissal from the college.

Student Academic Appeal and Grievance Procedures

The College of Health Sciences student appeals and grievance procedures provide a mechanism whereby any student may obtain a review of a complaint of unfair treatment. The student appeals procedures shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather it shall be used to provide due process for those who believe that a rule, procedure or policy has been applied in an unfair or inequitable manner or that there has been unfair or improper treatment by a person or persons. This section of the University Catalog details the four-step process.

Refer to Section IV, below, Policy No. 21, for further information specific to the Dietetic Internship and Department of Clinical Nutrition.

DEPARTMENT OF CLINICAL NUTRITION:

Academic Progression

Students in the Combined MS/Dietetic Internship program are required to earn grades of “B” or better in NTR-505, NTR-506 and a grade of “P” (pass) (equivalent to a grade of “B” or better) in NTR-511, NTR-512, NTR-513, NTR-514, NTR-515, NTR-516, NTR-517 and NTR-518. Grades of “C” or better are required in all other courses. Failure to earn minimum required grades may result in dismissal from the Combined MS/Dietetic Internship program and will result in a performance review by the Clinical Nutrition Committee on Academic Progress and Promotions.

The faculty reserves the right to request the withdrawal of any student whose conduct or performance demonstrates lack of fitness for continuance in the graduate program.

Automatic probation for any student results when a student's cumulative grade point average (GPA) falls below 3.0 or when a student receives a grade of "D" or "F" in any course. The Clinical Nutrition Committee on Academic Progress and Promotions notifies any student placed on probation, states the reason(s) for probation and indicates the conditions that must be satisfied for removal of probation. A student who earns a grade of "D" or "F" in a course, other than those listed above, must repeat the course and earn at least a "C." A student who earns a grade of "D" or "F" in more than one required course will be dismissed. Full-time students on probation must earn a cumulative GPA of 3.0 or greater by the end of the next two consecutive quarters. Improvement in the GPA must be shown each quarter of probation. (Page 159)

*Refer to Section IV, below, Policy No. 1-27, for information on Program Retention and Remediation.

Graduation Requirements

A cumulative GPA of 3.0 or greater is required of all graduates. The Combined MS/Dietetic Internship program students shall complete the internship requirements within 31.5 months (150% of time planned for completion) and the MS degree within five years from matriculation.

IV. FOOD AND NUTRITION SERVICE POLICIES AND PROCEDURES -DIETETIC INTERNSHIP

Part IX of the Food and Nutrition Services Policy and Procedure Manual

No. 1-1	Admission Requirements/ Equal Opportunity Statement
No. 1-2	Selection of Interns
No. 1-3	Admission Requirements
No. 1-4	Drug testing and Criminal Background Checks for admission
No. 1-5	Personal Expenses
No. 1-6	Admission-Financial Aid
No. 1-7	Academy of Nutrition and Dietetics and Local Association Membership
No. 1-8	Professional Liability Coverage
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No. 1-12	Scheduling of Supervised Experience Assignments
No. 1-13	Education Purpose of Supervised Practice
No. 1-14	Scheduled Absence from Program
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No. 1-16	Scheduling of Vacation and Holidays Time Off
No. 1-17	Dress Code, Dietetic Interns
No. 1-18	Photo I.D. Badge
No. 1-19	Accountability
No. 1-20	Disciplinary Action/termination procedures
No. 1-21	Student Complaints/Grievances
No. 1-22	Stipend Eligibility
No. 1-23	Protection of Privacy and Access to Files
No. 1-24	Program Completion Requirements and Verification Statement
No. 1-25	Formal assessment of student learning/Evaluations and Grading.
No. 1-26	Prior Credit or Supervised Practice hours attained before admission.
No. 1-27	Program Retention and Remediation

Admission Requirements/Equal Opportunity Statement

POLICY: Applicants to be considered for the Dietetic Internship must submit their credentials to demonstrate that they meet the admission requirements of the program. The College of Health Science, Clinical Nutrition Department, adheres to Rush University Equal Opportunity practice.

Purpose: To determine applicant qualifications for the program and to affirm equal opportunity and practices for all dietetic intern applicants.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Submit necessary documents as evidence that admission requirements for the program have been met via the Dietetic Internship Centralized Application Services (DICAS).

Admission requirements:

- A. Hold a B.S. degree in dietetics from an accredited college or university.
- B. Provide evidence of a verification statement from a program assuring that minimum academic requirements have been met including recency of education within 5 years; this program must be accredited by the Accreditation Council for Education in Nutrition and Dietetics/Academy of Nutrition and Dietetics (ACEND/AND).
- C. Provide official results of the Graduate Record Examination taken within the past five years.

Generally applied guidelines for acceptance:

- A. A cumulative GPA of 3.0 or above (on a 4.0=A grading system).
- B. GRE scores preferably over the 50th percentile.
- C. Evidence of work experience in food service systems or nutrition care is desired.

SPECIAL NOTES:

1. The Equal Opportunity Statement is published in the University Catalog on the Rush University Website at www.rushu.rush.edu/rucatalog, Section: About Rush-Diversity, Equal Opportunity and Inclusion.
2. If verification statement is over 5 years old, a review/comparison of ACEND competencies at the time of completion and currently will be made, and additional classes will be required.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 9/11, 6/13, 5/14, 6/15, 5/17

Selection of Interns

POLICY: Dietetic interns are selected by the Admissions Committee of the Department of Food and Nutrition Services in accordance with established procedures.

Purpose: To select and enroll the most qualified dietetic interns into the program.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Receive completed admissions files from DICAS.
2. Collate students' names, GPA's, GRE scores and percentiles and school on a ranking sheet that is distributed to all admission committee members.
3. Develop and distribute time line for the admission process.
4. Collate all Admission Committee feedback to rank potential dietetic interns.
5. Lead discussion of ranking of potential interns with the Admission Committee and attain committee consensus for the final dietetic intern ranking.
6. Submit rankings in D&D Digital.
7. Receive computer match list of applicants appointed to the program.
8. Receive phone response from applicants who were matched to the program.
9. Solicit additional applicants for vacant positions following the selection process, as needed.

Admission Committee Members

1. Review each applicant's file and prioritize qualified candidates based on evaluation of applicant credentials. Rank applicants for appointment in accordance with Rush University policy.
2. Submit prioritized list of acceptable applicants to the Director, Dietetic Internship.
3. Participate in the Admission Committee applicant ranking session.

SPECIAL NOTES:

1. The Admission Committee will consist of the Dietetic Internship Director and additional members as appointed by the Chair of the Clinical Nutrition Program to provide a balance of clinicians and faculty.
2. The deadline for application submission, the match listing and the match date are determined by ACEND, DICAS and D&D Digital schedules.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 9/11, 6/13, 6/15, 5/17

Admission Requirements

POLICY: Dietetic interns are to verbally accept the appointment at Rush following the acceptance procedures specified by the Accreditation Council for Education in Nutrition and Dietetics.

Purpose: To establish the dietetic intern class and start the admission procedures.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director/University Registrar

1. Email acceptance confirmation letter to the dietetic interns to complete.
2. Send dietetic interns the email addresses of the dietetic interns accepted into the program.
3. Ensure that all transcripts and verification statements are received from applicants.
4. Send dietetic interns information about TB testing, policy and procedures, schedule and dietetic intern handbook.

Dietetic Intern

1. Contact the Department of Food and Nutrition Services to accept internship appointment.
2. Complete the acceptance letter and submit the confirmation fee.
3. Complete the on-line Rush University Application.
4. Send 2 final transcripts from all universities attended and 2 final verification statements from your DPD program.

SPECIAL NOTES:

1. The accepted dietetic interns are to send the official final transcript, sealed, and final verification statement, upon graduation of their dietetic program.
2. Acceptance into the Dietetic Internship provides automatic admission into the Clinical Nutrition Master's Program.

REVIEW/REVISIONS: 9/11, 6/13, 6/15, 5/17

Drug testing and Criminal Background Checks for Admission

POLICY: Dietetic interns will complete a drug test and have a background check as a condition of employment.

Purpose: To maintain a drug-free campus and safe workplace consistent with the Medical Center established goals.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Set up drug screening through the Employee and Corporate Health

Dietetic Intern

Drug Testing

1. Complete the drug testing screen
2. Report to the Dietetic Internship Director within five days any conviction for violation of a criminal drug statute occurring within the Medical Center

Criminal Background Check

1. Sign release forms authorizing Rush University Medical Center to conduct background investigation
2. Sign a release and complete fingerprint-based background check and/or process a waiver if a more intensive background check is required
3. Complete a waiver within five business days of receipt of conviction notice in compliance with Health Care Worker Background Check Act (HCWBCA)

Employee and Corporate Health

1. Conduct the drug test
2. Report possible results to the Dietetic Internship Director

Human Resources Staff

1. Conduct the background check
2. Contact the Dietetic Internship Director if the dietetic intern has been convicted of a crime listed under the HWBCA

SPECIAL NOTES:

Drug Testing

1. The drug-free policy is a condition of employment for all dietetic interns; Food and Nutrition employees are not allowed to work at Rush if they receive positive test results.
2. Dietetic interns are subject to all applicable criminal penalties under local law for unlawful possession or distribution of illicit drugs and alcohol.
3. Dietetic interns may seek assistance through the Rush University Counseling Center by calling extension 2-3687 (or 312-942-3687 outside of the system).
4. In the event that additional drug-testing is required for other supervised practice sites, this will be done at the expense of the intern.

Drug testing and Criminal Background Checks for Admission

Criminal Background

1. Criminal background checks are conducted on all dietetic interns in accordance with the Fair Credit Reporting Act and the Illinois HCWBCA.
2. Failure to disclose on the application that he/she had "been convicted of a crime, misdemeanor or felony or pleaded guilty and been placed on probation, court supervision or another pre-conviction program," and if it is determined that falsification or significant omission has occurred on the application, the dietetic intern will be dropped from the program.

REVIEW/REVISIONS: 9/11, 6/15, 7/16, 5/17

Personal Expenses

POLICY: Dietetic interns provide their own housing, meals, books, transportation, health insurance and other expenses for related scheduled events.

Purpose: To establish dietetic interns' financial responsibilities.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Provide applicants and incoming dietetic interns with program cost estimate.

SPECIAL NOTES:

1. Tuition cost is available in the University Catalog on the Rush University Website at <http://www.rushu.rush.edu/rucatalog>, Section: Tuition and Financial Aid-Tuition and Fees.
2. There are additional expenses which include registration fees, meals and transportation for required joint internship seminars/activities, community experiences and membership to dietetic associations.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 9/11, 6/13, 6/15, 5/17

Admission-Financial Aid

POLICY: Dietetic interns receive a meal allowance during the 20-month dietetic internship. Interns may apply for financial assistance to complete the combined dietetic internship and master's degree program.

Purpose: To establish dietetic interns' financial resources for the dietetic intern.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Provide monthly meal allowance via Freedom Pay.

Dietetic Intern

1. Obtain information about the Rush University's financial aid office on the website.
2. Submit the appropriate documents to the financial aid office.

Rush University Financial Aid Personnel

1. Inform dietetic intern of the financial aid package.

SPECIAL NOTES:

1. All students must submit the following documents: Free Application for Federal Student Aid (FAFSA), Institutional Aid Application and Parent Information.
2. Financial aid is comprised of loans, grants, scholarships and employment from state, federal, institutional and other sources to meet the cost of education. These funds are from either: (1) aid awarded on the basis of demonstrated need or (2) aid from non-need sources.
3. Work study may be available for students. Work study, if provided, would be for supervised practice hours. The students will be required to swipe in and out during rotations on the time-clocks.

REVIEW/REVISIONS: 9/11, 6/13, 5/14, 6/15, 5/17

Academy of Nutrition and Dietetics (AND) and District Dietetic Association Membership

POLICY: Dietetic interns are **required** to join the Academy of Nutrition and Dietetics (AND) as student members and are to join and attend local dietetic district organization meetings.

Purpose: To acquaint dietetic interns with the activities of the Academy of Nutrition and Dietetics. To encourage participation in the local dietetics organization.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Submit fee for Student Memberships to AND office and district dietetic association.
2. Provide a copy of the membership card/receipt as proof of membership status to Internship Director.
3. Attend a minimum of 2 meetings of the local dietetics organizations annually.

Dietetic Internship Director

1. Sign dietetic registration forms to verify dietetic intern status to obtain dietetic intern membership rates, as needed.

SPECIAL NOTES:

1. Academy of Nutrition and Dietetics dues cover subscription to the Journal of the Academy of Nutrition and Dietetics. Renewal of membership is responsibility of the dietetic intern.
2. Card/certificate/receipt must be given to the Dietetic Internship Director during the first month of each fall quarter to be placed in the dietetic interns' files.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 9/11, 6/13, 6/15, 5/17

Professional Liability Coverage

POLICY: Dietetic interns are covered under the Comprehensive, Malpractice, and Worker's Compensation Loss Trust Agreement provided by Rush University Medical Center.

Purpose: To establish responsibility for professional liability coverage for dietetic interns.

RESPONSIBILITIES/PROCEDURE:

Rush University Medical Center:

1. Provide malpractice liability coverage for the dietetic intern during the educational program.

SPECIAL NOTES:

1. Coverage includes malpractice losses and comprehensive general liability losses as per current Trust Agreement.

REVIEW/REVISIONS: 7/83, 8/00, 4/03, 2/06, 8/09, 9/11, 6/15, 5/17

Health Insurance Requirements

POLICY: Dietetic interns will enroll in the authorized dietetic intern health plan or an equivalent hospitalization insurance plan. They will be covered for workmen compensation under the Comprehensive, Malpractice, and Worker's Compensation Loss Trust Agreement provided by Rush University Medical Center.

Purpose: To provide health care for dietetic interns.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Complete application for dietetic intern health plan at University registration.
2. Enroll in a health insurance plan at time of matriculation or provide proof of alternate coverage.
3. Provide proof of insurance to Student Services, Office of Financial Affairs, annually.

SPECIAL NOTES:

1. Current rates for insurance coverage will be charged. Fees are the responsibility of the dietetic intern. Refer to the University Catalog on the Rush University Website at <http://www.rushu.rush.edu/rucatalog>, Section: Tuition and Financial Aid-Student Health Insurance.
2. Dietetic interns are covered by the Rush University Medical Center's Worker's Compensation Plan.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 9/11, 6/13, 6/15, 5/17

Injury or Illness

POLICY: Dietetic interns who are injured or become ill during supervised experience will be sent to Employee and Corporate Health, Emergency Room or private physician as appropriate.

Purpose: To obtain medical aid for dietetic interns.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director and/or Designee

1. Direct dietetic intern for appropriate medical assistance.

SPECIAL NOTES:

1. Preceptor, Internship Coordinators, Dietetic Internship Director or other authorized personnel will make the clinical judgment to send the dietetic intern to seek medical care.
2. The supervising manager on duty will complete an accident report if the dietetic intern is injured on the job. The dietetic intern will take this form to Employee and Corporate Health and/or the Emergency Department.
3. The dietetic intern will be sent to Employee and Corporate Health, Monday through Friday, during normal business hours. On weekends and/or after hours, the dietetic intern will be sent to the Emergency Department at their own expense, unless the injury was job related.
4. If the intern is injured at an offsite rotation, the intern should contact the preceptor at the rotation and the Internship Director. The Internship Director will arrange for medical care. In the event of a crisis situation, call 911 to attend to the emergency.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 9/11, 6/15, 7/16, 5/17

Liability for Safety in Travel

POLICY: Dietetic interns are responsible for their own transportation and safety in travel to or from assigned supervised practice or internship events.

Purpose: To establish dietetic interns liability for travel as required by supervised practice.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

In-town

1. Arrange for transportation to and from supervised practice and seminar sites as assigned.
2. Drivers must assume responsibility for proper insurance coverage and safety precautions during travel. Auto insurance is required in the state of Illinois.

Out-of-town

1. Drivers must assume responsibility for proper insurance coverage and safety precautions during travel. Auto insurance is required in the state of Illinois.
2. **Six** weeks prior to travel: Drivers and non-drivers, complete the Link Travel Pre-authorization form (if driving and requesting approved reimbursement, add/include the google map mileage both ways). Sign the form and submit to the Chair, Clinical Nutrition.

Also, complete the Student Travel Request form. Sign the form using original signature, no typing of name. Submit both forms to the Chair, Clinical Nutrition, who will submit accordingly.

3. After the event:
When seeking reimbursement for driving yourself/peers, complete the Rush Employee Expense Report Form **within 30 days**. Type in the spaces (do not write by hand). Attach the google maps for the drive to the meeting and the drive back home and sign your name. Turn the form into the Chair, Clinical Nutrition, who will add the Accounting Unit number and submit accordingly.

SPECIAL NOTES:

1. The Dietetic Internship Director will attempt to arrange for sites which can be reached by walking or public transportation.
2. The Clinical Nutrition Program assumes no responsibility or liability for dietetic intern travel during the education program.

REVIEW/REVISIONS: 7/83, 8/00, 4/03, 2/06, 8/09, 9/11, 6/15, 5/17

Scheduling of Supervised Practice Experiences

POLICY: Supervised Practice Experiences/Rotations for dietetic interns will be scheduled by the Dietetic Internship Director with the assistance of designated staff.

Purpose: To provide a variety of required learning experiences for dietetic interns.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director or Internship Coordinators

1. Schedule supervised experience rotations and time requirements for each.
2. Prepare work schedules within each supervised experience rotation.

Dietetic Intern

1. Email preceptor two weeks prior to a rotation with class schedule and research advisor meetings.
2. Prepare for the rotation by completing all assignments prior to the start of the rotation.

Preceptor

1. Email dietetic intern with the supervised practice schedule at least one week prior to rotation.
2. Review the dietetic intern assignments at the start of the rotation.

SPECIAL NOTES:

1. Food Systems Management and Clinical Rotation schedules are available to dietetic intern at least one week before the start of the rotation.
2. Dietetic interns that don't email preceptors their schedule two weeks prior to the rotations may jeopardize the start of the rotation.
3. The dietetic intern will be sent off duty if they have not completed assignments and are unprepared for the rotation. The dietetic intern will need to make up the rotation missed at the preceptor's convenience.

REVIEW/REVISIONS: 9/81, 9/96, 8/00, 4/03, 2/06, 8/09, 9/11, 6/15, 5/17

Education Purpose of Supervised Practice

POLICY: To promote a high quality education experience, supervised practice experience will be independent of the food and nutrition services operations.

Purpose: To provide a variety of required learning experience for dietetic interns.

RESPONSIBILITIES/PROCEDURE:

Food and Nutrition Services Department Management Staff

1. Determine staffing levels and create a schedule to cover all positions within the food and nutrition operations.

Dietetic Internship Director or Internship Coordinators

1. Schedule supervised experience rotations and time requirements for each.
2. Prepare assignment/work schedules/projects/observations within each supervised experience rotation.

Dietetic Intern

1. Complete assignments.
2. Observe/participate in supervised practice experiences.

SPECIAL NOTES:

1. Dietetic interns will not replace employees in the food service or clinical areas.

REVIEW/REVISIONS: 9/11, 6/13, 6/15, 7/16, 5/17

Scheduled Personal Day from Program

POLICY: The dietetic intern may request a defined number of scheduled personal days to allow for unique individual needs and circumstances.

Purpose: To make provision for necessary absences while still meeting program requirements and schedules.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Submit an electronic request for a personal day/absence to the Dietetic Internship Director and/or Internship Coordinator stating: name and date of request. Requests are to be submitted a minimum of three weeks in advance of the requested absence.
2. Inform faculty, preceptors, peers, as needed, of the approved personal day off.
3. Assign make-up time and/or written assignment, as warranted

Dietetic Internship Director/Internship Coordinator

1. Review request for absence and provide electronic reply to the dietetic intern, internship coordinators and preceptor within 4 business days.

SPECIAL NOTES:

1. Interns may request up to four personal days off (16 hours of supervised practice) within the 20-month program (no more than one day per semester). For special circumstances a maximum of 2 days may be used together with permission from the Internship Director/ Internship Coordinator.
2. Request leave of absence for any necessary extended absence according to academic policy. Refer to the University Catalog on the Rush University Website at www.rushu.rush.edu/rucatalog, Section: Rush University/Academic Policies-Withdrawal/Leave of Absence.
3. Requests must be submitted prior to the posting of the supervised experience schedule affected – a minimum of three weeks in advance of the requested absence, unless it is an emergency situation.
4. Requests will be evaluated on an individual basis and will be granted if schedules and program requirements permit.
5. Unauthorized absences from scheduled activities of the Internship may result in disciplinary action.
6. Supervised practice activities missed will be rescheduled, based on individual needs of the intern.
7. The dietetic intern is responsible for satisfactory completion of competencies and/or experience requirements missed during any absence.
8. Refer to Policy No. 1-15 for emergency, unscheduled absences.

REVIEW/REVISIONS: 9/81, 8/00, 7/02, 4/03, 8/04, 2/06, 8/9, 11/11, 6/13, 6/15, 7/16, 5/17

Unscheduled Absence from Supervised Experience

POLICY: In the event of illness or emergency, the dietetic intern will notify the preceptor and Food and Nutrition Secretary at least one hour before the scheduled activity or as soon as possible so that supervised experience may be rescheduled.

Purpose: To make allowance for unavoidable absences while still meeting supervised practice experience requirements of the program.

RESPONSIBILITIES/PROCEDURE:**Dietetic Intern**

1. Contact the preceptor of the assigned rotation, via phone or pager, and inform the preceptor of the absence. The intern must speak directly with the preceptor at least one hour before start time, or as soon as possible prior to starting.
2. Call the Dietetic Internship Director/Internship Coordinator to report the absence. State the reason for the absence, unit where assigned and expected return.
3. Call in daily to Preceptor and Internship Director/Coordinator during absence, until a definite date of return is established.
4. Arrange make up time with the preceptor. Acceptable make-up activities will be determined by the preceptor and approved by the internship coordinators. The internship coordinators and preceptor will reschedule activities to meet the needs of the intern and program.
5. Request leave of absence according to academic policy if necessary. Refer to the University Catalog on the Rush University Website at www.rushu.rush.edu/rucatalog, Section: Rush University/Academic Policies-Withdrawal/Leave of Absence.

FNS Secretary:

1. Receive the call-in and alert the Internship Director of absence.

SPECIAL NOTES:

1. The only acceptable excuse for missing scheduled supervised practice is illness of the intern or death in the intern's immediate family (parent, sibling, spouse, child or grandparent). All other requests for emergency time off must be approved by a Dietetic Internship Director and/or Internship Coordinators.
2. The telephone numbers for the Director, Coordinators and preceptors are included on the Department Telephone List. In extreme cases, during off hours, a message may be left on the Food and Nutrition Services Office answering machine (312-942-5926) and the dietitian's office (312-942-3988).
3. On return from sick leave of 3 days or more, a "physician's return to work" statement and clearance through Employee and Corporate Health Service is required.
4. Supervised practice activities missed will be rescheduled, based on individual needs of the intern. Acceptable make-up activities will be determined by the preceptor and approved by the internship coordinator. The internship coordinator and preceptor will reschedule activities to meet the needs of the intern and program.
5. The dietetic intern is responsible for satisfactory completion of competencies and/or experience requirements missed during any absence.
6. Unauthorized absences from scheduled activities of the Internship program may result in disciplinary action or a proportional loss of stipend.

REVIEW/REVISIONS: 7/81, 8/00, 7/02, 4/03, 8/04, 2/06, 8/09, 11/11, 6/13, 6/15, 5/17

Scheduling of Vacation and Holiday Time Off

POLICY: Dietetic interns will be scheduled for vacation and for fourteen holidays over the twenty-month duration of the program.

Purpose: To provide periods for rest and relaxation.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Schedule vacation and holiday time.

SPECIAL NOTES:

1. Vacations for interns are scheduled to coincide with Rush University's academic calendar whenever possible.
2. The calendar of program vacations will be made available to interns during orientation. Activities may be scheduled on weekends, holidays or during University breaks as needed. Dietetic interns are **Not** eligible for vacation at times other than scheduled program breaks.
3. Holidays are scheduled in accordance to the RUMC's holiday schedule including: New Year's Day Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following day, and Christmas Day. Academic and Internship activities are typically not scheduled on these days.
4. Research and finals weeks are **NOT** vacation time. Dietetic interns are expected to be available during the entire week for both research and final exam weeks (Monday->Friday; 8:00AM-5:00PM).

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 8/04, 2/06, 8/09, 9/11, 6/13, 6/15, 5/17

Dress Code, Professional Staff, Dietetic Interns, Direct Patient
Care Providers

POLICY: Professional Staff's (including dietitians, diet technicians, dietetic interns, and management personnel) wearing apparel and other facets of personal appearance will remain a matter of individual choice providing the following conditions exist: a safety or sanitation hazard is not created for the staff, patients or other personnel; there is no demonstrable adverse affect on the ability of the staff or other personnel to perform their jobs; both wearing apparel and personal appearance must be in keeping with the working and professional atmosphere of the area.

Professional staff will conform to department dress code for Food and Nutrition Services Employees when working in service or production areas.

Purpose: To maintain an acceptable professional appearance for assigned work that meets safety and sanitation standards.

RESPONSIBILITIES/PROCEDURE:

Food and Nutrition Services Professional Staff

1. Clothing:
 - a. Wear approved lab coat.
 - b. Clothes and lab coats are to be clean and pressed.
 - c. Clothing styles not allowed include: denim fabric/blue jeans or jean style, sweat pants and tops, leggings, excessively short skirts, garments with glitter, t-shirts, excessively low cut tops, tank tops, camisoles, halter or midriff tops.
2. Badging:
 - a. Wear identification badge according to hospital policy.
 - b. Badge is to be worn properly with name and picture visible.
 - c. Staff directly involved in managing or working in food production and service units must attach badge to clothing or lab coat using the designated clip only; necklace-type or retractable badge holders may not be worn in the food production area.
3. Hair Covering:
 - a. Hair covering is required for all staff members while in food production or service areas.
4. Jewelry:
 - a. Staff directly involved in managing or working in food production and service units: jewelry is limited to a watch and a ring; no other personal adornments are permitted in production and service areas.
 - b. Decorative jewelry for body piercing is not allowed in food production or patient-care areas.
 - c. Staff working in patient care areas may wear jewelry in keeping with professional dress.
5. Shoes:
 - a. Staff working in food production and service areas: shoes must be leather or leather-like, no canvas, suede or cloth shoes permitted; shoes must be white, brown, navy or black in color; must be in good repair, clean, polished; covered heel, toe, top of the foot, instep; low heel (1/2" – 1") and non slip soles required; shoes should be no higher than ankle; above the ankle boots are not permitted; shoelaces must be tied.
 - b. Staff working on patient care units shall wear closed toe shoes with soles that make little noise when walking. No sandals or open toed shoes should be worn.

Dress Code, Professional Staff, Dietetic Interns, Direct Patient Care Providers (Cont.)

6. Finger Nails:
 - a. Staff directly involved in managing or officed in food production and service units: fingernails are to be trimmed to 1/8" or less from the tip of the finger; sculptured/artificial nails are not permitted; nail polish, including clear, is not permitted.
 - b. Staff working in patient care areas shall display nails that are professional and conservative; no sculptured nails may be worn.
7. Perfume:
 - a. Staff working in patient care areas shall not wear strong perfume, cologne or aftershave.

SPECIAL NOTES:

1. Meet department dress code for food service/production areas for badge, hair covering, jewelry, shoes and finger nails.

REVIEW/REVISIONS: 3/70, 12/96, 5/00, 4/02, 4/03, 8/04, 1/05, 4/05, 2/06,8/09,11/11, 6/15, 5/17

Photo I.D. Badge

POLICY: Employee and student identification badges will be worn while on Medical Center or University premises.

Purpose: To ensure that access to various Medical Center and University areas is open only to appropriate Medical Center personnel for protection of patients, personnel and property.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Obtain employee and student photo I.D. badge.
2. Wear Student I.D. and Rush Employee ID badges in plain view with picture side forward above breast pocket on outermost garment. Attach to clothing with designated clip.
3. Request temporary badge if I.D. Badge is misplaced or otherwise unavailable.

Preceptor

1. Ensure dietetic interns are wearing photo I.D. badges.

SPECIAL NOTES:

1. No necklace or retractable badge holders will be worn in production or service areas.
2. A temporary badge is available for the Rush Employee ID at the Welcome Desk in Brennan Pavilion in the tower.
3. Replacement Employee I.D. badges can be obtained from Security, Monday (2-4pm), Wednesday (7:30-10:30am), and Friday (7:30-10:30am); there is a \$25 charge.
4. Replacement Student I.D. badges are available from the Registrar's Office; there is a \$10 charge.
5. Interns are allowed 24 hours to replace badge.
6. Valid ID badges are needed for access to all Rush Medical Center areas.

REVIEW/REVISIONS: 1/71, 8/00, 04/03, 8/04, 2/06, 8/09, 11/11, 6/13, 5/14, 6/15, 5/17

Accountability

POLICY: Dietetic interns will be supervised by Preceptors (Licensed, Registered Dietitian Nutritionists, Executive Chefs, and/or other authorized personnel while on duty).

Purpose: To ensure safety and quality in patient care and customer service.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director, Internship Coordinators, and Preceptors

1. Guide and counsel dietetic interns through the supervised experiences.

SPECIAL NOTES:

1. A Dietetic Intern must not perform duties for which they have not been instructed and/or authorized to complete.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 11/11, 6/15, 5/17

Disciplinary Action/Termination Procedures

POLICY: Failure to follow the code of conduct as established by Rush University Medical Center and the Academy of Nutrition and Dietetics will result in disciplinary action and/or may be cause for dismissal.

Purpose: To ensure quality patient care by proper enforcement of Medical Center rules, policies, and procedures.
To maintain professional standards as set by the Academy of Nutrition and Dietetics (AND).

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Provide policies regarding disciplinary action/dismissal to incoming dietetic interns.
2. Initiate disciplinary action should infractions occur.

Dietetic Intern

1. Follow these policies on conduct during the internship program:
 - a. Rush University policies regarding student conduct
 - b. Rush University Honor Code
 - c. Medical Center Code of Conduct
 - d. Food and Nutrition Services Policies and Procedures, as provided
 - e. AND Code of Ethics

SPECIAL NOTES:

1. Codes and policies and procedures can be found as follows:

-University Catalog on the Rush University Website at www.rushu.rush.edu/rucatalog which includes the following sections:

Rush University Statement on Academic Honesty and Student Conduct

Drug Free Campus and Workplace

College of Health Sciences Policies including Student Academic Appeal Procedures

-Rush University Honor Code is included in the Dietetic Student Handbook

-Medical Center Code of Conduct at: <http://inside.rush.edu/Policies/Pages/default.aspx>.

-Food and Nutrition Services Policies and Procedures, as provided

- AND Code of Ethics in Intern Handbook or at www.eatright.org

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 11/11, 6/13, 6/15, 5/17

Grievance

POLICY: Controversies involving the development of professional competence, course grading or the academic progress of a dietetic intern will be reviewed through the grievance procedure in sequential steps from the lowest to highest level of authority.

Purpose: To resolve career-oriented or academic problems and to provide clear guidance and counseling to the dietetic intern.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Discuss and attempt to resolve the issue with the Preceptor.
2. If issue is not resolved, seek resolution with the Dietetic Internship Director and/or Internship Coordinator.
3. If still not resolved, submit a written appeal to the Committee on Academic Progress and Promotion, Department of Clinical Nutrition.
4. For issues related to the Internship accreditation only, submit a formal written complaint directly to ACEND after all other options with the program and institution have been exhausted: Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois, 60606-6995; 800-877-1600, ext. 5400.

Academic Progress and Promotion, Department of Clinical Nutrition

1. Hear the dietetic intern grievance.
2. Write a written determination to the dietetic intern within 5 working days of the hearing.

SPECIAL NOTES:

1. Refer to the ACEND Grievance Procedure at www.eatright.org/ACEND.
2. The Academic Progress and Promotion, Department of Clinical Nutrition Committee will consist of: Director of Food and Nutrition Services Department and three faculty members. The Dietetic Internship Director serves as ex-officio member. If members are involved in the initial grievance they must be replaced by an alternate appointee.
3. Issues related to graduate coursework should be first discussed with the Course Instructor/ Faculty Member, and if unresolved taken to the Clinical Nutrition Chairperson-refer to the College of Health Sciences Academic Appeal and Grievance Policy in the University Catalog at www.rushu.rush.edu/rucatalog.
4. The intern has access to grieve supervised practice concerns
5. Dietetic interns may not be present for grievances.
6. Any formal student complaints will be kept in a locked file cabinet/drawer.
7. Students filing a complaint will be free of any retaliation by the department.

REVIEW/REVISIONS: 9/81, 8/00, 4/03, 2/06, 8/09, 11/11, 5/14, 6/15, 5/17

Stipend Eligibility

POLICY: Dietetic interns who are currently enrolled in the Internship/Master's degree program may receive work study during the twenty-month duration of the combined program. The work study is based on the supervised practice hours worked.

Purpose: To provide partial financial support for dietetic interns.

RESPONSIBILITIES/PROCEDURE:

Dietetic Intern

1. Maintain successful concurrent status of a dietetic intern with all academic requirements met.
2. Participate in activities of the Food and Nutrition Services Department as scheduled for dietetic interns.

Dietetic Internship Director

1. The Work Study is paid based on supervised practice hours worked according to the Medical Center pay-period schedule.

SPECIAL NOTES:

1. The schedule is prepared by Dietetic Internship Director and/or Internship Coordinator(s).
2. Work study is determined on an annual basis with availability be decided in April.

REVIEW/REVISIONS: 8/89, 8/00, 4/03, 2/06, 8/09, 11/11, 6/11, 6/15, 5/17

Protection of Privacy and Access to Files

POLICY: Records of current and former dietetic interns are stored in a secured locked file with access controlled by the Dietetic Internship Director.

Purpose: To meet the requirements of the Family Education Rights and Privacy Act of 1974 and dietetic interns enrolled in the Dietetic Internship/Master of Science program.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Secure all current and former dietetic intern files in a locked file cabinet.
2. Provide limited access to department faculty who need information to determine academic progress, to designate award recipients, to comply with a judicial court order or to protect the health or safety of the dietetic intern during an emergency.
3. Allow current or former dietetic intern to inspect and review the individual file kept by the department.
4. Follow Rush University procedure to amend dietetic intern record information thought to be inaccurate, misleading or in violation of the dietetic intern's privacy.

Dietetic Intern

1. Request in writing/email to Dietetic Internship Director, an appointment to review own program files.
2. Review file in the presence of the Dietetic Internship Director.

SPECIAL NOTES:

1. Current dietetic intern's files may contain: copies of application forms, college transcripts, verification statements, evaluations, leave of absence requests, and any special faculty/dietetic intern communication and grade reports.
2. Former dietetic internship (dietetic intern) files may contain: copies of the application form and the dietetic internship program verification, Commission on Dietetic Registration forms and release of information (references) form.

REVIEW/REVISIONS: 7/93, 8/00, 4/03, 2/06, 8/09, 11/11, 6/15, 11/16, 5/17

Program Completion Requirements and Verification Statement

POLICY: Verification Statements will be signed for dietetic interns who successfully complete the requirements of the Rush University Medical Center Dietetic Internship. A verification statement is a method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to ensure that supervised practice requirements for the Academy of Nutrition and Dietetics (AND) has been met.

Purpose: To provide the dietetic intern with the necessary documentation of program completion required for application for the Registration Examination for Dietitians.

RESPONSIBILITIES/PROCEDURE:**Dietetic Intern**

1. Complete all currently required supervised practice assignment/hours successfully.
2. Complete program within 30 months.
3. Retain a copy of the verification statement in personal files.

Dietetic Internship Director

1. Evaluate dietetic intern's completion of coursework and supervised practice hours to assure program completion within 30 months.
2. Sign Verification Statement, as specified, when all requirements of the internship have been satisfactorily completed.
3. Sign five copies of the verification statement with the month, date and year that the dietetic intern has completed the program.
4. Distribute 2 copies of the verification statements in person to the interns.
5. Retain signed copies of the dietetic intern's verification statement in their file in a locked file cabinet.
6. Convene internship coordinators to develop a plan of action for dietetic interns that have not completed supervised practice within 20 months.
7. Develop an action plan and discuss with the dietetic intern.
8. Monitor dietetic intern progress in achieving completion of supervised practice.

SPECIAL NOTES:

1. Satisfactory academic performance is the maintenance of at least a 3.0 GPA. Exceptions will be made only in relation to special circumstances requiring medical or personal leave (refer to Rush University Catalog).
2. A verification statement may be requested for the state's Professional Board of Regulations (licensing board).
3. All additional fees and tuition as a result of not completing the program within 20 months is the student's responsibility.

REVIEW/REVISIONS: 7/93, 8/00, 4/03, 2/06, 8/09, 11/11, 6/13, 6/15, 5/17

Formal Assessment of Student Learning/Evaluations

POLICY: Dietetic interns receive regularly scheduled performance evaluations throughout the dietetic internship. Projects and tests are graded.

Purpose: To provide feedback to the dietetic intern which facilitates the learning process and contributes to performance improvement.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director, Internship Coordinators, Preceptors.

1. Prepare guidelines and forms for dietetic interns' performance evaluations.
2. Develop projects and tests to enhance the learning experience. Develop guidelines for grading all assignments, i.e. rubric or answer key for test, etc.
3. Provide guidelines and forms to dietetic interns and preceptors during orientation to the food service and clinical supervised practice.
4. Review the preceptors/ dietetic interns' evaluations and monitor feedback.
5. Share feedback with the preceptors and modify the supervised practice using information from these evaluations.

Preceptor

1. Provide ongoing feedback of dietetic intern progress during rotations.
2. Assign projects/exams and grade these projects, providing feedback to the dietetic intern.
3. Complete an on-line evaluation summarizing the dietetic intern's progress at the end of each rotation.
4. Meet with the dietetic intern to review the evaluation and the assignments for the rotation within 1 week of the completion of the rotation.

Dietetic Intern

1. Complete self-evaluations and schedule evaluation session with preceptor.
2. Complete an on-line evaluation of the preceptor and supervised practice.
3. Re-submit all assignments that a non-pass grade was received and/or repeat supervised practice.

SPECIAL NOTES:

1. Confidentiality of dietetic intern evaluations are maintained as part of the secure dietetic intern record.
2. A non-passing grade in any rotation or on any assignment will result in the dietetic intern repeating the supervised practice and/or assignment.
3. Less than 75% as the final grade for the clinical assessment exam may result in the dietetic intern spending additional time in clinical rotations or doing additional didactic work.

REVIEW/REVISIONS: 8/00, 2/06, 8/09, 11/11, 6/15, 5/17

Prior Credit or Supervised Practice Hours

POLICY: The Dietetic Internship does not accept previous supervised practice hours for prior learning experiences or supervised practice experiences outside of the Rush University Dietetic Internship Curriculum.

Purpose: To assure quality and consistency of knowledge and achievement of competencies.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director

1. Will not accept prior learning activities for credit that are obtained outside the Rush University Dietetic Internship Curriculum.

REVIEW/REVISIONS: 4/13, 6/15, 5/17

Program Retention and Remediation

POLICY: The Director of the Dietetic Internship Program will initiate program retention and remediation procedures when student performance does not meet criteria for progressing in the program.

Purpose: To facilitate successful program completion and contribute to the success of the dietetic intern.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director, Internship Coordinators

1. Initiate discussion with the dietetic intern to facilitate a plan of action for successful completion of the program, including supervised practice, assignments and coursework.
2. Attain consensus for the plan and a timeline with the dietetic intern.
3. Re-evaluate the Dietetic Intern to assess achievement of the plan of action.
4. Revise plan of action, as needed, before further program progression toward completion of the program is achieved.

Dietetic Intern

1. Complete all required objectives, supervised practice and coursework as agreed upon in the plan of action within 30 months of matriculation.

SPECIAL NOTES:

1. If an intern receives a second failing grade in a rotation, despite remedial assistance, the case will be taken to the Academic Progress and Promotion, Department of Clinical Nutrition for discussion and determination of next step to be taken.

REVIEW/REVISIONS: 4/13, 6/15, 7/16, 5/17

Selection and Maintenance of Supervised Practice Facilities

POLICY: Internship affiliations are established according to the needs of the internship. Additional sites outside of Rush University Medical Center are utilized for supplementary experiences in the community and other clinical or non-traditional roles.

Purpose: To provide supplementary experiences in the local area to meet student interests and/or to meet ACEND competencies.

RESPONSIBILITIES/PROCEDURE:

Dietetic Internship Director/Internship Coordinator

1. Consider a site for rotations; visit and assess site for:
 - Committed and trained staff to serve as preceptors
 - High-quality opportunities for education experiences.
 - Assure guidelines are in place to prevent interns from replacing employees
 - Adequate facilities including safe location and space for interns
 - Ability to provide appropriate supervised practice experience including defined objectives, activities and evaluation methods
2. Obtain an Affiliation Agreement/contract from the Rush University Medical Center Office of Legal Affairs. Send the agreement to the supervised practice facility for approval. Modifications may be made to meet the needs of both parties. The contract is then signed by both parties. The signed Affiliation Agreement/Contract is kept on file by the DI Director.
3. Assess the rotation annually to assure adequacy of facility and experiences utilizing student feedback and communications with the facility.
4. Review the contract annually and renew as needed, according to the time interval specified in the contract.
5. Maintain written and/or electronic copies of the Affiliation Agreements.

Preceptor

1. Participate in preceptor training experiences as available.
2. Complete intern evaluation at the completion of the supervised practice experience.

Dietetic Intern

1. Evaluate off-site experiences upon completion, as requested, to provide feedback to the DI program.

SPECIAL NOTES:

1. Dietetic Internship Director/Internship Coordinator is available to preceptors as needed to answer questions and provide guidance on intern performance.
2. Preceptor training handbook will be provided for preceptors at off-site supervised practice experiences.

REVIEW/REVISIONS: 10/16

V. INTERN OFFICE RESOURCES AND GENERAL INFORMATION

Food and Nutrition Services Project Office and Mailboxes

Depending on availability, work space may be requested for use by interns in the Department offices located in Suite 425 of the Triangle Office Building (TOB). One office is currently designated for student project use.

Individual intern mailboxes for departmental mail are also located in this area. Interns should check these mailboxes frequently.

Food and Nutrition Copier and Printer Use

The copier and printers in the Food and Nutrition Services office in the Triangle Office Building (TOB) are to be used for official departmental business only. Access to the copier/printer is available only between the hours of 8:00 am and 4:30 pm Monday through Friday.

Copying/printing handouts and materials required for classes or supervised experience must be approved in advance by the instructor or preceptor.

Interns may copy or print program related materials at \$0.10 per page payable to the department secretary at the time of copying or printing. Materials directly related to departmental research such as survey forms, recording forms etc. may be copied/printed at department expense if approved by major professor.

Use of the fax machine by students is discouraged. However, should such usage be approved by staff, interns will be charged \$1.50 for the first page and \$1.00 for each page thereafter.

E-Mail Accounts

The University provides each Rush intern with an e-mail account. All department communication via e-mail will use the University e-mail address. It is the responsibility of each intern to check e-mail daily for messages.

Pagers

All interns will be issued a pager during orientation. This pager will facilitate communication between faculty and interns and should be worn at all times by interns when scheduled in program activities, from 8am to 4:30 pm. If the pager is lost or damaged, the intern is responsible for replacement and will **be charged a \$50 fee** for replacing lost pagers.

Cell Phones/iPads/Tablets

Interns may use these devices during certain clinical rotations for patient care only. Texting, facebook, etc. are not permitted. Students found on unauthorized websites, texting, etc. will result in the intern not being allowed to use these devices on the unit.

VI. ESTIMATED PROGRAM COSTS

The most current information regarding program cost is found on the following webpage: <http://www.rushu.rush.edu/finaid/costs> and the University Catalog at <http://www.rushu.rush.edu/rucatalog>.

The following data are approximate costs for the MS/DI based on the information published on the website above.

Item	Year 1 (September to August) Fall semester, Spring semester, Summer semester 40 credits	Year 2 (September to April) Fall semester, Spring semester ¹ 27 credits
Tuition	\$37,050	\$26,600
Insurance Allowance	~\$3,200	~\$2,600
Housing Allowances for Off Campus @ \$1,000/month	\$12,000	\$9,000
Meetings/Seminars	\$300	\$250 (exam review course)
Books/Supplies & Personal Expenses (includes lab coat at \$40, appropriate shoes for food service)	Textbooks: \$450 ² Other: \$200	Textbooks: \$300 Other: \$300
Safe-serve certification (if not recently completed)	\$15	
Thesis publication costs (does not apply if doing non-thesis track)		\$150

¹The student needs to be continuously enrolled if the thesis research has not been completed.

²This will vary on the selected elective courses the student takes.

Meetings: Students are expected to attend various professional workshops and meetings throughout the year. Students are also required to attend the Illinois Dietetic Association Lobby Day in Springfield; costs vary from \$50 - \$100 depending on transportation.

Insurance: Students must maintain hospitalization insurance and provide proof of this coverage at registration. If this is not available, insurance can be obtained at the time of registration.

Work Study Payment: Paid according to availability.

A meal fob is provided with \$300 for every 90 days during the program.

VII. AWARDS AND SCHOLARSHIPS for MS/DI

Scholarships are awarded from both the College of Health Sciences (CHS) and the Clinical Nutrition (CN) Department of Rush University. These scholarships are awarded either based on financial need or merit/performance in the first or second year of the program. Funds are applied to financial aid (as appropriate) and are typically spread across multiple stipend pay checks or applied directly to the tuition.

Name of Scholarship	Criteria for Award	Date to Apply	Date Awarded	Amount
Ellis Jones Scholarship	Financial need. Students must have completed a FAFSA.	No application other than application to the program.	Beginning of first year	Varies; typically up to \$5,000*
College of Health Sciences Tuition Award	Financial need. Students must have completed a FAFSA	No application other than application to the program	Beginning of first year	Varies; typically up to \$10,000*
College of Health Sciences Diversity Scholarship	Race/ethnicity criteria as outlined by CHS	No application other than application to the program	Beginning of first year	Varies; typically up to \$20,000*
College of Health Sciences Golf Funds	Financial need. Students must have completed a FAFSA	No application other than application to the program	Varies; may be awarded throughout the program	Varies; typically up to \$2,000*
Ashley Award	Performance in foodservice rotation in fall of first year	No application. Evaluation by management preceptors	Awarded during seminar during winter quarter of first year	\$500
Barry Award	Performance in clinical rotations in the second year	No application. Evaluation by clinical and nutrition faculty	After staff relief of second year	\$1,000
Pinney Award	Performance throughout the entire MS/DI program	No application. Evaluation by all faculty and fellow students	At program graduation	\$500

*Availability of scholarships and amount distributed per scholarship vary depending on available funds

Additional Scholarships: In addition to the scholarships/awards listed above, each student is encouraged to apply for scholarships with the Academy of Nutrition and Dietetics, and if they are members in their home state, with state and district dietetic associations.



Rush University Honor Code

I pledge that my academic, research, and/or clinical work will be of the highest integrity.
I shall neither give nor receive unauthorized aid; I shall not represent the work of others as my own;
I shall not engage in scientific misconduct; and I shall treat all persons with the greatest respect
and dignity, just as the ethical codes of Rush University Medical Center and my future
profession demand.

I recognize that behaviors that impede learning or undermine academic, research, and clinical
evaluation, including but not limited to falsification, fabrication, and plagiarism, are inconsistent
with Rush University values and must be reported.

Implementation of the Honor Code

This Honor Code (hereafter referred to as the Code) sets the standards for expected professional behavior within the University and the Medical Center. Commitment to this Code is a shared responsibility of all faculty, staff, and students within the Rush University community to ensure the highest standards of behavior, whether in the classroom, the laboratory, or in the clinical setting, and to ensure that education obtained at Rush provides a sound foundation for each student's future success as an academic, scientific, or healthcare professional.

Code Enforcement

Any violations of this Code or suspicion of student or academic misconduct should be reported to the student's college for further review in accordance with the procedures specified by that college. Each college will be expected to set standards for addressing Honor Code violations and cases of misconduct in a fair and consistent manner that best fits their respective student population. Students refusing to sign must submit a letter to their dean's office explaining why, and adherence to the Code is required for matriculation, whether or not the document has been signed. The Code may also be enforced for off-campus actions when the student is representing themselves as a member of the University.

Commitment

By signing below, I affirm my commitment to this Code and pledge to act with integrity and adhere to the Rush University values of Innovation, Collaboration, Accountability, Respect, and Excellence. I understand that this signed document becomes part of my permanent record, and I must uphold the letter and spirit of this Code throughout my Rush education.

Student Signature

Date

Printed Name

College

PLEDGE OF RESPONSIBILITY

I have received this copy of the Rush Clinical Nutrition Combined MS Degree/Dietetic Internship Student Handbook including the Dietetic Internship Policy and Procedures. I am responsible for reading and understanding all the details and following all the guidelines listed here.

I have reviewed and am responsible for understanding the 2017-2018 Rush University (RU) Catalog at www.rushu.rush.edu/rucatalog -this includes sections by Rush University (Sections: 1-About Rush, 2-Campus Information, 3-Academic Policies and 4-Tuition and Financial Aid), the College of Health Sciences and the Department of Clinical Nutrition.

Student Signature and Date, Upon Completion
Orientation Week
Submit to Dietetic Internship Director

Prepared by:
Department of Food and Nutrition Services, Rush University Medical Center

Department of Clinical Nutrition, Rush University

For any clarifications or questions, contact one of the following:

Diane Sowa, MBA, RDN
Director, Dietetic Internship
Director, Food and Nutrition Services
Diane_C_Sowa@rush.edu
312-942-5212

Kathryn S. Keim, PhD, RDN
Chair, Department Clinical Nutrition
Kathy_Keim@rush.edu
312-942-2812

Dietetic Internship Coordinators:

Chris Hartney, MS, RDN
Christine_A_Hartney@rush.edu
312-942-8156

Sally Lipson, MS, RDN
Sally_Lipson@rush.edu
312-942-2060