

NIH Dietetic Internship

Policies and Procedures

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Acknowledgment of Receipt and Understanding:

I acknowledge that I have received this Policies and Procedures handbook and understand its content.

Intern Signature

Date

NIH Dietetic Internship
POLICIES AND PROCEDURES

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POLICY on ADMISSION REQUIREMENTS AND SELECTION CONSIDERATIONS

Candidates for admission to the NIH Dietetic Internship program must meet the following requirements:

1. Successful completion of a Didactic Program in Nutrition and Dietetics accredited by the Accreditation Council for Education in Nutrition and Dietetics as evidenced by an original Verification Statement signed by the Program Director. The Verification Statement must be obtained prior to the NIH Dietetic Internship start date.
2. Successful completion of a minimum of a Bachelor's degree from a US regionally-accredited college or university or a foreign equivalent as evidenced by an official transcript. (Foreign degrees must be evaluated by an independent agency to validate the foreign degree is equivalent to at least a bachelor's degree conferred by a US regionally-accredited college or university. The summary section of the evaluation report must state "from a regionally accredited institution.") The degree must be obtained prior to the NIH Dietetic Internship start date.
3. Submission of a completed application for the NIH Dietetic Internship through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Application and Acceptance Directions" section of the NIH Dietetic Internship website.

All applications are initially screened by the following criteria:

1. **Completeness** - A completed application through the Dietetic Internship Centralized Application Service (DICAS) following the specific directions under the "Application and Acceptance Directions" section of the National Institutes of Health (NIH) Dietetic Internship website is required.
2. **Grade Point Average** - Applicants should have an overall undergraduate Grade Point Average (GPA) of 3.3 or higher (based on a 4.0 system), an overall graduate GPA of 3.5 or higher (if applicable), and an overall DPD GPA of 3.3 or higher.
3. **Work/Volunteer Experience** - Applicants should have 400 total hours or more of nutrition/dietetic/research-related volunteer and work experience over the past 5 years. Having experience in clinical and research areas is very beneficial due to the program's concentration in Clinical Nutrition Research.
4. **Recency of Experience** - Applicants with a Verification Statement issued 5 or more years ago should have continuing education or experience in the field of nutrition and dietetics for the past 3 years.

Applications meeting these criteria and/or viewed as competitive are reviewed by the Program Director and Applicant Review Committee, scored according to standardized criteria, and ranked by these preliminary scores. Top applicants are then contacted for telephone interviews. The interviews are an opportunity for applicants to share additional information about their qualifications, demonstrate their critical thinking skills, and learn more about the NIH Dietetic Internship as needed.

After thorough discussions of competitive applicants, the Applicant Review Committee ranks candidates for the matching process.

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POLICY on PROGRAM COSTS

The NIH Dietetic Internship does not charge tuition or fees. There is no application fee, except for the fees payable to DICAS (for the online application service) and D&D Digital (for the computer matching service). There is no registration fee to attend any rotation, class day, or conference that is required for program completion.

The NIH Dietetic Internship does not offer a stipend.

NIH Dietetic Interns are responsible for all housing, personal living costs (including meals), health insurance costs, professional liability insurance costs, and transportation/parking costs to and from all rotations, class days, and conferences that are required for program completion. Interns are responsible for any onboarding costs for self-selected elective rotations, including, but not limited to, costs of background checks and drug testing, if applicable. Interns are also responsible for the cost of any approved conferences she/he chooses to attend outside of the required program.

An intern's estimated expenses include, but are not limited to, the following:

- Housing - Each intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program. It is recommended that interns find housing within a one-hour commute of campus and most of the off-campus rotation sites.
- Personal living costs, including meals
- Health insurance
- Professional liability insurance
- Transportation and parking – Interns are eligible to receive either a parking permit to park at no cost on campus or to participate in the NIH Transshare Program (<http://www.ors.od.nih.gov/pes/dats/Transshare/Pages/transshare.aspx>) and receive a transit benefit towards the cost of commuting on the Metro or bus system.
- Onboarding costs for self-selected elective rotations
- Cost of approved conferences outside of the required program
- Miscellaneous personal needs

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POLICY on FINANCIAL AID

The NIH Dietetic Internship does not provide any direct financial aid. The following are opportunities that NIH Dietetic Interns may be eligible for and must pursue independently if interested.

Academy of Nutrition and Dietetics Foundation Scholarship

The Academy of Nutrition and Dietetics Foundation offers scholarships to Academy of Nutrition and Dietetics members enrolling in dietetic internships. One specific scholarship, the Edith A. Jones Memorial Scholarship, is available only to those enrolling in the NIH Dietetic Internship. In order to be considered for the Academy Foundation scholarships, the prospective intern must complete the Academy Foundation scholarship application which is usually due February 15 prior to internship enrollment and is available through the Academy Foundation website. The number of scholarships available and their dollar amounts vary from year to year. This scholarship process is overseen by the Academy Foundation and not the NIH Dietetic Internship.

Other Scholarships

The DC Metropolitan Academy of Nutrition and Dietetics, Maryland Academy of Nutrition and Dietetics, and Virginia Academy of Nutrition and Dietetics usually offer scholarships and/or monetary awards that NIH Dietetic Interns may be eligible for. The application deadlines are typically during the internship year. Please see their respective websites for more information or contact information.

Loan Deferment

NIH Dietetic Interns are not eligible for federal student financial assistance programs administered by the Department of Education. NIH Dietetic Interns may be eligible for loan deferment and need to pursue loan deferment options individually on their own.

NIH Dietetic Internship

POLICY on PROTECTION OF PRIVACY

The NIH Dietetic Internship keeps files of every NIH Dietetic Intern (from current and past classes) in locked file cabinets and secured computer files. All information in personal NIH Dietetic Internship files is private and confidential except for rotation evaluation forms (which are shared only amongst preceptors for the purpose of continuity of learning progression) and assignments and projects the intern has completed (which are widely disseminated among our staff, discussed at meetings, and often presented by interns to dietitians or other healthcare professionals).

The Internship Director, Clinical Nutrition Services Chief, and Department Chief of the Nutrition Department have access to interns' personal NIH Dietetic Internship files.

Information from personal NIH Dietetic Internship files, such as medical/immunization information, health insurance, professional liability insurance, and other documents are not shared directly by the program with any outplacement or elective rotation sites. Instead, the intern provides this type of requested information to outplacement or elective rotation sites as needed.

NIH Dietetic Interns have the right to review their personal NIH Dietetic Internship file.

PROCEDURE

NIH Dietetic Internship files remain in locked file cabinet drawers and secured computer files unless being used by the Internship Director or reviewed by the Clinical Nutrition Services Chief or Department Chief of the Nutrition Department.

Each NIH Dietetic Intern has the right to review his/her personal NIH Dietetic Internship file per the Policy on Access to Personal Files.

NIH Dietetic Internship

POLICY on ACCESS TO PERSONAL FILES

NIH Dietetic Interns have access, upon request, to their personal NIH Dietetic Internship file. However, no files are to be taken out of the Department office.

PROCEDURE

The NIH Dietetic Intern asks the Internship Director in writing to see his/her personal NIH Dietetic Internship file. The Internship Director gives the file to the intern and sits with the intern while he/she reviews his/her file. The Internship Director re-files the file when the intern is finished reviewing it.

NIH Dietetic Internship

POLICY on NIH ID BADGE, ONBOARDING, AND SPECIAL VOLUNTEER STATUS

NIH Dietetic Interns must successfully obtain and maintain an NIH ID badge according to the policies and procedures of the NIH Division of Personnel Security and Access Control for Special Volunteers. Interns must submit to a criminal background investigation, including fingerprinting, as part of the badging process. Currently, drug testing is not required as part of the badging process.

Interns must comply with any onboarding requirements for required outplacement sites. Outplacement sites are selected by the Internship Director that do not incur any onboarding costs to the intern.

Interns must comply with, and are responsible for the costs of, any onboarding requirements for self-selected elective rotation sites.

Interns are classified as Special Volunteers at NIH and must agree to and sign the NIH Special Volunteer Agreement (NIH 590-2) found at <https://oma.od.nih.gov/Lists/DMSFormsList/Attachments/120/NIH590-2.pdf>.

PROCEDURE

NIH Dietetic Interns will follow the procedures set forth by the NIH Division of Personnel Security and Access Control to complete all steps necessary to obtain and maintain an NIH ID badge.

If an intern is denied an NIH ID badge at any point during the internship, the intern is then terminated from the NIH Dietetic Internship.

Interns will comply with any onboarding requirements for outplacement rotations and self-selected elective rotations.

Before the start of the program, the Internship Director submits the Special Volunteer and Guest Research Assignment from (NIH 590) to the appropriate approving official. During the first week of the program, interns must review and sign the NIH Special Volunteer Agreement (NIH 590-2).

NIH Dietetic Internship

POLICY on MEDICAL EXAMINATION

NIH Dietetic Interns must complete an in-house medical examination performed by the NIH Occupational Medical Service and must be deemed “fit for duty” prior to the start of their first internship rotation.

PROCEDURE

NIH Dietetic Interns will undergo a medical examination at the NIH Occupational Medical Service (OMS) prior to the start of the internship or during the Orientation weeks of the internship.

Immunization requirements for interns are based on what is required for healthcare workers at NIH. Those requirements include:

- Evidence of immunity to Hepatitis B
- Evidence of immunity to measles
- Evidence of immunity to chicken pox
- Documentation of receipt of one dose of Tdap immunization as an adult

Throughout the internship, the intern must adhere to the NIH Clinical Center’s Medical Administrative Series Policy on Annual Mandatory Influenza Immunization for NIH Staff with Patient Contact (M08-3 rev) found at <http://cc-internal.cc.nih.gov/policies/PDF/M08-3.pdf>.

Throughout the internship, the intern must comply with any additional medical evaluations required by any outplacement or elective rotation sites.

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POLICY on HEALTH INSURANCE AND WORK-RELATED INJURY OR ILLNESS

NIH Dietetic Interns are required to have adequate health insurance coverage throughout the program and they must bear the cost of the insurance themselves.

Interns are responsible for any cost or treatment for any illness, medical condition, or injury that may arise and is not directly related to the performance of duties under the NIH Special Volunteer Agreement.

NIH Dietetic Interns, as NIH Special Volunteers, are eligible under 5 U.S.C. 8101(1)(B) to file for benefits for work-related injuries and/or illness that may arise and are directly related to the performance of the Special Volunteer assignment.

PROCEDURE

Acquiring and maintaining health insurance is the responsibility of the intern.

Interns must submit a copy of health insurance coverage to the Internship Director prior to the start of the program or on the first day of the program.

Before the start of the program, the Internship Director submits the Special Volunteer and Guest Research Assignment from (NIH 590) to the appropriate approving official. During the first week of the program, interns must review and sign the NIH Special Volunteer Agreement (NIH 590-2).

NIH Dietetic Internship

POLICY on PROFESSIONAL LIABILITY INSURANCE

NIH Dietetic Interns are required to carry professional liability insurance throughout the entire program.

NIH Dietetic Interns, as NIH Special Volunteers, may be eligible for coverage under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.) and under section 224 of the PHS Act for coverage from personal liability for damages or injuries that arise from actions occurring within the scope of the Special Volunteer assignment and while under the direct supervision of a federal employee. However, the ultimate decision on issues of liability and coverage depends on the circumstances of each situation, and the U. S. Department of Justice may decline to represent the intern.

PROCEDURE

Acquiring and maintaining professional liability insurance with a minimum of \$1,000,000 per incident and \$5,000,000 annual aggregate is the responsibility of the intern.

Information on obtaining professional liability insurance will be distributed to the intern by the Internship Director prior to the start of the program.

Interns must submit a copy of proof of professional liability insurance coverage to the Internship Director prior to the start of the program or on the first day of the program.

Before the start of the program, the Internship Director submits the Special Volunteer and Guest Research Assignment from (NIH 590) to the appropriate approving official. During the first week of the program, interns must review and sign the NIH Special Volunteer Agreement (NIH 590-2).

NIH Dietetic Internship

POLICY on INTERN EXPECTATIONS

To facilitate learning and achieve the mission of the NIH Dietetic Internship, NIH Dietetic Interns are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination from the program.

RESPONSIBILITIES of the INTERN:

NIH Dietetic Interns are expected to...

1. Be familiar with all policies and procedures and to refer to them to answer policy and procedure questions.
2. Be prepared for each rotation by completing required reading and rotation assignments prior to or during each rotation by due dates.
3. Be punctual and available throughout the rotation.
4. Complete all projects by due dates.
5. Behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times.
6. Represent the NIH in an appropriate manner and appearance when attending outplacement and elective rotations, class days, and field observations.
7. Maintain confidentiality of all information discussed within the NIH Clinical Center, Nutrition Department, and outplacement or elective sites.
8. Communicate with preceptors throughout each rotation and the program.
9. Inform preceptors and the Internship Director of any change in his/her schedule in a timely manner and to accept program changes that may arise.
10. Maintain a positive and hard-working attitude.

NIH Dietetic Internship

PRECEPTOR ROLES AND RESPONSIBILITIES

Preceptors for the NIH Dietetic Internship are dedicated to teaching interns the skills and knowledge required to function as an entry-level dietitian in the preceptor's area of specialty.

RESPONSIBILITIES of the PRECEPTOR:

1. Foster a learning environment.
2. Encourage interns to seek additional knowledge.
3. Demonstrate commitment to the rotation or project.
4. Demonstrate adequate knowledge base and technical expertise to effectively precept.
5. Discuss goals, objectives, and expectations for the rotation or project at the beginning of the rotation or project and to strive to meet those goals.
6. Clearly communicate expectations for all rotations, assignments, and projects.
7. Facilitate open communication throughout the rotation.
8. Expose the intern to appropriate resources for the rotation.
9. Provide constructive oral and written feedback on performance; both what the intern did well and what the intern needs to work on.
10. Promote professionalism.
11. Treat each intern as a valued asset to the service.

NIH Dietetic Internship

INTERNSHIP DIRECTOR ROLES AND RESPONSIBILITIES

The Director of the NIH Dietetic Internship will direct and coordinate the internship program.

RESPONSIBILITIES of the DIRECTOR:

1. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics.
2. Develop and enforce policies and procedures.
3. Oversee the program's fiscal resources.
4. Market the program and recruit quality applicants to the program.
5. Direct the selection of new interns.
6. Orient interns to the program.
7. Ensure adequate training for preceptors.
8. Develop schedules for the program.
9. Plan and coordinate class days.
10. Coordinate rotations.
11. Review appropriateness of rotation packets.
12. Coordinate with preceptors on the objectives, learning experiences, and assignments for their rotation.
13. Monitor and evaluate each intern's progress throughout the year.
14. Ensure interns are meeting all Accreditation Council for Education in Nutrition and Dietetics core competencies.
15. Counsel and guide interns.
16. Serve as a role model.
17. Serve as a mentor.
18. Serve as an advocate for interns when appropriate and justified.
19. Act as a liaison between preceptors and interns as needed.
20. Evaluate and revise the program as needed to improve quality and meet Accreditation Council for Education in Nutrition and Dietetics standards.
21. Search for appropriate and quality opportunities that strengthen the program.
22. Develop appropriate partnerships with outside organizations that strengthen the program.
23. Be involved in the Academy of Nutrition and Dietetics activities that strengthen the quality of the internship program.
24. Maintain currency in education and training and revise the program as needed to ensure interns are being trained in current dietetics skills.

See the Internship Director's full position description for a detailed listing of responsibilities.

NIH Dietetic Internship

POLICY on GRADUATION, VERIFICATION STATEMENT, AND RD EXAM ELIGIBILITY

NIH Dietetic Interns must meet graduation requirements as stated in the Graduate Policy Agreement to successfully complete the NIH Dietetic Internship program. Upon successful completion of the program, the intern will receive a Verification Statement and be entered into the Registration Eligibility Processing System (REPS) as eligible to take the Registration Examination for Dietitians.

PROCEDURE

On the first or second day of the program, the Internship Director will verbally review the Graduation Policy Agreement outlining graduation requirements with the class of interns. The intern must sign and date the Graduation Policy Agreement within the first week of the program. If the intern refuses to sign the Agreement, she/he will not be allowed to participate in the program. The Agreement will be filed in each intern's personal NIH Dietetic Internship file.

The Graduation Policy Agreement states that NIH Dietetic Interns must successfully complete all rotation, project, didactic, attendance, and behavior requirements and must follow all policies and procedures of the NIH Dietetic Internship in order to graduate from the NIH Dietetic Internship. The Agreement states that, excluding instances of an approved leave of absence, all graduation requirements must be completed within 52 weeks of the start date which allows for seven weeks beyond the scheduled enrollment period. The Agreement details remedial action that will be taken if an intern does not complete requirements or follow policies and procedures.

If the intern successfully completes the program and graduates, the Internship Director will...

- Provide the intern with the prescribed number of Verification Statements at the conclusion of the last day of the internship.
- Enter the interns into the Registration Eligibility Processing System (REPS) as eligible to take the Registration Examination for Dietitians within one week of the last day of the internship.

NIH Dietetic Internship GRADUATION POLICY AGREEMENT

NIH Dietetic Interns must successfully complete all rotation, project, didactic, attendance, and behavior requirements and must follow all policies and procedures of the NIH Dietetic Internship in order to graduate from the NIH Dietetic Internship. Excluding instances of an approved leave of absence, all graduation requirements must be completed within 52 weeks of the start date which allows for seven weeks beyond the scheduled enrollment period.

Rotation Requirements:

- 1) Interns must successfully complete each rotation as defined on the rotation evaluation form.
- 2) If an intern does not successfully complete a rotation, the Internship Director will determine whether the intern must complete supplemental work or repeat the rotation.
 - a) If the intern must complete supplemental work, the work will be assigned on the "Evaluation Addendum for Supplemental Work" form by the preceptor and/or Internship Director. The intern must complete the supplemental work to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the supplemental work, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the supplemental work, the Internship Director will require the intern to repeat the rotation.
 - b) If the intern must repeat the rotation, that will be indicated on the "Evaluation Addendum for Supplemental Work" form by the Internship Director. The intern must complete the repeated rotation to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the repeated rotation, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

Project and Didactic Requirements:

- 1) Interns must successfully complete each project within the allotted time.
- 2) Projects not successfully completed within the allotted time must be successfully modified according to the directions of the preceptor or Internship Director.
- 3) Interns must fully participate in group projects, completing a fairly allotted workload within the project. Interns who do not fully participate may be asked to complete a similar but independent project.
- 4) Interns must successfully complete each didactic experience.
- 5) If a class or other didactic experience is missed, the intern must obtain the material covered and review it with an instructor at a designated time.
- 6) If an intern does not successfully complete a project or didactic experience, the intern may be subject to disciplinary action or termination. (See Policy on Discipline and Policy on Termination)

Attendance Requirements:

- 1) Interns must abide by attendance and leave policies.
- 2) Interns who experience an extended emergency or illness may request a leave of absence and permission to complete the program at a later date. The NIH Dietetic Internship is open to reasonable accommodation for extended emergencies or illnesses, but the intern must submit a written request for the leave of absence including amount of time off needed, reason for the extended leave of absence, and timeline for returning to the program.
- 3) Interns who do not abide by attendance and leave policies may be subject to disciplinary action or termination. (See Policy on Discipline and Policy on Termination)

Behavior Requirements:

- 1) Interns must abide by all policies and procedures of the NIH Dietetic Internship.
- 2) Interns who do not abide by behavior policies may be subject to disciplinary action or termination. (See Policy on Discipline and Policy on Termination)

I acknowledge receipt and understanding of graduation requirements and agree to abide by them.

_____(Dietetic Intern) _____(date)
_____(NIH Dietetic Internship Director) _____(date)

NIH Dietetic Internship

POLICY on PROGRAM WITHDRAWAL

An NIH Dietetic Intern may withdraw at any time from the NIH Dietetic Internship. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently.

PROCEDURE

1. The intern writes a letter to the Internship Director informing her/him of the withdrawal and the reason for withdrawal.
2. The Internship Director meets with the intern to discuss her/his decision.
3. After the discussion, if the intern decides to remain in the program, the intern resumes her/his usual schedule. The intern writes on her/his original letter that she/he decided to remain in the program. The intern and Internship Director sign and date the letter. The letter is filed in the intern's Nutrition Department Internship file.
4. After the discussion, if the intern decides to withdraw from the program, the intern withdraws immediately. The intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the intern's Nutrition Department Internship file.
5. As no tuition and fees are collected by the program, there is no refund of tuition and fees upon withdrawal.

NIH Dietetic Internship

SELECTING AND MAINTAINING SUPERVISED PRACTICE FACILITIES

Supervised practice facilities are selected and periodically evaluated for adequacy and appropriateness to ensure the facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve. Written affiliation agreements are maintained with outside institutions, organizations, and/or agencies (ie, facilities) providing supervised practice experiences to meet intern competencies.

PROCEDURE

Selecting and Evaluating Supervised Practice Facilities:

- The majority of supervised practice experiences occur at NIH.
- Outside supervised practice facilities are generally only used to provide community nutrition experiences (3 rotation weeks) and outplacement clinical nutrition experiences (1 rotation week).
- Supervised practice facilities are selected based on the following criteria:
 - Ability to adequately and appropriately provide experiences needed to achieve intern competencies
 - Presence of a preceptor qualified as per current ACEND accreditation standards
 - Reasonable commuting distance from the NIH campus in Bethesda, MD
 - Ability to establish an Affiliation Agreement as described in this policy
- Supervised practice facilities and preceptors are evaluated by interns after each rotation experience.
- The Internship Director reviews supervised practice facilities and preceptors continually as they are used, but at minimum annually. The Internship Director reviews interns' evaluations of supervised practice facilities and preceptors as they are received throughout the year, periodically visits supervised practice facilities, identifies issues needing improvement, and takes appropriate steps to encourage the facility and preceptor to make improvements. If the Internship Director determines that the supervised practice facility and/or preceptor is not capable of or not compliant with making needed improvements and/or is no longer able to adequately and appropriately provide experiences needed to achieve intern competencies, the Internship Director will terminate the relationship with that supervised practice facility.

Affiliation Agreements:

- Affiliation agreements are required with institutions, organizations, and/or agencies (ie, facilities) where interns are placed for supervised practice that meet intern competencies and/or that involve the intern providing direct patient care and related tasks.
- Affiliation agreements are not required for elective rotations as elective rotations do not meet intern competencies. However, if an elective rotation involves the intern providing direct patient care, an affiliation agreement is required. Affiliation agreements are not required for short experiences of shadowing or observation.
- The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of the agreement by both parties.

- Affiliation agreements delineate the following...
 - Rights and responsibilities of both the NIH Dietetic Internship (sponsoring organization) and the supervised practice facility (affiliating institution, organization, and/or agency)
 - Content and competencies covered in the supervised practice experience (or how this is agreed upon)
 - Timing of and length of the supervised practice experience (or how this is agreed upon)
 - Documentation (for example, proof of health insurance, proof of professional liability insurance, immunizations) that can be provided to the supervised practice facility upon request
 - Length of time the agreement is in effect
 - Procedure for terminating the agreement
- Affiliation agreements are signed by the NIH Dietetic Internship Director and the appropriate supervised practice facility administrator who has appropriate authority.
- Affiliation agreements are finalized and signed prior to placing interns at the supervised practice facility.
- Maintenance of affiliation agreements includes annual review by the Internship Director to ensure they have not expired and the content is current.
- Affiliation agreements are stored electronically by the Internship Director and will be made available for review by ACEND program reviewers as requested.

NIH Dietetic Internship

POLICY on ROTATION SCHEDULE/CALENDAR

Rotations are scheduled by the Internship Director to provide NIH Dietetic Interns a minimum of 1200 hours supervised practice experience. Rotations are scheduled according to the category divisions in the table below. During Orientation, interns receive a master tentative program schedule/calendar of rotations for the year. However, changes may occur because of unforeseen circumstances. The Internship Director will work closely with interns to keep them up to date on any required schedule changes and to attempt to accommodate intern requests that may improve learning experiences. However, the Internship Director has the authority to make final decisions regarding scheduling.

PROCEDURE

The master program schedule/calendar of rotations is posted on the Nutrition Department networked server (T: drive) in the folder "RD and Intern Schedules." Interns are notified about all schedule changes.

The rotation schedule/calendar will be discussed during routine class day "weekly update" meetings between interns and the Internship Director. Both parties will work together to make sure the schedule is working for the betterment of all.

Rotation	# of Weeks
Orientation	3
Clinical at NIH	15
Clinical Outplacement	1
Research at NIH	5
Clinical/Research Management at NIH	1
Foodservice Management and Administration at NIH	6
Community	3
Practicum: Nutrition and Cancer Prevention Research Practicum Dietary Supplement Research Practicum	2
Electives	3
Clinical Staff Relief at NIH	4
Vacation	2
Total	45

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POLICY on ROTATION ASSIGNMENTS

NIH Dietetic Interns will complete specific rotation assignments during each in-house clinical or research rotation. The standard rotation assignments are outline below.

It is up to the preceptor's discretion to substitute a similar assignment in place of any of these standard rotation assignments. The preceptor should ensure that the substituted assignment meets the same objectives as the standard rotation assignment.

The preceptor should clearly communicate due dates for each assignment to the intern.

The intern and preceptor should assemble all the rotation assignments into one "rotation assignment packet" to give to the Internship Director at the completion of the rotation.

Standard Rotation Assignments

1. Rotation packets have been developed for each rotation. These packets include rotation specific assignments. The rotation packet will be given to the intern before the rotation starts so that the intern can complete some pre-rotation work.

2. "Rotation Goals and Expectations" form – 1 per rotation

A "Rotation Goals and Expectations" form will be filled out by the intern and preceptor at the beginning of each rotation. The intern will list their goals for the rotation and the preceptor will list their expectations of the intern for the rotation. The preceptor will review this form with the intern at the completion of the rotation to assess whether or not the goals and expectations were met. This form will be given to the Internship Director as part of the rotation assignment packet.

3. "Nutrition Paper" assignment – 1 per rotation

During each rotation, interns will write a **2-3 page report** on a nutrition topic assigned by the preceptor. For this project, interns will be required to read approximately 3-6 articles approved by the preceptor and will write the report according to guidelines provided by the preceptor. The intern will turn in the completed paper to the preceptor. The preceptor will review the paper with their intern to confirm the guidelines were followed at an appropriate level. The preceptor may ask the intern to rewrite sections of the paper to better meet the guidelines. At the end of the rotation, the paper will be given to the Internship Director as part of the rotation assignment packet.

4. "Nutrition Assessment" form – depends on rotation

A "Nutrition Assessment" form has been developed to guide the nutrition care process. Interns will use this form or another similar form used by their preceptor to assess patients' nutritional status and needs. It is important that interns understand all issues addressed on this form for every patient. Throughout each rotation, preceptors may ask interns to present a patient and would expect interns to be able to discuss information indicated on this form. At the end of each rotation, interns will give two completed "Nutrition Assessment" forms to their preceptor for general review, although preceptors may ask to review these forms at any time during the rotation. The preceptor will review the forms with their intern, discuss questions with the intern, and confirm an acceptable level of understanding of information on the forms. At the end of the rotation, these forms will be given to the Internship Director as part of the rotation assignment packet. The Internship Director will also review documentation entered into CRIS for patients identified on these forms. Finally, these forms will be used by interns for oral presentations as scheduled or requested.

5. “Protocol Review” form – depends on rotation

A “Protocol Review” form has been developed to guide interns’ understanding of research protocols. Depending on the rotation, interns may be asked to complete the form and give the completed form to their preceptor for review. The preceptor will review the form with their intern to confirm an acceptable level of understanding. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

6. “Lab Analysis” form – depends on rotation

A “Lab Analysis” form has been developed as a tool for an in-depth review of lab values. Interns attend classes on the nutritional assessment of lab values as part of the Clinical Nutrition Skills Module. Classes introduce the subject matter and provide a basic level of understanding to start rotations. Full understanding can only occur with experience. Depending on the rotation, interns may be asked to complete a lab analysis form for a lab pertinent to the rotation. The intern will turn in the completed form to the preceptor. The preceptor will review the form with their intern to confirm an acceptable level of understanding of the lab value. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

7. “Nutrition Formulary Item” form – depends on rotation

“Nutrition Formulary Item” forms have been developed to enhance interns’ knowledge of nutrition supplements on the NIH Nutrition Department formulary. Interns attend a class on the formulary and taste test many formulary products during Orientation and receive copies of the formulary cards. Depending on the rotation, interns may be asked to complete the form and turn in the completed form to the preceptor. The preceptor will review the form with their intern to confirm an acceptable level of understanding of the formulary item. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

8. “Patient Education Material” form – depends on rotation

During Orientation, interns will “tour” the patient education material library. This tour includes a discussion of the types of materials available, the process for monitoring usage and ordering materials, the process for approving new materials and revising old materials, and highlights of sample materials. Interns will then complete an in-depth review of one patient education material during some rotations (some rotations have alternate experiences). The intern will turn in the completed form to the preceptor. The preceptor will review the form with their intern to confirm an acceptable level of understanding. At the end of the rotation, the form will be given to the Internship Director as part of the rotation assignment packet.

NIH Dietetic Internship

POLICY on DOCUMENTATION

All medical chart notes written by an NIH Dietetic Intern must be co-signed by the Registered Dietitian preceptor within 24 hours, and preferably on the same day that the note is written.

PROCEDURE

1. When entering documentation in CRIS, the electronic medical record, the intern is automatically required to select a Registered Dietitian co-signer before being able to proceed to entering the documentation. When the Registered Dietitian then logs into CRIS, he/she can see the documentation in need of co-signing.
2. When entering documentation in CRIS, an intern's documentation is automatically signed with First Name, Last Name, Dietetic Intern.
3. If CRIS is not available and manual, written documentation is done, the intern must sign the note as First Name, Last Name, Dietetic Intern and the intern must obtain a Registered Dietitian's co-signature on the documentation before placing it in a patient's medical record.
4. The preceptor is responsible for reviewing and co-signing all intern notes within 24 hours of the documentation.

NIH Dietetic Internship

POLICY on OUTPLACEMENT ROTATIONS

NIH Dietetic Interns participate in a limited number of outplacement rotations that provide experiences unavailable at the NIH Clinical Center. The Internship Director selects the outplacement sites based on the needs of the program and the ability of the outplacement site to provide an appropriate learning experience. The NIH Dietetic Internship maintains formal training affiliate agreements with each outplacement rotation facility.

During outplacement rotations, NIH Dietetic Interns are required to follow policies and procedures at each facility.

PROCEDURE

The Internship Director selects the outplacement sites and ensures that formal training affiliate agreements are in place.

The intern prepares herself/himself for the outplacement rotation or field observation per the training plan for each rotation.

At the end of each outplacement rotation, outplacement preceptors evaluate interns and interns complete an evaluation form for the rotation.

NIH Dietetic Internship

POLICY on ELECTIVE ROTATIONS

NIH Dietetic Interns pursue three weeks of elective rotation experiences, typically in the second half of the internship year. Elective rotations provide interns the opportunity to explore areas of their own choosing. All elective rotation experiences must be in a supervised practice setting related to the practice of dietetics and/or nutrition research and must be approved by the Internship Director.

During elective rotations, NIH Dietetic Interns are required to follow policies and procedures at each facility.

PROCEDURE

1. Interns investigate elective rotation options, using their own contacts as well as guidance from the Internship Director.
2. Interns contact potential preceptors to determine feasibility of the elective rotation, to communicate expectations of experiences, and to coordinate scheduling of the elective rotation within the constraints of the intern's rotation schedule.
3. Interns seek approval of proposed experiences by the Internship Director.
4. Interns finalize elective rotation details with the preceptor, referring the preceptor to the Internship Director as needed.
5. Internship Director contacts the preceptor to confirm rotation details and provide an evaluation form for the preceptor to complete at the end of the rotation.
6. At the end of each elective rotation, elective preceptors evaluate interns and interns complete an evaluation form for the rotation.

Planning:

Previous elective rotations have been planned in a variety of settings. You do not have to stay in the local area for the elective rotations. If you feel an experience in a different locale would enhance your internship and provide valuable contacts for a future job, you are encouraged to pursue those opportunities. Interns are encouraged to be creative when planning elective rotations. The Internship Director will provide guidance as needed.

NIH Dietetic Internship

POLICY on ROTATION EVALUATION – STUDENT LEARNING ASSESSMENT

NIH Dietetic Interns receive written and verbal evaluations throughout the program and specifically at the conclusion of each rotation. On the first day of each rotation or prior to the first day, the intern and rotation preceptor meet to discuss the goals and objectives for the rotation, preceptor expectations, assignments for the rotation, hours of the rotation, and any questions the intern may have about the rotation packet. At the conclusion of the rotation, the rotation preceptor completes a standardized evaluation form to document intern performance and progress.

During Orientation, NIH Dietetic Interns receive copies of evaluation forms. It is the responsibility of each intern to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the preceptor, intern, and Internship Director by a specified date, usually on the last day of the rotation or soon thereafter.

PROCEDURE

1. Interns receive copies of evaluation forms during Orientation.
2. The intern will review the evaluation form as well as goals and objectives for the rotation, preceptor expectations, assignments, and hours for the rotation on the first day of the rotation or prior to the first day.
3. The intern records her/his goals and objectives for the rotation on a standardized form for this purpose and signs this form
4. The preceptor records expectations for the rotation on a standardized form and signs the form.
5. At the completion of the rotation (usually on the last day or soon thereafter), the preceptor meets individually with the intern to review the final evaluation. This evaluation will be signed and dated by the preceptor and the intern.
6. Signed and dated evaluation forms are given to the Internship Director for review. The Internship Director will sign and date the form after reviewing it. The Internship Director will transfer the final rating to a summary page documenting the intern's completion of the rotation. The Internship Director will scan the evaluation and store it in a secure computer folder accessible by preceptors for the purpose of continuity of learning progression.
7. The intern has the right to make a copy of the evaluation form for his/her own use.
8. See the Policy on Repeating a Rotation or Alternate Supplemental Work for information relevant if an intern does not successfully complete a rotation.

NIH Dietetic Internship

POLICY on REPEATING A ROTATION OR ALTERNATE SUPPLEMENTAL WORK

NIH Dietetic Interns are required to successfully complete each rotation. The following procedures direct actions required if an intern does not successfully complete a rotation.

PROCEDURE

- 1) Interns must successfully complete each rotation as defined on the rotation evaluation form.
- 2) If an intern does not successfully complete a rotation, the Internship Director will determine whether the intern must complete supplemental work or repeat the rotation.
 - a) If the intern must complete supplemental work, the work will be assigned on the "Evaluation Addendum for Supplemental Work" form by the preceptor and/or Internship Director. The intern must complete the supplemental work to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the supplemental work, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the supplemental work, the Internship Director will require the intern to repeat the rotation.
 - b) If the intern must repeat the rotation, that requirement will be indicated on the "Evaluation Addendum for Supplemental Work" form by the Internship Director. The intern must complete the repeated rotation to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
 - i) If the intern successfully completes the repeated rotation, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
 - ii) If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)

Evaluation Addendum for Supplemental Work NIH Dietetic Internship

If the dietetic intern did not successfully complete the rotation (as defined on the rotation evaluation form), this addendum should be completed indicating required supplemental work.

Rotation and Preceptor: _____

Dietetic Intern: _____

Supplemental Work Required:

Assignment	Date Due	Date Completed	Observed by (please sign)

Supplemental work must be completed to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation. When supplemental work is successfully completed, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.

At time of assignment of supplemental work:

Signature of Intern _____ Date _____

Signature of Preceptor _____ Date _____

Signature of Internship Director _____ Date _____

At time of successful completion of supplemental work:

Signature of Intern _____ Date _____

Signature of Preceptor _____ Date _____

Signature of Internship Director _____ Date _____

NIH Dietetic Internship

POLICY on CLASS DAY DIDACTIC PROGRAM

The NIH Dietetic Internship has a comprehensive class day didactic program that supplements the supervised practice program to achieve the internship competencies. The program enhances interns' understanding and awareness of current nutrition issues. Interns must successfully complete each didactic experience as evidenced by the instructor indicating the intern passed the experience.

PROCEDURE

The Internship Director and Research and Didactic Coordinator coordinate and schedule all class days according to the Policy on Class Day Schedules. The Internship Director and Research and Didactic Coordinator also track successful completion of each didactic experience on a summary page for each intern.

During **Orientation**, interns participate in a series of classes that provide a foundation for internship rotations. After Orientation and throughout the year, interns participate in one class day per week, except for weeks containing a holiday and weeks towards the end of the internship. These class days are either joint class days, in-house class days, or NIH-sponsored or local lectures/seminars/conferences.

- **Joint class days** are sponsored by dietetic internships in the metropolitan DC area. These class days are with dietetic interns from other programs in the metropolitan DC area. Classes held outside of NIH provide dietetic interns with exposure to the varied opportunities available in the field of nutrition. (See Policy on Joint Class Days for more information.)
- **In-house class days** are usually on Fridays and are taught by staff RDs, RNs, MDs, and other health care professionals as indicated. Guest speakers from outside NIH are also invited to present classes. Interns may attend some NIH-sponsored or local lectures/seminars/conferences in lieu of in-house class days.

Interns participate in two practicums sponsored by NIH which are each one-week long.

- The **Nutrition and Cancer Prevention Research Practicum** is jointly sponsored by the NCI Office of Cancer Prevention and the NIH Clinical Center Nutrition Department. This program includes lectures on current research on nutrition and cancer prevention as well as communication and ethics.
- The **Dietary Supplement Research Practicum** is sponsored by the Office of Dietary Supplements.

NIH Interns also have the opportunity to attend **The Introduction to the Principles and Practice of Clinical Research (IPPCR)**, a study curriculum on how to effectively conduct clinical research, as an optional experience. The program trains researchers on how to design a successful clinical trial by focusing on epidemiologic methods, study design, protocol preparation, patient monitoring, quality assurance, and FDA issues. Other areas covered include data management and ethical issues, including protection of human subjects. The course is offered yearly at the NIH Clinical Center. A certificate is awarded upon successful completion of the course, including a final exam. This class is of particular interest to health professionals training for a career in clinical research. For additional information on this class, please refer to: <http://www.cc.nih.gov/training/training/ippcr.html>

NIH Dietetic Internship

POLICY on CLASS DAY DIDACTIC PROGRAM SCHEDULE/CALENDAR

The NIH Dietetic Internship has a comprehensive class day didactic program that supplements the supervised practice program to achieve the internship competencies. The program enhances interns' understanding and awareness of current nutrition issues.

The class day didactic program is described in the Policy on Class Day Didactic Program.

The class day didactic program is scheduled by the Internship Director and the Research and Didactic Coordinator. The didactic program is scheduled so as to ensure that interns experience a minimum of 1200 supervised practice hours during the internship.

PROCEDURE

The class day schedule/calendar is posted on the Nutrition Department networked server (T: drive) or on the Dietetic Internship Outlook shared calendar. Schedules are labeled by date and include activities, preceptor for activities, and times of each activity.

Some classes are standardized from year to year (e.g. classes on the Academy of Nutrition and Dietetics Nutrition Care Process) but other classes are added as indicated per intern needs (e.g. classes on nutrition support are usually modified yearly per each class's needs).

NIH Dietetic Internship

POLICY on JOINT CLASS DAYS

Each year DC metropolitan area dietetic internships sponsor joint training programs. NIH Dietetic Interns will follow attendance and dress code policies for these programs.

PROCEDURE

The joint class day schedule is organized in the summer of each year by area dietetic internship directors. These classes are incorporated into the master schedule of the NIH Dietetic Internship which is given to NIH Dietetic Interns during Orientation.

The topics presented in joint classes are subject to change, but the current classes are included here.

Nutrition, Communication, and Information Management Day

(Sponsored by University of Maryland College Park Dietetic Internship)

Food and Friends Leadership Day

(Sponsored by Virginia Tech NOVA Dietetic Internship)

Weight Management and Disordered Eating Day

(Sponsored by Johns Hopkins Bayview Medical Center Dietetic Internship)

Long Term Care Day

(Sponsored by Sodexo Dietetic Internship)

Critical Care Day

(Sponsored by University of Maryland Medical System Dietetic Internship)

Research/Military Day

(Sponsored by NIH Dietetic Internship and Walter Reed Dietetic Internship)

School Nutrition Day

(Sponsored by University of Maryland Eastern Shore Dietetic Internship)

NIH Dietetic Internship

POLICY on PROJECTS

NIH Dietetic Interns complete major projects throughout the year. These projects enhance professional and technical skills by providing experience in technology, writing, and giving presentations.

PROCEDURE

NIH Dietetic Interns complete projects as scheduled by the Internship Director and according to guidelines for each project. Specific guidelines are provided prior to the start of each project. Changes in the projects may occur based on opportunities available and curriculum needs each year.

Here is a list of potential projects:

Project

Structured Debate

(Paired project with each pair presenting a side of the debate) Interns research a topic and debate both sides of the topic.

Preceptor

2 RD preceptors

Patient Education Video

(Individual project) Interns select a topic from a pre-determined list and develop a patient education video.

1 RD preceptor and more as needed

Nutrition Education Community Project

(Group project) Interns will screen and assess nutrition needs of this population, develop and conduct a nutrition education project to address findings of the assessment, and conduct follow-up evaluation.

1 RD preceptor

Research Project

(Individual or group project) Interns develop, carry out, and present a research project.

3 RD preceptors

Clinical Case Study

(Individual project) Interns select an interesting patient and write a case study on the patient's diagnosis, protocol, and nutrition care.

4 RD preceptors

Nutrition Support Presentation

(Individual project) Interns select a nutrition support topic and develop a 15 minute powerpoint presentation on the topic.

1 RD preceptor

Wellness Project

(Paired project) Interns complete a wellness-related project with the NIH food service contractor for staff food service.

1 RD preceptor

NIH Dietetic Internship

POLICY on PROJECT EVALUATION – STUDENT LEARNING ASSESSMENT

NIH Dietetic Interns receive written and verbal evaluations throughout the program and specifically at the conclusion of each project. At the conclusion of a project, the project preceptor completes a standardized evaluation form to document intern performance and progress.

At the start of each project, NIH Dietetic Interns receive a copy of the project evaluation form. It is the responsibility of each intern to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the preceptor, intern, and Internship Director by a specified date soon after the completion of a project.

PROCEDURE

1. Interns receive a copy of the project evaluation form at the start of each project.
2. At the conclusion of a project, the preceptor meets individually with the intern to review the final evaluation. This evaluation will be signed and dated by the preceptor and the intern.
3. Signed and dated evaluation forms are given to the Internship Director for review. The Internship Director will sign and date the form after reviewing it. The Internship Director will transfer the final rating to a summary page documenting the intern's completion of the project. The Internship Director will scan the evaluation and store it in a secure computer folder accessible by preceptors for the purpose of continuity of learning progression.
4. The intern has the right to make a copy of the evaluation form for his/her own use.
5. See the Policy on Graduation, Verification Statement, and RD Exam Eligibility for information relevant if an intern does not successfully complete a project.

NIH Dietetic Internship

POLICY on PRIOR LEARNING

The NIH Dietetic Internship does not allow exemption from any dietetic internship class days, rotations, assignments, or projects based on prior learning, competence, or experiences. Therefore, the program does not have a policy on assessing prior learning or competence.

NIH Dietetic Internship

POLICY on PROGRAM EVALUATION

The NIH Dietetic Internship undergoes continual evaluation through

- evaluations of dietetic interns
- rotation and preceptor evaluations by dietetic interns
- end-of-year evaluations by dietetic interns
- annual review at the annual Clinical Nutrition Services Staff Retreat
- evaluation of graduates by employers (one year after graduation)
- External Advisory Board meetings

Program modifications are made as needed for acute problems or during summer breaks before the new program year to enhance the intern's learning experience or the program itself.

PROCEDURE

Evaluations of Dietetic Interns

1. Interns receive copies of evaluation forms during Orientation.
2. The intern will review the evaluation form as well as goals and objectives for the rotation, preceptor expectations, assignments, and hours for the rotation on the first day of the rotation or prior to the first day.
3. The intern records her/his goals and objectives for the rotation on a standardized form for this purpose and signs this form
4. The preceptor records expectations for the rotation on a standardized form and signs the form.
5. At the completion of the rotation (usually on the last day or soon thereafter), the preceptor will review the final evaluation with the intern. This evaluation will be signed and dated by the preceptor and the intern.
6. Signed and dated evaluation forms are given to the Internship Director for review. The Internship Director will sign and date the form after reviewing it and place it in the intern's Nutrition Department Internship file.
7. The intern has the right to make a copy of the evaluation form for his/her own use.
8. See the Policy on Repeating a Rotation or Alternate Supplemental Work for information relevant if an intern does not successfully complete a rotation.

Rotation and Preceptor Evaluations by Dietetic Interns

1. At the end of each rotation, dietetic interns complete evaluation forms on both the rotation and the preceptor.
2. Interns submit these evaluation forms to the Internship Director.
3. The Internship Director provides the evaluation forms to the appropriate manager of each preceptor so that feedback can be given to each preceptor.
4. The Internship Director will summarize results of these evaluations and incorporate them into a presentation for the annual Clinical Nutrition Services staff retreat.

End of Year Evaluations by Dietetic Interns

1. Before the end of the internship program, each intern will receive a file containing the end-of-year evaluation which asks interns to evaluate overall rotations as well as preceptors.

2. Interns will complete evaluations and return to the Internship Director within the allotted timeframe.
3. The Internship Director will summarize results of these evaluations and incorporate them into a presentation for the annual Clinical Nutrition Services staff retreat.

Annual Review at Clinical Nutrition Services Staff Retreat

1. The Internship Director will give a presentation including highlights of the previous internship year, comments from intern evaluations (rotation evaluations and end-of-year evaluations) and any verbal comments received from interns or preceptors.
2. The Internship Director will open the floor to discussion on every aspect of the presentation.
3. As a group, decisions will be made on modifications that would strengthen the program.
4. If needed, the Internship Director will organize work groups to address modifications under considerations.
5. Once final decisions are made, policies, procedures, projects, etc. will be modified accordingly.

Evaluations of Graduates by Employers

1. Each summer, the Internship Director will contact the previous year's graduates to request that they forward an online "Employer Survey" to their employer/supervisor (if the intern agrees to).
2. The Employer Survey asks the employer/supervisor to complete an online evaluation form.
3. The Internship Director will review results, compile them into a report to be shared at the annual Clinical Nutrition Services Staff Retreat. Results will also be shared at the annual External Advisory Board meeting.

External Advisory Board Meetings

1. The NIH Dietetic Internship will have an annual External Advisory Board Meeting conducted by the Internship Director.
2. The Internship Director will solicit open feedback by all advisory board members.
3. The Internship Director will report back to the preceptors about results of advisory board meeting and possible program modifications.
4. Minutes of the External Advisory Board meeting will be documented and archived.

NIH Dietetic Internship

POLICY on DISCIPLINE

The intern is subject to disciplinary action by the Internship Director (or a preceptor with permission from the Internship Director) at any time during the program year when the intern does not abide by NIH Dietetic Internship policies and procedures. Disciplinary action will be appropriate for the policy or procedure violated and may include warnings, counseling, suspension, or termination.

PROCEDURE

1. The Internship Director (or a preceptor with permission from the Internship Director) will discuss the occurrence with the intern subject to disciplinary action within two (2) scheduled working days of the occurrence. The Internship Director determines what disciplinary action is warranted.
2. After two disciplinary occurrences, the Internship Director and Clinical Nutrition Services Chief will meet with the intern to discuss the problem(s). The Internship Director and Clinical Nutrition Services Chief will determine what disciplinary action is warranted.
3. After each subsequent disciplinary occurrence, the Internship Director and Clinical Nutrition Services Chief will meet with the intern to discuss the problem(s). The Internship Director and Clinical Nutrition Services Chief determine after each subsequent disciplinary occurrence what disciplinary action is warranted and whether the intern should be terminated from the program.
4. The Internship Director documents each meeting with the intern and the final results of the meeting. All documentation is kept in the intern's personal Nutrition Department Internship file.

NIH Dietetic Internship

POLICY on TERMINATION

An Intern can be terminated from the NIH Dietetic Internship at any time due to problems in the intern's behavior or performance. It is the Internship Director's discretion to determine if the intern should be terminated. Termination is based on written documentation of the intern's behavior and/or performance. When an intern is terminated, termination is immediate.

PROCEDURE

1. The Internship Director routinely reviews intern rotation evaluations, project evaluations, attendance records, and disciplinary occurrences.
2. Unsatisfactory evaluations and/or other documentation (e.g. disciplinary occurrences) are reviewed with the Clinical Nutrition Services Chief.
3. If the Internship Director, Clinical Nutrition Services Chief, and Department Chair determine that termination is warranted, they meet and discuss the decision with the intern.
4. If the intern does not agree with the termination, she/he may follow the Grievance Policy and Procedure.
 - a. If the intern files a grievance and the grievance committee determines that the intern should terminate, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's personal Nutrition Department Internship file. The intern terminates immediately.
 - b. If the intern files a grievance and the grievance committee determines that the intern should remain in the program, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's personal Nutrition Department Internship file. The intern resumes his/her usual schedule.
5. If the intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision. The intern signs the summary and the summary is filed in the Intern's Nutrition Department Internship file. The intern terminates immediately.

NIH Dietetic Internship

POLICY on PROGRAM ATTENDANCE

NIH Dietetic Interns are expected to report to duty as scheduled. Interns are scheduled for a minimum of forty hours (40) on-duty work week, and project work will require interns to use off-duty time.

Unexcused absences are not acceptable and subject to disciplinary action beginning with counseling.

PROCEDURE

If the intern expects to be late, he/she is to call the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival.

If the intern will be absent, the leave policy should be followed.

NIH Dietetic Internship

POLICY on LEAVE

NIH Dietetic Interns are allowed up to five (5) approved leave days during the internship program. This leave could be due to illness, bereavement purposes, job interviews, celebration of non-federal holidays, personal reasons, or emergencies.

At the discretion of the Internship Director, time lost to extensive leave (i.e. more than 2 consecutive days) may need to be made up.

Any leave in excess of the five (5) approved leave days will need to be approved by the Internship Director on a case by case basis and will need to be made up.

Interns who experience an extended emergency or illness may request a leave of absence and permission to complete the program at a later date. The NIH Dietetic Internship is open to reasonable accommodation for extended emergencies or illnesses.

PROCEDURE

For unplanned leave:

The intern will call, text, or e-mail the preceptor and Internship Director at least 30 minutes prior to the start of his/her scheduled shift to request leave if unable to come to work. The Internship Director will notify the intern of whether or not the leave is approved, and the approval may be contingent on the intern providing documentation. Leave for being sick will generally be approved.

The Internship Director will document the information in an e-mail to the intern, indicating whether or not the leave was granted. The Internship Director files a copy of the e-mail in the Intern's personal Nutrition Department Internship file.

For planned leave:

The intern will request approval for leave from the Internship Director prior to the leave (and as far ahead of time as possible) in the form of an e-mail.

The Internship Director will document the information in an e-mail to the intern, indicating whether or not the leave was granted. The intern will update the Internship Director on any changes in leave plans by responding to the e-mail from the Internship Director. The Internship Director files a copy of the e-mail in the Intern's Nutrition Department Internship file.

For leave of absence:

The intern must submit a written request for a leave of absence including amount of time off needed, reason for the extended leave of absence, and timeline for returning to the program.

The Internship Director will consider requests for a leave of absence on a case by case basis, considering the reason for the request and the ability of the program to accommodate the request based on staffing resources and workload. The Internship Director will document the information in an e-mail to the intern, indicating whether or not the leave of absence was granted and the terms of the leave of absence.

NIH Dietetic Internship

POLICY on VACATION

NIH Dietetic Interns will be scheduled for one week of personal vacation during the winter and one week of personal vacation during the spring. Vacations will be scheduled at the discretion of the Internship Director. Interns may request specific weeks for vacation, and attempts will be made to honor those requests if possible, but the Internship Director cannot guarantee that the request can be honored. The Internship Director will determine the actual week selected after considering the needs of the program.

PROCEDURE

During Orientation, each intern will receive a master schedule for the program that includes dates of vacation.

Interns may request alternate weeks of vacation. The Internship Director will review the schedule to determine whether the request can be honored. The decision of the Internship Director is final.

NIH Dietetic Internship

POLICY on OBSERVANCE OF FEDERAL HOLIDAYS

NIH Dietetic Interns are entitled to the following federal holidays:

1. Labor Day
2. Columbus Day
3. Veterans Day
4. Thanksgiving Day
5. Christmas Day
6. New Year's Day
7. Martin Luther King Jr, Day
8. Presidents Day
9. Memorial Day
10. Inauguration Day (when applicable)

Interns may be assigned to work a holiday. If so, the intern will be scheduled off on another day.

PROCEDURE

The master schedule will indicate whether an Intern is expected to work a holiday. If an intern works on a holiday, an alternate day off will be agreed upon by the intern and Internship Director. The alternate holiday will be scheduled within thirty (30) days of the missed holiday.

NIH Dietetic Internship

POLICY on FEDERAL GOVERNMENT OPERATING STATUS CHANGES AND INCLEMENT WEATHER

NIH Dietetic Interns are expected to attend all internship activities as scheduled.

In event of federal government operating status changes and/or inclement weather:

For activities (including class days and rotations) at NIH:

Interns are considered “non-essential/non-emergency” and should follow the Office of Personnel Management (OPM) and NIH guidance for non-essential/non-emergency employees.

For activities (including class days and rotations) outside of NIH:

The Internship Director will determine inclement weather policies with each outplacement preceptor and for each off-site activity and notify interns of those policies. Interns should also obtain current phone numbers and email addresses of outplacement preceptors so they can contact them about such circumstances.

PROCEDURE

During Orientation, the Internship Director will discuss federal government operating status changes and inclement weather policies with interns.

Once a status is announced, any additional concerns that the intern may have can be addressed by contacting the Internship Director.

NIH Dietetic Internship

POLICY on DRESS CODE

NIH Dietetic Interns are expected to promote a professional image. The following standards of appearance have been developed to help guide your clothing selections. Generally, appearance should be relatively conservative but can still be stylish. All clothes must be clean and ironed. If the Internship Director has any concern about appearance, it will be handled individually.

Rotation Attire:

- An identification badge (provided by NIH) is to be worn at all times. The name and picture must be visible.
- White lab coats are provided and may be worn over professional clothes. Lab coats should be clean and wrinkle-free at all times.

Acceptable	Unacceptable
<p>For women: Dresses Skirts (no minis, please) Dress pants Khaki pants Dressy capris</p> <p>For men: Dress pants Khaki pants</p>	Shorts Low ride pants that show thongs or underwear Athletic wear, leggings, sweatpants Jeans
<p>For women: Dress tops: sleeveless, short-sleeved, or long-sleeved Spaghetti straps or tank tops only if covered by a jacket or sweater</p> <p>For men: Dress shirts: short-sleeved or long-sleeved Shirts must have a collar Men are strongly encouraged, but not required, to wear ties during clinical rotations.</p>	Sweatshirts Spaghetti straps without cover Tank tops without cover Low cut tops (tops should not show cleavage) Bare midriffs Sweatshirts Non-collared shirts
<p>During clinical and research rotations: Closed and open toe shoes Hosiery is not required</p> <p>During food service rotations: Closed toe shoes</p> <p>During outplacement rotations: Depends on setting</p>	Flip flops Tennis shoes or shoes that are modeled after tennis shoes Open toe shoes

Joint Class Days, Outplacement Rotations, and Elective Rotations:

Dressier clothes are recommended for joint class days and for outplacement and elective rotations, but you do not need to wear suits. Examples of appropriate wear for these occasions are a twin sweater set and a dressy pair of pants for women or a shirt with tie and dress pants for men.

Food Service Rotation:

Hair must be at or above the collar; long hair must be tied up. Hair restraints must be worn at all times in the kitchen and foodservice areas.

Jewelry/Nails/Perfume/Makeup:

- Jewelry must be conservative.
- No facial jewelry permitted (except earrings and one small stud nose ring). Body piercings other than the earlobe and one small stud nose ring are not acceptable.
- If you have tattoos, they should not be visible.
- Jewelry shall be limited to:
 - Anklet: not permitted
 - Rings: No more than 2 per hand (not to extend above the knuckle).
 - Earrings: No more than 2 pair may be worn. Earrings should be no larger than two inches in diameter or length.
 - Necklaces: No more than 2
 - Bracelet: No more than 1 to each arm
 - Watch: No more than 1

Perfume, cologne, or other scented products are not allowed on patient care units.

Makeup will be in accordance with professional appearance.

Gum chewing is not allowed during food service rotations and during any patient interactions.

Hand Hygiene and Fingernails:

Interns must adhere to the NIH Clinical Center's Medical Administrative Series Policy on Hand Hygiene Guidelines for Health Care Workers Involved in Patient Care (M06-2 rev) found at <http://cc-internal.cc.nih.gov/policies/PDF/M06-2.pdf>. One element of this policy states that "Health care workers involved in the direct care of high-risk patients or health care workers indirectly involved in the care of high-risk patients through contact with, but not limited to, their food, medications or sterile equipment: a. Shall not wear artificial nails, and b. Shall keep their natural nail tips less than, or equal to, ¼ inch long."

NIH Dietetic Internship

POLICY on SMOKING

NIH Dietetic Interns are required to abide by the Tobacco-Free NIH Policy found at <http://oma1.od.nih.gov/manualchapters/management/1321/>

NIH Dietetic Internship

POLICY on CONDUCT AND BEHAVIOR WHILE AT WORK

NIH Dietetic Interns are expected to follow the guidelines for conduct and behavior as stated in the Nutrition Department Employee Handbook.

During Orientation, NIH Dietetic Interns will be given a copy of the Nutrition Department Employee Handbook.

NIH Dietetic Internship

POLICY on ACCESS TO SUPPORT SERVICES

NIH Dietetic Interns are encouraged to discuss their professional concerns with the Internship Director who maintains an open door policy so interns feel comfortable approaching her. However, interns may occasionally have personal concerns they prefer to keep confidential. To support those needs, NIH Dietetic Interns can contact the Employee Assistance Program on the NIH campus for resources. The EAP provides personalized consultation, short-term support, referral, and follow up services to enhance personal and professional well being. The EAP website is <http://dohs.ors.od.nih.gov/eap/> .

Interns also have access to the NIH Occupational Medical Service (OMS). The goal of OMS is to enhance the health and safety of the NIH workforce through the provision of a variety of work-related medical and counseling services. The OMS website is https://www.ors.od.nih.gov/sr/dohs/OccupationalMedical/Pages/oms_main.aspx.

NIH Dietetic Internship

POLICY on PARKING, TRANSPORTATION, AND TRAVEL LIABILITY

NIH Dietetic Interns are responsible for their own transportation throughout the program, whether to the NIH Clinical Center, outplacement rotations, elective rotations, class days, or other activities.

Interns are eligible to receive either a parking permit to park at no cost on campus (http://www.ors.od.nih.gov/pes/dats/parking/Pages/parking_info.aspx) or to participate in the NIH Transhare Program (<http://www.ors.od.nih.gov/pes/dats/Transhare/Pages/transhare.aspx>) and receive a transit benefit towards the cost of commuting on the Metro or bus system.

The NIH Clinical Center is located on a public transportation route and traveling via public transportation rather than by car may be an acceptable alternative to driving to the NIH campus. However, alternatives may be needed for traveling to outplacement rotations, class days, and other activities that are not accessible by public transportation.

The intern is responsible for all liability for safety in travel to or from assigned sites and for complying with state laws for carrying a driver's license and car insurance.

NIH Dietetic Internship

POLICY on ETHICS

NIH Dietetic Interns are expected to abide by the Academy of Nutrition and Dietetics Code of Ethics. In addition NIH Dietetic Interns are expected to follow the spirit of ethics policies and procedures established by the NIH. The NIH Ethics Program website is at <http://ethics.od.nih.gov/>

NIH Dietetic Interns will complete initial ethics training during the first month of the internship program. Additional ethics training may be scheduled as opportunities arise.

NIH Dietetic Internship

POLICY on INFORMATION TECHNOLOGY (IT) SECURITY

NIH Dietetic Interns are required to abide by the same policies and procedures related to IT security as are NIH employees. Interns are required to complete annual Information Security Awareness Training offered by NIH.

NIH has extensive policies and procedures related to IT security which are available at https://ocio.nih.gov/ITGovPolicy/Pages/spec_policy.aspx. It is not possible to include all of these policies and procedures in this location. Please review the above link.

NIH Dietetic Internship

POLICY on FAIR LABOR STANDARDS

The training, including but not limited to supervised practice, given to the NIH Dietetic Intern is for educational purposes and for the benefit of the intern. She/he does not replace regular employees.

The intern works under close supervision of the preceptor. The intern is aware that she/he is not entitled to wages for the time spent in training nor to a job at the conclusion of the program. The preceptor is aware that the intern does not replace regular employees.

NIH Dietetic Internship

EQUAL OPPORTUNITY AND DIVERSITY MANAGEMENT

The NIH has extensive policies and procedures to comply with federal regulations on equal opportunity and to have proactive diversity and inclusion management programs. While these federal regulations were developed for paid employees, the NIH Dietetic Internship is also committed to upholding all federal regulations regarding equal opportunity and diversity management relevant to the dietetic internship. (Some policies, such as one on equal pay, are not relevant because NIH Dietetic Interns are not paid.)

From the NIH Office of Equity, Diversity, and Inclusion (EDI) website:

“At the core of the EDI portfolio is our policy development. We work closely with our NIH stakeholder community on the development of agency policy regarding civil rights and diversity and inclusion. Through committees consisting of partners throughout NIH’s Institutes and Centers, we harness the ideas and perspectives needed to develop legally sound policy for the Agency. Each year, the NIH Director issues a policy statement to the workforce, underscoring NIH’s commitment to a workplace free of discrimination and declaring a value proposition for diversity and inclusion. To uphold that commitment, our policies serve to articulate the rights and responsibilities of every manager, supervisor, and employee, and are consistent with current law. EDI experts conduct comprehensive research to stay informed about changes in statutes, regulations, Executive Orders, and new guidance from EEOC and OPM. We make every effort to ensure that NIH policies remain current and that our workforce understands any changes to our policies.”

NIH Dietetic Internship

POLICY on INTERN GRIEVANCES

Background

The NIH Dietetic Internship is committed in policy, principle, and practice to maintain an environment which is divest of illegal discriminatory behavior and which provides equal opportunity for all persons regardless of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation. This commitment is consistent with federal laws. A major responsibility emanating from this commitment is the provision of a fair, effective, and efficient mechanism that rectifies or eliminates practices and actions that are discriminatory and lack provision for due process.

What is a Grievance?

Definition

A grievance is an actual or perceived cause for protest or complaint arising out of some perceived or actual harm due to some action taken by a preceptor of the NIH Dietetic Internship. This alleged action has the impact of preventing the dietetic intern from completing requirements of the NIH Dietetic Internship. An Equal Opportunity and Diversity grievance alleges that this action caused the complainant to be treated differently on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, veteran status, or sexual orientation in violation of federal law. In addition, the NIH Dietetic Internship prohibits the differential treatment of employees, students, applicants for student status or employment on the basis of political belief or affiliation, and membership or nonmembership in any organization.

A grievance is a written complaint submitted to the NIH Nutrition Department. Grievances usually address one of two types of discriminatory behavior.

Discrimination Based on Disparate Treatment - Defined as treating some people less favorably than others. Intent to discriminate is important and sometimes can be inferred from the fact of differences of treatment.

Discrimination Based on Disparate Impact - Involves practices that fall more harshly on one group than another and cannot be justified by business necessity. (The intent to discriminate need not be shown in this case.)

The purpose of the NIH Dietetic Internship Grievance Policy is to provide a format for grievances and record of their outcomes.

Grievances must be in writing and have names of all parties involved. Anonymous grievances will not be addressed and will be discarded.

The grievance must be submitted on the official grievance form.

The Grievance Committee consists of:

Chief, Clinical Nutrition Services, NIH Clinical Center Nutrition Department;

Chief, NIH Clinical Center Nutrition Department;

One Clinical Research Dietitian, NIH Clinical Center Nutrition Department.

This policy and procedure applies to the management of grievances concerning performance and professionalism throughout the dietetic internship.

Grievance Procedure

1. The individual person whom the grievance concerns should be spoken to **directly** prior to grievance filing.
2. Grievances should be filed within fourteen (14) days of the date of the incident. Grievances must be in writing and have names of all parties involved. Anonymous grievances will not be addressed and will be discarded. The grievance must be submitted on the official grievance form.
3. Grievance steps begin the date the grievance is filed.
4. The Clinical Nutrition Services Chief, upon receipt of the grievance form, reviews the charge for accuracy and signs the form acknowledging receipt.
5. The Clinical Nutrition Services Chief will contact all parties and request information, arrange meetings, or assist in other methods of resolution. The Clinical Nutrition Services Chief will make all requests for information within seven (7) working days from date of receipt of grievance, for all parties involved. All information requested must be provided to the Clinical Nutrition Services Chief within three (3) working days from date of request.
6. The Clinical Nutrition Services Chief will interview all parties related to the complaint and/or with knowledge pertinent to the complaint within seven (7) days of receiving the complaint.
7. Related data and documents (“evidence”) from all parties must be submitted to the Clinical Nutrition Services Chief within ten (10) days of the date the complaint is filed.
8. The Clinical Nutrition Services Chief shall ensure that all relevant facts have been gathered and presented to the Grievance Committee and parties involved. The committee will review all evidence and will interview all parties after reviewing all evidentiary documentation, but within fourteen (14) days of receipt of all related data and documents. The grievance committee may also interview witnesses relevant to the case.
9. The resolution and satisfaction of all parties is of utmost importance. The Grievance Committee’s decision will be final. Resolution will be sought in no more than thirty (30) working days from date of receipt of grievance.
10. Written documentation showing resolution will be placed in the intern’s Nutrition Department Internship file. The resolution will be dated and a copy sent to all parties involved.
11. The decision of the Grievance Committee is final. NIH Dietetic Interns are not employees of the National Institutes of Health or federal government and as such do not have grievance rights and privileges available to federal employees.
12. The Clinical Nutrition Services Chief ensures that retaliation for filing grievances does not occur.

**NIH Dietetic Internship
INTERN GRIEVANCE FORM**

DATE FILED: _____

FILED BY (dietetic intern): _____

CONTACT PHONE NUMBER: (_____) _____

E-MAIL ADDRESS: _____

GRIEVANCE REGARDING (be specific and brief):

(Attach one page typed summary of significant occurrences, dates and other pertinent information if needed)

PRECEPTOR OR STUDENT INVOLVED:

POLICY on PRECEPTOR COMPLAINTS

Preceptors who have complaints related to the NIH Dietetic Internship can present those complaints to the Clinical Nutrition Services Chief at any time and expect a fair, effective, and efficient mechanism to address the complaints.

PROCEDURE

A preceptor with a complaint should bring the complaint to the attention of the Clinical Nutrition Services Chief.

The Clinical Nutrition Services Chief will use discretion to determine the most fair, effective, and efficient mechanism to address the complaint on a case by case basis.

The Clinical Nutrition Services Chief ensures that retaliation for presenting complaints does not occur

POLICY on INTERN COMPLAINTS RELATED TO ACEND ACCREDITATION STANDARDS

Interns who have a complaint related to Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards may submit the complaint to the Internship Director and/or Clinical Nutrition Services Chief at any time. If options for resolution of the complaint with the program and institution have been exhausted, the intern should submit the complaint to ACEND.

ACEND will review complaints that relate to a program's compliance with accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

PROCEDURE

An intern with a complaint related to ACEND accreditation standards should bring the complaint in written form to the attention of the Internship Director and/or Clinical Nutrition Services Chief.

The Internship Director and/or Clinical Nutrition Services Chief will use discretion to determine the most fair, effective, and efficient mechanism to address the complaint on a case by case basis. The mechanism used will model the Intern Grievance Procedure to ensure rights to due process and appeal mechanisms.

Only if an intern feels options for resolution of the complaint with the program and institution have been exhausted without successful resolution, then the intern should submit the complaint to ACEND.

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.

The Internship Director will maintain a chronological record of intern complaints related to ACEND accreditation standards, including the resolution of complaints, for a period of five years. These complaint records will be made available for inspection during on-site evaluation visits by ACEND.