



THE UNIVERSITY OF  
**MEMPHIS**

College of Health Sciences

**MS Clinical Nutrition,  
Dietetic Internship & Residency Program**

2020 Handbook

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## INTRODUCTION:

The University of Memphis MS Nutrition / Dietetic Internship and Residency Program is an intensive curriculum lasting only 16-months. Students are expected to complete all requirements in the 16-month period but in extenuating circumstances (e.g., severe illness), may be allowed up to 24-months for completion. The program begins in mid-August of the first year and continues with classes and/or supervised practice through the end of the fall semester of the second year. The program is 39 credit hours. The didactic curriculum focuses on preparing students for clinical rotations. Students take 9-12 hours of coursework each of the first two semesters (fall and spring) and may have an optional 20-hour per week Graduate Assistantship (GA), in a clinical research, healthcare, or management site.

The supervised practice (internship/rotations) aspect of the program focuses primarily on adult clinical nutrition with pediatric rotations, community rotations, and management rotations occurring in a variety of healthcare sites throughout the Memphis area. Thesis/project work begins during the first fall semester and is optional for completion of the program. However, some sites will require that a student conduct research as a component of their involvement at that site. Rotations start in late May/early June after completing the initial fall and spring semesters and take place over the summer and second fall semester. During this time, students are in rotations 40 hours per week and meet for classes approximately 4 hours per week. After completion of the 28 weeks of rotations, the students will have accumulated approximately 1200 hours of supervised practice including a culminating residency experience. They will have been prepared beyond entry level and will receive a verification statement. Students are then eligible to finish the credentialing process to become a Registered Dietitian/Nutritionist (RDN). If applicable, students will defend their thesis/project during the second fall semester; or if not completing a thesis/project, will complete a comprehensive exit exam.

The state of Tennessee requires that RDNs be licensed, as do most other states. Students will be given instructions about licensure prior to graduation. If a student is unable to complete the program in 16-months, they will be allowed to continue for 8 additional months in order to allow The Accreditation Council for Education in Nutrition and

Dietetics (ACEND) is the accrediting agency for education programs preparing students for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.

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### **PROGRAM MISSION**

Consistent with the missions of our university, school, and unit, the mission of the Dietetic Internship and Residency program is to prepare graduates to be able to work as entry level dietitians by providing excellent education, research, and practice experiences. Our program is aligned with the University of Memphis strategic mission and vision which can be accessed here: <https://www.memphis.edu/presweb/stratplan/uofmvalues.pdf>

## PHILOSOPHY

Since the learner of today is the leader of tomorrow, the University of Memphis (UofM) strives for excellence in each educational program. Among the purposes of the University is the desire to achieve maximum congruence between the state's needs – including those for health-related professionals and the institution's educational, research, and service programs – and the desire to educate and train health practitioners and researchers at all levels, emphasizing knowledge, skills, and the primacy of human values. These goals have been incorporated into the philosophy of UofM's program in Clinical Nutrition as a part of the Dietetic Internship Program. This program focuses on educating clinical nutritionists/dietitians who are capable of administering preventive and therapeutic nutritional care at all stages of the life cycle, utilizing advanced learning skills combined with a variety of experiential learning. The program includes a combined Master of Science Degree, with a major in Clinical Nutrition, and the Dietetic Internship and Residency Program.

Realizing the limited availability of advanced opportunities in clinical nutrition in the region surrounding Memphis, Tennessee, the University of Memphis Clinical Nutrition Program assumes the responsibility for preparing graduates to function as clinicians, teachers, researchers, and administrators of programs of care. The program prepares students who:

- are committed to excellence in the nutritional care of individuals and groups;
- comprehend, interpret, and apply the science and art of nutrition in health promotion;
- understand the importance of scientific inquiry and interpretation in advancing professional knowledge and improving performance standards;
- understand the role of the dietitian on a health team;
- understand the concepts of science and technology and the environmental influences which necessitate changes in the healthcare goals and their achievement;
- have respect and empathy for people and appreciation of a person's ability to change and develop;
- are competent in managing available resources in the provision of nutritional care;
- have skill in communicating with others on the health team, as well as with clients of all educational levels; and,
- are professional practitioners and accept the responsibility for continuing the development of competence.
- respect all individuals' rights to participate in their health care.
- respect individuals cultural and social norms.

The uniqueness of this program derives its strength from the conjoined efforts of over 23 local and distance clinical practice sites supporting the program. University of Memphis is an institution recognized for academic excellence in nutrition and dietetics. Through a jointly planned arrangement between practice sites and the University, the students will receive a combined academic-clinical curriculum with clinical nutrition emphasis. Such an arrangement provides the scientific and pragmatic environment for students aspiring to excel in meeting the needs of the future of healthcare through advanced clinical nutrition practice. The program strives to prepare students to be professional registered dietitians / nutritionists in alignment with requirements . Further, its purpose is to prepare clinicians with advanced degrees to function in ambulatory and preventive healthcare, an area of care promising increased emphasis as efforts to curtail spiraling hospital costs continue.

## **PROGRAM GOALS AND OBJECTIVES**

Consistent with the missions of our University and College, the mission of the Dietetic Internship and Residency program is to prepare graduates able to work as entry level dietitians by providing excellent education, research, and practice experiences.

Goal 1: To provide an educational experience that gives graduates both the practical and didactic knowledge and skill to practice as an entry level RD.

- At least 85% of our students will successfully complete the program within 16 months. 95% of our students will complete the program within 24 months.
- Of the graduates who intend to work as an RD, at least 75% will successfully complete the RD exam within six months of graduation and 100% will successfully complete the RD exam within one year of graduation.
- At least 80% of our graduates will successfully pass the RD exam on their first attempt.

Goal 2: To provide a course of study that gives graduates the skills and knowledge to incorporate scientific information into their future practice.

- At least 90% of the first post-graduate employers of our graduates will report at least a 4 (out of a possible 5) when asked about the ability of our graduates to incorporate scientific knowledge and evidence into their practice.
- When surveyed at one-year post-graduation, at least 85% of the DI graduates will report at least a 3 (out of a possible 4) on their program preparation to incorporate scientific knowledge and evidence into their practice.

Goal 3: To develop within our graduates, the skills and motivation to pursue lifelong professional learning.

- When surveyed at one-year post-graduation, at least 85% of the DI graduates will report active RD status and active AND membership.
- When surveyed at one-year post-graduation, at least 50% of the DI graduates will report membership in at least one DPG.

*\*Data demonstrating our program outcomes are available on request from the program director.*



## CURRICULUM

### Schedule

The course of study for the Master's Degree with a major in clinical nutrition as outlined in this section must be taken in sequence. Interns complete the program in 16 months, entering in the fall and following a track of fall, spring, summer, and fall semesters. Prerequisites required include courses necessary for entry into the dietetics profession as outlined by AND and offered through approved didactic programs in dietetics.

Program Timeline at a Glance					
Start			Finish		
	Fall Year 1 Mid-Aug Sept Oct Nov Dec	Spring Year 1 Jan Feb March Apr	Summer May June July	Fall Year 2 Aug Sept Oct Nov Mid-Dec	
	GA: 20 hrs/wk Class: 9-12 hours/wk Start Thesis/Project	GA: 20 hrs/wk Class: 12 hours/wk Continue Thesis/Project	Rotations: 40 hrs/wk Internship Class: 3 hrs/wk Profession Issues Class: 1-2 hours/wk Finish thesis/project* *Statistics can be taken either summer or second fall semester *Pharmacology can be taken summer prior or during the program	Staff Relief & Residency  Jean Inman	
Supervised Practice Hours: Cumulative Hours:			400	400 800	400 1200
Total Class Hours:	9-12	12	8-11	10-13	
	* Thesis must be completed by the first Monday of October and final product accepted by the University of Memphis Graduate School by the last Friday in October.				

## **Program Requirements**

A total of 39 semester hours of graduate course work is required for the Program. This represents four semesters of study. Additionally, there are 1200 hours of supervised practice as part of the dietetic internship aspect of the program.

## **Assessment of Prior Learning**

Students who already have completed a dietetic internship and are a registered dietitian, will receive 12 hours of graduate credit for their internship if they have been practicing as an RD. Additionally, RDs returning for their masters may receive some course credit based on experiential learning.

Interns, who are not an RD, will be assessed for prior learning by the DI Director; this includes GA hours. They may receive up to 300 hours of supervised practice for prior learning. This determination will be made by the director based on the intern's portfolio.

## **Typical Four Semester Sequence**

### **Semester One – Fall**

	<b>Hours</b>
NUTR 7412 Cellular Nutrition I	3
NUTR 7205 Nutrition Care Process Acute/Chronic Illness I	3
EDPR 7523 Research Methods	3

### **Semester Two – Spring**

NUTR 7422 Cellular Nutrition II	3
NUTR 7305 Nutrition Care Process Acute/ Chronic Illness II	3
HPRO 7780 Seminar in Counseling	3
NUTR 7522 Clinical Nutrition and Food Service Management	3

**Semester Three – Summer**

NUTR 7415 Professional Issues in Nutrition	2
NUTR 7481 Clinical Internship in Nutrition	6
NUTR 7541 Statistical Methods Applied to Education I (or in the fall)	
NUTR 7405 Pharmacology for Nutrition Professionals (can be taken summer prior)	3

**Semester Four – Fall**

NUTR 7481 Clinical Internship in Nutrition	6
NUTR 7482 Residency	1
HMSE 7996 Thesis or HPRO 7950 Applied Project	3
NUTR 7541 Statistical Methods Applied to Education I	3

**Note:** The courses above add up to more than the 39 hours in the program because NUTR 7541 is a legal requirement for external GAs, not actually part of your program. EDPR 7541 Statistics may be taken in Summer or Fall.

**Number of Students Accepted**

Effective 2016, 15 interns will be accepted into the Program each fall. Thirty students will be in process during the fall semester, and 15 in the spring and summer semester.

**Admissions**

Admissions requirements to our highly competitive program include:

- 1) Completion of an approved didactic program in dietetics
- 2) Grade point average equivalent to a “B” (3.0 on 4.0 scale) in undergraduate work
- 3) Acceptable score on the Graduate Record Examination (Verbal + Quantitative scores  $\geq 292$  and Analytical Writing  $>3.5$ ). Note the accepted GRE score is the MINIMUM score; most of our interns have scores above the minimum.
- 4) The University of Memphis participates in the Dietetic Internship Centralized Application System (DICAS). Only those applying for pre-selection should send a paper application.

Once you have been admitted to the internship, you must apply to [graduate school](#). This is a separate process from the internship. Any documents submitted to the graduate school are not sent to the department. If the program requires a document that the graduate school also requires, you must have two copies. You should do this in April so that you are fully admitted, and a GA contract can be made.

## **Retention**

Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Assistant Professor and the school director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

## **Graduation**

[Graduation](#) is usually in mid-December. Before an intern will be allowed to graduate, they MUST have:

- 1) Completed all rotations, made up any missed rotations and received the evaluations for all rotations.
- 2) Submitted all rotation documents and have them checked by the clinical assistant professor.
- 3) Had their thesis [ACCEPTED](#) by the Graduate School or their project by the school.
- 4) Completed the [Jean Inman](#) RD exam review in Memphis.
- 5) Completed all graduation forms required by the University.

Once the intern has completed all their requirements for the internship part of the program, they will be provided with a verification statement which will enable them to register for the RD exam. Close to graduation, other CDR and AND forms will be completed by the interns. After graduation, they will be entered into the CDR computer system; the verification statement and other forms will be submitted to CDR, so that they can be processed for the RD exam. Once entered, the intern will receive notification that they can take the exam; this takes several weeks.

## Dietetic Internship Completion Requirements:

To earn the Dietetic Internship Verification Statement, the dietetic intern must:

- Maintain a cumulative GPA of 3.0 or higher in graduate courses and graduate.
- Complete supervised practice rotations with an overall rotation evaluation score of > 3 Entry Level”.
- Complete staff relief and residency assignments with preceptor using the facilities performance evaluation forms used for staff dietitians and receive a score that would be considered “meets expectations” or above per facility standards.
- Complete all paperwork associated with Competency Outcome

After the program director verifies that each intern has completed all requirements for program completion, Verification Statements are awarded. Verification Statements must be signed and dated with month/date/year in two places: (1) when the individual completed program requirements and (2) the date the Verification Statement was signed by the dietetic internship director. The program director’s signature must be in an ink color other than black to distinguish an original from a photocopy.

### Dietetic Internship Rotation Schedule Sample

SOX University of Memphis Dietetic Internship Supervised Practice Schedule																																									
Week R→			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		17	18	19	20	21	22		23	24	25	26	27	28	29	30							
				Clinical												Food Service Management		Winter Break		Management School Foodservice		Community			Spring Break		Resid		Residency			Staff Relief		Final Examinations / NO							
Dates: → Intern R: ↓	Summer	7/25/14	August 11/14	August 18/14	August 25/14	September 1/14	Sept 8/14	Sept 15/14	Sept 22/14	Sept 29/14	Oct 6/14	Oct 13/14	Oct 20/14	Oct 27/14	Nov 3/14	Nov 10/14	Nov 17/14	Nov 24/14	Dec 1/14	Dec 8/14	Dec 15/14	Dec 22/14	Dec 29/14	Jan 5/15	Jan 12/15	Jan 19/15	Jan 26/15	Feb 2/15	Feb 9/15	Feb 16/15	Feb 23/15	March 1/15	March 8/15		March 15/15	March 22/15	March 29/15	April 5/15	April 12/15	April 19/15	April 26/15
Jane Doe	Summer prework, classroom, etc.	Readiness for all facility requirements, immunizations, clearances.	Mandatory Orientation	Clinical experience will be composed of a variety of general hospital rotations, NICU/pediatrics, long term care, Nutrition Support, Oncology, etc.																	Experience must include 1 week minimum at WIC																				

**DN Student Learning Outcomes (SLO) Assessment Plan (Required Elements 6.1 and 6.2)**  
**On-going Assessment of Core Competencies for the RDN**  
**(CP, DI, FDE, IDE, ISPP)**

	<b>A) Learning objective and the assessment methods that will be used. (Guideline 13.1a &amp; b)</b>	<b>B) Rotation or class in which assessment will occur. (Guideline 13.1c)</b>	<b>C) Individuals responsible for ensuring assessment occurs. (Guideline 13.1d)</b>	<b>D) Timeline for collecting formative and summative data. (Guideline 13.1e) / Results</b>
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. (Note: <i>Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.</i> )	Objective(s): Intern is able to understand the process of selecting quantitative measures to evaluate program quality, feasibility and sustainability. 90% of interns will receive a score of at least 80% or greater.	Clinical Management rotation	Preceptor	At the completion of clinical management rotation.
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature	Objective(s): To find the most current evidence-based guidelines and apply to nutrition care. 90% of the interns will score at least 70% on the Disease and Nutrition Implications presentation. The presentation will be offered via online meeting to faculty, preceptors and peers.	NUTR 7481 Clinical Internship Class	Faculty	At the end of course or spring semester.

CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.	100% of interns will perform audit checks of 2 schools for compliance with local, state, and federal regulations. 90% of interns will receive a score of 85% or greater.	School Food Service	Preceptor and Faculty	At the completion of the school food service rotation.
CRDN 1.4: Evaluate emerging research for application in dietetics practice.	100% of interns will evaluate at least 4 topics using peer-reviewed research articles on an emerging issue in nutrition and develop a 2-page summary aimed at practicing RDN's. 90% of interns will receive a score of 85% on the evaluation form.	Clinical rotations (4 different rotations)	Preceptors and Faculty	Completion of the assignment fall or spring semester
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.	90% of interns will complete a small research project at one of their rotation sites and make at least an 80%. The project should include background information, methods, data analysis and recommendations.	Any rotation	Preceptor and Clinical Coordinator	Any time during the program.
CRDN 1.6: Incorporate critical thinking skills in overall practice.	90% of the Interns will develop and implement a nutrition care plan for an enteral feeding/parental feeding patient. Monitor the care plan and make recommendations based on outcome with 80% accuracy.	Clinical rotations	Preceptor and Faculty	At the end of each rotation via preceptor evaluation, fall and spring semester.

	Document in the medical record 100%.			
<b>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.</b>				
	<b>A) Learning objective and the assessment methods that will be used. (Guideline 13.1a &amp; b)</b>	<b>B) Rotation or class in which assessment will occur. (Guideline 13.1c)</b>	<b>C) Individuals responsible for ensuring assessment occurs. (Guideline 13.1d)</b>	<b>D) Timeline for collecting formative and summative data. (Guideline 13.1e) / Results</b>
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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.	Interns will work within Center for Medicare and Medicaid Services (CMS) regulations and ICD 10 codes for assignment in NUTR 7482. 90% of Interns will receive at least 80% on the assignment.	NUT 7482 Residency Class	Faculty	End of NUTR 7482 Residency Class, second semester.
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	Interns will reach a wide-variety of audiences via a self-designed post to provide evidence-based nutrition information to the lay/professional language to consumers on emerging topics in nutrition. 90% of interns will receive a score of 85% on their consumer writing.	NUTR 7481 Clinical Internship Class	Faculty	At the end of spring semester.
CRDN 2.3: Demonstrate	90% of Interns will participate	NUTR 7481 Clinical	Faculty	At the



active participation, teamwork and contributions in-group settings.	in teamwork activities in NUTR 7481 Internship class and make at least a score of 80% on each activity. Distance interns will participate in this class using video software.	Internship Class		completion of course NUTR 7481 Internship Class (spring semester)
CRDN 2.4: Function as a member of inter-professional teams	Participate in a minimum of 1 interdisciplinary team meeting and provide a summary of the encounter. Include the RDN's role at the meeting. Submit and discuss with preceptor. 90% of interns will make a score3 of 85% or higher.	Clinical rotations	Preceptor and Faculty	At the end of the rotation (second semester fall/spring semester)
CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate.	To gain experience and prepare for supervisory roles. The food service manager or designee (tray line checker) will provide verbal evaluation for the first two meals intern supervises and at completion of this activity that 90% of interns performed with 95% accuracy.	Food service rotation	Preceptor and Faculty	At the completion of rotation
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	Intern will recommend referral to speech language pathologist, social worker, PharmD., occupational therapist or other adjunct health care professionals or practicing RD (e.g. for	Clinical rotations	Preceptor and Faculty	At completion of rotation

	counseling on topic in which they have no expertise) as warranted by the patient and patient's condition. 90% of interns will refer a minimum of 1 patient to another health care professional and score an 85% on the summary.			
CRDN 2.7: Apply leadership skills to achieve desired outcomes.	100% of interns will plan, develop, and implement a theme meal. The preceptor is to evaluate and grade theme meal. 90% of interns must achieve a score of at least 80% on the Theme Meal Grading Rubric.	Food Service Management Rotation.	Preceptor	At completion of rotation
CRDN 2.8: Demonstrate negotiation skills.	Interns will complete 4 case studies in the Professional Issues Course and score an average of 85%. Interns will complete four case studies in their spring semester and will upload these into the online system for grading.	NUTR 7415 Professional Issues	Faculty	In the fall semester.
CRDN 2.9: Participate in professional and community organizations.	Intern will attend and participate in a minimum of three (3) local, national or state Academy meetings. 90% of interns will attend and analyze meetings by writing a reflective paper and making a minimum of 90%	NUTR 7481 Clinical Internship Class	Faculty	In the spring semester.

	<p>the assignment.</p> <p>If the intern is unable to join a local district AND, they will have the option of joining a DPG of their choice in order to complete the assignment.</p>			
CRDN 2.10: Demonstrate professional attributes in all areas of practice.	100% of the interns will develop, plan, and implement a theme meal and score with 90% receiving a score of at least 80% on theme meal grading rubric.	Food Service Management Rotation	Preceptor	During rotation and at conclusion of project in the summer and 2 <sup>nd</sup> fall semester; fall or spring semester for DDI). Fall or spring semester
CRDN 2.11 Show cultural competency/sensitivity in interactions with clients, colleagues and staff	Deliver education to people during community/wellness rotation. 90% will receive excellent (>80%) feedback from the participants/preceptor.	Community/wellness rotation	Preceptor	At the completion of rotations or activity (fall or spring semester).
CRDN 2.12: Perform Self-Assessment and develop goals for self-improvement throughout the program	100% of interns will perform self-evaluation, create goals, and determine learning needs as part of the professional development process using the SWOT analysis, making at least 90%.	NUTR 7415 Professional Issues class.	Faculty	At conclusion of class in fall semester
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic	100% of Interns will prepare Professional Development Portfolio following guidelines published by CDR making at	NUTR 7482 Residency Class	Faculty	At conclusion of class, spring semester

Registration (CDR) guidelines.	least 90%.			
CDRN 2.14: Demonstrate advocacy at local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	Encourage future RDNs to participate in public policy related to nutrition. 90% of interns will write a reflective paper in NUTR 7481 Clinical Internship Class and make at least 85% on their reflective paper. If intern is unable to attend state Hill Day, intern will participate in legislative issues sent out by AND as alerts. Copies of their letters will be uploaded into the online system.	NUTR 7481 Clinical Internship Class	Faculty	At conclusion of class, spring semester
CDRN 2.15: Practice and/or role-play mentoring and precepting others.	100% of interns will have a minimum of one (1) new UofM intern or undergraduate dietetic student to mentor during the spring semester. Intern will create objectives, goals and expectations with the mentee and set up regular communications via online (email, phone calls, and/or video conferencing).	NUTR 7481 Clinical Internship Class	Faculty	At conclusion of class, spring semester
Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations				

	<b>A) Learning objective and the assessment methods that will be used. (Guideline 13.1a &amp; b)</b>	<b>B) Rotation or class in which assessment will occur. (Guideline 13.1c)</b>	<b>C) Individuals responsible for ensuring assessment occurs. (Guideline 13.1d)</b>	<b>D) Timeline for collecting formative and summative data. (Guideline 13.1e) / Results</b>
CRDN 3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.	To provide all facets of nutrition care in multiple settings throughout the life span and to ensure that patients receive the highest quality nutrition care based on the latest evidence. 90% of interns will receive a score of at least 85% on all parameters (i.e. CRDN 3.1a-e.) of the Nutrition Care Process evaluation form at completion of rotation.	General hospital, nutrition support, general pediatrics, renal, long term care, rotations	Preceptor and Faculty	At mid-point of general hospital and general pediatric rotation, fall or spring semester.
CRDN 3.1.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.	100% of interns will assess the nutrition status of different patient populations and 80% will receive a usually on the checklist for items 3.1a-e.	General hospital, nutrition support, general pediatrics, renal, long term care, rotations	Preceptor and Faculty	End of each rotation in the fall or spring semester.
CRDN 3.1.b.: Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.	100% of interns will develop and implement a nutrition care plan for a variety of patients. Monitor the care plan and make recommendations based on outcomes with 80% accuracy.	All clinical and community rotations	Preceptor	At the end of each rotation via preceptor evaluation in fall or spring semester.

CRDN 3.1.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.	100% of interns will develop and implement a nutrition care plan for a variety of patients. Monitor the care plan and make recommendations based on outcomes with 80% accuracy.	All clinical and community rotations	Preceptor at rotation	At the end of each rotation via preceptor evaluation in fall or spring semester.
CRDN 3.1.d: Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.	100% of interns will develop and implement a nutrition care plan for a variety of patients. Monitor the care plan and make recommendations based on outcomes with 80% accuracy.	All clinical and community rotations	Preceptor at rotation	At the end of each rotation via preceptor evaluation in fall or spring semester.
CRDN 3.1.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting. Focused physical exams	Develop and implement a nutrition care plan for a variety of patients. Monitor the care plan and make recommendations based on outcomes with 90% accuracy. Document in the medical record with 100% accuracy.	All clinical and community rotations	Preceptor at rotation	At the end of each rotation via preceptor evaluation in fall or spring semester.
CRDN 3.2: Conduct Nutrition Focused physical exams	Obtain skills in reviewing, assessing and critically evaluating patient information obtained by other health disciplines and apply the findings during the entire nutrition care process. Preceptor's responsibility:	Adult and pediatric acute and/or chronic care patients of all acuity levels.	Preceptor	At the end of each rotation via preceptor evaluation in fall or spring semester.

	90% of interns must receive a score of at least 85% on the sections of the NCP evaluation: anthropometric measures obtained, labs reviewed, clinical findings reviewed.			
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.	100% of interns will provide a clinical case study and/or journal club presentation to facility staff (clinical, food service, or community audiences) and 90% will receive a score of good, >70% feedback from participants/preceptor. Attach a copy of survey.	Clinical or community rotation	DI Director	During clinical and/or community rotation in the fall or spring semester.
CRDN 3.4: Design, implement and evaluate presentations to a target audience.	90% of interns will design, deliver, and evaluate a professional presentation, and make at least 70% on the Disease and Nutrition Implications presentation. The presentation will be offered via online meeting to faculty, preceptors and peers.	NUTR 7481 Clinical Internship Class	Faculty	At the end of course or spring semester.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the	100% of Interns will develop a nutrition education session for a selected target audience Clinical Internship course; include the goals, objectives, lesson plan, use	NUTR 7481 Clinical Internship Class	Faculty	At the end of course or spring semester.

audience.	of effective media and oral presentation skills, and an evaluation plan. 90% of interns will achieve an overall score of 85% on the project. Topic must be approved by the clinical coordinator.			
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change	90% of interns will teach outpatient diabetes class and provide inpatient education with preceptor. Preceptor will provide written evaluation of the class and the individual education session.	General hospital rotation or elective rotation	Preceptor	At the completion of the rotation; fall or spring semester.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.	Deliver education to people during community or wellness rotation. 90% will receive excellent (>80%) feedback from the participants/preceptor.	Community or other wellness rotation	Preceptor	At the completion of rotations or activity (fall or spring semester).
CRDN 3.8 Deliver respectful, science-based answers to consumer questions concerning emerging trends.	Develop and deliver facility specific group nutrition education. 90% will receive excellent (>80%) feedback from the participants/preceptor.	Community or wellness rotation	Preceptor	At the completion of rotations or activity (fall or spring semester).
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use	100% of the interns will develop, plan, and implement a theme meal, with 90% of interns receiving a score of at least 80% on theme meal grading rubric.	Food Service Management rotation.	Preceptor	During rotation at conclusion of project in fall or spring semester.



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.	100% of interns will develop and evaluate, and price the recipes associated with their theme meal and include nutrient analysis of at least 2 diets in addition to a regular diet. 90% of interns will receive a score of at least 80% on theme meal grading rubric.	Food Service Management Rotation	Preceptor	During rotation at conclusion of project in fall or spring semester.
<b>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</b>				
	A) Learning objective and the assessment methods that will be used (Guideline 13.1a & b)	B) Rotation or class in which assessment will occur (Guideline 13.1c)	C) Individuals responsible for ensuring assessment occurs (Guideline 13.1d)	D) Timeline for collecting formative and summative data (Guideline 13.1e) / Results
CRDN 4.1: Participate in management of human resources.	Acquire entry-level skills related to human resource duties needed for managerial positions. Revise/write one job description or policy and procedure in the facility. 100% will complete a job description & performance appraisal & make at least an 80% on the assignment.	Clinical Management rotation	Preceptor	At the completion of clinical management rotation.
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect	Learn factors that can affect food quality, spanning from the time the meals leave the tray line until they reach the	Food Service rotation	Preceptor and Faculty	At the completion of rotation (fall or spring semester).

employees, customers, patients, facilities and food.	patient, and discover ways to address these factors when any problem arises during the steps. 90% of interns will receives a score of 85% on the on the competency as listed in the Food and Nutrition Services Management Evaluation form (with results in agreement with preceptor's findings and acceptance by preceptor.)			
CRDN 4.3 Conduct clinical and customer service quality management activities.	Learn processes for meeting guidelines of regulatory bodies. Example: Chart audits, patient satisfaction surveys, performance audits. 90% of interns will complete assignment on quality development during their management rotation.	Clinical or food service management	Preceptor	At the end of the class, spring semester.
CRDN 4.4: Apply current nutrition informatics technology to develop, store, retrieve and disseminate information and data.	Professional Issues	NUTR 7415 Professional Issues course.  Clinical nutrition management rotation	Faculty  Preceptor	At the end of the class, fall semester.  Fall semester DI rotation clinical management
CRDN 4.5: Analyze quality, financial or productivity data for use in planning.	Use data to track trends and solve problems during management rotation(s). Review information with preceptor and make	Clinical or food service management	Preceptor	At the end of the class, spring semester.

	recommendations. Discuss performance with preceptor. 90% of interns will complete staffing and budget assignments with 80% accuracy.			
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	Become aware of practices that affect the environment and promote sustainability. Students will track food waste during a minimum of (1) meal service at a food service facility. 90% of interns will complete the sustainability assignment and make at least an 85%.	NUTR 7481 Clinical Internship class	Faculty	At the end of the class, spring semester.
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	School food service preceptor. The preceptor will provide verbal feedback as needed (ask). Successful completion of this activity is receiving at least a 90% grade as designated by preceptor signature.	School food service rotation	Preceptor	At the end of the rotation in the fall or spring semester.
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	NUTR 7415 Professional Issues class. 100% of interns will develop a business plan and 90% will receive at least an 85% on their plan.	NUTR 7415 Professional Issues class	Faculty	At the conclusion of class, fall semester.
CRDN 4.9: Explain the process for coding and bill for nutrition dietetics	Learn how to become a Medicare and private insurance provider and to bill	NUTR 7482 Residency class	Faculty	At conclusion of class, spring semester.

services to obtain reimbursement from public or private payees, fee-for-service and value-based payment systems.	ICD-10 and codes. 90% of interns will complete Central Medicaid Services ICD-10 activities in NUTR 7482 Residency class with 80% accuracy.			
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	Professional Issues class. 90% of Interns will score at least 85% on ethics activity.	NUTR 7415 Professional Issues class	Faculty	At the conclusion of class, fall semester.
<b><u>Directions</u> for Program Concentrations Summary Matrices for Learning Assessment</b>				
<b>CRDN 5.1</b> Perform and interpret (from chart) physical/clinical exam findings (of other health care providers) in relation to nutritional status and assessment of patient/client (pulse, temperature, respirations, blood pressure, anthropometric measurements, fluid status, skin evaluation, eating ability, etc.).	Obtain skills in reviewing, assessing and critically evaluating patient information obtained by other health disciplines and apply the findings during the entire nutrition care process. 90% of interns must receive a score of at least 85% on the sections of the NCP evaluation: anthropometric measures obtained, labs reviewed, clinical findings reviewed.	Clinical rotations	Preceptor	At the completion of rotation (fall or spring semester).
<b>CRDN 5.2</b> Interpret results of laboratory testing; recommend/request nutrition-related laboratory testing (e.g. HgA1C, PAB, Mg, P, and PTH). Perform SMBG, hematocrit, FOBT,	Improve skills on interpreting laboratory data in relation to having a better understanding of the patient to make appropriate recommendations. 90% of Interns will receive a score of	All clinical rotations and NUTR 7481 Clinical Internship in Nutrition	Preceptor and Faculty	Summative data will be obtained during last month of internship, second fall semester or

and urinalysis.	85% or greater on “Labs reviewed, and pertinent findings evaluated” portion of the NCP evaluation from all clinical rotations (preceptor signs form).			spring for DDI.
<b>CRDN 5.3</b> Demonstrate appropriate use of parenteral and enteral nutrition support: solutions, formula design, monitoring, problem management, and transitional feedings.	Prepare interns so nutrition support skills exceed entry level. Signature of preceptor on this form attesting to the fact that intern’s skills are beyond entry level, 90% of interns receive satisfactory.	All clinical rotations and NUTR 7481 Clinical Internship class	Preceptor	At the end of the nutrition support rotation or in staff relief, fall or spring semester.
<b>CRDN 5.4</b> Be knowledgeable of commonly prescribed medications for acute and/or chronic diseases with a nutrition therapy component (CVD, DM, etc.) and be able to use the knowledge during rotations.	Interns will develop a chart of common medications and herbal supplements and food-drug/supplement interactions for each of the following conditions: renal failure/dialysis, cardiovascular disease, diabetes, pulmonary disorders, post-bariatric surgery and osteoporosis; and upload into the online system.	NUTR 7481 Clinical Internship class	Faculty	At the conclusion of class, fall semester.
<b>CRDN 5.5</b> Conduct education and counseling for patients/clients with complex needs, i.e., more complicated health conditions in select populations, e.g., those	Use critical thinking skills to provide complex nutrition education and counseling to facilitate behavior change in patients. 100% of interns will provide education to a patient in the presence of the	Clinical rotation	Preceptor	At the completion of rotation (fall or spring semester).

with renal disease, <u>≥</u> 2 or more concomitant conditions.	preceptor. 90% of interns will score at least a 70% on the checklist.			
<b>CRDN 5.6</b> Describe and demonstrate universal precautions and infection control guidelines. Discuss the role of the dietitian in the infection control process.	Interns will be able to properly follow the infection control guidelines during Clinical rotations. 90% of interns will receive a score of at least 85% on post- test.	Orientation	Faculty	At the end of orientation.
<b>CRDN 5.7</b> Function as a contributing member of healthcare teams and serve as a nutrition resource for other health care professionals.	To ensure intern is prepared to begin work as an entry-level dietitian. 90% of interns will have a minimum of 10 notes in agreement with staff RD's findings 80% of the time.	Staff relief rotation	Preceptor	At completion of the staff relief rotation.

## **MS Clinical Nutrition / DI Policies and Procedures:**

### **1. Admission Requirements:**

The programs are advertised in the following ways:

1. The Academy of Nutrition and Dietetics Annual Meeting internship fair for students.
2. The Clinical Nutrition Internships website – [https://www.memphis.edu/shs/programs/clinical\\_nutrition.php](https://www.memphis.edu/shs/programs/clinical_nutrition.php)
3. Emails are sent to DPD directors.
4. We advertise the DI Open House via website, ACEND's Open House listing, NDEP list serve and email to DPD Directors.

### **2. Intern Performance Monitoring: The program's system of monitoring intern performance must provide for the early detection of academic difficulty and must take into consideration professional and ethical behavior and academic integrity of the intern. -**

The dietetic intern will be placed on probation when he/she receives more than one summative evaluation indicating unsatisfactory performance in any rotation. Behavior, misconduct, or unethical behavior on or off duty such as: insubordination, drug/alcohol abuse, mistreatment of patient or coworker or unsatisfactory attendance, will result in an intern being placed on probation or dismissed from the program, dependent upon the gravity of the offense.

#### **PROCEDURES:**

1. The primary preceptor dietitian for each unit rotation will:
  - Document unsatisfactory performance of a dietetic intern in writing and review with the intern and the terminal evaluation conference for the unit
  - Immediately advise the Clinical coordinator of unsatisfactory performance of a dietetic intern and submit written documentation of this on the terminal evaluation document and mail directly to the Clinical Coordinator; do not give the evaluation to the intern. The preceptor will make a copy for their records.
2. The Clinical Coordinator will notify the Internship Director, who will:
  - Notify the intern verbally and in writing of the instance and any subsequent instances of unsatisfactory performance.

- After the second instance of unsatisfactory performance, he/she will be placed in probation status.
- Determine the length of time and the terms for the probationary period.
- Provide guidance counseling or other appropriate arrangement for assisting the intern in successfully improving performance.

If the intern cannot correct their behavior, the Director will confer with the College Dean and the Director of Graduate School, and they will be dismissed from the program.

### **3. Intern Retention**

Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Coordinator and the school director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

### **4. Supervised Practice Documentation**

Each intern is responsible for their own timecard, which is a collection of rotation or activity dates and total hours and a supervisor signature that approves the rotation or activity. The Clinical Coordinator periodically reviews the timecard for compliance to ensure the rotations and/or activities are timeliness.

### **5. Insurance Requirements, Health and Professional Liability**

All interns must be covered by health insurance while enrolled in this program. UofM's Student Group Hospital and Accident Insurance Program is available for those students who do not have other coverage. Contact the Student Health Center at (901) 678-2287 for more information about this program. There is also a website [www.ehealthinsurance.com](http://www.ehealthinsurance.com) that is very helpful for those seeking health insurance or comparing plans. Additionally, interns who work 20 hours a week can obtain insurance through the Church Health. If an intern is hurt or injured while at a graduate assistantship or rotations, they should seek emergency care if necessary and inform the DI Director or Clinical Assistant Professor. If non-emergent, they should contact the DI Director or Clinical Coordinator before seeking treatment. Effective September



2015, students with a GA may purchase a health plan through the Church Health.

**6. Areas Liability for Safety in Travel to and from Assigned Areas**

Liability insurance is required of all dietetic interns and residents. This insurance is purchased as a blanket policy with funds provided by the internship fee, which all interns enrolled in the Clinical Nutrition Program pay. Thus, individual interns pay for the insurance, but do not have the responsibility of obtaining the insurance individually.

**7. Injury or Illness while in a Facility for Supervised Practice:**

Should an intern become ill or have an accident while in a practice site, the preceptor for that student should assist the intern with the medical emergency as needed. Then, the preceptor will notify the clinical assistant professor who will decide as the problem dictates. If the intern has an accident, he/she should contact the program director to complete any paperwork required by the situation.

**8. Drug Testing and Criminal Background Checks as required by supervised practice facilities:**

Background checks and drug testing are required by the DI and the rotation sites. The company that provides this may change from year to year and some facilities may want to do these screens themselves through their HR department. Interns will be notified when these are due and where to obtain the check and screen.

**9. Interns in supervised practice are not employee replacements:**

Interns will provide nutrition services to clients only under the supervision of staff independently licensed and credentialed (if applicable) by the supervised practice site. Each client or rotation-type will be assigned a preceptor of record who oversees and is responsible for the nutrition care provided and for determining and implementing the appropriate level of supervision of the intern. Interns completing supervised practice must not be used to replace employees.

**10. Compensation Policy for Graduate Assistantships:**

For MS/DI: Graduate assistantships (optional) through affiliated sites are obtained for all the 1st year interns if enough locations are

found. These Graduate Assistantships pay \$10/hr. to \$12.50/hr. for 20 hours a week, and this amount is paid monthly directly to the student. GA's are 31 weeks for the school year, except St. Jude which is 34 (who must work during Christmas holiday). These GAs provide additional experience and are considered an essential part of the internship. We try to match interns up with their interests, but this is not always possible. Students will be off school holidays, IF approved by the GA site. It is the responsibility of the student to make arrangements. Interns will not be paid for missed days. For first year students the GA will waive out of state tuition rates for the first three semesters, thus, out of state students will pay in state tuition vs. out of state tuition. these GAs will provide tuition a waiver for out tuition state for the first 3 semesters.

## **11. Grievance Procedures**

The Appeals Procedures are those established for graduate students at UM. These procedures are detailed in the UM Graduate School Catalog. No student will face retaliation based on a conflict filed.

Depending on the complaint, interns are encouraged to contact the faculty member or program director first to seek a resolution. The MS Clinical Nutrition / DI program will follow grievance procedures in accordance with the University of Memphis Graduate School Complaints and Concerns (GSCC) as follows:

### **11.1 GSCC Complaints and Concerns Procedures for reporting complaints or concerns**

We understand that most people don't often register formal complaints, so we would like to extend the grievance process to include general concerns as well as specific issues that people may have.

Options for expressing concerns:

- Go to the person with whom you have a complaint and try to come to a resolution.
- Go to your program director to address the issue.
- Go to Dr. Bob Cohen (the graduate coordinator).
- Place a written complaint into the mailbox of the Chair (Dr. Frank Andrasik).
- Go directly to the Chair or Co-Chair to address the issue.
- Go to a GSCC member to discuss the issue confidentially (if you desire, the GSCC representatives will meet with the appropriate administration to inform them of the concern and/or to discuss possible ways to resolve the concern). You may also contact the gsccl by email or you can put a written complaint into the gsccl mailbox.
- The goal of this process is to allow students to feel free to express their concerns at any time without fearing any

repercussions. We would like to know if you have any concerns, because if we don't know about them, then we can't do anything to change them. All members of the GSCC have agreed to serve in this capacity and will assure confidentiality.

## **12. Notice of Opportunity to File Complaints with the Commission on Accreditation/Approval for Dietetics Education**

The [Commission on Accreditation for Dietetics Education](#) will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dietetics education programs but 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, staff, or students.

A copy of the [accreditation standards](#) and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Staff at The American Dietetic Association at 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995 or by calling 1-800-877-1600 extension 5400.

Written complaints should be mailed to the Chair, Commission on Accreditation for Dietetics Education at the above address.

## **13. Disciplinary/Termination Procedures**

The Appeals Procedures for graduate students at UofM are handled according to the procedures described in the Graduate School Catalog. Any intern that does not satisfactorily perform in GA or rotation sites will be counseled and offered one opportunity to conform to standards of practice for the site in question. If not judged to perform satisfactorily by the preceptor with concurrence of the Director and School Director, the student will be asked to withdraw from the program. If the student refuses to withdraw, they will be terminated. No refunds of tuition or program costs will be given.

## **14. Prior Learning Credit**

Students who already have completed a dietetic internship and are a registered dietitian, will receive 12 hours of graduate credit for their internship if they have been practicing as an RD. Additionally, RDs returning for their masters may receive some course credit based on experiential learning. Interns, who are not an RD, will be assessed for prior learning by the DI Director; this includes GA hours.

### **Graduate Assistantships (GAs):**

Any intern that has a GA will be given supervised practice hours based on the hours worked in their GA and the type of work. They will be given credit for ACEND competencies based on their GA assignments. The GA must keep a record of dates and hours worked and exact competencies they met (providing proof with the GA preceptors' signature). They may receive up to 300 hours of supervised practice for prior learning. This determination will be made by the director based on the intern's portfolio.

**Previous Work Experience:**

Interns must provide a resume and portfolio that contains the learning activities completed in their previous work experience. Credit for competencies met, will be given to the Intern based on their resume and portfolio.

**15. Assessment of Intern Learning and Progress/ Performance Reports**

The preceptors in every practice site will assess the intern's progress and the preceptors should discuss their evaluation with the intern. Copies of evaluation checklists from each practice rotation are kept in the rotation files. Interns will be required to critique each experience. This intern evaluation of the site/preceptor are reviewed by the clinical coordinator before making placements and kept in the program files. If needed, the director or coordinator may report some of the findings to a site manager, but the intern's name is confidential unless they provide permission for us to share their name. Additionally, interns will receive feedback and evaluations from their instructors for all courses taken. Interns having below expectations in a course or rotation site will be offered tutoring, writing assistance, etc. as needed.

**16. MS Clinical Nutrition/ DI Program Retention and Remediation:**

Interns unable to cope successfully in clinical situations will not be allowed to continue in the Program. Efforts to assist these persons obtain appropriate counseling to allow their continuation will be made. Determination of retention will be made jointly by the Program Director, Clinical Assistant Professor and the school director in consultation with the administration of the Graduate School. Any student that is unable to complete the program will be provided counseling regarding their career options.

**17. Graduation and Program Completion Requirements:**

For MS/DI: Graduation is typically held mid-December. Before an intern will be allowed to graduate, they MUST have:

- 1) Completed all rotations, made up any missed rotations and received the evaluations for all rotations.
- 2) Submitted all rotation documents and have them checked by the clinical assistant professor.
- 3) Thesis ACCEPTED by the Graduate School or their project by the school, if applicable.
- 4) Completed the Jean Inman RD exam review in Memphis.
- 5) Completed all graduation forms required by the University.

#### **18. Verification Statements:**

Once the intern has completed all their requirements for the internship part of the program, they will be provided with a verification statement which will enable them to register for the RD exam. Near graduation, other CDR and AND forms will be completed by the interns. After graduation, they will be entered into the CDR computer system including the verification statement and other required forms so they can be processed for the RD exam. Once entered, the intern will receive notification that they can take the exam; this takes several weeks.

#### **19. Intern Identification:**

All program interns are enrolled at the University of Memphis. As a student of the UofM, each student is issued a Universal User ID (UUID) Account. The UUID is the username shared among various university services.

#### **20. Program Schedule, Vacations, Holidays and Leave of Absence:**

MS/DI: The course of study for the Clinical Nutrition Master's and Dietetic Internship program must be taken in sequence. Interns complete the program in 16 months, entering in the fall and following a track of fall, spring, summer, and fall semesters. Prerequisites required include courses necessary for entry into the dietetics profession as outlined by AND and offered through approved didactic programs in dietetics.

**Vacations and Holidays:** In the fall and spring semester of the 1st year of the program, interns will only take classes, do GAs and work on their thesis/project. For most interns, the usual holidays will be taken. **However, some GA sites require that those interns work during holidays.** Before a GA site with those requirements is assigned, the intern will be contacted and asked if they are willing to accept that condition. During the summer and fall semesters of the 2nd part of the program, interns will do rotations with a minimal amount of on-campus classes. During rotations, there may not be any breaks, depending on the number of rotation hours you have completed. You should keep careful records of your hours logged.

## **Absences**

Interns are required to notify the director of the program of any impending absences. If the absence relates to the duties of the Clinical Assistant Professor, they must also be notified. Pre-planned or extended absences must be approved in advance by the program director and/or clinical assistant professor.

Should sudden illness or emergency preclude a scheduled clinical rotation, the clinical assistant professor and the supervising preceptor should be contacted as early as possible. Re-scheduling work hours as the result of an absence is the responsibility of the intern, should be taken care of promptly with the preceptor, and results reported to the clinical assistant professor (rotations) or director (GA).

## **21. Unexpected University Closings**

Occasionally the university will be closed due to severe weather conditions. When this happens on a day of rotation or GA is planned, interns should confer with GA employers or preceptors before making the decision as to whether to attend. Should conditions not permit attendance, the hours missed may have to be made up. Arrangements for making up hours must be made with the preceptor.

“The University of Memphis offers an [emergency alert text messaging service \(LiveSafe App\)](#) to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. There is no charge for signing up; however, standard text messaging rates apply. You are encouraged to download the LiveSafe App: <https://www.memphis.edu/police/livesafe.php>

## **22. Professional Meetings**

Students are required to become members of The Academy of Nutrition and Dietetics and the Memphis Academy of Nutrition and Dietetics. Students receive discounted rates. The MAND dues are paid by the director.

Attendance at state and national meetings of AND and other affiliate nutrition organizations is encouraged, but not mandated since expenses must be paid by the attending interns. Leave time will be granted for students choosing to attend with the permission from the director of the program and their GA site preceptor.

Many interesting and informative conferences and workshops are offered within the Memphis area each year. Often sponsored by local hospitals, universities, or private companies, these programs can be scheduled for the interns as appropriate in the different rotations. In some cases, you may be required to attend a non-

AND/non-program professional meeting. These meetings may be held during class time. The clinical assistant professor will arrange for you to miss that class; however, it may need to be made up. Prior arrangements must be made, and approval obtained from the director for students to attend any meetings that are not planned or scheduled as a part of the program.

### **23. Privacy Protection of Intern Information:**

Complete files on every intern enrolled in this program are maintained in a monitored cabinet in the Clinical Nutrition office. Files contain admissions material, health information and on-going evaluation materials from the clinical sites. Interns may have access to their personal files. For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern's records is maintained. When applicable, documents containing personal information are shredded 5 years after graduation. The verification statement and the RD/RDE misuse statements are kept indefinitely. Persons other than the faculty, secretary and the intern may not have access to their file without written permission of the intern.

The Family Educational Rights and Privacy Act of 1974, with which the University intends to comply fully, are designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published in their entirety each semester in the Schedule of Classes."

### **24. Intern Access to Own Files:**

For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern's records is maintained.

### **25. University of Memphis MSDI Emergency Policy:**

In the event of the need to deviate from normal policy due to national disasters or crisis that potentially risk the health and safety of our students, the University of Memphis Clinical Nutrition Master's and Dietetic Internship program will follow all local, state and institutional mandates related to any disaster to

ensure the health and safety of students. In the event of such circumstances, it is important to acknowledge that dietetic students and interns' traditional roles may be realigned to online only classes, and ACEND approved alternate supervised practice experiences. Every effort will be made to continue to ensure students are not delayed in their program progression and graduate on time however, extenuating circumstances may alter traditional timelines of the program in order to ensure student safety. Frequent communication and updates will take place during events of emergency and in accordance with University policy.

### Program Costs:

Though expenses vary from year to year, below are approximate costs per semester:

Costs in dollars	First Year		Second Year	
	Fall	Spring	Summer	Fall
Application fee (graduate school)	35			
Application fee (internship)	35			
Immunizations	Varies according to immunizations intern has already received, booster or yearly requirements, titers needed, and additional needs of site. Costs could range from \$0.00 up to \$500.00			
Immunization compliance monitoring	30			
Additional rotation site requirements	Varies according to site requirements			
Internship fee	1672	1672	1672	
In-State tuition <sup>2</sup> (>12 hours)	4608(9 hrs)	6144(12 hrs)	5632 (11 hrs)	5120 (10 hrs)
Out-of-State tuition <sup>2</sup> (>12 hours)	Waived <sup>1</sup>	Waived <sup>1</sup>	Waived <sup>1</sup>	10306
Parking	Free unless premium parking is desired; intern may have to pay for parking at supervised practice site			
Fee for online class	0	300 <sup>1 2</sup>	0	0
Book estimate	600	600	600	600
Refundable lab deposit	300			
Other supplies (lab coats/projects, etc.)	150	150	200	150
TAND, Hill Day & Aladdin Field Trip		200		
Health Insurance	Your own policy <sup>3</sup>			



Student health services (primary care)	Included in tuition
AND dues <sup>3</sup>	50
MAND dues	Included
Thesis (copying, binding, etc. if you want a copy)	Included
RD Exam review course	Included

**1- First year students have graduate assistantships (GAs); thus, pay in state (not out of state) tuition. For r up to date information, check the tuition calculator on the UM website. These are estimates to give prospective students an estimate of tuition. 2- Spring costs; [check current fees](#). HPRO 7780; also, this course requires the ability to audiotape and videotape health education/counseling sessions. The required audio software is GarageBand or Audacity. You are responsible for equipment costs if needed. 5- Refunds for courses dropped are given based on university policy. Internship fees are not refundable.**

## GENERAL INFORMATION

### Location and Mailing Address

The official base for the Dietetic Internship and Residency Program (DI) is the College of Health Sciences, The University of Memphis, Memphis, TN 38152-3480. The department is located on the lower level in the [Elma Neal Roane Fieldhouse](#) – “Fieldhouse”. The mailing address/office number for the program director is: 161A2 Fieldhouse; the clinical assistant professor’s address/office number is: 161A3 Fieldhouse.

### Housing

The University of Memphis provides housing for students in campus residence halls. Charges for rooms and apartments vary with type of accommodations. Further information in this regard should be requested from the Department of Housing and Residence Life, The University of Memphis, Memphis, TN 38152-3390 or go to [Students and Residence Life](#). Because space is allocated by date of request, completed applications accompanied by a required deposit should be mailed as soon as possible after acceptance into the program. With the internet, apartment complexes in Memphis can easily be found. The local newspaper, [The Commercial Appeal](#) has apartment listings because graduate assistantships and rotations take place in a wide variety of venues in widely varying locations in Memphis, choosing a centrally located section of Memphis is advised. This cuts down on gas cost and travel time. If you’ll want a roommate, once you are accepted into the program, a list of your classmates will be sent to you. University of Memphis also has a roommate finder on their website.

### Parking

All vehicles parked on UofM campus must have a university parking permit (hangtag). A permit for general parking is issued upon enrollment and is included in tuition costs. If you register for fall classes 2-3 weeks before classes start, you should receive your permit in the mail. Registration can be done online by contacting the [parking office](#). If you do not, you can pick it up when you come for orientation.

Students may also purchase access to priority lots by contacting the [parking office](#) at (901) 678-2212. A priority lot (PG2 located at I -11 on the [campus map](#)) is adjacent to the Fieldhouse; however, general parking is also close to the Fieldhouse. The University has [Tiger Patrol Escort Service](#) if you don’t feel comfortable walking to your car after dark. However, most people usually walk with their classmates to the general parking lot.

### Health Insurance

All interns must be covered by health insurance while enrolled in this program. UofM’s Student Group Hospital and Accident Insurance Program is available for those students who do not have other coverage. Contact the [Student Health Center](#) at (901) 678-2287 for more information about this program. There is also a website [www.ehealthinsurance.com](http://www.ehealthinsurance.com) that is very helpful for those seeking health insurance or comparing plans. If an intern is hurt or injured while at a graduate assistantship or

rotations, they should seek emergency care if necessary and inform the DI Director or Clinical Assistant Professor. If non emergent, they should contact the DI Director or Clinical Coordinator before seeking treatment. Effective September 2015, students with a GA may purchase a health plan through the Church Health.

## **Student Health Service**

UofM's Student Health Center is located on campus within 5 minutes walking distance of the program offices. Hours are 8:00 AM to 4:30 PM. The Health Center is available to provide medical service to each University student. Services include treatment for illnesses and accidents, certain drugs by prescription, consultation and referral information and preventative health counseling. In addition, the University Health Center maintains a health record for each student. Appointments for services are preferred. Routine diagnosis and treatment, x-rays, and most laboratory analyses are free of charge. Patients are expected to pay the Health Center, at cost, for tests that must be sent to an outside source for analysis.

## **Student Health Counseling**

The Center for Student Development at UofM provides counseling services for students. This center provides attention to student problems and concerns in the form of educational, personal and social counseling. The service is under the direction of a diversified professional staff in a centralized location. A comprehensive package specific to individual needs is available for students and referral agents. There is also a psychiatrist on campus on a part time basis for students who may need this service.

## **University Identification Cards**

Identification Cards (ID) are issued to all enrolled students at UofM. ID cards are photo identification with your student identification number and student status. The cards are the property of the University. An ID card is required for library loans, admission to or approval to pick up or purchase student tickets to athletic and social events, use of the fitness facilities, and other official purposes. ID cards are free; however, if you lose your card, there is a fee for the replacement card. Information about having IDs made will be provided the first day of orientation.

## **CAMPUS AMENITIES**

### **University Center**

A new [University Center](#) (UC) opened in March 2010. The extensive facilities and varied activities of the UC are provided for use of the entire University community. Services include student lounges; computer access, 24-hour learning commons, food court with 7 dining options, restaurant and automatic banking systems. In addition, the UC houses student organizations and support offices, locker rentals, a 1000-seat dividable ballroom, meeting and conference rooms, art display areas, 350 seat theatre, ride/driver travel board, car- pooling and baby- sitting self-service boards, an outdoor terrace and a sky-lit atrium.

## Lane Rawlins Bookstore

The bookstore is a gathering spot for many UofM students. In addition to all your textbook needs, you may purchase office supplies, sundries, snacks, and Tiger paraphernalia. A Starbucks café with indoor and outdoor seating and wireless access is a popular meeting place. Scantrons are available at the center of the bookstore at the HelpDesk. Textbooks for each class are listed at the bookstore [website](#). You may also order your books on line at a site of your choice.

## Libraries

The libraries of UofM include the main library and specialized collections in other schools and departments. The main library houses the reference department and has an extensive Information Retrieval Center that offers computer assisted search services for over 100 indexes and abstracts. Cost of search varies, most are free on-line and on-site. There are also many full-text journals on-line.

Graduate students receive perks such as free interlibrary loan and loan requests can be made online and most are delivered electronically. There are many resources available to help graduate students learn how to use the library effectively. For available resources, go the [library homepage](#) and click on [Services](#). The [main library](#) (Ned McWherter) is open seven days and nights a week. Hours are posted on the [library website](#).

## Computer Services

There are several TigerLan laboratories for student use. The computers in the TigerLan labs are connected to the University system, thus making software programs accessible for word processing, development of presentations, data collection, and data analysis. You will need a flash drive to save your work or it can be uploaded to your personal, university web-based [file sharing service](#). TigerLan Laboratories can be found in the main library and other [locations](#) on campus, including the building where internship classes will be located. In some TigerLan labs, staff members or assistants are available to assist students with word processing, as well as statistical applications. The Academic Computing Center provides consultation services to faculty, students and staff as well. Lab [hours](#) vary by site.

## Testing Services

Testing Services are only available for interns who declare a disability and register through the ADA office.

## Affiliated Practice Sites

The purpose of the learning experiences at the practice sites is to teach the intern. The UM Clinical Nutrition Program maintains affiliations with most major hospitals and their satellite hospitals, long-term care (LTC) facilities, dialysis units, and nutrition related programs in the city. Sites are subject to change.

A list of the major sites follows:

**Hospitals:** Region One Medical Center, Veterans Administration, St. Francis Hospitals, Baptist Hospitals, Methodist Hospitals, LeBonheur Children's Medical Center, and St. Jude Children's Research Hospital.

**LTC:** Quince, Grace, Allenbrooke, Primacy Parkway, St. Francis, Memphis Jewish Home, and Bright Glade

**Dialysis:** FMC, DSI, DaVita

**UT Center for Health Sciences:** Boling Center for Developmental Disabilities, UT Newborn Center (NICU)

**School Food Service:** DeSoto County Schools

**Community:** Memphis and Shelby County Department of Health, Church Health, Memphis Jewish Community Center

Affiliations are established through mutual agreement and reviewed periodically. Each site provides a specific learning experience to meet a pre-designed competency. Hospitals provide a variety of rotations: general hospital, diabetes, nutrition support, food service and clinical nutrition management. The purpose of the rotations is to train the intern in a specific area. Interns are not to be used to replace employees.

## **Equal Opportunity Statement**

The University of Memphis does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information or any other legally protected class with respect to all employment, programs and activities sponsored by the University of Memphis. The following position has been designated to handle inquiries regarding non-discrimination and anti-harassment policies: Director for Institutional Equity/Title VI Coordinator, [oie@memphis.edu](mailto:oie@memphis.edu), 156 Administration Building, 901.678.2713. The University of Memphis policy on nondiscrimination can be found at <https://memphis.policytech.com/dotNet/documents/?docid=430>.

The University of Memphis is an Equal Opportunity/Affirmative Action University. It is committed to the education of a non-racially identifiable student body.

The University of Memphis is an Equal Opportunity/Affirmative Action employer. We urge all qualified applicants to apply for this position. Appointment will be based on qualifications as they relate to position requirements without regard to race, color, national origin, religion, sex, age, creed, sexual orientation, gender identity/expression, genetic information, disability, veteran status or any other legally protected class.

## **Liability Insurance**

Liability insurance is required of all dietetic interns and residents. This insurance is purchased as a blanket policy with funds provided by the internship fee, which all interns enrolled in the Clinical Nutrition Program pay. Thus, individual interns pay for the insurance, but do not have the responsibility of obtaining the insurance individually.

## **Physical Examinations/Laboratory Tests**

All interns entering the program must be in good health or managed by a physician for chronic health problems and undergo steps to make sure their health is maintained and protected, and the health of their clients/patients is protected. Health document from licensed health care providers will be made a part of the permanent file. In addition to a physical examination, immunizations and proof of the immunizations are required. Students must submit documentation to the required compliance monitoring system using the required forms. The MMR vaccine is required for both graduate school

and the program admission. A hard copy is submitted to the graduate school while another hard copy is sent to the program compliance monitoring company.

At the appropriate times, the clinical assistant professor will provide details about the requirements of the physical exam, associated laboratory tests, immunizations, and other health related requirements.

### **Background Checks and Drug Testing**

Background checks and drug testing are required by the DI and the rotation sites. The company that provides this may change from year to year and some facilities may want to do these screens themselves through their HR department. Interns will be notified when these are due and where to obtain the check and screen.

### **Other Requirements**

A course in medical terminology must be completed during the summer prior to program entry and completed by orientation. If you have already taken medical terminology, you must discuss this with the clinical coordinator who will decide if you need to take this course. You will receive information about the required text once you have been accepted into the program.

All interns are required to have CPR certification throughout the length of the program. If you have CPR certification already, it must be updated before it expires, if the expiration date falls at any time during the program. State and national background checks, and drug screening are required before entering clinical rotations and be extant maintained throughout the program. Once admitted, you will be given specific instructions on the exact requirements. All costs are born by the intern. All interns are required to have human subject's research training, and this is free through UofM. This information will be provided to interns the summer before they start the program.

### **Standards of Professionalism**

Each dietetic intern represents The University of Memphis (UofM), the facility in which rotations take place, and the dietetics profession. Your personal appearance communicates a message to patients, family members, preceptors, colleagues, and the other health care providers that YOU are a professional. A professional image helps establish confidence and credibility. It is your responsibility to be neat, clean, and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the requirements for program completion. You are expected to conform to the following standards during all rotations or at your GA site. Sometimes these requirements will be more stringent than those at a site. The UM Dietetic Internship requirements ALWAYS take precedence.

Interns are expected to act in a professional manner in class, rotations and professional meetings. Acting like a [professional](#) really means doing what it takes to make others think of you as reliable, respectful, and competent. Here are some examples of what being professional means:

1. Competence. You're good at what you do – and you have the skills and knowledge that enable you to do your job well.
2. Reliability. People can depend on you to show up on time, submit your work when it's supposed to be ready, etc.
3. Honesty. You tell the truth and are upfront about where things stand, even if it's not good news.
4. Integrity. You have consistent principles that you live by. You don't change your principles for convenience.
5. Respect for Others. Treating all people as if they mattered is part of your approach.
6. [Self-Upgrading](#). Rather than letting your skills or knowledge become outdated, you seek out ways of staying current.
7. Being Positive. No one likes a constant pessimist. Having an upbeat attitude and trying to be a problem-solver makes a big difference.
8. Supporting Others. You share the spotlight with colleagues, take time to show others how to do things properly, and lend an ear when necessary.
9. Staying Work-Focused. Not letting your private life needlessly have an impact on your coursework and rotations, and not spending time at work attending to personal matters.
10. Listening Carefully. People want to be heard, so you give people a chance to explain their ideas properly.
11. Gossip. Do not gossip about each other, faculty or preceptors.
12. Promptness. You promptly respond to emails, calls, and requests from faculty and preceptors.

Remember everyone you meet is a potential employer or preceptor. You want them to have a positive view of you. Likewise, if you gossip or say negative things about others, employers and preceptors will be afraid you are also talking about them behind their back.

### **Clothing/attire**

Interns are expected to dress with a consideration toward professionalism, safety and sanitation. Clothes should fit properly, but not show the contours of the body, and be clean, pressed, and kept in good repair (no missing buttons, hanging hems, etc.). Clothing should not obstruct work with patients or interfere with performance when working with machinery. With a few exceptions, white, plain, long-sleeved, well-fitting lab coats (hip to knee length) should be worn to all facilities. If you are not dressed appropriately, preceptors may send you home to change. Time lost from supervised practice will have to be made up.

**Women.** Tailored dress, suit, or pantsuit; skirts or dress slacks with blouses, sweaters, or jackets. Dresses or skirts should be of conservative length – generally no more than 3 inches above top of knee and have a **relaxed or loose fit**; form-fitting clothing should ALWAYS be avoided or covered up completely by a buttoned laboratory coat. Blouses not designed to be worn on outside should be tucked in. Fabrics should be conservative- no sequins, sparkles, wild designs, etc. NO: shoulders,



midriff/torso or cleavage showing, tight clothing, short skirts, shorts, skirts, culottes, pants shorter than ankle length, leggings, jeggings, T-shirts, tank tops, halter tops, scrubs (exception: renal rotation and LeBonheur pediatric hospital ONLY). NO: denim of any color, flannel, sweats, body suits, leotards, spandex tops, athletic wear, or other casual materials or designs. Lab coats should be taken to LeBonheur but are usually not worn seeing patients. Lab coats are not worn to sports rotations, REP, or SRVS. Pants and a polo-type top are better choices for these three venues as you may be sitting on the ground, getting dusty, or perhaps even slightly sweaty. Appropriate shoes are comfortable and safe. They should cover the foot with no part of the foot exposed. Shoes can be casual but should not be tennis-type or running-type shoes. Socks should be worn.

**Men.** Dress or Dockers-type pants, dress shirt and tie for clinical rotations and Polo-type shirts as dictated by the nature of the rotation. Suits, sport jacket or sweaters are appropriate. Fabrics should be conservative. NO: denim of any color, athletic wear, elastic or string-pull waists on pants flannel, sweats, T-shirts, or other casual materials or designs. Lab coats should be taken to LeBonheur but are usually not worn seeing patients. Lab coats are not worn to sports rotations, REP, or SRVS. Pants and a polo-type top are better choices for these three venues as you may be sitting on the ground, getting dusty, or perhaps even slightly sweaty. Appropriate shoes are comfortable and safe. They should cover the foot with no part of the foot exposed. Shoes can be casual but should not be tennis-type or running-type shoes. Socks should be worn.

### **Footwear**

**Hose/socks.** If hose or socks are worn, both should be plain (i.e., no fishnet or adorned hose) and in good condition. Women are no longer required to wear pantyhose. Socks must be worn with pants.

**Shoes.** Shoes should be sturdy and slip resistant with **closed heel and toe**. Shoes and laces should be clean and in good condition. NO: No athletic shoes (exception: health walks at the Church Health Center), canvas, clogs, flip-flops, mules, sandals, slides, etc. These rules are aimed at both a professional appearance and safety. Health care sites have inherent danger built in. Safe shoes ensure you will stay safe.

### **Adornments**

**Tattoos.** No tattoos should be visible. If clothing will not hide the tattoo, available options include: <http://www.tatjacket.com/>. Dermablend and Kat Von D make products to cover tattoos that are very effective. The last two are available locally at Ultra and Sephora.

**ID Badges.** ID badges provided by the internship must always be worn above the waist while on facility premises and to official program activities; no attachments or additions are allowed on the badges. No other buttons/pins/patches should be worn (exception: anything the rotation site requires is worn).

### **Jewelry.**

Should be kept at a minimum and in good taste; no more than two earrings per ear; no other visible body piercing, including tongue piercing. Long earrings are not safe in foodservice rotations. No more than 2 rings may be worn on hands.

### **Grooming**

**Hair.** Should be clean, neat and well-groomed. Hairstyles should not be extreme. Hair should be worn away from the face. Hair of any length should be restrained by a cap or hair net while working in or walking through a food production or service area. **In patient care areas, long hair should be restrained behind the back, so it does not fall into the patient while attending to them.** Hair color should be a “natural” color, defined as one that could be grown naturally (though not necessarily your natural color). In addition, men’s beards, mustaches, and sideburns must be neatly trimmed and groomed and of conservative length. Men must wear a beard cover in situations where their hair is covered.

**Fingernails.** Well-groomed, clean, and trimmed to a moderate length. Fingernail polish/nail decorations should be conservative in color and design.

**Fragrances.** Interns are expected to be clean; daily use of soap of anti-perspirants is a part of daily personal hygiene. Due to sensitivities patients or other staff may have, use of fragrances or products containing fragrance should not be obvious to others with whom you come into contact. That is, if you wear fragrances or use highly scented products, the smell should not be noticeable from more than 1-2 feet.

**Cosmetics.** Should be used in moderation and should create a natural appearance. Unnatural colors or glittery makeup or finishes should not be worn.

### **Vacations and Holidays**

In the fall and spring semester of the 1<sup>st</sup> year of the program, interns will only take classes, do GAs and work on their thesis/project. For most interns, the usual holidays will be taken. However, some GA sites require that those interns work during holidays. Before a GA site with those requirements is assigned, the intern will be contacted and asked if they are willing to accept that condition. During the summer and fall semesters of the 2<sup>nd</sup> part of the program, interns will do rotations with a minimal number of on-campus classes. During rotations, there may not be any breaks, depending on the number of rotation hours you have completed. You should keep careful records of your hours logged.

## **Personal File Access/Confidentiality and Privacy Protection**

Complete files on every intern enrolled in this program are maintained in a monitored cabinet in the Clinical Nutrition office. Files contain admissions material, health information and on-going evaluation materials from the clinical sites. Interns may have access to their personal files. For interns to review their file, the request must be made to the Program Director or Clinical Assistant Professor who will schedule a time to review the file. Interns cannot remove any materials from the academic file. Confidentiality of intern's records is maintained. When applicable, documents containing personal information are shredded 5 years after graduation. The verification statement and the RD/RDE misuse statements are kept indefinitely. Persons other than the faculty, secretary and the intern may not have access to their file without written permission of the intern.

"The [Family Educational Rights and Privacy Act of 1974](#), with which the University intends to comply fully, are designed to protect the privacy of educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Education Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

The provisions for the release of information about students and the rights of students and others to have access to The University of Memphis education records are published in their entirety each semester in the Schedule of Classes."

## **Grading Policy**

The UofM grading policy allows for +/- grading. However, it is not required, and each faculty member may decide whether to utilize the traditional grading system or +/- grading. Additionally, each faculty member is free to determine how many points are needed for each grade across the scale that is used. The following are the quality points assigned for each grade for each system.

### **+/- Grading**

<u>Grade</u>	<u>Quality points</u>
A	+4.0
A	4.0
A-	3.84
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
F	0.0

A grade of "C-" satisfies a course requirement. However, the Graduate School allows only 7 hours of "C" grades to apply toward a degree, and no grade below a "C" will apply toward a degree. **Please also note that a 3.0 average must always be maintained, and interns cannot graduate with less than a 3.0 GPA.**

### **Extracurricular Employment**

**Students are advised not to work during this 16-month program.** The Clinical Nutrition Program is intense, the first year, interns work 5 hours a day, 4 days a week and have 3 hours of class 4 days a week. Starting at the end of May, interns will have 40 hours a week rotation, along with 2 classes once a week. Additionally, interns may be working on their thesis/ project.

### **Graduate Assistantships and Financial Aid**

Graduate assistantships (optional) through affiliated sites are obtained for all the 1<sup>st</sup> year interns if enough locations are found. These Graduate Assistantships pay \$10/hr. to \$12.50/hr. for 20 hours a week, and this amount is paid monthly directly to the student. GA's are 31 weeks for the school year, except St. Jude which is 34 (who must work during Christmas holiday). These GAs provide additional experience and are considered an essential part of the internship. We try to match interns up with their interests, but this is not always possible.

**Students will be off school holidays, IF approved by the GA site. It is the responsibility of the student to make arrangements. Interns will not be paid for missed days.**

For 1<sup>st</sup> year students, these GAs will provide tuition a waiver for out tuition state for the first 3 semesters.

Student loans are available. Contact The University of Memphis [Student Financial Aid Department](#) for information on the guaranteed student loan program (The University of Memphis, Department of Student Financial Aid, 103 Wilder Tower, Memphis, TN 38152-3390, and 901-678-4825. Interns also qualify for work study via their FASFA application. If you are awarded work study, the director will find a place for you to work. There are also scholarships available through the university, MAND, TAND, and AND.

### **Evaluation**

The preceptors in every practice site will assess the intern's progress and the preceptors should discuss their evaluation with the intern. Copies of evaluation checklists from each practice rotation are kept in the rotation files. Interns will be required to critique each experience. This intern evaluation of the site/preceptor are reviewed by the clinical coordinator before making placements and kept in the program files. If needed, the director or coordinator may report some of the findings to a site manager, but the intern's name is kept confidential unless they provide permission for us to share their name. Additionally, interns will receive feedback and evaluations from their instructors for all courses that are taken. Interns having below expectation in a course or rotation site will be offered tutoring, writing assistance, etc. as needed.

### **Injury or Illness while in GA or Practice Site**

Should an intern become ill or have an accident while in a practice site, the preceptor for that student should assist the intern with the medical emergency as needed. Then, the preceptor will notify the clinical assistant professor who will make arrangements as the problem dictates. If the intern has an accident, he/she should contact the program director to complete any paperwork required by the situation. The intern should be seen by the Student Health Services if treatment is needed.

### **Travel to and from Practice Sites**

Travel between the University and the practice sites is the responsibility of the intern. Every attempt is made to place interns within the city; however, this is not always possible. The University does not pay for any expenses related to travel nor does the University provide University vehicles for student travel to clinical sites.

UofM assumes no responsibility for such travel. It is expected that the intern will have car insurance.

### **Experiential Learning Placements / Graduate Assistantship Placements Student Affirmation:**

The mission of the University is to help each student develop his/her professional competencies. Experiential learning placements are designed to provide opportunities for students to learn to become effective in their area of practice through observations and practice in a professional setting. These experiences are designed to augment the knowledge, skills, and dispositions gained in the university classroom by requiring regular engagement in on-site, in-person practicum activities in a healthcare, public health, social service or other setting. However, these experiences also come with enhanced responsibility on the part of the student.

**Compliance with policies and rules.** By signing below, I affirm that I have read and will abide by all applicable University policies and **Clinical Nutrition and Dietetic Internship program** as well as any policies and rules required by any experiential learning placement (ELP) sites. I further affirm my responsibility to comply with all ethical standards associated with my professional placement(s).

**Duty of care.** I agree that it is my responsibility to understand and follow ELP site policies and procedures designed to identify and control risks, including safety and security procedures and bloodborne pathogen policies, and to obtain any immunizations or testing which ELP site(s) and the University may recommend and/or require. I further understand that it is my responsibility to follow safe practices as set by the University of Memphis, my relevant academic program, and my ELP site, as well as those required by local, state and federal governments. I acknowledge that it is my responsibility to bring to the University's and/or **School of Health Studies'** attention any information regarding any ELP site being unsafe or otherwise improper.

**Practicing within your competency.** An important aspect of ethical, professional practice is knowing the limits of your knowledge and skills and not engaging in activities that are beyond your level of competence. I acknowledge that engaging in an ELP may require a degree of skill and knowledge different from other activities and that I have responsibilities as a participant to practice within my level of competency.

**Acknowledgement of risk.** I acknowledge that there are certain risks inherent in my participation in ELPs, including, but not limited to risks arising from: travel to and from the ELP site, ELP activities, unpredictable or violent behavior of certain client populations served by the site, suboptimal working conditions due to pandemic/epidemic circumstances, and exposure to infectious diseases, including tuberculosis or other airborne pathogens, and hepatitis, HIV or other

bloodborne pathogens.

**Assumption of risk and release.** I acknowledge that my chosen profession is not risk free and that by extension, experiential learning placements for the profession may inherently involve risk that could result in my bodily injury, up to and including death, as well as mental anxiety and stress. I voluntarily participate in ELPs in spite of these risks. I agree to assume those risks and release the University of Memphis and its board, employees, agents, and successors, of and from any and all expenses, damages, judgments, and costs, of whatever kind, that arise from any illness or injury I may acquire or sustain while participating in ELPs.

**Medical conditions and treatment.** I acknowledge that University of Memphis does not provide health and accident insurance for ELP participants and I agree to be financially responsible for any medical bills incurred as a result of emergency or other medical treatments. Should I require emergency medical treatment as a result of accident or illness arising during the ELP, I consent to such treatment. I will notify **Dr. Tracy Bruen or Mrs. Sara Foley** if I have medical conditions about which emergency personnel should be informed.

**Unforeseeable circumstances.** Circumstances may arise that necessitate discontinuing – permanently or temporarily – ELPs. Such circumstances may include, but are not limited to, business disruptions, loss of site credentials, fire, flood, embargoes, war, acts of terrorism, civil commotions, natural disasters, and/or pandemics/ epidemics. I understand that in the event of such a circumstance the University will maintain communication regarding alternative pathways for completion of required coursework and will take all necessary steps to determine a suitable path forward. However, the University will not incur any liability as a result of unforeseen circumstances.

**Voluntary election.** It has been explained to me, and I understand, that faculty are available to discuss any questions or concerns I have about the nature and physical demands of ELPs and the inherent risks, hazards, and dangers associated with ELPs. I am voluntarily electing to move forward with my ELP in light of current circumstances. I acknowledge that if I have health issues or am not comfortable participating in an ELP at any time, I can elect to postpone my ELP(s) to a later date, knowing that it may affect my original projected graduation date and/or the award of my degree. If I wish to discontinue an ELP after the start date, I am responsible for first discussing the reasons why with the program **Director, Dr. Tracy Bruen**. I further understand that any decision made to discontinue an ELP may affect my original projected graduation date and/or the award of my degree.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Tracy Bruen, DCN, RDN, LDN

\_\_\_\_\_  
Date

**COVID 19 Safety Information:**

All students enrolled in the University of Memphis MS Clinical Nutrition and Dietetic Internship are required to follow all national and university guidelines regarding safety precautions for COVID 19. The latest updates should be reviewed by all students prior to beginning the program and as needed throughout the program. It is expected that all faculty and students will be compliant at all times with COVID 19 safety measures. A link to all coronavirus updates may be found here:  
<https://www.memphis.edu/coronavirusupdates/audiences/students.php>

## DIETETIC INTERNSHIP FACULTY

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