

University of Maine
Dietetic Internship Program Director Position Description

The Program Director provides leadership to the Dietetic Internship Program at the University of Maine through supervision, communication, and evaluation, and thus, maintains a program that complies with the Standards of Education of the Academy of Nutrition and Dietetics and is in keeping with the individual, yet consistent, missions of the Department, the College, and the University. In the areas of administration, the Director plans, visits and takes leadership in the evaluation of the supervised practice sites and rotations; coordinating internship application and selection process, organizing faculty, preceptor and advisory meetings.

The responsibilities of the Director are to:

- Plan and teach the Dietetic Internship courses, Orientation and Applications I & II, and Evaluation, and Dietetic Supervised Practice (FSN 650, 651, 652, 681 respectively).
- Provide leadership and take major responsibility for FSN 681, Supervised Practice, which includes curriculum planning to adhere to the Competencies outlined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for entry-level dietitians; design of evaluation materials; oversight over implementation; and coordination of all intern assessments, leading to computing final grades for the 6 credit course.
- Secure the number of supervised practice sites needed for interns accepted into the Program
- Arrange for supervised practice sites for student experiences by coordinating with preceptors and facility administrators, securing affiliation agreements, and serving as the liaison between the University and the supervised practice sites.
- Make scheduled site visits, including entrance and exit interviews, to supervised practice sites.
- Administer on-going needs assessment, evaluation and feedback among student interns, preceptors, university faculty/administrators, alumni and employers.
- Provide leadership for developing and meeting short and long-term goals for the Program based on on-going needs assessment.
- Maintain and direct the Internship Site Coordinators'/Preceptors' Annual Meetings and the Internship Advisory Committee (meets biannually) to provide Program guidance.
- Provide for site coordinator training and ensure training of preceptors of student interns.
- Maintaining a budget for a sustainable Program.
- Direct public relations and recruitment efforts, including the development of marketing mechanisms.
- Direct and manage the Dietetic Internship Intern Selection Committee, including coordinating decisions with admission to students to graduate school
- Advise students about Program requirements and monitor progress and satisfactory completion of Program requirements for all students, including Program record maintenance and insurance of Verification Statements.
- Maintain summative evaluations of Program effectiveness, which may include, but need not be limited to, records of national registration examination results and summary evaluations from graduates and employers.

- Develop, maintain and enforce Program policy and procedures, and provide student interns with the Program policy and procedures.
- Prepare necessary documentation for ACEND to maintain Program approval status.
- Perform other related duties as required to ensure the success of the Dietetic Internship.
- In addition to teaching the internship class series, the Internship Director is also responsible for teaching an additional 3 credit class per semester.

Administrative approval:

Director, School of Food and Agriculture

Signature

Date