

UNMC Dietetic Internship Program Policies & Procedures for Students

School of Allied Health Professions
University of Nebraska Medical Center
Omaha, Nebraska

2009-2010

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NOTE: Dietetic Interns are also responsible for reviewing SAHP Policies and Procedures and the UNMC Student Handbook.

School of Allied Health Professions (SAHP) Policy Handbook:

<http://www.unmc.edu/alliedhealth/>

Under Current Student Resources, follow the SAHP Policies & Procedures link.

UNMC Student Handbook:

<https://net.unmc.edu/care/docs/handbook.pdf>.

UNMC Dietetic Internship Program

Policies & Procedures

Section A – Academic Policies

A-1: Schedules and Program Calendar including Vacation and Holidays

The program provides approximately 1750 hours of supervised practice and didactic coursework and is 45-calendar weeks in length. The program provides approximately 24 weeks of nutrition therapy, 8 weeks of management, 8 weeks of community nutrition/ consulting dietetics, 2 weeks of research and 3 weeks of vacation and holiday leave. The class and rotation calendar is planned for each student. The program start date is in mid-August and the scheduled completion date is in late-June. Vacation and holidays include Labor Day, Thanksgiving and the adjacent Friday, a two-week semester break, Martin Luther King Day, a one-week spring break and Memorial Day.

See UNMC Student Handbook: Academic Calendar (p. 15)

A-2: Attendance

Dietetic interns are required to attend all scheduled classes and supervised practice experiences. If the student must be absent, the preceptor and program director must be notified (in advance if possible). The program does not include an allocation of sick or personal leave days. If a dietetic intern must miss scheduled days, the rotation/coursework competencies must be addressed through related activities scheduled at alternate times. The alternate scheduling is at the discretion of the program director.

Failure to report to any assigned rotation without appropriate pre-approval or notification of illness will be considered unexcused. Students with unexcused absences may be dismissed from the program.

See SAHP Policy: Attendance at Classes and Clerkships (p. A-3)

A-3: Clinical Education/Supervised Practice Experiences (Replacement of Employees)

Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments will be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. Dietetic interns will not replace employees during their rotations except as planned to demonstrate competence/planned learning experiences. Supervisors (preceptors) of supervised practice experience rotations will be informed of the *U.S. Department of Labor Employment Relationship Under the Fair Labor Standards Act*.

See SAHP: Clinical Education Experiences (p. A-3)

A-4: Student Learning Assessment and Performance Evaluation

Dietetic interns are expected to make satisfactory academic progress in all supervised practice rotations and courses included in the program curriculum. The program director reserves the right to recommend that a student withdraw if health, scholastic standing, clinical performance, unprofessional behavior or other factors make it impractical or inadvisable for the student to continue the program.

Coursework grades and supervised practice scores are based on an evaluation of professional behaviors, knowledge and theory, and technical competencies. The program director may recommend dismissal of a student based on failure in any one of these domains of learning.

Procedure for Clinical Evaluations (Supervised Practice Rotations)

Supervised practice rotations that exceed five calendar days in length and include demonstration of competency attainment will include formal student learning assessment and performance evaluation using the Student Performance Appraisal (SPA) document specific to the rotation. The SPA identifies minimal passing performance and will be provided to the dietetic intern at the beginning of the rotation. Preceptors will complete the SPA and review it with the dietetic intern on the final day of the rotation, if reasonable, or during the following week. Dietetic interns will conduct a self-appraisal using the same form and review it with the preceptor. The SPA completed by the preceptor should be signed by the dietetic intern and preceptor. The signed SPA and the dietetic intern's self-appraisal should be submitted to the program director within 1-week of completion of the rotation. The program director will retain the SPA document and any supporting materials or counseling notes for a minimum of 30-days beyond the student's final performance appraisal.

Procedure for Didactic Course Evaluations

Didactic course grades are determined by the course instructor, based on the course description provided at the beginning of the course. Grades will be assigned using the grading scale published in the SAHP policies and procedures (A-6). Students must maintain a cumulative grade point average (GPA) of at least 3.0 for successful completion of the program. The course instructor will retain custody of materials used to determine the student's grade, i.e., exams, papers, portfolio items, for at least 30 days after notice of the student's final course grade OR make reasonable effort to return such materials to the student's custody. If the course instructor is notified of a student's intent to file a grade appeal while the materials remain in the course instructor's custody, extraordinary care for the materials must be taken until such time as the appeal is resolved.

See SAHP Policy: Evaluation of Student Performance (p. A-4)

A-5: Student Appeals of Academic Evaluations

Student appeals of supervised practice evaluations or academic evaluations will be addressed in accordance with *SAHP Policy: Student Appeals of Academic Evaluations (p. A-10)*.

A-6: Academic Probation

Students must complete all supervised practice rotations maintaining a “3.0” cumulative rating for professional behaviors, a “3.0” cumulative rating for cognitive-technical behaviors for skill building rotations, and a “5.0” cognitive-technical rating for the culminating staff experience rotation, as delineated in the Student Performance Appraisal documents. Students must maintain a cumulative grade point average (GPA) of at least 3.0 for all program coursework. Students who do not maintain satisfactory progress may be placed on academic probation resulting in implementation of an action plan. Academic probation will be allowed for a maximum of one semester. Failure of the student to achieve satisfactory performance during the probationary semester and subsequent semester, if applicable, will result in dismissal from the program.

See SAHP Policy: Academic Probation (p. A-14)

A-7: Waiver of Coursework/Planned Experiences

The UNMC Dietetic Internship Program will not grant a waiver of coursework or planned experiences included in the curriculum. Credit for past experience may be considered within the context of scheduled rotations by adjusting specific assignments or replacing them with different assignments when the dietetic intern demonstrates competency attainment to the preceptor and program director. Dietetic interns are encouraged to demonstrate a spirit of lifelong learning and take advantage of opportunities to update and expand their breadth and depth of knowledge, skill and competency attainment.

See SAHP Policy: Waiver of Coursework (p. A-15)

A-8: Graduation and Program Completion Requirements

The Verification Statement and Post-Baccalaureate Certificate is granted only under the following circumstances:

1. The dietetic intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all scheduled supervised practice rotations.
 2. The dietetic intern has received passing grades in all required courses, unless an exception is approved by the program director.
 3. The dietetic intern has discharged all indebtedness to the University of Nebraska.
- All dietetic interns must complete an Application for Degree in the Student Records Office.

For graduates receiving signed Verification Statements, the program director will submit required information to the Commission on Dietetic Registration to support eligibility for the Registration Examination for Dietitians.

See SAHP Policy: Requirements for Graduation (p. A-16)

Section B – Professional Conduct

B-1: Professional and Personal Appearance

Dietetic interns are required to maintain a neat, professional appearance in all educational activities. Students whose attire or grooming does not meet the following standards may be dismissed from the educational activity, resulting in failure to meet requirements of the rotation/planned experience.

1. The UNMC photo identification (ID) card will be worn in a visible location at all times while on The Nebraska Medical Center/UNMC campus in a student or professional role (see UNMC Policy 6008).
2. Dietetic interns are expected to adhere to The Nebraska Medical Center dress code policy during all nutrition therapy supervised practice experiences. *See The Nebraska Medical Center Human Resource Policy HR09.*
3. Dietetic interns are expected to adhere to The Nebraska Medical Center Department of Food Services dress policy during Foodservice Systems Management rotations.
4. Dietetic interns are expected to adhere to dress policies as specified by each affiliating institution/agency as specified during rotations occurring in locations other than The Nebraska Medical Center/UNMC campus.

See SAHP Policy: Dress and Grooming (p. B-5)

Section C – Student Affairs

C-1: Student Discipline/Termination

Each student in the School of Allied Health Professions (SAHP) shall be afforded due process in matters relating to student discipline. The dietetic internship program is part of an educational institution in which there is an atmosphere of learning, as well as a sense of community. The SAHP prides itself upon the principles of academic integrity, self-respect and individual responsibility. Students enrolled in the SAHP assume an obligation to conduct themselves in a manner compatible with these principles.

The Medical Nutrition Division (dietetic internship program) director holds primary responsibility for student discipline and will adhere to SAHP related policies in carrying out this responsibility.

See SAHP Policy: Student Discipline (p. C-1) and SAHP Policy: Academic Integrity & Professional Conduct (C-8)

C-2: Access to Student Records

In accordance with federal law as established in 1974 by the Family Educational Rights and Privacy Act, the University of Nebraska Medical Center maintains the confidentiality of student records and allows students to inspect and review information in their educational records at the Medical Center. Student Performance Appraisals for supervised practice rotations, secured in the program director's office, are maintained as confidential records and may be inspected by the students in accordance with SAHP policy.

See SAHP Policy: Access to Student Records (p. C-10)

C-3: Student Professional Liability Insurance

Dietetic interns, as students of the University of Nebraska Medical Center, are provided liability insurance within the provisions of the affiliation agreement for clinical education.

“UNMC students engaged in clinical activity associated with their designated course of study are covered under UNMC's professional liability insurance. UNMC maintains as its own expense professional liability insurance for claims under the Nebraska Hospital-Medical Liability Act for bodily injury or death on account of alleged malpractice, professional negligence, failure to provide care, breach of contract or other claim based upon failure to obtain informed consent for an operation of treatment, and for claims not falling under the Nebraska Hospital-Medical Liability Act for bodily injury or death on account of alleged errors or omissions or negligent acts in the performance of professional services rendered or that should have been rendered.”

See UNMC Policy 6052: Contract or Agreement for Student Training Policy

C-4: Student Health Services

Dietetic interns, as full-time students, have access to Student Health Services as delineated in *SAHP Policy: Student Health Services (p. C-16)*.

C-5: Student Health Insurance

Dietetic interns are classified as full-time students and are required to have inpatient health insurance. The University contracts with insurance carriers to provide appropriate insurance. Students are required to purchase hospitalization insurance unless a waiver form is completed showing comparable coverage through a parent, spouse or private insurance plan.

See SAHP Policy: Hospitalization Insurance Coverage (p. C-20)

C-6: Access to Counseling and Testing Services

Dietetic interns, as UNMC students, have access to a variety of support services as specified in the UNMC Student Handbook. Service descriptions and access information are provided, as follows, in the *UNMC Student Handbook*:

Academic Success Programs (p. 20)
Services for Students with Disabilities (p. 20)
Drug Information Center (p. 20)
Counseling and Student Development Center (p. 21)
Ombudsperson for Students (p. 32)

C-7: Access to Financial Aid Resources

The University of Nebraska Medical Center provides several financial aid opportunities to assist students in financing their health professions education. Dietetic interns, as UNMC students, can access financial aid information and assistance as described in the *UNMC Student Handbook*:

Financial Aid (p. 43)
Student Financial Services (p. 44)

C-8: Leave of Absence

A leave of absence request for medical or personal reasons must be submitted in writing to the program director with appropriate supporting documentation. If a leave of absence is approved, the student will agree to re-enter the program at a time designated by the program director to accommodate scheduling of remaining rotations. An extended leave may require that the student repeat designated planned experiences as specified by the program director. Only in rare instances will a leave be approved for more than 15 weeks.

See SAHP Policy: Leaves (p. C-24) and SAHP Policy: Absence and Withdrawal (p. C-24)
See UNMC Student Handbook: Leave of Absence (p. 57)

C-9: Travel

The term “travel” is defined as an absence from the campus during normal work or instructional schedules for the purpose of conducting University business. Travel must be authorized in advance by the program director. A blanket travel authorization is completed for the dietetic interns.

Students are responsible for travel expenses and for personal auto insurance.

See SAHP Policy: Travel (p. C-27)

Section D – Financial Policies

D-1: Program Cost to Students

In addition to established tuition charges, the University of Nebraska Medical Center is authorized to assess campus and regental approved student and miscellaneous fees for materials or services provided to Medical Center students, applicants and graduates. Estimated 2009-2010 costs for dietetic interns include:

UNMC Dietetic Internship Program 2009-2010 <u>Estimated</u> Cost to Students:	Resident Cost:			Non-Resident Cost:		
	Fall	Spring	Total	Fall	Spring	Total
Semester Hours	9	11-12	20-21	9	11-12	20-21
NE Resident Tuition (1)	2601.75	2601.75	5203.5			
Non-Resident Tuition (2)				4162.75	4162.75	8325.50
Course Fees						
MNED 775	30		30	30		30
NUED 777	120		120	120		120
HPRO 610		30	30		30	30
Healthcare Fees						
Health Insurance (3)	482	482	964	482	482	964
General Fees						
Application Fee	45		45	45		45
Background Check	50		50	50		50
Fund A	5	5	10	5	5	10
Rec-Fund B	48	47	95	48	47	95
Student Health	100	100	200	100	100	200
UN-L Registration Fee	20		20	20		20
Library Fee	20	10	30	20	10	30
SAHP Technology Fee	75	75	150	75	75	150
UN-L Technology Fee	22		22	22		22
Graduation Fee		25	25		25	25
Loan Fees(4)	131	131	262	131	131	262
Estimated Book/Miscellaneous Costs						
Books/supplies/equipment	200	100	300	200	100	300
Academic travel		100	100		100	100
TOTAL (excluding living expenses):	3949.75	3706.75	7656.50	5510.75	5267.75	10778.50
Estimated Living Expense	5600	8400	14000	5600	8400	14000
TOTAL (including living expenses):	9549.75	12106.75	21656.50	11110.75	13667.75	24778.50
1) per Board of Regents approval June 2009						
2) per Board of Regents increase June 2009						
3) applicable IF student Healthcare Insurance is needed (alternate healthcare insurance is an option)						
4) applicable IF loans are obtained						

The Office of the Cashier coordinates payment of all tuition, fees, service charges and deposits, and maintains necessary records. Billing statements and payment due dates are distributed to all students.

See SAHP Policy: Tuition, Fees and Service Charges (p. D-1) and SAHP Policy: Student Fees (D-4)

D-2: Withdrawal and Refund of Tuition and Fees

Withdrawal and refund of tuition is addressed as delineated in *SAHP Policy: Tuition Refund Schedule (D-2)* and *SAHP Policy: Refunds and Repayment of Financial Aid of Students Who Withdraw (D-2)*