



UNMC Dietetic Internship Program

Student Handbook

2015-2016

*Medical Nutrition Education Division
College of Allied Health Professions
University of Nebraska Medical Center
Omaha, Nebraska*

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Medical Nutrition Education UNMC Dietetic Internship Program

Policies & Procedures

Section A – Overview

Schedules and Program Calendar including Vacation and Holidays

The program calendar extends from mid-August to mid-June and conforms with the University of Nebraska academic calendar. The 44-week curriculum is competency based with a nutrition therapy concentration. Students complete clinical courses comprising a minimum of 1320 hours of supervised practice experience and 12 semester credit hours of graduate coursework during the program.

See UNMC Student Handbook: Academic Calendar

Section B – Professional Conduct

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 Medicine dress policy during all nutrition therapy supervised practice experiences. See the Nebraska Medicine Human Resource Policy HR09.*
- 3. Dietetic interns are expected to adhere to the Nebraska Medicine 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 Nebraska Medicine facilities.*

Section C – Student Affairs

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 cost information for dietetic interns is provided on the website for prospective students, following computer match results for matriculating students and during program orientation (attached).

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.

Section D – Academic Affairs

Program Curricula

Course curricula are approved by the CAHP Curriculum Committee.

Section E – Admission Policies & Procedures

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.

Section F – Admitted Student Policies & Procedures

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. UNMC Dietetic Internship Program Student Performance Evaluations 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 UNMC policy.

Section G – Academic Policies & Procedures

Student Discipline/Termination

Each student in the College of Allied Health Professions (CAHP) 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 CAHP prides itself upon the principles of academic integrity, self-respect and individual responsibility. Students enrolled in the CAHP 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 CAHP and UNMC related policies in carrying out this responsibility.

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.

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.

Student Learning Assessment and Performance Evaluation

Dietetic interns are expected to make satisfactory academic progress in all program coursework, including supervised practice rotations. 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)

Clinical courses are comprised of one or more supervised practice rotations that include demonstration of competency attainment. Student attainment of learning objectives and competencies is evaluated using the Student Performance Evaluation Rubric (SPER) document specific to the rotation. The SPER identifies minimal passing performance and will be provided to the dietetic intern at the beginning of the rotation. Preceptors will complete the SPER and review it with the dietetic intern on the final day of the rotation, if possible, or during the following week. For rotations exceeding five calendar days, dietetic interns may conduct a self-appraisal using the same form and review it with the preceptor. The SPER completed by the preceptor should be signed by the dietetic intern and preceptor. The signed SPER and the dietetic intern's self-appraisal should be submitted to the program director by the preceptor within 1-week of completion of the rotation. The program director will retain the SPER document and any supporting materials or counseling notes for a minimum of 30-days beyond the student's final performance appraisal for the clinical course.

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 CAHP 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.

Student Appeals of Academic Evaluations

Student appeals of supervised practice evaluations or academic evaluations will be addressed in accordance with policies of the College of Allied Health Professions and UNMC.

Academic Probation

Students must complete all supervised practice rotations maintaining a score of $\geq 80\%$ for professional conduct, $\geq 80\%$ for knowledge/cognitive learning, and $\geq 80\%$ for skill/application as delineated in the Student Performance Evaluation Rubric (SPER) documents. Students must maintain a cumulative grade point average (GPA) of at least 80% 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 prescribed probationary period may result in dismissal from the program.

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.

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 clinical courses comprising the required supervised practice rotations.*
- 2. The dietetic intern has received passing grades in all required academic 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.

Section H – Non-Academic Policies & Procedures

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.

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

Student Health Services

Dietetic interns, as full-time students, have access to Student Health Services as delineated in the UNMC Student Handbook.

UNMC Student Handbook: Student Health Services

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.

UNMC Student Handbook: Insurance

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
Services for Students with Disabilities
Counseling and Student Development Center
Ombudsperson for Students*

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
Student Financial Services*

Withdrawal and Refund of Tuition and Fees

Withdrawal and refund of tuition is addressed as delineated in the UNMC Student Handbook. Tuition and fee schedules, tuition refund schedules and drop/add policies are published on the Student Policy Wiki.

UNMC Student Handbook: Tuition Refund Schedule

NOTE: *Dietetic Interns are also responsible for reviewing the CAHP and UNMC Student Handbooks.*

College of Allied Health Professions (CAHP) Student Handbook:
[*http://www.unmc.edu/alliedhealth/currentstudents/cahp-handbook-2014-15.pdf*](http://www.unmc.edu/alliedhealth/currentstudents/cahp-handbook-2014-15.pdf)

UNMC Student Handbook 2015-2016:
[*http://www.unmc.edu/student-services/_documents/handbook.pdf*](http://www.unmc.edu/student-services/_documents/handbook.pdf)

