

Student Handbook

University of Nevada, Las Vegas - Dietetic Internship

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Section 1: Introduction to the Dietetic Internship

Introduction

The UNLV Dietetic Internship (DI) is administered through the UNLV Department of Kinesiology and Nutrition Sciences. The internship consists of one day of orientation plus 1000 hours minimum of supervised practice in community nutrition, food service management, and clinical nutrition and dietetics, plus additional hours for check-in progress/activity meetings, homework, and professional meeting attendance. All hours are scheduled to be completed in 25 weeks for full time interns and 48 weeks for part time interns. The UNLV DI is designed to provide well-trained, entry-level nutrition & dietetics professionals for the growing Southern Nevada region.

Mission

To prepare and graduate entry-level Registered Dietitian Nutritionists (RDNs) who have the skills and knowledge to be comfortable and competent in their first employment opportunity, serving as professionals capable of providing excellent nutrition and dietetics services to the community. The UNLV DI will provide dietetic interns with a variety of practical experiences that 1) challenge their application of didactic knowledge, 2) are broad in scope and provide the entry level knowledge and skills outlined in the competencies/student learning outcomes determined by ACEND, 3) take place in facilities that are common to our profession (i.e., hospitals, community settings), 4) encourage participation in educational and professional activities, and 5) introduce DI students to a culturally diverse population in a fast-growing city. Evidence-based practice will be emphasized throughout the DI.

Internship Goal 1

Prepare internship graduates to become competent entry-level practitioners in dietetics.

Internship Objectives for Goal 1

1. At least 80% of interns complete the internship requirements within 45 months (150% of planned internship length. (RE 2.1.c.1.a)
2. Of graduates who seek employment, at least 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. At least 70% percent of internship graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of internship completion.
4. The internship's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

5. At least 75% of employers will give internship graduates in their employ a mean rating of three (3) or “satisfactory” for graduate’s preparation for entry-level practice. (Rating scale: 5=consistently exceeds expectations; 4=consistently meets, sometimes exceeds expectations; 3=consistently meets expectations; 2=fails to consistently meet expectations; 1=does not meet expectations).
6. At least 75% of employed graduates will rate themselves as being prepared for their first job. (Rating scale: “well-prepared”, “prepared”, “somewhat prepared”, and “not well-prepared”).
7. At least 75% of internship graduates will report being comfortable working with different types of populations (to serve the needs of the Las Vegas Community). (Rate scale: “very comfortable”, “comfortable”, “somewhat comfortable”, and “uncomfortable”).

Internship Goal 2

Prepare internship graduates to participate in continuous learning/ professional development activities.

Internship Objectives for Goal 2

1. At least 80% of internship graduates will submit their learning plan to CDR within 12 months of earning the RDN credential.
2. At least 80% of internship graduates will indicate that they participate in continuing education and professional development activities

Internship Outcomes Data are available upon request. Please contact dietetic.internship@unlv.edu.

UNLV Faculty & Preceptors

Name & Position	Contact Information
Neda Akhaban, PhD, RDN LD DI Director, Assistant Professor	Office Phone: 702-895-4572 Email: neda.akhavan@unlv.edu Office Location: BHS 326
Dawn Matusz, MS NDTR DI Coordinator	Email: dawn.matusz@unlv.edu

Preceptor contact information is available on the Contacts document for each internship cohort.

Dietetic Internship Options

Effective Spring 2024, students wishing to pursue education at UNLV to be eligible to earn the RDN credential must:

1) Have a DPD Verification Statement and a Master's degree from a regionally accredited college or university. The college or university must be located in the U.S. or its territories and accredited in good standing by a U.S. institutional accrediting body for higher education recognized by the United States Department of Education (USDE). The graduate degree may be in anything that the student can explain how it relates to being an RD. Students in this track will be enrolled in NUTR 796: Supervised Practice: Community Nutrition and Dietetics (2 credits), NUTR 797: Supervised Practice: Food Service Management (2 credits), NUTR 798: Supervised Practice: Clinical Nutrition and Dietetics (2 credits), and NUTR 794: Preparation for Nutrition & Dietetics Practice (1 credit). Additional coursework may be required, depending on coursework completed in the current master's degree. The DI supervised practice is 1000 hours minimum or 25 weeks in length, plus 1 day, 8 hours of orientation. Students must complete the internship within 150% of the expected timeframe, this means 2 years for FT interns and 3 years for PT interns.

The internship currently accepts up to 34 interns per year, up to 17 in each six-month period. The 17 interns are divided between FT and PT options. Of the 1000 hours, 640 hours are devoted to clinical experience, 160 hours to food service management, 200 hours to community experience, and 8 hours are extra for the orientation at the beginning of the internship.

Subsequent sections provide details on supervised practice hours.

Internship Admission and Selection of Interns

For complete details on the Application Process, please see the Application Information document on our [website](#).

Successful applicants must meet the following minimum admission standards:

- A baccalaureate or advanced degree from a regionally accredited four-year college or university.
- Minimum overall GPA of 2.75 (4.00 = A) for the bachelor's degree. The 2.75 minimum GPA applies to the total, sciences, and DPND GPAs.
- Didactic Program in Dietetics Verification Statement or Intent to Complete Form.

Internship Admission Requirements:

Option #1: MS/DI:

This option is currently on hold.

Option #2: DI Supervised Practice Only

This internship is six months in length for full time interns and one year in length for part time interns.

Students applying for this option must have an ACEND DPD Verification Statement and have completed at least 15 credits towards a Master's degree (or other graduate degree) from a regionally accredited college or university. The college or university must be located in the U.S. or its territories and accredited in good standing by a U.S. institutional accrediting body for higher education recognized by the United States Department of Education (USDE). A graduate degree in nutrition or a field enhancing nutrition and dietetics practice will be most competitive, but any degree will be accepted. Transcripts and syllabi may be reviewed for course content and rigor.

The supervised practice dates for full time interns are June-December and January-July. Full time interns will work 40 hours per week for the entirety of the internship.

The supervised practice dates for part time interns are: Mid-August through Beginning-August the following year. Part time interns will work 20 hours per week during Fall and Spring semesters (19 weeks each) and 24 hours per week during Summer session (10 weeks.)

NOTE: The number of students admitted will into the Fall part time cohort and the Fall full time cohort are shared with a total number of 17 between the two cohorts.

Students must submit / complete these steps:

- Complete the [DICAS](#) application and pay their DICAS application fee

If accepted into the DI, students must also be admitted as a non-degree seeking student to complete the DI supervised practice experience only. This application can be found at the [Graduate College Admissions](#) page. THIS STEP IS ONLY FOR ACCEPTED INTERNS. DO NOT COMPLETE THIS STEP AS PART OF THE APPLICATION PROCESS.

Students who are currently attending UNLV do not need to apply to the Graduate College as they are already in a graduate internship. Students working on a degree elsewhere must apply to the Graduate College as a non-degree seeking student. There is a fee to apply to the Graduate College.

Option #3: Self-Identified Graduate Degree: This option is for students who are currently working on a graduate degree either through UNLV or elsewhere. Students may work on the DI concurrently if they have a letter of support from their advisor or major professor. None of the competencies outlined in the 2022 DI Accreditation Standards will be met through didactic coursework from any graduate degree program. All competencies will be completed during the 1000 hours of supervised practice. The six graduate credits that are associated with the DI may or may not count as electives toward the student's graduate degree. The DI does not have control over whether these hours will count toward that graduate degree.

Selection of Applicants

Applications to the UNLV DI are reviewed comprehensively by DI faculty and staff. The review process considers academic performance (science GPA, DPD GPA, and overall GPA), relevant work and volunteer experience, and letters of recommendation.

We recognize that not all applicants have the opportunity to volunteer, particularly those who are balancing employment and other responsibilities. Relevant work experience—especially in nutrition or closely related fields—is valued and considered an important component of the application.

Applicants are evaluated within the context of the overall applicant pool for each admission cycle. Because the strength of the pool varies from year to year, selection decisions are made comparatively each round. Historically, the internship has received many highly qualified applications demonstrating strong performance across academic achievement, experience, and

professional references. Applicants are encouraged to strengthen these areas to the best of their ability prior to applying.

Due to confidentiality policies, the internship is unable to share the content of letters of recommendation. Applicants are encouraged to select recommenders who know them well and can speak meaningfully to their qualifications and readiness for supervised practice.

If academic performance does not fully reflect an applicant's potential, coursework may be repeated to improve GPA; however, we understand that this option requires careful consideration of time and financial commitment. Gaining additional professional experience is another meaningful way to strengthen an application and may also provide opportunities to secure strong letters of recommendation.

Interviews

Successful candidates are strong in all three areas and demonstrate exceptional skills through projects or experience. These individuals clearly demonstrate their skills, relate it to the internship, and are polished in the interview process.

The interview process occurs in two parts:

Part 1: The applicant will meet with the DI Director and DI Coordinator either in person or virtually via Zoom. Interviews will be 15-20 minutes in length and will consist of a series of questions designed to allow the applicant to show their personality, strengths, and weaknesses.

Part 2: Applicants will be required to answer 3-4 additional questions on a video recording and submit that video to the Director. These videos will be shared with preceptors for additional feedback.

DICAS applications may also be shared with the preceptors.

Assessment of Prior Learning

Prior learning experience or earned credits from a graduate program cannot waive the requirement for registration into NUTR 796 (Supervised Practice: Community Dietetics), NUTR 797 (Supervised Practice: Food Service Management), and NUTR 798 (Supervised Practice: Clinical Dietetics). Registration in these courses is required to have access to university services.

Prior learning from employment will not be considered as a partial waiver of course credits or supervised practice hours. Interns with prior experience may be given assignments or projects that are appropriate for their background and that are most useful for the intern and the institution.

Requirements to Become a Registered Dietitian (RD) / Registered Dietitian Nutritionist (RDN)

In order to become an RD/RDN, a student must:

- Complete an ACEND-accredited Didactic Program in Nutrition and Dietetics (DPND).
- Complete a graduate degree internship. Beginning January 1, 2024, students must have earned a graduate degree in order to sit for the National Registration Examination for Dietitians.
- Complete an ACEND-accredited Dietetic Internship (DI).

- Pass the Commission on Dietetic Registration (CDR) National Registration Examination for Dietitians. The eligibility requirements for this exam and exam content are set by the CDR. Additional information can be found at <https://www.cdrnet.org/RDN>.

ACEND

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.

ACEND® can be contacted by:

Email: ACEND@eatright.org
Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza
Suite 2190, Chicago, IL 60606-6995

ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND® is recognized by the U.S. Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. USDE can be contacted by:

Phone: 1-800-USA-LEARN (1-800-872-5327)

Mail: U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Internship Costs

Internship costs are detailed on the [UNLV Dietetic Internship webpage](#).

Technology & Resource Requirements

Students must have a computer with Microsoft Office applications and the ability to connect to the UNLV Learning management System (Web Campus/Canvas) and UNLV Library. Students must purchase a subscription to Cengage Unlimited. This is used in conjunction with the UNLV Learning Management System (Web Campus/Canvas) for custom-built course material. Students must purchase a subscription to an exam preparation software internship. Interns accepted to the internship will complete CRDN 5.1 during orientation, which includes a portion of evaluating how they learn. Interns can then use this information to help select which exam preparation software internship might best suit their learning style.

Financial Aid

Most interns enrolled in UNLV DI-Supervised Practice only are not eligible for federal financial aid because completing this portion only does not result in a conferred degree. Most students are eligible for private student loans. We will certify to lending agencies that the intern is enrolled in six graduate credits and is enrolled in full-time supervised practice. For more information on financial aid please click here for the [website](#).

Career Opportunities

Upon passing the Registration Examination, career opportunities include clinical dietetics (hospital, outpatient, home care, long-term residential care), community dietetics, private practice, food service management, government, and private industry (wellness, sales).

Withdrawals and Refunds

Students who withdraw from the university receive a refund of fees according to the schedule listed at: <http://www.unlv.edu/cashiering>, which is subject to change by the Board of Regents. All requests for exception to the refund policy for extraordinary circumstances must be made to Student Enrollment Services or the Fee Appeal Committee. An appeal form is available at Student Enrollment Services, Cashier's Office or the Bursar's Office website.

Section 2: Dietetic Internship Supervised Practice Hours

Supervised Practice Hours Overview

All dietetic interns will be required to complete at least 1,000 supervised practice hours according to the following breakdown:

- Community Nutrition rotation – 200 hours
- Food Service Management rotation – 160 hours
- Clinical Nutrition rotation – 640 hours
- Alternative Practice Experience Hours - 38 hours
- Extra hours- 12 UNLV Farmers market hours

Dietetic interns will participate in Orientation and may also participate in professional meetings. These hours do not count as contact hours.

Alternative practice hours vs supervised practice hours.

ACEND requires a minimum of 700 hours of supervised practice hours in the community. ACEND also allows up to 300 hours of alternative practice experience hours such as role plays, simulation and case studies. Students will meet on campus for role plays or simulations, and will be assigned case studies to complete on their own to earn these hours.

Examples include the following:

- Students will participate in UNLV IPE day (simulation) if they are an intern in February.
- Students will complete CRDNs for BP, BS and swallow screen at UNLV as a role play.

Students are also given the opportunity to earn extra, optional hours such as working at the UNLV Farmers Market. Each Farmers Market gives the student the opportunity to earn 4 hours and interns can earn up to 12 hours at the Farmers Market over the course of their DI to count towards the minimum of 1000 hours.

Clinical Nutrition Rotation

Each intern will spend 640 hours (16 weeks for FT and 32 weeks for PT) in the clinical rotation. During the clinical rotation, interns will learn and acquire skills in the following areas:

- Orientation to facility, diet office, and modified menu planning.
- Nutritional Screening and Assessment.
- The Nutrition Care Process and Medical Nutrition Therapy for various disease states (i.e. Outpatient Care, Weight Management, Diabetes Mellitus, Gestational Diabetes Mellitus, Cardiopulmonary Diseases, Gastrointestinal Diseases, Oncology, Orthopedics and Surgery, Rehabilitation and Neurology, Intensive Care and Nutrition Support, Renal Disease, acute care and out - patient, Pediatrics, Trauma).
- Working as a team: making referrals on behalf of patients; attending rounds or clinical meetings such as P&T; wound meetings etc.

Staff Relief

Interns doing supervised practice will not be used to replace employees until all clinical competencies have been met and the intern is ready to practice with minimal supervision as an entry-level professional. The purpose of staff relief is to gain experience carrying a full load so that the intern has a little experience with what a full load is like prior to their first job. Interns must learn various roles and will sometimes act like a manager and step into an unplanned role or position for the effective function of the unit. As such, interns are assigned a staff relief rotation at the end of the internship that ensures the student can meet entry-level practice in nutrition and dietetics. Interns may not just be used as staff relief on an on-going basis. Students may also never be given RD login information to chart on their own under the RD's credentials without the RD reviewing and signing off on all notes. Staff relief only happens during the clinical rotation.

Food Service Management Rotation

Each student will spend 160 hours (4 weeks for FT and 8 weeks for PT) in the food service management rotation. Individual projects will vary and will be assigned by the preceptor at the start of the rotation. During the four-week or eight-week rotation, interns will learn and acquire skills in the following areas:

- Production (assessing inventory, ordering, deliveries/receiving, storage, production sheets, food production, entree preparation with patient survey);
- Tray line supervision for breakfast and dinner shifts (introduction, times, temperatures, scheduling, and presentation);
- Cafeteria, physician's lounge;
- Catering (operations, scheduling, presentation, cashier duties, food safety, cleanliness), and
- Diet Office/Diet Technician duties/supervision.
- Sanitation and safety: conducting sanitation surveys; shadowing kitchen chemical company, hood or fire extinguisher inspections as available.

Community Nutrition Rotation

The goal of the Community Nutrition rotation is to provide the intern with the opportunity to observe and gain information from a variety of diverse community nutrition programs as well as a more intensive work experience in one or two aspects of community nutrition programming. This format will provide each intern with the opportunity to observe the diversity within community nutrition and to actively participate in nutrition program development and implementation. Topics pertinent to all areas of practice such as professional development and the Code of Ethics will be covered.

Each intern will spend 200 hours (5 weeks for FT and 10 weeks for PT) at a Community site. This learning experience provides the interns with the opportunity to participate in the development and implementation of nutrition programming to a great degree. The goal of this rotations is to provide the intern with a broad perspective of the variety of nutrition programming in the community and the duties performed by an RDN while working with a broader community.

At each site the intern will learn about the mission and vision of the agency/organization, funding source, target audiences served and major program areas within the agency/organization. They will also work on specific aspects of nutrition programming within the agency/organization. Each intern will also work on a specific project that culminates in a written

and oral report. Depending on the project in which the intern is involved, they may participate in the needs assessment/planning component of a program under development, implementation of a new or existing program, program marketing or a program evaluation. The specific learning experience for each intern will depend on the agency/organization at which the intern spends their rotation and the programming of that agency/organization.

Assignments are made based on a student's background coming into the program and efforts will be made to give each student a different experience from those already received prior to admission to the DI.

The interns may spend an additional 8-12 hours participating in formal class sessions during their community rotation plus time spent giving their final oral presentation. Other meetings will be held occasionally throughout the internship experience. Part of the meeting time will be devoted to presentations by preceptors and guest speakers designed to provide additional background and knowledge to interns on specific nutrition and health topics such as coding and billing, nutrition policy, and the legislative process. A portion of the meeting time will be for interns to present case studies, project reports, or panel discussions for DPND students.

Activities assigned during the Community rotation will enable interns to meet the required competencies related to community programming and operation. Because of the unique nature of the activities performed by specific organizations/facilities or specific RDN's, these sites have been asked to specifically provide activities related to the ACEND competencies.

Interns may also be required to participate in the UNLV RebelWell Health Fair in the spring and/or the UNR Extension's Healthy Kids Festival in the fall.

Evaluation Process

A variety of constituencies are involved in the development of the internship. The DI Director is the primary coordinator, but assistance is received from the internship preceptors. Interns are evaluated informally throughout each rotation and formally at the end of each rotation. Interns will meet at UNLV or via zoom approximately weekly to review progress towards meeting competencies and to go over didactic content to prepare for upcoming assignments and rotations.

Specific evaluation rubrics are used to evaluate general performance regarding attitude and behavior and specific competencies. A rating of 3 or higher is required for each competency, and to pass the DI. **Please note that rating of 3 does not translate to a C in letter grading. A rating of 3 indicates that an intern is competent and meets the requirements as an entry-level dietitian.** If an intern receives a 2 or 1, a project improvement plan (or internship improvement plan if multiple issues are observed) will be developed to help the intern meet entry-level competency in that area.

All work must be turned in by the end of each rotation, including assignments and competency documentation. All submissions are in Web Campus / Canvas. The Director will check off / grade each submission. Additionally, the Director continuously communicates with preceptors and will be checking on interns' progression towards the completing of competencies during each rotation. If a student is having difficulty passing a specific CRDN or rotation, the Director will work 1:1 with that student to remediate a plan to help them succeed.

Interns will evaluate the rotations at the completion of the internship. This feedback will be used to make modifications and/or improvements to the internship. Feedback will also be sought from supervising dietitians.

The School of Integrated Health Sciences Dean will evaluate the DI Director annually. The DI Director is responsible for communication about the DI to all department members and university administrators.

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Specific evaluation rubrics are used to evaluate general performance regarding attitude and behavior and specific competencies. A rating of 3 or higher is required for each competency and thus to pass the internship, students must receive at least a 3 in all areas. **Please note that most satisfactory ratings will likely be at a 3. While 4s and 5s are possible, they are rare since your time in an internship is to make you a minimally competent dietitian, and may not be feasible to receive higher competency ratings/fully master particular topics in this amount of time.** If an intern receives a 2 or 1, a project improvement plan (or internship improvement plan if multiple issues are observed) will be developed to help the intern meet entry-level competency in that area.

All work will be turned in by the end of each rotation, by competency or assignment into canvas so that the Director can read it to give feedback and grade it when points are assigned. The DI Director communicates ongoingly with preceptors and will be checking in to see that you are making progress toward completing and passing the competencies and rotation. If a student is having difficulty passing a specific CRDN or rotation, the DI Director will work 1:1 with that student to remediate a plan to help them succeed.

Interns will evaluate the rotations at the completion of the internship. This feedback will be used to make modifications and/or improvements to the internship. Feedback will also be sought from supervising dietitians.

The School of Integrated Health Sciences Dean will evaluate the DI Director annually. The DI Director is responsible for communication about the DI to all department members and university administrators.

Redirection Policy for Interns

If an intern is unable to meet the learning objectives or goals of any rotation, they will be notified within that rotation and will be given the opportunity to spend additional time in that area. If an intern exhibits inappropriate behavior or conduct during any rotation, they will be consulted and given the opportunity to correct the problem.

Interns are expected to have requisite knowledge from their DPD program. There is no mechanism to test this requisite knowledge or remediate this knowledge. There are 50 competencies that need to be completed during the 1000 contact hours, and these activities aren't possible with a strong requisite knowledge.

Extra help is available from the DI Director. Interns will meet with the DI Director on campus or via Zoom regularly to assess progress toward meeting competency.

Students may be referred to the [UNLV Academic Success Center](#) for tutoring, help with oral or written skills, or other academic support services.

Instances when the intern does not conform to the internship policies will be documented and placed in the intern's file. Depending upon the nature of the infraction, the intern may not be allowed to participate in an assigned rotation and/or may be sent home. Preceptors will communicate issues as they arise with the DI Director. Repeated episodes of non-compliance will affect the student's evaluation. Habitual non-compliance may be grounds for disciplinary action and/or eventual dismissal from the internship. Individual facilities may have additional restrictions that must be followed while attending that site.

Procedure

- The deficiency or problem will be documented with anecdotal notes by the preceptor, supervisor, or Director.
- The preceptor will notify the DI Director. The director, preceptor and/or supervisor will discuss the problem with the intern and develop a plan of action. The plan may include additional work in the specific area of concern and/or extension of the rotation.
- If the intern needs to spend additional days in any rotation, the other participating facilities will be notified and the schedule adjusted as necessary. Interns may be required to spend additional time above and beyond the standard rotation schedule to complete assigned tasks. The internship length may be extended to accommodate the additional time necessary to become competent in an area.
- Any intern needing extensive additional time on more than one occasion will be re-evaluated by the DI Director, preceptor, and supervisor(s). The individual may be re-directed towards an alternative career option if they are unable to complete the DI for any reason.
- Any intern needing to be counseled on more than two occasions regarding professional or ethical behavior will be re-evaluated by the DI Director, preceptor, and supervisor(s). The Chair of the School of Integrative Health Sciences and/or the Dean of the School of Integrated Health Sciences may be asked to consult with all parties involved as appropriate. The intern may be dismissed from the internship.
- The DI Director is responsible for coordinating the intern's re-direction and communicating the decisions of involved parties to the intern.
- Serious cases of misconduct, as defined by the [UNLV Office of Student Conduct](#), will be referred to the administrative officer of the rules for appropriate action. From the referral point, the policies and procedures detailed in Chapter 6 of the University of Nevada System Code will be followed.
- Work that is subpar and cannot be remediated may also be considered a patient safety issue. At that point, the internship cannot progress and the intern will be removed from the internship.

Disciplinary Action / Termination / Removal from the Internship:

Instances warranting disciplinary action include but are not limited to: unsatisfactory performance on rotations; excessive tardiness; unprofessional conduct or behavior; violation of hospital confidentiality policies; using key card badge to enter restricted / unassigned areas; failure to meet academic or internship requirements; failure to pay tuition or fees; unethical

behavior; substance abuse; disruptive or violent behavior. Disciplinary action may include removal from the internship.

Step 1: Document performance concerns:

Preceptors will reach out to the DI Director via email to express concerns about the intern. They may also request to have a 1:1 phone conversation. The Director will begin a written file regarding concerns about the intern. The Director will counsel intern regarding concerns. The Director and intern will create a plan to resolve the issue. Concerns should be documented clearly and factually.

Step 2: Verbal warning:

For minor or first offenses, the intern should be given a verbal warning.

1. The Director (or coordinator in the Director's absence) will meet with the intern.
2. The meeting should cover the specific performance or behavior issues, clearly define the expectations for improvement, and set a timeframe for resolution.
3. A written record of the verbal warning is placed in the intern's file. The document should include the date of the meeting, the items discussed, and the expectations set. The intern is not expected to sign this document.

Step 3: Written warning and probation:

If the intern's performance does not improve after the verbal warning, or if the initial infraction warrants a more serious disciplinary action, the intern should be placed on formal probation.

1. The Director meets with the intern. The preceptor may also attend this meeting.
2. A formal letter of probation is issued. This document must include:
 - o A detailed description of the ongoing deficiencies.
 - o Specific, measurable goals for improvement.
 - o A timeline for the probation period.
 - o The consequences of failing to meet the improvement plan's requirements, including potential termination.

A copy of the written warning/PIP is placed in the intern's file. The intern should be asked to sign the document to acknowledge receipt, though their signature does not indicate agreement. The intern is also informed of their right to file a grievance.

Step 4: Suspension (Optional):

In some cases of severe misconduct or to allow for a more thorough investigation, a temporary suspension may be necessary.

- The intern is relieved of their duties for a specific period of time while the internship conducts an investigation.
- This step is reserved for situations that are serious enough to warrant immediate action, but not necessarily immediate termination.
- Following the investigation, a decision is made to either reinstate the intern or to move forward with termination.
- In cases where performance does not meet expectations, suspension is not necessary.

Step 5: Termination from the Internship:

Termination is the final step, reserved for the most serious infraction or failure to meet the requirements of the probation period.

- The Director will meet with the intern to deliver the termination notice.
- The intern will be provided with a formal, written notice of termination. The letter should include:
 1. A clear statement of the internship's termination and effective date.
 2. A summary of the documented performance issues and the steps taken to address them.
 3. Information about returning internship or facility property, such as keys, badges or uniforms.
 4. A statement regarding forfeiture of the Verification Statement.

All disciplinary documents, including the termination letter, is retained in the intern's file.

Step 6: Post-Termination Actions:

- Internship records: The intern's record will be updated to reflect non-compliance of the internship.
- Notifications: ACEND policies should be followed. This may include retaining records for a specific period for internship review.
- Communication with the facility: The preceptor and facility will be notified that the intern is terminated from the UNLV DI. The intern's facility badge, if applicable, will be returned to the site by UNLV DI personnel.
- Grievance procedure: The intern will be reminded of the formal grievance process available to them if they wish to challenge the decision.

Appeals Procedure

1. In the case of an appeal, it is expected that the student and DI Director will attempt to resolve the disagreement prior to the beginning of the formal appeal process. When this initial discussion does not provide a satisfactory resolution to the problem, the student may initiate the formal appeal process.
2. A decision made by the DI Director may be appealed. The student must petition, in writing, the DI Director.
3. If the decision cannot be resolved to the student's satisfaction, the student can further appeal within UNLV as outlined below:
 - A. School of Integrated Health Sciences Academic Standards Committee
 - B. Associate Dean, School of Integrated Health Sciences
 - C. Dean, School of Integrated Health Sciences
 - D. University Academic Standards Committee
 - E. Faculty Senate Grievance Petition
 - F. Executive Vice President and Provost, Vice Provost for Academic Affairs
 - G. President

These grievance and appeals procedures are further detailed on the UNLV Graduate Catalog website: <http://graduatecollege.unlv.edu>

Schedules for Supervised Practice

Interns will receive a Master Rotation Schedule once Onboarding has been completed. This schedule provides details related to the three major rotations: Community, Food Service, and Clinical. Schedules will vary by intern depending on which hospital the intern will be completing their Clinical and Food Service Rotations. Schedules are subject to change due to unforeseen circumstances (ie: something happens in a kitchen the intern is assigned to and it would not be a worthwhile experience for the intern) OR, additional experiences that were just made available were added to the list of sites and based on the intern's interests, the DI Director was able to offer a unique experience that just happens to fall within their cohort of rotations.

See Appendix D for Sample Schedules.

Dietetic Internship Completion Requirements

Students Entering w/ Existing Graduate Degree

Students with an existing graduate degree complete 1,000 supervised practice hours over the course of six (6) months or one (1) year if in the part time cohort.

Students will register for and complete the following courses:

- NUTR 796 – Supervised Practice: Community Nutrition and Dietetics (2 credits)
- NUTR 797 – Supervised Practice: Food Service Management (2 credits)
- NUTR 798 – Supervised Practice: Clinical Nutrition and Dietetics (2 credits)

Upon completion of the ACEND-accredited UNLV Dietetic Internship Supervised Practice Internship, graduates receive a Verification Statement of internship completion which is required for eligibility to take the Commission on Dietetic Registration's (CDR) [dietetic registration exam](#). The exam must be passed to become a Registered Dietitian Nutritionist (RDN) which also fulfills requirements in the [State of Nevada to become a Licensed Dietitian](#), if the intern intends to work as an RDN in Nevada.

Policy for Issuing an ACEND Verification Statement –Option #1: MS/DI: Currently the MS/DI is on hold therefore it is not possible to earn a verification statement from this option.

Policy for Issuing an ACEND Verification Statement: Option #2: Dietetic Internship Only (Students entering with an existing graduate degree)

Upon completion of the ACEND-accredited UNLV Dietetic Internship Internship, graduates receive a Verification Statement of internship completion which is required for eligibility to take the Commission on Dietetic Registration's (CDR) [dietetic registration exam](#). The exam must be passed to become a Registered Dietitian Nutritionist (RDN) which also fulfills requirements in the [State of Nevada to become a Licensed Dietitian](#).

If the internship completion requirements are met, the DI Director will issue the final Verification Statement and will follow the procedures established by CDR for submitting and verifying eligibility for the dietetic registration exam. Successful internship completion includes:

1. Completing the minimum required supervised practice contact hours and earning at least a satisfactory rating on all competencies and student learning outcomes. The DI supervised practice is 1000 hours minimum or 25 weeks in length for full time interns, or 1 year in length for part time interns. Students must complete the internship within 150% of the expected timeframe. This means two years for full time interns or 3 years for part time interns.
2. Completing an adequate learning portfolio documenting meeting competency. Template is provided by the internship.
3. Completion of the CDR demographic information.
4. Master's degree earned and approved prior to UNLV internship admission OR graduate degree confers and then the VS can be issued.

Policy for Issuing an ACEND Verification Statement- Option #3: Self- Identified Graduate Degree:

Upon completion of the ACEND-accredited UNLV Dietetic Internship AND once the student's graduate degree confers and all above criteria are met then the student will be issued a verification statement.

Complaints

If an intern has a complaint, the following procedures should be followed:

Procedure

- The intern should first discuss the problem with the preceptor of that rotation. If the complaint is against the preceptor, the intern should file the complaint with the DI Director.
- The preceptor will notify the DI Director (when appropriate). The DI director and preceptor will discuss the problem with the intern and develop a plan of action.
- Serious cases of misconduct, as defined by the Rules of Disciplinary Procedures for Members of the University Committee, will be referred to the administrative officer of the rules for appropriate action. From the referral point, the policies and procedures detailed in Chapter 6 of the University of Nevada System Code will be followed.
- Contact information for the Chair of the School of Integrated Health Sciences, the Associate Dean and Dean of the School of Integrated Health Sciences is listed in the UNLV DI Student Handbook.
- Interns may contact the administrators within the School of Integrated Health Sciences without fear of retaliation. The DI Director respects the rights of the student intern and encourages the intern to follow the procedural chain if the dispute cannot be resolved with the DI Director.

Appeals Procedure

- In the case of an appeal, it is expected that the student and DI Director will attempt to resolve the disagreement prior to the beginning of the formal appeal process. When this initial discussion does not provide a satisfactory resolution to the problem, the student may initiate the formal appeal process.

- A decision made by the DI Director may be appealed. The student must petition, in writing, the DI Director.
- If the decision cannot be resolved to the student's satisfaction, the student can further appeal within UNLV as outlined below:
 - School of Integrated Health Sciences Academic Standards Committee
 - Associate Dean, School of Integrated Health Sciences
 - Dean, School of Integrated Health Sciences
 - University Academic Standards Committee
 - Faculty Senate Grievance Petition
 - Executive Vice President and Provost, Vice Provost for Academic Affairs

These grievance and appeals procedures are further detailed on the UNLV Graduate College Website: <http://graduatecollege.unlv.edu/>.

Complaints Not Resolved at the University Level

If the complaint relates to noncompliance with ACEND accreditation standards only, ***and all other options with the internship and UNLV have been exhausted***, then students should contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

The Accreditation Council for Education and Dietetics
Academy of Nutrition of Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Phone: (800) 877-1600, ext. 5400
E-mail: acend@eatright.org
Website: <http://www.eatright.org/acend>

Procedure for Complaints Against the DI

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits.

Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies.

The complaint must be signed by the complainant. Anonymous complaints are not considered.

The complaint investigation form can be found on the [complaint section of the ACEND website](#).

Section 3: Policies, Procedures, and Student Services

Introduction

All interns must conform to the policies and procedures of the internship and of the participating institutions. All aspects of the experience must be completed in a professional manner.

Onboarding, Preparation, and Tracking

Onboarding for Supervised Practice

Interns will receive a comprehensive Welcome Packet detailing several tasks that must be completed by a certain deadline. By agreeing to the interview, you agree to complete all assigned tasks by the date requested. This is critical for placement into hospitals and community sites. If you do not meet any of the deadlines, you may be dismissed from the internship and will not be given another opportunity for admission.

Health & Liability Insurance

Students are required to carry a personal health insurance policy at the time of admission into the internship. Documentation of current student health coverage is validated at the start of the internship.

Students are required to carry a professional liability insurance policy for the duration of their supervised practice. Liability insurance must start no later than the first day of supervised practice and cannot end any earlier than the last day of supervised practice. Typically, these policies last one year. The amount of coverage is up to the student. A suggested company is listed in the on-boarding materials, but you may choose whichever company you wish for RD intern liability insurance.

Mandatory Immunization Requirements

Nevada state law requires that all newly admitted students submit proof of immunization before they may register for classes. All students, regardless of age, must provide documentation of immunization within the last 10 years for Tetanus-Diphtheria. Students born in or after 1957, must provide documentation of immunity for two (2) doses of live measles, (Rubeola) one mumps, and one rubella vaccination. If documentation is unavailable, immunizations must be repeated or titers drawn to show immunity prior to registering for classes.

COVID-19 Vaccination policies and protocols are being established and must be followed. Each hospital and practice site will have policies and procedures for handling COVID-19 issues, including vaccinations. These policies may change throughout the internship for the protection of students, faculty, preceptors, patients, and the general public.

At the time of admission to the internship, students must provide proof of the required immunizations. Additionally, documentation of a current tuberculin skin test may be required. The Welcome Packet will provide a complete list of required immunizations and medical clearances.

By agreeing to enter the internship, you are agreeing to provide proof of vaccinations, immunizations, have titers drawn, or receive the required vaccinations/immunizations prior to the start of the internship.

Preparation Prior to Internship

All interns are responsible for entering the internship with a strong didactic knowledge base. Some of the assigned readings will include a review of this material. Interns will receive a comprehensive list of Pre-Internship Homework to complete in preparation for supervised practice.

Preparation During Internship

Many readings and assignments are to be completed prior to a given rotation or section of a rotation. Failure to complete such assignments will result in disciplinary action. Additional materials are available for students who would like a refresher related to counseling, MNT, community nutrition and food service through the textbooks that are a part of the Cengage package as well as the food service textbook. Interns will be given a study outline from CDR indicating the topics covered on the exam by domains and the DI Director will make suggestions for how to study for the exam. It is a good idea to begin to study for the RD exam when the internship begins. Then you can ask your preceptor and DI Director questions along the way. Some of the items from Domain 4: Foodservice Systems are not necessarily CRDNs. But there will be an opportunity to see these concepts in action while in a commercial kitchen as it will help you prepare for the RD exam.

Tracking Supervised Practice Hours

Students in the internship are required to complete a minimum of 1,000 hours of supervised practice within the 6-month (25 week) internship for FT students and year-long internship for PT students. Please note that orientations, educational meetings and sessions and any travel time do not count towards supervised practice hours. These hours contribute to the additional 40 hours of orientation and beyond that. Interns are expected to work full days in their sites unless they are given time away from the site to work on a project as directed by the preceptor. Students may not decide that since they worked extra time each week, that they get to end the internship early. Interns are provided with an electronic hour log for preceptors to approve and sign. If hours are not met, then it is possible to extend the internship to meet them. Verification statements will not be issued unless a minimum of 1000 supervised hours are completed. It is advisable to work extra hours by taking advantage of opportunities such as working at the UNLV Farmers Market where students can earn up to 12 hours.

Competency Tracking

Interns are required to provide documentation detailing how each competency has been met. Documentation must be in the form of a narrative at minimum. Some competencies are project-based, and it is expected that the completed project will also be provided as proof of having completed the competency. Competencies will be tracked in the Canvas.

The list of competencies that interns must become proficient in can be found on our [website](#). All interns will receive the list of competencies with suggestions of activities and projects with which to meet the competencies. This means that there are generally more than 1 opportunity to complete any given competency and each site and each intern may complete different types of assignments to meet the same competency.

Condition Tracking

In addition to total hours, students are also required to track patients of varying ages from infants to older adults and with various diseases and conditions. A downloadable form is

located in Canvas where students can track and have their preceptor sign off on conditions by category so that new preceptors can easily see what has been completed. Students may not count conditions that they may have completed an assignment on in their undergraduate DPD program. Although only 1 condition from each category must be completed, the more conditions a student sees, the more comfortable they may be taking the RD exam and starting their first job.

Dietetic Internship Statement of Responsibility

Each intern assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or participating in the UNLV DI, operated by the University of Nevada, Las Vegas, School of Integrated Health Sciences, at their rotation sites unless such injury, illness, or loss arises solely out of the site's gross negligence or willful misconduct.

School of Integrated Health Sciences Statement of Responsibility

As a student participating in an internship or off-site clinical training, the undersigned assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or from, or participating in the UNLV DI, operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, and their agents, officers, and employees, at its rotation sites and throughout its programs unless such injury or loss arises solely out of the sites' gross negligence or willful misconduct.

Attendance

Full-time cohort: Full time attendance is required, as scheduled, 40 hours per week. Students are required to keep an hour log signed by the preceptor each week. Each student is expected to arrive on time each day during rotations. The day will begin and end at times established by the DI Director, preceptors and/or supervising dietitian and will reflect a schedule to allow completion of the supervised practice within the internship time frame. Lunch periods and breaks are assigned at the discretion of each individual preceptor or supervisor. No student shall expect, request, or otherwise arrange for altered hours or early release in order to participate in paid employment or any outside activity. Students must be open and flexible to their schedule as preceptors may ask them to come in early or stay late to see specific activities that only happen at those times, such as check in a food order with the food purveyor or attend an in-service with an RD for the night shift nurses to name a few.

Part-time cohort: Interns will start the first full week in August with orientation and work 20 hours per week for 19 weeks. They will then have a 2- week winter break the last 2 weeks of December. The interns will report back the first full week in January and work 20 hours per week for 19 weeks and have a short break the last 2 weeks in May. In the summer, interns will work 24 hours per week for June, July and August, with an 8 hour shorter week the last week of August. Part-time hours will be agreed upon by the preceptor, intern and DI Director ahead of starting that rotation.

Student Absences

Students are expected to be in their assigned department, ready for assigned work, at the assigned time. If the student is unable to be there for a legitimate reason, the student must notify the preceptor or supervisor immediately. Interns will be required to make up lost time from tardiness and/or sick leave as the minimum number of hours for the DI is 1000. Students must be supervised by a preceptor and therefore make-up hours are limited to availability of

your preceptor. Preceptors are volunteers in the internship and are not required to alter their work schedule to accommodate lost time of a student.

Drug Policy

Drug testing is required. Please note- while marijuana is legal for recreational use in Nevada, it is NOT permitted to be in your system. If you test positive for marijuana use (or any other non-permitted substance), you may be dismissed from the internship. Alcohol or marijuana may not be used or present in the body while at a clinical site.

Work Attire Policy

Each intern, uniformed and non-uniformed, shall present a well-groomed, professional appearance which inspires confidence of patients, families and visitors. Personal cleanliness is expected at all times. The preceptor or supervising dietitian will monitor individual dress for appropriateness. This policy is in effect while on duty and in the appropriate areas. Guidelines are outlined below. Each facility will have a specific policy. Please contact your preceptor/supervising dietitian prior to the rotation to confirm their policy.

- Appropriate business casual is expected. This may include skirts, dresses, and pants. Skirts must be no shorter than three inches above the knee. Slacks are to be full length. Cardigans and sweaters may be worn for warmth. All garments must be clean, pressed, and well-fitting.
- Some sites may require scrubs instead of business casual, please ask your site for their scrub color preference should they have one.
- Some kitchen rotation may require you to wear a uniform shirt that the food service employees wear, with a specific color pants. In this case, they will issue you a shirt for your rotation.
- Clothing displaying the insignia of any other facility may not be worn.
- The following clothing items may not be worn: leotards, spandex, tight fitting clothing, clothing with logos, writing or cartoons, white t-shirts, visible strapless tank tops, tank tops, sweat shirts, sundresses or sleeveless clothing (unless worn with a matching cover), sheer clothing, low-cut blouses, unbuttoned shirts/blouses, belly shirts showing the midriff, large slits in skirts/dresses, or any item made of denim.
- Men and women will wear appropriate socks/stockings with pants/slacks.
- Shoes will be worn at all times. Thongs, sandals, open toed shoes, backless shoes (except clogs), slippers and moccasins are not permitted in patient care areas, as they present a safety hazard. Shoes will be clean and polished as needed. Kitchens may require non-slip shoes for your protection and if required, you must wear them.
- Appropriate undergarments will be worn. No underclothing may be worn which reveals the color of the undergarment through clothing, Bra straps shall not be visible.
- Fingernails will be clean and neatly manicured. Polish color should be in good taste and present a professional appearance, unless not allowed in food service, in which case it should be removed. Excessively long nails, which interfere with the delivery of services, are not permitted. Decorations implanted into the nail bed are not permitted as they may be hazardous and can transmit infections.
- Hair will be neat and clean and be of appropriate length, which presents a professional image. Long hair needs to be secured at the nape of the neck in order to prevent it from falling forward. Excessive ornaments, headbands, or scarves are prohibited. Simple barrettes, combs, and pins are acceptable. Fads in hair color and style are not

appropriate for the workplace. Hair restraints required in the food service area will be provided by the kitchen and must be worn at all times.

- Jewelry shall be simple rings and earrings (no dangling or excessive long earrings). Bracelets or concealed chains may be worn as long as they are not excessive.
- Sunglasses are not permitted. Tinted prescription glasses are acceptable.
- Employee ID badges and/or name tags shall be worn while on duty. Hospitals will issue a badge with key card access. Care must be taken to only use key card access in areas you are assigned to. Using key cards to enter areas you are not authorized to go into may be grounds for disciplinary action and or termination.
- Strong odors such as perfumes and cigarette smoke are to be avoided as they may cause respiratory or allergic reactions and/or nausea for patients.
- Visible body piercing other than ears will be covered or removed while on duty.
- Tattoos will be covered during work hours.
- Facial hair shall be neat and trimmed. If you have a beard, you may be required to remove it or cover it with a hair restraint during your food service rotation.

Work Hours, Holidays, and Vacations

This Dietetic Internship is full time with no room for vacation time, except for the part-time interns that have 2 planned breaks. The two planned breaks for part-time interns will be in December and May and cannot be changed. There will be approximately 40 contact hours per week, plus additional time required for homework, reading, projects, case study preparation, etc. While you are on site approximately 8 hours per day, you must be available 24/7 for this internship. Some weeks you may be assigned a traditional 8:00-5:00 schedule, while other weeks you may have a 5:00 or 6:00 am -1:00 or 2:00 pm or an evening schedule. Much of your time will be Monday-Friday, but other times you will be required to be on site on weekends. You may not see patients in a clinical rotation in the middle of the night.

As mentioned in your invitation to interview, by accepting your appointment into this internship, you agree to be available for your assigned schedule during the entire length of the internship. Interns will check in with the preceptor or supervising dietitian for their daily schedule. Interns will be responsible for confirming the next day's start time before leaving for the day and will let their supervisor know when they are leaving.

The preceptor for that rotation will determine time off on holidays. Any time off for the observance of religious holidays must be approved by the preceptor. Any time off will result in additional contact hours throughout or at the end of the internship.

The internship does not allow for any vacation period given its short length. Any time off for the observance of religious holidays must be approved by the preceptor. Any time off will result in additional contact hours throughout or at the end of the internship.

Part time interns may have more flexibility as they are only at their sites part time. Although it may be possible to be away during part of a particular week, vacations should not be scheduled routinely except during the two 2 week breaks.

Behavior and Conduct

In accordance with the University regulations on classroom conduct, the university statement on Academic Dishonesty, and the Code of Ethics, students in the UNLV DI must act in a safe and professional manner. Unsafe or unprofessional behavior displayed in the clinical practicum or

classroom may be grounds for immediate suspension from the internship, regardless of previous academic or clinical performance.

Examples of unsafe or unprofessional behavior include, but are not limited to: inadequate preparation for safe patient care; failure to seek appropriate assistance with new or unfamiliar procedures; breach of patient confidentiality, including going into an electronic health record for a patient that you were not assigned to as this is a HIPPA violation or other dishonest or unprofessional interactions with patients, family members, staff, faculty or peers; engaging in practice when not mentally or physically fit; placing or leaving a patient in a hazardous condition or circumstance; and/or failure to comply with safety regulations. Using your key card access badge to enter areas of the hospital that you are not assigned is not allowed either. In addition to these examples, students may be drug/substance tested at any time at the expense of the student. Having alcohol in your body while at a clinical site will result in dismissal from the internship. Please note- while marijuana use is legal under defined circumstances in Nevada, it is not permitted at any time during the Dietetic Internship. Any student under the influence of alcohol, marijuana, or other illicit substance will be dismissed from the internship.

Student Relationship with Clinical Personnel

During the internship experience, the student will interact with preceptors, supervisors, patients as well as other health care professionals. The student is expected to exhibit a professional and cooperative manner at all times. The student has the responsibility to assimilate into the clinical, food service, and community environment and to function as a professional. The internship experience is a time of transition from student to practitioner. Interns are not allowed to develop personal or romantic relationships with internship site personnel while they remain interns. Doing so can lead to disciplinary action up to and including termination from the internship.

The DI Director works closely with preceptors to coordinate each student's supervised experience. Since the preceptors are closely involved in student practical instruction, the student shall, at all times, show appropriate respect. The student shall accept duties assigned by the DI Director, preceptor, or supervising dietitian. Even if the intern feels that they have already completed a similar project in another internship, they will still need to complete the work being asked of them as the competencies must be observed during the internship.

Preceptors and supervising dietitians within each facility are responsible for training each student. To this end, preceptors and supervisors have developed a list of student assignments in order to assure an orderly workflow and adequate experience. Students will be assigned to the different areas on a rotational basis. The student will be under the supervision of the preceptor and/or another dietitian. The preceptor and supervising dietitian will assess the student's knowledge and skills through observation of task performance and report data on the student evaluation form. The preceptor and supervising dietitian will communicate with the DI Director and the director will use this feedback toward assigning a final grade in the graduate courses.

Student Relationship with Clients and Patients

During the internship courses, the student may have contact with various clients and patients. The student shall greet each client and/or patient in a professional manner and shall perform all appropriate procedures with due respect. The student shall never indiscriminately discuss clients or patients. Refer to the code of ethics section below and your HIPAA training. Students

may not develop personal relationships with patients or clients beyond that of a professional intern/ client relationship while in the DI internship.

Problems During the Internship

Any problems that arise during a rotation should first be discussed with the rotation preceptor. Interns may communicate any concerns to the DI Director at any time. The formal Complaint policy can be found in Section 2 of this Student Handbook.

Phone Policy

Interns will conform to all policies regarding the use of phones (including cell phones), receipt of personal phone calls, and breaks. Failure to conform to such policies will result in disciplinary action with the DI Director

Physical Demands of the Internship

This internship requires that you be on your feet or otherwise mobile for approximately 8 hours per day in a hospital kitchen, hospital medical and patient floors, and in various community settings. Traveling in person around the hospital setting (back and forth from patient floors to kitchen) is required in a timely manner in order to complete the assigned patient load for competency. Patient load will be increased throughout the internship as students obtain competency in treating patients using the Nutrition Care Process.

Flexibility

Please note that this internship requires flexibility. We rely on practice sites for your experience and these sites and preceptors donate their time to your supervised practice. You may be assigned to a site early in the internship and then have a change if the site becomes unavailable. While this does not happen often, it is a possibility.

Professional Code of Ethics

All interns must follow the Code of Ethics for the Profession of Dietetics. The Code of Ethics for the Profession of Dietetics will be provided to each intern and can be accessed here: <https://www.eatright.org/code-of-ethics-for-rdns-and-ndtrs>.

Non-Compliance with Internship Policies

Instances when the student does not conform to the internship policies will be documented and placed in the student's file. Dependent upon the nature of the infraction, the student may not be allowed to participate in the clinical session and may be sent home. Repeated episodes of non-compliance will affect the student's evaluation. Habitual non-compliance may be grounds for disciplinary action and/or eventual dismissal from the internship. Individual facilities may have additional restrictions that must be followed while attending that site. Habitual tardiness is unacceptable. If you are going to be late, you must contact the preceptor to let them know. If this becomes an ongoing problem, the preceptor and DI Director will discuss the issue with the intern and whether disciplinary action or dismissal is necessary.

Internship Grading Policy

Final course grades will be subject to the general university grading system. Each course will have its own performance standards, and course objectives and grading scales. Course syllabi will be given to all students at the beginning of the internship. There will be different due dates for each intern based on their assigned rotations. All assignments worth points will be graded by UNLV faculty, whereas, the competency scale of 5, 4, 3, 2, 1 will be used for preceptors.

Student Records

All student records are kept in a locked file cabinet, in a locked office at UNLV and/or via electronic storage on servers protected by UNLV OIT. Student records are confidential and only authorized personnel may access. Students may access their own records by coming in person to the office or in writing.

Protection of Privacy of Intern Information

See the Nevada System of Higher Education Privacy Statement presented at the end of this manual.

All UNLV employees must be in compliance with the Federal Family Education Rights and Privacy Act. No information will be shared with individuals not affiliated with the UNLV DI without written consent of the student.

Student files will be kept in a locked file cabinet in the Department of Nutrition Sciences. UNLV ensures confidentiality of student records by requiring a password for all electronic access to registration and grades.

Retention of Student Records

UNLV Dietetic Internship records include such information as: copies of application and admission materials, current contact information, copies of all correspondence, transcripts, progression in the internship, and advising notes.

Students may have access to their files by an appointment with the DI Director. Student files are kept secure in a locked file cabinet.

In addition to the internship files, each student has a file in the Registrar's Office. Student academic records are retained indefinitely; grade sheets are retained for five years, as are admissions files.

Student Employment

Students are expected to commit their time to the development of professional performance skills during their internship. While it is recognized that financial requirements might necessitate student employment, at no time shall that employment interfere with the rotation schedule or jeopardize the student's performance during the internship. The UNLV DI does offer a PT option for the DI now, to help accommodate any student needing to work during the DI.

Equitable Treatment Policies for Students

<https://www.unlv.edu/compliance>

UNLV is committed to providing a workplace and educational environment, as well as other benefits, internships and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational internship or activity, UNLV has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. UNLV values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those

involved. The President has designated the Office of Equal Employment and Title IX as the office who will respond to complaints of unlawful discrimination and harassment.

The Office of Equal Employment and Title IX is also responsible for overseeing the interactive process for employees required under the Americans with Disabilities Act (ADA).

The Office of Equal Employment and Title IX reviews all concerns under Title 4, Chapter 8, Section 13 of the Nevada System of Higher Education (NSHE) Handbook. Please note there are separate processes for Title IX concerns and non-Title IX concerns of unlawful discrimination and harassment.

UNLV does not discriminate in its employment practices or in its educational program/internships or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

Michelle Sposito, Director and Title IX Coordinator
Box 451062
4505 S. Maryland Parkway
Las Vegas, NV 89154-1062

Phone: 702-895-4055

FAX: 702-895-0415

Email: titleixcoordinator@unlv.edu

University Statements and Compliance

The following reflects the university's commitment and policy on the following issues:

- Office of Equal Employment and Title IX Policies and Procedures
- President's Statement on Diversity
- UNLV's Commitment to EEO
- Freedom from Harassment and Discrimination
- EEO Federal Law Poster and Supplemental Document

Please visit the [Policies and Statements page](#) to view the full official statements.

UNLV Academic Policies

All UNLV policies can be found at: <https://www.unlv.edu>. The complete Student Academic Misconduct Policy can be found at: <https://www.unlv.edu/studentconduct/misconduct/policy>. The general headings are listed below:

- I. Expectations
- II. Academic Misconduct Violations – Definitions
- III. Procedures for Handling Student Academic Misconduct
- IV. Hearing and Appeal Procedures for Academic Misconduct
- V. Confidentiality of Records
- VI. Sanctions for Academic Misconduct
- VII. General Points
- VIII. Academic Integrity Appeal Board

IX. Transcript Notation for Academic Misconduct

Campus Student Services

Student services include: Academic Success Center, Counseling and Psychological Services, Disability Resource Center, Financial Aid, Graduate College, Registrar, Student Recreation and Wellness Center, Student Health Center, Women's Center.

A complete list of campus services can be found at the UNLV [Center for Academic enrichment and Outreach](#) and UNLV [Student Life](#).

Student Financial Services

Most interns are not eligible for federal financial aid because the UNLV DI does not grant a degree. Most interns are eligible for private student loans. The DI director can certify to lending agencies that the intern is enrolled in six graduate credits and is enrolled in full-time supervised practice.

The University provides a wide variety of financial resources for qualified students. Assistance such as loans, grants, scholarships, student employment and grant-in-aid are awarded to students with financial need, to recognize special achievement, or to reward service to the community or University.

Applications for financial aid, academic scholarship and grant-in-aid programs may be obtained from Student Financial Services. Students must submit an application and supporting documents to determine eligibility. <http://www.unlv.edu/finaid>,

Appendix A: Introduction to UNLV

UNLV's Top Tier 2.0 Vision, Mission, and Campus Values

Top Tier 2.0 Vision

Improving the lives of our diverse students and transforming our communities through education and engagement.

Top Tier 2.0 Mission

As a minority-serving institution rich with diversity and committed to equity, UNLV:

- Provides access to world class educational experiences that are responsive to the needs of our students and stakeholders;
- Engages in groundbreaking research, scholarship, professional, and creative activities that have impact and cross boundaries; and
- Offers high value, cutting-edge interdisciplinary physical and mental health care to support our community.

We create value for the individuals and communities we serve by fostering a climate of innovation, stimulating economic diversification and workforce development, promoting social justice and inclusion of all voices, and enriching cultural vitality.

UNLV's Campus Values

Our values are the cultural cornerstones that shape our identity. They guide our decisions and actions and demonstrate our Rebel spirit. UNLV Values: We Make It Happen!

Access & Equity

Foster a sense of belonging by valuing transparency and fairness, while honoring and embracing diverse voices, skills, experiences, and abilities.

Excellence & Integrity

Hold ourselves to the highest standards in all we do to cultivate an innovative, world class educational experience and workforce.

Compassion & Inclusion

Extend respect and understanding to our students and colleagues, allowing everyone to fully engage in all aspects of the university.

Collaboration & Stewardship

Responsibly share and use UNLV's human, financial, physical, and educational resources including our people's knowledge and ideas.

Top Tier 2.0 Foundational Core Areas

The university recognizes the importance of Philanthropy and Alumni Engagement, as well as Infrastructure and Shared Governance in all aspects. These foundational goal areas are measured and monitored as part of the strategic plan. The culture of philanthropy and alumni connection is key to everything we do, and an improved infrastructure and a healthy shared government model are pivotal in order to accomplish the goals within the six core areas. The university continually develops and leverages the conditions necessary for success, which

includes enhancing our financial stability, creating lifelong alumni, improving our infrastructure and management of resources, meaningful faculty engagement in shared governance, and the capacity for informed decision making.

Six Core Areas

The core areas of Top Tier 2.0 and their strategic objectives, tasks, and indicators of achievement express the mission of the university. The core areas describe in broad statements what UNLV plans to accomplish, and reflect the values that are shared by faculty and staff.

- Advance Student Achievement
- Bolster Research, Scholarship, Creative Activity
- Create UNLV Health
- Stimulate Socio-Economic Development
- Foster Community Partnerships
- Promote Social Justice, Equity, and Inclusion

UNLV's Top Tier 2.0 – More Information

To learn more about UNLV's Top Tier 2.0 initiative, visit <https://www.unlv.edu/toptier/about>.

UNLV Graduate College Mission, Goals, and Areas of Responsibility

UNLV Graduate College Mission

The Graduate College provides strong leadership to facilitate Top Tier graduate education, extend educational opportunities to graduate students, ensure the consistent and fair application of policies, and provide support for graduate faculty and programs by cultivating an environment in which the highest quality graduate scholarship and research can thrive. Our guiding principles are: excellence, equity, diversity, opportunity, and impact. These core values reflect our commitment to creating a campus culture in which graduate education and graduate students flourish. The role of the Graduate College is to promote excellence in graduate education, and foster a community of graduate faculty and scholars that is characterized by diversity, openness to new ideas, and the production of cutting edge research, scholarship and creative activity, and to provide 100% Solutions.

UNLV Graduate College Goals

The overarching and guiding goals of the Graduate College are:

1. To establish and maintain University-wide graduate standards, policies, and best practices that advance our top tier mission and promote excellence.
2. To support program-level graduate requirements and policies, as well as graduate curriculum and innovative new program development.
3. To successfully recruit, admit, retain, progress, support, and graduate a diverse and outstanding graduate student body.
4. To provide outstanding opportunities for career and professional development throughout the graduate student lifecycle.
5. To foster scholarly and creative excellence among the graduate faculty and graduate students through research, teaching, and professional development opportunities.

UNLV Graduate College – More Information

To learn more about the UNLV Graduate College, visit <https://www.unlv.edu/graduatecollege>.

UNLV School of Integrated Health Sciences

The School of Integrated Health Sciences (IHS) is under the Division of Health Sciences, which also includes the Schools of Dental Medicine, Nursing, and Community Health Sciences. The School of Integrated Health Sciences at the University of Nevada, Las Vegas houses the departments of:

Health Physics and Diagnostic Sciences

Kinesiology and Nutrition Sciences

Physical Therapy

Brain Sciences (Occupational Therapy)

The School of Integrated Health Sciences prepares students for entry-level health-related positions and further graduate or professional studies with classroom instruction, laboratory/clinical practice, research, and mentoring.

Integrated Health Sciences offers multiple undergraduate and graduate degree programs, minors, certificate programs, and a dietetic internship.

Students interested in medical physics, nuclear medicine, comprehensive medical imaging, radiochemistry, and radiography should contact the Health Physics and Diagnostic Sciences department. Those interested in athletic training should contact the Kinesiology and Nutrition Sciences department.

Students have opportunities to participate in and lead research studies with access to many on-campus laboratories and guidance by experienced faculty members. Since some programs can be entered on a competitive basis only, students should contact the respective program director for additional admissions details.

The School of Integrated Health Sciences continues to make a positive impact and fosters evolutionary changes in health care on local and national levels. The demand for exceptional care and for caring, knowledgeable professions is at an all-time high. The school meets that demand by graduating students who are expertly trained and prepared to not only continue the delivery of top-notch health care but also advance innovation, research, and enhanced delivery methods throughout the industry.

Faculty and staff within Integrated Health Sciences hail from around the globe and bring their experiences within government agencies, professional associations, research collaborations, and industry-leading organizations to their classrooms. Their work appears in a host of peer-reviewed publications, contributes to the school's active research program, and supports UNLV's goal of becoming a nationally recognized, Tier One institution.

Contact information for the Dean of the School of IHS is listed below:

University of Nevada, Las Vegas
School of Integrated Health Sciences
Box 453019
4505 S. Maryland Parkway
Las Vegas, NV 89154-3019

Phone: 702-895-3693

Fax: 702-895-1356

Email: Integratedhealthsciences@unlv.edu

Website: <https://www.unlv.edu/integratedhealth>

Campus Location: Rod Lee Bigelow Health Sciences, Room 542

UNLV Nutrition Sciences

The Nevada Board of Regents approved the Bachelor of Science degree in Nutrition Sciences in the College of Health Sciences (now the School of Integrated Health Sciences) at UNLV in June of 1999 and the Masters of Science degree in Nutrition Sciences in 2017. The Dietetic Internship was approved by the UNLV Graduate College in 2005. The School of IHS provides an appropriate environment for the support of a science-based program/internship emphasizing medical nutrition therapy, reflective of a current trend in nutrition programs across the nation. As our nation assesses our current medical care, medical reimbursement, and welfare reform programs, the time is right for emphasis to be placed on nutrition as prevention of chronic disease, employee productivity, and reduced medical expenses for acute and chronic disease. A nutrition degree program within a School of IHS affords a perfect opportunity to include medical nutrition therapy in the education of future health care providers and develop a nutrition degree program with a strong medical perspective.

Nutrition Sciences prepares students for the healthcare field with an evidence-based approach to nutrition and dietetics and medical nutrition therapy. Nutrition Sciences programs are student-focused with contact hours provided through lecture-based courses, laboratory courses, and field experiences supervised by registered dietitians/nutritionists. Summer and part-time work, or volunteer experiences in the profession, are encouraged to help bolster a competitive application for the dietetic internship. Nutrition and dietetics professionals have a unique knowledge of the science and art of nutrition. The blend of scientific knowledge and social and cultural factors influencing what people eat enables registered dietitians/nutritionists to assist individuals in health promotion, disease prevention, and disease management.

The Nutrition Sciences programs, within the Department of Kinesiology and Nutrition Sciences, currently offers a B.S. degree in Nutrition Sciences, an ACEND accredited Didactic Internship in Dietetics (DPD), an ACEND accredited Dietetic Internship, and an M.S. degree in Nutrition Sciences program, or another accredited graduate degree.

ACEND® Accreditation

Both the DPD and Dietetic Internship at UNLV are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

The DPD program was reaccredited in the Spring of 2023 and is accredited through June 30th, 2031.

The Dietetic Internship is accredited through June 30, 2027.

Contact information for ACEND® is:

ACEND
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Phone: (800) 877-1600, ext. 5400

E-mail: acend@eatright.org

Website: <https://www.eatrightpro.org/acend>

ACEND® serves and protects students and the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND® is recognized by the U.S. Department of Education as a Title IV gatekeeper. This recognition affirms that ACEND® meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

Contact information for the U.S. Department of Education is:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

Phone: 1-800-USA-LEARN (1-800-872-5327)

ACEND® Accredited Program - Bachelor of Science in Nutrition Sciences (DPND)

The Bachelor of Science in Nutrition Sciences degree is designed to prepare students with an interest in human nutrition to enter the healthcare field. Programs within Nutrition Sciences are student-focused with contact hours provided through lecture-based courses, laboratory courses, and field experiences with practitioners. Summer and part-time work or volunteer experiences in the profession are encouraged.

For more information on the B.S. in Nutrition Sciences, along with available concentrations, please visit <https://www.unlv.edu/kns/nutrition>.

ACEND® Accredited Dietetic Internship Internship

Please see Section 1.6.

Master of Science in Nutrition Sciences

The mission of the UNLV Master of Science in Nutrition Sciences is to provide graduates with the skills and knowledge to be comfortable and competent nutrition and dietetics professionals capable of providing excellent nutrition and dietetic services in numerous community, food service, management, and clinical settings. The program will provide an evidence-based curriculum with a translation to clinical / professional practice.

For more information on the Clinical Nutrition and Dietetics Track of the M.S. in Nutrition Sciences, please see Section 1.6.

For more information about the M.S. in Nutrition Sciences in general, along with other track options, please visit <https://www.unlv.edu/degree/ms-nutrition-sciences>.

Appendix B: Preparation for the Internship

Student Responsibilities Once Selected

Once accepted to the internship, students will receive a Welcome Packet to begin the onboarding process. The student will be responsible to obtain and provide proof of several things *including, but not limited to, the following*:

- Background check
- Drug screen
- Immunizations
- Tuberculosis clearance
- CPR/BLS card
- Food Handler's card
- Medical, Liability, and Car insurance
- Academy of Nutrition and Dietetics membership
- DPND Verification Statement
- Official Transcripts
- Fingerprinting
- Obtaining a DI badge from the Rebel Card office.

Assignments and Preparation for the Internship

Interns will complete several assignments in preparation for supervised practice hours. All interns will receive a comprehensive list of assignments to be completed prior to Orientation. Assignments include, but are not limited to, the following:

- UNLV Risk Management trainings
- Medical terminology
- Medical nutrition therapy review
- Conflict resolution training
- Nutrition Care Process review

Appendix C: Educational Affiliation Agreements

Hospitals & Medical Facilities

Students placed at hospitals and medical facilities that are not part of the Nevada System of Higher Education (NSHE) require an Educational Affiliation Agreement (EAA) between UNLV and the hospital/facility.

Recitals

- Hospital/Facility is the operator of Hospital/Facility; and,
- Hospital/Facility has the capability to provide a site for teaching and practical experience; and,
- Hospital/Facility has made it a professional responsibility to assist in the educational experience of students by providing a medical/clinical internship; and,
- Institution is currently conducting programs for which it desires to obtain the assistance of Hospital/Facility to further the training and experience Institution's students can receive toward their educational objectives; and,
- Institution employs physicians/faculty interested in working at Hospital/Facility while retaining their status as employees of Institution.

Purpose and General Policy of the Affiliation

Institution and Hospital/Facility agree to affiliate and cooperate for their mutual benefit in order to provide a high standard of health and medical services to the public and to provide research and training programs for medical students, as well as greater service than would be possible without affiliating, through this Clinical Internship. Each party may continue to provide professional or Hospital/Facility services outside of this affiliation.

Hospital / Facility Goals of the Affiliation

- To improve the quality of care while providing an environment conducive to education;
- To improve its recruitment ability;
- To establish an affiliate clinical internship consistent with the values and needs of Hospital/Facility

Institution Goals of the Affiliation

- To provide its students with the necessary clinical experience to prepare them for (medical/nursing/other) careers;
- To provide its students and faculty with the opportunity to stay current in the (medical/nursing/other) field; and
- To enhance and maintain strong ties to local Hospital/Facility

Community Sites

Students placed at community sites not part of The Nevada System of Higher Education (NSHE) require an Educational Affiliation Agreement (EAA) between UNLV and Hospital/Facility.

Recitals

- Placement Site is capable of providing a site for teaching and practical experience; and,
- Placement Site has made it a professional responsibility to assist in the educational experience of university students and is interested in helping in particular to Institution with its curricula; and,
- The Institution is currently conducting (teaching/other) internships for which it desires a Placement Site to further the training and experience of Institution's students.

Terms

In consideration of the mutual promises and conditions contained in this Agreement, Institution and Placement Site agree as follows:

Institution and Placement Site agree to affiliate and cooperate for their mutual benefit. Placement Site will provide a facility for Institution students to obtain appropriate, high quality (practical/clinical) training and experience (Nutrition and Dietetics), and Institution will provide students to support the mission and efforts of Placement Site. The overall intention is to provide training and service with greater success than would be possible without affiliating.

In particular, Institution seeks to achieve the following goals with this Agreement:

- Provide its students with the necessary experience to prepare them for careers in nutrition and dietetics;
- Provide its students and faculty with the opportunity for professional interaction with practitioners to learn the newest techniques in the field; and
- Enhance and maintain strong ties to local organizations.
- Placement Site seeks to achieve the following goals with this Agreement:
- Improve the quality of (teaching) while providing an environment conducive to internship and experiential training;
- Improve its recruitment ability; and
- Establish an affiliate (clinical/other) internship consistent with the values and needs of Placement Site.

NSHE Site

Students placement at an NSHE site requires a cooperative agreement that is made and entered into by and between the two institutions, both entities within the Nevada System of Higher Education. The Standard Inter-Institutional Agreement Form set in the NSHE Procedure Manual is used for this purpose.

UNLV Site

Student placements with a unit at UNLV do not require an EAA. A Memo of Understanding (MOU) may be completed if requested by one or both units.

Appendix D: Sample Schedules for Supervised Practice

January FT Start Date (Subject to Change)

Note: The following is not an official schedule. Each intern will receive a Master Rotation Schedule before starting their Supervised Practice Hours.

Date	Rotation	Location
First Monday in January	Orientation	UNLV
First Tuesday in Jan-end of Jan (4 weeks)	Food Service Management	Assigned Hospital
Feb, March, April & 3 weeks in May (16 weeks)	Clinical Nutrition & Dietetics	Assigned Hospital
Last week of May and all of June (5 weeks)	Community Nutrition	Assigned Community Site UNLV
1 week toward end of clinical	Elective Week (Optional)	Chosen by Intern
Last 2 week of June (2 weeks)	Staff Relief	Assigned Hospital

June FT Start Date (Subject to Change)

Note: The following schedule is not an official schedule. Each intern will receive a Master Rotation Schedule before starting their Supervised Practice Hours.

Date	Rotation	Location
Monday third week in June	Orientation	UNLV
Third Tuesday, in June-third week in July (4 weeks)	Food Service Management	Assigned Hospital
Forth week in July-Second week in November (16 weeks)	Clinical Nutrition & Dietetics	Assigned Hospital
Third week in Nov-third week in December (5 weeks)	Community Nutrition	Assigned Community Site
1 week toward end of clinical	Elective Week (Optional)	Chosen by Intern
Second and third week in November (2 weeks)	Staff Relief	Assigned Hospital

Additional Considerations

These schedules are based on full-time supervised practice at 40 hours per week. Clinical liaison meetings are typically scheduled twice a month, and will be determined respective of each cohort of interns. Additional opportunities for supervised practice hours depend on which cohort is in session. Examples include the UNLV Food Pantry (monthly) and the Healthy Kids Festival (September). Interns are permitted to attend professional conferences such as FNCE (October) and the NvAND Annual Meeting (April). The dates for these opportunities will be included on the interns' Master Rotation Schedule.

Appendix E: Forms for Signature

UNLV Dietetic Internship - Statement of Responsibility

Each intern assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or participating in the UNLV DI, operated by the University of Nevada, Las Vegas, School of Integrated Health Sciences, at their rotation sites and throughout their internship unless such injury or loss arises solely out of the site's gross negligence or willful misconduct.

As an intern at UNLV, I agree to accept the responsibilities described above.

Student Signature _____ Date _____

Printed Student's Name _____ Date _____

School of Integrated Health Sciences - Statement of Responsibility

As a student participating in an internship or off-site clinical training, the undersigned assumes all risks and is solely responsible for any injury, illness, or loss sustained while traveling to or from, or participating in the UNLV Dietetic Internship, operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, and their agents, officers, and employees, at its rotation sites and throughout its internships unless such injury or loss arises solely out of the sites' gross negligence or willful misconduct.

Student Signature _____ Date _____

Printed Student's Name _____ Date _____

UNLV Dietetic Internship - Student Confidentiality Statement

The undersigned understands that all medical information acquired as a result of his or her participation in work and/or health care activities while participating in the UNLV DI and attending participating facilities is confidential and that the undersigned is prohibited from disclosing that information to any person or persons not involved in the care or treatment of the patients, in the instruction of students, or in the performance of administrative responsibilities at the hospital/facility. This also includes only signing into Electronic Health Records of patients that you are assigned to. Signing into other patients not assigned to is considered a HIPPA violation.

The undersigned agrees to protect the confidentiality of patient information as required by law at all times both during and following his or her relationship with the hospital or facility.

Conversations between physicians, nurses, and other health care professionals in connection with or in the presence of a patient receiving care or between the undersigned and a patient are also protected and may not be discussed.

The undersigned recognizes that other sources of medical information include medical records, emergency room department and ambulance records, Nevada Revised Statutes 433A.150 applications, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, and x-ray requests and results.

The undersigned understands that breach of this confidentiality by him or her may result in an action for damages against him or her as well as against the Hospital, Facility and/or University. Hospital, facility and/or University may terminate the undersigned's relationship with the hospital or facility and/or the University based upon a single breach of confidentiality by him or her.

Student Signature Date

Printed Student's Name Date

UNLV Dietetic Internship - Acknowledgement of Scheduling Policy

As an intern at UNLV, I understand that I will be assigned a work schedule (approximately 40 hours per week) that may vary by daily hours or by day of the week. I understand that I must adhere to the schedule given to me. Habitual lateness will result in dismissal from the internship. In the event of a legitimate personal/family emergency or illness, I understand that I will contact my preceptor in a timely fashion and get permission to alter the assigned schedule. If time off is granted, I understand that I must make up those hours at another time agreed upon by the preceptor.

I understand that failure to comply with this policy or any other University and/or internship policies in either the campus or the participating facilities may result in immediate dismissal from the internship.

Student Signature Date

Printed Student's Name Date

UNLV Dietetic Internship – Private Computer Program Utilization Contract

As an intern at UNLV I understand and agree to follow the copyright restrictions pertaining to the use of computer programs here at UNLV. I know that I must not make copies of iprograms or disks that are on library loan from the UNLV DI nor use the program in any way other than designated within the course I am currently taking.

Failure to follow the UNLV copyright policy may result in dismissal from the internship or dismissal from the University.

Student Signature Date

Printed Student's Name Date

UNLV Dietetic Internship - Receipt of Student Manual

As an intern at UNLV, I have received a copy of the UNLV Dietetic Internship Student Manual.\

The Dietetic Internship Director reviewed the contents of the manual and discussed the general internship policies, essential tasks, competencies, professional code of ethics, student's rights, attire code, and the internship policies relating to satisfactory progression and disciplinary action.

I understand that failure to comply with University and/or Internship policies in either the campus or the participating facilities may result in immediate dismissal from the internship. I understand the policies concerning appeals and the procedures and rights I have as a student at UNLV.

Student Signature

Date

Printed Student's Name

Date

COVID-19 Supervised Practice Site Policies

As a student participating the UNLV Dietetic Internship operated by the Board of Regents of the Nevada System of Higher Education, the University of Nevada, Las Vegas, School of Integrated Health Sciences, I agree to be compliant with all policies and procedures of my sponsoring university and my supervised practice site.

Policies and procedures include but are not limited to dress code, daily schedule, conducting oneself according to the Code of Ethics for the Code of Ethics for the Nutrition and Dietetics Profession set by The Academy of Nutrition and Dietetics, and conducting oneself in a socially responsible manner for the protection of all others for whom you have contact with.

Specific to COVID-19, I agree to follow all laws and governances set by the State of Nevada and will follow all protocols set by supervised practice site with regard to symptom checking and reporting, temperature checking, COVID-19 testing, sanitation schedules, personal sanitation, wearing of face masks and/or face shields.

I agree that policies and procedures that protect the student, DI faculty & preceptors, and the public can be updated at any time and I will be expected to conform to these updates if I am to continue at my practice site.

Student Signature

Date

Student Name Printed

Date