

## Beaumont® Dietetic Internship Program Policy and Procedures

**Disclaimer: User must ensure that any printed copies of this policy and procedure are current by checking the policy and procedure web page prior to use.**

### Table of Contents

#1 – Program Tuition and Financial Responsibility	1
#2 – Access to Personal Files	2
#3 – Internship Inclusion Criteria	3
#4 – Internship Orientation	4
#5 – Supervised Practice	5
#6 – Didactic Learning Experiences	5
#7 – Rotation Schedule, Program Materials and Rotation Assignments	6
#8 – Personal Appearance and Dress Code	7
#9 – Program Benefits	10
#10 – Health and Safety	11
#11 – Attendance and Tardiness	13
#12 – Vacation	14
#13 – Intern Evaluation	15
#14 – Criteria for Successful Completion of Program	16
#15 – Unsatisfactory Performance	17
#16 – Program Evaluation	18
#17 – Drug Free Internship	19
#18 – Code of Ethics and Professional Conduct	20
#19 – Sexual Harassment	28
#20 – Mission Statement, Program Goals and Outcome Measures	29
# 21 – Preceptor Roles and Responsibilities	30
# 22 – Prior Learning	31
# 23 – Observance of National Holidays	32
# 24 – Smoking	33
# 25 – Conduct and Behavior at Work	34
# 25 – Conduct and Behavior at Work	35
# 26 – Information Services (IS) Security	36
# 27 – Fair Labor Standards	38
# 28 – Diversity	39
# 29 – Filing a Complaint with ACEND	40
# 30 – Intern Complaints	41
# 31 – Program Withdrawal	42
# 32 – Computer Matching	43
# 33 – Affiliate Participating Facilities	44
# 34 – Intern Recruitment and Admission	45
# 35 – Protection of Privacy	46
#36 – Theft, Illegal Activities and Misconduct	47
#37 – Communication Systems	48

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#1 – Program Tuition and Financial Responsibility</b>	Page:	
Section: Dietetic Internship	Date Reviewed/Revised: 7/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

**Beaumont®** dietetic interns are responsible for program tuition and all personal and professional expenses generated during the program.

**PROCEDURE**

- 1) Application Fee: \$75.00
- 2) Program Tuition: Full amount is due on the first day of orientation: \$4000.00
- 3) Other Expenses and Approximate Costs based on 8 months:
  - \$9000.00+ Housing expenses (rent and utilities) plus food (recommended housing is within one (1) hour commute of rotation sites)
  - \$ 50.00 Estimated cost of Tuberculosis test(s)
  - \$ 100.00 White lab coats (no monograms)
  - \$ Varies Fingerprinting
  - \$ Varies 9-Panel Drug Screen
  - \$ Varies Flu vaccine
  - \$ Varies Proof of immunization record
  - \$ Varies Proof of Hepatitis B vaccination
  - \$ Varies Physician health screening
  - \$ 500.00 Miscellaneous personal needs
  - \$1500.00 Transportation (to and from all rotations)
  - \$1600.00 Automobile, health and professional liability insurance
  - \$ 100.00 A.N.D. student membership (required at start of orientation and for next calendar year at end of program in order to sit for the RD exam)
  - a) Conference fees attended outside of the program.
  - b) Proof of physical examination, immunizations, vaccines, tests and student-intern work agreement must be submitted to Human Resources at least 14-days prior to the first day of orientation.
  - c) Medical Insurance is required. The name of the company and policy number needs to be brought to the first day of orientation.
  - d) Automobile Insurance that complies with the State of Michigan regulations must be carried. The name of the company and policy number needs to be brought to the first day of orientation.
  - e) Affiliate membership with the Academy of Nutrition and Dietetics is required. Bring your Academy card/member identification number to the first day of orientation.
  - f) Professional Liability Insurance must be carried throughout the entire program. Information on obtaining professional liability insurance is available on the Academy of Nutrition and Dietetics' website ([www.eatright.org](http://www.eatright.org)). Proof of insurance coverage needs to be brought to the first day of orientation.
  - g) Post-Internship Expenses including registration examination fees.
- 4) Financial assistance may be available to dietetic interns through the Academy of Nutrition and Dietetics Foundation scholarship program. Further information is available at <http://www.eatright.org/ACEND/content.aspx?id=7934>.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#2 – Access to Personal Files</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 7/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

**Beaumont®** dietetic interns have the right to access their personal files, which are considered private and confidential except for completed projects.

**PROCEDURE**

- 1) The dietetic intern requests in writing to see their Dietetic Internship file. Files are kept in a locked office (when not in use) and contain rotation folders, evaluations and application materials.
- 2) The Dietetic Internship Director provides the file to the intern in a confidential area.
- 3) The Dietetic Internship Director is present with the intern while they review their file.
- 4) The dietetic intern returns the file in its entirety to the Internship Director.
- 5) The Internship Director and Department Director are the only individuals that have access to the files.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#3 – Internship Inclusion Criteria</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 7/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

All dietetic interns must meet the outlined criteria below to be eligible to participate in the Beaumont® Dietetic Internship Program. Interns shall be required to have a physical examination, immunizations/tests including TB, flu, 9-panel drug screen and others outlined below, and fingerprinting at their own expense. Documentation of physical examination, immunizations/tests including TB, flu, 9-panel drug screen and others outlined below, and fingerprinting is required at least 14 working days prior to the first day of orientation (see supplemental form). All prospective interns will have a background check completed by Beaumont® Human Resources completed prior to their first day of orientation. All prospective interns will be required to show proof of citizenship on their first day of orientation.

**PROCEDURE**

- 1) Interns must be a United States citizen or hold a United States Permanent Resident Card
  - 2) Interns must not have any federal provider exclusions or restrictions
  - 3) Interns must pass a background/criminal check and have fingerprinting completed
  - 4) Pre-Placement Physical Examination
    - a) All eligible students shall be required to successfully complete a physical examination prior to the internship. The physical examination must be performed at least 14 working days prior to the date of orientation
      - i) The physical examination shall include the completion of a health questionnaire, general physical examination (history & physical), chest x-ray if applicable, laboratory testing, immunizations and/or other examinations, TB test, flu shot, and 9-panel drug screen. Additional testing may be required based upon clinical information or job classification
        - (1) Immunizations/test required include:
          - (a) Rubella (titers required),
          - (b) Rubeola (measles) (titers required),
          - (c) Varicella (chickenpox) (titers required),
          - (d) Mumps (titers required),
          - (e) Hepatitis B Antibody (HbsAb) and
          - (f) Hepatitis A
          - (g) Influenza (flu)
          - (h) 9-panel drug screen
          - (i) Tuberculosis screen
- Required according to a schedule established by the Occupational Health Services in concurrence with their Corporate Epidemiologist
- b) Pre-Placement Physical Hold Status
    - i) All eligible students whose history or physical examination findings require further evaluation and/or treatment will be placed in a “Hold” status and referred to the Human Resources Department.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#4 – Internship Orientation</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The first week of the internship will consist of a planned orientation to familiarize the interns with **Beaumont®**, standard operating procedures, didactic requirements and expectations of the internship.

**PROCEDURE**

- 1) Introductions and Paperwork
  - a) Submit proof of auto insurance, health care insurance, professional liability insurance & Academy membership card
  - b) Internship Program Cost is due in full
- 2) Facilities and Affiliations
  - a) Staff introductions
- 3) Support Services
- 4) Standard Operating Procedures
  - a) Policies and procedures
  - b) Rotation schedule
  - c) Evaluations
- 5) Didactic Classes
  - a) Nutrition assessment (including nutrition assessment form)
  - b) Nutritional assessment of lab values
  - c) Medical abbreviations
  - d) Patient interventions
  - e) Documentation in medical record (including auditing guidelines)
- 6) ServSafe®
  - a) Classes and certification exam, if not currently certified
- 7) Corporate Orientation
  - a) Mandatory education modules
- 8) Preceptor and Intern Meet and Greet

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#5 – Supervised Practice</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Interns will meet performance requirements through supervised practice scheduled for each intern in food service systems management, clinical dietetics and community nutrition.

**PROCEDURE**

- 1) The internship director will develop the rotation schedule to provide each intern with the required didactic learning experiences. Additional experiences may be scheduled to provide further enhancement to learning objectives.
- 2) Rotations and learning experiences may be extended or repeated if the intern does not perform at the defined and expected level of competency (see Policy and Procedure #15, Unsatisfactory Performance).

Subject: <b>#6 – Didactic Learning Experiences</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Interns are expected to attend all scheduled educational experiences to further their nutrition and dietetic knowledge scope and development.

**PROCEDURE**

- 1) Classes and a variety of planned educational experiences and activities will be scheduled throughout the program year. Notification will occur by e-mail and/or telephone by the Internship Director and/or preceptors.
- 2) Supplementary learning experiences may include lectures, seminars, teleseminars, webinars, field trips, committee and association meetings and medical conferences.
- 3) Attendance is required at all events unless excused by the Internship Director. The director will provide any educational materials to an intern in the event a class is missed.
- 4) Any changes or adjustments to the planned rotation schedule or learning experiences must have prior approval from the Internship Director.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#7 – Rotation Schedule, Program Materials and Rotation Assignments</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Interns will be provided rotation schedules and program materials during orientation week to assist with facilitating completion of didactic learning experiences.

**PROCEDURE**

- 1) Rotation Schedule
  - a) The Internship Director is responsible for scheduling each intern's 34-week rotation. Approval from all rotation preceptors will be obtained at least two (2) weeks prior to each class start date. Schedules will be distributed to all rotation preceptors, interns and internship staff.
  - b) The Internship Director may make changes to the master schedule due to unforeseen circumstances. Interns will be notified in a timely manner with all schedule changes.
- 2) Program Materials
  - a) Dietetic interns will bring provided rotation folders to each learning experience/rotation.
  - b) All pertinent program materials including projects, evaluations, i.e. Clinical Dietetics Evaluation or Long-term Care, Specialties Evaluation or Foodservice Systems Evaluation and Intern's Rotation Evaluation Form; and rotation records will be kept in the folder. The folder is returned to the Internship Director at the end of each rotation.
  - c) Completed materials will be reviewed and evaluated by the Internship Director for quality and completeness. These evaluations will be kept on file, accessible to the intern prior to the end of the internship per policy #2, Access to Personal Files.
- 3) Rotation Assignments
  - a) Dietetic interns will complete specific rotation assignments during each rotation.
  - b) Rotation preceptors may substitute similar assignments and/or learning experiences per their discretion. Substituted assignments must meet the same learning objectives as specific rotation assignments.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#8 – Personal Appearance and Dress Code</b>	Page: 1 of 3	
Section: Dietetic Internship	Date Reviewed/Revised: 9/2012, 1/2013, 11/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The dress, grooming and conduct of our interns reflect upon the image of the entire Beaumont organization. It is Beaumont's goal to convey an image and appearance of competence, approachability, professionalism and respect to our patients, visitors, physicians, coworkers and community. Therefore, it is necessary to maintain exceptionally high standards for grooming, dress and personal conduct.

**INTERN Expectation**

Image/Professional Conduct

Interns are expected to demonstrate professional image and conduct at all times when interacting with patients, visitors, staff, physicians, etc. Professional conduct includes but is not limited to the following: greeting our customers with a smile, a caring attitude; use of customer's name and title; using language appropriate in the workplace; introducing yourself by name and function; allowing patients to maintain dignity; respecting cultural and spiritual values; and responding to all requests for information or service in a courteous and timely manner.

Overall Appearance

Interns must maintain excellent personal habits of cleanliness and are obligated to present a well-groomed appearance. Business casual attire shall be appropriate in size for the intern member's frame; shall be clean, pressed and in good condition; and is to be approved by the Internship Director on a case-by-case basis in advance.

Identification Badge

The identification badge shall be worn at all times, during working hours, at organizational events, work related meetings and for in-service/education programs held on Beaumont property. For ease of identification for our patients, badges will be worn on the left upper torso of clothing with name and photo side clearly visible. No objects of any kind may be attached to the badge. Lanyards are allowed only if they hang no lower than chest area. They may not include writing that is not Beaumont approved.

Personal Hygiene

General appearance shall comply with the organization's high standards for cleanliness and good grooming. All clothing (including uniforms, if required) shall be clean, neat, pressed and must meet the standards set by the Hospital/department. Makeup will be worn in moderation.

Perfume/Cologne

Because of fragrance allergies/sensitivities among internal and external customers, perfume, cologne and other scented products are strongly discouraged, especially in patient care areas.

Jewelry

Wearing of jewelry, pins, buttons, etc. must be in good taste and consistent with safety, professional, work environment and public image that Beaumont is committed to. Staff may wear modest jewelry (i.e. rings, bracelets), however, no more than 2 rings or bracelets per hand. Medic alert necklaces and bracelets may be worn as necessary. In patient care areas, no jewelry is allowed that will pose a safety or health risk to patients or interns.

Body Piercing

Rings, hoops, studs or other jewelry worn in a non-traditional manner is not acceptable for the professional work place. This includes nose rings/studs, gauged ear lobes or other body piercing such as eyebrow, lip, tongue, etc. Simple/modest rings in the ears are acceptable (no more than 3 earrings per ear).

Tattoos

Visible tattoos are not appropriate for the healthcare and/or professional work environment. Tattoos shall be appropriately concealed by clothing.



**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#8 – Personal Appearance and Dress Code</b>	Page: 2 of 3	
Section: Dietetic Internship	Date Reviewed/Revised: 9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

Fingernails

Nails must be clean and well groomed. In patient-care areas, nails must be no longer than ¼ inch beyond fingertip. Artificial nails are prohibited for infection control reasons for all patient care staff (including nutrition services), those interns who receive standard precautions annual training and/or handle items to which patients are exposed. Nail polish is prohibited.

Regulatory requirements may be stricter in specific departments. Please see department policy for additional requirements.

Hair

Hair must be clean and neat at all times. Extreme hairstyles or unnatural hair color (i.e. blue, green, purple, etc.) are not appropriate within the professional work setting. Interns who work in-patient care areas, with food or with dangerous machinery must have their hair pinned up off of shoulders or secured away from face, to promote safety for self and patients. Hairnets may be required in some departments.

Facial Hair

Facial hair including beards, side burns and mustaches shall be clean and neatly trimmed. In areas with dangerous machinery, beards will be of appropriate length to promote safety for self and others.

Hosiery/Socks

To present a professional image, it is highly preferred that all interns wear hosiery or socks at all times. Socks are to be worn with slacks only. Hosiery must always be worn with skirts and dresses. Flesh colored, ivory, white, black, navy and gray are acceptable tones for opaque or sheer hosiery.

Undergarments

Appropriate supportive undergarments are to be worn at all times and must not be visible through outer apparel.

Clothing

All interns not required to wear uniforms must present themselves in business attire conservatively appropriate for the Hospital setting. The Internship Director will determine appropriateness of an intern's apparel.

Business Professional Attire

**Blouses/Shirts**

Appropriate attire includes shirts with collars, button front, pull-over with finished neckline, blouses, turtlenecks, sweaters, jackets, blazers and lab-coats.

Acceptable fabrics are: cotton, cotton blends, linen blends, silk, wool, rayon, chambray or blends of these fibers with polyester. Acceptable patterns are: solids and age appropriate prints. Uniform prints are allowed in designated pediatric areas only.

Unacceptable: T-shirts, sweatshirts, sport jerseys, halter/tank/midriff tops, low-cut, tube or sleeveless tops, sundresses, spaghetti strap tops/dresses.

**Slacks/Skirts**

Slacks, trousers and skirts must be appropriate in size for the staff frame and may not hang below the waist. Skin and underwear shall not be visible in the waist area. Slack/trouser length must not hang below tip of shoe heel and will not drag on the floor surface.

Capri and gaucho pants may be worn in business casual environment only and must be of approved fabric.

Unacceptable: shorts, jeans, leggings, stirrup pants, double stitched pants, extreme dress/skirt lengths and slits, military style fatigues, jogging suits.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#8 – Personal Appearance and Dress Code</b>	Page: 3 of 3	
Section: Dietetic Internship	Date Reviewed/Revised: 9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

Uniforms

Interns are advised of uniform requirements by the Internship Director/site preceptor. Uniformed interns, including interns wearing scrubs, must present a neat and professional appearance at all times.

Footwear

Interns shall wear footwear which is clean, polished and in good repair. Footwear shall be appropriate to the work duties and responsibilities performed, and meet safety needs of the work environment.

Business Professional Attire

Interns assigned to and working in patient-care areas shall follow the above mentioned guidelines and more specifically, shall wear solid white leather or other leather and/or cleanable shoes (i.e. cross training) without overt contrasting trim; shoelaces will be white.

Styles such as clogs, crocs and mules are acceptable in areas where scrubs and/or uniforms are worn – with the exception of those with holes on top of shoe. For safety reasons, crocs and clogs may be restricted in areas such as nutrition services, environmental services, transportation, etc. Interns should refer to the Internship Director or preceptor for requirements in these areas.

In business areas where no lifting, pushing or continuous standing is required, heels no greater than 2 ½ inches may be worn. To promote safe movement, walking shoes or flats are recommended. While “sport” shoes may be safe and comfortable, they must also be professional looking and appropriate for the rest of the attire.

Open-toe (with closed back) or closed-toe (with sling-back) shoes may be worn in a business office setting only. Sandals are not appropriate for the professional work setting.

Head Wear

Staff inside Beaumont buildings shall wear no personal hats or caps. Hats should be removed as a courtesy when indoors.

Outerwear

Layering/Outerwear must be solid in color with no logos or artwork other than Beaumont logo. This includes sweaters, jackets, blazers and lab coats. This does not include sweatshirts or hoodies. Only white and solid colored lab coats and scrub jackets – matching uniform colors – are allowed.

Cultural/Religious Attire

Cultural/Religious headwear such as, hijabs, yarmulkes, etc. and medical related exceptions to this policy may be requested for specific individual circumstances by submitting a written request to the Internship Director for approval.

## Beaumont® Dietetic Internship Program Policy and Procedure Manual

Subject: <b>#9 – Program Benefits</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

### **POLICY**

Interns will receive standard benefits during their internship.

### **PROCEDURE**

- 1) Free parking at participating rotation sites.
- 2) Recognized, observed legal holidays including Memorial Day and Fourth of July.
- 3) Access to medical library free of charge.
- 4) Access to department resource and reference materials.
- 5) Up to five (5) days approved leave.
- 6) One-week vacation.
- 7) Access to Beaumont® support services including the Occupational Health and the Employee Assistance Program.
- 8) Internship materials including Policy and Procedure manual, rotation schedules, orientation materials and additional reference materials received during lectures, classes, etc.
- 9) ServeSafe® certification (5-year certification period).
- 10) Collaborative Institutional Training Initiative (CITI) for conducting research (3-year certification period).
- 11) Upon successful completion of the program, interns will be eligible to sit for the registration exam to become Registered Dietitians.
- 12) The opportunity to work in a large teaching hospital. As a Level 1 Trauma comprehensive healthcare system, Beaumont® provides the highest level of specialty care in the region.
- 13) The opportunity to work with a variety of clinical and administrative dietitians and foodservice managers who have various specialties, specialty certifications and advanced degrees.
- 14) A strong clinical nutrition services department that provides nutrition care in a high acuity setting on the in-patient side as well as in adult and pediatric ambulatory/community clinics on the outpatient side. In-patient nutrition care services are provided in five intensive care units and medical nutrition therapy is provided for virtually all medical conditions including cancer, cardiology, diabetes, transplant, rehabilitation, pediatrics, general medicine, surgery, burns and trauma. Dietitians are involved in the management of oral, enteral and parenteral nutrition care.
- 15) The opportunity to work with a culturally diverse population.
- 16) The opportunity to participate in patient care as a member of an interdisciplinary health care team that may include physicians, nurses, physical therapists, social workers, occupational therapists, speech therapists, discharge planners and pharmacists.
- 17) The opportunity to work in a Food Service Department that provides over 5 million meals per year to patients, visitors and staff. Foodservices provide catering services ranging from light refreshments to large receptions. Menus and recipes are developed and tested on-site and food is cooked utilizing fresh ingredients and a large volume scratch production method.
- 18) Staff relief experience.
- 19) Specialty elective rotation(s) to enhance personal learning and career development.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#10 – Health and Safety</b>	Page: 1 of 2	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**GENERAL**

It is the policy of Beaumont to provide a health service for all regular interns, temporary and contingent interns as well as students associated with Beaumont sponsored programs.

**PROCEDURE**

- 1) The dietetic intern must provide evidence of personal health, liability and auto insurance coverage on the first day of orientation. Beaumont® and their dietetic internship affiliates hold no responsibility for intern’s safety while traveling to and from rotation sites nor during their scheduled rotation.
- 2) The dietetic intern is financially responsible to schedule and pass a medical examination prior to admission to the internship. Evidence of the examination must be submitted to Human Resources at least 14 working days prior to the date of orientation.
- 3) The dietetic intern is responsible for following general safety policies and procedures of the institution regarding safe work practices. Beaumont® and their dietetic internship affiliates hold no responsibility for, nor cannot be held liable for, accidents and injuries occurring in the performance of interns’ responsibilities. Dietetic interns are not eligible for coverage benefits under the facility’s workers’ compensation program. The dietetic intern is financially responsible for his or her own expenses for medical treatment.
- 4) Injuries occurring while on duty must be promptly reported to the immediate supervisor. Reports will be completed as required by the facility.
- 5) Interns are responsible for seeking their own medical care in the case of illness or injury.

**RESPONSIBILITY**

Pre-Placement Physical Examination

All eligible interns shall be required to successfully complete a physical examination prior to orientation. The physical examination must be performed and proof must be submitted at least 14 working days prior to the date of orientation.

The physical examination shall include the completion of a health questionnaire, general physical examination (History & Physical), chest x-ray if applicable, laboratory testing, immunizations and/or other examinations as indicated by job classification, flu shot and 9-panel drug screen. Additional testing may be required based upon clinical information or job classification.

All interns are required to have TB testing according to a schedule established by the Occupational Health Services in concurrence with their Corporate Epidemiologist.

Pre-Placement Physical Hold Status

All eligible interns whose history or physical examination findings require further evaluation and/or treatment will be placed in a “Hold” status and referred to the Human Resources Department.

Infection Surveillance

As part of the Hospital Infection Control Program, provision is made for a practical system of reporting, evaluating and maintaining records of infections among personnel.

Specific Exposure

Intern exposures to patients with specific contagious infections (i.e., Tuberculosis, Hepatitis, Rubella, Chicken Pox, Mumps, etc.) shall be referred to the Occupational Health Service for evaluation in accordance with Infection Control Procedures.

If it is determined that the intern has indeed been exposed to a contagious infection at the workplace, the intern shall be sent home and shall not return to the workplace until the end of the incubation period. If the intern contracts the disease, he/she shall be placed on a Medical Leave of Absence retroactive to the date of exposure. If the intern does not contract the disease, he/she shall return to work.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#10 – Health and Safety</b>	Page: 2 of 2	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

Interns who are exposed to contagious diseases outside of the workplace must inform their supervisors of the exposure, who will refer the intern to Occupational Health Services (OHS) for evaluation. If the intern has indeed been exposed to a contagious disease, the intern shall be placed on a Medical Leave of Absence and sent home for the duration of the incubation period. If the intern contracts the disease, the intern shall remain on a Medical Leave of Absence until he/she is cleared to return to work.

Other Exposures

Interns reporting exposure to a harmful/hazardous agent must be referred to Occupational Health Services for evaluation of a suspected work-place illness or injury.

**SUITABILITY TO WORK**

An intern may be referred to Occupational Health Services for a medical examination and/or suitability to work evaluation at any time if the intern's suitability to perform his/her job duties is in question. Failure to comply with the referral may result in termination from the program.

**RETURN TO DUTY**

An intern who returns from a Medical Leave of Absence must present to Occupational Health Services a written statement indicating the following: Initial date of disability, Reason for disability, Effective date of return, Need for special limitations (if applicable), and Signature of a legally qualified physician.

**Note:** In the event of a severe personal injury or illness it may be necessary for the intern to undergo an examination by an OHS Physician to determine suitability to return to work.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#11 – Attendance and Tardiness</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 7/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Interns are expected to complete all assigned hours including rotations, classes and scheduled meetings. A minimum of forty hours is expected each workweek. Project time will require the use of off-duty hours. Interns are allowed up to five (5) approved leave days due to circumstances such as illness, bereavement purposes, personal reasons, emergencies or job interviews. Requests for leave of absence beyond the five (5) days may be approved due to medical or extreme personal emergencies, but will likely need to be made up.

**PROCEDURE**

1) Attendance

- a) For unplanned leave, the intern will call the Internship Director and rotation preceptor at least thirty minutes prior to the start of the scheduled work day to request leave. The Internship Director will approve the leave based on reason provided, i.e. leave for sick time will generally be approved. The Internship Director will document the information on the intern's attendance record kept in the intern's file.
- b) For planned leave, the intern will submit a written request as far in advance as possible. The Internship Director will either deny or approve the request. The original request will be kept in the intern's file. Approved leave will be documented on the intern's attendance record kept in the intern's file along with the original written request.
- c) Requests for leave of absence beyond the five (5) days will be approved based on merit of request, length of expected absence, and impact on participating rotation facilities in rescheduling. A written request must be submitted in writing to the Internship Director. The Internship Director will consult with rotation preceptors/supervisors prior to granting approval.
- d) Unapproved leave absences are not acceptable and will be subject to disciplinary action up to and including termination from the program.
- e) If the intern leaves the rotation site during the workday but on non-duty time, i.e. lunch, the supervising preceptor must be notified. Lunch and breaks should not exceed rotation site policy.
- f) If it is necessary to leave the rotation site early, the intern must obtain permission from the supervising preceptor.
- g) Interns should follow the rotation site policy on inclement weather for non-essential personnel.
- h) The Internship Director will notify interns of postponements, cancellations, or rescheduling for class days.

2) Tardiness

- a) If the intern expects to be late, they will call both the Internship Director and the current supervising preceptor to provide a reason for the tardiness and an approximate time of arrival.
- b) Excessive tardiness defined as  $\geq 3$  occurrences of  $> 5$  minutes in any one-month period will be subject to corrective action up to and including termination from the program (see #15 Unsatisfactory Performance).

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#12 – Vacation</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Interns will be scheduled for 1, forty-hour week vacation.

**PROCEDURE**

- 1) Each intern will receive a master schedule for the program including vacation dates during orientation week.
- 2) Interns may request in writing alternate week of vacation. Request must be submitted as far in advance as possible.
- 3) The Internship Director will review the schedule prior to denying or approving the request based on preceptor and site availability.
- 4) The decision of the Internship Director regarding change in vacation dates requests is final.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#13 – Intern Evaluation</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

All interns will be evaluated on their performance at specified times throughout the program to assess readiness for entry-level competency.

**PROCEDURE**

- 1) The intern will complete the rotation intern learning packet/learning modules prior to each rotation and develop personal goals before beginning each rotation. Methods to achieve the personal goals will be devised in consultation with the supervising preceptor and recorded on the Dietetic Intern Professional Development Form.
- 2) The preceptor and intern will meet as needed to informally discuss the intern's performance and progress.
- 3) At the end of each rotation, intern will complete Dietetic Intern Self-Assessment Form and Dietetic Intern's Preceptor and Site Evaluation Form.
- 4) Written evaluations will be completed by the primary preceptor for each rotation. Once reviewed with the intern, evaluations will be kept in the intern's file in the Internship Director's office.
- 5) The following evaluation instruments will be used:
  - a) Clinical Rotation Supervised Practice Evaluation Form (Clinical, Staff Relief),
  - b) Long-term Care Rotation Supervised Practice Evaluation Form,
  - c) Women, Infants, and Children (WIC) Rotation Supervised Practice Evaluation Form,
  - d) Specialty Rotation Supervised Practice Evaluation Form (Specialty, Critical Care), and
  - e) Food Service Rotation Supervised Practice Evaluation Form (School and Hospital)
- 6) The following performance levels will be used for the evaluation instruments:
  - a) (E)-Exceeds entry-level competency standards
    - i) Performance is fully competent and exceeds entry-level practice expectations.
  - b) (M)-Meets competency standards
    - i) Performance is consistently fully competent.
  - c) (D)-Improvement necessary to consistently meet competency standards
    - i) Performance is inconsistent and competency is not fully demonstrated, knowledge needs review
  - d) (N/A)-No opportunity to demonstrate written standards during this rotation
- 7) The intern is required to meet defined competency levels for graduation (see policy #15 – Unsatisfactory Performance).



**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#14 – <i>Criteria for Successful Completion of Program</i></b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Beaumont® dietetic interns will complete the program of learning experiences and achieve either meets or exceeds performance standards as defined by the core competency statements to be eligible to graduate from the program. Interns are expected to complete the program within 34 weeks, up to a maximum of 51 weeks.

**PROCEDURE**

- 1) The program of learning experiences has been developed to meet the standards established by the Accreditation Council for Education in Nutrition and Dietetics.
- 2) Interns will be evaluated on their performance and must meet competency standards as outlined in policy and procedure, Intern Evaluation #13.
- 3) Verification of completion of the Dietetic Internship at Beaumont® will be provided in the form of the Academy of Nutrition and Dietetics Verification Statement (10 originals) completed by the internship director.
  - a) The Internship Director will submit verification statements to the Commission on Dietetic Registration for intern eligibility for the registered dietitian examination.
  - b) The Internship Director will indefinitely keep verification statements on file.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#15 – Unsatisfactory Performance</b>	Page 1 of 1	
Section: Dietetic Internship	Date Reviewed/Revised: R2/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Beaumont® Dietetic Internship has established performance standards which will serve as the standard for evaluating an intern’s progress towards entry-level competence as a dietitian. It is the role and responsibility of the Internship Director to coach and mentor interns to help them to achieve their best, and to address behaviors that are inconsistent or contradictory to these interests or the interests of the Program and Beaumont. It is the role and responsibility of interns to understand and to demonstrate the Beaumont standards in their daily interactions with others in the workplace, including but not limited to patients, families and co-workers. Interns are expected to perform in a manner consistent with the responsibilities, standards and expectations established and the policies, standards and work rules of the Program and the organization overall. When the dietetic intern is consistently unable to meet the level of expected performance required to successfully complete the program, the intern will be notified and provided an opportunity to correct deficiencies. If performance of the dietetic intern does not improve to meet minimum competency requirements, the intern will be terminated from the program.

**PROCEDURE**

- 1) Interns must successfully complete each rotation defined as performance evaluation of “competent”.
- 2) Interns who do not successfully complete a rotation may be assigned remedial work by the preceptor and/or Internship Director or asked to repeat the rotation a maximum of 2 times.
- 3) Remedial work assigned and/or repeated rotation experiences must be completed to the satisfaction of the preceptor and Internship Director within the agreed upon time frame (not to exceed 7 days) before the intern may proceed to the next rotation.
- 4) If remedial work assigned and/or repeated rotation experience is not successfully completed, the intern may be terminated from the program.
- 5) All program costs are nonrefundable with early termination from the program.

The intern will be notified of the performance deficiency and to impress upon him/her that the behavior(s) must be corrected and improved, sustained performance is expected. The Internship Director will document the performance concerns and expectations for improvement. All plans will be reviewed and signed by the intern and the Internship Director. The intern’s signature acknowledges the plan has been reviewed with him/her but does not necessarily indicate agreement.

Termination or discharge occurs when an intern is terminated from the Program. This may occur as a result of a gross violation of program policy that is serious enough to warrant immediate termination. Termination may also occur in response to an intern’s failure to demonstrate sustained improvement.

Interns may be terminated from the Program for failure to meet and sustain required improvement in behavior and/or performance or for additional violations of policy.

The following will serve to summarize the types of violations, performance and behavioral concerns. It should be noted that these are general guidelines and not intended to be exhaustive or all-inclusive of violations, performance or behavioral concerns: Behavior contrary or inconsistent to the Beaumont Standards, Poor Job Performance includes, but is not limited to, below standard work in quality or quantity, inappropriate behavior, dress code, department codes and fire/health regulation violations, extended lunch/break periods, absence from the department without permission, failure to report injuries and failure to use safety devices and personal protective equipment; Theft, Willful Damage to Hospital Property, Inappropriate/Unauthorized Access, Utilization or Revealing Confidential Information, Falsifying/Misrepresentation of Work Records/Collusion, Conflict of Interest, Falsifying Employment Application, Outside Criminal Activities, Gross Neglect of Duty, Involvement in Illegal Activities in the Workplace, Insubordination, Sexual Harassment, Improper Conduct Toward Patients, Visitors, Interns or Supervisors, Working But Impaired by Alcohol or Illegal Drugs. Failure to Report to the Occupational Health Service or Emergency Department when directed may result in Immediate Termination from the Program, Possession or Use of Alcohol or Illegal Drugs, and/or Possession of Firearms or Other Weapons on Hospital Property.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#16 – Program Evaluation</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Internship Director will utilize established techniques to gather information on the quality of the program and its preceptors to make subsequent recommendations for change for improvement on an annual basis through the Advisory Council.

**PROCEDURE**

- 1) Program Evaluation
  - a) The Internship Director, Advisory Council, staff, preceptors, dietetic interns, immediate past graduates and graduates' employers or graduate school program directors will be asked to participate in the program review.
  - b) The Internship Director will:
    - i) Review and compile intern rotation evaluations,
    - ii) Review and compile preceptor, rotation sites and program evaluations,
      - (1) Intern Rotation Evaluation Form
      - (2) Intern Program Evaluation
    - iii) Conduct a survey of immediate past graduates and their employers to determine entry-level competency of graduates one year following their completion of the program,
      - (1) Contact program graduates from the previous year for approval for current employers or graduate program director to complete a "Graduate Evaluation Form",
      - (2) Following graduate approval, contact current employers or graduate school program directors to complete a "Graduate Evaluation Form" to determine entry-level competency,
    - iv) Review registration examination scores of program graduates,
    - v) Review and compile preceptor and site program evaluations,
    - vi) Maintain records on file of all evaluations for one (1) year in the Internship Director's office,
    - vii) Report information gathered to the Advisory Council and preceptors annually to,
      - (1) Elicit recommendations for change to strengthen the program,
      - (2) Enhance intern learning experiences,
      - (3) Develop action plans to alleviate potential concerns,
    - viii) Minutes from Advisory Board Meetings will be kept on file in the Internship Director's office,
    - ix) Make subsequent modifications to pertinent materials including policies and procedures, evaluations, rotation schedules, etc.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#17 – Drug Free Internship</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Beaumont® Dietetic Internship strictly prohibits the manufacture, possession, use or distribution of alcohol or other controlled substances and/or property which is used or intended for use as a container for any controlled substance by interns on the property of participating institutions and affiliations or as a part of any activity associated with the Internship.

**PROCEDURE**

- 1) Prior to orientation week, interns are required to pass a 9-panel drug screen and provide documentation of the drug screen results to Human Resources at least 3 working days prior to the date of orientation.
- 2) Interns can be randomly tested at any time during the Program per the discretion of the Internship Director and those violating this policy are subject to corrective action up to and including termination from the program. Civil or criminal violations will be reported to law enforcement authorities as appropriate.
- 3) Interns found to be in violation of this policy may be referred for voluntary participation in a drug or alcohol counseling, treatment or rehabilitation program of their choice. All costs of such treatment programs are the financial responsibility of the intern.
- 4) All members of the internship organization have a common responsibility for maintaining the integrity of the program. Reporting of violations will be encouraged and considered to be within their province.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 1 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Beaumont® Dietetic Internship Program abides by Beaumont® Corporate Policy and Procedure #350 Code of Business and Ethical Conduct and the Code of Ethics established by the Academy of Nutrition and Dietetics. It is the intention of Beaumont to foster effective working relationships amongst all interns and hospital employees in order to provide and maintain high quality and safe patient care. Such relationships must be based upon mutual respect to avoid disruption of patient care or to Hospital operations.

It is the expectation of the Program that all interns promote and maintain a professional environment in which all individuals are treated with dignity and respect.

Conduct on the part of Beaumont intern that is inappropriate or detrimental to patient care or Hospital operations or that impedes harmonious interactions and relationships shall not be tolerated. Transgressors shall be subject to appropriate remedial or corrective action.

**DEFINITION OF IMPROPER CONDUCT OR INAPPROPRIATE BEHAVIOR**

- Improper conduct or inappropriate behavior is defined in the following examples, which includes, but is not limited to the following:
- Willful and intentional threats, intimidation, harassment, humiliation, or coercion of interns, physicians, patients or visitors.
  - Profane or abusive language directed at interns, physicians, patients or visitors.
  - Behavior that is rude, condescending or otherwise socially unacceptable.
  - Intentional misrepresentation of information.
  - Verbal comments or physical gestures directed at others that exceed the bounds of fair criticism.
  - Unsolicited physical contact or threats of physical contact.
  - Written comments or illustrations in medical records or other official documents (except incident reports or other established hospital mechanisms for documenting and resolving concerns) that impugn the character or quality of care provided by a hospital or medical staff member.
  - Sexual innuendo or improprieties.
  - Rudeness or refusal to respond to concerns, questions, or requests regarding patient care.
  - Negative or disparaging comments about the moral character or professional capabilities of an intern or physician made to interns, physicians, patients or visitors.
  - Negative or disparaging comments regarding religious, ethnic or racial background, disability or sexual orientation made to interns, physicians, patients or visitors.
  - Behavior that is disruptive to maintaining a safe and healing environment or that is counter to promoting teamwork.

**PROCESS FOR REPORTING VIOLATIONS**

Any intern who observes disruptive or inappropriate behavior may report the incident verbally or in writing. Those who observe such behavior should document and report the event immediately to their preceptor and/or the Internship Director.

The report should include: Date and time of incident, Name(s) of the person(s) involved in or present during the incident, Identity of the patient, if applicable; Circumstances surrounding the incident, A complete description of the offensive behavior (i.e., what harm resulted from it), and any actions taken at the time of or following the incident including date, time, place and action.

**PROCESS FOR INVESTIGATING ALLEGED VIOLATIONS**

The investigator of the report, with the assistance of the medical chief, if applicable, shall conduct or arrange for interviews with the alleged offender and witnesses to the incident as soon as possible. The department director and the medical chief, if applicable, shall take appropriate remedial or corrective action in consultation with Hospital and/or Medical Administration and Human Resources within two weeks. If the incident involves a department director or a medical chief, the Administrative Director or Chief Medical Officer (or designee) shall conduct the investigation and take appropriate remedial or corrective action in consultation with the Hospital Director and Human Resources Director.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 2 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

The intern who reported the incident shall be kept informed of the status of the investigation.

**REMEDIAL OR CORRECTIVE ACTION FOR VIOLATIONS**

Progressive corrective action shall apply to instances of improper conduct or inappropriate behavior in the hospital’s work environment. Depending on the investigation outcome and the particular circumstances involved in the incident, the situation could result in the suspension or termination from the Program. The progressive discipline approach may be modified based on the facts and circumstances of each case.

**PURPOSE**

Beaumont Code of Business and Ethical Conduct provides the principles and guidelines necessary for all employees, physicians, students, volunteers and all others involved in Beaumont business to conduct business in accordance with the ethical and legal requirements that apply to their assigned duties and responsibilities.

**DEFINITIONS**

Beaumont designee – collectively refers to Clinicians and Non-clinicians.

Clinicians – Includes hospital employees and trainees at all levels (students, interns, residents, fellows, post-doctoral trainees, etc.) in any patient care discipline, including specialties of medicine, dentistry, nursing and allied health sciences; as well as private attending staff who provide services in conjunction with Beaumont on Beaumont premises or at other sites or participate with Beaumont in any type of activity, event or program.

Non-Clinician – Includes employed administrators, managers, support, clerical and technical staff, and others such as volunteers who comprise the Hospital’s workforce, including but not limited to agents, independent contractors and consultants.

Continuing Education – a form of continuing professional development that consists of educational activities which serve to maintain, develop, or increase the knowledge, skills and professional performance and relationships that a designee uses to provide services for patients, the public or the profession.

Gifts or Donations are items or money voluntarily given to another person without an expressly stated expectation of receiving anything in return.

Grant is the provision of items or money voluntarily given to another person with or without the expectation of receiving anything in return.

Industry – Any entity or representative of such entity that develops, produces, markets, sells or distributes items or services such as, drugs, biomaterials, herbal/nutritional products, devices, equipment, consulting services, etc. intended for use in the clinical, business, research or academic aspects of Beaumont.

Legitimate Business Purpose means a course of actions in accord with Beaumont’s accepted policies, procedures and practices, which further its non-profit mission, such as:

1. delivery of health care services and items including, but not limited to, acquisition of goods, services and real property; recruitment and retention of a qualified workforce; and conducting research and academic initiatives;
2. educating the public and private sectors about issues affecting the health care industry and Beaumont;
3. directing health care operations, including, but not limited to, quality assessment and clinical improvement activities; business planning and development; and revenue management; and
4. engaging third-party payers to compensate the delivery of health care services and items.

Research Sponsors and Collaborators may include industry, philanthropy or other entities that provide revenue to the Hospital for deliverables as defined by contacts.

Vendor – a person who sells goods or services.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 3 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**GENERAL**

Beaumont designees during the day-to-day caring of patients, conducting business, research and academic activities, must adhere to the standards of this Policy. Beaumont recognizes that it has an obligation to its patients, its payers, its designees and the communities it serves to observe and maintain the highest level of integrity to ensure clinical, business and academic decision making is not compromised by financial or other relationships with industry.

Relationships with Industry play a vital role in the care of our patients. It is imperative however, that we minimize the potential for real or perceived bias in our dealings with Industry by exercising good judgment and ensuring compliance with the law. Our guiding principle is to protect the interests of our patients and the integrity of Beaumont.

Adherence to all provisions of this Policy is expected when dealing with patients, families, the public, the business community, payers, vendors, fellow designees and governmental and regulatory authorities.

While Beaumont Code of Business and Ethical Conduct may not be inclusive of every situation that Beaumont designees may face, each designee must exercise good judgment and be committed to upholding Beaumont’s standards of integrity and business ethics.

Compliance Line

The Compliance Line provides a way for individuals to directly or anonymously report, without fear of reprisal, concerns such as potentially inappropriate billing/coding (false claims), suspected fraud, ethical violations, waste or abuse within Beaumont. Federal and State laws protect individuals who in good faith provide confidential information regarding potentially inappropriate billing/coding (false claims) or other prohibited activities in the workplace. The Compliance Line is available 24 hours a day by calling 1-888-495-5100 (voice mail only after 4:30 PM, and weekends and holidays).

Legal

Beaumont designees and vendors must acquaint themselves with the legal requirements that apply to their assigned duties and responsibilities and conduct themselves in full compliance of those requirements, including complying the State and Federal laws and regulations regarding fraud and abuse.

Confidential/Proprietary Information

Every Beaumont designee must maintain and protect the confidentiality of any proprietary information that the designee learns or obtains during the course of his or her employment, i.e. proprietary or confidential information on patients, strategic plans, business objectives, financial performance or targets, integration initiatives, etc.

Every Beaumont designee must use such information only in a manner consistent with the purposes for which it was shared with the designee. Confidential/proprietary information shall not be used by the designee, either during or after his or her employment for any other purpose.

Environment, Health and Safety

Beaumont is committed to protect the environment and to provide a healthy and safe work environment for its designees. Each designee is responsible to comply with all environmental, health and safety laws and regulations. (Refer to Environment of Care Plans and Safety Manual).

Clinical, Business Research and Academic Sites

Beaumont conducts clinical, business and academic activities in multiple venues. While policies and procedures may exist for/at the individual venues/sites, Beaumont policies and procedures apply fully and precisely as stated when the activities are conducted in Beaumont’s name.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 4 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

The Research Institute at Beaumont has a department specific conflict of interest policy and program to comply with specific regulations relating to research. The Research Institute Policy is an extension of Beaumont Code of Business and Ethical Conduct Policy and is overseen by Research Institute Administration and the Corporate Compliance Program.

Use of Company Assets

Authorized use of Beaumont’s property, facilities and equipment (assets) is the responsibility of each designee. The use of company time, material, or facilities for purposes not directly related to Beaumont’s business is not allowed. The borrowing or removal of company property for non-business purposes is prohibited.

Positive Work Environment

Beaumont is committed to a policy of equal opportunity including compliance with all classes protected by law. It is the responsibility of each and every designee to treat our fellow designees and patients with honesty, integrity and respect in order to provide a work environment free from discrimination and harassment. (See pertinent Human Resources Policies).

Corrective Action

Designees who fail to adhere to the regulations stated in this Policy may be subject to disciplinary action/corrective action up to and including discharge.

Surveys

Participation/completion of surveys is acceptable provided the survey is congruent with job responsibilities and with supervisory knowledge/approval. Surveys may be completed during work hours provided no fee is accepted by the designee or the fee is directed to the Beaumont Foundation. Designees may accept fees for completion of surveys on non-work time provided the amount received is disclosed in accordance with this Policy, it cannot present any potential conflict of interest and must be congruent with job responsibilities.

Consulting

It may be acceptable for Beaumont designees to provide consulting services to external entities, provided that the nature and details of the consulting engagement are fully disclosed to the Corporate Compliance Officer and qualify for approval via the Conflict of Interest link on the Corporate Compliance web page in advance of the engagement.

Financial Interests

A conflict of interest may exist if a Beaumont designee or a member of his/her immediate family has any type of financial interest in a company or business entity of any kind that provides services, supplies, furnishings or equipment, or has any past, present or prospective business dealing with Beaumont. Designees shall not initiate or influence the initiation of requests for disposition of corporate owned assets where the purpose is in any way to benefit the designee, their family or any acquaintance, as opposed to the best interests of Beaumont.

Beaumont designees have a duty to act in the best interest of the Hospitals. Personal business or competing professional interests must not conflict with the interest and legal duties of Beaumont.

Beaumont designees at the level of Administrator (defined as any position above department head) along with their immediate family members are excluded from personally participating in joint ventures with Beaumont, and must refrain from engaging in joint ventures or other financial relationships including, but not limited to, ownership, compensated arrangements or interests that are in competition with Beaumont.



## Beaumont® Dietetic Internship Program Policy and Procedure Manual

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 5 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

### Stocks and Bonds

A conflict of interest is unlikely to arise if the financial interest of a designee consists of stocks or bonds of a company listed on a national securities exchange or whose stock is regularly traded in the over-the-counter market, etc. Such holdings are not considered to be in conflict with Beaumont's interest unless the company in which the interest is held does a substantial part of its business with Beaumont.

### Interest In Real Estate

A conflict of interest may exist if a designee or an immediate family member acquires, by purchase or lease, an interest in real estate in which it is known Beaumont also has an interest, or which may improve in value because of Beaumont's interest in adjoining property.

### Publications and Speaking

Beaumont designees must disclose all existing and expected financial interest to journal editors in manuscripts submitted for publication and to audiences at lectures and presentations. This includes compensation from consulting, speakers' bureaus, advisory boards, investments and ownership interests. Grants and sponsored research are also included.

### Clinical Care/Institutional Decisions

A Beaumont designee must ensure that there are no perceived or actual benefits from any member of industry when engaged in clinical care decisions (i.e., research funding, scholarships for CME and CPE, consulting agreements, etc.) or when involved in institutional decision making (i.e. purchases of equipment, medications, negotiation of contractual relationships with industry, etc.). Should any such relationship exist, a Conflict of Interest/Disclosure of Remuneration Statement must be completed and sent to the Corporate Compliance Officer disclosing the relationship and the designees must reclude themselves from the decision making process.

### Gifts and Entertainment

Designees may accept reasonable gifts of gratitude (cologne, flowers, cakes, candy, etc.) from patients and families of patients. Under no circumstances can gifts of cash be accepted by designees. Gifts of cash (cash, checks gift cards, etc.) can be accepted through the Beaumont Foundation for designated use by the receiving department. Any and all gifts must be disclosed to the department manager or administrator. Gifts from vendors are prohibited.

Events sponsored by the Beaumont Foundation are subject to the guidance of Fundraising and Solicitation Policy 129 and are exempt from restrictions of this Policy.

Invitation to local entertainment and events sponsored by a vendor may be accepted only if authorized in advance in writing by a designee's manager and the designee's expense is paid for by Beaumont. Participation in such events must further a legitimate business purpose for Beaumont and the vendor does not expressly expect to receive anything in return. These invitations must be disclosed in the designee's annual Conflict of Interest/Disclosure of Remuneration Statement.

### Business Meals

Business meals are permitted provided they serve a legitimate and specific business purpose for Beaumont and the designee's expense is paid for by Beaumont.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 6 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

No Endorsements

Beaumont designees are expected to observe and maintain high standards of integrity and business ethics at all times. To this end, Beaumont has a long-standing policy that the hospital and staff members speaking on behalf of the hospital, will not endorse products or services. Acceptance and use of items from vendors such as badge holders/lanyards, pads, pens, etc., provides free marketing for, and endorsement of vendors, and is prohibited. Any relationship with a vendor which could lead to undue influence on an employee’s decision making on behalf of Beaumont is prohibited. Any vendor consultants who serve Beaumont may use Beaumont’s name in its client list, with permission, if the description of its service to Beaumont is factual. Any information about outside companies provided by Beaumont to patients or visitors must have a disclaimer stating that the materials are provided for informational purposes only, and the outside companies are not endorsed by Beaumont. This information is provided for personal use of patients and visitors, and is unrelated to care treatment provided by Beaumont. It is not intended as an endorsement by Beaumont of the products or services offered by the companies. Vendor use of Beaumont facilities for promotional videotaping will be subject to Beaumont’s policies regarding media relations. The Director of Corporate Communications must review and approve all vendor uses of Beaumont’s image, name, or likeness in any media. Any agreement or contract entered into by Beaumont and a vendor that may result in publicity or promotion for the vendor must be reviewed by Legal Affairs prior to approval.

Other

Beaumont designees may not receive any form of compensation from representatives of industry for issuing or changing a patient’s prescription.

Beaumont designees may not directly receive compensation from industry representatives for “shadowing” or preceptor services.

Beaumont designees must ensure no real, perceived or potential conflicts of interest affect or appear to affect the activities or responsibilities of any trainee or staff member.

Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics

**PREAMBLE**

The (Academy of Nutrition and Dietetics) American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The American Dietetics Association who are Registered Dietitians (RDs) or Dietetics Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The American Dietetics Association. All of the aforementioned are referred to in the Code as “dietetics practitioners.” By accepting membership in The American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

## Beaumont® Dietetic Internship Program Policy and Procedure Manual

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 7 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

### PRINCIPLES

- The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.
- The dietetics practitioner practices dietetics based on scientific principles and current information.
- The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
- The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
- The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
- The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
- The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
- The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
- The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation or national origin.
- The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
- The dietetics practitioner provides objective evaluations of performance for interns and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships.
- The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
- The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
- The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
- The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
- The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
- The dietetics practitioner accurately presents professional qualifications and credentials.
- The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, Registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; “CSR” or “Certified Specialist in Renal Nutrition”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by the Commission on Dietetic Registration.
- The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials
- The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
- The dietetics practitioner withdraws from professional practice under the following circumstances:
  - The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
  - The dietetics practitioner has been adjudged by a court to be mentally incompetent;
  - The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#18 – Code of Ethics and Professional Conduct</b>	Page: 8 of 8	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:

The dietetics practitioner has been convicted of a crime under the laws of the United States, which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.

The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.

The dietetics practitioner has committed an act of misfeasance or malfeasance, which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.

The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#19 – Sexual Harassment</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Beaumont® Corporate Policy and Procedure expressly prohibits any intern from engaging or being exposed to sexual harassment in the work place. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to the conduct is made either an explicit or implicit condition of enrollment in the Program, submission to or rejection of the conduct is used as the basis for a Program decision affecting the harassed intern, and/or the harassment substantially interferes with an intern’s work performance or creates an intimidating, hostile, or offensive work environment. Examples of sexual harassment includes, but are not limited to the following: Repeated or unwarranted sexual advances, Unconsented touching, Sexually derogatory statements about an intern, Direct or indirect requests for sexual favors, unwelcome circulation of sexually explicit pictures, cartoons, or reading material; and/or Sexually explicit remarks, which cause the recipient, discomfort, humiliation or otherwise interfere with the recipient.

Personal or social conduct between interns which is of a consensual nature, and which does not have a discriminatory effect upon an intern’s employment, will not be considered as sexual harassment.

**PROHIBITION OF SEXUAL HARASSMENT**

It shall be a violation of Beaumont Health System’s policy prohibiting sexual harassment for any intern, male or female, managerial, supervisory or hourly, to in any way harass another intern by making unwelcome sexual advances, by either directly or indirectly requesting sexual favors, or by engaging in any other conduct of a sexual nature which constitutes or affects the terms or conditions of any intern’s participation in the Program. It is also a violation for any intern to require or request, directly or indirectly, that any intern submit to such conduct as a basis for, or as a factor in, any employment decisions affecting such intern. This policy also forbids any intern from engaging in any conduct, which has the effect of either directly, or indirectly creating or contributing to an intimidating, hostile, or offensive working environment because of such conduct. The Program will neither condone nor knowingly fail to take appropriate steps to prohibit the sexual harassment of any of its interns. Interns will be subject to discipline up to and including termination from the Dietetic Internship Program, for any act of sexual harassment, which in the judgment of the Internship Director, they are found to have committed.

**INVESTIGATION PROCESS**

Any intern who believes that he or she is being subjected to sexual harassment in violation of this policy should report the alleged harassment to the Internship Director. In so doing, the intern should clearly state that he or she believes that he or she is the victim of sexual harassment and that the intern is reporting the same pursuant to this policy.

While such complaints or requests for investigation may initially be made either orally or in writing, the Program reserves the right to require any intern asserting a violation of this policy to file any complaint or request for investigation in writing. Such written complaint or request for investigation shall specify the nature of the conduct which is alleged to have violated this policy, the individual or individuals who are alleged to have engaged in said conduct, the dates, times, and places of said conduct, as well as any other information which the Hospital deems necessary for it’s investigation.

Upon receiving a complaint of sexual harassment or a request for investigation of the same, the Program will investigate the matter. In doing so, it may require that all interns who possess knowledge of the alleged incident or of similar incidents to cooperate in its investigation by fully and accurately responding to its inquiries in this regard. The failure of any intern, including a complaining intern, to satisfactorily cooperate in such an investigation will be deemed sufficient grounds for discipline, up to and including termination.

**NOT WITHSTANDING THE FOREGOING, NO INTERN WILL BE SUBJECT TO ANY FORM OF RETALIATION OR DISCIPLINARY ACTION FOR MAKING OR PURSUING A COMPLAINT OF SEXUAL HARASSMENT OR A REQUEST FOR INVESTIGATION OF AN ALLEGED INCIDENT OF SEXUAL HARASSMENT, WHICH COMPLAINT OR REQUEST IS MADE IN GOOD FAITH.**

**APPEAL**

Should any complaining intern, after the investigation of any complaint of sexual harassment, disagree with the action of the Program in the matter, said complaining intern may have such action reviewed under the Program’s grievance procedure.

**CONFIDENTIALITY**

The Program will keep such complaints of sexual harassment confidential to the extent that it is possible and still conduct an investigation.

**INQUIRIES**

Any questions pertaining to this policy should be directed to the Internship Director.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b>#20 – Mission Statement, Program Goals and Outcome Measures</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 5/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**Mission Statement**

The Mission of the Beaumont® Dietetic Internship Program is to provide the highest quality dietetic education in an environment of best practice and evidenced based care through preceptor training, multi-disciplinary education and direct patient care to prepare competent entry-level dietitians.

**Program Goals and Outcome Measures**

- 1) Prepare competent dietetic practitioners,
  - a) Over a 5-year period, 80% of first-time test takers will successfully complete RD exam,
  - b) Over a 5-year period, at least 70% of program graduates seeking employment will be employed within 12 months of graduation,
  - c) At least 90% of enrolled interns will complete program within a maximum of 51 weeks,
  - d) At least 80% of the time, annual employer survey evaluations will rate program graduates as being prepared for entry-level practice by a score of 5 or above on a 1-10 scale,
  - e) At least 80% of the time, annual program graduate survey evaluations will indicate readiness for entry-level practice by a score of 5 or above on a 1-10 scale, and
  - f) At least 80% of the time, annual intern program survey evaluations will indicate learning experiences met competencies for program objectives by a score of 5 or above on a 1-10 scale.
- 2) Provide leadership skills training in the profession of dietetics,
  - a) At least 80% of the time, current interns indicate satisfactory preceptor guidance and mentorship by a score of 5 or above on a 1-10 scale, and
  - b) At least 80% of the time, program graduates indicate satisfactory program learning experiences by a score of 5 or above on a 1-10 scale.
- 3) Contribute to providing highest quality health care services to all patients/clients of Beaumont Hospital and community affiliations,
  - a) At least 80% of the time, current interns indicate satisfactory development of critical thinking skills, interdisciplinary communication skills and customer service skills by a score of 5 or above on a 1-10 scale,
  - b) At least 80% of the time, program graduates will indicate satisfactory development of critical thinking skills, interdisciplinary communication skills and customer service skills by a score of 5 or above on a 1-10 scale, and
  - c) At least 80% of the time, employers of program graduates will indicate satisfactory development of critical thinking skills, interdisciplinary communication skills and customer service skills by a score of 5 or above on a 1-10 scale.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 21 – Preceptor Roles and Responsibilities</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Preceptors for the Beaumont® Dietetic Internship are dedicated to teaching interns the skills and knowledge necessary to perform as an entry-level dietitian.

**PROCEDURE**

- 1) The clinical preceptor may play several different roles throughout the course of the internship. Preceptors are provided basic training and ongoing self-, peer- and intern- evaluation. As the situation and intern merits, the roles of the preceptor may include: one-on-one supervisor, role model, facilitator, counselor and evaluator.
- 2) Responsibilities of the preceptor may include:
  - a) Promoting a learning environment,
  - b) Encourage interns to seek additional knowledge and enhance skill development,
  - c) Demonstrate commitment to the profession and institution,
  - d) Facilitate open and constructive written and verbal communication,
  - e) Provide appropriate resources for the rotation,
  - f) Demonstrate advanced knowledge base and technical expertise,
  - g) Promote professionalism,
  - h) Discuss intern's goals, objectives and expectations at the beginning of the rotation and strive to meet those goals as appropriate.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 22 – Prior Learning</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 3/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Beaumont Dietetic Internship Program does not accept any form of prior learning.



**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 23 – Observance of National Holidays</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Beaumont® Health System recognizes six (6) legal holidays including New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas.

**PROCEDURE**

- 1) If the holiday falls on a weekend day, the intern will be scheduled off on the day "observed" as the holiday by the rotation site.
- 2) If the intern is scheduled to work on the "observed" holiday, another day will be given off.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 24 – Smoking</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Public Act 315 regulates smoking in hospitals and healthcare facilities for the protection of non-smokers from second-hand smoke. The Michigan Health and Hospital Association expects all hospitals to become smoke free by January 1, 2008. Additionally, the Joint Commission supports the restriction of smoking to reduce the following:

- Risks to patients who smoke, including possible adverse effects on treatment;
- Risks of passive smoking for others and
- Risk of fire.

In response to these laws and standards, smoking as well as tobacco use of any kind, will not be permitted on property owned or leased by Beaumont. This includes the Hospitals, Business Center, Financial Services Center, Health Center and Information Technology Center.

**PROCEDURE**

- 1) All smoking materials should be extinguished before entering the campus.
- 2) The Hospital shall provide periodic education and smoking cessation classes or activities.
- 3) Questions pertaining to the smoking policy should be directed to the Internship Director.
- 4) Interns who violate the Smoke Free Environment policy are subject to disciplinary action (Corrective Action) up to and including termination from the Dietetic Internship Program.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 25 – Conduct and Behavior at Work</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

It is the policy of the Beaumont® Dietetic Internship Program to provide an environment free from verbal abuse and/or physical acts of violent behavior. In so doing, the Program has adopted a Zero Tolerance policy with regard to any type of abusive, intimidating, harassing, threatening or coercive behavior on the part of any individual in the Program.

Abusive or threatening behavior that is verbal, physical or otherwise, explicit or implied, and which endangers or provokes fear in the mind of any individual while participating in the Program will not be tolerated. All reports of such misconduct shall be promptly and thoroughly investigated and brought to an appropriate conclusion in order to maintain a safe environment.

**RESPONSIBILITY**

Any intern who believes he/she has been threatened or is the object of verbal or physical threats, either explicit or implied, has the responsibility to report such misconduct to their supervising preceptor and/or the Internship Director.

Further, it is the responsibility of all interns to report to any type of violent behavior, including verbal abuse or threats, which if carried out, may result in personal injury or death

In cases where a threat is direct and imminent danger is apparent, the Security Department must be notified immediately. The Security Department shall take the appropriate action in such cases.

It is the responsibility of the Internship Director to investigate reports of any violent behavior or threat of violence on the part of any intern. The Internship Director shall consult with the Advisory Council in regard to such incidents and both will determine the appropriate step of disciplinary action to be taken. Such misconduct, whether verbal or physical in nature will be dealt with to the fullest extent of the Program's Corrective Action Policy. The Internship Director is also responsible for assisting staff in understanding and using the appropriate crisis intervention techniques to handle aggressive behavior.

It shall be the responsibility of Human Resources to confer with Internship Director regarding reports of violent behavior or threats of violence. When appropriate, Security will be notified and consulted regarding such reports.

It will be the responsibility of the Security department to investigate reports of violent acts or threats of violence occurring in the workplace. The Security department may collaborate with local, state, or federal authorities in regard to such matters. The Security department will also work in cooperation with Human Resources and department management during the investigation process.

**WEAPONS IN THE WORKPLACE**

It is the policy of the Program to forbid all interns to possess a prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Further, this policy prohibits weapons at any Program sponsored function or event.

On-duty and off-duty law enforcement agents shall be permitted to carry their weapons on the Hospital premises, however, when such agents are patients of Beaumont they shall be required to secure their weapons in their vehicle, with the Hospital's Security department, or given to another law enforcement partner, that is not being treated.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal law or regulation. This includes but is not limited to the following: Hand Guns, Long Guns (Rifles, Shotguns etc., or other firearms), Knives of any kind, Explosives of any kind, Taser guns, Chemical or pepper sprays, any edged instrument, i.e., razor blades, box cutter, etc., other prohibited weapons of any kind.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b># 25 – Conduct and Behavior at Work</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**WEAPONS SEARCHES**

Beaumont reserves the right to conduct searches of any person, vehicle, or object that enters onto the Hospital premises. Hospital premises for the purposes of this policy shall be defined as any Beaumont owned or leased buildings, structures, garages/sheds and surrounding areas such as parking lots, driveways, sidewalks, walkways etc. In addition, Hospital premises shall also include any Beaumont owned vehicles whether on Beaumont property or not.

Authorized searches shall also be conducted of lockers, desks, purses, briefcases, doctor's bags, baggage, tool boxes, lunch sacks, clothing, and any other item in which a weapon may be hidden. Additionally, authorized searches may be made of intern's vehicles that are used to conduct business on behalf of the Hospital.

Such searches may be conducted by Security personnel or with the assistance of local law enforcement agencies. Refusal to submit to such searches on the part of member of the intern may result in disciplinary action up to and including discharge. Beaumont Health System reserves the right to conduct searches on its property or authorize searches by law enforcement agencies on its property without the intern being present.

**INQUIRIES**

Questions regarding acts of violence or threats should be directed to Human Resources or the Security department. Human Resources, Security, and the Employee Assistance Program will collaborate in providing appropriate assessments and referrals. Questions regarding weapons or items that could be construed as weapons should be directed to the Security department.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b># 26 – Information Services (IS) Security</b>	Page: 1 of 2	
Section: Dietetic Internship	Date Reviewed/Revised: R9/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Beaumont® Dietetic Internship Program recognizes and respects the privacy of patient’s Protected Health Information (PHI). PHI is any information, in any form, that is created or received by a health care provider that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual. In addition, a patient’s social security number will also be managed as PHI according to the requirements of this policy, related policies (as defined below), and will only be obtained, used, or disclosed as necessary to achieve treatment, payment or health care operations.

PHI includes written documents, electronic files, verbal information and recordings (images, voice or video) created or received by a health care provider through its workforce. E-PHI is PHI that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Examples of PHI include completed health care claim forms, detailed claim reports, explanations of benefits (EOB), and notes documenting patient care/discussions, that also include the following examples of identifiers: Name, Phone number, Birth date, Medical record number, Health plan beneficiary number, Images, videos, recordings (photographic, video or audio) of the patient; Address, E-mail address, Claim number, Social security number.

PHI will only be used or disclosed to the extent allowed by the Health Insurance Portability and Accountability Act, Privacy Rule (HIPAA – Privacy Rule), other Federal, State or applicable case law and regulations.

The patient has the right to confidential treatment of PHI regardless of format (e.g., fiche, paper, film, electronic, verbal). A third party shall not have access to a patient’s PHI without the patient’s prior written authorization unless the third party is directly involved in the patient’s treatment, payment, health care operations of Beaumont, or meets an exception under the Privacy Rule, Interns are prohibited from accessing, releasing, reading, copying or reproducing any patient PHI without the patient’s prior written authorization or as required for performance of their job responsibilities.

**1) RESPONSIBILITY**

- a) It is every intern’s responsibility to protect the confidentiality of patient information. The Internship Director, in conjunction with the Privacy and Information Security Officers, is responsible for safeguarding a patient’s PHI from improper access and/or release and to limit interns’ access of PHI to the minimum necessary required to perform their job functions. The Internship Director may conduct audits to determine unauthorized access. Any improper access and/or release of patient information, in any form, are grounds for termination.
- b) The Internship Director is responsible for ensuring the interns complete the mandatory confidentiality training. During orientation, interns will sign the most recent version of Form #4460: Confidentiality and System Usage Agreement.
- c) Whenever a hospitalized patient and/or family request his/her current medical record, notify the patient’s nurse. DO NOT allow a patient to view the record alone.
- d) General information may be provided on the phone for standard privacy patients. Staff may acknowledge that the patient is in the hospital and give out bed and phone numbers.
- e) Interns are allowed by their job duties and responsibilities to discuss PHI in conjunction with their preceptor with the patient as necessary to meet the patient’s care needs for which they are assigned, according to limitations regarding diagnostic tests listed below. In addition, licensed or registered health care professionals may share PHI with the individuals listed below if in the professional’s judgment it can be reasonable inferred, based on discussion with the patient, that the patient does not object or unless otherwise directed by the patient or the physician not to disclose PHI, PHI may be disclosed to the following individuals: Next of kin in this order: spouse, if none, then adult children – all are considered equal – if none, then parents, if none, then adult siblings – all are considered equal, Durable power of attorney for health care/patient advocate, Guardian, and Designated contact(s).

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b># 26 – Information Services (IS) Security</b>	Page: 2 of 2	
Section: Dietetic Internship	Date Reviewed/Revised: 10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**2) Contact/Definition**

- a) Next of Kin: Information can be given to any of the next of kin in this order: spouse, if none, then adult children (all equal), if none, then parents, if none, then adult siblings (all equal).
- b) Emergency Contact: Person who can be contacted when the next of kin or other legal representative is not available. This person will not have legal responsibility to make decisions unless he is a legal representative (e.g., legal guardian, durable power of attorney/patient advocate or next of kin).
- c) Durable Power of Attorney: Durable Power of Attorney/Patient Advocate for Health Care: person who has been given power by the competent adult to make medical treatment decisions for the patient when the patient is unable to participate in treatment decisions. The adult designated by the patient is called the patient advocate (see Patient Care Corporate Policy #304– Informed Consent).
- d) Guardian: A person appointed by a court to represent the patient. The guardian has the authority to consent to or refuse medical/surgical treatment for the patient. If there is a difference of opinion between the family and the court appointed guardian, the guardian prevails (see Patient Care Corporate Policy #304 – Informed Consent).
- e) Designated Contact(s): Person(s) designated by the patient to receive PHI. Staff may share any PHI per the patient’s direction, either verbal or written. The designated contact has no decision-making ability unless the person has the legal authority to do so (e.g., guardian, durable power of attorney/patient advocate or next of kin).
- f) The physician or designees are the only individuals who may discuss the initial diagnostic results with the patient and the above individuals. Interns may reinforce and assist in the explanation of the results following the physician’s explanation. The intern should ask the patient “What information has been communicated to you by your physician?”

**3) DESIGNATED CONTACT**

- a) The patient may identify a **designated contact** any time during the hospital admission. The intern may provide limited patient information by phone to the designated contact (see suggested responses in Exhibit D).
- b) Other callers should be referred to either the patient or the **designated contact** that may provide specific information to agencies/health care professionals who will be providing continuing care for the patient.
- c) Callers persistently asking for more information should be referred to the nurse manager.

**4) DISCLOSURE OF PHI**

Will be done only in conjunction with the preceptor.

**5) FAXING GUIDELINES**

- a) Accept a faxed authorization for the release of information in emergencies as long as the authorization is valid. PHI may be faxed pursuant to a faxed authorization. Do not fax PHI relating to AIDS, HIV, venereal disease, substance abuse, or mental health. Verify all signatures against the medical record before releasing information. MISD can assist with this verification.
- b) Verify the request by checking sender’s location and/or fax number printed on each page. If neither the sender’s location or fax number appears, call the requesting party to verify.
- c) Fax pertinent requested documents only. When faxing information to requesting party always use a cover letter (See Exhibit B), which includes a Confidentiality Statement. File the cover letter in the medical record. Special arrangements for secured systems must be approved by Beaumont’s Information Security Officer.

**6) E-MAIL**

- a) External e-mail is not a secure method of transmitting data. Because text messaging systems are not fully secure only minimal confidential or proprietary information should be sent via this method. Social security numbers should NEVER be used.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 27 – Fair Labor Standards</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The training provided to the dietetic intern is for the benefit of the intern. The intern does not displace the regular salaried employee. The intern works under close supervision of the preceptor. The intern is aware that they are not entitled to wages or other compensation for the time spent in training and is not guaranteed a job at the conclusion of the program.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b># 28 – Diversity</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Beaumont® provides culturally competent health care in a welcoming environment with an engaged, diverse internship program and faculty.

**SCOPE OF DIVERSITY**

The scope of diversity at Beaumont goes beyond differences of race, age, religion, nation origin, gender, sexual orientation, disability, or any category protected by law. It includes and values the uniqueness of each individual, embracing differences of heritage, thought, lifestyle and the like, in order to provide an inclusive, welcoming environment where patients, interns, physicians and the greater community are cared for and valued according to their needs.

**GENERAL INFORMATION**

Beaumont is committed to the highest standards. The maintenance of a high caliber, diverse workforce that is well trained and highly qualified is essential to accomplishing our core mission and meeting our financial goals. Similarly, the selection of high quality, diverse vendors will help ensure that we achieve goals and remain the health care provider of choice for the many cultural and spiritual groups in our service area.

Embracing diversity is essential to the business of our organization. As a community service organization, Beaumont must respect and reflect the community it serves. The extent to which we are responsive to the changing demographics in our marketplace and workforce will determine the extent to which we will retain competitive advantage.



**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 29 – Filing a Complaint with ACEND</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R11/2011, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints relating to a program's compliance with accreditation standards. ACEND is interested in the sustained quality and continuous improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

**PROCEDURE**

A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics at ([www.eatright.org](http://www.eatright.org)).

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 30 – Intern Complaints</b>	Page: Page 1 of 1	
Section: Dietetic Internship	Date Reviewed/Revised: R2/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Dietetic interns have the right to discuss freely with the Internship Director matters concerning his/her own, or the Program's welfare. The Internship Director will promptly acknowledge complaints, which may arise in the every day operation of the Program. This policy is intended to resolve those intern relations issues, which may upset a productive intern/preceptor relationship. The approved policy and procedures as defined in the Beaumont Dietetic Internship Policy and Procedure Manual are not subject to grievance.

**POLICY**

A dietetic intern should contact the Internship Director directly, either in person, e-mail or phone to discuss any concerns or complaints.

If after discussion with the Internship Director, the intern's concerns remain unresolved, the intern may discuss their concerns with the Director of Nutrition and Retail Services.

If the intern's issues remain unresolved, the intern may take their concerns to ACEND. See policy #29 Filing a Complaint with ACEND.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 31 – Program Withdrawal</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

**Beaumont®** dietetic interns may withdraw from the program at any time.

**PROCEDURE**

- a) The intern must submit in writing to the Internship Director the decision to withdraw from the Beaumont® Dietetic Internship Program. The decision to withdraw from the program may be made at any time. Tuition will be reimbursed less \$500.00 for administrative fees.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 32 – Computer Matching</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R9/2011, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

**Beaumont®** Dietetic Internship Program participates in fall computer matching services with D & D Digital. It is the responsibility of all applicants to contact D&D Digital and enter the computer match process of intern/internship selection.

**PROCEDURE**

- 1) All applicants must contact D & D Digital and apply for the computer matching process.
- 2) Deadline for entering the November computer matching process is available on the D & D Digital web page and/or [www.eatright.org](http://www.eatright.org), using program code **569** for our program.
- 3) There is a \$50 charge for computer matching that is due with the applicant's prioritized ranking to D & D Digital Systems.
- 4) For additional computer matching information contact: D & D Digital, 304 Main Street, Ames, Iowa 50010; Phone: (515) 292-0490; Fax: (515) 663-9427; e-mail: [dnd@sigler.com](mailto:dnd@sigler.com); website: <https://www.dnddigital.com/ada/>.
- 5) Please refer to <http://www.eatright.org/ACEND/content.aspx?id=192> for a complete description of the Applicant Responsibilities in the computer matching process.

**Beaumont® Dietetic Internship Program  
Policy and Procedure Manual**

Subject: <b># 33 – Affiliate Participating Facilities</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

It is the policy of Beaumont® Dietetic Internship Program to select and evaluate affiliate facilities for intern placement.

**PROCEDURE**

- 1) Selection Process
  - a) Affiliate sites will be selected based on internship need.
- 2) Evaluation Process
  - a) All interns who rotate through the affiliate site(s) will complete evaluations.
  - b) The Internship Director will summarize site evaluations.
  - c) Site evaluations will be reviewed and discussed annually at the Advisory Council Meeting for the Internship Update.
  - d) The Program will not participate with sites having poor evaluations and/or inability to meet written student learning outcomes.
- 3) Affiliate Agreement
  - a) The master affiliate agreement will be reviewed and updated by Beaumont's Legal Affairs Team to be submitted to the potential site.
  - b) The potential site will review the agreement, discuss any potential areas of conflict, sign the agreement and return to the Internship Director.
  - c) The Internship Director will keep all original, signed affiliate agreements in the internship file folder.
  - d) The affiliate agreement will be signed and filed with the Internship Director prior to any student being assigned to and beginning their rotation at that facility.
  - e) The agreement is valid for a 5-year time period unless otherwise indicated in the signed affiliate agreement.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 34 – Intern Recruitment and Admission</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R8/2012, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The **Beaumont®** Dietetic Internship Program follows nondiscriminatory, fair and equal procedures relating to the recruitment, selection and admission process to their program.

**PROCEDURE**

- 1) Dietetic internship information will be available to the public at large on the external Beaumont web site at <http://www.beaumont.edu/nutrition-services-dietetic-internship>. See the web site for specific information relating to due dates.
- 2) The intern must apply to the program through the online Dietetic Internship Centralized Application System (DICAS) process. The online application includes submission of transcripts, letters of recommendation, and a verification or intent to complete statement. The fee to use DICAS is \$40 for the first application and \$20 for each additional application. More information may be found at <http://portal.dicas.org>.
  - a) Official transcripts from all colleges and universities attended should be mailed to: DICAS - Transcript Department, PO Box 9118, Watertown, Ma 02472
  - b) When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
- 3) Applicants must also register online for computer matching at [www.dniddigital.com](http://www.dniddigital.com) and select dietetic internship priority choices by the set due date. There is a \$50.00 computer-matching fee.
- 4) A separate \$75.00 non-refundable application fee must be paid to Beaumont Health System. Checks are to be made payable to Beaumont Dietetic Internship Program. Please mail to: Nutrition & Retail Services, Internship Director/Clinical Nutrition Manager, Beaumont Health System, 3601 West 13 Mile Road, Royal Oak MI 48073
- 5) The selection process for dietetic interns is as follows:
  - a) Initial Screening Criteria
  - b) Application completeness
  - c) Cumulative Grade Point Average of 3.2
  - d) Work/Volunteer Experience
  - e) Application Review
  - f) Advisory Council Application Review
    - A) Top candidates will have application reviewed by members of the Advisory Council including staff dietitians, department managers, and dietitians representing specialty rotations.
  - g) Phone Interview
    - A) Top candidates may have a phone interview with Advisory Council members.
- 6) Selected interns will complete inclusion criteria prior to beginning orientation week.

**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b># 35 – Protection of Privacy</b>	Page: 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

The Intern's file is kept in a locked file cabinet in the Internship Director's office. All information in the Intern's file is private except for projects the Intern has completed. Preceptors may refer to an Intern's project as requested. No one has direct access to the files except the Internship Director.

**PROCEDURE**

- 1) The Internship Director unlocks the file cabinet drawer at the beginning their scheduled workday.
- 2) Any request from an authorized individual to see an intern's project is honored by the Internship Director.
- 3) The Internship Director pulls the project from the files for the preceptor.
- 4) The preceptor returns the file to the Internship Director following their review.
- 5) The Internship Director locks the file cabinet at the end of the day.

# Beaumont® Dietetic Internship Program Policy and Procedure Manual

Subject: <b>#36 – Theft, Illegal Activities and Misconduct</b>	Page 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013	
Approved by: Advisory Council		

## POLICY

It is the intention of the Beaumont® Dietetic Internship Program to provide and maintain a safe and secure environment for all interns. Moreover, illegal, fraudulent, or other dishonest activities on the part of any intern will not be tolerated. Further, any type of violent action on the part of any Beaumont intern, which could endanger any and all persons on the Hospital premises or affiliate sites is cause for immediate termination from the Program.

### 1) DEFINITIONS

- a) Premises: Any property including affiliate sites participating in the program.
- b) Theft of Property: The unauthorized removal of any item owned by the Hospital or Affiliate Sites from the Hospital/Affiliate Site premises including but not limited to: Any item owned by the Hospital/Affiliate Site (i.e., supplies, food, equipment, clothing, etc.), All disposable materials – those items intended for one-time-only use (i.e., gloves, basins, shoe covers, etc.), Obsolete and/or ineffectual items (i.e., pieces of furniture, etc.), Any discarded materials – those items that have been used by the Hospital/Affiliate Site and have no further value to the Hospital/Affiliate Site (i.e., packing materials, empty containers, trash, etc.), Any recyclable items (i.e., cans, bottles, etc.), Redeemable coupons and/or vouchers (i.e., recognition coupons, gift cards, etc.)
- c) Illegal Activity: Any act that violates state, local or federal law, statute or ordinance.
- d) Misconduct: Any infraction or violation of Program policy. Such violations are considered gross infractions, which normally result in termination from the program.

### 2) RESPONSIBILITY

- a) Internship Director: Internship Director shall make all reasonable efforts to investigate any infractions of Program policy and shall immediately notify the Advisory Council of any theft or illegal activities that they may become aware of. Internship Director or designee is responsible for conducting all investigations.
- b) Interns: It shall be the responsibility of every intern to report to the Internship Director any known or suspected theft, illegal activity or misconduct as defined in this policy. Any intern who, in good faith, reports the conduct proscribed by this policy should not be subject to retaliation. Moreover, this policy shall be construed not to conflict with any remedies available to an intern by federal, state or local authority.
- c) Security Department: It shall be the responsibility of the Security department to provide for the safety and protection of all persons on Hospital property. In the provision of such services, Security has the authority to inspect any containers including personal parcels. Although Security inspections of purses, doctor's bags, briefcases, etc., are not normally a routine practice, such items can and may be subject to examination. Containers (of any sort) can be inspected upon the person's entry or exit of a building or otherwise while on the Hospital premises. Failure of Program interns to cooperate with Security may result in corrective action.

### 3) INVESTIGATION OF ILLEGAL ACTIVITIES

The investigation of reported criminal activities (i.e., forgery, embezzlement, alteration of checks, securities, insurance claims, patient billing records, etc.) shall be conducted by Hospital Administration or designee. Hospital Administration should notify Legal Affairs, Internal Audit, Corporate Compliance and Risk Management of reports or investigations of these types of activities. The investigation of reported drug-related activities, thefts of patient/intern personal belongings or other criminal acts shall be conducted by the Security department. When necessary, the Security department shall collaborate with the local, state or federal authorities.

### 4) INVESTIGATION OF THEFT OF HOSPITAL PROPERTY

- a) The Security department in cooperation with the Human Resources department shall be responsible for the investigation process of all matters concerning theft. Security and Human Resources should also notify Legal Affairs, Internal Audit, and Risk Management of these investigations. When required, federal, state or local authorities shall become involved in the investigation based upon the nature of the case.
- b) In the event that an intern is found in possession of and/or in the act of removing Hospital property without appropriate authorization, the act will be considered theft. Security personnel shall confiscate the property, conduct an investigation and submit a written report to the Internship Director. The property will be held pending the outcome of the investigation, the issuing of disciplinary measures and/or the adjudication of any charges that are filed with legal authorities.

### 5) INVESTIGATION OF MISCONDUCT

Acts of misconduct other than those indicated above will be investigated by the Internship Director who, in collaboration with the Advisory Council will determine the appropriate corrective action to be taken.

### 6) EXCEPTIONS

Empty cardboard boxes may be removed from the Hospital premises. However, these items shall also be subject to inspection by Security.



**Beaumont® Dietetic Internship Program**  
**Policy and Procedure Manual**

Subject: <b>#37 – Communication Systems</b>	Page 1	
Section: Dietetic Internship	Date Reviewed/Revised: R10/2010, 1/2013, 11/2013	
Approved by: Advisory Council		

**POLICY**

Beaumont provides many types of communications systems. Interns who utilize such communication systems do so with the understanding that any and all communication systems are to be used for Hospital/Program business purposes only. Use of hospital communication systems for personal, religious, political, or outside business purposes is strictly prohibited. Further, the use of such systems for inappropriate or offensive communication or for harassment of any type, sexual, racial or otherwise is also strictly prohibited.

The use of personal communication devices should be limited to authorized break times and utilized only in authorized areas that are secluded from patient care activities and public spaces.

Inappropriate or excessive use of any hospital or personal communication system may result in the appropriate level of corrective action up to and including termination.

**1) DEFINITIONS**

a) Internal Communication Systems

A) Internal communication systems include but are not limited to the following: Telephones/cell phones, Internet Systems, Computer/electronic data systems, Fax/coy machines, Smart Communication Devices: pagers, phones, PDA's, etc.

b) Personal Communication Devices

A) Personal communication devices include but are not limited to the following: Cellular phones, camera phones, pagers, Bluetooth devices, Handheld communication devices (PDAs, Palm Pilots, Pocket PCs, etc.), Laptops, Media devices (tape/CD/DVD/iPod players, etc.)

**2) COMMUNICATION SYSTEMS MONITORING**

a) Beaumont will periodically monitor and review Hospital communication systems to ensure appropriate use. Monitoring of such systems shall be conducted at the discretion of the department manager. Inappropriate use of any communication device shall result in corrective action up to and including discharge.

b) Some examples of inappropriate use are as follows:

A) Sending offensive or harassing e-mail messages

B) Unauthorized, non work-related use of the internet, copy machines, telephones, etc.

C) Blogging – inappropriate use of company-related information or the sharing of confidential or proprietary information.

D) Unauthorized copying and/or distribution of computer software.

E) Any illegal use of communication devices in the commission of an act that violates state/federal law.

**3) E-MAIL USE**

a) Communications sent through Beaumont e-mail should be work related and appropriate for the business setting. Use of e-mail for personal, religious, political or outside business communication is prohibited. Further, the use of e-mail for solicitation unrelated to hospital business is strictly prohibited.

b) Group e-mail lists, such as the *All Royal Oak*, *All BHC*, *Troy Hospital Staff* may be used only by Corporate Communications or other specifically authorized departments. Questions concerning the e-mail guidelines may be directed to Corporate Communications.

**4) CONFIDENTIALITY**

a) Interns shall utilize confidential information for Hospital business purposes only. Confidential information, whether patient medical information or otherwise, shall be accessed only by interns who are authorized to access the information. Dissemination of confidential information for inappropriate purposes is strictly prohibited.

b) Interns who utilize hospital provided communication systems shall not have any expectation of privacy in the contents of such systems. Use of security passwords, personal codes, etc., do not presume any level of confidentiality. Retrieval and/or archiving of information shall be conducted at the discretion of the department manager when suspected misuse of such systems occurs and shall be conducted with or without notice.