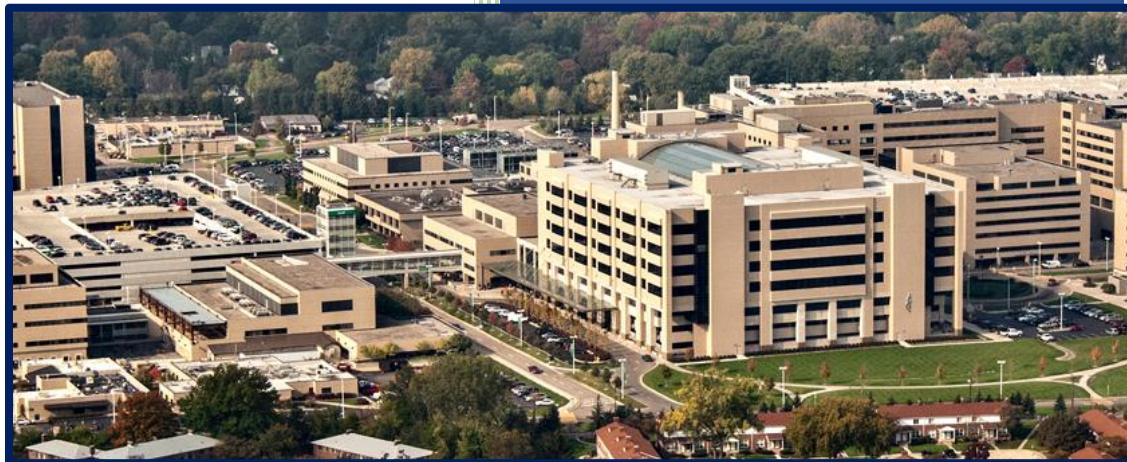


2020

Beaumont Dietetic Internship Intern Handbook



Maureen Husek, MA, RD

Alicia Taub, MBA, MS, RD, CNSC

Erin Wright, MS, RD

Beaumont Health

BEAUMONT HEALTH DIETETIC INTERNSHIP

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BEAUMONT HEALTH DIETETIC INTERNSHIP

PROGRAM OVERVIEW:

The Beaumont Health Dietetic Internship Program is a post baccalaureate program for individuals who have met requirements for the completion of a didactic program in dietetics (DPD) and hold a bachelor's degree. The program participates only in the fall match and is offered as a 34-week, full-time (Monday – Friday), certificate program. Successful graduates of the program are eligible to sit for the registration exam from the Commission on Dietetic Registration (CDR). This handbook provides you with information to introduce you to the internship. Additionally, further detailed information is available at the program's website: (<https://www.beaumont.edu/other-education/dietetic-internship>).

PROGRAM CONCENTRATION:

Beaumont Health Dietetic Internship Program offers a concentration in medical nutrition therapy (MNT). The goals for this concentration include:

- The dietetic intern will demonstrate the ability to apply current MNT to a broad range of disease states, as evaluated by dietetic internship preceptor evaluations.
- The dietetic intern will develop the foundation for life-long learning and application of nutrition expertise in the field of clinical dietetics through designated rotations and relevant experience, as evaluated by both the intern and preceptor evaluations.

PROGRAM MISSION:

The mission of the Beaumont Health Dietetic Internship Program is to produce competent entry-level dietitians by providing the highest quality dietetic education in an environment of best practice and evidence-based care through preceptor training, multi-disciplinary education and direct patient care.

PROGRAM GOALS AND OUTCOMES:

PROGRAM GOAL 1: Prepare graduates to become competent entry-level registered dietitians.

- At least 80 percent of program graduates complete program/degree requirements within 12 months (150 percent of the program length).
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80 percent.
- 100 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Of graduates who seek employment, at least 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80 percent of the program graduate employers rate the program graduates as prepared for entry-level dietetic practice.
- At least 80 percent of the program graduates self-rate as being prepared for entry-level dietetics practice.

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PROGRAM GOAL 2: Prepare and develop graduates to become leaders in medical nutrition therapy in the nutrition and dietetic profession.

- At least 80 percent of program graduates rate the internship program for preceptor and mentorship skills, as satisfactory or above.
- At least 80 percent of program graduates' rate the internship program's designated learning experiences for program objectives, as met competencies or above.

ADDITIONAL PROGRAM OUTCOMES:

- At least 80 percent of program graduates rate the development of critical thinking, interdisciplinary communication and customer service skills, as satisfactory or above.
- At least 80 percent of program graduates employers rate the development of critical thinking, interdisciplinary communication and customer service skills of the program graduates, as satisfactory or above.
- At least 80 percent of program preceptors rate the quality and overall professionalism of the program graduates, as satisfactory or above.

Beaumont's dietetic internship outcome data is available upon request.

PROGRAM ADMISSION REQUIREMENTS:

- Applicants must provide official transcripts showing completion of at least a bachelor's degree from an U.S. accredited college or university (bachelor's degree must be completed before beginning the program in January).
- Applicants must also submit a Verification Statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD).
- The minimum GPA of 3.2 must be achieved to be considered eligible for the program.
- Professional experiences (paid or volunteer) are evaluated upon a point system.
- Applicants should provide relevant information including work done in the following settings: hospital or other health care, clinical dietetics, food service, community nutrition, or any other supervisory experiences.
- Extracurricular activities will be evaluated upon a point system.
- Leadership experience is desirable.

PROGRAM ASSESSMENT:

The internship is assessed annually of its program's goals and objectives. Improvements in the program and curriculum are made continuously because of these discussions.

ACCREDITATION STATUS:

The Beaumont Dietetic Internship is accredited by the accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606
1-800-877-1600, Extension 5400
acend@eatright.org

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INTERNSHIP DETAILS:

The Beaumont Dietetic Internship provides training in all areas of core competency with a strong concentration in medical nutrition therapy (MNT). All interns rotate in community nutrition, food service, long term care, inpatient and outpatient clinical sites. The internship provides approximately 1,320 supervised practice hours and is a full-time (40 hours/week) program. All rotations are provided within the Royal Oak area or from a distant Beaumont location (less than 50 miles).

SUPERVISED PRACTICE ROTATIONS:

The Beaumont Dietetic Internship has a planned curriculum based on the program's environment, mission, goals and expected outcomes. Supervised practice hours and didactic learning activities prepare dietetic interns for professional practice with patients with various nutrition related disease conditions. These learning activities occur in various settings including, but not limited to: inpatient and outpatient care, long-term care, community programs and foodservice. The supervised practice experience is educational in nature and not intended to replace employees at rotation sites.

ROTATION SITE	SUPERVISED PRACTICE HOURS
Beaumont Health Orientation:	40
Food Service Management: (Beaumont Dearborn)	160
Long Term Care: (Optalis Healthcare)	120
Basic (Medical/Surgical):	80
Rehabilitation:	40
Neurology:	40
Eating Disorders:	40
Oncology:	40
Renal/Liver Transplant Center:	80
Gastrointestinal/Bariatric/Surgical:	40
Pediatrics/Neonatal Intensive Care Unit:	120
Staff Relief:	80
Community Hospital (Beaumont Farmington Hills or Grosse Pointe Hospital):	80
Critical Care/Nutrition Support:	120
Weight Control Center:	40
Diabetes Self-Management Education:	40
Home Infusion or Radiation Oncology:	40
Wellness:	40
Rochester Area Neighborhood House (RANH):	40
Area Agency on Aging:	40
TOTAL HOURS:	1,320

Rotations are subject to change.

TUITION AND COSTS:

The current tuition cost for the Beaumont Dietetic Internship is \$5,000.00. This payment is due in the full amount prior to the first day of the dietetic internship program start date. Forms of payment include cash, checks (personal or cashier), money order or major credit cards. Payment

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can be made in-person at the cashier's office located at the Beaumont Royal Oak campus or via the telephone. Checks should be made out to:

Beaumont Hospital, Nutrition Services – Dietetic Internship Director
3601 W. 13 Mile Rd.
Royal Oak, MI 48073

For additional expenses, please see the estimated costs listed below:

APPROXIMATE COSTS:	
Housing Expenses:	~\$9,000.00, may vary
Estimated cost of Tuberculosis (TB) test:	~\$50.00
Two White Lab Coats (no monograms):	~\$60.00
Fingerprinting:	~\$25.00
Influenza Vaccine:	~\$10.00
Proof of Hepatitis B Vaccinations & Immunizations:	~\$10.00
Physician Health Screening:	~\$35.00
Miscellaneous Personal Needs:	~\$500.00
Transportation (to and from rotations):	~\$1,500.00
Auto and Health Insurance:	~\$1,600.00
Professional Liability Insurance:	~\$25.00 - \$50.00
Academy of Nutrition and Dietetics Student Membership:	~\$58.00
Dietetic Internship Program Fee:	~\$5,000.00
Application Fee (non-refundable deposit):	~\$75.00
APPROXIMATE TOTAL COST:	\$17,973.00
<i>Costs are subject to change.</i>	

PROGRAM RESPONSIBILITIES:

INTERNSHIP DOCUMENTATION REQUIRED:

- Original DPD program verification statement
- Official copy of final degree transcript including conferral date and degree awarded
- Copy of proof of tuition payment
- Copy of proof of health insurance
- Copy of proof of auto insurance
- Copy of proof of liability insurance
- Copy of proof of fingerprinting
- Copy of CITI completion certificate
- Copy of Abbott Lab certificate of completion
- Copy of Academy of Nutrition and Dietetics student membership card
- Copy of Academy Nutrition Care Process completion certificate
- Copy of Business Plan Tutorial certificate
- Additional personal documentation will be required the first day of orientation

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DIETETIC INTERN:

- Throughout the entire course of the program, interns are responsible and not limited to the following:
 - Prepare for all supervised practice activities
 - Enthusiastically participate and actively engage in all dietetic internship supervised practice rotations
 - Assume responsibility for their own learning and be self-directed learners
 - Demonstrate professional attributes such as timeliness, organization, respect, a positive attitude, motivation, open-mindedness, flexibility and patience
 - Arrive at all rotations, class days and meetings at the designated starting time
 - Turn in all assignments and presentations on time
 - Communicate regularly with the acting program director, dietetic education specialist and preceptors regarding expectations, progress, questions and difficulties
 - Be respectful of preceptors' willingness to precept and the preceptors' full-time commitment and priority to providing extraordinary and compassionate patient/client care
 - Expect a challenging supervised practice experience while acknowledging that many skills will take years to develop and require experience far beyond the internship

ATTENDANCE POLICY:

Up to five days of absence are approved for the dietetic internship for **emergency purposes** and illness. Interns who are absent more than five days shall make up the time missed, according to preceptor availability.

VACATION:

One-week scheduled vacation. Vacation is scheduled by the acting program director during the month of April.

HOLIDAY'S AND SEASONAL DAYS:

Beaumont recognizes the following holidays (interns do not work on these designated holidays):

- Memorial Day
- Independence Day

INTERNSHIP FACULTY RESPONSIBILITIES:

- Maintain ACEND program accreditation
- Direct, organize and supervise operational activities
- Complete ACEND verification statements for interns
- Coordinate rotations and other educational activities
- Communicate any changes in policies and procedures, curriculum, rotation descriptions, or competencies/learning outcomes with preceptors and interns
- Monitor progress of interns through their intern evaluations and preceptor hand off sheets
- Address any concerns raised by either preceptors or interns in a timely manner
- Incorporate intern/preceptor feedback into the continuous quality improvement process

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SITE PRECEPTORS RESPONSIBILITIES:

- Provide supervised training according to required rotation competencies
- Assure a qualified professional is available to provide guidance and supervision of the dietetic internship
- Evaluate intern's competencies in the required learning experiences with the assistance of the acting dietetic internship director

REQUIREMENTS OF SUCCESSFUL INTERNSHIP COMPLETION:

The ACEND core competencies specify what every competent entry-level registered dietitian should be able to function at the beginning of their practice career. The core competencies build on appropriate knowledge and skill necessary for the entry-level practitioner to perform competently. To receive a verification statement at the conclusion of the program, the intern must successfully meet all ACEND core competencies prior to completion of the dietetic internship, complete all rotations with a minimum of 1,200 total supervised practice hours, as well as demonstrating satisfactory performance in the following:

- Participation in all required communication with dietetic internship faculty and assigned preceptors
- Self-evaluation of ability before and after each rotation
- Evaluation of each rotation site and preceptor
- Intern rotation evaluation for each rotation
- Successful completion of journal club and clinical case study presentation
- Successful completion of all required rotation learning modules
- All interns are responsible for checking and responding to daily emails in a timely manner
- Attendance at all professional meetings, conferences and required activities
- Respect other people's time: dietetic internship faculty, preceptors and other interns
- Display flexibility, initiative and ability to work with others when engaged in problem solving

STUDENT LEARNING OUTCOMES ASSESSMENT:

- Self-evaluation occurs in the beginning and at the end of each rotation as interns will self-reflect on their performance and knowledge.
- Interns are required to evaluate each specific rotation experience along with the preceptor evaluation. This feedback is evaluated to improve the program as well as providing feedback to preceptors.

ACEND COMETIENCES ARE EVALUATED USING THE FOLLOWING SCALE:

- **N/A:** not available or applicable. No opportunity to observe this behavior.
- **Unsatisfactory (0):** requires constant supervision, cannot perform tasks as required, much improvement and growth needed and does not meet expectations.
- **Below (1):** requires supervision, has mastered some aspects of the required competencies, more improvement/growth needed which may require remediation, and rarely meets expectations
- **Meets (2):** requires little supervision, has mastered some aspects of the required competences, continued growth is encouraged and meets expectations.

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- **Very good (3):** requires no supervision after competencies have been demonstrated and return demonstration indicates performance at entry level and sometimes exceeds expectations.
- **Excellent (4):** requires no supervision, competencies above entry level, goes beyond required competencies and performs an outstanding level consistently.

PROGRAM COMPLETION REQUIREMENTS:

If an intern is not progressing in a satisfactory manner, the preceptor will notify the acting dietetic internship director and the intern. A remedial plan of action will be developed by the acting dietetic internship director and one or more preceptors. The plan will be reviewed with the intern and implemented as soon as possible. This plan of action may include additional time at the current rotation site to show competency or additional didactic materials to further educate. If there is minimal chance of success in the program for the intern, counseling into career paths that are appropriate to their ability will be addressed.

BECOMING A REGISTERED DIETITIAN NUTRITIONIST:

Upon successful completion of the supervised dietetic internship, interns will be issued a verification statement, declaring that they have completed the internship and are eligible to sit for the Registered Dietitian Examination. The exam is computerized and available by appointment after the Commission on Dietetic Registration (CDR) has received notice of internship completion. CDR of ACEND awards registration credentials to those who pass the exam for dietitians. Individuals qualifying to sit for the registration exam have earned at least a bachelor's degree (as of 2024 a master's degree), completed an accredited dietetics program, and completed the supervised practice hours. Lastly, Registered Dietitian Nutritionists are required to complete seventy-five hours of continued education over a five-year period to maintain registration. For further details on becoming a Registered Dietitian, please click on the links below:

- [5 Steps to Becoming a Registered Dietitian](#)
- [Careers in Dietetics](#)

ADDITIONAL POLICIES AND PROCEDURES:

PERSONAL RECORDS:

To maintain privacy, intern records are kept secure within the nutrition and retail service administration office. Upon written request to the Acting Dietetic Internship Director, documents of the intern's file will be exposed to the intern only in the presence of the Acting Dietetic Internship Director.

COMPUTER MATCHING:

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

NONDISCRIMINATION POLICY STATEMENT:

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

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PERSONAL CELL PHONE USAGE:

Use of cell phone, text messaging devices, iPods, iPads, or other electronic devices is prohibited while interns are working at their supervised practice site. Individual preceptors may allow respectful use of electronic devices for work-related issues only, such as researching drug interaction information, nutrition related questions or nutrient database information, etc. The intern should obtain approval from the preceptor before using any electronic device at a supervised practice location.

PROGRAM CONTACT:

Maureen Husek, MS, RD – Program Director

Alicia Taub, MBA, MS, CNSC, RD – Acting Program Director – alicia.taub@beaumont.org

Erin Wright, MS, RD – Dietetic Education Specialist – erin.dolinski@beaumont.org