



Georgia Department of Public Health

## Intern Handbook

Special Supplemental Nutrition  
Program for Women, Infants, and  
Children Dietetic Internship

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## **I. INTERNSHIP ACCREDITATION**

The Georgia Department of Public Health (DPH) Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Dietetic Internship is accredited by the Accreditation Council on Education for Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics (AND). The DPH WIC Dietetic Internship is approved for 16 interns to participate each year.

Contact information:

Accreditation Council on Education for Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
1-800-877-1600 Ext. 5400  
Fax: 312/899-4817  
E-mail: [education@eatright.org](mailto:education@eatright.org)

## **II. PHILOSOPHY**

### **Philosophy of the Georgia Department of Public Health WIC Dietetic Internship**

The DPH WIC Dietetic Internship provides an opportunity for qualified employees of the Georgia Department of Public Health WIC Program and contracted WIC agency staff at Grady Hospital who have met the admission requirements for Registered Dietitian (RD) eligibility, to complete the Core Competencies for Registered Dietitians/Nutritionists (CRDN) through supervised practice. A minimum of twenty-four (24) hours per week must be released from employment responsibilities to allow interns to participate in planned internship experiences to achieve basic competencies.

Emphasis is placed on the development of competence in providing nutrition services as integral parts of health programs, especially public health programs. Individualized study permits interns to achieve professional development goals. Internship flexibility provides opportunity for meeting individual needs and interests.

Self-assessment and faculty evaluation assist in improving practice and professional development. A base is provided for lifelong self-development to improve knowledge and skills. Staff of the Georgia Department of Public Health WIC Program and participating Health Districts are committed to assisting those interns/employees who wish to overcome financial, geographical, or personal barriers to verify their professional competence through the Academy of Nutrition and Dietetics (AND) credentialing process.

Interns who successfully complete the DPH WIC Dietetic Internship and obtain registration are encouraged to serve as mentors and preceptors for future DPH WIC Dietetic Interns.

### **III. MISSION AND GOALS**

#### **The DPH WIC Dietetic Internship Mission**

To improve the health outcomes of Georgians through promotion of quality nutrition care practice by assisting qualified employees of the Georgia Department of Public Health's Women, Infants, and Children's Special Supplemental Nutrition Program (WIC) to become Registered Dietitians competent to practice at entry level.

#### **Internship Goals and Outcome Measures**

**DPH WIC Dietetic Internship Goal 1:** The DPH WIC Dietetic Internship Program will prepare graduates to be competent Registered Dietitian Nutritionists at an entry level through high quality educational offerings.

- 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%.
- 100 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 80% of employers will rate graduates as competent at entry level.
- At least 80% of program intern's complete program/degree requirements within 18 months (150% of the program length).
- Of graduates who seek employment, 90% of graduates will be employed in Nutrition and Dietetics or related fields within 12 months of graduation.
- 50% of graduates will serve as preceptors, two years following graduation

**DPH WIC Dietetic Internship Goal 2:** The DPH WIC Dietetic Internship will prepare graduates who will continue to practice in community nutrition care services in Georgia after internship completion.

#### **Outcome Measures:**

- 50% of dietetic internship graduates will indicate working/volunteering in nutrition within Georgia Department of Public Health two (2) years after internship completion.

#### **IV. INTERNSHIP CONCENTRATION**

The internship concentration for the DPH WIC Dietetic Internship is **Community Nutrition/Public Health**, which includes a minimum of 1248 hours of supervised practice: 488 hours in community nutrition, public health research, life-cycle and health promotion; 5654 hours in medical nutrition therapy; 192 hours in food service and 3 hours at exit for preparation of professional development portfolio and interviewing skills.

#### **V. ACADEMY OF NUTRITION AND DIETETICS REGISTRATION REQUIREMENTS**

Requirements for registration are established by the Commission on Dietetic Registration (CDR). The present eligibility requirements include:

- Completion of the ACEND didactic program in dietetics (DPD) and a minimum of a baccalaureate degree from a United States regionally accredited college or university
- A completed verification statement from DPD
- Supervised practice requirement obtained through one of the ACEND accredited or approved experience pathways
  - Accredited Dietetic Internship
  - Accredited Coordinated Program
  - Individualized Supervised Practice Pathway
- Verification of supervised practice
  - Upon completion of the internship, the DPH WIC Dietetic Internship Director will issue to the graduate a verification statement that will be needed to apply for the national registration examination. Internship graduates desiring to apply for the registration examination should contact the DPH WIC Dietetic Internship Director for information about the procedures required.
- Successful completion of the Registration Examination for Dietitians
- Continuing education participation is mandatory for maintenance of registration. Dietitians must accumulate 75 hours of approved continuing education every five years. Licensure requirements vary from state to state.

#### **VI. ADMISSION REQUIREMENTS OF THE DPH WIC DIETETIC INTERNSHIP**

##### **Prospective Interns**

The following information about the DPH WIC Dietetic Internship is available to prospective interns on the website located at [dph.georgia.gov/dietetic-internship](http://dph.georgia.gov/dietetic-internship)

- Description of the internship, including mission, goals and objectives that will be monitored for internship effectiveness
- A statement of internship outcomes data is available on request
- Description of how the internship fits into the credentialing process to be a registered dietitian and state certification/licensure for dietitians, if applicable

- Cost to interns, such as estimated expenses for travel, housing, books, liability insurance, medical exams, uniforms and other internship-specific costs, in addition to application fees and tuition
- Accreditation status, including the full name, address, and phone number of ACEND
- Admission requirements for all pathways and options for which the internship is accredited
- Academic and internship calendar or schedule
- Graduation and internship completion requirements for all pathways and options for which the internship is accredited

### **Criteria for Application to the Internship**

The DPH WIC Dietetic Internship has established eligibility criteria for admission to the internship.

An applicant must have:

- Current full-time status as an employee in the Georgia WIC Program with at least one Full Time Equivalent (FTE) year (2080 hours) of working experience in the Georgia WIC Program from hire date to internship starting date
- Letter of support from the Health Director in the public health district in which the applicant is employed
- Letter of support from the Nutrition Services Director in the public health district in which the applicant is employed
- Supervisor's confirmation of applicant's job performance as satisfactory or better. Submit a copy of the most recent performance management form (PMF)
- Signed community preceptor agreement
- A completed baccalaureate degree and verification statement from a didactic program accredited by the Accreditation Council on Education in Nutrition and Dietetics (ACEND)
- A reliable laptop computer, e-mail address and Internet service
- An overall grade point average (GPA) of 2.80 or above\*

An applicant who meets the following criteria may still be considered:

\*Guideline for low GPA

- Complete a minimum of three (3) semester hours in upper level dietetics courses from an accredited college or university. Earn at least a B in each course. Transcripts must include evidence of this course work. Prospective applicants will need to obtain prior approval from DPH WIC Dietetic Internship Director on acceptable coursework to meet this requirement.
- Coursework to meet low GPA requirements must have been completed no more than two (2) years prior to the application submission.
- Coursework requirements must be complete and transcripts must be submitted to DPH WIC Dietetic Internship Director no later than June 30<sup>th</sup>. The applicant should indicate in their application that coursework to meet requirements is pending and will be completed prior to June 30<sup>th</sup>.
- Applicants with pending coursework may be selected for interview but will not be offered an internship position until and unless all requirements have been met by June 30<sup>th</sup>.

## **Application Procedures**

The Application packet may be requested from:

DPH WIC Dietetic Internship  
Program Operations and Nutrition Unit  
2 Peachtree Street NW, Suite 10-283  
Atlanta, GA 30303-3142  
404-463-0742

One (1) original for each of the following items must be submitted:

- Completed Application for the DPH WIC Dietetic Internship Supervised Practice Program
- Personal statement (following personal statement guidelines)
- Completed project (following project guidelines)
- Letters of support from District Health Director and District Nutrition Services Director
- One-page resume
- Official verification statement of completion of ACEND approved academic requirements from an accredited college or university
- Official transcripts from all universities attended for undergraduate and graduate coursework
  - Must show the date of graduation and major
  - Official transcripts included in the application packet must be in a sealed envelope from the university
  - Official transcripts may also be ordered online and sent directly to the internship from the college or university
- Recommendations from one (1) academic professor and two (2) recommendations from employers with one of them from the current supervisor
  - If the applicant agrees for the recommendation to remain confidential as indicated on the recommendation request form, the unopened, sealed letters should be included in the application packet.
- Supervisor's confirmation of applicant's job performance as satisfactory or better. Submit a copy of the most recent PMF
  - Annual PMF preferred, but midpoint PMF will be accepted
- DPH WIC Dietetic Internship contract signed by District Health Director and applicant
- Community Preceptor Agreement signed by applicant, community preceptor and District Nutrition Services Director

Applications must be postmarked no later than March 31<sup>st</sup> to be considered. Incomplete application packets will not be considered. All materials submitted for application to the DPH WIC Dietetic Internship become the property of the Georgia Department of Public Health WIC Program and will not be returned to the applicant.



<b>Date</b>	<b>Action</b>
December and January	Intern Open House
March – End of Month	Applications due
April – Middle of Month	Applicants notified of applicant status <sup>1</sup>
May – Early to Mid-month	Conduct interviews <sup>2</sup>
May – End of Month	Notification of acceptance or rejection sent to all eligible candidates
June – Middle of Month	Accepted applicants notify internship management of their intent to enter and complete the internship and submits additional documents
July – End/August – First week	RD examination review course
August – Second Week	General internship orientation
August – Third Week	Community Rotation Orientation
August – Fourth Week	Internship begins

<sup>1</sup>All complete application packets received by the deadline will be reviewed, scored, and screened for interview eligibility/ineligibility by the DPH WIC Dietetic Internship Director and Coordinator. Applicants who will be considered for the internship will receive an e-mail with notification of a date and time for an interview with the selection panel. Applicants who will not be considered will receive an e-mail indicating they are not eligible for consideration.

<sup>2</sup>Applicants will be interviewed by a panel. Each interviewer will rate each applicant using a standardized rubric.

### **Selection of Interns**

Intern selection will be based on the following factors:

- GPA cumulative undergraduate coursework
- GPA food/nutrition/dietetics coursework
- GPA science coursework – bonus points may be awarded for a GPA of 3.0 or better in science courses
- GPA completed graduate degree – bonus points may be awarded for GPA of 3.0 or better for a completed graduate degree
- Extracurricular activities including, but not limited to, professional organization membership, volunteer hours, scholarships, and certifications – bonus points may be awarded for Dietetic Technician, Registered (DTR) certification
- Work experience in dietetics/nutrition
- Work performance – using the most recent PMF
- Personal statement
- Completed project

- Recommendation rating scores from college professor and supervisor(s)
- Interview

### **Acceptance/rejection letters**

Internship applicants are informed by letter of their acceptance/rejection by e-mail. This notification is sent to the e-mail address noted on the application form. Applicants accepted as interns are required to inform the DPH WIC Dietetic Internship Director in writing of their acceptance/rejection of the appointment and to provide any other requested documentation.

Those accepting a position in the DPH WIC Dietetic Internship will be required to sign and date a commitment agreement. If the DPH WIC Dietetic Internship Director has not heard from the intern within the specified time frame, the intern will lose placement in the internship.

### **Pre-Entrance Requirements**

Once acceptance of the internship appointment is confirmed, the intern will be required to send a copy of the AND student membership card, driver's license, health insurance, automobile insurance, medical clearance, proof of immunization to measles, mumps, and rubella (MMR), tetanus, Hepatitis B, and varicella, as well as purified protein derivative (PPD) results for two consecutive years, proof of ServSafe® Manager Certification, and current American Heart Association provided Basic Life Saving (BLS) certification card.

- Interns will be sent an orientation module which must be completed prior to attending general orientation. The homework is assigned to provide a review of self-assessment, Academy of Nutrition and Dietetics Code of Ethics and Standards of Practice, and anthropometric and nutrition assessment.

## **VII. FINANCIAL AID AND COST TO INTERNS**

There is no tuition fee to participate in the DPH WIC Dietetic Internship. Participation in the dietetic internship may allow college loans to be deferred. Also, because of the internship status, educational loans may be requested through the Academy of Nutrition and Dietetics (AND) or a lending institution. Seeking financial aid is the responsibility of the dietetic intern.

DPH WIC dietetic interns continue to receive their full-time salary and fringe benefits from their district public health employer during the internship. Dietetic interns do not receive stipends in addition to their salaries provided by their employer. Interns must provide their own transportation, laptop, and internet service. When WIC funds are available, the intern's district public health office may assist the intern with WIC-allowable expenses such as lodging, travel, conference fees, books, etc., but this is not an expectation. See table below for estimated costs to interns. These are subject to change at any time.

<b>Estimated Internship Cost</b>	
Books and Resources (provided by employer or provided by intern)	\$0 - 500
Nutrition Care Professionals Case Studies	\$145
Medical Insurance (provided by employer or provided by intern)	\$900 - 1,500
Liability Insurance (provided if a DPH employee)	\$0
Automobile Insurance (must be maintained throughout the internship provided by the intern)	\$500 - 1,000
AND Student Membership (required), student membership to a local Georgia Academy of Nutrition and Dietetics, and student membership to Georgia Public Health Association (recommended)	\$65 - 130
ServSafe® Food Safety Manager Certification	\$161
Basic Life Support (BLS) Certification issued by the American Heart Association (may be provided by employer)	\$0 - 60
Laboratory Coats or Uniforms (if required by site)	\$150
Medical exam and vaccinations (a medical clearance is required prior to internship orientation at the expense of the intern)	\$200
Criminal background check (required by school nutrition affiliates)	\$50
Criminal background check and drug testing (required by clinical affiliates generally through a credentialing company)	\$100 - 150
Laptop computer and internet access	\$1,500
Printing or copying cost	\$100
Transportation/mileage to orientation sessions, training sessions and rotation sites (provided by employer or provided by intern)	\$0 - 1,000
Lodging/meals to orientation sessions, training sessions and rotation sites (provided by employer or provided by intern)	\$0 - 1,000
Conference/Training Registration Fees (provided by employer or intern)	\$0 - 1,000
Meals and parking at rotation facilities (if required by site)	\$0 – 100
Registration Examination (paid by intern)	\$200
<b>TOTAL COST</b>	<b>\$4,071 – 8,946</b>

## **VIII. INTERNSHIP CONTRACT**

Prior to beginning the internship, the intern/employee must sign a legally binding contractual agreement with his/her employer, e.g., district public health office. This affirms his/her understanding that, he/she will continue to work with his/her respective Georgia Public Health District WIC Program, upon successfully completing the internship. The contract requires that

an intern complete the required 12-month supervised experience, and complete a twenty-four (24) month work commitment with his/her current employer, to commence on the date of his/her first attempt to sit for the dietetic registration examination. **Interns will be responsible for reimbursing the district for unfulfilled obligations pursuant to the contract.**

Interns who choose to leave the internship within the initial probation period (the first 240 hours of supervised experience) **will not** be required to make monetary restitution to their employer/agency. Interns who choose to leave the internship after the initial probation period (the first 240 hours of supervised practice) **will be** required to make monetary restitution to their employer/agency in accordance with the contract.

Interns who are dismissed from the internship following the probation period **will be** required to make monetary restitution to their employer/WIC local agency in accordance with the contract.

Upon receipt of notification from the employer/local agency of the reimbursement amount owed by the intern/employee, payment is due in full.

No internship-related expenses will be returned to an intern who leaves or is terminated from the internship.

## **IX. INTERNSHIP SCHEDULE**

The internship schedule is 54 weeks total. Interns will participate in supervised practice hours of the internship for a minimum of 24 hours per week and work in their respective jobs for 16 hours per week.

Didactic hours and internship documentation (logs, reports, evaluations, etc.) will require additional hours beyond the 40-hour internship/work week.

Interns are expected to be present for each scheduled rotation, orientation and training. If circumstances beyond an intern's control (i.e., illness, car trouble, illness or death of an immediate family member) occur, the preceptor may assist the intern to reschedule these experiences. There is no guarantee that these experiences can be made up without repeating the rotation, but every reasonable effort will be made.

The DPH WIC Dietetic Internship schedule is updated annually and posted to the internship webpage. The internship runs from August of one year through August of the next year.

## **X. TIME COMMITMENT**

The designated practice hours in each facility do not include travel time, outside preparation, didactic lessons or the orientation training. The intern will work the schedule which best facilitates learning which could include weekends and early or late hours.

Practice hours may be required beyond this minimum depending on the demands of the rotation and assignments.

Interns are expected to complete all didactic assignments. It is estimated that an additional 10-15 hours per week will be needed to meet all didactic requirements. The didactic assignments may require hours beyond this estimate.

In addition to practice hours and didactic hours, interns should expect to expend “other” (typing reports, typing activity logs, etc.) hours on a regular basis and should plan their schedules accordingly.

## **XI. ORIENTATION**

### **Preceptors**

- All preceptors are provided with information on the internship mission, goals, objectives and educational philosophy.
- All preceptors are provided with information on the purpose of the ACEND accreditation process and the intent of accreditation standards as well as the Competencies for the Registered Dietitian Nutritionist (CRDN).
- All Preceptors are provided with the handbook, and rotation materials (description, activity guide, and evaluation forms) prior to the intern attending the rotation.
- Non-DPH WIC preceptors new to the internship will receive an in-person one-on-one orientation training from internship staff. Returning preceptors will receive materials via email with the option to schedule a phone conference with internship staff as needed.
- DPH WIC preceptors are requested to attend general and rotation specific orientation with their respective interns.
- All preceptors are encouraged to complete the eight (8) hour training provided online by the Academy of Nutrition and Dietetics.

### **Interns**

- Internship orientations will take place at the beginning of the internship.
- General internship orientation is held for three (3) days, typically during the second week of August. The DPH WIC Dietetic Internship Handbook is provided to all interns and reviewed at the general orientation. The handbook can be accessed on the internship webpage.
- During general orientation, the intern will be introduced to self-assessment, code of ethics, and begin exploring various learning styles, personality types, and theories that they will be observing and applying throughout the supervised practice experience.
- Community rotation orientation is held for three (3) days, typically during the third week of August. School Food Service rotation orientation is held for one (1) day, typically during the third week of January. Clinical rotation orientation is held for three (3) days, typically during the last week of March.
- Interns will be required to complete pre-rotation modules for all rotations.
- Rotation curriculum and evaluation process will be reviewed during orientation and the intern will be provided with an overview and introduction to specific clinical, community, and food service skills which will be required of the intern in rotation site supervised practice.

## **XII. COMPETENCIES/INTERN LEARNING OUTCOMES**

There are four broad Intern Learning Outcomes (ILOs) and one Community/Public Health Concentration Learning Outcome that are tied directly to the curriculum. This allows for assessment of intern learning and provides a measure for assessing internship goal effectiveness. The ILOs illustrate how outcome measures are used to assess the interns' progress and achievement of the 41 core competencies for dietitians and two (2) community/public health emphasis competencies.

A listing of the 2017 Core Competencies for Registered Dietitian/Nutritionist can be found on the DPH WIC Dietetic Internship webpage.

### **Intern Learning Outcome 1: Scientific and Evidence Base of Practice:**

- Integration of scientific information and translation of research into practice

### **Intern Learning Outcome 2: Professional Practice Expectations:**

- Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice

### **Intern Learning Outcome 3: Clinical and Customer Service:**

- Development and delivery of information, products, and services to individuals, groups and populations

### **Intern Learning Outcome 4: Practice Management and Use of Resources:**

- Strategic application of principles of management and systems in the provision of services to individuals and organizations

### **Intern Learning Outcome 5: Community/Public Health Emphasis:**

- Development and delivery of nutrition intervention programs to culturally and ethnically diverse communities

## **XIII. SUPERVISED PRACTICE HOURS/ CURRICULUM**

The DPH WIC Dietetic Internship is comprised of a minimum of 1200 hours of supervised practice hours through three internship areas:

- Community/Public Health (504 hours)
- Clinical (504 hours)
- Food Service (192 hours)

Interns may be divided into Group A and Group B depending on available rotation site schedules and may complete rotations on opposite schedules (Group A completes community

while Group B completes food service and clinical). Individual and group work will be conducted by each intern during the internship. Interns complete a minimum of 24 practice hours per week participating in the DPH WIC Dietetic Internship.

Interns will complete the community/public health rotation supervised practice hours within the public health district where they are employed and throughout the communities they serve.

Interns will complete the clinical/food service rotation supervised practice hours in hospitals, school systems, medical clinics, renal dialysis clinics and diabetes centers through-out the state of Georgia.

Every effort is made to place the intern as close as possible to their home location; however, it is not always possible to secure a rotation in close proximity to the intern. The intern must be willing and able to travel as needed and should know that rotations could be a considerable distance from their home. Interns are responsible for any internship-related travel costs.

The DPH WIC Dietetic Internship will also offer supervised practical training sessions for each intern. Examples of practical training include:

- Community Needs Assessment
- Three (3) day Pediatric Nutrition Practicum at Children's Health Care of Atlanta
- Nutrition Care Process
- Clinical skills

#### **XIV. DIDACTIC HOURS**

The DPH WIC Dietetic Internship will provide didactic hours throughout the internship. Didactic hours are instructional/teaching hours that are spent working on the internship, but do not count towards supervised practice hours. Examples include:

- Three-day dietetic internship orientation (includes some practice hours)
- Three-day rotation specific orientations (includes some practice hours)
- CourseSites.com – an online platform for didactic assignments
  - Nutrition modules
  - Reading assignments
  - Internship resource links
  - RD practice exams and study sessions

User training for CourseSites.com will be provided at the internship orientation. Each intern will be provided the URL and log in information for CourseSites.com. The intern is expected to check the CourseSites.com website routinely for assignments and announcements.

## **XV. REQUIRED TEXTBOOKS**

Book expenses are the responsibility of the intern. Internship-related books are WIC allowable expenses. If funds are available, the district public health office may choose to pay for them, but this is not an expectation. Books must be purchased prior to the internship orientation.

- *Nutrition and Diagnosis Related Care*, 8<sup>th</sup> edition (by Escott-Stump)
- *Food Medication Interaction*, 19<sup>th</sup> edition (by Pronskey)
- *Academy of Nutrition and Dietetics Pocket Guide to Nutrition Assessment* 3<sup>rd</sup> Edition (By Charney)
- Access to eNCPT at <https://ncpt.webauthor.com/>
- *Foodservice Organizations: A Managerial and Systems Approach*, 9<sup>th</sup> edition (by Gregoire)
- *Nutrition Therapy & Pathophysiology*, 3<sup>rd</sup> Edition (by Nelms, et al)

## **XVI. EVALUATION PROCEDURES**

Evaluation procedures are a very important part of a dietetic internship. The evaluation process aids in the assessment of the interns' abilities to be successful in the internship as well as in the profession of dietetics. The evaluation process additionally provides for early detection of academic difficulty and improvement. It allows important feedback to the intern to allow them to build dietetic practice skills. Communication and feedback through-out the internship is considered best practice.

**Evaluation opportunities include both formative and summative:**

- Activity logs
- Self-evaluation
- Peer evaluation
- Intern midpoint evaluation
- Preceptor/rotation evaluation
- Intern rotation final evaluation
- Dietetic internship evaluation

**Evaluations completed by the intern:**

### **Activity Logs**

- Supervised practice hours must be logged each day by the intern and verified by the preceptor each week. Interns are encouraged to document didactic hours as well.
- Completed activity logs which have been verified by the preceptor are to be turned in with the final evaluation and other required paperwork at the completion of the rotation.



### Intern Self-Assessment Evaluation

- The intern self-assessment evaluation will be completed by the intern prior to attending general orientation. During the general orientation, all interns will use the self-assessment to make an action plan based on the results of their self-assessment.
- The modules will provide the dietetic intern with an opportunity to systematically identify strengths and weaknesses in specific areas of public health and community nutrition practice. It will also provide guidance and resources to assist individuals in career development planning.
- Using a standardized form, interns self-assess communication and professional skills prior to and post rotation completion in community, food service, and clinical rotations.

### Rotation Goals and Reflections

- Using a standardized form, interns set goals at the beginning of each rotation. This form is reviewed by the intern and preceptor at the beginning of the rotation. The intern is required to reflect and document goal attainment at the end of each rotation. Interns are required to submit the completed/signed form at the end of each rotation.

### Preceptor/Rotation Evaluation

- Using a standardized form, interns evaluate their preceptor and rotation experience at the end of each rotation. This evaluation is used to assess whether the intern perceived that the preceptor/rotation provided an adequate supervised practice experience and to guide internship improvement.
- The evaluations are treated as confidential and will not be shared with the preceptor.
- Feedback from the evaluations will be used to coach preceptors, guide preceptor training needs, revise supervised practice experiences, and to prepare future interns for supervised practice.

### Internship Exit Evaluations

- At the completion of the internship, each intern is asked to complete an internship exit evaluation and a post-internship self-evaluation.
- The self-evaluation tool examines how the intern feels about the overall internship and if experiences were provided which prepared him/her for the registered dietitian exam.
- The intern can compare the self-evaluation tool completed at the beginning of the internship with the post-internship self-evaluation.
- The internship exit evaluation tool is used to evaluate the intern's views and opinions about the internship and its many components. This is an opportunity for the intern to voice any concerns about the internship, the rotations, supervised practice hours, assignments, trainings and preceptors.

**Evaluations completed by the Preceptor:**

**Project Evaluation**

- Individual and group projects will be evaluated by the preceptor using a standardized evaluation tool or rubric, when appropriate. Evaluation guidelines are provided for supervised practice activities.
- The grading scale is 1-4. To pass a rotation, the intern must achieve an average of '3' or higher on all activities/competencies assigned in the rotation. This is determined by adding up the scores for all activities/competencies and dividing by the number of activities listed for that rotation.

**Mid-Point Evaluation**

- The Preceptor will evaluate the performance of the intern at the mid-point of the rotation.
- The preceptor and intern should meet in person to discuss the mid-point rotation evaluation.
- Immediately following the meeting, both preceptor and intern should sign and date the evaluation form and electronically submit it to the DPH WIC Dietetic Internship Director and/or Internship Coordinator.
- If adequate progress is not being made, steps needed to correct the deficiencies will be established as part of the mid-point evaluation documentation.
- Early feedback and preceptor suggestions for improvement are strongly encouraged before problems develop.
- Mid-point evaluations are not required for rotations of six weeks or less.
- Preceptors and interns are notified by email when mid-point evaluations are due.

**Community Rotation Progress Evaluation**

- In the community rotation, preceptors will formally evaluate their intern at the end of weeks 7 and 14 using the mid-point tool.
- If adequate progress is not being made, steps needed to correct the deficiencies will be established as a part of the progress evaluation documentation.
- Preceptors and interns are notified by email when progress evaluations are due.

**Final Evaluation**

- Must be conducted at the end of each rotation.
- The preceptor will evaluate the performance of the intern.
- Professional behavior, knowledge/skills, and core competencies comprise the three (3) components of the evaluation.
- A final evaluation form is included with each rotation activity guide.
- Interns are to submit the completed final evaluation and all other required rotation paperwork electronically to the DPH WIC Dietetic Internship Director within one week of completing the rotation.

## **XVII. GRADUATION REQUIREMENTS**

Graduation from the internship is expected by the end of the 54-week internship with successful completion and documentation of Intern Learning Outcomes and Competencies. If the intern is not able to complete the internship in this time due to an authorized reason, the internship may be extended up to a maximum of 18 months.

For completion of the internship, interns must meet the following requirements:

- Complete the 1200 hours of planned supervised practice hours.
- Complete didactic learning experiences.
- Obtain a satisfactory rating on all rotations and examinations.
- Submit documentation for all CRDNs for each rotation to the Dietetic Internship Director at the end of each rotation.
- Submit all required activity logs, evaluation forms, and self-assessments by the assigned due dates.
- The intern must demonstrate no misconduct, academic or non-academic, and must perform ethically in accordance with the values of the Academy of Nutrition and Dietetics.

## **XVIII. REGISTERED DIETITIAN (RD) EXAM REVIEW**

The DPH WIC Dietetic Internship desires for each intern to successfully pass the RD exam. Each intern will be provided opportunities to assist them with passing the exam which may include:

- RD Exam review materials (flash cards, on-line tutorials, study guides and frequent practice exams)
- RD Exam review course

## **XIX. VERIFICATION STATEMENT AND REGISTRATION EXAMINATION ELIGIBILITY**

The Registration Examination for Dietitians is given year-round at over two hundred approved Sylvan Learning Corporation sites nationwide. All test sites are open Monday through Friday and the eligible candidate must call the Sylvan testing site to schedule an appointment to take the examination.

After completion of the internship by the intern, the DPH WIC Dietetic Internship Director will provide the intern with an intern exit packet containing the following information:

- Student Instructions – Timelines and Registration for Registration Eligibility Examination Process
- Computer Based Testing FAQ
- Commission on Dietetic Registration Name/Address Change Form for Registration
- Academy of Nutrition and Dietetics RD Exam Study Guide purchasing information
- Registered Dietitian Eligible (RDE) Mis-Use Form (student copy)

- RDE Mis-Use Form (internship copy)
- Internship Evaluation Form

Following completion of the above requirements, the Dietetic Internship Director will verify completion of the internship to the Commission on Dietetic Registration (CDR) and provide the intern with a verification statement.

- At that time, interns will be eligible to write the Registration Examination of the Commission on Dietetic Registration.
- After successful completion of the Registration Examination for Dietitians, interns have completed the requirements for becoming a registered dietitian.
- If the intern does not successfully pass the CDR Registration Examination on his/her first attempt, the intern must retake the examination in ninety (90) day increments until the examination is passed or until his/her authorization to sit for the examination has expired. Failure to pass the CDR Registration Examination does not absolve the intern from the work commitment responsibility.

Interns should keep the following in mind:

- Make certain the Commission on Dietetic Registration is furnished with a current mailing address.
- The examination fee is approximately \$200.
- The test is multiple-choice and has a minimum of one hundred and twenty-five questions.
- The authorization to take the examination expires after the test is taken or one year after authorization.
- If additional test attempts are needed, re-authorization from the Commission on Dietetic Registration (CDR) is required. Instructions for obtaining re-authorization can be found on the CDR web page.

The Dietetic Internship Director will maintain one verification statement in the intern's permanent file and will provide five verification statements to each graduate. Verification statements are needed when applying to:

- Academy of Nutrition and Dietetics for membership
- States for licensure – Georgia requires dietitians to be licensed (see <http://sos.ga.gov/index.php/licensing/plb/19>)
- Potential employers

In addition to the above, each intern should keep an original signed verification statement in a secure place as a permanent record.

For the DPH WIC Dietetic Internship to help future interns, each graduating intern is encouraged to:

- Inform the Dietetic Internship Director of any change of address.

- Sign the release form allowing the testing center to release individual test scores to the DPH WIC Dietetic Internship staff.
- Complete and return periodic internship evaluations that are sent to former interns of the DPH WIC Dietetic Internship.

Such information is very useful in evaluation and improvement of the internship for future interns. Data from specific informants will be compiled with that from other former interns to identify characteristics and trends. The identity of individual respondents will be protected.

## **XX. SITE SELECTION AND AFFILIATION AGREEMENTS**

The DPH WIC Dietetic Internship staff will select new rotation sites based on need and the ability of the site to provide appropriately credentialed and/or educated, trained, and experienced preceptors in the subject area.

Preceptor credentials are recorded, reviewed, and evaluated by DPH WIC Dietetic Internship staff using ACENDs Preceptor Qualifications documentation form. This information is updated annually for all returning preceptors.

The DPH WIC Dietetic Internship Director will meet (via phone or in person) with the lead preceptor and review relevant competencies and learning activities appropriate to the site's emphasis area.

Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the DPH WIC Dietetic Internship staff and primary preceptor. An affiliation agreement must be signed by both parties before interns may be placed in rotation at that site. Site evaluation will occur through intern evaluations and correspondence with the primary preceptor.

The affiliation agreements have been developed by the Georgia Department of Public Health's WIC Program Legal Services. The DPH WIC Dietetic Internship must abide by all the rules and guidelines set and mandated by the Georgia Department of Public Health's Legal Services. The affiliation agreements are maintained in good standing and filed in the DPH WIC Dietetic Internship office. All agreements will be reviewed annually and renewed prior to the agreement termination date.

## **XXI. ROLES AND RESPONSIBILITIES**

### **Dietetic Intern**

The dietetic intern will acquire the skills and knowledge to function as an entry-level dietitian in all areas of dietetics. Failure to follow these rules may result in termination from the internship.

- Present himself/herself in a professional manner and appearance at all times

- The intern assigned to each rotation site is responsible for contacting the main preceptor to arrange the time and location for the first day of the rotation. Preceptors are asked to be as detailed as possible when providing directions and instructions to interns
- Be punctual and available throughout the internship
- Complete objectives, learning experiences, reading assignments, and projects by due dates
- Be prepared for each rotation by reading required texts and articles and by completing modules prior to or during each rotation
- Follow department, rotation facility and internship policies and procedures.
- Maintain confidentiality of all information discussed within the department or rotation facility
- Ask for the preceptor's approval to leave his/her area of responsibility
- Communicate to the preceptor when attending meetings or other internship related activities during the rotation
- Inform the preceptor of any change in his/her schedule in a timely manner
- Accept any change in the preceptor's schedule that may arise
- Maintain respect for positions of authority
- Function as a team player
- Seek guidance when needed
- Research and look up information as needed
- Accept constructive criticism
- Completely accept responsibility for all actions
- Maintain a positive and hard-working attitude
- Maintain open and frequent communication
- Attend all required teleconferences, meetings, training sessions, etc.
- Maintain electronic Dietetic Internship rotation files

## **Preceptors**

On the first day of the rotation, preceptors are asked to complete an orientation checklist with the intern. The orientation checklist details the information that should be reviewed with each intern upon arrival at a rotation site, such as, facility access, workspace, parking, dress code, scheduling, general work hours, rules regarding rest breaks and meal periods, attendance expectations (i.e. sick policy, procedures for advanced notice of absence, making up missed work), and any other relevant policies and procedures. In addition, preceptors are asked to provide interns with a tour of the facility, discuss proper channels of communication (i.e. who to contact with questions, grievances, etc.).

Preceptors should provide the intern with appropriate contact information and review the rotation activity guide with them.

If there are any concerns or questions, preceptors and interns are asked to contact internship staff immediately. Names and contact information for internship staff members are listed below.

Rhonda Tankersley, MPH, RD, LD

## GEORGIA DEPARTMENT OF PUBLIC HEALTH WIC DIETETIC INTERNSHIP HANDBOOK

*Dietetic Internship Administrator*  
Georgia WIC Program, Program Operations and Nutrition Office  
Georgia Department of Public Health  
2 Peachtree Street, NW  
10<sup>th</sup> Floor, Suite 283  
Atlanta, GA 30303  
Office Phone: 404-656-9837  
Direct Line: 404-463-0742  
Office Fax: 404-657-2886  
Mobile: 404-295-9539  
Email: [Rhonda.Tankersley@dph.ga.gov](mailto:Rhonda.Tankersley@dph.ga.gov)

It is the expectation that the preceptor will:

- Assess the educational needs of the intern (this may be done by providing a pre-rotation module which can be used to introduce the intern to the subject matter and create a baseline for the supervised practice, or the preceptor may give a quiz, question/answer, or case study to assess knowledge and level analysis/synthesis performed by the intern at the rotation start).
- Each intern identifies his/her learning style at the beginning of the internship. Work with the intern to incorporate educational methods that meet the needs of the learner as well as addressing the required competency.
- Focus on entry level concepts that you apply in your daily work and assist the intern in developing the knowledge and skills needed for entry level practice competence.
- Allow interns adequate opportunities to practice what they have learned.
- Provide one on one guidance for the intern that supplements and enhances information interns receive from didactic training.
- Evaluate interns both formally (i.e., at midpoint and final using the DPH WIC Dietetic Internship evaluation tools) and informally (i.e., provide daily feedback on progress and praise the intern for achieving competency where applicable or highlight areas of needed improvement).
- Assist the intern in addressing noted deficiencies with a plan (i.e., readings, case studies, more practice time, etc.).
- Solicit feedback from the intern throughout the rotation to gain insight on how they feel they are doing and if they feel they are getting the direction and practice opportunities needed for them to achieve competence.
- Respect and treat the intern as an individual and unique adult learner.
- Provide clear guideline on rotation rules, policies, and procedures as well as your expectations of the intern.
- Yield to another dietetics professional when needed (i.e., if you are asked to evaluate an intern project that you are not or do not feel competent to evaluate, ask for help).
- Contact internship staff when questions or concerns arise

## **DPH WIC Dietetic Internship Director**

The DPH WIC Dietetic Internship Director is responsible for the planning, administration and evaluation of the DPH WIC Dietetic Internship.

- Develop and update recruitment and application information for prospective interns.
- Provide internship information and meet with prospective interns.
- Orient the interns to the internship.
- Organize the rotations throughout the year.
- Coordinate with the preceptor the objectives, learning experiences and projects for the intern for that rotation.
- Monitor and evaluate intern progress in each rotation throughout the year.
- Provide ongoing support and advice for all interns during their placement.
- Remain in constant communication with the interns via telephone, email, scheduled site visits, and facilitates meetings with all current interns to provide further support, guidance, counseling, and advice.
- Develop intern rotation schedules.
- Plan and schedule didactic hours via training sessions and CourseSites.com.
- Maintain records pertaining to the maintenance of the internship including intern complaints and resolutions.
- Serve as a role model and mentor to interns.
- Act as a liaison between preceptor and intern as needed.
- Serve as an advocate for interns when appropriate and justified.
- Enforce policies and procedures.
- Direct the selection and progression of new dietetic interns.
- Enforce the role and responsibilities of both intern and preceptor.
- Recruit adequate and appropriate preceptors.
- Facilitate the negotiation of all contacts between the internship and the supervised practice sites.
- Recruit members for the DPH WIC Dietetic Internship Advisory Board.
- Complete all official forms, studies, reports, RD exam registration, etc., necessary for maintenance of the dietetic internship.
- Conduct continuous internal and external internship evaluations.
- Develop new and/or modify current curriculum based on the ongoing achievement of intern learning outcomes, expected competence of the interns, internship goals, and changes impacting dietetic practice.
- Decide on future goals and implementation plans.

The Georgia Department of Public Health WIC Program will maintain a full-time employee as internship director. In addition, the internship will utilize an advisory board to support internship planning activities. The advisory board will include previous interns, preceptors, other dietetic internship directors, and dietetic/public health professionals among whom some will be Georgia WIC employees who are RD's.



If the DPH WIC Dietetic Internship Director is unable to meet responsibilities, the supervisor of Internship Director will ensure that an appropriately credentialed and trained employee of the organization be designated as interim DPH WIC Dietetic Internship Director.

The interim designee will work with advisory board members and other organization staff to ensure that all evaluations and paperwork are completed in a timely manner and that intern's progress through the internship. In the unlikely event that an appropriately credentialed individual is not available within the organization to resume the responsibilities of an Internship Director, the Georgia WIC Program intends to establish a short-term contract until the position is filled.

## **XXII. ADVISORY BOARD**

The DPH WIC Dietetic Internship will recruit board members from the following:

- Previous Interns
- Preceptors
- Other Dietetic Internship Directors
- Dietetic Professionals
- Public Health Professionals

### **Advisory Board Meetings**

The DPH WIC Dietetic Internship will have two (2) Advisory Board meetings annually which will be conducted by the Internship Director.

The format of the Advisory Board Meeting may include, but not be limited to:

- Introductions
- History of the DPH WIC Dietetic Internship
- Facts and figures about applicants and graduates
- Broad internship goals and related outcome measures
- Strengths and weakness of the internship
- Discussion and decision

The DPH WIC Dietetic Internship Director will solicit open feedback from all advisory board members.

The DPH WIC Dietetic Internship Director will report back to the preceptors about results of advisory board meeting and possible internship modifications.

Minutes of the Advisory Board meeting will be kept in Internship files.

### **XXIII. POLICIES and PROCEDURES**

#### **Internship Handbook Acknowledgement Form**

At the completion of the internship orientation, each intern is required to acknowledge receipt of the internship handbook, that they have read and understand the policies and procedures of the DPH WIC Dietetic Internship, and that they have had an opportunity to ask questions regarding the internship.

The signed acknowledgement form will be kept in the intern file at the DPH WIC Dietetic Internship office.

#### **Vacation, Annual and Sick Leave**

Interns are expected to be present for each scheduled rotation, seminar and training. If circumstances beyond an intern's control (i.e., illness, car trouble, illness or death of an immediate family member) occur, the preceptor will assist the intern to reschedule these experiences. There is no guarantee that these experiences can be made up without repeating the rotation, but every reasonable effort will be made.

Annual leave that does not conflict with scheduled internship activities may be requested from the employee's supervisor.

If sick leave is taken during the 24-hours of internship activity, the intern is required to notify the supervisor and preceptor. Intern must adhere to normal district leave policies. The intern is required to make up any time missed during the rotation to ensure that the minimum number of required practice hours are completed. If the preceptor is unable to provide the intern with an opportunity to make up the time missed, internship administration will work to find an alternate placement or means of obtaining the required hours such as case studies.

If a scheduled internship day falls on a State holiday and the preceptor or designated alternate preceptor is scheduled and available to supervise the intern's practice, then interns are required to adhere to the internship schedule. However, if interns wish to observe a State holiday, arrangements must be made with their preceptor in advance of the holiday and those arrangements must also be approved by the intern's supervisor, preceptor, and the DPH WIC Dietetic Internship Director. If an intern's request to make alternative arrangements to observe a State holiday is not approved, the intern must adhere to the original schedule. Participation in an internship day that falls on a State holiday does not qualify an intern to "make up" its observance on another day. Interns are required to complete a set number of hours for all rotations in a 12-month period. Therefore, interns are encouraged to make up time allocated to internship related activities during weekends or evenings, where possible. Unless an internship day falls on a State holiday, based on a pre-approved rotation schedule approved by the preceptor, supervisor, and DPH WIC Dietetic Internship Director, interns have the discretion to use State holidays to make up internship hours.

A listing of state holidays can be found on the DPH WIC Dietetic Internship webpage.

## **Punctuality**

The intern is expected to be ready for work at the scheduled starting time for supervised practice, training, and didactic experiences. If the intern expects to be late, he/she should call the preceptor to inform him/her of lateness and expected time of arrival.

Since late arrival is disruptive to training, the DPH WIC Dietetic Internship Director has the option to exclude the intern from the learning activity. Exclusion from training/clinical learning activity due to tardiness results in absence and will be treated as such.

Punctuality is monitored by site preceptors and reflected on intern evaluations. If issues with punctuality arise, the DPH WIC Dietetic Internship Director counsels the intern, documents the lateness and places the information in the intern's file.

## **Communication**

Interns are responsible to check e-mail daily and promptly provide information requested by the internship staff. Current e-mail and telephone numbers must be provided to the DPH WIC Internship Director and preceptors.

While on internship duty during trainings or working at rotation sites, the use of personal cell phones/text messaging should be limited and should not serve as a distraction to the intern. Cell phones should be on silent/vibrate and only used in an emergency or at the discretion of the preceptor or training instructor to complete calculations or obtain pertinent information.

Any personal calls must be restricted to break time. Receiving personal calls is limited to emergencies only.

Avoid discussions of a private, personal or confidential nature, and never in the presence of patients, employees, visitors, and personnel from other departments.

Computers at rotation sites are for business only. No personal use of the computer is permitted. Checking email is limited to personal time before or after starting internship work.

## **Academy of Nutrition and Dietetics Membership**

As an intern enrolled in an accredited dietetic internship, you are eligible for STUDENT MEMBERSHIP in the Academy of Nutrition and Dietetics. Applications are available at [www.eatright.org](http://www.eatright.org).

DPH WIC Dietetic Interns are required to become a student member of the Academy of Nutrition and Dietetics. Student membership is \$50 and runs from June 1-May 31. <http://www.eatright.org/>

Interns are required to maintain student membership for the duration of the entire internship and will need to renew their membership by the May 31 deadline in the year after their entry into the internship.

Membership benefits include:

- Monthly issues of the Journal of the Academy of Nutrition and Dietetics
- Access to the AND Evidence Analysis Library
- Reduced fees for AND's Annual Meeting and other educational programs
- Automatic membership in the state dietetic association discounts on professional publications and merchandise
- Toll-free number to call AND for assistance (Center for Nutrition and Dietetics can provide you with research information.)

### **Georgia Public Health Association Membership**

Interns are not required, but are recommended to become members of the Georgia Public Health Association. Membership fees for individuals are \$60 per year and may be provided by employers. Applications are available at [www.gapha.org](http://www.gapha.org)

Membership benefits include:

- Access to a network of more than 1,000 public health professionals via the members-only portion of our website, with a member directory, message boards, and more!
- Continuing education programs featuring nationally recognized lecturers and speakers at the Annual Meeting & Conference and other seminars.
- Discounted registration for the Annual Meeting & Conference.
- Legislative representation that promotes the advancement of policies that positively impact the health of our communities.
- Opportunities for networking among peers through discipline-oriented Section membership groups.
- Eligibility for awards and recognition for outstanding and innovative work in Public Health.
- Scholarship opportunities for students in advanced degree programs.

### **ServSafe® Food Safety Manager Certificate**

Interns are required to obtain the ServSafe® Food Safety Manager Certificate prior to beginning the internship. The ServSafe® program provides food safety training, exams and educational materials to foodservice managers. Materials help define food safety best practices learned from specialists from regulatory agencies, academia, and the foodservice industry. ServSafe® materials reflect the latest science, research and *FDA Food Code*.

ServSafe® training can be completed online or in a classroom. Exams can also be completed online or in a classroom, but both require a certified proctor. The cost of the online course is \$125. The cost of the exam is \$36. Additional fees may apply if you choose to take and in person course and for exam proctoring.

For more information regarding the training course, exam, proctors, and exam sites, visit [www.servsafe.com](http://www.servsafe.com)

## **Personal Computer**

Interns are required to have their own computer, printer, and access to the Internet. MS Word and PowerPoint software are required. Some preceptors require interns to have their own laptop computer with them. If you do not have personal laptop, you either need to buy or borrow a laptop.

The preceptor reserves the right to dismiss an intern until personal laptop is either purchased or taken to the site.

## **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

DPH WIC employees should already have received training on HIPAA requirements. Some rotations facilities will require each intern to participate in HIPAA training. The privacy of a patient or client's health information is protected by this federal law.

The intern **MUST REMOVE ALL IDENTIFYING DATA** from copies of patients' nutritional assessments, plans of care, etc., to use for evaluation purposes.

## **Universal Precautions**

DPH WIC employees may have received training on Universal Precautions. Some rotation facilities will require each intern to participate in additional training.

## **Dress Code**

Interns must follow established dress code policies set by each supervised practice facility they are assigned to. It is the responsibility of the intern to contact each rotation facility to inquire about the dress code prior to the rotation.

To promote a professional image, the intern may be required to wear professional attire at clinical and community rotations and while in attendance of training sessions and professional meetings.

The following general policies apply to all DPH WIC dietetic interns:

- Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors, and others with whom the intern works.
- Lab coats or scrubs can be used if required in the clinical facility.
- Dress is business casual. No jeans, revealing clothing, form-fitting leggings, short skirts, bare shoulders, bare midriffs or athletic wear is allowed.
- Some facilities may require shoes must have closed toes and closed heels.
- DPH or facility required name badges must be worn at all times when on duty.
- During food service rotations, hair covering, minimal jewelry, and no artificial fingernails may be required.
- No gum chewing is allowed in the facilities or during times interns are participating in professional activities.

Preceptors have the right to determine if the attire worn is consistent with the image desired. Interns who do not follow facility guidelines for dress code will be sent home and counted absent. It is the intern's responsibility to arrange to make up any supervised practice experience to which he/she was denied access due to personal appearance.

### **Internship Withdrawal and Refund**

Interns can withdraw from the internship at any time. An intern who wishes to withdraw from the DPH WIC Dietetic Internship should inform the Internship Director in writing of his/her intent.

Because much of the internship costs are covered by the district which the intern works, refunds are not applicable for this internship. However, payback to the district will be required of the intern as defined in the contract between the intern and the district/county by which they are employed.

Interns will be allowed to withdraw at or before 240 supervised practice hours without monetary penalty.

Prior to withdrawal, the intern, DPH WIC Internship Director and district supervisor will meet to determine if withdrawal is necessary or if other arrangements can be made.

### **Protection of Privacy**

The DPH WIC Dietetic Internship ensures the importance of protecting intern's privacy. Access to the intern's file will be limited to the intern, the Internship Director or other internship personnel. Preceptors will have access only to those portions of the intern's file deemed necessary by the DPH WIC Dietetic Internship Director for the provision of appropriate supervision and evaluation of the intern.

In the case of an intern whose performance is in question, the DPH WIC Dietetic Internship Director will have the authority to share portions of the file with select people to aid in reviewing the intern's performance and make a determination regarding the eligibility of the intern to continue in the internship. Personal information about an intern may be released outside of the DPH WIC Dietetic Internship only with the written consent of the intern, except to verify employment or intern status or satisfy legitimate investigatory, regulatory or other legal obligations.

Personal records for all dietetic interns currently admitted to the internship and former interns who have graduated will remain on file in the DPH WIC Dietetic Internship office. Only information pertinent to maintaining regulatory agency compliance and accreditation status of the internship will be retained indefinitely. Information not retained for these purposes will be destroyed.

### **Access to Personal Files**

Interns have the right to access any personal, academic, or advisement records maintained by the DPH WIC Dietetic Internship Director. Any intern wishing to review his/her records should submit the request in writing to the Internship Director, and make an appointment to access the records. If the intern waived the right to review the letters of recommendation in the application process, the intern will not have access to these letters.

## **Record Retention**

Internship records are maintained by the DPH WIC Dietetic Internship Director and Administrative Staff of DPH WIC Dietetic Internship.

Records (hard copies) are housed in locked files at the DPH WIC state office, (soft copies) are housed in e-files on the laptop of the Dietetic Internship Director and in the Internship share drive (note: files with Social Security Numbers (SSN) are kept in hard copy only and in locked files).

Records will be retained according to the following schedule:

Name of Record	Method of Retention	Retention Timeframe and Location	Document Destruction
Application and selection	Hard copies	5 years plus current; locked file	Secure document shredding
Acceptance and entrance (i.e. immunization, insurance, background check)	Hard copies	5 years plus current; locked file	Secure document shredding
Intern assignments and projects	E copies	5 years plus current; my documents N drive	Samples will be retained by DI Director for purposes of accreditation site visit, marketing, etc. Remaining documents will be deleted
Verification statements (DPD program and Internship), RD misuse form, final transcripts, consent and acknowledgement forms	Hard copies	Permanent; locked file	N/A

Name of Record	Method of Retention	Retention Timeframe and Location	Document Destruction
Evaluations (intern surveys, employer surveys, rotation final evaluations, mid- point evaluations)	E copies and some hard copies (rotation final evaluations/mid-point evaluations)	5 years plus current; electronic storage and locked file	Samples will be retained by the DI Director for purposes of accreditation site visit, marketing, etc. Remaining documents will be deleted

### **Access to Student Support Services**

The Employee Assistance Program (EAP) is available to DPH employees.

There is no tuition for the DPH WIC Dietetic Internship and interns retain their full salary and benefits while completing part time internship activities. At the completion of the internship, the intern is required to provide two (2) years of service to the supporting public health district.

Interns will have access to on-line education and training using CourseSites.com. Log-in and password information will be given during the internship orientation.

Extensive training is provided by the internship throughout the year. Financial support is provided by the internship, when available for conference registrations and travel expenses. However, some cost may be the responsibility of the intern.

Interns will have access to the on-line Nutrition Care Manual. Log-in and password information will be given during the internship orientation.

Books and other internship resources may be provided to the intern through the public health district office. However, some cost may be the responsibility of the intern.

The internship will provide payment of registration to an RD Exam review course during the internship.

### **Evidence of Health Status/Medical Clearance Form and Basic Life Saving (BLS) Certification**

Before entering the internship, interns must provide the DPH WIC Dietetic Internship Director with documentation of the following:

- A current medical history, including blood pressure, height and weight, and Tuberculin (TB) skin test or chest x-ray within the last year. This must be kept current throughout the internship
- A Tetanus Booster within the last ten (10) years
- Proof of tetanus, diphtheria, pertussis (Tdap) vaccination



- Measles, mumps and rubella vaccination (documentation of two doses or MMR titer)
- Proof of Varicella vaccination or Varicella titer (**history of disease is not accepted**)
- Hepatitis B vaccine series or documentation of decline (only declinations for documented medical reasons verified by a physician will be accepted)
- Seasonal flu shot (optional, but recommended and may be required by some facilities)
- Basic Life Saving (BLS) certification card provided by the American Heart Association

Intern physicals must be conducted by the intern's primary care provider. **Interns who do not provide medical information are not allowed to begin the internship.**

The affiliation agreement memorandum of understanding (MOU) states that the internship will document the health status of interns. The Dietetic Internship Director provides each facility with assurance that all interns assigned to that facility are in good health. Facilities may refuse educational access when the intern's health status does not meet its employee standards for health.

Some rotation sites may require additional medical tests. Interns are responsible for the cost and must provide documentation to that facility for any testing required.

## **Insurance Requirements**

### Professional Liability

The Georgia Department of Public Health has a comprehensive general liability insurance policy that will protect the intern/employee from legally imposed liability when such liability arises because of error, omission or negligence in the performance of his or her duties and professional training responsibility.

A copy of the liability policy from the DPH Administrative Policy and Procedure Manual is included in the appendices.

### Health Insurance

Evidence of current health insurance (wallet card, copy of the policy or any record showing clearly that the intern is covered by a health insurance policy) must be provided once he or she is accepted into the internship. Health insurance must be maintained throughout the internship. Interns are required to submit a new insurance card for the new plan year.

Preceptors at rotation facility sites may also require interns to present proof of health insurance.

### Automobile Insurance

Evidence of current automobile insurance (wallet card, copy of the policy or any record showing clearly that the intern is covered by an automobile insurance policy) must be provided once he or she is accepted into the internship.

Automobile insurance must be maintained throughout the internship. Interns are required to submit a new automobile insurance card or proof of automobile insurance upon expiration of the previously submitted card/proof.

### **Liability for Safety in Travel to and from Assigned Areas**

If the intern uses a state or county-owned or leased automobile, or is being reimbursed for travel, the intern must comply with all DPH policy and procedural rules regarding travel. Vehicle accidents must be reported to the insurance company designated by the state or county immediately. Failure to report an accident could result in disciplinary action. Interns employed by DPH will be covered under the DPH Compensation Law.

If the intern uses a personal vehicle, proof of liability insurance is required by the internship and must be kept on file in the internship office.

### **Injury or Illness in Facility for Supervised Practice**

All job-related dietetic internship illness or injuries, including those involving operation of state, county or personal vehicles on official business must be reported to the intern's supervisor and the preceptor for the rotation as soon as possible.

If the injured intern does not report the incident to the immediate supervisor within thirty (30) days, coverage may be jeopardized.

Upon receipt of a report of a job/dietetic internship related injury or illness, the supervisor must immediately complete and transmit the Employee's First Report of Injury Form; Worker's Compensation Form No. WC - 1.

### **Workers Compensation**

Workers' Compensation may provide benefits if an intern incurs a work-related injury or occupational disease. If an intern/employee is injured on the job, no matter how minor the injury, the intern/employee should report it as promptly as possible to his/her supervisor.

Injured intern/employees may choose to receive weekly Workers' Compensation for the compensable injury or disease, or they may use accumulated leave. If an intern/employee elects to accept Workers' Compensation, he/she must notify his/her department in writing that he/she has decided to use this option. Otherwise, it will be presumed that the intern/employee has elected to use accrued leave.

For any questions concerning Workers' Compensation, contact the district personnel officer or:  
Department of Administrative Services  
Workers' Compensation  
Capitol Hill Station  
Atlanta, Georgia 30334  
(404) 656-6245

## **Drug Test and Criminal Background Test**

All DPH employees must have a drug test and criminal background test as a condition of employment.

Interns who participate in the DPH WIC Dietetic Internship are assigned to off-site clinical and food service facilities. They may be required to obtain a criminal background check before attendance is permitted. A drug screen may also be required by some facilities.

Some facilities have specific requirements and vendors for background checks and drug screening. The DPH WIC Dietetic Internship Director will notify the intern of the requirements of their respective rotation sites.

The intern is responsible for completing the requirements of the rotation facility prior to the start date of the rotation.

Interns are responsible for all costs associated with required criminal background checks and drug screens.

The DPH WIC Dietetic Internship will support the facility if they reject an intern whose criminal background check and/or drug screen raises any concern.

## **Meals and Parking Costs at Facilities**

Interns follow the policies of each rotation site regarding meal and parking costs. These policies vary with the facility. Parking fees and meals during internship rotations are the intern's responsibility.

## **Educational Purpose**

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences.

Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments for the purpose of education, i.e., mastery of techniques and reinforcing knowledge.

## **Grievances/Complaints from Interns and Preceptors**

This policy exists to define how the DPH WIC Dietetic Internship files and handles grievances/complaints from interns and preceptors to prevent retaliation.

When an intern has a grievance, it should first be reported to the rotation preceptor. The second course of action is to bring it to the attention of the DPH WIC Dietetic Internship Director.

If the DPH WIC Dietetic Internship Director deems it appropriate a meeting will be arranged with the preceptor, the intern, and the Internship Director. If the matter remains unresolved to

the satisfaction of the intern, the next step is to bring the grievance to the attention of the Georgia WIC Program Nutrition Operations and Education Manager.

If the Nutrition Operations and Education Manager deems it appropriate a meeting will be arranged with the intern, the DPH WIC Dietetic Internship Director, and the Nutrition Operations and Education Manager.

If the grievance again remains unresolved, the matter will be brought to the Deputy Director of WIC Program Operations and Nutrition Unit.

If a preceptor needs to file a grievance regarding internship staff, they should first bring it to the attention of the DPH WIC Dietetic Internship Director. The second course of action is to bring the grievance to the attention of the Georgia WIC Program Nutrition Operations and Education Manager. If the Georgia WIC Program Nutrition Operations and Education Manager deems it appropriate, a meeting will be arranged with the preceptor, the Dietetic Internship Director, and the Georgia WIC Program Nutrition Operations and Education Manager. If the grievance cannot be resolved, the preceptor can meet with the Deputy Director of WIC Program Operations and Nutrition Unit.

Interns should submit complaints directly to ACEND only after all other options through the DPH WIC Dietetic Internship have been exhausted.

The DPH WIC Dietetic Internship will maintain a record of all intern complaints related to the ACEND accreditation standards, including the resolution of complaints for a period of five years.

The DPH WIC Dietetic Internship will allow inspection of complaint records during on site evaluation visits by ACEND.

### **Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics**

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a Dietetic Internship internship's compliance with accreditation standards. ACEND is interested in the sustained quality of continued 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 interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting ACEND at:

The Accreditation Council for Education in Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
1-800-877-1600 Ext. 5400

## **Credit for Prior Experience**

The DPH WIC Dietetic Internship does not allow exemption from any dietetic internship rotations, supervised practice hours, or assignments because of prior education courses or work experiences.

## **Extension of Internship**

An intern may request an extension of time beyond the twelve months allotted for the internship for hardship cases. Examples of hardship include, but are not limited to: illness of intern, illness or death of family member, personal problems. The following procedures must be followed:

- Intern submits a written request for an extension of time to the DPH WIC Dietetic Internship Director.
- A committee comprised of the DPH WIC Dietetic Internship Director, internship management team, and preceptor will review the request.
- The intern will be notified of the decision of the committee.

## **Disciplinary Action, Remediation, Probation, and Termination**

Interns must achieve an average score of 3 (based on a 1-4-point scale) on all activities to successfully complete each rotation. Interns are evaluated during the internship, as specified in the Internship Schedule. During these evaluations, interns receive feedback from their preceptors. In the event an intern's performance is below standards for the internship, his/her preceptor and the DPH WIC Dietetic Internship Director will take one or more of the actions described below to address any deficiencies, as deemed appropriate.

### **Disciplinary Action**

Interns are required to comply with the DPH WIC Dietetic Internship's policies, procedures, and academic and professional standards. A violation of any of these may result in disciplinary action.

Disciplinary action is for calling to the attention of the intern the need to correct, improve or change behavior or productivity. The degree of discipline applied will be consistent with the necessity of corrective behavior change rather than inflict punishment for unsatisfactory behavior. Records of progressive disciplinary action are kept in the intern file and in a locked file cabinet.

Examples of unsatisfactory behavior that may warrant disciplinary action and/or dismissal include: failure to maintain quality or quantity of work required; excessive absenteeism and tardiness; failure to maintain appropriate or professional standards of dress or hygiene; disclosing confidential information; and inability to meet internship requirements.

Guideline for Progressive Disciplinary action steps:

1. Verbal warning with counseling
2. Written reprimand with counseling
3. Written warning of dismissal
4. Dismissal

The DPH WIC Dietetic Internship Director must be immediately notified when disciplinary action is imposed.

Grounds for immediate dismissal may include but are not limited to: mistreatment of patients, clients, preceptors, facility staff, other interns or the public; drug or alcohol use during internship or working hours; deliberate or willful violation of instructions or safety rules and plagiarism. If an intern is dismissed or terminated from the internship, he/she will be responsible for reimbursing their employer/local agency in accordance with the terms of the contract.

### Remediation

The preceptor, in consultation with the DPH WIC Dietetic Internship Director, may request that the intern complete work under a remediation or corrective action plan if the intern is performing below expectations on his/her assignments, failing to meet assignment deadlines, at risk of not timely completing a rotation or failing a rotation, or failing to otherwise demonstrate the academic ability and integrity and professional behaviors required to successfully complete a rotation or the internship. The remediation plan should include:

- A written summary documenting the basis for placement on a remediation plan, which will be placed in the intern's file. The written summary must include all disciplinary actions (e.g., warnings, etc.) previously taken to address the intern's deficiencies. Specific educational activities and supplemental resources may be assigned to aid the intern in remediation.
- Deadlines by which the specific educational activities must be completed.
- A timeline for evaluation of the intern's progress

Competence of the intern during or at the end of this remedial experience is evaluated before an intern will be allowed to move into the next rotation.

If the intern does not meet the criteria for completion of experience and attainment of identified competencies, at the discretion of the preceptor and/or DPH WIC Dietetic Internship Director, he/she may be given the opportunity to repeat the rotation, be placed on probation, or counseled out of the DPH WIC Dietetic Internship.

### Probation

Interns may be placed on probation if his/her preceptor and the DPH WIC Dietetic Internship Director determine that adequate progress towards core competencies are not being met, and/or that the intern is failing to maintain professional behavior and/or academic integrity.

The written request for probation may be initiated by the local internship management team and preceptor, or the DPH WIC Dietetic Internship Director. The request must contain the following:

- Specific violations of internship policy/procedures and/or examples of failure to perform competently along with appropriate documentation;
- Terms of probation; and,
- Consequences for failure to meet terms of probation.

The DPH WIC Dietetic Internship Director will review the request and allow or disallow the probation. Interns with minimal chances of success in the internship should be counseled into career paths that are appropriate to their ability.

Probationary action that is initiated by the DPH WIC Dietetic Internship Director will be reviewed and allowed or disallowed by Georgia WIC Nutrition Operations and Education Manager, Deputy Director of Operations and Nutrition Unit, in consultation with the WIC attorneys.

The intern will be notified in writing of the terms of the probation. If the intern fails to meet the terms of the probation at any time during the probation period, the intern may be counseled out of the internship, and the contract between the intern and his/her employer/local agency may be terminated.

### **Termination**

The training facility may refuse educational access to its facilities, thus terminating any intern who does not meet and maintain employee standards for safety, health, ethics and behavior.

Cause for dismissal from the district health department may also result in notice of termination from the DPH WIC Dietetic Internship.

### **Maintaining Georgia WIC Employment**

Interns must remain employed at their current place of employment from the time of acceptance until completion of the internship. Employment will then continue per the signed contractual agreement.

Failure to remain employed with the originating facility can result in termination of the internship position. This policy supports the professional ethics of the Academy of Nutrition and Dietetics and the Georgia Board of Examiners of Licensed Dietitians.

Written notification will be given to interns about their deficits in the DPH WIC Dietetic Internship.

Any notice of termination will include information about grievance procedures.

## **Code of Ethics**

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

### **Principles and Standards:**

#### **1. Competence and professional development in practice (Non-maleficence)**

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, considering the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

#### **2. Integrity in personal and organizational behaviors and practices (Autonomy)**

Nutrition and dietetics practitioners shall:



- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality per current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

**3. Professionalism (Beneficence)**

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

**4. Social responsibility for local, regional, national, and global nutrition and well-being (Justice)**

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.

- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

### **Statement of Equal Opportunity**

The internship adheres strictly to the anti-discrimination policy of the Georgia Department of Public Health. Interns of the DPH WIC Dietetic Internship are subject to the provision of the federal civil rights, equal employment, vocational rehabilitation/handicapped, equal pay and age discrimination based on race, sex, color, religion, physical or mental handicap, national origin, age or political affiliation.

### **Standards of Professional Behavior**

Interns are exposed to the code of ethics and the guidelines for professional conduct of the Academy of Nutrition and Dietetics (AND) in their orientation to the internship.

Interns are expected to adhere to the following guidelines:

1. Interns will not disrupt the operation of the cooperating facility.
2. Interns are expected to dress and conduct themselves in a professional manner for each facility. Standards are set by the facility and/or preceptor and should be communicated to the intern at the beginning the rotation.
3. The institution reserves the right to adjust intern's experience if conduct and/or dress do not meet standards.
4. The number of interns assigned to a facility, intern schedules, and objectives will be determined in cooperation with the cooperating department supervisor.
5. Interns will be provided an orientation to the cooperating facility including employee dress, confidentiality, human rights, ethical considerations, and liability.
6. Interns will function within the organizational framework of the cooperating facility; policies and procedures for the institution will be available to the interns.
7. The cooperating facility has the right to withhold use of the facility for failure to follow its policies and procedures as well as accepted standards for health and behavior.
8. Transportation to cooperating facilities is the responsibility of the individual intern.
9. Work hours may vary from rotation to rotation and within rotations so it is important for interns to be flexible. Preceptors should communicate expectations to the intern at the beginning of the rotation and provide updates as necessary.

Georgia Department of Public Health WIC Dietetic Internship

DPH WIC Dietetic Internship  
Dietetic Intern Commitment Agreement

There are several important policies and procedures governing the Georgia Department of Public Health WIC Dietetic Internship, all of which are equally important. However, there are a few policies that interns will need to know and commit to **upon acceptance to the internship**. Your initials next to each statement below will indicate that you have read, understand, and commit to these conditions.

- \_\_\_\_\_ 1. You agree to assist your community preceptor and Dietetic Internship Director in identification of potential rotation sites.
- \_\_\_\_\_ 2. You agree to comply with all policies and procedures of the internship per the handbook.
- \_\_\_\_\_ 3. You agree to commit the time necessary to successfully complete the internship (the interns schedule often involves work that may require additional time beyond the twenty-four hour, i.e., meetings conferences, projects, paperwork, etc.).
- \_\_\_\_\_ 4. You agree to commit to the monetary obligation of the internship, which may include lodging expenses, travel expenses, materials and supplies.
- \_\_\_\_\_ 5. You understand that rotation schedules and sites are subject to change and that your flexibility is critical.
- \_\_\_\_\_ 6. You understand and accept that some rotation sites may be located a long distance (two or more hours) from your residence and/or work site.
- \_\_\_\_\_ 7. You agree to participate in all required meetings, trainings and conference calls.
- \_\_\_\_\_ 8. You agree to keep your supervisor informed of your schedule and progress throughout the internship.

Congratulations on your acceptance into the Georgia Department of Public Health WIC Dietetic Internship. Together we will work diligently to ensure your success. Please call 404-463-0742 if you have any questions.

\_\_\_\_\_  
Intern Printed Name

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date