INTERN POLICY AND PROCEDURE MANUAL

UNIVERSITY OF NEW MEXICO

DIETETIC INTERNSHIP

2021-2022

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MISSION STATEMENT OF THE NUTRITION/DIETETICS PROGRAM

The mission of the Nutrition & Dietetics Program at the UNM is to (1) prepare students for supervised practice leading to eligibility for the credentialing exam to become registered dietitian nutritionists who will serve their clients in diverse settings in New Mexico, the nation, and the world, (2) to prepare competent nutrition professionals that are able to apply medical nutrition therapy, (3) conduct research, (4) provide public health nutrition activities in the community to positively impact the health and well-being of multicultural and diverse populations in local, regional, and national communities, and (5) to provide education to allied health professional programs and students (medicine, pharmacy, nursing, physical therapy, public health) to facilitate collaborative opportunities.

The Nutrition & Dietetics Program faculty conducts clinical and public health research through the University and community collaborations to examine nutritional determinants of health and to provide data for the best evidence-based practice.

DIETETIC INTERNSHIP PHILOSOPHY

The Dietetic Internship (DI) is based on a careful and thorough study of the need for competent dietetic professionals in the State of New Mexico. The program is a cooperative venture between the University and the major dietetic programs/agencies providing nutrition services to the citizens of New Mexico.

The philosophy of the DI is consistent with the philosophy of the University of New Mexico and the College of Education. The philosophy of the DI is also consistent with the philosophy stated in the Standards of Education of the Academy of Nutrition and Dietetics.

The DI will provide an environment for interns to develop professional attitudes, maturity and an ethical understanding of professional practices. This will be facilitated, by working with registered dietitian nutritionists who will serve as role models and mentors.

Nutrition Program faculty conduct clinical and public health research through University and community collaborations to examine nutritional determinants of health and to provide data for best evidence-based practice.

MISSION STATEMENT OF THE DIETETIC INTERNSHIP

The mission of the Dietetic Internship is to develop culturally competent, entry-level registered dietitian nutritionists qualified to practice in the field of dietetics. The DI has a clinical concentration and will provide experience required to manage patients in clinical settings. It will also provide experiences in the management, community, and research areas of dietetics. The program combines didactic and supervised practice experiences to help interns acquire critical judgment and the capacity for discovery and
apply these skills in dietetic practice. The program links theory and practice and provides students the opportunity to use the research process. Upon successful completion of the DI, graduates will be eligible to take the CDR credentialing exam to become a registered dietitian nutritionist (RDN).

MISSION STATEMENT OF THE UNIVERSITY OF NEW MEXICO

UNM's Mission

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

• UNM will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.

• Faculty, staff, and students create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.

Building on its educational, research, and creative resources, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.
UNM COE Core Values

Advocacy: In response to evidence of educational, social and political inequities, we promote activism to advance change.

Building Professional Identities: We support the development of individuals as lifelong learners and effective professionals who are grounded in their own identities.

Collaboration and Relationships: We engage in authentic, active participation with all community members to develop solutions for the individual, local and global challenges we face.

Dignity: We treat all people ethically, with respect and afford them the dignity that is their innate right.

Diversity and Social Justice: We are dedicated to the analysis of social structures and power relations that hinder equal access for all, especially historically underrepresented populations, and to the educational and political work that addresses these inequalities.

New Mexico: The peoples, cultures, histories and communities of New Mexico enrich our work. This sense of place influences all that we do.

Scholarship and Research: We challenge ourselves to engage in scholarship and research that enrich the human experience, inform educational policy and practice, and address the needs of a complex, diverse world.

Teaching and Learning: Teaching and learning are central to our work. We study, question, debate and revise these dynamic and robust areas of investigation in order to improve our practice.

DESCRIPTION OF THE DI

The DI is a post-bachelor's program that provides the supervised practice necessary for eligibility to take the Registration Exam for dietitians. During the DI, interns demonstrate the ability to perform all the “Competency Statements for Supervised Practice” published by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (the Academy). The Competency Statements are listed below.

This year, due to COVID-19, the DI will include a minimum of 1000 hours of supervised practice in areas of clinical, community, management and research dietetics and 3 additional graduate-level courses. It will also include 80 hours of online/simulation activities to complete competencies and supervised practice hours. Interns will follow all facility/site and CDC COVID-19 precautions during the DI. Compliance with COVID-19 precautions and wearing PPE will be reviewed during DI
Orientation, before interns begin any rotations.

Interns will apply to be admitted to the MS Degree in the Nutrition/Dietetics Program unless they have already received an MS in Nutrition and/or have taken the required NUTR 527, NUTR 528 and NUTR 593 (Pediatric Nutrition) courses or their equivalents (to be approved by the Program Director and Assistant Program Director), in this case they will only take the required NUTR 550 and NUTR 595 courses as non-degree seeking students for both semesters. Interns taking required graduate courses, as non-degree seeking students, will not be eligible for financial aid. Interns admitted to the MS program who are full time graduate students are eligible for financial aid, student health services and student counseling services. All interns must complete the DI within 13.5 months of acceptance, or they will need to reapply for admission. The DI consists of supervised practice and three graduate-level courses. A total of twenty-one hours of graduate-level credit is earned by completing the supervised practice and didactic component of the DI. Interns are not required to complete the MS degree but are strongly encouraged to do so after completing the DI.

Commission on Dietetic Registration change to Requirements to become a Registered Dietitian Nutritionist

"Effective January 1, 2024, the Commission on Dietetic Registration (CDR) will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). In order to be approved for registration examination eligibility with a bachelor’s degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before 12:00 midnight Central Time, December 31, 2023. For more information about this requirement visit CDR's website: [https://www.cdrnet.org/graduatedegree](https://www.cdrnet.org/graduatedegree). In addition, CDR requires that individuals complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Graduates who successfully complete the ACEND-accredited Dietetic Internship program at the University of New Mexico are eligible to apply to take the CDR credentialing exam to become an RDN.

In most states, graduates also must obtain licensure or certification to practice. For more information about state licensure requirements [click here](https://www.cdrnet.org/graduatedegree)."

For more information about educational pathways to become a RDN [click here](https://www.cdrnet.org/graduatedegree)."

Fall: In the fall semester, interns take two graduate courses remotely/semi-remotely. They spend 32 hours per week (four days/week) over 24 weeks in assigned
supervised practice sites. The clinical rotation is 12 weeks in length and the management and community rotations are 6 weeks each. This year, due to COVID-19, two weeks of the clinical rotation will be online simulation activities. Interns enroll in 12 graduate credit hours in the fall semester. Two of the graduate Advanced Medical Nutrition Therapy (MNT) classes (6 hours total) will consist of simulation of pediatric assessment and charting and will count towards the clinical pediatric component of competency CRDN 3.1. An additional two classes (6 hours) in the graduate MNT course will cover Nutrition Focused Physical Exams (NFPE) and applying NFPE to standardized patients. These 6 hours of simulation will count towards the NFPE competency CRDN 3.2. A total of 12 hours in these 4 MNT classes will count toward supervised practice hours.

**Spring:** In the spring semester, interns will take the graduate Research Methods course which will be taught remotely/semi-remotely unless it is changed to face to face instruction. They will spend 32 hours per week (4 days/week) for 8 weeks in the Research rotation and enroll in 9 graduate credit hours in the spring semester.

Four days during the internship are devoted to DI Didactic Days (DIDD). Two hours of one DIDD day will cover additional pediatric simulations and count toward the pediatric competencies. Two additional hours of another DIDD day will cover Coding and Billing and an activity to meet competency CRDN 4.9. A total of 4 hours of the DIDD's will count toward supervised practice hours.

**SUPERVISED PRACTICE HOURS**

Time logs will be kept for supervised practice hours by the interns during each rotation and will be signed off on weekly by preceptors. Time logs will be checked at all mid-point and final evaluations by the APD/PD. Simulation, role-playing and case study hours during graduate classes, on-campus DI days (DIDD), and Legislature activities will be reported on intern time logs and checked by APD/PD during DIDD's and at final program wrap up meetings.

**PROGRAM GOALS and OBJECTIVES**

Goal 1. Program graduates, who seek it, will be able to secure employment or enter an advanced degree program.

Objectives for Program Goal 1:
1a. At least 80% of program interns complete program/degree requirements within 1.12 years (150% of the program length).
1b. Upon completion of the program at least 80% of graduates will rate the amount of resources and support available to them during the internship as “satisfactory” or above.
1c. 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%.
1d. Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
1e. Of graduates who apply to advanced degree programs, 80% are accepted within 12 months of graduation.

Goal 2. Program graduates will be culturally competent, entry-level Registered Dietitian Nutritionists.

Objectives for Program Goal 2:
2a. At least 80% of DI graduates will rate their cultural competence as at least “satisfactory” one year after graduation.
2b. Employers will rate at least 80% of graduates as “entry level” or above for cultural competence.
2c. Employers will rate at least 80% of DI graduates as possessing entry-level skills.
2d. At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

COMPETENCY STATEMENTS for ENTRY-LEVEL DIETITIANS
All accredited dietetic internships must document how each intern demonstrates the ability to perform all the Core Competencies for Dietitians.

Core Competencies for Registered Dietitians

Standard 5: Curriculum and Learning Activities
The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built and at least one concentration must be identified, all within the context of the mission and goals of the program.

The program’s curriculum must prepare interns with the following core competencies:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Competencies
Upon completion of the program, graduates are able to:
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.  
CRDN 1.6 Incorporate critical-thinking skills in overall practice.

2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.

Competencies
Upon completion of the program, graduates are able to:
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4 Function as a member of interprofessional teams.
CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7 Apply leadership skills to achieve desired outcomes.
CRDN 2.8 Demonstrate negotiation skills.
CRDN 2.9 Participate in professional and community organizations.
CRDN 2.10 Demonstrate professional attributes in all areas of practice.
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15 Practice and/or role play mentoring and precepting others.


Competencies
Upon completion of the program, graduates are able to:
CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2 Conduct nutrition focused physical exams.
CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4 Design, implement and evaluate presentations to a target audience.
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Competencies
Upon completion of the program, graduates are able to:
CRDN 4.1 Participate in management of human resources.
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3 Conduct clinical and customer service quality management activities.
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10 Analyze risk in nutrition and dietetics practice.

In addition to the core competencies, the DI at the University of New Mexico has declared a clinical concentration. To fulfill this concentration, interns must also
demonstrate entry-level skill in the following competencies:

Clinical Concentration Competencies
CRDN 5.1 Perform nutritional assessments using the Nutrition Care Process for individual patients with complicated medical conditions, e.g. multi-organ system failure, short bowel syndrome, or renal disease.
CRDN 5.2 Assess, monitor and evaluate enteral and/or parenteral nutrition support regimens in medically complicated patients.

ASSIGNMENT TO SUPERVISED PRACTICE SITES

Interns are assigned to one or more supervised practice sites per rotation, depending on availability. Placement at supervised practice sites is determined by the Program Director/Assistant Program Director and will include consideration of the intern’s goals as well as availability of sites. Transportation to the sites is the responsibility of the intern and requires a reliable automobile. All interns should expect one or more rotations outside the Albuquerque area (e.g.: Santa Fe, Los Lunas, Bernalillo or other locations within commuting distance of Albuquerque).

Preceptors are selected based on: their experience in performing the skills described by the competencies for a particular rotation, their job description allowing adequate time for intern supervision, their enthusiasm for dietetics education, and employment in a facility that has a signed legal agreement/memorandum of understanding (MOU) with the UNM DI. If the potential preceptor is not an RD, the Program Director ensures that he/she has the skills and experience needed to supervise interns in their facility. The Program Director and/or Assistant Program Director meet with potential preceptors to explain the DI and the role and responsibilities of preceptors; emphasizing that interns in supervised practice are not used to replace employees in any rotation. Competencies are reviewed on a regular basis, at mid-point and final evaluations with preceptors by the Program Director or Assistant Program Director to ensure preceptors are familiar with activities that may be used to demonstrate entry-level skills in each rotation. Currently there are 17 primary preceptors.

Sites are selected based on their ability to provide appropriate supervised practice and facilitate the interns' completion of the competencies for that particular area of dietetics. The Program Director and/or Assistant Director meet with potential preceptor(s) to discuss each of the competencies and how they will be completed. Once it has been determined that the site is appropriate for supervised practice, a legal agreement/MOU is reviewed and signed by the appropriate parties at the supervised practice facility and at UNM. Prior to interns beginning a rotation in a supervised practice facility, a signed copy of the agreement between that facility and the University is put on file. Agreements are reviewed yearly and updated as needed by the Program Director and Assistant Director. Signed agreements are kept on file in the Program Director's office and electronically in the Field Services
Department of the College of Education at UNM.

One site, the VA Hospital, recently began providing compensation to interns completing supervised practice rotations at the VA. The interns at the VA are given minimal compensation for all on-site hours completed during the rotations. Prior to beginning the VA rotation, the intern will complete paperwork for the site, and compensation will be reviewed and explained to the intern by the Human Resources Department at the VA.

PROFESSIONAL DRESS

Dietetic interns will dress in a way that does not detract from carrying out their duties in a professional manner. Accepted standards of office dress convey professionalism in dealing with patients and other health care professionals. Identification badges must be worn by interns at all times during supervised practice rotations.

Business casual dress is acceptable when working in all areas of the internship. Casual dress that may be permissible on a college campus is not acceptable in any area of the work environment, which includes supervised practice sites and professional meetings. For example, blue jeans or other jean type pants, cargo pants, leggings, shorts (casual or dress), midriff tops, tube tops, sleeveless tops, spaghetti straps, halter dresses, mini-skirts, t-shirts (except when authorized during facility/site "casual" days) are some examples of unacceptable clothing types. Tennis shoes/sneakers (unless allowed by preceptor), sandals and platform shoes are not allowed. **Before each rotation, interns must specifically discuss additional dress code requirements for the facility with the preceptor.**

Hair must be kept neat and clean in a style that does not require constant stroking or pushing back from your face. Bandanas, athletic headbands, and any extreme adornment are not acceptable. When assigned to the Food Production and Service areas, hair should be styled off the shoulders. A hairnet or surgical cap to cover all the hair will be worn at all times when working in the kitchen area. Also, shoes with closed-toes and closed-back are required. No thin platforms, high heels, wooden soles, or canvas tennis shoes are acceptable.

Make-up will be in accordance with the rules of good grooming for business hours. **Body piercings, other than ear lobes, are not acceptable business dress.** Fingernails should be kept short, neat and clean. No nail polish is allowed while working in the food production areas. Jewelry not permitted includes large or drop earrings and dangling jewelry as they can get caught in equipment, harbor bacteria or fall into food. Tattoos must be covered/concealed during all rotations.

VACATION, HOLIDAY AND ABSENCE POLICIES
The program will follow the scheduled University Holidays only as they relate to on-campus classes. Scheduled holidays are Labor Day, Thanksgiving (site specific) and Winter Break (approximately 3 weeks). Interns in supervised practice will follow the work schedule of the facility they are assigned, which may include other holidays. These hours will need to be made up if they are not scheduled DI holidays.

Interns must notify the preceptor, the Program Director and Assistant Program Director by phone and email by 8:00 AM the morning an absence from any facility/rotation/professional meeting/DIDD occurs. If the Program Director is not notified by 8:00 AM, the intern will need to make up any missed hours even if they have hours over the minimum required at the facility or have not taken the allowed sick day absences. A physician’s release statement is required and must be submitted to the preceptor before returning to a facility after 3 or more days of illness. Interns are allowed 4 sick days (32 hours) during the entire 9-month internship. However, if an intern misses 4 days in one rotation, they may not meet the minimum hours for that site and will need to make up hours as determined by the Program Director/Assistant Program Director and preceptor of the site. Any additional days/hours, over the allowed 4 days, not in supervised practice due to absences from the facility must be made up. A plan will be made and must be agreed upon by the preceptor, Program Director/Assistant Director and Intern for making up the hours. The plan must be discussed and agreed upon within 48 hours of any absence.

Injury or illness while in a facility for supervised practice
If an intern is injured or becomes ill while in a supervised practice facility, they will be treated as appropriate and the intern will be responsible for payment of treatment. Interns, when participating in supervised practice at the facilities and for the duration of the DI, are required to carry comprehensive medical insurance. Interns are responsible for the cost of all insurance coverage and any medical treatment they receive while at supervised practice facilities.

ATTENDANCE AT PROFESSIONAL MEETINGS and DIDD
Interns must attend all DIDD and professional meetings that are scheduled during the DI. Several required competencies are completed during the meetings/DIDD’s. Required meetings will be determined by the Program Director. Interns are expected to attend the New Mexico Academy of Nutrition and Dietetics (NMAND) Fall Event (October) and the NMAND Annual Meeting (April) unless activities at the supervised practice site take priority as determined and approved by the Preceptor and Program Director. Interns assigned to supervised practice outside of Albuquerque are expected to attend as many professional meetings as possible at the discretion of the Preceptor and Program Director. Professional
dress should be maintained during all professional meetings. Interns are expected to be on time and to stay for the duration of all required meetings and DIDDs. Interns must notify the Program Director and Assistant Program Director, via both email and phone, of any absences from meetings/DIDD’s before the absence occurs or the morning of the meeting/DIDD’s.

COMMUNICATION DURING THE DI

Interns are required to check email daily and UNM Learn (NUTR 550) at least 3 times per week during the entire course of the internship, including the last rotation (research). Interns are responsible for all materials and notifications posted on UNM Learn and on email. Interns must notify Program Director (PD) and Assistant Program Director (APD) of any changes in email addresses or contact information within 24 hours of the changes. Interns must respond to all emails from PD and APD upon receipt of email to indicate they have received and read the email, throughout the entire internship, including weekends, holidays and breaks.

COMPLETION REQUIREMENTS (GRADUATION REQUIREMENTS)

Upon successful completion of the program interns will earn a Verification of Completion Form, which qualifies them to take the Registration Examination for Registered Dietitian Nutritionists.

Completion of the program will be documented by:

1. Successful completion of all supervised practice rotations, with documentation that all Competency Statements have been demonstrated with at least entry-level skill.
2. Completion of 15 credits of required graduate level course work and NUTR 595 with a grade of B or better and credit for the 6 required hours of NUTR 550.

The APD will hold a mid-point evaluation and final evaluation in the clinical, management and community rotations. The intern and preceptor will monitor progress in the rotations. For an intern who is not progressing as required in a supervised practice experience, a written plan of action will be developed by the preceptor and intern, and approved by the PD/APD, to correct any deficiencies within one week of the mid-point evaluation. The preceptor and APD will conduct an additional, formal evaluation of the intern’s progress by the three-quarter point of the rotation. If an intern is not able to satisfactorily demonstrate all the Competencies with at least entry-level skill at the end of a given rotation, the APD, intern and preceptor will develop a plan of action, which may include tutorial support, repeating/changing rotation sites or
additional activities in the area of deficiency. For extenuating circumstances, e.g., serious illness, death in the family, the APD and preceptor will work with the intern to develop a written plan of action to achieve completion of the rotation. An intern who fails to successfully complete any rotation will not be issued the Verification of Completion Statement at the end of the DI. Program fees are non-refundable; tuition refunds are according to UNM tuition refund policies. Interns with a minimal chance of success in the program will be counseled into career paths that are appropriated to their ability. Examples of potential alternate career paths are Dietetic Technician, Registered (DTR), Licensed Nutritionist, Health Educator and Exercise Science.

INSURANCE REQUIREMENTS, INCLUDING PROFESSIONAL LIABILITY

Professional liability insurance is required for all interns for the duration of the DI. Proof of coverage is required at orientation.
Interns, when participating in supervised practice at the facilities and for the duration of the DI, are required to carry comprehensive medical insurance. Interns are responsible for the cost of all insurance coverage. Interns may choose to purchase medical insurance through insurance programs available to them or through Medicaid if they meet the qualifications. Proof of medical insurance coverage is required. Interns must notify the PD immediately of any changes in their medical or professional liability insurance coverage.

STATEMENT OF EQUAL OPPORTUNITY

The official UNM Equal Educational Opportunity Policy is in compliance with Title IX of the Educational Amendments and Title VI of the Civil Rights Act of 1964, and is stated in UNM PATHFINDER

PROTECTION OF PRIVACY OF INFORMATION

The official UNM Intern Records Policy, as stated in the current UNM PATHFINDER, will be adhered to. Under the Family Educational Rights and Privacy Act of 1974, interns have the right to inspect and review most education records maintained about them by UNM, and in many cases, decide if a third person can obtain information from them. It is the policy of the University to comply fully and fairly with the provisions of the Act, Federal Regulations and the official University policy.

ACCESS TO PERSONAL FILES

Interns, or parents of dependent interns, may inspect and review their educational records. Some form of photo identification must be displayed before
access to educational records will be allowed. Parents of a dependent intern may challenge denial of access by producing a current copy of Internal Revenue Form 1040.

GRIEVANCE PROCEDURES

In the DI at the University of New Mexico, discussions regarding grievances and/or disciplinary action will initially involve the Program Director, Assistant Program Director, Preceptor at the facility, and the intern. It is anticipated that this discussion will lead to resolution of grievances. If additional discussion is needed, the Chair of the Department of IFCE will be included in the discussions. The UNM established grievance procedures will be followed. The procedures are listed in the UNM PATHFINDER.

DISCIPLINARY/TERMINATION PROCEDURES

Policies and procedures established by UNM will be followed for disciplinary and termination procedures. These policies are included in UNM Intern Standards and Grievance Procedure in UNM PATHFINDER.

LIABILITY FOR SAFETY IN TRAVEL TO OR FROM ASSIGNED AREAS

UNM and/or sponsoring institutions cannot be held liable for injuries or deaths that occur in travel to or from the university campus and/or facility or rotation sites or any DI related activities or events.

POLICY FOR WAIVER OF SUPERVISED PRACTICE HOURS

The policy for waiver of some of the supervised practice hours is listed below. The process must be completed prior to the start of the internship. Hours can be waived for only one of the four major rotations, clinical, community, research or food service management. Interns must spend a minimum of 96 hours (equivalent to 3 weeks of the Program) in supervised practice for the specific rotation. In order to consider waiving some of the hours of supervised practice the following steps will be followed:

1. Previous work experience must be full-time for a minimum of 2 years.
2. The work experience must be progressive in terms of job responsibilities and duties.
3. Intern must provide written documentation of how the work experience meets the competencies for the rotation.
4. Intern must provide two letters of verification of competence from professionals in the field.
When all of the required documentation is provided, the PD/APD, in consultation with one or two preceptors from the practice area, will determine which competencies have been met and how many hours will be waived. A written plan for the completion of the remaining hours and competencies will then be developed.

If for any reason the intern fails to demonstrate competence related to any of the experiences or activities during the supervised practice hours, the intern will be required to complete the total number of supervised practice hours for the rotation. Successful completion of the rotation then follows the guidelines specified in the rotation completion requirements policy.

**ACCREDITATION STATUS:** The program is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600 extension 5400.

**NOTICE OF OPPORTUNITY TO FILE COMPLAINTS**

The Accreditation Council for Education in Nutrition and Dietetics will review complaints that relate to a program's compliance with the accreditation/approval standards. The Council is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or interns.

A copy of the accreditation standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400.

Complaints related to program noncompliance with ACEND accreditation standards should be submitted to ACEND after all other options with the program and institution have been exhausted.

**BACKGROUND CHECKS and DRUG TESTS**

All interns will have a Department of Health background check and finger printing completed before the 1st day of orientation. Interns will have drug tests and additional background checks as needed, if required by specific sites. Interns are responsible for the cost of all background checks, finger printing, required immunizations and drug tests.
OUTSIDE EMPLOYMENT DURING THE DIETETIC INTERNSHIP

Dietetic interns may only work part-time, up to 10 hours per week, for the duration of the 9-month dietetic internship.