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UW Health’s Mission, Vision and Values

UW Health’s reason for being, long-term goals and behaviors we live by are captured in our mission, vision and values. Our mission, vision and values provide purpose and direction, challenge and inspire us and guide our actions and decision-making.

MISSION: Our Reason for Being
Advancing health without compromise through:

1. Service
2. Scholarship
3. Science
4. Social Responsibility

VISION: Our Place in the World
Working together, UW Health will be a national leader in health care, advancing the well-being of the people of Wisconsin and beyond.

VALUES: The Ideals we Live by

Integrity
Doing the right things at the right time and place. Focus on the best interests of patients. Be honest with patients, learners and each other.

Innovation
Finding new and better ways to enhance quality of care and all aspects of our work.

Compassion
Treat patients, families, learners and each other with kindness and empathy. Connect with patients and families individually and personally and engage them as partners in their care decisions.

Accountability
Be individually and collectively responsible for the work we do and for the outcomes and experience of every patient, every learner, every day.

Respect
Honor patients’ right to privacy and confidentiality. Value differences among individuals and groups. Actively listen, encourage feedback and choose the best way to deliver timely and meaningful information.

Excellence
Strive to be the best and work continuously to improve performance and exceed expectations.
UW Health Performance Standards

**Excellence:** Working together, we strive to be the best, and we work continuously to improve our performance and exceed expectations.
- Actively supports UW Health’s mission, vision, values and strategic goals
- Consistently achieves superior results and delivers the highest quality care and and/or service while inspiring others to do the same.
- Consistently and actively participates in unit and department-level activities
- Improves performance by actively seeking feedback, coaching and mentoring
- Seeks and shares expertise on best practices
- Promotes continuous learning for all

**Innovation:** We pride ourselves on finding new and better ways to enhance quality of care and all aspects of our work.
- Actively searches for new ideas and methods to improve care, service, safety, and cost effectiveness
- Takes the initiative for completing work assignments more effectively and efficiently by using new ideas and methods
- Continuously monitors results for further process improvements
- Willingly and effectively adapts to change

**Compassion:** We treat patients, families, learners and each other with kindness and empathy. We connect with patients and families individually and personally and engage them as partners in decisions about their care.
- Anticipates the needs of colleagues, patients and family members in all situations
- Displays empathy and genuine concern for the feelings and opinions of others
- Projects a positive, friendly, caring image of self, team, and UW Health
- Demonstrates recognition that each person’s job is vital to patient and family centered care, and to the success of UW Health

**Integrity:** In all our decisions, we are guided by doing the right things at the right time and in the right place. We focus on the best interests of patients. We are always honest with each other, learners and our patients.
- Accepts responsibility for one's actions, honors commitments, and communicates truthfully in all interactions
- Protects the confidentiality of UW Health, colleagues, patients, and families
- Maintains and encourages high ethical standards
- Represents UW Health in a positive and professional manner both within and outside the organization
Respect: We honor patients’ right to privacy and confidentiality. We value differences among individuals and groups; and we actively listen, encourage feedback and choose the best way to deliver timely and meaningful information in all situations, especially in the high stress situations inherent in this complex and demanding patient care environment.

- Acknowledges, honors, and values diverse backgrounds, perspectives and cultural differences
- Leverages the unique talents and viewpoints of others
- Seeks common ground to resolve conflicts
- Gives constructive feedback in a respectful manner in every situation
- Maintains professional boundaries
- Is courteous, honest and respectful in all interactions
- Accepts, acknowledges, and values the different roles within UW Health and how they contribute

Accountability: We hold ourselves individually and collectively responsible for the work we do and for the experience and outcomes of every patient, every learner, and every day.

- Completely understands job requirements
- Completes work on time, and in accordance with expectations, and in an excellent manner
- Takes personal responsibility for decisions, actions and results and learns from successes and failures
- Seeks or accepts guidance when needed
- Follows and supports organizational and departmental policies
UW Health Dietetic Internship Mission, Vision and Goals

Dietetic Internship Mission
To provide a progressive and effective course of study that integrates supervised dietetics practice and graduate education to develop high-performing RDNs who are lifelong learners and prepared to meet the demands required of future clinical nutrition practitioners.

Dietetic Internship Vision
The UW HEALTH Dietetic Internship will stimulate the continuous development of technical knowledge, professional attributes, and the intellectual curiosity to educate future practitioners integrating evidence-based approach in nutritional practice.

Program Goals
Goal 1: To provide a quality evidence-based post-baccalaureate education that will support clinical nutrition practice.

- 60 percent of interns who complete the Capstone Certificate in Clinical Nutrition – Dietetic Internship will apply to a graduate program within one year of graduation from the UW HEALTH internship program.
- 80 percent of interns completing the program will rate their academic preparation as above average (4) or excellent (5) at their exit survey.
- 80 percent of employers who hire our interns will rate their academic preparation and professional readiness as above average or exceptional at the 1-year survey to employers following an intern’s graduation.

Goal 2: To provide the foundation needed for the development of high level problem-solving and critical thinking skills required in clinical nutrition practice.

- 80 percent of interns completing the program rate their problem-solving and critical thinking skills as above average (4) or excellent (5) upon completion of the program at their exit survey.

Goal 3: To recruit, retain and graduate interns who are able to pursue their career goals successfully.

- 80 percent of interns, who enter the program, complete it within the program year (June to May).
- 60 percent of interns who complete the Capstone Certificate in Clinical Nutrition – Dietetic Internship will apply to a graduate program within one year of graduation from the UW HEALTH dietetic internship program.
- 80 percent of interns completing the program are able to pursue their career goals successfully and will be employed in a dietetics-related field within 6 months of graduation.
- 90 percent of interns who take the Registration Exam for Registered Dietitians pass on the first attempt.
- In the next five years (2015-2020), 90 percent of interns who take the Registration Exam for Registered Dietitians pass on the first attempt.

Program Data is available upon request
### Rotation Sites

<table>
<thead>
<tr>
<th>Site Name</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Agrace Hospice Care</td>
<td>5395 East Cheryl Parkway, Madison, WI 53711</td>
</tr>
<tr>
<td>Access Community Healthcare</td>
<td>West Location: 2202 S Park St, Madison, WI 53713</td>
</tr>
<tr>
<td></td>
<td>East Location: 3434 E Washington Ave, Madison, WI 53704</td>
</tr>
<tr>
<td>Capitol Lakes</td>
<td>333 W Main St, Madison, WI 53703</td>
</tr>
<tr>
<td>Columbus Community Hospital</td>
<td>1515 Park Ave, Columbus, WI 53925</td>
</tr>
<tr>
<td>Dane County Public Health: WIC</td>
<td>2300 S. Park Street, Suite 2010, Madison, WI 53713</td>
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<tr>
<td>Divine Savior</td>
<td>2817 New Pinery Rd, Portage, WI 53901</td>
</tr>
<tr>
<td>Green County Health Department: WIC</td>
<td>N3120 Hwy 81, Monroe, WI 53566</td>
</tr>
<tr>
<td>Hyvee, Inc.</td>
<td>2920 Fitchrona Rd, Fitchburg, WI 53719</td>
</tr>
<tr>
<td>Madison Metropolitan School District</td>
<td>4711 Pflaum Road, Madison, WI 53718</td>
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<tr>
<td>Independent Living, Inc. Meals on Wheels</td>
<td>602 N Segoe Rd, Madison, WI 53705</td>
</tr>
<tr>
<td>Mercy West</td>
<td>1000 Mineral Point Ave #1, Janesville, WI 53548</td>
</tr>
<tr>
<td>Metcalfe’s Market</td>
<td>702 N Midvale Blvd, Madison, WI 53705</td>
</tr>
<tr>
<td>Middleton-Cross Plains School District</td>
<td>2130 Pinehurst, Middleton, WI 53562</td>
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<tr>
<td>Mt. Horeb School District</td>
<td>1304 East Lincoln Street, Mount Horeb, WI 53572</td>
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<tr>
<td>Oregon School District</td>
<td>123 E Grove St, Oregon, WI 53575</td>
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<tr>
<td>Select Specialty Medical</td>
<td>801 Braxton Place, Madison, WI 53715</td>
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<tr>
<td>St. Mary’s Care Center</td>
<td>3401 Maple Grove Drive, Madison, WI 53719</td>
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<tr>
<td>Summit Hospital</td>
<td>36500 Aurora Dr, Summit, WI 53066</td>
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<tr>
<td>UW Health at The American Center (TAC)</td>
<td>4602 Eastpark Blvd, Madison, WI 53718</td>
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<tr>
<td>UW Health at Swedish American Hospital</td>
<td>1401 E State St, Rockford, IL 61104</td>
</tr>
<tr>
<td>UW Health Culinary and Clinical Nutrition Services</td>
<td>600 Highland Ave., F4/120 (MC 1510), Madison, WI 53792</td>
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<tr>
<td>UW Health East Clinic Nutrition</td>
<td>5249 E Terrace Dr. Room 2106, Madison, WI 53718</td>
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<tr>
<td>UW Health University Station</td>
<td>2880 University Ave., Madison, WI 53705</td>
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<tr>
<td>UW Health West Clinic Nutrition</td>
<td>451 Junction Rd. Room 1296, Madison, WI 53717</td>
</tr>
<tr>
<td>UW Health Digestive Health Center</td>
<td>750 University Row, Madison, WI 53792</td>
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<tr>
<td>UW Health American Family Children's Hospital</td>
<td>1675 Highland Ave., Madison, WI 53792</td>
</tr>
<tr>
<td>Watertown Regional Medical Center</td>
<td>125 Hospital Dr, Watertown, WI 53098</td>
</tr>
<tr>
<td>William S. Middleton Memorial Veterans Hospital</td>
<td>2500 Overlook Terrace, Madison, WI 53705</td>
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</table>
2017 Core Competencies for the Registered Dietitian Nutritionist (CRDN)

The Core Knowledge and Competencies are the basis on which the program curriculum and learning activities are built. The UW Health Dietetic Internship program's curriculum will prepare interns with the following core competencies:

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

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.

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

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.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

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.
Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

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.

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.

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.

UW HEALTH Medical Nutrition Therapy Concentration Specific Competencies

MNT 1.1 Assess and interpret growth of pediatric population, ages birth to 18 years.
MNT 1.2 Calculate nutritional requirements of well and sick children, ages birth to 18 years, for normal and catch up growth.
MNT 1.3 Identify feeding issues in infants and provide nutrition recommendations identifying appropriate formulas and feeding regimens, and using adaptive feeding devices and protocols, and supplementation/fortification.
MNT 1.4 Develop nutritional care plans and feeding regimens for acute and chronically ill infants and children, ages birth to 18 years, incorporating modular components, enteral formulas and dietary modifications.
MNT 1.5 Assess and interpret patients/clients with complex medical conditions, e.g., those with renal disease, multi-system organ failure, and trauma.
MNT 1.6 Integrate pathophysiology into medical nutrition therapy recommendations.
MNT 1.7 Develop, monitor and evaluate nutrition care plans that include enteral and parenteral nutrition regimens, transitional feeding, and adaptive feeding devices.
MNT 1.8 Conduct nutrition counseling and education for patients/clients with complicated health conditions, e.g., those with renal disease, multi-system organ failure, and trauma.
Capstone Certificate in Clinical Nutrition – Dietetic Internship
Summer – Spring Schedule

**Summer Session**
8 week Summer Session begins in June

*Courses*
NS 651: Advanced Clinical Nutrition – Pediatrics (3 cr.) *ONLINE*
NS 652: Advanced Nutrition Counseling and Education (3 cr.) *ONLINE*

**Fall Session**
19.5 week Fall Session begins in August
*Course*
NS 670: Nutrition and Dietetics Practicum I (3 cr.) *AT UW HEALTH*

15 week Fall Session begins in September
*Course*
NS 650: Advanced Clinical Nutrition – Critical Care and Nutrition Support (3 cr.) *ONLINE*

**Spring Session**
19.5 week Spring Session begins in January
*Course*
NS 671: Nutrition and Dietetics Practicum II (3 cr.) *AT UW HEALTH*

15 week Spring Session begins in January
*Course*
NS 653: Clinical Nutrition Research (3 cr.) *ONLINE*
<table>
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<td>MNT Renal</td>
<td></td>
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</table>
Dietetic Intern Evaluation Instructions

- There are 5 main types of evaluation:
  - Dietetic intern provides evaluation of the preceptor and rotation,
  - Preceptor provides evaluation of intern performance on the rotation rubric. This is provided to the intern and the program administrative support and/or the Dietetic Internship program manager.
  - Intern performs a self-evaluation
  - Intern performs a peer-evaluation
  - Intern provides a program evaluation

- Rotation rubrics should be provided to the preceptor during the first week of the rotation and submitted to the dietetic internship program manager or department support staff within one week of rotation completion. Rubrics are submitted for each rotation.

- The intern evaluation (of the preceptor and rotation) is accessible electronically and should also be completed on the last day of the rotation.

- Interns have the right to review all evaluations at any time. Evaluations are kept confidential.

- Self-evaluations and peer-evaluations are done throughout the program.

- Program evaluation is performed within the last month of the internship. Results are kept confidential and not analyzed until the intern completes the program.
Policies and Procedures

The goal of policies and procedures is to protect the rights of enrolled students. The policies are consistent with the current practices, policies and procedures of UW Health and UW-Madison.

<table>
<thead>
<tr>
<th>Associated ACEND Guideline</th>
<th>Policy Number</th>
<th>Policy Title</th>
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<tbody>
<tr>
<td>Guideline 17.1</td>
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<td>Preceptor Training and Evaluation</td>
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<td>Guideline 19.1</td>
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<td>UW Health Dietetic Internship Affiliated Agreement Process</td>
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<td>Policy Requirements for Supervised Practice Facilities</td>
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<td>Guideline 22.1d</td>
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<td>Probation/Suspension or Dismissal from the Dietetic Internship</td>
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<td>Policy Requirements for Withdrawal and refund of tuition and fees</td>
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<td>Program Expenses</td>
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<td>Guideline 23.1b</td>
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<td>Work Hours and Absence</td>
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<td>Policy Requirements for Scheduling and program calendar, including vacation and holidays</td>
<td>6.14</td>
<td>Program Completion Requirements</td>
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<tr>
<td>Guideline 23.1c</td>
<td>6.12</td>
<td>Dietetic Intern Student Records</td>
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<tr>
<td>Policy Requirements for Protection of privacy of student information and Access to personal files</td>
<td>6.13</td>
<td>Dietetic Internship Privacy Policy</td>
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<td>Guideline 23.1d</td>
<td>9.27</td>
<td>UW Health Administrative Policy: Harassment Free Workplace</td>
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<td>Guideline 23.1d</td>
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<td>Policy Requirements for Protection of privacy of student information and Access to personal files</td>
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<td>Guideline 23.1e</td>
<td>9.15</td>
<td>UW Health Administrative Policy: Employee Assistance Program</td>
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<td>Policy Requirements for Access to student support services</td>
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<td>Guideline 23.2a Policy Requirements for Insurance requirements</td>
<td>6.07</td>
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<td>Guideline 23.2a Policy Requirements for Insurance requirements Guidelines 23.2c Injury or illness while in practice site</td>
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<td>Guideline 23.2b Policy Requirements for Liability for safety in travel</td>
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<td>Car Insurance Requirement for Dietetic Interns and Guidelines for Travel</td>
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<td>Guideline 23.2d Policy Requirements for Drug testing and criminal background checks</td>
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<td>Guideline 23.2d Policy Requirements for Drug testing and criminal background checks</td>
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<td>Guideline 23.2e Policy Requirements for Using interns to replace employees</td>
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<td>Guideline 23.2f Policy Requirements for Filing and handling of intern complaints</td>
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<td>Guideline 23.2f Policy Requirements for Filing and handling of intern complaints</td>
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<td>UW HEALTH Administrative Policy: Formal Complaint and Appeal Process: Non-Represented UW HEALTH Authority Regular Employees</td>
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<td>Guideline 23.2f Policy Requirements for Filing and handling of intern complaints</td>
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<td>Grievance and Complaint Procedure</td>
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<td>Guideline 23.2g Policy Requirements for Prior learning or competence</td>
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<td>Guideline 23.2h Policy Requirements for Formal assessment of student learning</td>
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<td>Guideline 23.2h Policy Requirements for Formal assessment of student learning</td>
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<td>Rotations, Supervised Practice and Educational Resources</td>
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<td>Guideline 23.2j</td>
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<td>Adherence to Policies and Procedures</td>
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<td>Policy Requirements for Disciplinary and termination procedures</td>
<td>6.06</td>
<td>Discipline: Probation, Suspension, Termination</td>
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<td>Guideline 23.2k</td>
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<td>Program Completion Requirements</td>
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<td>Policy Requirements for Graduation requirements and maximum time allowed</td>
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<td>Guideline 23.2l</td>
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<td>Verification statement procedures</td>
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6.01 Dietetic Internship Program Applications

Effective Date: 7/05  Date Revised or Reviewed: 7/2016

I. PURPOSE

To establish the application requirements for the dietetic internship at the UW Health in coordination with the UW-Madison Capstone Certificate in Clinical Nutrition – Dietetic Internship.

II. POLICY

A. Each applicant must meet the Academy of Nutrition and Dietetics academic requirements for acceptance to a dietetic internship program which includes completion of a 4-year baccalaureate degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics) from an accredited college or university.

B. Each applicant must complete the application process to the Dietetic Internship Centralized Application Services, DICAS, https://portal.dicas.org/, with associated fee(s), by the Spring cycle due date (usually February 15).

C. Each applicant must also apply for computer matching and pay the associated fee. Students register and submit all the internship programs they plan to apply to D&D Digital Systems: http://www.dnddigital.com/, by the Spring cycle due date (usually February 15).

D. Each applicant must complete the online application to the Capstone Certificate in Clinical Nutrition – Dietetic Internship, through the Division of Continuing Studies at: http://www.dcs.wisc.edu/info/univspec.htm, by the Spring cycle due date (usually February 15). The UW-Madison Department of Nutrition Sciences Capstone Certificate Committee will review all applications and will submit a list of acceptable students to the UW HEALTH Dietetic Internship Program Manager. The Dietetic Internship Program Manager is a member of this committee.

E. The Dietetic Internship Program Manager and the UW HEALTH Dietetic Internship Admissions Committee will review all applications received through DICAS. The DNS Certificate Program Director will be a member of this admissions committee. Completed applications will be used to assess candidates based on scholastic achievement, writing ability, work experience, professional activity, leadership ability and character development and strengths. No applicant shall be discriminated against due to age, sex, religion, race, handicap or national origin.

F. Acceptable applicants will be ranked and sent to D&D Digital. The student's name must be ranked on the list of acceptable candidates by both admissions committees, or they will not be ranked for an internship match.

G. The UW HEALTH Dietetic Internship Manager will be notified of applicants matched to the program (usually April 1) and will notify the DNS Certificate Program Director.

H. The list of the students admitted to the Capstone Certificate in Clinical Nutrition will be conveyed to the Division of Continuing Studies by the Certificate Program Director.

I. Following Applicant Notification Day (matching day, usually April 1) and the Applicant Appointment Day (usually April 5 - the day which interns must accept or decline their match), 12 students will be invited to complete an application for the UW HEALTH Dietetic Intern position made available online through the UW HEALTH Human Resources Recruitment to prepare for the onboarding process for supervised practice at UW HEALTH.

J. In the event that the dietetic internship is unable to obtain 12 qualified applicants during the first round selection, the UW HEALTH Dietetic Internship Program will participate in a second round selection. Those positions not filled during first round match will be selected from applications and interviews that were reviewed by the program with the first round match. The Dietetic Internship Program Manager will reach out directly to any unmatched students who have previously applied to the program during the first round to begin the second round selection. New applications to the program from students who have not
previously applied to the UW-Hospital and Clinics Dietetic Internship Program will be taken through DICAS if the program does not fill from first round applications. All application requirements apply to second round applicants.

III. REFERENCES

Academy of Nutrition and Dietetics: ACEND Accreditation Standards for Dietitian Education Programs

V. COORDINATION

UW HEALTH Dietetic Internship Program Manager
UW-Madison Certificate Program Director
UW HEALTH Dietetic Internship Admissions Committee
UW-Madison Department of Nutrition Sciences Capstone Certificate Committee

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

IGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.02 Work Hours and Absence Policy

I. PURPOSE

To establish policies regarding sick leave, holidays, and vacation time for dietetic interns.
To establish the supervised practice hours requirements.

II. POLICY

A. Work Hours
   a. The supervised practice component consists of 32 hours/week of supervised practice experiences at UW HEALTH and program affiliated sites.
   b. Interns and preceptors jointly configure the schedule which is typically four days of at least 8-hours each day scheduled Monday through Friday.
   c. Students must be able to accommodate morning to evening shifts within the work day.
   d. Preceptors may request but not mandate weekend participation. Nutrition services are provided in most facilities every day of the year. Preceptors working weekends may request that the intern follow their schedule. Special outreach events during evenings or weekends may be accommodated by shifts in hours to other work days, but not other rotations. If an intern cannot accommodate special requests, he/she will be expected in rotation to achieve the 32 hours/week.
   e. The program is accredited for 32 hours/week for 39 weeks providing 1248 hours of supervised practice.
   f. Students and managers will adhere to UW HEALTH limitations on work hours according to UW HEALTH Administrative Policy 9.81 Scheduling of Work.

B. Absence
   a. If one day of work is missed due to illness or family emergency, the intern is to:
      i. Contact the preceptor to whom they are assigned, to discuss the need for the absence and determine how and when work will be made up.
      ii. The intern should log the hours in rotation accordingly.
   b. If more than one day of work is missed due to illness or family emergency, the intern is to:
      i. Contact the preceptor to whom they are assigned, to discuss the need for the absence and determine how and when the work will be made up.
      ii. Contact the internship program manager or administrative staff by phone or email notifying them of the reason for absence and of the arrangements for the work to be made up.
      iii. The intern should log the hours in rotation accordingly.
      iv. Interns who experience illness or family emergency that requires a week or multiple weeks of absence from the internship will be given the opportunity to complete the internship. The time and location of the experience will be determined by the program manager and will be based on the number of weeks the intern completed in the internship and the availability of internship sites. Arrangements may require an extended internship, but this may not exceed 150% of the internship experience (a total duration of less than 59 weeks start to finish).
      v. With consensus from the DI advisory council, achieved via a majority vote, an intern may be eligible to achieve less than the 1248 supervised practice hours, but more than the required 1200 hours.

C. Leave of Absence
   a. In the event that a student needs to take a leave of absence during the course of the 10-month program, to the extent that it prohibits them from participating in supervised practice experiences for a period of prolonged time: 30-day minimum, the student needs to request, in writing a leave of absence.
   b. In the case of pregnancy and maternity leave, students have the option to declare their pregnancy in writing to the Program Director. Without written notification, the student is not considered pregnant or on maternity leave.
If delivery occurs during the program, all course work and clinical time must be completed before the student is eligible for graduation. The School cannot guarantee normal program completion time if a pregnancy occurs during training.

c. Leave of absence requests will be granted on a case by case basis. Supervised practice hours that are missed will be determined by the program management team.

d. Based on the leave of absence request, the student may be dropped from the program with eligibility to be readmitted in proper academic and clinical sequencing in the following year. The student’s readmission and date of program completion will be determined by the UW Health Dietetic Internship program management team.

D. Holidays

a. No vacation time is earned or accrued.
b. Interns break during Christmas and New Year’s Holidays.
c. Holidays observed during NS 670: Nutrition and Dietetics Practicum I and NS 671: Nutrition and Dietetics Practicum II, during the UW HEALTH Dietetic Internship (Fall and Spring semesters):
   • Labor Day – Falls on Monday – Internship not in session
   • Thanksgiving Day (Thursday) - If taken as a vacation day the hours are to be made up on the previous or following Monday within the rotation. Interns are not expected to work Thanksgiving Day.
   • Christmas Eve Day – Internship not in session
   • Christmas Day – Internship not in session
   • New Year’s Eve Day – Internship not in session
   • Martin Luther King Jr’s Birthday – Falls on Monday – Internship not in session

E. Outside work opportunities

a. Intern employment during the internship is discouraged due to the required 32-hour per week needed to fulfill the program requirements. Students must be able to accommodate morning to evening shifts within the work day.
b. If employment is necessary, it should be arranged in such a way as to not interfere with the internship supervised practice requirements.
c. No internship experience (supervised hours, grades or credit) will be granted for employment

F. Inclement Weather

a. Interns are expected to work their scheduled shifts during periods of inclement weather.
b. If, after making a good faith effort to report to work, an intern cannot do so because of road closures, hazardous driving conditions and/or the discontinuance of public transportation, the interns rotation time will be allowed for makeup time. See also UW HEALTH Administrative Policy 9.45: Inclement Weather.

III. REFERENCES

UW HEALTH Administrative Policy 9.81 Scheduling of Work
UW HEALTH Administrative Policy 9.45: Inclement Weather

IV. COORDINATION

UW HEALTH Dietetic Internship Program Manager
UW Health Dietetic Internship Advisory Council

WRITTEN BY:
Cassie Vanderwall, MS, RD, CD, CDE, CPT
UW HEALTH Manager, Dietetic Internship Program

SIGNED BY:
Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.03 Assessment of Intern Learning and Performance

I. PURPOSE

Competence of the dietetic intern will be determined at intervals throughout the dietetic internship. At the completion of each rotation, the intern is assessed by the preceptor and a rubric and point system is used to assign a grade that reflects the intern’s achievement. Student progress will be tracked in the Degree Audit Reporting System (DARS), which is part of UW–Madison’s commitment to academic advising. This process provides assurance to the intern, preceptor and program managers that the multi-level competencies are being met.

II. POLICY

A. All interns will have access to the unit competencies to review the objectives, learning experiences, competencies and curriculum plan of each unit before beginning experiences in scheduled rotations.

B. Learning modules and corresponding rubrics will be accessed electronically by interns in preparation for the rotation. Rubrics provide the scoring elements and a listing of competencies achieved.

C. During rotations preceptors verbally discuss progress and provide feedback.

D. By the last day of the rotation, the rubric is scored and shared with the student and provided to the program manager.

E. The supervised practice component consists of 32 hours/week of supervised practice experiences at UW HEALTH and their affiliated sites.

F. Interns also complete special projects with assessment by presentation or written paper and graded by use of a rubric which can be accessed by the student. These include: a case study, a quality improvement project, and an oral exam that includes presentation of an e-portfolio and a performance assessment. Preceptors share graded rubrics with the student and the program manager.

G. As rubrics are completed, the scores are uploaded to the UW-Madison grading system by the program manager or appointed program support staff.

H. Rubric scores become part of the intern's record.

I. Concerns or discrepancies should be discussed initially with the program manager. The program manager will work with the preceptor and student together and/or separately to address the concern. Each student is also assigned to an Academic Advisor at UW-Madison Nutrition Sciences. Student progress will be tracked in the Degree Audit Reporting System (DARS), which is part of UW–Madison’s commitment to academic advising. Advising will be available by phone, email, Skype, or other similar technology throughout the Capstone Certificate in Clinical Nutrition.

J. Any discussion regarding scores must take place within one week of the availability of the score. A minimum score of 80% is required for successful completion of each rotation. If less than 80% is received, the preceptor must provide an opportunity to redo the related competency within the timing of the current rotation or within the following two weeks. Failure to successfully complete the final rotation in the program may result in program extension.

K. If an 80% is not achieved with a second attempt, the intern works with the program manager using the intern coaching form to establish a plan of action for one last attempt to pass the rotation. Failure to achieve a competency over the duration of the internship will fail to achieve the DI verification form. Grades will be available for continued completion of the Graduate Capstone in Clinical Nutrition without the Dietetic Internship verification form.

L. Grading is as follows:
Percentage based on earned to total points | Grade
--- | ---
90-100% | A
85-89.9% | AB
80-84.9% | B
75-79.9% | BC
70-74.9% | C
60-69.9% | D
0-59.9% | F

M. Standards for good academic standing in the program are as follows:
- Students must earn ≥ 3.00 GPA and an ≥ 80% on all rotations within NS 670 and NS 671 to receive DI verification statement and become eligible for the RD examination offered by the Commission on Dietetic Registration.
- No program courses (NS 650, 651, 652, 653, 670, 671) with grades less than C will be accepted for the Capstone Certificate in Clinical Nutrition program completion.
- Students receiving an incomplete (I) grade are allowed the subsequent semester of enrollment to complete the course work.

III. REFERENCES

UW HEALTH Dietetic Internship Learning Modules
UW HEALTH Learning Modules and Project Rubrics

IV. FORMS USED

UW HEALTH Dietetic Internship Rotation Rubrics
Intern Coaching Form

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.04 Adherence to Policy and Procedures

I. PURPOSE

Interns are expected to follow all policies and procedures to the UW HEALTH, UW-Madison and those of the affiliation sites. Unprofessional behavior can be interpreted as lack of interest and reflects poorly on the organizations and the profession of dietetics.

II. POLICY

The UW HEALTH Dietetic Interns will adhere to UW-Madison and UW HEALTH Dietetic Internship and UW HEALTH Administrative Policies and Procedures. Interns will adhere to all host site policies while at affiliated rotation sites.

III. PROCEDURE

A. Dietetic interns receive a copy of the UW Health Dietetic Internship Handbook at the start of their internship.
B. The UW HEALTH Handbook is reviewed at UW HEALTH New Employee Orientation and is available on the UW HEALTH Intranet.
C. The UW-Madison policies are available online at www.wisc.edu.
D. Policies are reviewed with the interns during program orientation and referenced as questions arise.
E. Preceptors associated with affiliation agreements will provide the intern with site-specific policies that need to be adhered to while at the rotation site during the beginning of their rotation.
F. Interns’ adherence to policies and procedures will be monitored by the Dietetic Internship program manager and program preceptors.
G. Failure to adhere to UW HEALTH, UW HEALTH Dietetic Internship or UW-Madison policy and procedures may result in discipline including performance improvement plans, suspension, probation, dismissal or termination from the Dietetic Internship Program.

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.05 Graduate course Requirement for Dietetic Internship

I. PURPOSE

To establish guidelines for selection and recommendation of graduate level nutrition-related course work for students accepted into the UW HEALTH Dietetic Internship Program.

II. POLICY

In alignment with the program goals to encourage the development and preparation of strong leaders in dietetics and to encourage the achievement of an advanced degree by graduates, the UW Hospital and Clinics Dietetic Internship requires the completion of a graduate class taken for credit. This requirement is waived for interns who possess a Master's or Doctorate degree, as shown on official transcripts prior to the start date of the internship.

III. PROCEDURE

A. Graduate study will be through an online UW-Madison Nutritional Sciences 3 credit course. Class options will vary depending on time of enrollment, but would be one of the following: Critical Care and Nutrition Support, Advanced Clinical Nutrition, Advanced Nutrition Education and Counseling, or Clinical Nutrition Research.

B. Tuition is to be paid by the intern at the time of enrollment to UW-Madison. The graduate tuition for a 3-credit course is anticipated at about $1,800-2,100 (resident status).

C. The intern must successfully complete (defined as earning a "C" or above) the coursework within the 48-week program length.

D. The intern must provide the Internship Director with proof of course completion (e.g., transcript).

IV. COORDINATION

Dietetic Interns
Dietetic Internship Program Manager
UW-Madison Nutritional Sciences

SIGNED BY:

Cassie Vanderwall, MS, RD, CDE, CD, CPT
DIETETIC INTERNSHIP PROGRAM MANAGER

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.06 Discipline: Probation, Suspension, Termination

Effective Date: 7/05 Date Revised or Reviewed: 7/2016

I. PURPOSE

Discipline (probation, suspension, termination) will be instituted when conditions indicate non-compliance with program and institutional policy, state employment laws and regulations, unsuccessful program rotation performance as documented on program rubrics, an inability to perform as an entry-level of a dietitian, failing to complete program requirements, and/or misrepresentation of applicant qualification.

II. POLICY

A. Students must comply with policies and work rules of the UW HEALTH, the Department of Clinical Nutrition Services and the Dietetic Internship Program, the UW-Madison, affiliation sites, as well as the employment laws and regulations of the State of Wisconsin.

B. Possible reasons for discipline including the termination of a Dietetic Internship experience may include, but are not limited to, the following:
   1. Interns found to have misrepresented applicant qualifications will be disciplined. Interns will be suspended until the qualifications are fulfilled. Inability to meet requirements within 30 days is grounds for program dismissal.
   2. Students who fail to achieve program requirements, such as
      - Interns who fail to show progress or achievement of rotation competencies after attempts of remediation are at risk for termination.
      - Interns who fall out of academic good standing.
      - Interns with incomplete competencies or unsatisfactory or unacceptable ratings on internship assignments, projects, and tests.
      - Interns who fail to achieve the required supervised practice hours (i.e., interns with excessive/blatant absenteeism or excessive tardiness to rotation sites greater than 15 minutes).
   3. Inability to perform effectively after a probation period.
   4. Violation or non-compliance of UW HEALTH’s, UW-Madison or affiliation site's policies or procedures.
   5. Disparagement of UW HEALTH (or its management or employees).
   6. Failure to comply with HIPAA policies including misuse of social media.

C. Student non-compliance to any of the above will initiate an investigation and appropriate action by the Dietetic Internship program manager and the Director of Clinical Nutrition Services, UW HEALTH Human Resources and the UW-Madison Certificate Program Manager.

D. Students have the right to appeal suspension/dismissal form the program. See UW HEALTH Administrative Policy 9.54.

E. Fee and/or tuition reimbursement would be as determined by UW-Madison Office of Student Financial Aid, Withdrawals: Refunds and Repayment http://www.finaid.wisc.edu/261.htm and the Student Academic Misconduct Policy and Procedures available at https://students.wisc.edu/student-conduct/academic-integrity/
III. PROCEDURES

A. Compliance with the policies and procedures, work rules, and applicant qualifications.
   1. Students will be informed of policies and work rules of UW HEALTH, the Department of Clinical Nutrition Services and the Dietetic Internship Program, as well as the employment laws and regulations of the State of Wisconsin during orientation week.
   2. Each student is provided with the Dietetic Internship Program Intern Handbook for individual review and ongoing reference. Policies are also available through the hospital intranet and online at www.wisc.edu.
   3. Violation of the policies and work rules will be identified and reported to the Dietetic Internship program manager.
   4. The Dietetic Internship program manager shall investigate the reported violation which will include interviewing the student and witnesses. The student will be informed of these findings.
   5. The Dietetic Internship program manager, with consultation with the Director of Culinary and Clinical Nutrition and UW HEALTH Compliance and Human Resources, Employee and Labor Relations, will determine to retain by plan of corrective action, suspend or dismiss the student. Following the UW HEALTH Administrative Policy: Work Rules: UW HEALTH Authority (Policy 9.04).

B. Academic standards and performance standards
   1. If upon review of learning assessments, the preceptor determines that the intern is failing to meet performance criteria, the following guides the process:
   2. The preceptor conveys the student using the rubric tool competencies or performance that is inadequate. A minimum score of 80% is required for successful completion of each rotation. If less than 80% is received, the preceptor must provide an opportunity to redo the related competency within the timing of the current rotation or within the following two weeks. Failure to successfully complete the final rotation in the program may result in program extension.
   3. Any discussion regarding scores must take place within one week of the availability of the score.
   4. If an 80% is not achieved with a second attempt, the intern works with the program manager using the intern coaching form to establish a plan of action for the last attempt to pass the rotation.
   5. Failure to achieve a competency over the duration of the internship will fail to earn the DI verification form. Grades will be available for continued completion of the Graduate Capstone in Clinical Nutrition without the Dietetic Internship verification form.
   6. Grading is as follows:

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<tr>
<th>Percentage based on earned to total points</th>
<th>Grade</th>
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<td>90-100%</td>
<td>A</td>
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<tr>
<td>85-89.9%</td>
<td>AB</td>
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<td>80-84.9%</td>
<td>B</td>
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<tr>
<td>75-79.9%</td>
<td>BC</td>
</tr>
<tr>
<td>70-74.9%</td>
<td>C</td>
</tr>
<tr>
<td>60-69.9%</td>
<td>D</td>
</tr>
<tr>
<td>0-59.9%</td>
<td>F</td>
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   7. Standards for good academic standing in the program are as follows:
      - Students must earn ≥ 3.00 GPA and an ≥ 80% on all rotations within NS 670 and NS 671 to receive DI verification statement and become eligible for the RD examination offered by the Commission on Dietetic Registration.
      - No program courses (NS 650, 651, 652, 653, 670, 671) with grades less than C will be accepted for the Capstone Certificate in Clinical Nutrition program completion.
      - Students receiving an incomplete (I) grade are allowed the subsequent semester of enrollment to complete the course work.
VI. COORDINATION

Dietetic Internship Program Manager
Director of Culinary and Clinical Nutrition Services
UW HEALTH Compliance
UW HEALTH Human Resources Employee and Labor Relations
UW Hospital and Clinics Administration

III. REFERENCES

UW Health Policies and Procedures
Dietetic Internship Policies and Procedures
UW HEALTH Dietetic Internship Handbook
UW HEALTH Employee Handbook
UW HEALTH Administrative Policy 9.04 Work Rules: UW HEALTH Authority
UW HEALTH Administrative Policy 9.54 Formal Appeal Process
UW-Madison Student Academic Misconduct Policy and Procedures
UW-Madison Office of Student Financial Aid, Withdrawals: Refunds and Repayment

IV. FORMS USED

Learning Module and Project Rubrics
Intern Coaching Form
Program Application Materials

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.07 Admission Requirements

Effective Date: 4/13  Date Revised or Reviewed: 7/2016

I. PURPOSE
To specify admission requirements for interns.

II. POLICY
Dietetic Interns must meet the following admission requirements before they will be formally admitted to the program.

III. PROCEDURE
A. Students admitted to the Capstone Certificate Program in Clinical Nutrition will be enrolled as University Special students. Students will complete the online application through the Division of Continuing Studies at: http://www.dcs.wisc.edu/info/univspec.htm.

B. Applicants will submit the application materials listed below to the Department of Nutritional Sciences:
   a. One complete set of official transcripts. This should be from all institutions attended, including UW-Madison. Bachelor’s degree must be posted on the transcript.
   c. Resume of Curriculum vitae

C. Admission criteria for admission to the Capstone Certificate in Clinical Nutrition – Dietetic Internship:
   a. To apply to the Dietetic Internship, individuals must complete at least a bachelor’s degree and ACEND-accredited coursework requirements (Didactic Program in Dietetics) from an accredited college or university.
   b. Minimum cumulative GPA ≥ 2.8 (on a 4.0 scale)
   c. The individual must have taken the GREs, the graduate record examinations.
   d. UW HEALTH uses the national online Dietetic Internship Computerized Application System, DICAS. An application is submitted through DICAS at https://portal.dicas.org, and are due February 15th for the spring match process. UW HEALTH accepts applications for the Spring match only.
   e. As part of the centralized process, minimally, the following is submitted:
      i. A Verification Statement for an ACEND-accredited DPD program within the last three years.
      ii. A personal statement.
      iii. Three references.

D. All dietetic internship applicants must participate in computer matching. To do this, students register and submit all the internship programs they plan to apply to D&D Digital Systems, http://www.dnddigital.com by February 15 for the spring match. D&D charges students a fee for the computer matching process.

E. Matched interns must apply for a dietetic intern position through the UW HEALTH Human Resource Recruitment Department. Dietetic interns must meet the following requirements before they will be formally admitted to the program:
   a. Applicant must be either a citizen of the United States or be able to maintain work authorization throughout the internship while at UW HEALTH. The UW HEALTH does not offer visa sponsorship to candidates for the Dietetic Internship program.
   b. Interns must meet UW Hospital and Clinics employment requirements, the Joint Commission, and off-site, agreement-facility requirements, including:
   c. Physical Examination (UW HEALTH Employee Health Services) to include:
      i. Proof of negative tuberculin test (two-step PPD) within 3 months of admission
      ii. Proof of titers (blood tests) showing immunity to Measles, Mumps, Varicella, and Rubella
      iii. Tetanus vaccination within the last 10 years
      iv. Evidence of Hepatitis B vaccination or signed waiver to decline. Hepatitis B titer may be required from hospital practice site.
      v. Drug urine screening
   d. Background investigation upon acceptance into the program
   e. Health insurance
i. Interns are responsible for securing their own health insurance. Proof of health insurance is required prior to the program start. Health Insurance is available to all UW-Madison students.

f. Finger printing may be required, as requested by affiliation rotation sites.

F. All fees associated with the application process are the responsibility of the individual applying to the program.

IV. REFERENCES

Academy of Nutrition and Dietetics
Accreditation Council for Education in Nutrition and Dietetics
UW-Madison Department of Continuing Studies

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.08 Assessment of Prior Learning

I. PURPOSE

To inform interns that the internship does not reduce supervised practice hours for prior learning experiences.

II. POLICY

The internship program hours are not reduced for those interns who have had prior learning experiences.

A. Prior work experience will not be assessed or credited toward the program requirements.
B. Concurrent paid work experiences within the internship will not be assessed or credited toward the program requirements.
C. Dietetic interns having prior graduate courses will not be assessed or credited toward meeting the requirements of the Capstone Certificate in Clinical Nutrition – Dietetic Internship.

IV. REFERENCES

6.14 Requirements for Program Completion and Verification of the Dietetic Internship

WRITTEN BY:

Karen Kritsch, PhD, RD  
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP  
VP DEV, NURSING & PT CARE SVCS
6.09 UW Health Dietetic Internship Grievance and Complaint Process

I. PURPOSE

To provide a process to resolve problems or concerns when interns feel they have been treated unfairly.

To protect both the intern’s and UW Health’s interests and rights.

II. POLICY

A mechanism exists for interns, preceptors and staff to report grievances.

III. FORMS

Department Grievance and Complaint Form

ACEND Complaint Request Form

IV. PROCEDURES

A. Interns are notified of the Grievance Procedure during the internship program orientation.

B. It is the sole responsibility of the intern to pursue all steps of the grievance procedure.

C. No intern will be reprimanded, harassed or punished for initiating a grievance.

D. Before initiating the formal, written grievance, interns use an informal, verbal process which is initiated within three business days of the occurrence of the problem.

E. The informal verbal procedure used in resolving grievances is as follows:

F. The intern speaks to the parties involved.

G. If there is no resolution, the intern speaks next to the Dietetic Internship Program Manager.

H. In the event that the grievance is in regard to the Program Manager, the intern speaks to the Director of Clinical Nutrition Services.

I. If by 10 days after initiation of the informal grievance resolution has not occurred, the formal written grievance is initiated, following the UW HEALTH Administrative Policy 9.54 Formal Complaint and Appeal Process: Non-Represented UW HEALTH Authority Regular Employees.

J. In the event an unresolved grievance is related to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accreditation standards, the intern may submit a complaint to ACEND. The intern must have first exhausted all options with the program and institution prior to submitting the complaint to ACEND. The procedure for complaints against an accredited program can be found at: http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390.

V. REFERENCES

Hospital Administrative Policy 9.54-Formal Appeal Process

VI. COORDINATION

WRITTEN BY:

Cassandra Vanderwall, MS, RD, CD, CDE, CPT
Program Manager, UW HEALTH Dietetic Internship Program
UW HEALTH DIETETIC INTERNSHIP PROGRAM: INTERN HANDBOOK
SIGNED BY:

Megan Waltz
Director, Culinary and Clinical Nutrition Services
6.11 Worker’s Compensation and Liability

I. PURPOSE

To provide a description of the professional liability coverage provided by the UW Health (UW HEALTH) and by the University of Wisconsin (UW)-Madison.

II. POLICY

A. Students are not covered by the worker's compensation program.
B. Interns are responsible for securing and maintaining health insurance. Proof of health insurance is required prior to the start of the dietetic internship.
C. Dietetic interns, working within the role of the program, are covered by the State of Wisconsin Self-Funded Liability Program while acting within the scope of their duties.

III. PROCEDURE

If an employee sustains a work-related injury during Employee Health Services (EHS) business hours (7:00 a.m. - 4:30 p.m. M-F) and needs medical attention, he or she should report to EHS. At other times or in an emergency, the employee should report to the UW HEALTH Emergency Department (ED).

IV. REFERENCES

Liability Protection for Health Professionals UW Health Authority and the University of Wisconsin-Madison

V. COORDINATION

UW HEALTH Risk Management

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.12 Student Records and Privacy

I. PURPOSE

It is the policy of the UW HEALTH Dietetic Internship to provide access to the intern personal files for review and that confidentiality of personal files be maintained.

II. POLICY

It is the policy of the dietetic internship to maintain confidential personal records on every intern. These records, located physically in the Dietetic Internship program manager’s office, or secured electronically with UW-Madison or UW HEALTH information systems, are private and are to be treated as confidential.

The dietetic internship will use only ethical and lawful means to gather information directly from an applicant or intern, and recognizes its responsibility to provide adequate safeguards to maintain confidentiality.

Confidentiality of interns’ records refers to the collection, use, access, dissemination and retention of information maintained in the personal records.

III. PROCEDURES

A. The following information shall be maintained in files separate from the personnel files of UW HEALTH Human Resources in a secure location.

<table>
<thead>
<tr>
<th>Document</th>
<th>Timeline</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>DI Verification Form</td>
<td>permanent</td>
<td>Hard copy until scanned electronically</td>
</tr>
<tr>
<td>RDE Miss-Use Form</td>
<td>permanent</td>
<td>Hard copy until scanned electronically</td>
</tr>
<tr>
<td>Registration Eligibility Application</td>
<td>One-year beyond registration eligibility application</td>
<td>Hard copy until scanned electronically</td>
</tr>
<tr>
<td>DPD Verification Statement</td>
<td>One-year beyond registration eligibility application</td>
<td>Hard copy</td>
</tr>
<tr>
<td>Official Final Transcript(s)</td>
<td>One-year beyond registration eligibility application</td>
<td>Hard copy</td>
</tr>
<tr>
<td>Transcript Release Form</td>
<td>Minimally, 4-weeks after class submission to CDR</td>
<td>Hard copy</td>
</tr>
<tr>
<td>Learning Module Rubrics; student projects; resumes</td>
<td>5-years for site reviewer examination</td>
<td>Hard copy or electronic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades are recorded into the UW-Madison</td>
</tr>
</tbody>
</table>

B. The information collected and maintained in the personal record will be
   i. Used with discretion and in accordance with this policy.
   ii. Limited to that use which is necessary for routine business practices
   iii. Used as required by law.
IV. COORDINATION
UW HEALTH Dietetic Internship Program Manager
UW-Madison Certificate Program Manager

V. REFERENCES
UW-Madison University Relations: Policy on Use of University Information Technology Resources
UW HEALTH 9.64 Maintenance of Employee Personnel Records

WRITTEN BY:
Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:
Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.13 Dietetic Internship Privacy Policy

Effective Date: 7/05
Date Revised or Reviewed: 7/2016

I. PURPOSE
To provide dietetic interns at UW Health the right of privacy concerning their educational records and their right to withhold disclosure of categories of directory information routinely released to the public.

II. POLICY
Students are covered by the UW HEALTH Policy 9.27 Equal Employment Opportunity.

It is the policy of UW HEALTH to maintain confidential personal records on every intern. These records, located in the Internship Director’s office, are private and are to be treated as confidential.

The UW HEALTH Dietetic Internship will use only ethical and lawful means to gather information directly from an applicant or intern, and recognizes its responsibility to provide adequate safeguards to maintain confidentiality.

Confidentiality of intern records refers to the collection, use, access, dissemination, and retention of information maintained in the personal records.

III. PROCEDURE
A. During orientation, students will be informed of the location of the office where departmental student educational records are kept.
B. The information collected and maintained in the personal record will be:
   a. Used with discretion, in accordance with this policy.
   b. Limited to that use which is necessary for routine business practice.
   c. Used as required by law.
C. Personal records will be maintained with appropriate security.
D. A current or former intern’s right to privacy will be reasonably protected in all of the Distance Dietetic Internship’s dealings with other business and government organizations.

IV. COORDINATION
Dietetic Interns
Dietetic Internship Program Manager
UW-Madison Nutritional Sciences

SIGNED BY:

Cassandra Vanderwall, MS, RD, CDE, CPT
Program Manager, Dietetic Internship Program

Megan Waltz, MS, RD
Director, Culinary and Clinical Nutrition Services
Director, Dietetic Internship Program

Susan Rees, DNP, RN, CPHQ, CENP
VP Dec, Nursing and Patient Care Services
6.14 Program Completion Requirements

Effective Date: 7/05

Date Revised or Reviewed: 7/2016

I. PURPOSE

To specify graduation requirements and process towards program completion

II. POLICY

A. Dietetic interns will receive a Capstone Certificate in Clinical Nutrition when the courses (NS 650, 651, 652, 653, 670 and 671) are achieved with no grades less than C.

B. Grading is as follows:

<table>
<thead>
<tr>
<th>Percentage based on earned to total points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>85-89.9%</td>
<td>AB</td>
</tr>
<tr>
<td>80-84.9%</td>
<td>B</td>
</tr>
<tr>
<td>75-79.9%</td>
<td>BC</td>
</tr>
<tr>
<td>70-74.9%</td>
<td>C</td>
</tr>
<tr>
<td>60-69.9%</td>
<td>D</td>
</tr>
<tr>
<td>0-59.9%</td>
<td>F</td>
</tr>
</tbody>
</table>

C. A Dietetic Internship Verification will be provided when courses NS 670 and NS 671 are successfully completed with no grade less than B with achievement of a minimum of 1200 supervised practice hours. These courses are designed so students to demonstrate competence in the ACEND Dietetic Internship Competencies for Dietitian Education Programs. This is a requirement to maintain competence to become an entry-level dietitian.

D. Standards for good academic standing in the program are as follows:
   - Students must earn ≥ 3.00 GPA and an ≥ 80% on all rotations within NS 670 and NS 671 to receive DI verification statement and become eligible for the RD examination offered by the Commission on Dietetic Registration.
   - No program courses (NS 650, 651, 652, 653, 670, 671) with grades less than C will be accepted for the Capstone Certificate in Clinical Nutrition program completion.
   - Students receiving an incomplete (I) grade are allowed the subsequent semester of enrollment to complete the course work.

E. Opportunities exist to repeat unsuccessful rotation learning of competencies. Failure to achieve a competency or pass a rotation experience over the duration of the internship will fail to achieve the DI verification form. It is possible that grades of B or BC in NS 670 and/or NS 671 may contribute to completion of the Graduate Capstone in Clinical Nutrition, but without the Dietetic Internship verification form.

F. After the accredited dietetic internship program is completed (NS 670 and 671 ≥ 80%/B), along with the Capstone Certificate in Clinical Nutrition (NS 650, 651, 652, 653, 670, 671) with grades less than C, the Dietetic Internship program manager will sign the DI Verification Statement.

G. Once program requirements are met, the Dietetic Internship program manager will sign five (5) copies of the Dietetic Internship Verification Statement. This form is used to verify that all academic and supervised practice requirements are met for the Academy of Nutrition and Dietetics. The student will receive four (4) copies of the Dietetic Internship Verification Statement. The verification is necessary to take the Commission on Dietetic Registration Examination for Dietitians. The Dietetic Internship program manager will notify CDR when interns have completed all requirements for eligibility for the Registration
Examination. Upon notification from CDR, it will be the graduate’s responsibility to pay fees and make arrangements to take the exam.

H. Successful completion of an ACEND accredited dietetic internship program and successful testing at the Registered Dietitian exam by the Commission on Dietetic Registration completes the requirement to be a Registered Dietitian Nutritionist.

I. If circumstances extend the internship, this may not exceed 150% of the internship experience (a total duration of less than 59 weeks start to finish).

III. REFERENCES

ACEND Accreditation Standards for Dietitian Education Programs
UW-Madison Department of Nutritional Science Syllabi NS 670 and NS 671
6.03 Assessment of Intern Learning and Performance

IV. FORMS USED

Dietetic Internship Verification Statement from the Commission on Dietetic Registration

VI. COORDINATION

UW HEALTH Dietetic Internship Program Manager
UW-Madison Certificate Program Director

WRITTEN BY:

Cassie Vanderwall, MS, RD, CD, CDE, CPT
UW HEALTH Manager, Dietetic Internship Program

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.15 Liability Insurance Requirements

I. PURPOSE
To establish the liability insurance requirements for Dietetic Interns.

II. POLICY
Dietetics interns, working within the role of the program, are covered by the State of Wisconsin Self-Funded Liability Program while acting within the scope of their duties.

III. PROCEDURE
a. Follow procedures as outlined in reference, Liability Protection for Health Professionals at UW Hospital and Clinics.

IV. REFERENCES
Liability Protection for Health Professionals, UW Health Authority and the University of Wisconsin-Madison

UW Health Risk Management on U-Connect

V. COORDINATION
Dietetic Internship Program Manager
Clinical Nutrition Services Director
UW Health Risk Management

SIGNED BY:
Cassandra Vanderwall, MS, RD, CDE, CPT
Program Manager, Dietetic Internship Program

Megan Waltz, MS, RD
Director, Culinary and Clinical Nutrition Services
Director, Dietetic Internship Program

Susan Rees, DNP, RN, CPHQ, CENP
VP Dec, Nursing and Patient Care Services
I. PURPOSE
To enable interns to have access to support services providing personal and educational support in order to facilitate the learning process of the UW HEALTH Dietetic Internship program.

II. POLICY
Dietetic interns who also hold a special project appointment have access to the Employee Assistance Program (EAP). The EAP offers all employees, their family members, or significant others who live within their households confidential and professional counseling, legal advice, help with eldercare and childcare issues, financial counseling, or assistance with other family concerns. UW HEALTH encourages dietetic interns and family members who are experiencing problems to take advantage of the assessment counseling and referral services available on a voluntary basis through the EAP.

III. PROCEDURE
a. Assessment and Counseling: Unlimited 24-hour, toll-free telephone problem assessment and counseling, up to three (3) hours of scheduled face-to-face problem assessment and referral services are provided free of charge. The toll-free telephone number is 1-800-634-6433. Assessment includes sessions with a licensed counselor to help determine the nature of the situation and evaluate options. Individuals may then be referred to an appropriate outside resource for follow-up care that fits the identified need. Expenses incurred in follow-up diagnosis and treatments are the responsibility of the individual and may be covered by the individual’s health insurance plan. Problems that might be addressed to the EAP include:
   i. Balancing work and personal life
   ii. Stress, anxiety, depression
   iii. Conflicts with a spouse/significant other or other family member
   iv. Problems with alcohol and drug use
   v. Legal concerns (excluding employment and international laws)
   vi. Financial or budgeting difficulties
   vii. Parenting and child/elder care questions or concerns
   viii. Crisis situations at home or work
b. Financial Consultation: The EAP provides free financial counseling via telephone for a wide range of issues. The EAP counselor will assess the situation and provide immediate access or schedule a convenient telephone appointment with a certified consumer credit counselor. Financial issues may include:
   i. Setting up a budget
   ii. Credit report interpretation
   iii. Negotiation with creditors
   iv. Specialized financial counseling
   v. Advice on debt management and consolidation
c. Other services as delineated above.
d. Dietetic interns are not eligible for financial aid since this is a hospital based program.

IV. REFERENCES
UW HEALTH Administrative Policy 9.15 - Employee Assistance Program

V. COORDINATION
Dietetic Interns
Dietetic Internship Program Manager
Clinical Nutrition Services Director
Employee and Labor Relations

SIGNED BY:
Cassandra Vanderwall, MS, RD, CDE, CPT
Program Manager, Dietetic Internship Program
UW HEALTH DIETETIC INTERNSHIP PROGRAM: INTERN HANDBOOK

Megan Waltz, MS, RD  
Director, Culinary and Clinical Nutrition Services  
Director, Dietetic Internship Program

Susan Rees, DNP, RN, CPHQ, CENP  
VP Dec, Nursing and Patient Care Services
6.19 Guidelines for Travel

| Effective Date: 1/06 | Date Revised or Reviewed: 7/2016 |

I. PURPOSE

To inform interns of their responsibilities concerning transportation to ration sites and the procedures to follow during inclement weather or other emergency situations.

II. POLICY

Interns are responsible for their own transportation expense and safe travel to rotation sites. Dietetic Interns driving personal vehicles for work related activity must have motor vehicle liability insurance on the vehicle in accordance with the requirements by Wisconsin state law.

III. PROCEDURES

A. Dietetic Interns will obtain and maintain car insurance on their personal car that is used to travel between rotation sites.

B. Travel to and from rotation sites is at the cost of the intern.

V. COORDINATION

UW HEALTH Risk Management

WRITTEN BY:

Karen Kritsch, PhD, RD
UW HEALTH Clinical Nutrition Manager, Outpatient Operations and Dietetic Internship

SIGNED BY:

Susan Rees, DNP, RN, CPHQ, CENP
VP DEV, NURSING & PT CARE SVCS
6.21 Preceptor Evaluation

Effective Date: 4/13
Date Revised or Reviewed: 7/2016

I. PURPOSE

To guide the orientation, training and evaluation of UW HEALTH Dietetic Internship Program preceptors.
To inform preceptors of intern feedback through evaluation of staff and rotation experiences.

II. POLICY

Preceptor orientation will be on-going based on an employee's start date. Training will be held annually and additional training will be provided on an on-going basis. Preceptor evaluation will be incorporated into a preceptor's annual employee evaluation. Preceptors will also meet with program management following each program semester to discuss intern evaluations of individual preceptors and their designated rotations.

III. FORMS

Sample Preceptor Training Presentation, 2015
Qualtrics Survey: Intern Evaluation of Rotation and Preceptor

IV. PROCEDURE

A. New preceptors will be oriented and trained individually by the program management team, specifically the program manager or program director.
   a. Orientation will be on-going and will occur as part of the employee’s new employee orientation and onboarding experience.

B. Preceptor training will occur annually via a mandatory seminar.
   a. The seminar will include the Academy’s preceptor training points, but will be individualized to include information related to the present program.
   b. Training will include, but is not limited to content on program structure, ACEND competencies, ACEND accreditation, program outcomes, evaluation procedures, roles and responsibilities and resources for additional training.
   c. The annual training will be recorded for viewing at any point throughout the subsequent program year.

C. Preceptor evaluation data will be collected via surveys completed by individual interns following their rotation experiences with individual preceptors.
   a. Intern evaluations of preceptors will be kept in the program manager’s files, during the internship year, to assure intern confidentiality during all phases of the program.
   b. The program manager and/or program director will verbally provide feedback to the site and/or preceptors as program management deems necessary throughout the program year.
   c. Annually, the program manager or program director will complete a summation of the written and verbal feedback received from interns for preceptors. This written summation will be sent to the preceptor and their manager after the intern completes the internship program.

V. COORDINATION

UW HEALTH Dietetic Internship Preceptors
UW HEALTH Dietetic Internship Program Management

SIGNED BY:

Cassandra Vanderwall, MS RD CDE CD CPT
Program Manager, UW HEALTH Dietetic Internship Program
6.22 Program Expenses

I. PURPOSE
To enable the program applicants and accepted interns [intern] to budget and prepare for expenses incurred during the dietetic internship program

II. POLICY
Expenses for the UW HEALTH Dietetic Internship program will be clearly defined to the intern.

III. FORMS
UW HEALTH Dietetic Internship Program Budget

IV. PROCEDURE
A. Interns will be responsible for books, living expenses, and transportation during the internship program.
B. Interns will be able to purchase meals at an employee discount price when that site provides meal discounts to employees.
C. Approximate program expenses are as follows:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Application Fee (non-refundable)</td>
<td>None</td>
</tr>
<tr>
<td>UW-Madison Document Fee</td>
<td>$65</td>
</tr>
<tr>
<td>Program Fee</td>
<td>$14,400</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$300</td>
</tr>
<tr>
<td>Medical, car, and rental insurance</td>
<td>Variable</td>
</tr>
<tr>
<td>Professional Organization and Affiliate Membership fees AND Membership Required</td>
<td>Variable</td>
</tr>
<tr>
<td>Professional Meetings or workshops</td>
<td>$100-$200</td>
</tr>
<tr>
<td>Housing (per month)</td>
<td>Variable</td>
</tr>
<tr>
<td>Utilities, Phone, etc (per month)</td>
<td>Variable</td>
</tr>
<tr>
<td>Transportation (per month)</td>
<td>Variable</td>
</tr>
<tr>
<td>Computer, Printer, Internet Access</td>
<td>Variable</td>
</tr>
</tbody>
</table>

D. Should the intern choose to withdraw, tuition/program fees will not be refunded after 30 days in the program. Stipends will be forfeited.

V. COORDINATION
UW HEALTH Dietetic Internship Program Management

WRITTEN BY:
Cassandra Vanderwall, MS RD CDE CD CPT
Program Manager, UW HEALTH Dietetic Internship Program

SIGNED BY:
Megan Waltz
Director, Culinary and Clinical Nutrition Services
6.24 Patient and Employee Confidentiality

I. PURPOSE
To protect the confidential information of all patients/clients, and fellow employees.

II. POLICY
All interns in the UW HEALTH Dietetic Internship will consider the privacy and dignity of all patients/clients and fellow employees when performing their duties at the host site as well as all affiliate sites.

III. PROCEDURE
A. Interns are not to discuss any patient/client’s medical information in a public area, i.e., hallway, elevator, cafeteria.
B. Interns are to knock first on a patient/client closed door before entering.
C. Interns will sign a confidentiality statement for the host site and additional sites, as requested, to be retained in their file.
D. Interns adhere to UW HEALTH and facility policies governing the use and disclosure of confidential information, including the Health Insurance Portability and Accountability Act (“HIPAA”).
E. Interns will receive HIPAA training by UW Health and may receive training by the host site and/or additional sites. Certification of such training will be retained in their file.
F. Interns are to comply with UW HEALTH Administrative Policy 6.30: The Minimum Necessary Rule.

IV. REFERENCES
Hospital Administrative Policy 6.30: The Minimum Necessary Rule

V. COORDINATION
Dietetic Interns
Dietetic Internship Program Manager
Clinical Nutrition Services Director

SIGNED BY:

Cassandra Vanderwall, MS, RD, CDE, CPT
Program Manager, Dietetic Internship Program

Megan Waltz, MS, RD
Director, Culinary and Clinical Nutrition Services
Director, Dietetic Internship Program

Susan Rees, DNP, RN, CPHQ, CENP
VP Dec, Nursing and Patient Care Services
6.26 Rotations, Supervised Practice and Educational Resources

I. PURPOSE

To provide a foundation for individual evidence-based instruction, mentoring and role modeling and authentic learning within clinical, ambulatory, community and food service rotations.

To provide learning opportunities and resources to support professional development and skillset related to overall professionalism.

To support the intern’s learning progression throughout the Capstone Certificate in Clinical Nutrition – Dietetic Internship program.

To provide the intern with progressing supervised practice and professionalism training in a variety of roles and responsibilities of Registered Dietitians, culminating with supervised staff relief and management rotation.

II. POLICY

During clinical, food service management, and community rotations, interns will be assigned to qualified preceptors throughout the experience.

III. PROCEDURE

A. The dietetic internship schedule is formalized in the months preceding (June-July) the dietetic internship academic year which commences in August.
   a. The dietetic internship program manager addresses academic progression within the rotation schedule by providing each intern with rotations that function to orient students to the academic and clinical environments and procedures early in their experiences. These include rotations such as Clinical Skills and MNT for Chronic Disease. The program manager reserves more difficult rotations such as Critical Care and Supervised Staff Relief and Management rotations for later in the program.
   b. Rotations are divided into Ambulatory/Community experiences (NS 670) and Inpatient/Clinical experiences (NS 671). This is to facilitate ease of scheduling and travel for the intern.
   c. The dietetic internship program manager individualizes each schedule to the intern’s individualized preferences for ambulatory and community-based experiences.

B. Preceptors are assigned to interns and rotations based on their area of expertise, specialization and clinical or management responsibilities. If the preceptor is absent during the rotation, the intern will be assigned to another preceptor. Under the supervision of the primary preceptor, interns maybe assigned to work with hourly personnel and supervisors for their learning experiences.

C. The intern may attend management or hospital meetings and in-services at the discretion of the preceptor.

D. Interns receive professionalism training during new employee orientation and throughout the orientation week (first week of the program). Individual professional development is monitored throughout the program via three self-assessments related to professional behaviors. These are administered during orientation, at a mid-point during the academic year and during their last week of the program.

E. Interns may be assigned projects or tasks in addition to the rotation learning modules. These projects or assignments may be in addition to the curriculum or may be substituted for similar assignments in the curriculum with the approval of the Dietetic Internship program manager. Interns may be given projects outside of the assigned facility to support and advance their experience.

F. Interns may view procedures not included in the curriculum, by requesting permission through clinical preceptors.

G. Interns will perform the duties of a registered dietitian during their supervised staff relief and management experience. The intern will follow all the facility’s policies and procedures pertaining to the role and responsibilities of a registered dietitian. Interns do not replace employees.
H. Interns will receive verbal and written feedback from the preceptor on the appropriate rotation-specific grading rubric. The program management team closely monitors intern evaluation to ensure that the intern is progressing and remaining in good academic standing.

I. The Capstone Certificate in Clinical Nutrition professors and management team monitors student progression and outcomes related to their graduate coursework.

J. Interns are encouraged to utilize a variety of nutrition-related educational resources throughout the dietetic internship program:
   a. Interns may reference undergraduate textbooks related to their nutrition education, including management, medical nutrition therapy, and/or community nutrition for use throughout the internship.
   b. The UW HEALTH provides electronic access to the AND Nutrition Care Manuals.
   c. Interns are instructed on the availability of on-line scientific journals, evidence-based peer reviews, and databases through affiliation with the UW-Madison library system.

IV. COORDINATION

UW HEALTH Dietetic Internship Program Management
The Capstone Certificate in Clinical Nutrition Program Management Team

WRITTEN BY:
Cassandra Vanderwall, MS RD CDE CD CPT
Program Manager, UW HEALTH Dietetic Internship Program

SIGNED BY:
Megan Waltz
Director, Culinary and Clinical Nutrition Services
6.27 Affiliation Agreements for Supervised Practice Facilities

PURPOSE
The UW Health Dietetic Internship Program seeks and maintains affiliation agreements with preceptors and facilities within and surrounding Madison, WI. A standardized approach to this agreement process and policy documented the aforementioned procedure is required by the governing body of dietetic internships, the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

POLICY
The UW HEALTH Dietetic Internship Program will adhere to ACEND and UW Health Administrative policies and procedures for securing and maintaining affiliation agreements.

PROCEDURE
A. Affiliations with preceptors or sites are made after discussing the program’s mission, goals and objectives, ACEND core competencies and the concentration (MNT) competencies, proposed educational experiences and learning activities, and expectations of the rotations with nutrition personnel at the outside facility.
B. Upon agreement, affiliation agreements are drafted and finalized via the UW HEALTH legal services and confirmed by the outside facility.
C. All affiliation agreements are stored electronically on-site.
D. Resumes or CV’s for preceptors at affiliated sites must be obtained and kept on file.
E. The Program Manager and Advisory Committee will use feedback from the program assessment procedures, intern evaluations, and surveys from graduates and employers, as well as input from preceptors to monitor the rotation experience at the affiliated site.
F. The UW HEALTH DI program management team will assess affiliated sites annually to ensure that interns have a learning experience consistent with the program’s mission, goals, objectives and rotation’s competencies.

COORDINATION

WRITTEN BY:
Cassandra Vanderwall, MS RD CDE CD CPT
Program Manager, UW HEALTH Dietetic Internship Program

SIGNED BY:
Megan Waltz
Director, Culinary and Clinical Nutrition Services
6.28 Termination of Internship Experience

Effective Date: 4/13  Date Revised or Reviewed: 8/2016

I. PURPOSE
To provide interns perimeters and procedures for dismissal from the internship program.

II. POLICY
UW Health reserves the right to discontinue the Dietetic Internship experience of any intern when it is deemed necessary or appropriate to do so. A dietetic intern may be dismissed from the program when there is evidence of inability to function or behave effectively as an intern.

The termination will be conducted in a manner that is considerate of the intern, does not interfere with the intern’s rights, and fully protects the interests of the UW Health.

III. PROCEDURE
A. Before action is taken, the intended termination must be presented by the Dietetic Internship Director and agreed upon by the UW HEALTH Human Resources Manager.
B. The Director and Program Manager of the Dietetic Internship will notify the intern verbally and in writing of dismissal.
C. A letter stating the reason for the dismissal and the effective date will be given or sent to the intern by the Internship Director.
D. A copy of the letter will be placed in the intern's file and a copy to the Director of the Dietetic Internship.
E. The intern may present a written or verbal appeal of the dismissal to the Director of Clinical Practice within 5 working days.
F. The Director of Clinical Practice in conjunction with the Human Resources Manager, Human Resource Director will consider the appeal and respond in writing within five working days. The decision made by the committee will be final.
G. Tuition/fees are non-refundable. Remaining stipend is forfeited.

IV. COORDINATION
Dietetic Interns
Dietetic Internship Program Manager
Clinical Nutrition Services Director
UW HEALTH Human Resources

SIGNED BY:
Cassandra Vanderwall, MS, RD, CDE, CPT
Program Manager, Dietetic Internship Program

Megan Waltz, MS, RD
Director, Culinary and Clinical Nutrition Services
Director, Dietetic Internship Program

Susan Rees, DNP, RN, CPHQ, CENP
VP Dec, Nursing and Patient Care Services
6.32 UW Health Dietetic Internship Grade Remediation Process

Effective Date: 2/2016  Date Revised or Reviewed: 7/2016

I. PURPOSE

To articulate the required criteria and establish a process for grade remediation to prevent discrepancies in verification of an intern’s successful completion of the supervised practice experiences (NS 670 and NS 671).

II. POLICY

Academic integrity is a shared mission of the University of Wisconsin-Madison and the University of Hospitals and Clinics Dietetic Internship Program. Interns are expected to perform all academic and professional assignments and duties in an ethical, honest, and respectful manner. Interns are deemed in good academic standing as long as they:

- Achieve an 80% or higher on all graded assignments, projects, modules and rotations throughout the supervised practice experience.
- Maintain a 3.0 GPA for both supervised practice courses: NS 670 and NS 671.
- Maintain a 2.0 GPA for all four Capstone Certificate in Clinical Nutrition (CCCN) courses.
- Do not partake in academic misconduct as defined by state law, UWS Chapter 14. Academic misconduct includes, but is not limited to: plagiarism, forging of academic documents, impeding another's academic work or progress, falsifying a student's academic performance or assisting another with the aforementioned acts.

If an intern falls out of good academic standing, procedures are taken to remediate the situation.

III. PROCEDURES

K. If an intern does not achieve an 80% or higher on a graded assignment, project, module or rotation [assignment], they may repeat said assignment until an 80% or higher grade is achieved. They may repeat coursework up to 30 days following their program graduation date.

L. If an intern does not achieve an 80% or higher on a supervised practice course (NS 670, NS 671), program management staff will review the intern's file to identify the deficient coursework and/or rotation. The intern will be permitted to repeat the coursework and/or rotation up to 30 days following their program graduation date.

M. If an intern does not achieve an 80% or higher on a graded assignment and/or supervised practice course (NS 670, NS 671) by 30 days following their program graduation date, they will not be permitted to graduate. The program management team will not sign their Accreditation Council for Education in Nutrition and Dietetics (ACEND®) Verification Statement. This form is used to verify that all academic and supervised practice requirements are met.

N. If a preceptor or faculty suspects an intern of academic misconduct, the preceptor or faculty may contact the intern directly. They must also notify the program manager and director of these suspicions. If academic misconduct is confirmed, the program management team will determine the consequences. Consequences may include verbal reprimand to program termination.

O. The UW HEALTH Dietetic internship upholds the UW-Madison procedure for academic integrity, which can be accessed at: https://students.wisc.edu/student-conduct.academic-integrity/

IV. REFERENCES

UW-Madison Academic integrity: https://students.wisc.edu/student-conduct/academic-integrity/

6.06 Probation/Suspension or Dismissal from the Dietetic Internship

V. COORDINATION
UW HEALTH DIETETIC INTERNSHIP PROGRAM: INTERN HANDBOOK

WRITTEN BY:

Cassandra Vanderwall, MS, RD, CD, CDE, CPT
Program Manager, UW HEALTH Dietetic Internship Program

SIGNED BY:

Megan Waltz
Director, Culinary and Clinical Nutrition Services
9.45 UW HEALTH Administrative Inclement Weather

I. PURPOSE
To provide guidelines for employee attendance, make-up time and use of benefit time during and after periods of inclement weather or weather conditions that severely limit the transportation of employees to and from UW Health (UW HEALTH).

II. POLICY
A. All employees of UW HEALTH are expected to work their scheduled shifts during periods of inclement weather.
B. If, after making a good faith effort to report to work, an employee cannot do so because of road closures, hazardous driving conditions and/or the discontinuance of public transportation, the employee’s time will be handled in accordance with Section IV of this policy.
C. After receiving a directive from UW HEALTH CEO or designated Hospital Administrator on Call, supervisors and managers may allow employees to leave work because of inclement weather provided that patient care and the operations of UW HEALTH are not compromised. See Hospital Administrative Policy 12.50, Snow/Severe Weather Guidelines. Time off for employees released from work will be handled in accordance with Section IV of this policy. Supervisors and managers may require that employees remain at work until relieved if required by UW HEALTH operations.

III. PERSONS AFFECTED
This policy applies to all Authority employees, including Authority temporary, Graduate Medical Education trainees, and student employees assigned and paid to perform work at UW HEALTH.

IV. PROCEDURE
A. Represented Employees Each collective bargaining agreement outlines the procedures for work attendance during inclement weather and the use of make-up time and benefit time after missing work because of inclement weather. The procedures outlined in those agreements shall be followed for all represented employees. Please refer to the appropriate collective bargaining agreement(s) for specific information.
B. Non-Represented Employees
A. Non-represented employees shall be allowed to work to make up the lost time or the employee may elect to use vacation or other paid time off to cover the absence. This applies to all employees who report to work late after having made an earnest effort to report on time, have supervisory approval not to report to work, or have supervisory approval to leave work early before the end of the workday due to inclement weather. Exempt employees are not required to use paid time off for absences of less than one-half day. See Hospital Administrative Policy 9.14, Recording Paid Time.

If a non-exempt employee chooses to make-up the lost work time, s/he must do so during the current or subsequent pay period in which the time was lost. All make-up time shall be scheduled by the employee’s supervisor.

V. REFERENCES
VI. MODIFICATIONS This Policy creates no rights, contractual or otherwise. Statements of policy obtained herein are not made for the purpose of inducing any person to become or remain an employee of UW HEALTH, and should not be considered "promises" or as granting "property" rights. UW HEALTH may add to, subtract from and/or modify this Policy at any time. Nothing contained in this Policy impairs the right of a non-represented employee or UW HEALTH to terminate the employment relationship at-will. For represented employees, who are not at-will employees, this policy does not supersede, limit nor grant any rights beyond those provided by the applicable collective bargaining agreement.

VII. COORDINATION
Senior Management Sponsor: SVP, Human Resources Author: Director, Human Resources Approval Committee: Administrative Policy & Procedure Committee

SIGNED BY
Donna Katen-Bahensky
President & CEO
9.54 UW HEALTH Administrative Formal Appeal Process

I. PURPOSE
A formal appeal process is a mechanism through which an employee may obtain prompt, objective, orderly consideration and definitive action at an appropriate management level for a claim that a UW Health Authority's (UW HEALTH) policy related to employee discipline has been violated. The process has been designed to gain an employee's confidence that he/she may pursue an appeal with respect, fairness, and objectivity. The intent of the process is to supplement, not to suppress or replace alternative, less formal, channels of communications. These alternatives for addressing an employee concern include, but are not limited to, informal discussions with the employee's immediate manager/supervisor, the employee's director, or a Human Resources Consultant (HRC) or Employee Relations Consultant (ERC) in the Human Resources (HR) department (608-263-6500). It is important that employees are aware of these alternatives.

II. PERSONS AFFECTED
This policy applies to all UW HEALTH regular, full-time and part-time employees exclusive of any subsidiaries, affiliates, or operating units that have enacted separate policies for the subjects covered herein. It excludes probationary employees, temporary employees, and all management personnel at the level of supervisor and above. For Graduate Medical Education trainees, the process is outlined in their grievance Appointment Information document.

III. POLICY
   i. It is the policy of UW HEALTH to encourage full discussion between a manager/supervisor and the employee to ensure that all reasonable effort has been made to informally resolve an employee's concerns regarding discipline. However, when an informal approach is not successful in resolving an issue, an employee is entitled to present his/her concerns in a formal appeal to appropriate management personnel and obtain an appropriate resolution, if warranted. The manager/supervisor should advise the employee of the right to initiate a formal appeal and of the time limits in which to do so. Also, written disciplines will include a notice detailing the employee's right to appeal and the time requirements for doing so. It is the employee's sole responsibility to file a timely appeal.
   B. No employee is to be retaliated against for filing a formal appeal or participating in a meeting as part of this process. Any employee may file a complaint about retaliation under this policy directly to the Director, Employee Relations.
   C. If an employee files an external complaint as allowed by federal, state or local law, or voluntarily terminates his/her employment, including resignations pursuant to a written agreement, the internal process as delineated in this policy shall not be initiated or continued.
   D. Allegations that a disciplinary decision is discriminatory are excluded from this appeal process and will be addressed through the procedures outlined in Hospital Administrative Policy 9.27—Equal Employment Opportunity and Non-Discrimination.
   E. When possible, appeal meetings should be held during the employee’s normal work schedule. An employee's participation in a scheduled appeal meeting is considered hours worked and shall be compensated as part of regular working hours and paid accordingly.
   F. An appeal may only be filed regarding disciplinary actions. Documented Verbal Reprimands are excluded from this process.
   G. The appeal process is confidential.
H. For discipline and/or termination involving extraordinary circumstances, such as but not limited to, discrimination or harassment, major privacy violations, workplace violence, theft, drug diversion, or other potential criminal activity, Step 2 (the Panel Review step) may be bypassed. This determination to bypass Step 2 shall be made by Director, Employee Relations or his/her designee.

I. The employee is responsible for ensuring that appeals to the next step of the process are filed timely. If an employee fails to appeal to the next step within the required time limits, the appeal will be considered closed and no further appeals will be allowed. However, the time periods may be extended in writing for good cause at the request of the employee, management or Employee Relations (ER).

J. The employee should be prepared to bring all supporting documents and information with him/her to each step of this process.

K. Interpreters shall be made available as needed for employees to participate in this process.

L. ER is responsible for the interpretation of this policy, gathering of pertinent information, maintaining records and advising all parties on procedural issues.

IV. PEER SUPPORT

i. Employees may request a UW HEALTH employee act as peer support (peer) in an appeal meeting.

b. Non-employees, including attorneys, students and temporary employees, may not serve as a peer. Additionally, relatives of the employee or supervisor/manager, or any other person creating a potential conflict of interest, shall not serve as a peer.

c. Peers who have been released to attend an investigatory meeting are encouraged to review the “Role of Peer Support Person” document, available on U-Connect prior to attending the meeting. Managers should provide the peer a copy of the “Role of Peer Support Person” document prior to conducting the appeal meeting.

d. The peer will be in a paid status to attend the appeal meetings and for thirty (30) minutes preparation.

B. An employee’s selection of a peer may not unreasonably delay the scheduling of an appeal meeting.

1. An employee who requests a peer should inform his/her manager of the designated peer, and the peer must obtain permission from his/her manager to ensure that he/she can be released from staffing to attend.

2. Primary responsibility for obtaining prompt peer release rests with the employee requesting peer support. Employees are encouraged to consider several peer options in case their first preference peer cannot be released from staffing for operational reasons. Managers may choose to assist with the peer release process to promote efficiency.

C. For operational reasons managers may need to deny requests for peer support and proceed with the appeal meeting without a peer.

1. Prior to denying the release of a peer to attend the appeal meeting, the manager denying the request should confirm this decision with her/his director, and if possible, check with the manager of the appealing employee to see if rescheduling the appeal meeting is possible.

2. For operational reasons, and in consultation with their directors, managers may impose reasonable general limitations on the release time of employees serving as peers. (hours per week per peer)

D. Employees and their peers will be granted thirty (30) minutes in advance of an appeal meeting to prepare.
E. Peers at appeal meetings will not be retaliated against for participating in such meetings. Peers should immediately report any concerns about retaliation to the Director, Employee Relations.

V. APPEAL PROCESS
A. Step 1: Manager, Director and ER/HR Consultant Review
   a. This is the initial step for all appeals. Appeal rights for Letters of Reprimand end at the conclusion of this step.
   b. If the employee does not agree with the disciplinary decision, the employee may appeal within seven (7) calendar days of receipt of the disciplinary decision. The employee shall complete the appropriate section of the Appeal Form to initiate the appeal, and the Appeal Form must be received by ER within the seven (7) days.
   c. ER shall forward the Appeal Form to the appropriate director. The department shall schedule a meeting with the employee, the disciplining manager (attendance may be mutually waived), director and ER/HR Consultant who was involved in issuing the disciplinary decision within ten (10) calendar days of receipt of the Form to discuss the situation, give the employee full opportunity to explain the concern, and promptly and objectively review the case.
   d. The attendance of the disciplining manager is optional at this step and his/her presence may be waived by mutual agreement of the parties.
   e. Within ten (10) calendar days of the meeting, the director, in consultation with the ER/HR Consultant, shall complete applicable section of the Appeal Outcome Form and submit a copy to ER, the supervisor/manager and the employee.

B. Step 2: Panel Review
   a. If the employee does not agree with the Step 1 decision, or if the ER/HR Consultant does not respond timely, the employee may appeal within seven (7) calendar days of receipt of the written decision or within seven (7) calendar days after it was due if not received. The employee shall complete the Form, and it must be received by ER within the seven (7) day period.
   b. The employee must include copies of all prior documentation from Step 1, as well as a written statement explaining why the Step 1 decision was unacceptable with the Form.
   c. The Panel members must be selected within ten (10) calendar days of receipt of the Form. The Panel shall consist of three members.
      1. HR shall randomly (or through a rotation) select one member from the eligible pool of employee panel members.
      2. HR shall randomly (or through a rotation) select one, supervisor, manager or director from the eligible pool of manager panel members.
      3. HR will designate an ER who has not been previously involved in the discipline being appealed.
   d. Employees shall apply to be in the pool of eligible panel members.
      1. To be eligible, employees must have two years of service, an overall minimum score of “3” on their most recent performance evaluation and not have received any disciplinary action within the previous two (2) years.
      2. If an employee fails to maintain the eligibility requirements (e.g., poor performance rating, receive discipline, etc.) or breaches confidentiality, the employee will be removed from the pool.
      3. Individuals will be in the pool of eligible panel members for a maximum of five (5) years.
e. Managers will release a panel member to accommodate this process. Selected panel members may decline based on a conflict of interest, pre-scheduled time off or unavailability due to operational or scheduling needs. The panel members will review only the appealing employee’s name, job title, department and date(s) of incident prior to the hearing in order to determine if a conflict of interest exists.
f. Once the panel members are identified, a hearing shall occur within thirty (30) days.
g. Prior to the Panel Hearing members shall receive training on the following topics: role of a panel member, hearing procedures, progressive discipline, and confidentiality.
h. The hearing shall proceed as follows:
   1. Up to twenty (20) minutes each for the employee and the supervisor/manager to address the Panel.
   2. Up to thirty (30) minutes for the Panel members to ask questions of the parties.
   3. Up to ten (10) minutes each for the parties to summarize and conclude.
   4. The Panel shall meet in private following the hearing. Additional time may also be scheduled by the panel, if needed.
i. All records shall be provided at the time of the hearing by involved parties. Witness testimony is not permitted; however, witness statements are allowed. ER shall maintain all documents relating to the Panel Review step.
j. Within ten (10) days of the hearing, on behalf of the Panel, the ER/HR Consultant shall complete the applicable section of the Appeal Outcome Form which will be provided to the employee, the supervisor/manager, ER, and Panel members.
k. The Panel has the authority to sustain, overturn or reduce discipline. The Panel decision shall be a majority decision.

C. Step 3: VP of Human Resources and Department VP (or designee) Review
a. If the employee does not agree with the Panel Review decision, or if the Panel does not respond timely, the employee may appeal within seven (7) calendar days of receipt of the written decision or within seven (7) calendar days after it was due if not received. The employee shall complete the appropriate section of the Appeal Form to initiate this appeal. This Form must be received by ER within the seven day period.
b. ER shall forward the Form to the VP of HR and the Department VP. The VP of HR and the Department VP shall review the following materials:
c. Documents presented and reviewed at Steps 1 and 2,
d. Appeals forms and decisions issued at Steps 1 and 2,
e. Panel review summary document
f. Prior disciplinary letters

C. Step 3: VP of Human Resources and Department VP (or designee) Review
a. If the employee does not agree with the Panel Review decision, or if the Panel does not respond timely, the employee may appeal within seven (7) calendar days of receipt of the written decision or within seven (7) calendar days after it was due if not received. The employee shall complete the appropriate section of the Appeal Form to initiate this appeal. This Form must be received by ER within the seven day period.
b. ER shall forward the Form to the VP of HR and the Department VP. The VP of HR and the Department VP shall review the following materials:
c. Documents presented and reviewed at Steps 1 and 2,
d. Appeals forms and decisions issued at Steps 1 and 2,
e. Panel review summary document
f. Prior disciplinary letters
g. Investigatory documents and notes relating to the discipline being appealed (if not included as part of the materials provided at Step 2).
h. These documents shall be provided no less than three business days in advance of the VP meeting.
   i. The VP of HR and the Department VP have the option to schedule a meeting with the employee.
   ii. Within thirty (30) calendar days of receipt of the appeal request, the VP of HR and/or the Department VP shall complete the applicable section of the Appeal Outcome Form and submit a copy to ER and the employee. This timeframe may be unilaterally extended as needed, and the employee will be notified of the new deadline.
i. This decision is final and cannot be appealed further.

VI. MODIFICATIONS
This Policy creates no rights, contractual or otherwise. Statements of policy obtained herein are not made for the purpose of inducing any person to become or remain an employee of UW HEALTH, and should not be considered "promises" or as granting "property" rights. UW HEALTH may add to, subtract from and/or modify this Policy at any time. Nothing contained in this Policy impairs the right of a non-represented employee or UW HEALTH to terminate the employment relationship at-will.

VII. REFERENCES
Hospital Administrative Policy 9.04-Work Rules: UW HEALTH Authority Hospital Administrative Policy 9.27-Equal Opportunity and Non-Discrimination Hospital Administrative Policy 9.55-Non-Represented UW HEALTH Authority Regular Employees: Disciplinary Action Appendix, Appeal Form Appendix, Appeal Outcome Form

VIII. COORDINATION
Senior Management Sponsor: Vice President, Human Resources Author: Director, Employee Relations Approval Committee: Administrative Policy and Procedure Committee

SIGNED BY

Ronald Sliwinski
President & CEO
9.81 UW HEALTH Administrative Scheduling of Work

I. PURPOSE
To establish guidelines that departments/units/work groups will use to set work schedules and schedule extra hours/overtime for UW Health’ (UW HEALTH) employees.

II. PERSONS AFFECTED
For purposes of this policy, the term "employees" refers to non-represented, non-exempt (hourly) employees. Represented employees should refer to their respective collective bargaining agreements. This policy does not apply to Graduate Medical Education trainees.

III. POLICY
Work Scheduling Practices
A. This policy provides the minimum guidelines for all departments/units/work groups which are required to develop written policies or procedure(s) regarding scheduling of work for their employees. Departments should involve employees and their Human Resources Consultant (HRC)/Employee and Labor Relations Consultant (ELRC) in this process. Departments will determine whether different work schedule processes are created for individual cost centers/units/areas within that department or if a single over-arching departmental scheduling procedure will cover all cost center/units/areas falling within that department.

B. These departmental procedures should meet the unique operational needs and staffing/scheduling requirements of individual departments and strive for fundamental fairness to all employees. For operational reasons, certain departments may choose not to publish written procedures, but these limited exceptions must be approved by the department’s Vice President.

C. Departmental policies should incorporate the following:
   1. An initial work schedule including core or standard hours and the process for filling open shifts/hours within schedules should be defined:
      i. Work schedules should include an employee’s assigned hours of the day, days of the week, approved time off, days off, and shift rotations (if applicable).
      ii. Work schedules should be posted a minimum of fourteen (14) days prior to the beginning of the first work day of the schedule and set the hours of work for not less than a fourteen (14) day period. In departments where work schedules are fixed (schedules are set and recurring), the schedules do not need to be posted.
      iii. Employees will be scheduled at their FTE.
      iv. Employees should not be scheduled to work a shift greater than 12.5 hours.
      v. Employees should be scheduled for a minimum of twelve 12 hours off between scheduled shifts.
      vi. When operationally feasible, shift rotations for an employee should be limited to minimize fatigue. This may include minimizing rotations to all three shifts and/or minimizing rotations between shifts in a scheduling period.
      vii. Operational needs may make it necessary for management to change the regular work schedules of individual employees as well as the schedules of entire work units; however, work schedule changes should be kept to a minimum. Whenever possible, employees should be given at least five (5) calendar days advance notice of changes in work schedules.
2. The occasional trading of shifts within the same department or work unit and within the same job classification/competencies should be allowed as long as the trade does not cause overtime. Shift trades should be documented in writing, presented to supervisor/manager with proper advance notification, and be approved in advance by the supervisor/manager or his/her designee. Each department or work unit must establish and document the appropriate advance notice period for allowing shift trades.

3. Where operationally feasible, Requests from employees to voluntarily change work schedules should be allowed. This process should include how requests should be submitted, expected turnaround time, and the approval/denial by management.

**Scheduling Extra Hours/Overtime**

a. All departments/units/work groups are required to develop their own written policies/procedures regarding scheduling extra hours and overtime and should involve employees and their HRC or ELRC. These departmental policies should be developed to meet the unique operational needs and staffing/scheduling requirements of the individual departments and strive for fundamental fairness to all employees. For operational reasons, certain departments may choose not to publish written procedures, but these limited exceptions must be approved by the department's Vice President.

b. Departmental policies should incorporate the following:
   1. Departments that ban mandatory overtime for specified job titles as of June 30, 2014

   **B.** (for non-exempt employees) will continue that practice with the current limited exceptions. All other departments will delineate in their policies whether mandatory overtime is prohibited, or not, and under what conditions.

   a. Mandatory overtime means requiring an employee to work more than his/her regularly scheduled hours according to the predetermined work schedule. It does not include overtime work that occurs because of pre-scheduled on-call time or the need to complete a particular case, treatment, or procedure.
      i. An emergency situation is defined as any period when replacement staff are not able to report for the next shift or there is increased patient care need because of unforeseeable circumstances including, but not limited to natural disaster, acute disease epidemic, UW HEALTH-declared weather emergency, or an unusually high volume of last minute sick calls and/or no shows.

   b. When needing to fill holes in schedules, departmental policies should include a defined process to assign additional hours/overtime (for those employees not covered by a mandatory overtime ban) to staff, taking into consideration an employee's qualifications/competencies/training. Some of these methods could include the following:
      i. Most cost effective solution
      ii. Rotation basis
      iii. Hospital service date

   c. Departmental policies should include a process for distributing extra work hours and/or overtime fairly among full-time and part-time employees.

   d. Except in an emergency or consistent with Hospital Administrative Policy 9.80-Limits on Hours Worked:
      i. Employees should not work more than two (2) consecutive shifts or a maximum of sixteen and a half (16.5) hours total. Additionally, employees may not work more than 60 hours in a rolling 7-day period.
      ii. Employees should have (7.5) hours off between worked shifts.
b. Occasionally employees may be required to work past their scheduled end time. When this occurs, employees will be paid for actual time worked. However, employees notified while on duty that they are being required to work an additional four or more hours, will be guaranteed a minimum of two (2) additional hours of work with pay.
   1. Generally, if circumstances change, and the extra work requires less than two hours, and the employee and manager agree, the employee may be released early and paid only for the actual time worked. If there is no agreement, the employee will be allowed to work for the full two hours.

c. Staff who are on duty during the shift in which daylight savings time goes into effect, will be permitted to use one hour of benefit time (excluding sick leave), take it unpaid or work one additional hour at the beginning or end of their shift as scheduled by management in order to achieve their normal number of shift hours.

IV. MODIFICATIONS
This Policy creates no rights, contractual or otherwise. Statements of policy obtained herein are not made for the purpose of inducing any person to become or remain an employee of UW HEALTH, and should not be considered "promises" or as granting "property" rights. UW HEALTH may add to, subtract from and/or modify this Policy at any time. Nothing contained in this Policy impairs the right of a non-represented employee or UW HEALTH to terminate the employment relationship at-will. For represented employees, who are not at-will employees, this policy does not supersede, limit nor grant any rights beyond those provided by the applicable collective bargaining agreement.

V. REFERENCES
Hospital Administrative Policy 9.80-Limits on Hours Worked
Hospital Administrative Policy 9.14-Recording Paid Time
Hospital Administrative Policy 9.36-End Appointment and Appointment Change

VI. COORDINATION
Sr. Management Sponsor: Vice President, Human Resources
Author: Director, Human Resources
Approval committee: Administrative Policy Committee

SIGNED BY:
Ronald Sliwinski
Interns must abide by the policies and procedures of UW Health and UW-Madison which also protect the rights of enrolled students and the people we work with and serve.

The following policies and procedures also apply:

**Grievances**
It is the intent of the Dietetic Internship program manager to maintain effective informal procedures for responding to intern and preceptor queries and concerns. If external intervention is required, the individual seeking a solution to their concern should follow the procedures associated with the policies listed below. The Dietetic Internship program manager will manage interactions related to UW HEALTH and the Certificate Program Director will manage interactions with the College of Agriculture and Life Sciences, the Division of Continuing Studies, the Registrar’s Office, and the Department of Nutritional Sciences. The Dietetic Internship program manager and the Certificate Program Director will communicate with each other and the student to guide and assess the student’s progress through the Capstone Program in Clinical Nutrition-Dietetic Internship.

- UW HEALTH Administrative Policy 9.54 Formal Complaint and Appeal Process: Non-Represented UW HEALTH Authority Regular Employees
- UW Madison CALS Grievance Policy for Students – Student Grievance Policy

**Dress codes**
Interns engaged in the Dietetic Internship supervised practice represent UW HEALTH and UW-Madison and will dress professionally as determined by the facility in which the student is assigned. For food systems experiences, dressing professionally may be demonstrated by wearing clean, pressed uniforms, appropriate hair restraints and footwear that provides comfort and safety. Sandals and high heels are not appropriate for food service activities. Supervised practice in nutrition related areas might require casual business attire and/or a laboratory jacket and the UW HEALTH patient areas require closed-toe shoes. Interns are to also follow the dress codes of the affiliate sites hosting rotations.

- UW HEALTH Administrative Policy 9.16 UW Health Dress Code and Appearance Policy

**Student Records**
Students have access to their own program files that are maintained in the office of the Dietetic Internship program manager. Records will not contain information concerning religion, political or social beliefs, and membership in any organization, other than honorary and/or professional, directly related to the academic process. Current and former interns may request to inspect and obtain a copy of their personnel file.

- UW Madison Office of the Registrar – Student Privacy Rights (FERPA)
- UW HEALTH 9.64 Maintenance of Employee Personnel Records

**Privacy**
Privacy is protected by the Family Educational Rights and Privacy Act (FERPA). Students who are currently enrolled of formerly enrolled regardless of their age are subject to FERPA.

- UW HEALTH Administrative Policy 9.27 Equal Employment Opportunity and Non-Discrimination
- UW Madison Office of the Registrar – Student Privacy Rights (FERPA)
Equal Opportunity and Affirmative Action
It is the intent of program, not exclusive to managers, preceptors and students, to provide a work environment free from unlawful discrimination and harassment for all persons.
- UW HEALTH Administrative Policy 9.27 Equal Employment Opportunity and Non-Discrimination
- UW HEALTH Administrative Policy 9.54 Formal Complaint and Appeal Process: Non-Represented UW HEALTH Authority Regular Employees

Anti-Harassment:
- UW HEALTH Administrative Policy 9.27 Equal Employment Opportunity and Non-Discrimination
- UW Madison Office for Equity and Diversity, Discrimination or Harassment

Access to Support Services
Interns have access to support services provided at UW HEALTH and UW-Madison. Support services include but are not limited to health care centers, counseling center, financial aid, learning and development system, information services help desk, career services, and victim services.
- UW HEALTH Administrative Policy 9.15 Employee Assistance Program

Social Media and Communication:
Students must comply with applicable administrative and departmental policies, including policies relating to confidentiality, proprietary information, HIPAA, privacy, and appropriate use of the computer systems. Users of social media write at their own risk and are legally responsible for their commentary. Inappropriate or improper use of social media by employees, determined not to be protected activity or speech, may result in disciplinary action, up to and including termination of employment.
Computer and portable electronic devices should be limited to work purposes only. Interns are not to use computers or the internet for social networking, shopping, visiting websites that do not pertain to work assignments, or for gaming. If an intern chooses to carry their personal laptop or other portable electronic devise, to the internship site, the use of that item during internship work hours will be limited to work tasks only.
Smart phone may be used for calculator functions, and apps associated with work functions in determining caloric needs or teaching nutrition-related programs.
- UW HEALTH Administrative Policy 1.02 Access to Electronic Information Systems
- UW HEALTH Administrative Policy 1.47 UW Health Social Media
- UW HEALTH Administrative Policy 7.55 Professional Boundaries and Therapeutic Relationships within UW Health
- UW HEALTH Administrative Policy 9.11 Corrective Action for Non-Compliance with Confidentiality of Protected Health Information
Drug Free Workplace:
UW HEALTH and UW-Madison has a strong commitment to the safety and well-being of its employees, patients, and visitors, the protection of company and public property, the productivity of its workforce, and the preservation of a safe working environment. UW HEALTH has a no-tolerance policy regarding the unlawful manufacture, distribution, sale, purchase, dispensation, possession, or use of drugs and controlled substances, or unauthorized use, or being under the influence of alcohol or drugs in the workplace. UW HEALTH and the UW-Madison are required by the Drug-Free Workplace Act of 1988 to take specific steps to ensure a drug-free workplace, which are incorporated in the policies below. Dietetic interns must abide by the terms of this policy.

- UW HEALTH Administrative Policy 9.05 Drug Free Workplace
- UW-Madison Human Resources & Workforce Diversity: Drug-Free Workplace Policy

Medical Charting:
The UW HEALTH and the affiliates have defined medical record documentation requirements. The approved medical charting guidelines must be followed by the intern. It is the responsibility of the intern to follow the individual hospital guidelines for medical charting. Preceptors will monitor the intern’s charting skills and make recommendations for improvement. A Registered Dietitian must cosign medical record documentation. It is the intern’s responsibility to inform the preceptor of all medical record chart notes that need to be co-signed. It is the preceptor’s responsibility to make sure that these notes are co-signed. The intern may only use an approved hospital term/abbreviation to define their role as a dietetic intern when signing in the medical record. RDE is not an acceptable abbreviation.

- UW HEALTH Administrative Policy 6.15: Medical Record Documentation

Confidentiality
The program takes appropriate steps to promote compliance with the requirements for maintaining the confidentiality of protected health information (PHI). PHI is individually identifiable information that is maintained or transmitted in any form, including oral, written, or electronic. PHI includes demographic, health, and financial information.

- UW HEALTH Administrative Policy 9.11 Corrective Action for Non-Compliance with Confidentiality of Protected Health Information
- UW HEALTH Administrative Policy 6.30 The Minimum Necessary Rule
- UW Madison Office of Registrar, Student Privacy Rights (FERPA)

University of Wisconsin System Policies [http://www.uwsa.edu/spp.htm](http://www.uwsa.edu/spp.htm)