
DIETETIC INTERNSHIP PROGRAM

Effective Date: 10/15

Date Revised or Reviewed: 06/20

POLICY

A preceptor and dietetic intern recognition program will be implemented each internship year.

PURPOSE

To outline the process to nominate, select, and recognize:

- Preceptors for their contributions to the internship program.
- Dietetic Interns for their teamwork, professional acumen and exceeding performance expectations.

PROCEDURE

1. Aramark, as well as non-Aramark employees, and dietetic interns are eligible for nomination in the recognition program.
2. Nominations will be accepted from interns, preceptors, and site liaisons through the use of an online survey tool.
3. Nominations will be accepted monthly from October through April.
4. All nominations must be submitted by the last day of the month.
5. The dietetic internship leadership team will serve as the selection committee.
6. Preceptors/Interns may be nominated more than once during the program year.
7. Preceptors/Interns may nominate the same person on successive months.

NOMINATION PROCESS

The process for obtaining and submitting nominations is as follows:

1. A monthly reminder for preceptors and interns to submit nominees will be sent via email and through the internship Facebook Recognition Program page.
2. Access links to the two online surveys (preceptor recognition and intern recognition) will be included in the monthly reminder notification.
3. Minimum information required for the survey includes the name and contact information for both the nominator and the nominee, month of nomination. A comment box will be provided to allow nominators to include an explanation describing the preceptor or intern's outstanding performance.

SELECTION PROCESS

The dietetic internship leadership team (selection committee) will virtually meet at the beginning of each month to discuss the nominees and select the award winners.

PRECEPTOR RECOGNITION

1. Each month, all nominated preceptors (and their direct supervisor) will be notified to congratulate and acknowledge the preceptor's excellent skill as preceptor via email or ENCORE ENCORE (Aramark's Employee Recognition Platform).
2. Monthly nominees will be eligible for the 'Preceptor of the Year' award given during the last month of the program.
3. 'Preceptor of the Year' award notification will occur upon positive confirmation from the managers.
4. The 'Preceptor of the Year' award winner will be recognized through the following avenues:
 - a. Aramark employee will receive Encore Encore recognition with gift purchasing reward points. Non-Aramark employee will receive a gift card.
 - b. Certificate of Recognition
 - c. Email sent to the award winner, chain of command, and Aramark Senior Leadership, as applicable.
 - d. Post on Internship's social media pages
 - e. Post on Aramark Dietitians ERG networking forum

INTERN RECOGNITION

1. Each month, the dietetic internship leadership team will select one intern as the 'Intern of the Month'. NOTE: Selection criteria will be listed at the top of the survey.
2. The 'Intern of the Month' award winner will be recognized through the following avenues:
 - a. Email sent to the award winner
 - b. Post on Internship's social media pages (including 'Fill Your Bucket' Facebook recognition group page)
 - c. A gift card