

POLICY

The Aramark Distance Dietetic Internship will provide interns with an optimal learning experience by providing clearly defined roles and responsibilities.

PURPOSE

- To clearly define roles and responsibilities
- To provide consistent quality of service to all interns

PROCEDURE

- 1. Internship Program Director:** The Internship Program Director has the overall responsibility and oversight of the Program. The primary role of the Internship Director is to maintain financial viability, plan marketing strategy, and in conjunction with the Regional Internship Directors plan, coordinate, monitor, and evaluate the activities of the Aramark Dietetic Internship to ensure compliance with the program's established goals and objectives.
 - Accreditation:
 - Maintains program accreditation with ACEND
 - Ensures program accreditation outcomes
 - Reports outcomes to Aramark leadership and stakeholders
 - Responsibilities related to the learning plans:
 - Review and develop learning plans annually with Internship Directors
 - Reviews program goals and objectives annually with Aramark leadership
 - Policies and Procedures:
 - Updates and writes policies and procedures
 - Intern Rotation Locations:
 - Recruits and reviews rotation sites for program
 - Ensures rotation sites meet pre-established site criteria
 - Ensures facility agreements are up date and on file
 - Evaluation Process:
 - Reviews end of year evaluations for program and Regional Internship Directors
 - Executes needed changes to program to meet and maintain program integrity
 - Leadership Meetings:
 - Coordinate the annual Workshop Meeting with the Regional Internship Directors and Aramark leadership.
 - Responsible for agenda incorporating input from internal and external program constituents, site liaisons and preceptors
 - Follows through with Action Plan from meetings
 - Financial Responsibility:
 - Creates annual budget which is approved by Aramark leadership
 - Maintains the financial stability of the internship

- h. Marketing:
- Plan and execute annual recruiting and marketing strategy with Regional Directors

2. Regional Internship Director: The Regional Internship Director has the overall responsibility for intern education and the program learning plans. The primary role of the Regional Internship Director is to coordinate, monitor and evaluates the activities of the dietetic intern to ensure compliance with the program's established goals and objectives.

- a. Responsibilities related to the learning plans:
- Review learning plans annually with Program Director and Regional Internship Directors
 - Makes adjustments/revisions to learning plans keeping within the goals and objectives of the program
 - On-going monitoring of the Program through the evaluation process, observation, and oral feedback
- c. Intern Scheduling:
- Develops the rotation schedules to provide all the experience requirements of the program
- d. Evaluation Process:
- Responsible for the distribution and collection of on-going evaluations of the Program which includes external and internal evaluations
 - With input from the Internship Director, site liaisons and preceptors, designs evaluation survey and distributes to Site Liaisons, preceptors, and interns
 - Receives and reviews all evaluations from preceptors and interns with concerns addressed in a timely manner
 - Address verbal feedback on Program from interns, Site Liaisons, and preceptors
 - Coordinates intern remedial work, tutoring, or retaking of rotations, when necessary, in conjunction with the Site Liaison and/or rotation preceptor
 - Oversees examination process for all interns, which includes review of exams, grading, and tracking of intern progress, summarized within Blackboard
 - Provide Site Liaison with annual review of intern's evaluations of their site and preceptors
- e. Intern Counseling/Mentoring:
- Responsible for development and counseling of interns
 - Acts as mentor and intern advocate
 - Becomes involved in interpersonal issues, as made aware of by Site Liaison or intern
 - Collaborates with the Program Director to address an intern's below expectations performance
 - Identifies unsatisfactory intern performance through on-going evaluation process and through verbal feedback from Site Liaison
 - Addresses intern performance by following established policy and procedures
 - Available to interns by phone, text and by email
 - Available for private intern meetings upon request by interns

- i. Intern Classes:
 - Plans and coordinates classes to supplement rotation experiences
 - Recruits professional speakers and educators
 - Teaches classes and reviews intern homework and projects
- j. Preceptor Training:
 - Orients new preceptors
 - Teleconferences with Site Liaisons and preceptors
 - Site visits with preceptors and interns as needed
 - Provides feedback from intern evaluations to the Site Liaison on preceptor's teaching and mentoring ability

3. Site Liaison: The Site Liaison has the responsibility to create an environment that fosters the intern's acquisition of the required knowledge and experience, as per the program learning plans, at their facility. The Site Liaison is responsible for the preceptor's training, teaching, and mentoring of interns at the rotation site.

Pre-Program Requirements:

- Verify all hospital requirements to host an on-site dietetic intern prior to the intern being on site.
- Schedule hospital orientations
- Obtain an intern badge
- Obtain parking pass, if needed
- Gain access for the intern to the EMR

Responsibilities to the Learning plans, Policies, and Procedures:

- Ensure all the objectives and goals are met within the rotations.
- Ensure that the learning plans, policies, and procedures of the program are followed
- Provides feedback to Regional Internship Director which will be used to revise the learning plans, policies and procedures
- Makes Aramark Healthcare and departmental resources available for intern's usage

Intern's Schedule:

- Site Liaisons will ensure Interns are not permitted to replace staff or fulfill any staff work responsibilities. Interns may at times perform staff work responsibilities under supervision if doing so is necessary to meet educational requirements.
- Works with Regional Internship Director to schedule interns to meet Program objectives
- Assigns preceptors to teach individual rotations
- Responsible for intern's assignments to another preceptor if primary preceptor is absent
- Handles day-to-day schedule changes to meet required intern practice hours
- Site Liaisons will identify and initiate initial contact with community organizations to fulfill the community rotation requirements, if an outpatient nutrition clinic is not available at the facility.
- Collaborate with the Internship Program Director to obtain Affiliation Agreements for any account used to fulfill requirements of the internship program.

Evaluation:

- Oversees all intern evaluations completed by staff preceptors
- Ensures interns follow policies and procedures on site

- Addresses intern dress code adherence on site
- Handles any interpersonal or intra-departmental issues concerning intern on site
- Makes the Regional Internship Director aware of an intern's below expectations performance or of any concerns dealing with the intern
- Intern Counseling and Mentoring:
 - Acts as a professional role model for intern
 - Assists in counseling and mentoring interns
- Preceptor Training:
 - Provides time for preceptors to attend Program meetings or conference calls
 - Makes Regional Internship Director aware of preceptor training issues
 - Responsible for preceptor's competency and performance
 - Provides site preceptors with direction and guidance
 - Ensures Interns are not permitted to replace staff or fulfill any staff work responsibilities. Interns may at times perform staff work responsibilities under supervision if doing so is necessary to meet educational requirements.
- Program Evaluation:
 - Encourage all site preceptor to participate in program evaluation
 - Provides input to program from site preceptors and staff

4. Preceptor: The preceptor has the responsibility for the interns acquiring the knowledge and skills pertinent to the rotation for which he/she precepts. They are responsible for providing the experiences and environment to promote intern learning.

- a. Responsibilities to the Learning plans:
 - Follows the learning plans of the program
 - Plans learning experiences to meet goals and objectives of the Program
 - Reviews homework for the unit as appropriate
 - Plans activities, answers questions, reviews assignments and discusses progress of the intern
 - Informs site liaison and Regional Internship Director of intern performance
- b. Policies and Procedures:
 - Follows the policies and procedures of the program
 - Responsible for the intern following the policies and procedures of the program while interns are in their rotation, including the dress code
 - Responsible for interns daily required hours of practice
 - Monitors the intern daily activities
 - Signs agreeance to intern rotation time
 - Reports to the site liaison and Regional Internship Director any concerns about policies and procedures not being followed
- c. Preceptor Professional Development:
 - Attend the program Preceptor Training
 - Develops skills, attitudes, and knowledge to appropriately mentor and teach interns
 - Maintains proficiency, competency, currency, and credentialing in the area that they teach and in the profession
- d. Evaluation of Interns:
 - Determines the competency of the intern for the assigned rotation

- Completes evaluation forms in a timely manner
 - Holds evaluation session promptly at the end of the rotation ensuring signature of both intern and preceptor
 - Keeps intern updated on their progress throughout the rotation
 - Communicates with the Site Liaison and Regional Internship Director about interns who are having problems
- e. Intern Counseling and Mentoring
- Acts as a professional role model and primary mentor for the intern
 - Provides example of interdepartmental and intra-departmental teamwork at the work site
- f. Classes:
- May participate in the development of presentations or activities for class days and/or pre-rotation activities
- 5. Interns:** Interns are responsible for ensuring all program requirements are met in order to complete the program in a timely manner.
- a. Responsibility to the Learning plans
- To be pro-active in completing rotation assignments and experiences and responsible for learning
 - Obtain and read all mandatory references as indicated throughout the learning plans. Seek additional references as required by the Program
 - Monitor personal time to complete all learning plans objectives, including prework, within the time parameters of the rotations
- b. Policies and Procedures
- Read and follow the policies and procedures as outlined in the Internship policies before beginning the program and review as needed
- c. Schedule
- Contact the preceptor or Site Liaison, as appropriate, of the facility at least one week in advance of each rotation to determine the rotation schedule
 - Work assigned hours of the preceptor for each rotation, or other schedule as assigned by the preceptor
 - Track daily, weekly, and total hours in the program.
 - Responsible to be prompt, respectful of preceptor's time, and respond to requests in a timely fashion
- d. Evaluations
- Completes evaluations by designated due date and submits into Portal
 - Collaborates with preceptor to ensure Preceptor Evaluations of Interns Performance are completed in a timely manner
 - Supplies preceptor with proper form and schedules meeting with preceptor
 - Makes the preceptor and/or site liaison aware of any site related issues related to the rotation
 - Contacts the Regional Internship Director with any concerns
- e. Confidentiality:
- Maintains the confidentiality of Aramark, hospital/facility, departmental, and patient records and issues
- f. Professionalism
- Displays professional behavior at all times
 - Comply with the dress code of the program
 - Responds to change in a positive way
 - Respects fellow interns, departmental and hospital workers as well as the program's preceptors and site liaisons to foster a team working environment