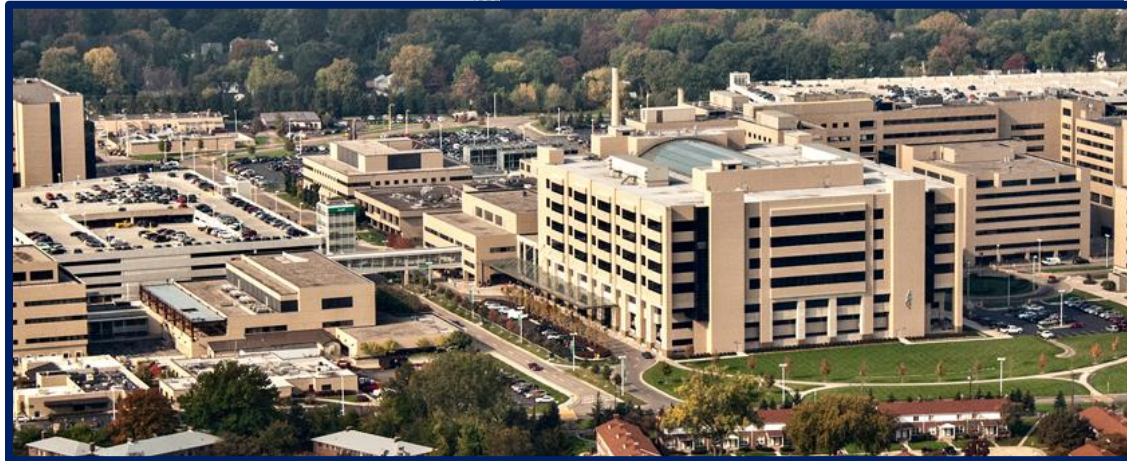


2022

# Beaumont Dietetic Internship Policy and Procedure Handbook



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**Beaumont Health**

## **BEAUMONT HEALTH DIETETIC INTERNSHIP**

### **Policy and Procedure Manual**

**Disclaimer: User must ensure that any printed copies of this policy and procedure are current by checking the policy and procedure web page prior to use.**

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Subject <b>#1 – Program Tuition and Financial Responsibility</b>	No. <b>[no.]</b>	Page 2
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### **POLICY:**

Beaumont Health dietetic interns are responsible for program tuition and all personal and professional expenses generated during the program.

### **PROCEDURE:**

- Non-refundable Beaumont Dietetic Internship application fee: \$75.00
- Program tuition: full amount is due on the first day of orientation - \$5,000.00
- Other expenses and approximate costs based on 8 months and are subject to change:

<b>EXPENSES</b>	<b>APPROXIMATE COSTS</b>
Housing Expenses	Approximately \$9,000.00 and may vary
Estimated cost of tuberculosis test (s) (TB)	Varies – approximately \$50.00
One white lab coat (with no monograms)	Approximately \$30.00
Fingerprinting	Varies – approximately \$25.00
Influenza (flu) vaccine	Varies - approximately \$10.00
Proof of hepatitis A vaccination and immunizations	Varies – approximately \$10.00 depending on insurance
Physician health screening	Varies – approximately \$35.00 depending on insurance
Miscellaneous personal needs	Varies - \$500.00
Transportation (to and from all rotations)	Approximately \$1,500.00
Automobile and health insurance	\$1,600.00
Professional liability insurance	Varies – approximately \$25.00 – 50.00
Student handbooks and manuals (optional)	Varies – approximately \$400.00
A.N.D. student membership (required at start of orientation and for next calendar year at end of program to sit for the RD exam)	\$58.00
<i>Costs are subject to change!</i>	

- Conference fees attended outside of the program.
- Proof of physical examination, immunizations, vaccines, tests and student-intern work agreement must be submitted to human resources (HR) and be approved by occupational health at least 14-days prior to the first day of orientation.
- Medical insurance is required. The name of the company and policy number needs to be brought to the first day of orientation.
- Automobile insurance that complies with the State of Michigan regulations must be carried. The name of the company and policy number needs to be brought to the first day of orientation.
- Affiliate membership with the Academy of Nutrition and Dietetics (AND) is required. Bring your Academy card/member identification number to the first day of orientation.
- Professional liability insurance must be carried throughout the entire program. Information on obtaining professional liability insurance is available on the Academy of Nutrition and Dietetics' website ([www.eatright.org](http://www.eatright.org)). Proof of insurance coverage needs to be brought to the first day of orientation.
- Post-internship expenses including registration examination fees.
- Financial assistance may be available to dietetic interns through the Academy of Nutrition and Dietetics Foundation scholarship program. Further information is available at <http://www.eatright.org/ACEND/content.aspx?id=7934>.

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Subject <b>#2 – Access to Personal Files</b>	No. <b>[no.]</b>	Page 3
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<b>POLICY:</b> Beaumont dietetic internship keeps files of every dietetic intern (from current and former interns for seven years) in secured computer files and a locked office when not in use. All information is considered private and confidential except for completed projects. Beaumont dietetic interns have the right to review their personal Beaumont dietetic internship file upon request. However, no files are to be taken out of the Beaumont Nutrition and Retail Administration office.		
<b>PROCEDURE:</b> <ul style="list-style-type: none"> <li>• The dietetic intern requests in writing to see their dietetic internship file. Files are kept in a locked office (when not in use) and contain rotation folders, completed projects/assignments, intern/preceptor/rotation evaluations, application materials and upon program completion, dietetic internship verification statements.</li> <li>• The dietetic internship Director provides the file to the intern in a confidential area.</li> <li>• The dietetic internship Director is present with the intern while they review their file.</li> <li>• The dietetic intern returns the file in its entirety to the internship Director</li> <li>• The internship dietetic education specialist, acting and internship program director are the only individuals that have access to the files.</li> </ul>		
Subject <b>#3 – Internship Inclusion Criteria</b>	No. <b>[no.]</b>	Page 3
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<b>POLICY:</b> Beaumont Health dietetic interns must meet the criteria outlined below to be eligible to participate in the Beaumont Dietetic Internship Program. Interns are required to have a physical examination, immunizations/tests (listed below), 9 or 12-panel drug screen, and fingerprinting at their own expense. Documentation of physical examination, immunizations/tests including TB, influenza, 9 or 12-panel drug screen and others outlined below, and fingerprinting is required at least 14 working days prior to the first day of orientation (see supplemental form). All prospective interns will have a background check completed by Beaumont Health Human Resources completed prior to their first day of orientation. All prospective interns are required to show proof of citizenship on their first day of orientation.		
<b>PROCEDURE:</b> <ul style="list-style-type: none"> <li>• Interns must be a United States citizen or hold a United States permanent resident card</li> <li>• Interns must hold a minimum of a bachelor's degree from a US regionally accredited college or university</li> <li>• Interns must hold a Verification Statement from an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) program</li> <li>• Interns must not have any federal provider exclusions or restrictions</li> <li>• Interns must pass a background/criminal check and have fingerprinting completed</li> <li>• Pre-Placement Physical Examination: eligible students are required to successfully complete a physical examination prior to the internship. The physical examination must be performed at least 14 working days prior to the date of orientation</li> <li>• The physical examination shall include the completion of a health questionnaire, general physical examination (history &amp; physical), chest x-ray if applicable, laboratory testing, immunizations and/or other examinations, TB test, flu shot, and 9-panel drug screen. Additional testing may be required based upon clinical information or job classification</li> <li>• Immunizations/test required include:               <ul style="list-style-type: none"> <li>▪ Rubella (titers required),</li> <li>▪ Rubeola (measles) (titers required),</li> <li>▪ Varicella (chickenpox) (titers required),</li> <li>▪ Mumps (titers required),</li> <li>▪ Covid-19 (full vaccination completed)</li> <li>▪ Hepatitis A</li> <li>▪ Influenza (flu)</li> <li>▪ Tdap</li> <li>▪ 9-panel drug screen</li> <li>▪ Tuberculosis screen</li> </ul> </li> </ul>		

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- Required according to a schedule established by the Occupational Health Services in concurrence with their Corporate Epidemiologist
  - Pre-Placement Physical Hold Status
  - All eligible students whose history or physical examination findings require further evaluation and/or treatment will be placed in a “Hold” status and referred to the Human Resources Department.

Subject <b>#4 – Internship Orientation</b>	No. <b>[no.]</b>	Page 4
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### **POLICY:**

The first week of the internship consists of a planned orientation to familiarize the interns with Beaumont Health, standard operating procedures, didactic requirements and expectations of the internship.

### **PROCEDURE:**

- Introductions and paperwork:
  - Submit proof of auto, health care, and professional liability insurance
  - Submit proof of Academy of Nutrition and Dietetics (AND) student membership card
  - Submit original didactic program in dietetics (DPD verification statement and an official bachelor’s degree transcript including conferral date/degree awarded in a sealed envelope.
  - Copy of proof of fingerprinting, driver’s license and social security card
  - Copy of Collaborative Institutional Training Initiative (CITI) completion certificate, Abbot lab certificate of completion, AND nutrition care process completion certificate and the business plan tutorial certificate.
  - Internship program cost (\$5,000.00) is due in full, the first day of the internship.
- Facilities and affiliations:
  - Staff introductions
- Support services
- Standard operating procedures:
  - Corporate, nutrition and retail services and dietetic internship policies and procedures
  - Rotation schedule
  - Internship assignments/projects
  - Evaluations
- Didactic classes:
  - Nutrition assessment (including nutrition assessment form)
  - Nutritional assessment of lab values
  - Medical abbreviations
  - Patient interventions
  - One Chart – Electronic Privacy Information Center (EPIC)
  - Documentation in medical record (including auditing guidelines)
  - Review projects and assignments
- ServSafe Certification:
  - Classes and certification exam, if not currently certified
  - Submit ServSafe certification if already obtained
- Corporate orientation:
  - Mandatory education modules via HealthStream
- Preceptor and intern meet and greet

Subject <b>#5 – Supervised Practice</b>	No. <b>[no.]</b>	Page 4
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

### **POLICY:**

Beaumont Health dietetic interns will meet performance requirements through supervised practice scheduled for each intern in food service systems management, clinical dietetics, staff relief, long term care, specialty and community nutrition rotations.

### **PROCEDURE:**

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The internship director develops a rotation schedule to provide each intern with the required didactic learning experiences. Additional experiences may be scheduled to provide further enhancement to learning objectives. Rotations and learning experiences may be extended or repeated if the intern does not perform at the defined and expected level of competency (see policy and procedure #15, unsatisfactory performance).

Subject <b>#6 – Didactic Learning Experiences</b>	No. <b>[no.]</b>	Page 5
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### **POLICY:**

Beaumont Health dietetic interns are expected to report to duty as scheduled and expected to attend all scheduled educational experiences to further their nutrition and dietetic knowledge scope and development. Interns are scheduled for a minimum of forty hours supervised on-duty work week. Project work will require interns to use off-duty time. Unexcused absences are not acceptable and subject to disciplinary action beginning with counseling.

### **PROCEDURE:**

- Classes and a variety of planned educational experiences and activities are scheduled throughout the program year. Notification will occur by email and/or telephone by the internship director and/or preceptors.
- Supplementary learning experiences may include lectures, seminars, teleseminars, webinars, field trips, committee, association meetings, medical conferences and hospital community events.
- Attendance is required at all events unless excused by the internship director. The director will provide any educational materials to an intern in the event a class is missed.
- If the intern expects to be late, the intern is to notify the internship director and the preceptor via email or phone to inform them of his/her lateness and the expected time of arrival.
- Any changes or adjustments to the planned rotation schedule or learning experiences must have prior approval from the internship director.
- Assignments are due on the scheduled day the program director assigns, there are no exceptions, if assignment is turned in tardy, points will be deducted, and another assignment will be assigned on top of the completion first assigned.
- Interns must use Beaumont PowerPoint Templates when presenting to employees and the public.

Subject <b>#7 – Rotation Schedule, Program Materials and Rotation Assignments</b>	No. <b>[no.]</b>	Page 5
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013</b>	Issue Date <b>11/2017</b>

### **POLICY:**

Beaumont Health dietetic interns are provided rotation schedules and program materials during orientation week to assist with facilitating completion of didactic learning experiences.

### **PROCEDURE:**

- **Rotation schedule:**
  - The internship director is responsible for scheduling each intern's 34-week rotation. Approval from all rotation preceptors will be obtained at least two (2) weeks prior to each class start date. Schedules will be distributed to all rotation preceptors, interns and internship staff.
  - The internship director may make changes to the master schedule due to unforeseen circumstances. Interns will be notified in a timely manner with all schedule changes.
- **Program materials**
  - Dietetic interns will bring provided rotation folders to each learning experience/rotation.
  - All pertinent program materials including projects, evaluations, (i.e. Clinical Dietetics, Long-term Care, Specialties, Staff Relief, Community Nutrition, Foodservice Systems and Intern's Rotation Evaluation Forms, Intern Professional Development and Self-Assessment Plan, Intern Preceptor Evaluation Form (sealed envelope with Preceptor signature on seal); and rotation records will be kept in the folder). The folder is returned to the internship director at the end of each rotation in a timely manner.
  - Completed materials are reviewed and evaluated by the internship director and dietetic education specialist for quality and completeness. These evaluations will be kept on file, accessible to the intern prior to the end of the internship per policy #2 (access to personal files).
- **Rotation assignments:**
  - Dietetic interns will complete specific rotation assignments during each rotation.

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- Rotation preceptors may substitute similar assignments and/or learning experiences per their discretion. Substituted assignments must meet the same learning objectives as specific rotation assignments.
- If assignments receive below an 80 percent, the intern will be asked to redo the assignment until the intern obtains 80 percent or above. This pertains towards presentation assignments as well.

Subject <b>#8 – Dress and Grooming</b>	No. <b>[no.]</b>	Page 6
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<p><b>CORPORATE PURPOSE AND OBJECTIVE:</b> To establish consistent standards for dress, grooming and personal appearance with inspires confidence in our patients and families, teams, and communities while respecting employees' cultural, ethnic, and religious beliefs, and need for disability accommodations.</p> <p><b>CORPORATE POLICY:</b> Beaumont's mission, to provide compassionate, extraordinary care every day is guided by our values of compassion, integrity, respect, teamwork, and excellence. Beaumont interns are expected to dress appropriately for their day with the goal to service the mission of Beaumont Health. Beaumont dietetic interns dress, grooming and conduct are expected to promote a professional image to reflect upon the image of the entire Beaumont organization. It is Beaumont's goal to convey an image and appearance of competence, approachability, professionalism and respect to our patients, visitors, physicians, coworkers and community. Therefore, it is necessary to maintain exceptionally high standards for grooming, dress and personal conduct. All clothes must be clean and ironed. If the Internship Director has any concern about appearance, it will be handled individually. Any intern who is inappropriately dressed may be sent home by the preceptor to change into proper attire. In addition, interns are expected to assume responsibility for appropriate attire and a well-groomed appearance on field trips and at meetings affiliated with the dietetic internship program.</p> <p><b>CORPORATE STANDARDS:</b> Interns are expected to dress appropriately for the nature of our business and the type of work performed, whether working on site, offsite or using remote technology such as video conferencing.</p> <p><b>CORPORATE GENERAL GUIDELINES:</b></p> <p><b>Appropriate attire includes the following:</b> Business or business casual attire. Clothing that is of appropriate size and fit, permitting freedom of movement. All personal clothing must be clean, neat, and of appropriate length with finished hems. Clothing is free of holes, stains, rips and tears. Dress capri/crop pants. Leggings are appropriate when covered with a long shirt/sweater or dress.</p> <p><b>Inappropriate attire includes the following:</b> Sweatshirt/hooded zip up sweatshirts. Shirts with hoods. Capri/crop pants that are casual in nature. Miniskirts. Jeans and denim apparel. Jogging suits and other fitness apparel. Spandex clothing. Tank tops and spaghetti strapped tops. Low cut blouses or tops. Shorts.</p> <p><b>Appropriate footwear includes the following:</b> Shoes are to be clean and in good repair. Heel height must not present a safety hazard. Must wear shoes appropriate to the nature of their weight and in accordance with departmental guidelines. Peep and open toe shoes. Sling-back shoes. Boots/booties.</p> <p><b>Inappropriate footwear includes the following:</b> Athletic shoes, unless part of an approved uniform. Flip-flops, sandals and slippers. Open-toe shoes in patient care areas.</p> <p><b>Appropriate headwear includes the following:</b> Department issued headwear, per department dress code policy.</p> <p><b>Inappropriate headwear includes the following:</b> Hats, baseball caps and visors in the work area.</p> <p><b>Appropriate personal hygiene/tattoos/jewelry includes the following:</b></p>		

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Staff must have good personal hygiene. Hair should be clean and neat. Employees who work in patient care areas, with food or with machinery must have their hair pinned up off the shoulders or secured away from the face, to promote safety for self and patients. Hairnets may be required by department policy and hairnets are required to wear in the foodservice departments. Facial hair must be groomed and maintained, and not interfere with safety standards. Scents from deodorant, perfume, cologne, body sprays and the like must be light and non-offensive. Visible tattoos must not be offensive in subject matter or placement. Piercings in the ears. Small stud piercing in the nose. Gauges with inserts.

#### **Inappropriate personal hygiene/tattoos/jewelry includes the following:**

Beaumont is a nicotine-free environment – cigarette or other tobacco odor is not acceptable. Employees who have direct contact with patients, work in areas where invasive procedures are performed or when procedures require a surgical scrub, provide cleaning services in patient care areas, transport patients, or provide any dietary service function, must adhere the following fingernail standards: artificial fingernails or extenders may not be worn, fingernails must be kept short and clean, not exceed ¼ inch past the fingertip in length, no chipped nail polish, no enhancements (i.e.: wraps, acrylics, gels and stones). Offensive body, tobacco, halitosis and/or clothing odors. Tattoos that include profanity, nudity, racial or sexual comments or are otherwise inappropriate. No facial tattoos of any kind should be allowed unless it is in a hidden area, such as behind the ear. Jewelry that interferes with the nature of work being performed or otherwise poses a safety or health risk.

#### **Appropriate badges include the following:**

Identification badges are part of every employee's "uniform" and must be worn while on duty. Badges must be worn at chest or collar level, or on a lanyard, with name and photograph visible at all times.

#### **Inappropriate badges include the following:**

Buttons, pins, or stickers which may block the name and photograph.

#### **NUTRITION AND RETAIL SERVICE POLICIES:**

All interns will abide by hospital and department dress codes for professional and safety purposes.

#### **STANDARD DRESS CODE FOR NUTRITION SERVICES AREA:**

Appropriate slip resistant shoes that cover the entire foot. Approved hair restraints (bonnets and hair nets are allowed in certain areas).

#### **GENERAL GUIDELINES FOR NUTRITION AND RETAIL SERVICES DRESS CODE COMPLIANCE:**

Interns are expected to dress appropriately for their day with the goal to service the mission of Beaumont Health. Dress and grooming policies establish consistent standards which inspires confidence in our patients and families, teams and communities, while respecting employees' cultural, ethnic and religious beliefs and need for disability accommodations. Interns must ensure that their grooming, personal hygiene and attire support the goals of safe, high quality food and retail services and are in compliance with the applicable federal, state and local laws.

#### **IMAGE/PROFESSIONAL CONDUCT:**

Interns are always expected to demonstrate professional image and conduct when interacting with patients, visitors, staff, physicians, public etc. Professional conduct includes but is not limited to the following: greeting our customers with a smile, a caring attitude; use of customer's name and title; using language appropriate in the workplace; introducing yourself by name and function; allowing patients to maintain dignity; respecting cultural and spiritual values; and responding to all requests for information or service in a courteous and timely manner.

#### **PANTS/SKIRTS/DRESSES/SHIRTS:**

Apparel must be in good condition and not be faded, stained or have holes/rips. All must be of an appropriate fit and in good taste to allow for bending, stooping and lifting without showing skin. Skin and/or undergarments shall not be visible in the waist area. Hem length for skirts should be no more than 1.0 inch above the knee and be of appropriate fit and in good taste to allow for bending, stooping and lifting.

#### **SOCKS:**

To present a professional image, it is highly preferred that all interns always wear hosiery or socks. Socks are to be worn with slacks only. Nylons/tights shall be worn with skirts and dresses. No bare legs should be exposed when wearing skirts or dresses.

#### **OUTERWEAR/LAYERS:**

No sweatshirts or hooded sweatshirts are permitted.

#### **HEAD/HAIR COVERING:**

Hair must be clean and neat. Cultural/religious headwear such as hijabs and yarmulkes are appropriate but must be worn in a manner to not contaminate food and equipment.



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In the nutrition services area, hair must be completely and properly restrained upon entering the kitchens and serving areas to promote safety for self and patients. Hair longer than shoulder length must be pulled back into a ponytail or bun (if able), pinned up or otherwise restrained. Hair should not touch collar of shirt. Interns including those with bald or shaven heads must wear approved hair restraints. Approved hair restraints include tightly woven hair nets with an elastic edge (not allowed in food production and food assembly areas unless allowed by site specific infection control department) or bonnets.

#### **FACIAL HAIR:**

Facial hair must be clean and neatly trimmed. In the nutrition services areas, it must be trimmed to ½ inch or less. If more than ½ inch long it shall be restrained with a beard guard.

#### **EYE LASHES:**

No self-adhesive false eye lashes allowed in a food production and assembly areas due to food contamination risks.

#### **JEWELRY:**

Jewelry in food service areas should be limited due to potential contamination and employee safety. Pieces of jewelry can fall off and become a physical contaminant. Jewelry can be difficult to clean and can hold pathogens. Loose jewelry can get caught in equipment causing injury. One simple ring and simple/understated well-fit watch is allowed. Simple/modest earrings in the ears that are dime size or smaller are allowed (no more than three earrings per ear and no hoops or dangling parts. Gauges with inserts are allowed. Small stud piercing in the nose is allowed. One small necklace is allowed if tucked under work shirt. No bracelets, decorative buttons, pins and broaches should be worn in the food service areas. These items if worn elsewhere may not include writing that is not Beaumont approved. Earrings are discouraged in production and food assembly areas.

#### **BODY PIERCING:**

Earrings and a small stud nose piercings are acceptable. No visible piercing other than the ears or nose is permitted. Rings, hoops, studs, bars or other jewelry in a non-traditional manner is not acceptable and must be removed. This includes nose rings/grommets, scaffold or industrial piercings of the ears or other body piercings such as eyebrows, lip, tongue, etc. Due to the risk of unintentional contamination of food or food contact surfaces, clear/invisible spacers are not permitted.

#### **TATTOOS:**

Visible tattoos must not be offensive in subject matter or placement. Tattoos that include profanity, nudity, racial or sexual comments or otherwise inappropriate are not permitted. No facial tattoos of any kind should be allowed unless it is in a hidden area, such as behind the ear.

#### **UNDERGARMENTS:**

Must be supportive and of appropriate color and fit as to not show through apparel.

#### **MISCELLANEOUS ITEMS:**

Personal items shall be stored in assigned lockers or other approved areas. Miscellaneous items (note pads, pens, thermometers, keys etc.) must be carried on the body so as not to pose a risk of falling into the food (i.e. unsecured breast pockets). Personal items may not be stored in areas where food is being stored, prepared and/or served. Storage of personal items including cell phones in food service areas due to the high potential for cross contamination is not permitted.

#### **NAILS:**

Nails must be short, clean and well groomed. Nails must be no longer than ¼ inch beyond fingertip. No nail polish, artificial nails or wraps are allowed. Interns who never have direct contact with food may wear nail polish if it is in good repair.

#### **HOSPITAL ID BADGE:**

Identification badges are part of the Beaumont uniform and must be worn while on duty. Badges must be worn at chest or collar level with name and photograph visible at all times. Only the official Beaumont badge holder may be worn. The “Beaumont Standards”, “Emergency Codes” and any department specific badge cards must be worn on the ID badge. In food service areas, no lanyards or necklace type badge holder is allowed due to safety and sanitation reasons. No buttons, pins or stickers which may block the name and photograph are allowed.

#### **ELECTRONIC DEVICES:**

Only Beaumont issued electronic devices are allowed. No personal cell phones, no earbuds or head phones allowed due to customer service, sanitation and safety standards. Department issued head phones may be used in the call center only. NA for Interns – discretion.

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### **HAND AND ARM SPLINTS/BRACES/CASTS:**

For sanitation reasons, interns may not work in food production or service areas with uncovered wrist splints/braces and/or casts. If an intern is required to wear such a device, it must be readily covered by a glove or other impermeable barrier.

### **LEG, ANKLE, AND FOOT SPLINTS/BRACES/CASTS:**

For safety reasons, if an intern is required to wear a foot, leg or ankle brace, splint or cast, they may not work in food production or service areas unless it can be completely covered with an impermeable barrier (to protect from hot liquids/spills, and/or falling items).

### **BAND AIDS:**

Open sores, wounds, or cuts on exposed body parts must be covered by a band aid at all times. Band aids may not be flesh toned. In food production or service areas, if a band aid is present on a hand it must be covered at all times by a disposable glove and the intern must double glove when handling ready to eat food. All band aids issued in the department will be brightly colored.

Subject <b>#9 – Program Benefits</b>	No. <b>[no.]</b>	Page 8
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### **POLICY:**

Beaumont Health dietetic interns will receive standard benefits during their internship.

### **PROCEDURE:**

- Free parking at participating rotation sites.
- Recognized, observed legal holidays including Memorial Day and Fourth of July.
- Access to medical library free of charge.
- Access to department resource and reference materials.
- Up to five (5) days pre-approved leave due to circumstances such as illness, bereavement purposes, personal emergencies, emergencies or job interviews upon internship director's approval.
- One-week scheduled vacation.
- Access to Beaumont Occupational Health Program.
- Internship materials including Policy and Procedure manual, rotation schedules, orientation materials and additional reference materials received during lectures, classes, rotations etc.
- ServSafe certification (5-year certification period).
- Collaborative Institutional Training Initiative (CITI) for conducting research (3-year certification period).
- Upon successful completion of the program, interns will be eligible to sit for the registration exam to become Registered Dietitians.
- The opportunity to work in a large teaching hospital. As a Level 1 Trauma comprehensive healthcare system, Beaumont provides the highest level of specialty care in the region.
- The opportunity to work with a variety of clinical and administrative dietitians and foodservice managers who have various specialties, specialty certifications, and advanced degrees.
- A strong clinical nutrition services department that provides nutrition care in a high acuity setting on the in-patient side as well as in adult and pediatric ambulatory/community clinics on the outpatient side. In-patient nutrition care services are provided in five intensive care units and medical nutrition therapy is provided for virtually all medical conditions including cancer, cardiology, diabetes, transplant, rehabilitation, pediatrics, general medicine, surgery, and trauma. Dietitians are involved in the management of oral, enteral and parenteral nutrition care.
- The opportunity to work with a culturally diverse population.
- The opportunity to participate in patient care as a member of an interdisciplinary health care team that may include physicians, physician assistants, nurses, physical therapists, social workers, occupational therapists, speech therapists, discharge planners and pharmacists.
- The opportunity to work in a Food Service Department that provides over 5 million meals per year to patients, visitors, and staff. Foodservices provide catering services ranging from light refreshments to large receptions. Menus and recipes are developed and tested on-site, and food is cooked utilizing fresh ingredients and a large volume scratch production method.
- Staff relief experience.
- Specialty (weight control center, radiation oncology, home infusion and diabetes self-management education) elective rotation(s) to enhance personal learning and career development.

Subject <b>#10 – Health and Safety</b>	No. <b>[no.]</b>	Page 9
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## BEAUMONT HEALTH DIETETIC INTERNSHIP

### Policy and Procedure Manual

#### **POLICY:**

It is the policy of Beaumont to provide a health service for all regular interns, temporary and contingent interns as well as students associated with Beaumont sponsored programs.

#### **PROCEDURE:**

- The dietetic intern must provide evidence of personal health, liability and auto insurance coverage on the first day of orientation. Beaumont and their dietetic internship affiliates hold no responsibility for intern's safety while traveling to and from rotation sites nor during their scheduled rotation.
- The dietetic intern is financially responsible to schedule and pass a medical examination prior to admission to the internship. Evidence of the examination must be submitted to Human Resources at least 14 working days prior to the date of orientation.
- The dietetic intern is responsible for following general safety policies and procedures of the institution regarding safe work practices. Beaumont and their dietetic internship affiliates hold no responsibility for, nor cannot be held liable for, accidents and injuries occurring in the performance of interns' responsibilities. Dietetic interns are not eligible for coverage benefits under the facility's workers' compensation program. The dietetic intern is financially responsible for his or her own expenses for medical treatment.
- Injuries occurring while on duty must be promptly reported to the immediate supervisor. Reports will be completed as required by the facility.
- Interns are responsible for seeking their own medical care in the case of illness or injury.

#### **RESPONSIBILITY:**

##### **Pre-Placement Physical Examination:**

All eligible interns shall be required to successfully complete a physical examination prior to orientation. The physical examination must be performed, and proof must be submitted at least 14 working days prior to the date of orientation. The physical examination shall include the completion of a health questionnaire, general physical examination (History & Physical), chest x-ray if applicable, laboratory testing, immunizations (including Covid and influenza) and/or other examinations as indicated by job classification, and 9-panel drug screen. Additional testing may be required based upon clinical information or job classification.

All interns are required to have TB testing according to a schedule established by the Occupational Health Services in concurrence with their Corporate Epidemiologist.

##### **Pre-Placement Physical Hold Status:**

All eligible interns whose history or physical examination findings require further evaluation and/or treatment will be placed in a "Hold" status and referred to the Human Resources Department.

##### **Infection Surveillance:**

As part of the Hospital Infection Control Program, provision is made for a practical system of reporting, evaluating and maintaining records of infections among personnel.

##### **Specific Exposure:**

Intern exposures to patients with specific contagious infections (i.e., Tuberculosis, Hepatitis, Rubella, Chicken Pox, Mumps, etc.) are referred to the Occupational Health Service for evaluation in accordance with Infection Control Procedures. If it is determined that the intern has indeed been exposed to a contagious infection at the workplace, the intern will be sent home and will not return to the workplace until the end of the incubation period. If the intern contracts the disease, he/she will be placed on a Medical Leave of Absence retroactive to the date of exposure. If the intern does not contract the disease, he/she shall return to work.

Interns who are exposed to contagious diseases outside of the workplace must inform their supervisors of the exposure, who will refer the intern to Occupational Health Services (OHS) for evaluation. If the intern has indeed been exposed to a contagious disease, the intern will be placed on a Medical Leave of Absence and sent home for the duration of the incubation period. If the intern contracts the disease, the intern shall remain on a Medical Leave of Absence until he/she is cleared to return to work.

##### **Other Exposures:**

Interns reporting exposure to a harmful/hazardous agent must be referred to Occupational Health Services for evaluation of a suspected workplace illness or injury.

#### **SUITABILITY TO WORK:**

An intern may be referred to Occupational Health Services for a medical examination and/or suitability to work evaluation at any time if the intern's suitability to perform his/her job duties is in question. Failure to comply with the referral may result in termination from the program.

# BEAUMONT HEALTH DIETETIC INTERNSHIP

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### RETURN TO DUTY:

An intern who returns from a Medical Leave of Absence must present to Occupational Health Services (OHS) a written statement indicating the following: Initial date of disability, Reason for disability, Effective date of return, Need for special limitations (if applicable), and Signature of a legally qualified physician.

**Note:** In the event of a severe personal injury or illness it may be necessary for the intern to undergo an examination by an OHS Physician to determine suitability to return to work.

Subject <b>#11 – Attendance and Tardiness</b>	No. <b>[no.]</b>	Page 10
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### POLICY:

The nature of a professional program necessitates participation in every learning experience and interns are expected to complete all assigned hours including rotations, classes, and scheduled meetings. Therefore, attendance at the supervised practice is mandatory and a minimum of forty hours is expected each work week. Personal, medical or dental appointments should be scheduled at times which do not conflict with supervised practice hours. Project time will require the use of off-duty hours. Interns are allowed up to five (5) approved leave days due to circumstances such as illness, bereavement purposes, personal emergencies or job interviews. Interns are responsible for rescheduling missed work/time at the convenience of site coordinator/preceptor. Requests for leave of absence beyond the five (5) days may be approved due to medical or extreme personal emergencies but will likely need to be made-up. Extended absences may require that the intern withdraw from the program. The intern is expected to be on time for each schedule rotation. Therefore, the intern is expected to schedule return trips from weekend travel, so that morning punctuality is maintained. Disregard for promptness demonstrates a lack of responsibility which will not be tolerated. Repeated tardiness will be handled individually.

### PROCEDURE:

- Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies. For unplanned leave, the intern will call and email the internship director and rotation preceptor at least **thirty minutes prior to the start of the scheduled work day** to request leave if unable to come to work. The internship director will notify the intern of whether the leave is approved, and the approval may be contingent on the intern providing documentation. The internship director will document the information in an email to the intern, indicating whether the leave was granted. The internship director will document the information on the intern's attendance record kept in the intern's personal internship file.
- The internship director will consider requests for a leave of absence on a case by case basis, considering the reason for the request and the ability of the program to accommodate the request based on staffing resources and workload.
- For planned leave, the intern will submit a written request as far in advance as possible. The internship director will either deny or approve the request. The original request will be kept in the intern's file. Approved leave will be documented on the intern's attendance record kept in the intern's file along with the original written request.
- Requests for leave of absence beyond the five (5) days will be approved based on merit of request, length of expected absence, and impact on participating rotation facilities in rescheduling. A written request must be submitted in writing to the internship director. The internship director will consult with rotation preceptors/supervisors prior to granting approval.
- Unapproved leave absences are not acceptable and will be subject to disciplinary action up to and including termination from the program.
- If the intern leaves the rotation site during the workday but on non-duty time, i.e. lunch, the supervising preceptor must be notified. Lunch and breaks should not exceed rotation site policy.
- If it is necessary to leave the rotation site early, the intern must obtain permission from the supervising preceptor.
- The internship director will notify interns of postponements, cancellations, or rescheduling for class days or field trips.
- Tardiness:
  - If the intern expects to be late, they will call both the internship director and the current supervising preceptor to provide a reason for the tardiness and an approximate time of arrival.
  - Excessive tardiness defined as  $\geq 3$  occurrences of  $> 5$  minutes in any one-month period will be subject to corrective action up to and including termination from the program (see #15 unsatisfactory performance).
- Winter Storm Policy:
  - The intern is expected to follow Beaumont's facility policy regarding weather emergencies. If you will be delayed due to weather conditions, please notify your preceptor and program director of the situation as soon as possible. If your rotation site is off-campus and the facility is closed due to a weather emergency, please return to Beaumont Royal Oak campus for the remainder of the day.
- Natural Disasters/Emergency Preparedness Policy:

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- “Although the Internship is scheduled for 34 consecutive weeks, due to circumstances beyond the control of Beaumont Health and/or the Internship Director, or individuals responsible for managing the Internship, the duration of the internship may be altered in order to assure interns complete the required 1,200 hours of Supervised Practice. Interns are provided sufficient notice (within reason based on the circumstances) of the need to alter the planned schedule.”

Subject <b>#12 – Vacation</b>	No. <b>[no.]</b>	Page 11
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#### **POLICY:**

Beaumont Health dietetic interns are scheduled for a one-week vacation (forty-hour week).

#### **PROCEDURE:**

- Each intern will receive a master schedule for the program including vacation dates during orientation week.
- Interns may request in writing alternate week of vacation. Request must be submitted as far in advance as possible.
- The internship director will review the schedule prior to denying or approving the request based on preceptor and site availability.
- The decision of the Internship Director regarding change in vacation dates requests is final.

Subject <b>#13 – Intern Evaluation</b>	No. <b>[no.]</b>	Page 12
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

#### **POLICY:**

Beaumont Health dietetic interns are evaluated on their performance at specified times throughout the program to assess readiness for competent entry-level Registered Dietitians.

#### **PROCEDURE:**

- The intern will complete the rotation intern learning packet/learning modules and develop a professional development plan before prior to each rotation. Methods to achieve the professional development plan goals will be devised in consultation with the supervising preceptor and recorded on the Dietetic Intern Professional Development and Self-Assessment Form.
- The preceptor and intern will meet as needed to informally discuss the intern’s performance and progress.
- At the end of each rotation, the intern completes the Dietetic Intern Self-Assessment, Dietetic Intern’s Preceptor and Site Evaluation Forms. The Intern’s Preceptor Evaluation form is completed by the intern and placed in an envelope for the preceptor to sign the seal prior to the intern receiving the Preceptor’s Intern Evaluation.
- Written evaluations (student learning outcomes evaluation) will be completed by the primary preceptor for each rotation. Once reviewed with the intern, evaluations are kept in the intern’s file in the Internship Director’s office.
- The following evaluation instruments will be used:
  - Clinical/Staff Relief Rotation Supervised Practice Evaluation Form
  - Long-term Care Rotation Supervised Practice Evaluation Form
  - Community Nutrition Rotation Supervised Practice Evaluation Form
  - Specialty Rotation Supervised Practice Evaluation Form and
  - Food Service Rotation Supervised Practice Evaluation Form
- The following performance levels will be used for the evaluation instruments:
  - **Excellent (4):** requires no supervision, competencies above entry level, goes beyond required competencies and performs an outstanding level consistently.
  - **Very good (3):** requires no supervision after competencies have been demonstrated and return demonstration indicates performance at entry level and sometimes exceeds expectations.
  - **Meets (2): requires little supervision, has mastered some aspects of the required competencies, continued growth is encouraged and meets expectations.**
  - **Below (1):** requires supervision, has mastered some aspects of the required competencies, more improvement/growth needed which may require remediation, and rarely meets expectations.
  - **Unsatisfactory (0):** requires constant supervision, cannot perform tasks as required, much improvement and growth needed and does not meet expectations.
  - **N/A:** not applicable

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- **Comments are required, and program director needs to be notified if an intern scores a 1 or 0.**

- The intern is required to meet defined competency levels for graduation (see policy #15 – Unsatisfactory Performance).
- If an intern scores in an unsatisfactory performance level (0 or 1), a one-on-one meeting will be scheduled with the program director to further address concerns/issues. Furthermore, if the intern scores a preceptor with unsatisfactory performance (2 or below), a one-on-one meeting will be scheduled with the program director to further address concerns/issues.

Subject <b>#14 – Criteria for Successful Completion of Program</b>	No. <b>[no.]</b>	Page 13
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

### **POLICY:**

Beaumont Health dietetic interns will complete the program of learning experiences and achieve either “2 or above” performance standards (defined by the core competency statements) to be eligible to graduate from the program. Interns are expected to complete the program within 34 weeks, with up to a maximum of 52 weeks.

### **PROCEDURE:**

- The program of learning experiences has been developed to meet the standards established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- Interns are evaluated on their performance and must meet competency standards as outlined in policy and procedure, Intern Evaluation #13.
- Verification of completion of the Dietetic Internship at Beaumont is provided in the form of the Academy of Nutrition and Dietetics Verification Statement (6 originals) completed by the internship director.
  - At the completion of the program, the Internship Director submits signed verification statements to the Commission on Dietetic Registration (CDR) for intern eligibility for the registered dietitian examination.
  - The internship director indefinitely keeps verification statements on file.
- Due to extenuating circumstances beyond the control of Internship management team and Beaumont Health, Internship rotations and or duration may be altered and program extended.

Subject <b>#15 – Unsatisfactory Performance</b>	No. <b>[no.]</b>	Page 13
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### **POLICY:**

The Beaumont Dietetic Internship has established performance standards which serve as the standard for evaluating an intern’s progress towards entry-level competence as a dietitian. It is the role and responsibility of the Internship Director to coach and mentor interns to help them to achieve their best, and to address behaviors that are inconsistent or contradictory to these interests or the interests of the program and Beaumont. It is the role and responsibility of interns to understand and to demonstrate the Beaumont standards in their daily interactions with others in the workplace, including but not limited to patients, families and co-workers. Interns are expected to perform in a manner consistent with the responsibilities, standards and expectations established and the policies, standards and work rules of the program and the organization overall. When the dietetic intern is consistently unable to meet the level of expected performance required to successfully complete the program, the intern will be notified and provided an opportunity to correct deficiencies. If it is determined that an intern has minimal chances of success in the program, the program will provide counseling on alternate career paths that are appropriate to their ability and will explore options with the dietetic intern. A dietetic intern may be terminated from the program for unsatisfactory performance which would include but not be limited to inability or unwillingness to complete assignments or quality of performance below standard set by the dietetic internship program.

### **PROCEDURE:**

- Interns must successfully complete each rotation defined as performance evaluation of “competent”.
- The preceptor in the affiliating institution will notify the Internship Director and the dietetic intern of his/her unsatisfactory performance.
- Interns who do not successfully complete a rotation may be assigned remedial work by the preceptor and/or Internship Director or asked to repeat the rotation a maximum of 2 times.
- Remedial work assigned, and/or repeated rotation experiences must be completed to the satisfaction of the preceptor and Internship Director within the agreed upon time frame (not to exceed 7 days) before the intern may proceed to the next rotation.
- If remedial work assigned and/or repeated rotation experience is not successfully completed, the intern may be terminated from the program.
- All program costs are nonrefundable with early termination from the program.

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- The intern will be notified of the performance deficiency and to impress upon him/her that the behavior(s) must be corrected and improved, sustained performance is expected. The Internship Director will document the performance concerns and expectations for improvement. All plans will be reviewed and signed by the intern and the Internship Director. The intern's signature acknowledges the plan has been reviewed with him/her but does not necessarily indicates agreement.
- Termination or discharge occurs when an intern is terminated from the program. This may occur because of a gross violation of program policy that is serious enough to warrant immediate termination. Termination may also occur in response to an intern's failure to demonstrate sustained improvement.
- Interns may be terminated from the Program for failure to meet and sustain required improvement in behavior and/or performance or for additional violations of policy.
- The following will serve to summarize the types of violations, performance and behavioral concerns. It should be noted that these are general guidelines and not intended to be exhaustive or all-inclusive of violations, performance or behavioral concerns: Behavior contrary or inconsistent to the Beaumont Standards, poor job performance includes, but is not limited to, below standard work in quality or quantity, inappropriate behavior, dress code, department codes and fire/health regulation violations, extended lunch/break periods, absence from the department without permission, failure to report injuries and failure to use safety devices and personal protective equipment; Theft, Willful Damage to Hospital Property, Inappropriate/Unauthorized Access, Utilization or Revealing Confidential Information, Falsifying/Misrepresentation of Work Records/Collusion, Conflict of Interest, Falsifying Employment Application, Outside Criminal Activities, Gross Neglect of Duty, Involvement in Illegal Activities in the Workplace, Insubordination, Sexual Harassment, Improper Conduct Toward Patients, Visitors, Interns or Supervisors, Working But Impaired by Alcohol or Illegal Drugs. Failure to Report to the Occupational Health Service or Emergency Department when directed may result in Immediate Termination from the Program, Possession or Use of Alcohol or Illegal Drugs, and/or Possession of Firearms or Other Weapons on Hospital Property.

Subject <b>#16 – Program Evaluation</b>	No. <b>[no.]</b>	Page 14
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### **POLICY:**

The Internship Director utilizes established techniques to gather information on the quality of the program and its preceptors to make subsequent recommendations for change for improvement on an annual basis through the Nutrition Advisory Council.

### **PROCEDURE:**

#### **Program Evaluation**

- The internship director, advisory council, Beaumont Royal Oak nutrition and retail staff, nutrition directors from Beaumont Troy and Grosse Pointe, clinical nutrition managers from Dearborn, Troy and Farmington Hills, preceptors, dietetic interns, immediate past graduates and graduates' employers or graduate school program directors will be asked to participate in the program review.
- The Internship Director will:
  - Review and compile intern rotation evaluations,
  - Review and compile preceptor, rotation sites, and program evaluations,
    - Intern Rotation Evaluation Form
    - Intern Program Evaluation Survey
- Conduct a survey of immediate past graduates and their employers to determine entry-level competency of graduates one year following their completion of the program,
  - Contact program graduates from the previous year to provide internship staff with current employers or graduate program director to complete a "Graduate Evaluation Survey"
  - Following graduate approval, contact current employers or graduate school program directors to complete
    - "Graduate Evaluation Survey" to determine entry-level Registered Dietitian competency,
- Review registration examination scores of program graduates,
- Review and compile preceptor and site program evaluations,
- Maintain records on file of all evaluations for seven years in the Internship Director's office,
- Report information gathered to the Advisory Council and preceptors annually to,
  - Elicit recommendations for change to strengthen the program,
  - Enhance intern learning experiences,
  - Develop action plans to alleviate potential concerns,
- Minutes from Advisory Board Meetings will be kept on file in the Internship Director's office,
- Make subsequent modifications to pertinent materials including policies and procedures, evaluations, rotation schedules, etc. to strengthen the program.

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Subject <b>#17 – Drug Free Internship</b>	No. <b>[no.]</b>	Page 15
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<p><b>POLICY:</b></p> <p>The Beaumont Dietetic Internship strictly prohibits the manufacture, possession, use or distribution of alcohol or other controlled substances and/or property which is used or intended for use as a container for any controlled substance by interns on the property of participating institutions and affiliations or as a part of any activity associated with the Internship.</p> <p><b>PROCEDURE:</b></p> <ul style="list-style-type: none"> <li>▪ Prior to orientation week, interns are required to pass a 9-panel drug screen and provide documentation of the drug screen results to Human Resources at least 3 working days prior to the date of orientation.</li> <li>▪ Interns can be randomly tested at any time during the Program per the discretion of the Internship Director and those violating this policy are subject to corrective action up to and including termination from the program. Civil or criminal violations will be reported to law enforcement authorities as appropriate.</li> <li>▪ Interns found to be in violation of this policy may be referred for voluntary participation in a drug or alcohol counseling, treatment or rehabilitation program of their choice. All costs of such treatment programs are the financial responsibility of the intern.</li> <li>▪ All members of the internship organization have a common responsibility for maintaining the integrity of the program. Reporting of violations will be encouraged and considered to be within their province.</li> </ul>		
Subject <b>#18 – Code of Ethics and Professional Conduct</b>	No. <b>[no.]</b>	Page 15
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<p><b>POLICY:</b></p> <p>The Beaumont Dietetic Internship Program abides by Beaumont Ethics and Compliance and the Code of Ethics for the Nutrition and Dietetics Profession established by the Academy of Nutrition and Dietetics. It is the intention of Beaumont to foster effective working relationships amongst all interns and hospital employees to provide and maintain high quality and safe patient care. Such relationships must be based upon mutual respect to avoid disruption of patient care or to Hospital operations. It is the expectation of the Program that all interns promote and maintain a professional environment in which all individuals are treated with dignity and respect. Conduct on the part of Beaumont intern that is inappropriate or detrimental to patient care or Hospital operations or that impedes harmonious interactions and relationships shall not be tolerated. Transgressors shall be subject to appropriate remedial or corrective action.</p> <p><b>DEFINITION OF IMPROPER CONDUCT OR INAPPROPRIATE BEHAVIOR</b></p> <p>Improper conduct or inappropriate behavior is defined in the following examples, which includes, but is not limited to the following:</p> <p>Willful and intentional threats, intimidation, harassment, humiliation, or coercion of interns, physicians, patients or visitors. Profane or abusive language directed at interns, physicians, patients or visitors. Behavior that is rude, condescending or otherwise socially unacceptable. Intentional misrepresentation of information. Verbal comments or physical gestures directed at others that exceed the bounds of fair criticism. Unsolicited physical contact or threats of physical contact. Written comments or illustrations in medical records or other official documents (except incident reports or other established hospital mechanisms for documenting and resolving concerns) that impugn the character or quality of care provided by a hospital or medical staff member. Sexual innuendo or improprieties. Rudeness or refusal to respond to concerns, questions, or requests regarding patient care. Negative or disparaging comments about the moral character or professional capabilities of an intern or physician made to interns, physicians, patients or visitors. Negative or disparaging comments regarding religious, ethnic or racial background, disability or sexual orientation made to interns, physicians, patients or visitors. Behavior that is disruptive to maintaining a safe and healing environment or that is counter to promoting teamwork.</p> <p><b>PROCESS FOR REPORTING VIOLATIONS</b></p> <p>Any intern who observes disruptive or inappropriate behavior may report the incident verbally or in writing. Those who observe such behavior should document and report the event immediately to their preceptor and/or the Internship Director. The report should include: Date and time of incident, Name(s) of the person(s) involved in or present during the incident, Identity of the patient, if applicable; Circumstances surrounding the incident, A complete description of the offensive behavior (i.e., what harm resulted from it), and any actions taken at the time of or following the incident including date, time, place and action.</p>		



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#### PROCESS FOR INVESTIGATING ALLEGED VIOLATIONS

The investigator of the report, with the assistance of the medical chief, if applicable, shall conduct or arrange for interviews with the alleged offender and witnesses to the incident as soon as possible. The department director and the medical chief, if applicable, shall take appropriate remedial or corrective action in consultation with Hospital and/or Medical Administration and Human Resources within two weeks. If the incident involves a department director or a medical chief, the Administrative Director or Chief Medical Officer (or designee) shall conduct the investigation and take appropriate remedial or corrective action in consultation with the Hospital Director and Human Resources Director. The intern who reported the incident shall be kept informed of the status of the investigation.

#### REMEDIAL OR CORRECTIVE ACTION FOR VIOLATIONS

Progressive corrective action shall apply to instances of improper conduct or inappropriate behavior in the hospital's work environment. Depending on the investigation outcome and the circumstances involved in the incident, the situation could result in the suspension or termination from the Program. The progressive discipline approach may be modified based on the facts and circumstances of each case.

#### PURPOSE

Beaumont Health (BH) is committed to conducting its business ethically and in compliance with all applicable laws, regulations and its internal policies. The Beaumont Health Business Ethics and Compliance Policy provides BH workforce information about the principles and guidance that support the Beaumont Health Code of Conduct as well as Beaumont Health's mission, vision and values. This Policy helps BH workforce understand how to conduct business ethically and consistent with the legal requirements that apply to their assigned duties and responsibilities.

#### DEFINITIONS

**Antitrust laws** – Legislation enacted by federal and various state governments to regulate trade and commerce by preventing unlawful restraints, price-fixing, and monopolies; to promote competition; and to encourage the production of quality goods and services at the lowest prices.

**Beaumont Health or "BH"** – collectively refers to Beaumont Health hospitals, outpatient sites, research institute, Laboratory Services, Foundations, Physician Partners, Home Services, Nursing Home Services, and any Beaumont Health subsidiaries, operating entities, and real estate entities.

**Clinicians** – Includes BH employees and trainees at all levels (students, interns, residents, fellows, post-doctoral trainees, etc.) in any patient care discipline, including specialties of medicine, dentistry, nursing and allied health sciences; as well as private attending staff who provide services in conjunction with BH on BH premises or at other sites or participate with BH in any type of activity, event or program.

**Non-Clinician** – Includes employed administrators, managers, support, clerical and technical staff, and others such as volunteers who comprise the BH workforce, including but not limited to agents, independent contractors and consultants.

**Conflict of Interest or "COI"** – is a situation in which financial or other personal considerations may or actually do compromise, or have the appearance of compromising, an individual's judgment in conducting BH business.

**Continuing Education** – a form of continuing professional development that consists of educational activities which serve to maintain, develop, or increase the knowledge, skills and professional performance and relationships that a BH workforce uses to provide services for patients, the public or the profession.

**Ethical** – acting consistent with the standards for right conduct or practice, including any professional standards as stated in specific sections of this Policy.

**Financial Interests** – anything of monetary value that is received directly or indirectly, through business, investment, or to family members including, but not limited to, salary, consulting fees, compensation agreements, honoraria, royalties, stocks, bonds, dividends, capital gains, ownership interests, rent and ownership, investment interests, or compensation arrangements in any entity with which Beaumont Health has an arrangement or the potential of entering into an arrangement.

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**Family Member** – means, as applicable your spouse; domestic partner; parents and grandparents; children, grandchildren and great-grandchildren; brother and sisters (by blood, adoption or marriage); mother-in-law and father-in-law, brothers-in-law and sisters-in-law, daughters-in-law and sons-in-law. Adopted, half and step members are included as Family Member.

**Fraud** – for purposes of this Policy, fraud means a false representation of a matter of fact whether by words or conduct, by false or misleading allegations, or by concealment of what should have been disclosed that deceives or is intended to deceive another so that the individual will act upon it to his or her detriment.

**Grant** is the provision of items or money voluntarily given to another person, sometimes for a particular purpose and with specific obligations.

**Industry** – Any entity or representative of such entity, or distributor of a manufacturer or company that develops, produces, markets, sells or distributes items or services such as, drugs, biomaterials, herbal/nutritional products, devices, equipment, consulting services, etc. intended for use in the clinical, business, research or academic aspects of Beaumont Health. Industry generally does not include professional, academic or government organizations.

**Legitimate Business Purpose** means a course of action(s) consistent with policies, procedures and practices of Beaumont Health which further its non-profit mission, vision and values such as:

- delivery of health care services and items including, but not limited to, acquisition of goods, services and real property; recruitment and retention of a qualified workforce; and conducting research and academic initiatives;
- educating the public and private sectors about issues affecting the health care industry and Beaumont Health;
- directing health care operations, including, but not limited to, quality assessment and clinical improvement activities; business planning and development; and revenue management; and
- Engaging third-party payers to compensate the delivery of health care services and items.

**Sanction Screening** – maintain compliance by utilizing Federal Government debarment and exclusion databases as well as other applicable government lists and databases on ongoing basis, to screen employees, contractors, students/trainees, residents, fellows, vendors, physicians (employed as well as rendering, ordering, and referring), Board and Committee members, volunteers, and other necessary individuals and entities under the direct control of BH. See Sanction Screening policy.

**Vendor** – a person who sells goods or services.

### GENERAL

The requirements of this Policy must be adhered to by BH workforce during their day-to-day activities including when caring for patients and families and when conducting business, research and academic activities. Adherence to provisions of this Policy is expected when dealing with patients, families, fellow BH workforce members, our communities, the public, the business community, payors, vendors and government and regulatory authorities. BH workforce members may be subject to disciplinary or corrective action, including discharge consistent with Human Resources Policies, for failing to adhere to the principles and requirements set out in this Policy.

BH recognizes that it has an obligation to its patients and their families, its payors, BH workforce and the communities it serves to maintain the highest level of integrity to ensure clinical, business and academic decision making is not compromised or improperly influenced. Relationships with industry play a vital role in the care of our patients. It is imperative however, that we minimize the potential for real or perceived bias in our dealings with Industry by exercising good judgment and ensuring compliance with the law.

While this Policy may not be inclusive of every situation that a BH workforce member may face, each of us must exercise good judgment and be committed to upholding a Beaumont Health standards of integrity and business ethics as established throughout this Policy.

### **BH Workforce subject to supplemental guidance based on their job functions:**

- Members of the Medical Staffs must abide by the professional principles or codes of ethics appropriate to their profession. See also the Bylaws of the Medical Staffs for each Beaumont Health Hospital.
- The Research Institute has a department specific conflict of interest policy and program to address specific regulations relating to research. The Research Institute Policy is an extension of Beaumont Health's Business Ethics and Compliance Policy and is overseen by Research Institute Administration and the Corporate Compliance Program. Additionally, Research proposals are governed by the Research Institutes Competitive Grant Proposal Development and Submission Policy.
- The Beaumont Health Foundation has the primary responsibility for compliance oversight on matters related to the conduct of fundraising and solicitations that do not involve research; therefore, fundraising and solicitation activities separate from grant proposals

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must be conducted under the direction and proper guidance of the Foundation as stated in the Foundation's Fundraising and Solicitation Policy.

#### **GUIDING PRINCIPLES:**

##### **Conduct Business Ethically and in Compliance with Legal Requirements**

BH workforce and vendors must acquaint themselves with the legal requirements that apply to their assigned duties and responsibilities and conduct themselves in compliance with those requirements, including for example, compliance with federal and state laws and regulations regarding fraud, abuse, waste and false claims.

##### **Safeguard Confidential/Proprietary Information**

BH workforce must maintain and protect the confidentiality of any proprietary information that they learn or obtain during their course of employment (e.g. patient information, strategic plans, business objectives, financial performance or targets, integration initiatives, etc.) BH workforce must use such information only in a manner consistent with the purposes for which it was shared with them.

Confidential/proprietary information shall not be used by BH workforce, either during or after their employment or arrangement, for any non-BH purpose.

##### **Maintain Truth in Documentation**

Internal record keeping and transactions between BH and outside individuals and organizations must be carefully and honestly prepared. Records must be accurate representation of the activity or business transaction. False or misleading entries in any BH records are not permitted and may be illegal. Clinical decisions for patients are based on identified patient health care needs. Clinical decisions must not be based on the way BH compensates or shares financial risk with its management, clinical staff or licensed independent contractors.

##### **Avoid Antitrust Activities**

Antitrust laws are designed to promote fair compensation and protect trade and commerce from unlawful restraints, price discrimination, price fixing, and monopolies. BH workforce shall not discuss with its competitors any pricing or labor costs information; the terms of supplier contracts; allocation of markets; or engage in group boycotts. Before considering any arrangements or entering into discussions with a competitor concerning any of these issues, BH workforce shall first obtain the advice of Office of General Counsel.

##### **Prevent Fraud**

BH policies and procedures are designed to prevent and detect fraud in internal business practices. Any actual or potential instances of fraudulent behavior are dealt with swiftly and decisively. The Compliance, Audit, Accreditation and Risk (CAR) Department with the support of senior management, is responsible to oversee fraud risk via Enterprise Risk Management program.

##### **Use of Company Assets Appropriately**

BH property, facilities and equipment (i.e. assets) are purchased for BH business purposes. The borrowing or removal of company property for non-business purposes is prohibited.

##### **Participate in Professional Organizations Responsibly**

BH workforce serving in leadership positions in professional organizations must not participate in activities and decisions that do not serve the mission or best interests in Beaumont Health.

##### **Understand Permissible Political Activities**

Beaumont Health, as a non-profit health system, is prohibited by federal law from directly or indirectly participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for elective public office. This restriction prohibits direct contributions to political campaign funds or public statements of position (oral or written) made on behalf of BH in favor of or in opposition to any candidate for public office. However, there are legitimate business reasons for Beaumont Health to educate its BH workforce and to educate or advise elected and appointed government officials regarding issues affecting BH and the healthcare industry. Refer questions to the Government Relations Department.

##### **Sanction Screening**

Ensure compliance with federal regulations specifying that federal funds shall not be used to support payments to "sanctioned" individuals and entities. Beaumont Health does not knowingly employ, contract or retain Screening Population members or other entities who appear on any sanction list.

#### **RELATIONSHIPS WITH VENDORS:**

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BH must separate as much as possible the influence of industry and vendors from the decision-making and business activities of BH, practice of medicine, education of BH workforce, and the delivery of health care services. BH workforce must not incur or maintain any kind of financial or personal obligation or interest that would affect good judgment in transacting business on behalf of BH. Any appearance of impropriety or influence over a BH workforce member's decision-making on behalf of Beaumont Health is strictly prohibited.

The following provisions set out the permissible and prohibited interactions with vendors and industry:

#### **Business Entertainment**

BH workforce may not accept gifts that involve entertainment or other social activities, such as free or reduced tickets to a sporting event, theater or concert event, golf outing, travel and lodging, etc. unless otherwise permitted by this policy. Invitation to local entertainment and events sponsored by a vendor/industry may be accepted only if a written request to attend has been submitted to and authorized by the BH workforce member's leader in advance of this event, and the BH workforce members expense is paid for by BH. Participation in such events must further a specific legitimate business purpose for BH and the vendor/industry must not expect to receive anything in return. These invitations must be disclosed in the BH workforce member's annual Conflict of Interest/Disclosure of Remuneration Questionnaire. Upon obtaining approval for attendance and reimbursement for the cost of the event, the BH workforce must maintain a log concurrent with any activity.

#### **Meals**

Business meals are permitted provided they serve a legitimate and specific business purpose for Beaumont and the designee's expense is paid for by Beaumont

#### **Compliance Line**

The Compliance Line provides a way for individuals to directly or anonymously report, without fear of reprisal, concerns such as potentially inappropriate billing/coding (false claims), suspected fraud, ethical violations, waste or abuse within Beaumont. Federal and State laws protect individuals who in good faith provide confidential information regarding potentially inappropriate billing/coding (false claims) or other prohibited activities in the workplace. The Compliance Line is available 24 hours a day by calling 1-800-805-2283.

#### **Legal**

Beaumont designees and vendors must acquaint themselves with the legal requirements that apply to their assigned duties and responsibilities and conduct themselves in full compliance of those requirements, including complying the State and Federal laws and regulations regarding fraud and abuse.

#### **Environment, Health and Safety**

Beaumont is committed to protect the environment and to provide a healthy and safe work environment for its designees. Each designee is responsible to comply with all environmental, health and safety laws and regulations. (Refer to Environment of Care Plans and Safety Manual).

#### **Clinical, Business Research and Academic Sites**

Beaumont conducts clinical, business, research and academic activities in multiple venues. While policies and procedures may exist for/at the individual venues/sites, Beaumont policies and procedures apply fully and precisely as stated when the activities are conducted in Beaumont's name.

The Research Institute at Beaumont has a department specific conflict of interest policy and program to comply with specific regulations relating to research. The Research Institute Policy is an extension of Beaumont Code of Business and Ethical Conduct Policy and is overseen by Research Institute Administration and the Corporate Compliance Program.

#### **Positive Work Environment**

Beaumont is committed to a policy of equal opportunity including compliance with all classes protected by law. It is the responsibility of each designee to treat our fellow designees and patients with honesty, integrity and respect to provide a work environment free from discrimination and harassment. (See pertinent Human Resources\Policies).

#### **Corrective Action**

Designees who fail to adhere to the regulations stated in this Policy may be subject to disciplinary action/corrective action up to and including discharge.

#### **Surveys**

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Participation/completion of surveys is acceptable provided the survey is congruent with job responsibilities and with supervisory knowledge/approval. Surveys may be completed during work hours provided no fee is accepted by the designee or the fee is directed to the Beaumont Foundation. Designees may accept fees for completion of surveys on non-work time provided the amount received is disclosed in accordance with this Policy, it cannot present any potential conflict of interest and must be congruent with job responsibilities.

#### **Consulting**

It may be acceptable for Beaumont designees to provide consulting services to external entities, provided that the nature and details of the consulting engagement are fully disclosed to the Corporate Compliance Officer and qualify for approval via the Conflict of Interest link on the Corporate Compliance web page in advance of the engagement.

#### **Stocks and Bonds**

A conflict of interest is unlikely to arise if the financial interest of a designee consists of stocks or bonds of a company listed on a national securities exchange or whose stock is regularly traded in the over-the-counter market, etc. Such holdings are not considered to conflict with Beaumont's interest unless the company in which the interest is held does a substantial part of its business with Beaumont.

#### **Interest in Real Estate**

A conflict of interest may exist if a designee or an immediate family member acquires, by purchase or lease, an interest in real estate in which it is known Beaumont also has an interest, or which may improve in value because of Beaumont's interest in adjoining property.

#### **Publications and Speaking**

Beaumont designees must disclose all existing and expected financial interest to journal editors in manuscripts submitted for publication and to audiences at lectures and presentations. This includes compensation from consulting, speakers' bureaus, advisory boards, investments and ownership interests. Grants and sponsored research are also included.

#### **Clinical Care/Institutional Decisions**

A Beaumont designee must ensure that there are no perceived or actual benefits from any member of industry when engaged in clinical care decisions (i.e., research funding, scholarships for CME and CPE, consulting agreements, etc.) or when involved in institutional decision making (i.e. purchases of equipment, medications, negotiation of contractual relationships with industry, etc.). Should any such relationship exist, a Conflict of Interest/Disclosure of Remuneration

Statement must be completed and sent to the Corporate Compliance Officer disclosing the relationship and the designees must reclude themselves from the decision-making process.

#### **No Endorsements**

Beaumont designees are expected to observe and maintain high standards of integrity and business ethics at all times. To this end, Beaumont has a long-standing policy that the hospital and staff members speaking on behalf of the hospital, will not endorse products or services. Acceptance and use of items from vendors such as badge holders/lanyards, pads, pens, etc., provides free marketing for, and endorsement of vendors, and is prohibited. Any relationship with a vendor which could lead to undue influence on an employee's decision making on behalf of Beaumont is prohibited.

Any vendor consultants who serve Beaumont may use Beaumont's name in its client list, with permission, if the description of its service to Beaumont is factual. Any information about outside companies provided by Beaumont to patients or visitors must have a disclaimer stating that the materials are provided for informational purposes only, and the outside companies are not endorsed by Beaumont. This information is provided for personal use of patients and visitors and is unrelated to care treatment provided by Beaumont. It is not intended as an endorsement by Beaumont of the products or services offered by the companies. Vendor use of Beaumont facilities for promotional videotaping will be subject to Beaumont's policies regarding media relations. The Director of Corporate Communications must review and approve all vendor uses of Beaumont's image, name, or likeness in any media. Any agreement or contract entered by Beaumont and a vendor that may result in publicity or promotion for the vendor must be reviewed by Legal Affairs prior to approval.

#### **Other**

Beaumont designees may not receive any form of compensation from representatives of industry for issuing or changing a patient's prescription. Beaumont designees may not directly receive compensation from industry representatives for "shadowing" or preceptor services. Beaumont designees must ensure no real, perceived or potential conflicts of interest affect or appear to affect the activities or responsibilities of any trainee or staff member.

### **ACADEMY OF NUTRITION AND DIETETICS CODES OF ETHICS FOR THE PROFESSION OF DIETETICS:**

#### **PREAMBLE:**

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The Academy of Nutrition and Dietetics formerly known as the American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetics Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The Academy of Nutrition and Dietetics. All are referred to in the Code as “dietetics practitioners.” By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

#### PRINCIPLES:

- The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.
- The dietetics practitioner practices dietetics based on scientific principles and current information.
- The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
- The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
- The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
- The dietetics practitioner provides enough information to enable clients and others to make their own informed decisions.
- The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
- The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
- The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others based on race, ethnicity, creed, religion, disability, sex, age, sexual orientation or national origin.
- The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
- The dietetics practitioner provides objective evaluations of performance for interns and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships.
- The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
- The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict.
- The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
- The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using information. The dietetics practitioner does not advertise in a false or misleading manner.
- The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
- The dietetics practitioner permits the use of his/her name for certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
- The dietetics practitioner accurately presents professional qualifications and credentials.
- The dietetics practitioner uses Commission on Dietetic Registration awarded credentials (“RD” or “Registered Dietitian”; “DTR” or “Dietetic Technician, registered”; “CSP” or “Certified Specialist in Pediatric Nutrition”; “CSR” or “Certified Specialist in Renal Nutrition”; and “FADA” or “Fellow of the American Dietetic Association”) only when the credential is current and authorized by the Commission on Dietetic Registration.
- The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials.
- The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
- The dietetics practitioner withdraws from professional practice under the following circumstances:
  - The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
  - The dietetics practitioner has been adjudged by a court to be mentally incompetent;

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- The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
- The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
  - The dietetics practitioner has been convicted of a crime under the laws of the United States, which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
  - The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
  - The dietetics practitioner has committed an act of misfeasance or malfeasance, which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
- The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration.

Subject	No. [no.]	Page 22
<b>#19 – Sexual Harassment</b>		
Content Expert / Coordinating Department(s)	Prior Issue Date 07/2012, 01/2013, 11/2013, 11/2017	Issue Date 12/2019
Nutrition Services		

#### **POLICY:**

Beaumont Corporate Policy and Procedure expressly prohibits any intern from engaging or being exposed to sexual harassment in the work place. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to the conduct is made either an explicit or implicit condition of enrollment in the Program, submission to or rejection of the conduct is used as the basis for a Program decision affecting the harassed intern, and/or the harassment substantially interferes with an intern's work performance or creates an intimidating, hostile, or offensive work environment. Examples of sexual harassment includes but are not limited to the following: Repeated or unwarranted sexual advances, Unconsented touching, sexually derogatory statements about an intern, Direct or indirect requests for sexual favors, unwelcome circulation of sexually explicit pictures, cartoons, or reading material; and/or Sexually explicit remarks, which cause the recipient, discomfort, humiliation or otherwise interfere with the recipient. Personal or social conduct between interns which is of a consensual nature, and which does not have a discriminatory effect upon an intern's employment, will not be considered as sexual harassment.

#### **INVESTIGATION PROCESS:**

Any intern who believes that he or she is being subjected to sexual harassment in violation of this policy should report the alleged harassment to the Internship Director. In so doing, the intern should clearly state that he or she believes that he or she is the victim of sexual harassment and that the intern is reporting the same pursuant to this policy.

While such complaints or requests for investigation may initially be made either orally or in writing, the Program reserves the right to require any intern asserting a violation of this policy to file any complaint or request for investigation in writing. Such written complaint or request for investigation shall specify the nature of the conduct which is alleged to have violated this policy, the individual or individuals who are alleged to have engaged in said conduct, the dates, times, and places of said conduct, as well as any other information which the Hospital deems necessary for its investigation.

Upon receiving a complaint of sexual harassment or a request for investigation of the same, the Program will investigate the matter. In doing so, it may require that all interns who possess knowledge of the alleged incident or of similar incidents to cooperate in its investigation by fully and accurately responding to its inquiries in this regard. The failure of any intern, including a complaining intern, to satisfactorily cooperate in such an investigation will be deemed enough grounds for discipline, up to and including termination.

**NOT WITHSTANDING THE FOREGOING, NO INTERN WILL BE SUBJECT TO ANY FORM OF RETALIATION OR DISCIPLINARY ACTION FOR MAKING OR PURSUING A COMPLAINT OF SEXUAL HARASSMENT OR A REQUEST FOR INVESTIGATION OF AN ALLEGED INCIDENT OF SEXUAL HARASSMENT, WHICH COMPLAINT OR REQUEST IS MADE IN GOOD FAITH.**

#### **APPEAL:**

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Should any complaining intern, after the investigation of any complaint of sexual harassment, disagree with the action of the Program in the matter, said complaining intern may have such action reviewed under the Program's grievance procedure.

#### **CONFIDENTIALITY:**

The Program will keep such complaints of sexual harassment confidential to the extent that it is possible and still investigate.

#### **INQUIRIES:**

- Any questions pertaining to this policy should be directed to the Internship Director.

Subject <b>#20 – Mission Statement, Program Goals and Outcome Measures</b>	No. <b>[no.]</b>	Page 23
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

#### **Mission Statement**

The Mission of the Beaumont Dietetic Internship Program is to produce competent entry-level registered dietitians by providing the highest quality dietetic education in an environment of best practice and evidenced based care through preceptor training, multi-disciplinary education and direct patient care.

#### **Program Goals and Outcome Measures**

##### **Our program goals are to:**

- prepare graduates to become competent entry-level registered dietitians
- prepare and develop graduates to become leaders in medical nutrition therapy in the nutrition and dietetic profession

#### **PROGRAM GOAL 1: Prepare graduates to become competent entry-level registered dietitians.**

- At least 80 percent of program graduates complete program/degree requirements within 12 months (150 percent of the program length).
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80 percent.
- 100 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Of graduates who seek employment, at least 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 80 percent of the program graduate employers rate the program graduates as prepared for entry-level dietetic practice.
- At least 80 percent of the program graduates self-rate as being prepared for entry-level dietetics practice.

#### **PROGRAM GOAL 2: Prepare and develop graduates to become leaders in medical nutrition therapy in the nutrition and dietetic profession.**

- At least 80 percent of program graduates rate the internship program for preceptor and mentorship skills, as satisfactory or above.
- At least 80 percent of program graduates rate the internship program's designated learning experiences for program objectives as met competencies or above.

#### **ADDITIONAL PROGRAM OUTCOMES:**

- At least 80 percent of program graduates rate the development of critical thinking, interdisciplinary communication and customer service skills, as satisfactory or above.
- At least 80 percent of program graduates employers rate the development of critical thinking, interdisciplinary communication and customer service skills of the program graduates, as satisfactory or above.
- At least 80 percent of program preceptors rate the quality and overall professionalism of the program graduates, as satisfactory or above.

*Beaumont's dietetic internship outcome data is available upon request.*

Subject <b>#21 – Preceptor Roles and Responsibilities</b>	No. <b>[no.]</b>	Page 24
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

#### **POLICY:**

Preceptors for the Beaumont Dietetic Internship are dedicated to teaching interns the skills and knowledge necessary to perform as a competent entry-level registered dietitian.



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### PROCEDURE

- The clinical preceptor may play several different roles throughout the course of the internship. Preceptors are provided basic training and ongoing self-, peer- and intern- evaluation. As the situation and intern merits, the roles of the preceptor may include: one-on-one supervisor, role model, facilitator, counselor and evaluator.
- Responsibilities of the preceptor may include:
  - Promoting a learning environment,
  - Encourage interns to seek additional knowledge and enhance skill development,
  - Demonstrate commitment to the profession and institution,
  - Facilitate open and constructive written and verbal communication,
  - Provide appropriate resources for the rotation,
  - Demonstrate advanced knowledge base and technical expertise,
  - Promote professionalism,
  - Discuss intern's goals, objectives and expectations at the beginning of the rotation and strive to meet those goals as appropriate.

Subject <b>#22 – Prior Learning</b>	No. <b>[no.]</b>	Page 24
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

### POLICY:

The Beaumont Dietetic Internship Program does not accept any form of prior learning.

Subject <b>#23 – Observance of National Holidays</b>	No. <b>[no.]</b>	Page 24
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

### POLICY:

Beaumont Health recognizes six (6) legal holidays including New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and Christmas. During the internship, the intern is scheduled to have off the recognized holidays such as Memorial Day and Fourth of July.

### PROCEDURE

- If the holiday falls on a weekend day, the intern will be scheduled off on the day "observed" as the holiday by the rotation site.

Subject <b>#24 - Smoking</b>	No. <b>[no.]</b>	Page 24
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

### POLICY:

Public Act 315 regulates smoking in hospitals and healthcare facilities for the protection of non-smokers from secondhand smoke. The Michigan Health and Hospital Association expects all hospitals to become smoke free by January 1, 2008. Additionally, the Joint Commission supports the restriction of smoking to reduce the following:

Risks to patients who smoke, including possible adverse effects on treatment; Risks of passive smoking for others and Risk of fire. In response to these laws and standards, smoking as well as tobacco use of any kind, will not be permitted on property owned or leased by Beaumont. This includes the Hospitals, Business Center, Financial Services Center, Health Center and Information Technology Center.

### PROCEDURE

- All smoking materials should be extinguished before entering the campus.
- The Hospital shall provide periodic education and smoking cessation classes or activities.
- Questions pertaining to the smoking policy should be directed to the Internship Director.
- Interns who violate the Smoke Free Environment policy are subject to disciplinary action (Corrective Action) up to and including termination from the Dietetic Internship Program.

Subject <b>#25 – Conduct and Behavior at Work</b>	No. <b>[no.]</b>	Page 25
Content Expert / Coordinating Department(s)	Prior Issue Date	Issue Date

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Nutrition Services

07/2012, 01/2013, 11/2013,  
11/2017

12/2019

#### **POLICY:**

It is the policy of the Beaumont Dietetic Internship Program to provide an environment free from verbal abuse and/or physical acts of violent behavior. In so doing, the Program has adopted a Zero Tolerance policy about any type of abusive, intimidating, harassing, threatening or coercive behavior on the part of any individual in the Program. Abusive or threatening behavior that is verbal, physical or otherwise, explicit or implied, and which endangers or provokes fear in the mind of any individual while participating in the Program will not be tolerated. All reports of such misconduct shall be promptly and thoroughly investigated and brought to an appropriate conclusion to maintain a safe environment.

#### **RESPONSIBILITY**

Any intern who believes he/she has been threatened or is the object of verbal or physical threats, either explicit or implied, has the responsibility to report such misconduct to their supervising preceptor and/or the Internship Director. Further, it is the responsibility of all interns to report to any type of violent behavior, including verbal abuse or threats, which if carried out, may result in personal injury or death

In cases where a threat is direct and imminent danger is apparent, the Security Department must be notified immediately. The Security Department shall take the appropriate action in such cases.

It is the responsibility of the Internship Director to investigate reports of any violent behavior or threat of violence on the part of any intern. The Internship Director shall consult with the Advisory Council regarding such incidents and both will determine the appropriate step of disciplinary action to be taken. Such misconduct, whether verbal or physical in nature will fully be dealt with of the Program's Corrective Action Policy. The Internship Director is also responsible for assisting staff in understanding and using the appropriate crisis intervention techniques to handle aggressive behavior.

It shall be the responsibility of Human Resources to confer with Internship Director regarding reports of violent behavior or threats of violence. When appropriate, Security will be notified and consulted regarding such reports.

It will be the responsibility of the Security department to investigate reports of violent acts or threats of violence occurring in the workplace. The Security department may collaborate with local, state, or federal authorities regarding such matters. The Security department will also work in cooperation with Human Resources and department management during the investigation process.

#### **WEAPONS IN THE WORKPLACE**

It is the policy of the Program to forbid all interns to possess a prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. Further, this policy prohibits weapons at any Program sponsored function or event.

On-duty and off-duty law enforcement agents shall be permitted to carry their weapons on the Hospital premises, however, when such agents are patients of Beaumont they shall be required to secure their weapons in their vehicle, with the Hospital's Security department, or given to another law enforcement partner, that is not being treated.

Prohibited weapons include any form of weapon or explosive restricted under local, state or federal law or regulation. This includes but is not limited to the following: Hand Guns, Long Guns (Rifles, Shotguns etc., or other firearms), Knives of any kind, Explosives of any kind, Taser guns, Chemical or pepper sprays, any edged instrument, i.e., razor blades, box cutter, etc., other prohibited weapons of any kind.

#### **WEAPONS SEARCHES**

Beaumont reserves the right to conduct searches of any person, vehicle, or object that enters onto the Hospital premises. Hospital premises for the purposes of this policy shall be defined as any Beaumont owned or leased buildings, structures, garages/sheds and surrounding areas such as parking lots, driveways, sidewalks, walkways etc. In addition, Hospital premises shall also include any Beaumont owned vehicles whether on Beaumont property or not.

Authorized searches shall also be conducted of lockers, desks, purses, briefcases, doctor's bags, baggage, tool boxes, lunch sacks, clothing, and any other item in which a weapon may be hidden. Additionally, authorized searches may be made of intern's vehicles that are used to conduct business on behalf of the Hospital.

Such searches may be conducted by Security personnel or with the assistance of local law enforcement agencies. Refusal to submit to such searches on the part of member of the intern may result in disciplinary action up to and including discharge. Beaumont Health System reserves the right to conduct searches on its property or authorize searches by law enforcement agencies on its property without the intern being present.

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#### INQUIRIES

Questions regarding acts of violence or threats should be directed to Human Resources or the Security department. Human Resources, Security, and the Employee Assistance Program will collaborate in providing appropriate assessments and referrals. Questions regarding weapons or items that could be construed as weapons should be directed to the Security department.

Subject <b>#26 – Information Services (IS) Security</b>	No. <b>[no.]</b>	Page 26
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#### POLICY

Beaumont Dietetic Internship Program recognizes and respects the privacy of patient's Protected Health Information (PHI). PHI is any information, in any form, that is created or received by a health care provider that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual. In addition, a patient's social security number will also be managed as PHI according to the requirements of this policy, related policies (as defined below), and will only be obtained, used, or disclosed as necessary to achieve treatment, payment or health care operations.

PHI includes written documents, electronic files, verbal information and recordings (images, voice or video) created or received by a health care provider through its workforce. E-PHI is PHI that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium. Examples of PHI include completed health care claim forms, detailed claim reports, explanations of benefits (EOB), and notes documenting patient care/discussions, that also include the following examples of identifiers: Name, Phone number, Birth date, Medical record number, Health plan beneficiary number, Images, videos, recordings (photographic, video or audio) of the patient; Address, E-mail address, Claim number, Social security number.

PHI will only be used or disclosed to the extent allowed by the Health Insurance Portability and Accountability Act, Privacy Rule (HIPAA – Privacy Rule), other Federal, State or applicable case law and regulations.

The patient has the right to confidential treatment of PHI regardless of format (e.g., fiche, paper, film, electronic, verbal). A third party shall not have access to a patient's PHI without the patient's prior written authorization unless the third party is directly involved in the patient's treatment, payment, health care operations of Beaumont, or meets an exception under the Privacy Rule. Interns are prohibited from accessing, releasing, reading, copying or reproducing any patient PHI without the patient's prior written authorization or as required for performance of their job responsibilities.

#### RESPONSIBILITY

- It is every intern's responsibility to protect the confidentiality of patient information. The Internship Director, in conjunction with the Privacy and Information Security Officers, is responsible for safeguarding a patient's PHI from improper access and/or release and to limit interns' access of PHI to the minimum necessary required to perform their job functions. The Internship Director may conduct audits to determine unauthorized access. Any improper access and/or release of patient information, in any form, are grounds for termination.
- The Internship Director is responsible for ensuring the interns complete the mandatory confidentiality training. During orientation, interns will sign the most recent version of Form #4460: Confidentiality and System Usage Agreement.
- Whenever a hospitalized patient and/or family request his/her current medical record, notify the patient's nurse. DO NOT allow a patient to view the record alone.
- General information may be provided on the phone for standard privacy patients. Staff may acknowledge that the patient is in the hospital and give out bed and phone numbers.
- Interns are allowed by their job duties and responsibilities to discuss PHI in conjunction with their preceptor with the patient as necessary to meet the patient's care needs for which they are assigned, according to limitations regarding diagnostic tests listed below. In addition, licensed or registered health care professionals may share PHI with the individuals listed below if in the professional's judgment it can be reasonable inferred, based on discussion with the patient, that the patient does not object or unless otherwise directed by the patient or the physician not to disclose PHI, PHI may be disclosed to the following individuals: Next of kin in this order: spouse, if none, then adult children – all are considered equal – if none, then parents, if none, then adult siblings – all are considered equal, Durable power of attorney for health care/patient advocate, Guardian, and Designated contact(s).

#### Contact/Definition

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- **Next of Kin:** Information can be given to any of the next of kin in this order: spouse, if none, then adult children (all equal), if none, then parents, if none, then adult siblings (all equal).
- **Emergency Contact:** Person who can be contacted when the next of kin or another legal representative is not available. This person will not have legal responsibility to make decisions unless he is a legal representative (e.g., legal guardian, durable power of attorney/patient advocate or next of kin).
- **Durable Power of Attorney:** Durable Power of Attorney/Patient Advocate for Health Care: person who has been given power by the competent adult to make medical treatment decisions for the patient when the patient is unable to participate in treatment decisions. The adult designated by the patient is called the patient advocate (see Patient Care Corporate Policy #304– Informed Consent).
- **Guardian:** A person appointed by a court to represent the patient. The guardian has the authority to consent to or refuse medical/surgical treatment for the patient. If there is a difference of opinion between the family and the court appointed guardian, the guardian prevails (see Patient Care Corporate Policy #304 – Informed Consent).
- **Designated Contact(s):** Person(s) designated by the patient to receive PHI. Staff may share any PHI per the patient’s direction, either verbal or written. The designated contact has no decision-making ability unless the person has the legal authority to do so (e.g., guardian, durable power of attorney/patient advocate or next of kin).
- The physician or designees are the only individuals who may discuss the initial diagnostic results with the patient and the above individuals. Interns may reinforce and assist in the explanation of the results following the physician’s explanation. The intern should ask the patient “What information has been communicated to you by your physician?”

#### DESIGNATED CONTACT

- The patient may identify a **designated contact** any time during the hospital admission. The intern may provide limited patient information by phone to the designated contact (see suggested responses in Exhibit D).
- Other callers should be referred to either the patient or the **designated contact** that may provide specific information to agencies/health care professionals who will be providing continuing care for the patient.
- Callers persistently asking for more information should be referred to the nurse manager.

#### DISCLOSURE OF PHI

- Will be done only in conjunction with the preceptor.

#### FAXING GUIDELINES

- Accept a faxed authorization for the release of information in emergencies if the authorization is valid. PHI may be faxed pursuant to a faxed authorization. Do not fax PHI relating to AIDS, HIV, venereal disease, substance abuse, or mental health. Verify all signatures against the medical record before releasing information. MISD can assist with this verification.
- Verify the request by checking sender’s location and/or fax number printed on each page. If neither the sender’s location nor fax number appears, call the requesting party to verify.
- Fax pertinent requested documents only. When faxing information to requesting party always use a cover letter (See Exhibit B), which includes a Confidentiality Statement. File the cover letter in the medical record. Special arrangements for secured systems must be approved by Beaumont’s Information Security Officer.

#### E-MAIL

- External e-mail is not a secure method of transmitting data. Because text messaging systems are not fully secure only minimal confidential or proprietary information should be sent via this method. Social security numbers should NEVER be used.

Subject <b>#27 – Fair Labor Standards</b>	No. <b>[no.]</b>	Page 28
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<b>POLICY:</b> The training provided to the dietetic intern is for the benefit of the intern. The intern does not displace the regular salaried employee. The intern works under close supervision of the preceptor. The intern is aware that they are not entitled to wages or other compensation for the time spent in training and is not guaranteed a job at the end of the program.		

Subject <b>#28 - Diversity</b>	No. <b>[no.]</b>	Page 29
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<b>POLICY:</b> Beaumont provides culturally competent health care in a welcoming environment with an engaged, diverse internship program and faculty.		
<b>SCOPE OF DIVERSITY</b> The scope of diversity at Beaumont goes beyond differences of race, age, religion, nation origin, gender, sexual orientation, disability, or any category protected by law. It includes and values the uniqueness of everyone, embracing differences of heritage, thought, lifestyle and the like, to provide an inclusive, welcoming environment where patients, interns, physicians and the greater community are cared for and valued according to their needs.		
<b>GENERAL INFORMATION</b> Beaumont is committed to the highest standards. The maintenance of a high caliber, diverse workforce that is well trained and highly qualified is essential to accomplishing our core mission and meeting our financial goals. Similarly, the selection of high quality, diverse vendors will help ensure that we achieve goals and remain the health care provider of choice for the many cultural and spiritual groups in our service area.  Embracing diversity is essential to the business of our organization. As a community service organization, Beaumont must respect and reflect the community it serves. The extent to which we are responsive to the changing demographics in our marketplace and workforce will determine the extent to which we will retain competitive advantage.		
Subject <b>#29 – Filing a Complaint with ACEND</b>	No. <b>[no.]</b>	Page 29
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<b>POLICY:</b> The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints relating to a program's compliance with accreditation standards. ACEND is interested in the sustained quality and continuous improvement of dietetics education programs but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.		
<b>PROCEDURE</b> A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting ACEND staff at ( <a href="http://www.eatrightpro.org/acend">www.eatrightpro.org/acend</a> ).		

Subject <b>#30 – Intern Complaints</b>	No. <b>[no.]</b>	Page 29
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<b>POLICY:</b> Dietetic interns and preceptors have the right to discuss freely with the Acting Internship Program Director matters concerning his/her own, or the Program's welfare. The Acting Internship Program Director promptly acknowledges all complaints and takes the necessary actions to resolve issues. Both the preceptor and intern are protected from retaliation as a result of filing a complaint related to the dietetic internship program. All intern and preceptor complaints are retained for a period of seven years and include documentation regarding resolution of complaints. The records are kept in the Nutrition and Retail Administration office.		
<b>PROCEDURE:</b> <ul style="list-style-type: none"><li>Complaints or concerns a dietetic intern or preceptor has about the dietetic internship is submitted in writing to the Acting Dietetic Internship Director.</li><li>The Acting Dietetic Internship Director reviews the complaint and takes the necessary steps to resolve the issue. This may include one-on-one interviews/debriefings with the intern, preceptor or any other party identified in the complaint. Results of these conversations are documented. The Acting Internship Director takes the necessary action to resolve the issue and discusses these steps with the complainant.</li><li>If after discussion with the Acting Internship Director, the intern's or preceptor's concerns remain unresolved, the intern/preceptor may discuss their concerns with the Senior Director of Nutrition and Retail Services. The Senior Director of Nutrition and Retail Services documents the results of these discussions.</li></ul>		

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- If the intern's issues remain unresolved after discussions with the Senior Director of Nutrition and Retail Services, the intern may take their concerns to ACEND. See policy #29 Filing a Complaint with ACEND.

Subject <b>#31 – Program Withdrawal</b>	No. <b>[no.]</b>	Page 30
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<p><b>POLICY:</b>  <b>Beaumont</b> dietetic interns may withdraw from the program at any time.</p> <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>▪ The intern must submit in writing to the Internship Director the decision to withdraw from the Beaumont Dietetic Internship Program. The decision to withdraw from the program may be made at any time. Withdrawal within the first two weeks of the program will require forfeiture of \$1,000.00 from tuition and fees. Withdrawal after the first two weeks of the program will require forfeiture of all internship fees and tuition.</li> </ul>		

Subject <b>#32 – Computer Matching</b>	No. <b>[no.]</b>	Page 30
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<p><b>POLICY:</b>  <b>Beaumont</b> Dietetic Internship Program participates in fall computer matching services with D&amp;D Digital. It is the responsibility of all applicants to contact D&amp;D Digital and enter the computer match process of intern/internship selection.</p> <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>▪ All applicants must contact D&amp;D Digital and apply for the computer matching process.</li> <li>▪ Deadline for entering the November computer matching process is available on the D &amp; D Digital web page and/or <a href="http://www.eatright.org">www.eatright.org</a>, using program code <b>569</b> for our program.</li> <li>▪ There is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking to D &amp; D Digital Systems.</li> <li>▪ For additional computer matching information contact: D &amp; D Digital, 304 Main Street, Ames, Iowa 50010; <b>Phone:</b> (515) 292-0490; <b>Fax:</b> (515) 663-9427; e-mail: <a href="mailto:dnd@sigler.com">dnd@sigler.com</a>; <b>Website:</b> <a href="https://www.dnndigital.com/ada/">https://www.dnndigital.com/ada/</a>.</li> <li>▪ Please refer to <a href="http://www.eatright.org/ACEND/content.aspx?id=192">http://www.eatright.org/ACEND/content.aspx?id=192</a> for a complete description of the Applicant Responsibilities in the computer matching process.</li> </ul>		

Subject <b>#33 – Affiliate Participating Facilities</b>	No. <b>[no.]</b>	Page 31
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<p><b>POLICY:</b>  It is the policy of Beaumont Dietetic Internship Program to select and evaluate affiliate facilities for intern placement.</p> <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>▪ Selection Process: <ul style="list-style-type: none"> <li>○ Affiliate sites will be selected based on internship need.</li> </ul> </li> <li>▪ Evaluation Process: <ul style="list-style-type: none"> <li>○ All interns who rotate through the affiliate site(s) complete evaluations at the end of the rotation.</li> <li>○ The Internship Director summarize site evaluations at the end of the internship.</li> <li>○ Site evaluations are reviewed and discussed annually at the Advisory Council Meeting for the Internship Update.</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>o The Program will not participate with sites having poor evaluations and/or inability to meet written student learning outcomes.</li> </ul>
<ul style="list-style-type: none"> <li>▪ <b>Affiliate Agreement:</b> <ul style="list-style-type: none"> <li>o The master affiliate agreement is reviewed and updated by Beaumont's Legal Affairs Team to be submitted to the potential site.</li> <li>o The potential site reviews the agreement, discuss any potential areas of conflict, sign the agreement and returns it to the Internship Director.</li> <li>o The Internship Director keeps all original, signed affiliate agreements in the internship file folder.</li> <li>o The affiliate agreement is signed and filed with the Internship Director prior to any student being assigned to and beginning their rotation at that facility.</li> <li>o The agreement is valid for a 5-year time unless otherwise indicated in the signed affiliate agreement.</li> </ul> </li> <li>▪ <b>Beaumont Facilities - Non-affiliation Agreements:</b> <ul style="list-style-type: none"> <li>o Affiliation agreements are not required for Beaumont facilities providing precepting opportunities for dietetic interns.</li> </ul> </li> </ul>

Subject <b>#34 – Intern Recruitment and Admission</b>	No. <b>[no.]</b>	Page 31
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<p><b>POLICY:</b> The <b>Beaumont</b> Dietetic Internship Program follows nondiscriminatory, fair and equal procedures relating to the recruitment, selection and admission process to their program.</p> <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>▪ Dietetic internship information is available to the public at large on the external Beaumont web site at <a href="https://www.beaumont.edu/other-education/dietetic-internship">https://www.beaumont.edu/other-education/dietetic-internship</a>. See the website for specific information relating to due dates.</li> <li>▪ The intern must apply to the program through the online Dietetic Internship Centralized Application System (DICAS) process. The online application includes submission of transcripts, letters of recommendation, and a verification or intent to complete statement. The fee to use DICAS is \$40.00 for the first application and \$20.00 for each additional application. More information may be found at <a href="http://portal.dicas.org">http://portal.dicas.org</a>. <ul style="list-style-type: none"> <li>o Official transcripts from all colleges and universities attended should be mailed to: <ul style="list-style-type: none"> <li>▪ DICAS – Transcript Department, PO Box 9118, Watertown, Ma 02472</li> </ul> </li> <li>o When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed online. Students submitting more than one application will need to use the same individuals as references for each application.</li> </ul> </li> <li>▪ Applicants must also register online for computer matching at <a href="http://www.dnddigital.com">www.dnddigital.com</a> and select dietetic internship priority choices by the set due date. There is a \$50.00 computer-matching fee.</li> <li>▪ A separate \$75.00 non-refundable application fee must be paid to Beaumont Health. Checks are to be made payable to Beaumont Hospital. Please mail to: <ul style="list-style-type: none"> <li>o Nutrition &amp; Retail Services, Internship Director/Clinical Nutrition Manager, Beaumont Health System, 3601 West 13 Mile Road, Royal Oak MI 48073</li> </ul> </li> <li>▪ The selection process for dietetic interns is as follows: <ul style="list-style-type: none"> <li>o Initial Screening Criteria</li> <li>o Application completeness</li> <li>o Cumulative grade point average of 3.2 (GPA slightly below 3.2 will considered for review)</li> <li>o Work/volunteer Experience</li> <li>o Personal statement</li> <li>o Letters of recommendation</li> <li>o Extracurricular activities</li> <li>o All candidates will have application reviewed by three staff Registered Dietitians.</li> <li>o Video-chat interview with program director and staff Registered Dietitians <ul style="list-style-type: none"> <li>▪ Video-chat evaluations are used during interview</li> </ul> </li> </ul> </li> <li>▪ Selected intern's complete inclusion criteria prior to beginning orientation week.</li> </ul>		

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Subject <b>#35 – Protection of Privacy</b>	No. <b>[no.]</b>	Page 32
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<b>POLICY:</b> The Intern's file is kept in a locked file cabinet in the Nutrition and Retail administration's office. All information in the Intern's file is private except for projects the Intern has completed. Preceptors may refer to an Intern's project as requested. No one has direct access to the files except the Internship Director, Department Director and internship education specialist.		
<b>PROCEDURE</b> <ul style="list-style-type: none"> <li>▪ The Internship Director or internship education specialists have access to the file cabinet drawer key.</li> <li>▪ Any request from an authorized individual to see an intern's project is honored by the Internship Director.</li> <li>▪ The Internship Director pulls the project from the files for the preceptor.</li> <li>▪ The preceptor returns the file to the Internship Director following their review.</li> <li>▪ The file cabinet always remains locked unless approved access or files are required.</li> </ul>		

Subject <b>#36 – Theft, Illegal Activities and Misconduct</b>	No. <b>[no.]</b>	Page 32
Content Expert / Coordinating Department(s)  Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
<b>POLICY:</b> It is the intention of the Beaumont Dietetic Internship Program to provide and maintain a safe and secure environment for all interns. Moreover, illegal, fraudulent, or other dishonest activities on the part of any intern will not be tolerated. Further, any type of violent action on the part of any Beaumont intern, which could endanger all persons on the Hospital premises or affiliate sites is cause for immediate termination from the Program.		
<b>DEFINITIONS</b> <ul style="list-style-type: none"> <li>▪ <b>Premises:</b> Any property including affiliate sites participating in the program.</li> <li>▪ <b>Theft of Property:</b> The unauthorized removal of any item owned by the Hospital or Affiliate Sites from the Hospital/Affiliate Site premises including but not limited to: Any item owned by the Hospital/Affiliate Site (i.e., supplies, food, equipment, clothing, etc.), All disposable materials – those items intended for one-time-only use (i.e., gloves, basins, shoe covers, etc.), Obsolete and/or ineffectual items (i.e., pieces of furniture, etc.), Any discarded materials – those items that have been used by the Hospital/Affiliate Site and have no further value to the Hospital/Affiliate Site (i.e., packing materials, empty containers, trash, etc.), Any recyclable items (i.e., cans, bottles, etc.), Redeemable coupons and/or vouchers (i.e., recognition coupons, gift cards, etc.)</li> <li>▪ <b>Illegal Activity:</b> Any act that violates state, local or federal law, statute or ordinance.</li> <li>▪ <b>Misconduct:</b> Any infraction or violation of Program policy. Such violations are considered gross infractions, which normally result in termination from the program.</li> </ul>		
<b>RESPONSIBILITY</b> <ul style="list-style-type: none"> <li>▪ Internship Director: Internship Director shall make all reasonable efforts to investigate any infractions of Program policy and shall immediately notify the Advisory Council of any theft or illegal activities that they may become aware of. Internship Director or designee is responsible for conducting all investigations.</li> <li>▪ Interns: It shall be the responsibility of every intern to report to the Internship Director any known or suspected theft, illegal activity or misconduct as defined in this policy. Any intern who, in good faith, reports the conduct proscribed by this policy should not be subject to retaliation. Moreover, this policy shall be construed not to conflict with any remedies available to an intern by federal, state or local authority.</li> <li>▪ Security Department: It shall be the responsibility of the Security department to provide for the safety and protection of all persons on Hospital property. In the provision of such services, Security has the authority to inspect any containers including personal parcels. Although Security inspections of purses, doctor's bags, briefcases, etc., are not normally a routine practice, such items can and may be subject to examination. Containers (of any sort) can be inspected upon the person's entry or exit of a building or otherwise while on the Hospital premises. Failure of Program interns to cooperate with Security may result in corrective action.</li> </ul>		
<b>INVESTIGATION OF ILLEGAL ACTIVITIES</b>		



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- The investigation of reported criminal activities (i.e., forgery, embezzlement, alteration of checks, securities, insurance claims, patient billing records, etc.) shall be conducted by Hospital Administration or designee. Hospital Administration should notify Legal Affairs, Internal Audit, Corporate Compliance and Risk Management of reports or investigations of these types of activities. The investigation of reported drug-related activities, thefts of patient/intern personal belongings or other criminal acts shall be conducted by the Security department. When necessary, the Security department shall collaborate with the local, state or federal authorities.

#### INVESTIGATION OF THEFT OF HOSPITAL PROPERTY

- The Security department in cooperation with the Human Resources department shall be responsible for the investigation process of all matters concerning theft. Security and Human Resources should also notify Legal Affairs, Internal Audit, and Risk Management of these investigations. When required, federal, state or local authorities shall become involved in the investigation based upon the nature of the case.
- If an intern is found in possession of and/or in the act of removing Hospital property without appropriate authorization, the act will be considered theft. Security personnel shall confiscate the property, investigate and submit a written report to the Internship Director. The property will be held pending the outcome of the investigation, the issuing of disciplinary measures and/or the adjudication of any charges that are filed with legal authorities.

#### INVESTIGATION OF MISCONDUCT

- Acts of misconduct other than those indicated above will be investigated by the Internship Director who, in collaboration with the Advisory Council will determine the appropriate corrective action to be taken.

#### EXCEPTIONS

- Empty cardboard boxes may be removed from the Hospital premises. However, these items shall also be subject to inspection by Security.

Subject	No.	Page 34
<b>#37 – Communication Systems</b>	<b>[no.]</b>	
Content Expert / Coordinating Department(s)	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>
Nutrition Services		

#### POLICY:

Beaumont provides many types of communications systems. Interns who utilize such communication systems do so with the understanding that all communication systems are to be used for Hospital/Program business purposes only. Use of hospital communication systems for personal, religious, political, or outside business purposes is strictly prohibited. Further, the use of such systems for inappropriate or offensive communication or for harassment of any type, sexual, racial or otherwise is also strictly prohibited. The use of personal communication devices should be limited to authorized break times and utilized only in authorized areas that are secluded from patient care activities and public spaces. Inappropriate or excessive use of any hospital or personal communication system may result in the appropriate level of corrective action up to and including termination.

#### 1) DEFINITIONS

- Internal Communication Systems
  - Internal communication systems include but are not limited to the following: Telephones/cell phones, Internet Systems, Computer/electronic data systems, Fax/copy machines, Smart Communication Devices: pagers, phones, PDA's, etc.
- Personal Communication Devices
  - Personal communication devices include but are not limited to the following: Cellular phones, camera phones, pagers, Bluetooth devices, Handheld communication devices (PDAs, Palm Pilots, Pocket PCs, etc.), Laptops, Media devices (tape/CD/DVD/iPod players, etc.), smart watches and iPads.

#### 2) COMMUNICATION SYSTEMS MONITORING

- Beaumont will periodically monitor and review Hospital communication systems to ensure appropriate use. Monitoring of such systems shall be conducted at the discretion of the department manager. Inappropriate use of any communication device shall result in corrective action up to and including discharge.
- Some examples of inappropriate use are as follows:
  - Sending offensive or harassing e-mail messages
  - Unauthorized, non-work-related use of the internet, copy machines, telephones, etc.
  - Blogging – inappropriate use of company-related information or the sharing of confidential or proprietary information.
  - Unauthorized copying and/or distribution of computer software.
  - Any illegal use of communication devices in the commission of an act that violates state/federal law.

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**3) E-MAIL USE**

- Communications sent through Beaumont e-mail should be work related and appropriate for the business setting. Use of e-mail for personal, religious, political or outside business communication is prohibited. Further, the use of e-mail for solicitation unrelated to hospital business is strictly prohibited.
- Group e-mail lists, such as the *All Royal Oak*, *All BHC*, and *Troy Hospital Staff* may be used only by Corporate Communications or other specifically authorized departments. Questions concerning the e-mail guidelines may be directed to Corporate Communications.

**4) CONFIDENTIALITY**

- Interns shall utilize confidential information for Hospital business purposes only. Confidential information, whether patient medical information or otherwise, shall be accessed only by interns who are authorized to access the information. Dissemination of confidential information for inappropriate purposes is strictly prohibited.
- Interns who utilize hospital provided communication systems shall not have any expectation of privacy in the contents of such systems. Use of security passwords, personal codes, etc., do not presume any level of confidentiality. Retrieval and/or archiving of information shall be conducted at the discretion of the department manager when suspected misuse of such systems occurs and shall be conducted with or without notice.

Subject <b>#38 – Personal Cell Phone Usage</b>	No. <b>[no.]</b>	Page 35
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date <b>07/2012, 01/2013, 11/2013, 11/2017</b>	Issue Date <b>12/2019</b>

**POLICY:** Use of cell phone, text messaging devices, iPods, iPads or other electronic devices is prohibited while interns are working at their supervised practice site. Individual preceptors may allow respectful use of electronic devices for work-related issues only, such as researching drug interaction information, nutrition related questions or nutrient database information, etc. The intern should obtain approval from the preceptor before using any electronic device at a supervised practice location. Failure to act professionally with regards to this policy may lead to being handled individually.