

INTERNSHIP PROGRAM FOR THE FACULTY OF DIETETICS

(practical profile)

1. Practice objectives

The main objective of the internship is to educate students in the place of the practical application of the knowledge they acquire.

Internships performed by students of dietetics are to enable them to verify the theoretical knowledge acquired so far. Also, it is to acquire practical skills using this knowledge in the dietitian work with patients or institutions for whom he provides his services.

During the internship, the student should also have the opportunity to reveal or acquire the appropriate social competencies necessary to perform the profession of a dietitian.

The main goal of the practice is to familiarize the student with the nature of the profession of a dietitian performed within the specificity of a given institution or facility employing dietitians.

2. Learning outcomes assumed to be achieved by students during internships

Knowledge

W_1 - The student knows the goals and tasks carried out by a given institution and understands the place, role, and professional tasks

of dietitians working in this facility.

W_2 - The student knows selected methods and devices for practical diagnostic or other purposes used by nutritionists in a given facility (e.g. to assess the quality of food, to assess the condition of nutrition, to plan diets, and/or to prepare various meals/dishes).

W_3 - The student knows the rules of ethics, professional secrecy, and other regulations governing the work of a dietician in a given company/facility.

Skills

U_1 - The student can establish proper cooperation with superiors and colleagues, including dietitians and other specialists working in a given institution.

U_2 - The student can correctly apply selected methods and devices under the supervision of another nutritionist (e.g. an assessment of food quality, an assessment of the nutritional status).

U_3 - The student can apply the principles of ethics in practice by carrying out the professional activities of a dietician in a given facility.

Competence

K_1 - The student shows a pro-social attitude and sensitivity to the needs of recipients of dietary services in a given facility.

K_2 - The student demonstrates reliability and is guided by prudence and a sense of professional responsibility in the scope of the duties and tasks entrusted to him.

K_3 - The student realizes the importance of carrying out the practical professional activities of a dietician based on scientific knowledge; at the same time, they are aware of the limits of his competence.

3. Program content

Program content implemented during professional internship should reflect the specificity of tasks entrusted to a dietitian in a given facility. During the practice, the student takes practical classes in clinical and non-clinical units.

3.1. Thematic scope of non-clinical professional practice (Practice I)

The student can practice in non-clinical facilities in the following units:

1) catering establishments, including:

- kitchens and the catering department in open mass catering establishments, e.g. restaurants, bars,

- kitchens and the catering department in closed mass catering establishments (e.g. nurseries, kindergartens, hospitals, sanatorium centers, hospices, retirement homes, nursing homes, holiday homes offering diet therapy),

2) research laboratories/laboratories controlling the quality and safety of food or plants exercising sanitary supervision in the field of food production and distribution,

3) agri-food processing plants, e.g. dairies, bakeries, meat plants, food concentrate plants, etc.

4) logistics units operating in the field of entrepreneurship, nutrition education (including dietary and preventive – pro-health), management, advertising, and organization of the workplace of a dietitian, e.g. advertising studios, design departments of nutrition and diet workshops/counseling, open and closed collective nutrition establishments.

During the practice in non-clinical units, the student acquires knowledge, skills, and competencies in the following thematic scope:

General Topics:

1. Characteristics of the internship place - familiarization with the nature of the activity conducted in a given unit. Getting to know the organizational structure, the legal basis for the functioning, working conditions, and the characteristics of work specific to the functioning of a given unit, with particular emphasis on the needs and role of a dietitian in a given facility.

2. Characteristics of the most important departments operating in a given unit, i.e. in catering establishments, producing processed food, research laboratories, sanitary supervision units, logistic units operating in the field of entrepreneurship, management, advertising, and organization of the dietitian's workplace.

3. Learning the rules and compliance with occupational health and safety regulations in the non-clinical unit and at the position where the practice takes place.

Specific Topics:

4. Characteristics of the equipment used in the unit where the internship takes place, e.g. technological lines, technical and technological equipment, control, measurement, research, diagnostic, advertising, business equipment, the way of conducting education, etc.

5. Characteristics of the scope of activities performed, especially in positions useful for a dietitian:

a) in catering establishments and/or industrial plants: e.g. type of technological processes used, technological operations, selection of raw materials, method of processing raw materials, production of fresh and preserved processed food, production of snacks and meals and its storage, dispensing of snacks/prepared meals, etc.

b) in research and diagnostic laboratories and in establishments exercising sanitary supervision in the field of food production and distribution, e.g. type of analytical methods used, the scope of determinations, rules for collecting and storing samples, rules for performing determinations / diagnostic tests, etc.

c) in logistic units, e.g. method of managerial activities, basics of marketing, principles of organization of business activities in the field of dietetics, principles, and methods of organization of health services, services in the field of nutritional education (e.g. principles of proper nutrition, dietary and preventive recommendations, the impact of nutrition on health, etc.)

6. Reading the documentation:

a) in catering establishments and/or industrial plants: type and flow of documentation concerning, among others: quality assurance systems in force in a given unit, method of documenting the production, storage, and distribution of food/ready meals, method of archiving documents,

b) in research and diagnostic laboratories and establishments exercising sanitary supervision in the field of food production and distribution, e.g. research methods and procedures, the schedule and the method of accepting, collecting, and storing samples, the method of recording and reporting the results, their interpretation, and the method of archiving documents.

c) in logistic units, e.g. design and advertising documentation, principles of communication with patients, organization of health meetings and lectures for various groups of healthy people and those burdened with diet-related diseases.

7. Active participation in activities related to the processing of raw materials and the production of processed food and/or ready meals and dishes according to the assortment characteristic of the place of the internship. Active participation in logistic work in units operating in the field of entrepreneurship, management, advertising, and organization of a dietician's workplace.

8. Discussion of changes in food during production (processing of raw materials), distribution, and storage of processed food, snacks, and/or meals. Learning the principles of serving products, snacks, and meals. The student discusses these issues based on the assortment of characteristics for the practice unit. In logistic units, the student can prepare a lecture about health issues for a selected group of people.

9. Developing own opinions and observations, including identifying organizational, technical, and technological or analytical problems observed in a given unit and an attempt to solve them.

3.1. Thematic scope of clinical professional practice (Practice II)

The student may complete internships in clinical facilities in the following units:

- hospital wards for children and/or adults,
- health care facilities (sanatoria/spa) for children and/or adults,
- child and adult care facilities: nurseries, kindergartens, orphanages, social welfare homes, retirement homes, care and treatment facilities, sanatoriums, hospices, holiday homes,
- diet clinics, nutrition counseling offices (e.g. diabetes clinics, metabolic diseases clinics, etc.)

During the internship in clinical units, the student acquires knowledge, skills, and competences in the field of nutritional care of the patient, in particular:

General Topics:

1. Characteristics of the practice place - the organizational structure of the clinical facility, the legal basis for its operation, the nature of the activities conducted in this facility, with particular emphasis on the organization of nutrition, the scope of work and the role of a dietitian in a clinical facility and the principles of his cooperation with the patient.
2. Characteristics and connections of individual departments and hospital (or other) wards operating in a given clinical facility where the practice is carried out, with particular emphasis on the work of a dietitian.
3. Learning the rules and compliance with occupational health and safety regulations in force in the clinical unit and at the position where the practice takes place.

Specific Topics:

4. Characteristics of the organization of nutrition for patients staying in a given facility (in a selected hospital ward where the practice takes place), e.g. learning about the methods of

assessing the patient's nutritional status (anthropometric tests, analysis of laboratory tests, optional body composition analysis), conducting a nutritional history, planning meals, selection of raw materials, type and principles of diet selection, selection of food preparation methods, rules for storing and distributing meals in the ward.

5. Characteristics of activities related to providing nutritional advice for patients of hospital wards or patients of nutrition clinics, including diet clinics (e.g. diabetes clinics, metabolic diseases clinics, etc.). Methods, tools, and ways of documenting conversations with the patient.

6. Active participation in:

- planning, preparation, and distribution of meals in a given clinical unit,
- assessing the nutritional value of meals,
- cooperation with the patient in the care of proper nutrition,
- preparing dietary recommendations, including the determination and selection of nutritional intervention for individual patients (staying in hospital wards, sanatoriums, health resorts, various care, and social assistance facilities),
- nutritional education of patients and their families,
- learning about the causes, symptoms, treatment, and dietary management in selected digestive system diseases and diseases of the metabolic syndrome.

7. Direct cooperation with the patient - providing individual nutritional care, conversations, nutritional assistance, and nutritional counseling (individual nutrition education).

8. Familiarization with the medical documentation and the rules of its keeping in the field of assessment of the patient's nutritional status, selection of diets, nutritional education, and the method of monitoring the nutritional status during treatment).

9. Developing a diet for a patient with a selected disease for which the patient was hospitalized. Discussion of the importance of proper dietary management.

10. Developing own opinions and observations on the functioning of a given clinical facility, including identifying any problems related to the organization of patient nutrition in a given facility, and problems in the field of cooperation with the patient. Development of own solutions to eliminate these problems.

During the internship, the student should learn about the goals and tasks performed by the facility as well as the duties and tasks of the dietician employed in a given place. The main emphasis in the process of learning during practice should be placed on professional activities characteristic of a dietician. The student should learn the specific methods and tools used by a dietitian (e.g. to assess the nutritional status, to assess the quality of food) and learn how to use them correctly.

The student should be acquainted with the rules applicable to them when performing professional activities and tasks in relation to superiors and co-workers, including other

specialists working in a given institution. In addition, the student should be familiar with the principles of establishing professional contact with patients and be able to practice them (e.g. nutritional interview, and nutritional education). The student should know the rules of ethics and regulations governing the work of a dietitian in a given institution in relation to specific activities and tasks entrusted to them to perform.

The student should be given the opportunity and ability to apply scientific knowledge to solve specific problems or practical tasks (e.g. creating menus for individual patients). In the content provided to the student, the relationship between scientific knowledge and its practical use should be emphasized. At the same time, the student should develop an attitude of humility and awareness of the limits of his professional competence.

The company tutor should motivate the student to perform the tasks and duties entrusted to him conscientiously and with a sense of responsibility for all possible consequences of his actions.

4. Placement of internships in the study plan

Internships on the faculty of dietetics (first degree with a practical profile) are compulsory classes and are planned to be implemented:

- in the fourth semester (2nd year of studies) - PRACTICE I - NON-CLINICAL 360 hours,
- in the fifth semester (3rd year of studies) - PRACTICE II - CLINICAL - 360 hours.

It is allowed to carry out Practice I and Practice II also in reverse order.

5. Practice duration

Internships in non-clinical units (Practice I) should consist of 360 hours (50% of the total number of hours provided for in the curriculum) and last 3 months (12 weeks).

Internships in clinical units (Practice II) should also include 360 hours (50% of the total number of hours provided for in the curriculum) and last 3 months (12 weeks). In particular cases, the Dean may consent to the Student's clinical and non-clinical practice in different hourly proportions than indicated above.

The total number of internships is 720 clock hours (i.e. 960 didactic hours), over a period of 6 months (24 weeks).

6. Methods of verification and evaluation of students' learning outcomes

The achievement is verified each time by the company internship supervisor or the person directly supervising the activities performed by the student during the internship.

In the Practice Diary, the student records the activities and tasks he performs every day and assigns them the appropriate code of learning outcomes. The particular activity could be assigned more than one learning outcome.

The company supervisor watches over the correct assignment for a given activity or task performed by the student.

The company's internship supervisor entrusts the student with a repertoire of tasks and duties that is consistent with the curriculum content. It is described in this internship program, corresponds to the specificity of work performed by an administrative employee in a given entity, and enables the student to achieve ALL the learning outcomes assumed for the internship.

The company's internship supervisor confirms the achievement or failure of a given task by inserting a pass or fail in the students' practice diary.

The company's internship supervisor prepares a final opinion regarding the Student and the course of the internship. They can post their comments and suggestions there as well.

The university's internship supervisor controls the implementation of the internship on an ongoing basis and analyses the scope and specificity of the tasks performed by the student during the internship.

In each academic year, the university's internship supervisor personally verifies the conditions and manner of implementation of internships in 10% of institutions where students do internships. During such verification, the university tutor interviews company tutors and the management of a given institution, as well as with students doing an internship there. The university tutor is obliged to immediately carry out such verification if he becomes aware of possible irregularities in the implementation of internships in a given institution. During the internship, the university tutor is obliged to make at least one telephone contact with the company tutor and with each Student undergoing the internship.

After completing the internship, the supervisor has a conversation with the Student about the internship, its course, and the student's observations and experiences gained during this time. They get acquainted with the contents of the Practice Diary and verify the number of spending hours. In addition, they verify the correctness of assigning learning outcomes to activities and tasks performed by the Student. Also, they have to check whether the Student has achieved ALL the learning outcomes assumed for the practice. The supervisor analyzes the final opinion about the Student and the course of the internship prepared by the company's internship supervisor. In case of doubts, the university supervisor shall resolve them in contact with the Student and/or with the supervisor from the company.

The student completes the evaluation questionnaire, which is a method of evaluating the entire process of organization and the course of internships.

Based on all the data collected in this way, the university supervisor decides to pass or fail the internship and enters it into the protocol. The protocol together with the documentation of the

course of the internship (Agreement, Referral, Diary) is delivered by the university supervisor to the Student Affairs Office.

7. The method of documenting the course of internships and performed tasks

Mandatory documentation of the internship course includes:

- 1) Referral to internship
- 2) Agreement on conducting the student to the internship
- 3) Practice diary
- 4) Practice credit reports.

Practice Diary - is an obligatory way of documenting the course of the internship and the tasks performed during it. The student keeps their diary and enters the information:

- start and end dates of the internship,
- name of the unit where the student is doing the internship,
- name, surname, position, and contact to the company tutor,
- name, surname, position, and contact to the university tutor,
- learning outcomes list assumed to be achieved by the student during the internship along with the codes assigned to them
- the scope of duties or tasks entrusted to the student and the functions performed
- a daily record of tasks entrusted to the student for implementation, together with the corresponding codes of learning outcomes, the achievement or failure of which is confirmed by the signature of the company internship supervisor or other person supervising their performance,
- final opinion and comments of the company supervisor.

8. Criteria that must be met by entities where internships take place

The place of practice can only be an institution that allows practicing under the care/supervision of a specialist dietitian employed at this place. The type of employment contract for a dietitian in a given institution is not important (it can be an employment contract, contract of mandate, etc.), but the dimension of his employment must allow for the ongoing care of the student, observation of his work and verification of the achievement of learning outcomes. In the case of practice in production plants, the internship supervisor can be a Quality Controller or an internal HACCP auditor.

Institutions must have appropriate infrastructure and equipment enabling the implementation of professional tasks of a dietician in accordance with the specificity of a given institution. The facility must meet the general rules of occupational health and safety.

The fulfillment of the above criteria is verified by a representative of the university before signing the General Agreement with the institution on the organization of internships. University tutors should maintain ongoing and occasional contact with institutions with which the university has signed permanent Memorandums of Understanding, with its management and/or dietitians employed there. The university's internship supervisor may visit this institution, especially to verify how the Student performs the internship or to assess the institution's compliance with the standards required of it. The university tutor should also each time, on the occasion of conversations with students about the place of their internship, ask for their opinions and observations regarding the qualifications of people taking care of them in the facility, working conditions, treatment, and compliance with health and safety regulations.

In case of receiving information about any disturbing facts related to the place of internship, the university supervisor should immediately personally verify and forward them to the Dean.

In case of gross violations of the terms of the Agreement or failure to meet the required criteria, the Rector terminates the Agreement with this entity.

9. Approving rules for the place of internship chosen by the student

The student can independently choose the place of practice. In this case, the entity must meet all the requirements described in point 8 of this Program. The university supervisor analyses the adequacy of the profile, goals, and tasks of the entity selected by the Student and assesses whether it guarantees to achieve all the learning outcomes assumed for the internship. In particular, the university supervisor verifies that the given entity performs tasks in the field of administration. The student is obliged to obtain the approval of the internship place by the internship supervisor BEFORE undertaking it. Formally, the place of practice is approved by signing the Referral by the university supervisor.

10. Conditions for qualifying a student for an internship

A student who wants to do an internship, reports to the university supervisor and declares where and at what time he would like to do it. The university's internship supervisor assesses the adequacy of the Student's proposal, taking into account all the conditions and criteria described in the university's internship regulations and the Internship program for the faculty of administration. The decision to qualify a Student for an internship is made by the university supervisor.

A student is admitted to the internship on the basis of:

a) Agreement on conducting a student internship for a given Student concluded between the university and the unit where the internship takes place,

b) individual referral for internships.

Both of these documents are signed on behalf of the university by the supervisor based on the power of attorney granted by the Rector.

Warsaw 24.02.2021

Approved by

Rector dr Konrad Janowski