

MOUNT SINAI HOSPITAL

Joseph and Wolf Lebovic Health Complex

Bright Minds. Big Hearts. The Best Medicine.



NUTRITION DEPARTMENT

Comprehensive Dietetic Internship

2008 – 2009

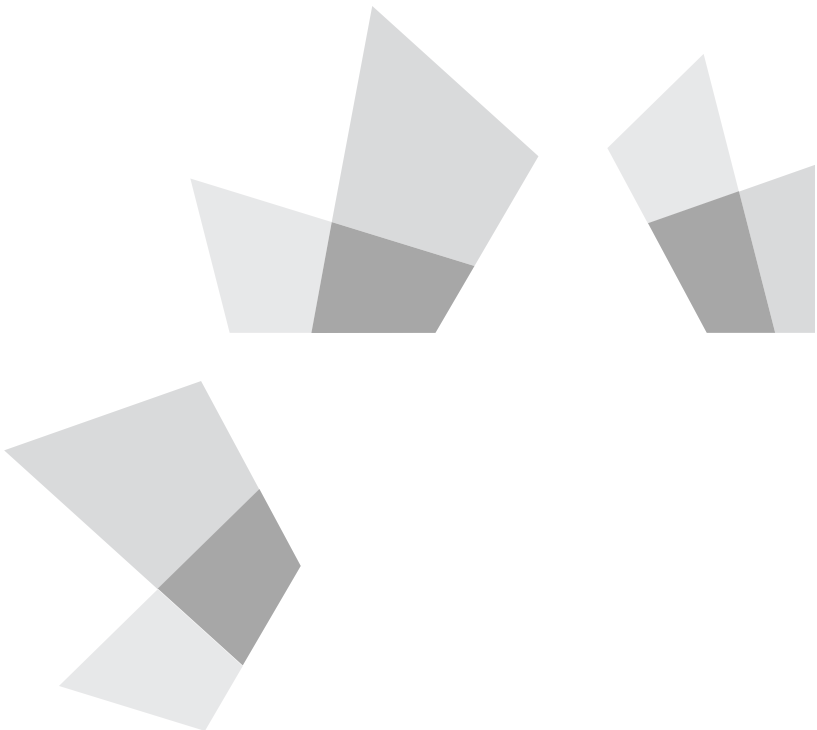


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In Profile

Since its early beginnings in 1923 as a 30 bed maternity and convalescent hospital, Mount Sinai Hospital has responded to the changing needs of the community by incorporating the latest medical developments of the times. Following the aspiration of the founding board to become one of the foremost teaching hospitals in Canada, Mount Sinai Hospital evolved to a 330 bed community general hospital at 550 University Avenue in 1953. Today, it is a 472 bed (adult and newborn) medical and research centre, located at 600 University Avenue since 1974. Each year, this state-of-the-art facility provides primary, specialty, and subspecialty care on both an inpatient and outpatient basis for over 130,000 patient days per year and 630,000 outpatient visits per year. Mount Sinai Hospital also serves as a major teaching hospital and international research centre.

Mission Statement

Our Vision:

To deliver and model world-class health care, translating research and education into excellent patient care in the programs we offer.

Our Mission:

Mount Sinai Hospital is dedicated to discovering and delivering the best patient care with the heart and values true to our heritage.

Our Values:

Our fundamental values allow us to serve our patients effectively and distinguish Mount Sinai Hospital and the Samuel Lunenfeld Research Institute as a model health care centre.

These values include:

Excellence

Pursuing excellence and innovation in everything we do. Our ideas and enthusiasm help us continuously improve.

Service

Providing patient and family-focused care that is sensitive to our multicultural community.

Teamwork: Taking a collaborative and multidisciplinary team approach to patient care, teaching and research. **Collaboration:** Creating dynamic partnerships both internally and externally to benefit patients and our role as a teaching hospital.

Respect and Diversity

Valuing and respecting each other's differences.

Leadership

Promoting the development and growth of leaders at all levels through continuous learning and knowledge sharing.

Strategic Focus

As an internationally recognized health care centre affiliated with the University of Toronto, our centres of excellence focus on the following priority programs:

- Women's and Infants' Health
- Surgical Subspecialties and Oncology
- Internal Medicine and Subspecialties
- Samuel Lunenfeld Research Institute

Education

In collaboration with the University of Toronto, Mount Sinai Hospital functions as a major teaching hospital and offers extensive teaching programs for undergraduate and graduate medical students, and for an array of other health students (e.g. nursing, dietetics, social work, psychology, health administration, etc.) from the University of Toronto, as well as from other associated colleges and universities. Each year, the hospital serves as a teaching centre for over 1,000 college and university undergraduate, graduate and post-graduate students in over 20 professional departments.

Research

The Samuel Lunenfeld Research Institute of Mount Sinai Hospital, a University of Toronto affiliated research centre, was established in 1985. It is one of the world's leading centres in biomedical research.

Our Institute investigators and associate investigators also have faculty-level appointments at the University of Toronto. Departments include Medical Genetics, Biochemistry, Pathology, Obstetrics and Gynaecology, Bioengineering, Physiology, Surgery and Pathology. The research programs at the Lunenfeld are focused on a number of interdisciplinary centres of excellence. The goal of these eight interrelated programs is to understand the function of our genes and how genetic pathways and environmental factors lead to the development of human disease such as cancer, diabetes, hypertension, premature labour, depression and osteoporosis. Our approach at the Lunenfeld allows for the application of health research from molecules to populations.

Department Mission Statement

Our Mission is to provide and promote optimal nutritional care and food services to the hospital community through our expertise and leadership in:

- clinical nutrition
- business and food service management
- research and education

We Strive to attain the highest quality of care and service through the effective and efficient management of resources, systems, and changes.

We Provide and ensure the maintenance of a safe work environment.

We Respect each other as an important part of the team, encouraging open communication, creativity, and participation.

We Commit to the education of students, the development of the skills and knowledge of staff, and we support education in the community.

We Encourage the realization of professional and personal goals.

Department Profile

The Department of Nutrition and Food Services at Mount Sinai Hospital is progressive and fully committed to providing the highest quality nutritional care, food service, and education to patients, staff, and students. The Department has a staff of 80 full-time equivalent employees which includes 14 dietitians, two diet technicians, an executive chef and five supervisors. The annual operating budget is \$5,500,000. Through the coordinated efforts of all staff, the Department is able to realize annual revenue of \$2,700,000.

The Department owns and manages the first franchised Second Cup coffee cart in Canada and an independent On the Way Café. The Department's catering company features customized menu and recipe development for non-kosher and kosher functions. The Department is also involved in a cooperative food program with a local elementary school to provide breakfasts to those students who need them.

The CBORD Clinical and Food Service Management Information Systems are fully implemented and used extensively in the The Department of Nutrition and Food Services for menu management and production control, purchasing and inventory management, diet office management, nutritional accounting, and executive management. The Department prepares 250,000 patient meals annually and serves more than 1,500,000 customers at the Second Cup, On the Way Café, the cafeteria, and at catered functions.

Internship Profile

The Mount Sinai Hospital Dietetic Internship has been in existence for over 30 years and has graduated over 100 dietitians.

In 2004, Mount Sinai Hospital established an affiliation agreement with HRRH to provide community training experience. Interns can expect to complete at least two clinical rotations at one of the sites: Finch Avenue, Keele Street or Church Street locations.

Humber River Regional Hospital

- Is one of Ontario's largest regional community hospitals with over 600 beds, 3,200 staff and over 700 physicians.
- Provides a full range of medical services.
- Serves a region with more than 750,000 residents in northwest Toronto – the most culturally diverse area in Canada with 100 cultures represented and more than 70 languages spoken.
- Receives more than 100,000 emergency visits and sees approximately 365,000 outpatients every year.
- Provides 23,000 day-surgeries and 8,000 in-patient surgeries annually.
- Cares for nearly 5,000 new babies and their mothers each year.
- Is a designated Regional Paediatric Centre, and is a member of the Child Health Network of Greater Toronto.
- Is a Regional Dialysis Centre with Canada's first home nocturnal dialysis program.
- Is a Regional MRI Centre.
- Works with some 70 community agencies to support health care services locally.
- Through the Humber River Regional Hospital Foundation, has launched the "*Rising to the Challenge Campaign*" to raise \$25 million for the hospital's redevelopment.
- Was formed in 1997 through the voluntary merger of Humber Memorial, Northwestern General and York-Finch General Hospitals.
- With the affiliation of Humber River Regional Hospital (HRRH) we have been able to increase our class size to five dietetic interns.

Mount Sinai Hospital offers up to five dietetic internship placement positions. The program received full accreditation status by Dietitians of

Canada in 2004. The Coordinator of Education & Research is accountable and responsible for all aspects of the internship program. The 45-week (length of internship) competency-based program begins in September.

The purpose of the internship program is to provide the intern with the opportunity to develop the “knowledge, skills, abilities, attitudes, and judgements necessary for the competent performance of entry-level dietitians” (DC, 1995).

We strive to create an environment that stimulates and challenges the self-directed learner and emphasizes the development of transferable skills. The department is able to offer up to five placement positions through various external affiliations, particularly with the clinical dietitians of Humber River Regional Hospital.

We continue to strive to identify practitioners in both public and private sector organizations and agencies to provide the intern with a wide range of opportunities in a variety of practice settings. Our program features opportunities to develop skills in areas such as leadership, research, communication, and management information systems to position the intern for a career as a food and nutrition expert.

Each rotation provides the dietetic intern with progressive responsibility and challenge, and is supervised by a dietitian/mentor. The dietetic intern is expected to be self-directed and to assume responsibility for their own learning, while the dietitian/mentor is responsible for facilitating the learning experience throughout the rotation. All evaluations between the dietitian/mentor and dietetic intern are interactive. Upon completion of the internship program, dietetic interns will have built on personal strengths to enable them to function competently and confidently as entry-level dietitians.

Internship Program Outline *(approximate)*

Orientation	2 weeks
Diet Office	1 week
Vacation	2 weeks

Education	1 week
Research	4 weeks
Electives	4 weeks
General Medicine	3 weeks
Endocrinology	3 weeks
Nutrition Specialties (4 rotations).....	12 weeks
Relief.....	3 weeks
Administration and Food Services	8 weeks
Supplementary Week.....	1 week

Adult Nutrition (*inpatient*)

- Gastroenterology
- Intensive Care
- Cardiology
- Surgical Oncology

Adult Nutrition (*outpatient*)

- Renal
- Oncology
- Outpatients

Perinatal/Paediatric Nutrition

Interns choose a minimum of one:

- Obstetrics/Gynaecology
- Paediatrics/Obstetrics/Level 2 NICU
- Level 3 NICU

Total: 45 weeks

Orientation to Program and Hospital

Dietetic interns attend the general hospital orientation. Throughout the week, the dietetic interns will meet with all management and clinical nutrition staff in the Department. All aspects of the internship program and overall Department organization are reviewed.

Clinical Nutrition

We offer a diverse clinical nutrition program with opportunities in three key areas: adult, perinatal, and outpatient nutrition. With this mix at Mount Sinai Hospital and Humber River Regional Hospital, the intern will care for the critically ill, surgical and medical patients, the elderly, and neonates, as well as those individuals living at home whom require nutrition education and management.

Interns will participate as a member of the health care team as well as provide direct care to patients under the guidance of the clinical dietitian. Critical thinking, the application of nutrition knowledge, and counselling skills are the focus of this component of the program.

Our interns graduate with an excellent ability to independently assess, develop, implement, and evaluate a nutrition care plan in a variety of clinical settings.

Research

The overriding goal of the internship research project is to introduce interns to practice based research, including all aspects of the process of developing quality research with relevance to dietetic practice. The internship will strive to provide education regarding the basic concepts involved in research methodology, data analysis and critical appraisal:

- Ethical guidelines for the conduct of research.
- Quantitative and qualitative research methodologies.
- Quantitative and qualitative statistical analyses.
- Methods of determining validity and reliability of measuring tools.
- Relationship between researcher and practice.
- Approaches to the critical appraisal of research papers, reports.

- Interpretation of findings from a variety of research approaches (for example: epidemiology, clinical trials, case studies) with application to practice.

Each research project has an advisory committee consisting of the internship coordinator, a supervising dietitian and in most cases a physician. The intern will submit his/her findings to the Ontario Dietetic Interns Research Day held annually.

Internship Program Description

Business and Food Service Administration

We take a project-based approach to this component of the program. Although the intern is coached on each project, our approach allows the intern to be self-directed, creative and responsible for the completion of each project. The development of business and time management skills is the focus of this rotation. These skill sets should be transferable to any business or administrative setting.

The projects address the following areas:

1. food service and production – inventory management; human resources; retention, recruitment, and staff accommodation;
2. marketing and event planning;
3. business planning and development;
4. financial budgets and planning;
5. quality assurance.

Electives

Elective rotations are an opportunity for the dietetic intern to strengthen a competency or gain experience in a specialized area of interest. Past electives have included placements in the food industry, consulting, media, other hospitals, community health centres and long-term care facilities.

Professional Development

Workshops and seminars on a variety of topics pertaining to dietetics are planned for all Ontario dietetic interns.

Tutorials

Group learning sessions, facilitated by the Coordinator of Education and Research and other dietitians in clinical and management roles, promote team work among the interns as well as more in-depth development of understanding and skills in areas which include clinical nutrition, research, budget preparation and financial analysis, human resource management, etc.

Complementary Education

Workshops, lectures, seminars, and conferences are organized throughout the internship to complement the learning experience. Examples may include attendance at the Toronto Core Lecture Series for Dietetic Interns.

Internship Application and Selection Process

Application Procedures

Each applicant must submit a completed application package which follows the procedures outlined by the Dietitians of Canada (DC) Instruction Sheet For Application To Dietetic Internship. A complete application package consists of the following:

- Application Form.
- Application Acknowledgement Form.
- Official Transcript of Marks
- Resumé, (not exceeding two typed pages, 1 inch margins, 12 point font).

- Personal Letter, (not exceeding one typed page, 1 inch margins, 12 point font).
- Refer to the selection criteria to assist with the composition of your letter.
- Include your reasons for applying for an internship and for selecting Mount Sinai Hospital.
- Describe qualities you will contribute to the internship program and your expectations of the internship.
- Confirmation of Completion of Academic Form.
- Applicant to include a copy of a letter from the DC Admissions Committee, if applicable.
- Confidential Reports from three references.
- At least one must be from a recent employer and one from a university faculty member. It is desirable that one reference be a DC member.

A personal interview will be arranged for the applicants whose application packages rate the highest according to the criteria listed on the next page. Where distance is prohibitive, a telephone interview will be substituted. All application materials must be *typed*.

**The completed package is due by February 1st
and should be sent directly to:**

The Coordinator of Dietetic Internship Education
and Research Department of Nutrition and Food Services
Mount Sinai Hospital
Joseph and Wolf LeVobich Health Complex
600 University Avenue
Toronto, Ontario M5G 1X5

Dietetic Intern Selection Process

Up to four internship positions are currently available at Mount Sinai Hospital. The Coordinator of Education and Research screens all applications to create a short list of applicants who will be invited to come for an interview. These applicants have submitted packages which meet all of the selection criteria.

The selection criteria are:

- academic performance
- relevant previous experience
- personal characteristics
- communication skills
- self-direction.

** All five criteria are weighted equally*

The Internship Selection Committee will then independently review these applications prior to the interview. Upon completion of personal or telephone interviews, each candidate is rated by the committee according to the selection criteria and ranked.

Selection Criteria

Academic Performance

- A consistent academic performance, with a B average (70 per cent) or higher
- Thoughtful choice of elective courses

Relevant Previous Experience

(in school, work or extracurricular activities)

- evidence of dependability and willingness to assume responsibility
- evidence of ability to work co-operatively with others including ability to give and take direction
- evidence of leadership potential
- evidence of extracurricular activities

Personal Characteristics

- self-confidence and realistic self-assessment
- maturity
- ability to manage time well
- adaptability

Communication Skills

- ability to convey information clearly and effectively in verbal and written communication
- ability to organize thoughts effectively and to express original thoughts
- ability to relate to other people and to demonstrate empathy

Self-Direction

- ability to set goals and work independently
- interest in continued learning and personal growth
- evidence of having thoughtfully investigated the profession of dietetics
- initiative and resourcefulness

Prospective applicants are strongly encouraged to attend the annual Internship Forum or make other arrangements to ensure that the most-informed decision can be made about their internship selection. The quality of your application package may be enhanced with this commitment of additional research about the internship's congruence with your qualifications, learning needs, and expectations.

The strongest candidates are well-rounded individuals with a consistently solid academic performance. These candidates are ranked and the list of ranked candidates is submitted to Dietitians of Canada for computerized matching.

Mount Sinai Hospital does not have a regional or provincial preference policy for dietetic intern selection.

Unfortunately a stipend is no longer available for Mount Sinai Hospital dietetic interns. Dietetic interns must become qualifying members of Dietitians of Canada and purchase DC malpractice/liability insurance and DC accident insurance for the duration of the internship program.

General Information

Professional Conduct

Membership in the Department of Nutrition and Food Services as a dietetic intern implies acceptance of the DC Code of Ethics, the DC Internship Competencies, the Standards of Practice for the profession, the Mission Statement of the Department, and the principle of mutual respect for the rights of others.

Dress Code

The dress code for dietetic interns is business attire. Lab coats will be provided and laundered at the hospital.

Expenses

Dietetic interns must become student members of DC and obtain accident and malpractice insurance through DC.

Accommodation and Meals

Accommodation and meals are the responsibility of the dietetic intern. Accommodation may be available at a nearby nurses' residence.

Hours of Work

Dietetic interns are scheduled to work 37.5 hours per week. Most weekends will be off. Commitment of personal time is necessary to complete assignments, projects, research, and readings.

Vacation and Statutory Holidays

Two weeks of vacation is scheduled for each dietetic intern. Special vacation requests will be considered provided that sufficient notification is given and that the requested time does not interfere with critical periods in a rotation. Statutory holidays are granted and taken as scheduled.

Illness and Medical Care

The sick leave allowance for dietetic interns is up to eight days over the course of the program. Extended illness at any one time or beyond the eight day allowance will require that the program be extended. All dietetic interns must arrange for their own health insurance, if they are not covered under OHIP.

Tuition Fee – Certified Educational Institution \$110 per semester.

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