

Internships for Kidney Care Policy Manual



Developed by Nutrition 4 Kidney Care, LLC
2nd Edition
Updated September 2026

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Introduction

This manual was developed to provide students and faculty with knowledge of the mission and policies of Nutrition 4 Kidney Care, LLC (N4KC) in relation to their programs, Internships 4 Kidney Care (I4KC). Students are expected to thoroughly read this manual prior to initiating any of N4KC programs. In Addition, they need to review, sign and submit waivers or disclosures provided in the appendix of this manual. Students and faculty are encouraged to contact N4KC staff with any questions or concerns.

N4KC Staff

Program Director

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Mission and Value Statements

Policy: To clearly communicate to organizations, stake holders, students, families, and communities the mission and values by which N4KC holds itself accountable.

Mission Statement: To provide students with superior educational experiences while serving the local community.

Diversity Equity and Inclusion Statement: Every human being has equal value and worth.

Values

- We recognize the worth of human beings regardless of race, income, religion, country of origin, creed, sexuality, disability, or any other distinction by which others may be classified.
- We respect the opinions, beliefs, culture, attitudes and practices of every individual, community, and nation that brings no harm to others.
- We honor others by learning about their uniqueness and embracing the things that make them special.
- We recognize the many facets of human beings by seeking to incorporate activities that will encourage a wholistic experience.

Vision Statements

Service Related

- To offer nutrition related services free of charge, by engaging professionals, students, and interns who are passionate about improving the lives of others.
- To engage caring individuals who strive to enhance their learning experience while embracing the need to nurture and uplift others.
- To inspire students to gain knowledge, navigate challenges, overcome barriers and make a difference in the global community.
- To benefit local communities with nutrition-related services that help to fight and manage noncommunicable diseases.
- To tap local resources as avenues of education and learning for students while investing and strengthening the local community.
- To provide a safe and inclusive environment for learning that encourages open discourse and respect for others despite differences of opinion.

Moral Related

- To act with integrity in our dealing with students, health professionals, educators, educational institutions, healthcare systems and every other being or entity with whom we come in contact.
- To honor local beliefs, ideology, and practices by seeking understanding, acknowledging their value, and working for their preservation.
- To respect the environment and ecosystems in which we live and work by striving to be environmentally friendly.



Program Information

Nutrition 4 Kidney Care, LLC (N4KC) is an education organization that offers courses, internships and camp/retreat programs focused on the prevention and management of chronic kidney disease through holistic living practices. We also provide renal nutrition services to local free-standing renal-related clinics and hospitals and offer community education programs free of charge.

Courses: Our online and self-paced courses can be completed as a 3-week accelerated course or within a quarter or semester timeframe. These courses are tailored for various professions or internships experiences. Since our focus is chronic kidney disease they are structured about or around that disease and/or the country in which the student will be interning. The courses are designed to prepare students with the knowledge they need to engage with the local community through our clinical or community internships.

We also offer a basic nutrition course that is typically required or recommended for health care professionals such as nursing and medical students. It is tailored as a one, two or three credit equivalent course and can be added to any program or rotation.

Internships: We offer two types of internships. One is for students who are ready to complete clinicals or internships such as medical, nursing, dietetic or nursing students. They should have an undergraduate degree or at minimum be a senior in an undergraduate degree program in which they have completed some clinical hours. Dietetic Interns must have a bachelor's degree in nutrition or be in a master's program for nutrition. These students will work in dialysis centers that are either free standing and/or hospitals and provide care such as screening, assessment, counseling and education to patients.

Our Public Health internship is for any degree seeking student but especially those in in health and wellness programs. These students can be in any undergraduate year. They will work in a community setting where the focus will be on education and the prevention of non-communicable diseases such as diabetes and hypertension.

Camps and Retreats: Our camps and retreats are open to any college student. These are designed as one-week rotations that focus on cultural competence and holistic wellness. Students enrolled in these programs only need to complete our standard orientation modules. They are free to add one of our courses if they wish to also obtain credits for their experience,

Credits: Our courses are equivalent to 1-3 credits. Students typically obtain 30-40 hours/week of experiential learning and/or additional assignments during our rotations. If 6 credits is needed that can be obtained by interning for 3 weeks and taking a 3-credit equivalent course. Students who are interested in taking our courses for credit are responsible for contacting their institution of learning to understand how that process can be facilitated.

Preceptors: We make sure students will receive the guidance they need. We keep a low student to preceptor ratio of typically 4-6 students to one preceptor for our well-structured renal internships. Students work alongside our preceptors in clinical settings, where they can be observed and provided feedback about their work and interactions with patients. We also provide a weekly evaluation to ensure they learn and grow from the experience.



Students joining our community health program will also work side by side with our mentors as they work on lesson plans, program and resource development and the presentations. Organization and detailed instructions keep students informed and prepared to do their best work.

Tours, Excursions and Cultural Activities: Tours and cultural activities are always worked into the program schedule for all of our offerings. They help students understand the culture and lifestyle of the locals. We take them on scenic drives and hikes so they can enjoy the beauty of the island. We also make sure they are exposed to the local cuisine from farm to fork. Students get history lessons on various tours, from slavery and plantation days to present day politics and health concerns. Our program focuses on touring gardens, arboretums and places that provide education regarding the planting, harvesting or production of food.

Accommodation and Travel: We typically stay in Airbnbs vs hotels. They are less expensive and more readily available. We make sure the location is safe and secure. In addition, amenities such as air conditioning, Wi-Fi and in suite washer and dryer are all included. The Airbnbs are also equipped with full-size kitchens. Airbnbs provide bedding, towels and basic sanitary items such as toilet paper, soap and paper towels. Students can stay in single or double occupancy rooms.

For the most culturally immersive experience, we accommodate students at campsites for two of our programs. The tents and all associated materials and equipment including individual toilets, bedding, lamps and air-conditions units belong to our organization for the sole benefit and comfort of our students.

All in-island transportation is included in our fee if the destination is an activity or program scheduled by us. We pick students up from the airport and drop them off. They are typically transported in private vehicles such as cars or SUVs, unless other agreed upon arrangements have been made.

Orientation: We begin building a rapport with students from the time they register for our program. Phone calls and zoom sessions allow us to speak and meet. We can better assess students' interests while they get their most pressing questions and concerns addressed. Pre-travel guidelines, cautions and communications are all thoroughly reviewed. Students are prepared for emergency situation as well as for time on the beach.

Criteria For Program Acceptance

Renal Internship Program Criteria

- Be enrolled in a nursing or healthcare program
- Have an undergraduate degree in nutrition or enrolled in a dietetic internship program
- Have a minimum GPA of 2.5

Camps/Retreats Program Criteria

- Be enrolled in a college or university. Community college students are also eligible.
- Have a minimum GPA of 2.5

Full Acceptance for Programs

- ❖ All documents requested submitted

Essay	Student Evaluation Forms	Interns Only
ID (Passport, etc)	Health Form	Vaccinations
Education Transcripts	Travel Medical Insurance	Competencies/Evaluations
Criminal Record Check	Waivers/Releases	Required modules completed

- ❖ All required modules/courses completed
- ❖ All orientations completed
- ❖ Program fees paid in full

Possible reasons why students may not be accepted into the program or dismissed prior to the start of the rotations in Barbados include the following:

- Criminal or drug or alcohol abuse record
- Not providing documents according to specified deadlines
- Inability to obtain or complete required vaccinations
- Low GPA or evidence of poor academic work such as not completing assignments according to instructions or inability to complete them.
- Cheating, plagiarizing or using another student's work
- Consistently poor communication (i.e. not responding to emails in a timely manner)
- Disrespectful communications or consistently not following or listening to instructions
- Evidence of lying or submitting false documents
- Noted concerns expressed on recommendations received from instructors or others.
- Missing (without rescheduling or speaking with staff) scheduled zoom orientations



Communication and Technology

Policy: N4KC is committed to maintaining open communications with all parties involved including but not limited to the following: educational institutions, health organizations, staff, faculty, students, and the family of students.

Pre-Rotation Communication: Most pre-rotation communications from N4KC will be via emails, zoom or phone calls. N4KC hosts frequent informational sessions on zoom for individuals and groups that are scheduled or requested. Students, faculty and any involved parties are always encouraged to contact N4KC staff with questions or concerns at any time throughout the registration and orientation period.

Communication During Travel: Students are asked to inform N4KC of the flight itinerary and remain in contact throughout the duration of their travels. They should inform N4KC of any changes to their itinerary and when they get on their final flight to the island.

Rotation Communication: Students are encouraged/required to sign up for WhatsApp. This app is free and allows for international communication without cost. A group WhatsApp is created for N4KC staff and students about 2-4 weeks prior to the start of the rotation. Students are expected to keep reasonable communication with N4KC staff throughout the duration of the rotation. They should keep their phones always charged and close by. Students can also contact their cell phone providers to inform them of international travel and possible packages they can obtain to help keep costs lower.

Technology: Interns must bring a computer, laptop or other similar device on which to complete their work. They should also have access to Microsoft Word and Power Point, which are frequently used for assignments. Students must also bring a cell phone or device which they can be contacted at any time during the rotation. It is recommended that students who participate in our camp/retreat also bring laptops to assist with various projects.

WIFI: WIFI is available island wide and is a required necessity for the Airbnb with which we make reservations. If for any reason, WIFI is not working at the local residence, students will be taken to locations which have WIFI available.



Local Accommodation

Policy: To provide safe and comfortable accommodation for all students that will encourage a culturally immersive experience.

AirBNB

Interns will be accommodated in a local Airbnb that has been carefully selected for location, safety and specific necessary amenities. Location of the Airbnb will be disclosed two weeks prior to arrival. Pictures will also be provided. All Airbnbs selected by N4KC will have the following:

- Private or shared rooms with bedding
- Bathrooms with toiletries
- Fully equipped kitchen and cooking utensils
- Air-conditioned bedrooms
- Washer and drier available in unit or on site
- WIFI

Bedrooms: Students should be prepared to sleep in a single or full bed and share a room with another student of the same gender. Bedsheets and pillows are provided. Students are responsible for always keeping their bedroom area clean and tidy.

Bathrooms: Students will likely have to share a bathroom. While some Airbnbs provide cleaning services, most do not. It is imperative students participate in keeping this area clean and tidy. Cleaning supplies will be provided if necessary. Students need to bring personal items such as the following: Hygiene and sanitary items and toiletries such as pads/tampons, bath soap, toothpaste, etc.

Kitchen: To lower food costs, students should be prepared and willing to share in the cooking of some of their meals. Recipes will be provided as needed. Students are encouraged to prepare meals everyone in their unit will enjoy and to equally share the responsibility of keeping the kitchen clean. Dishes should be washed, dried, and put away and the floors should be swept and/or mopped clean after meals.

Other Amenities: Students will have access to a washer and drier on the premises. Detergent and fabric softeners will be provided. Air-conditioners and lights should be turned off when not in use or when students leave their local residence.

Pools and Neighborhood: If a pool is available on the premises, students take full responsibility for their safety and swim at their own risk. Students are encouraged to keep flotation devices nearby in the event of an emergency. Never should a student enter any body of water if they are intoxicated.

N4KC always ensures the neighborhood is considered safe and in many cases the residence is enclosed with security fences. However, we cannot 100% guarantee safety and students are encouraged to take normal precautions to ensure their safety and the safety of their personal items. Keep identifications, money and valuables locked and out of sight.



If students choose to walk around the neighborhood, to the beach or local eateries, they should adhere to the buddy system and avoid any potentially dangerous and questionable areas. Follow beach rules and regulations.

Airbnb Rules and Regulations: Students are expected to abide by the rules and regulations associated with staying at an Airbnb. This accommodation is strictly for N4KC students, and no other individual(s) are allowed to visit or spend the night without prior approval by N4KC. Specific instructions from the Airbnb or guest host, if any, will be communicated prior to arrival.

Early Arrivals and Late Departures: Students who arrive or leave outside of the program date range should speak with N4KC about making appropriate arrangements and covering additional costs.

CAMPING

Our cultural competence and holistic health programs accommodate students at a local campsite. PEG farm has been in business for over 10 years and is set on approximately 100 acres of land. It incorporates regenerative, biodynamic, and permaculture methods for farming. PEG farm is considered to be a living classroom that facilitates workshops, tours and runs an actual school for primary children. On the property is a medicinal garden and a farm-to-fork restaurant called the Chrysalis Café or The Farmhouse.

PEG farm provides toilet and shower facilities on the campsite. N4KC provides tents and all equipment and materials for a comfortable camping experience. This includes blow up bed, sheets, pillows, small fans or air-conditioning units, bed nets, lighting, etc. Students can sleep in shared or individual tents. They can request a personal toilet for an additional cost. Students may also be provided access to a local home where they can shower if need be.

Hotels: Large groups of students may need to be accommodated at local hotels. Hotel occupancy is limited and reservations typically need to be made a year in advance. N4KC will seek hotels that provide kitchenettes.



Transportation Policy

Policy: Provide necessary information to assist students with travel to the destination country and to ensure safe and timely transportation throughout the rotation.

In-Transit Transportation: Airfare to the island is typically arranged by the student. N4KC is willing to provide airfare information for the benefit of students and colleges. Students are encouraged to find direct flights or an itinerary with short layovers. Students are encouraged to purchase changeable tickets in the event of an emergency. Students must provide N4KC with their travel itinerary that will include all modes of transportation from their personal address to Grantley Adams International Airport (BGI) in Barbados and their return home at least two weeks prior to their departure. Students are required to text or email the following:

- Arrival at their gate for departure of flights
- Arrival and departure for any layover flights
- Arrival at BGI airport in Barbados and return to their destination address.

Students will be met at the BGI airport by N4KC staff for transport to their local accommodations.

In Country Transportation: Students will be transported to all events, activities and assignments by approved transport services that have been vetted and approved by N4KC staff. Transportation will be provided exclusively to N4KC students, faculty, and staff by private transportation services. Students will not be using public transportation for any N4KC programs or events but may choose to do so for non-affiliated activities or events they choose to attend.

Students are responsible for making their own arrangements and paying for any non-N4KC activities such as the Oisten's Fish Fry. Other forms of reliable transportation include taxis, public buses, and Zed-R vans. Cost and travel length may vary widely. Public buses and Zed-R vans are $\leq$ US \$2.50 per ticket while taxis can be as expensive as $\geq$ \$55.00 per trip.

Students who choose to rent a car need to be especially cautious if they are not used to driving on the left. There are many potential hazards with driving in Barbados. In addition to driving on the left, many roads are very small and may not be well paved. Traffic signs may be difficult to see or read and at some intersections the traffic rules are ambiguous. Road mirrors are used to check for on-coming traffic in particular areas, which can be confusing to interpret appropriately.

Many Bajans walk on the roads as there are few sidewalks. Pedestrian precautions are a must. Learning to drive appropriately through roundabouts is also a necessity. N4KC discourages students from renting vehicles or driving in Barbados.



Dress/Attire Policy

Policy: Students are required to dress in appropriate attire and with consideration of the cultural norms and weather of their international destinations.

Clothing: Casual wear that is breathable and cool is recommended as the local temperature is typically in the 80s (Fahrenheit). Please refrain from wearing clothing exposing breasts, nipples, or buttocks or that reveals underwear such as bras, panties and/or briefs, etc. Please refrain from wearing clothing that contains or expresses in any way profanity, derogatory symbols, statements, or words. Nudity is strictly prohibited. Due to the laws in Barbados clothing that contains patterns and colors associated with or similar to military wear such as fatigues or camouflage is prohibited.

Beach Clothing: Barbados is surrounded by beaches which students love to visit. In addition to swimsuits, please bring beach towels, hats, sunglasses and sunscreen lotion. If you do not know how to swim, and plan to enter the water, you should also plan to bring or purchase some type of flotation device.

Shoes: Comfortable shoes are encouraged such as sandals, sneakers or walking shoes. Shoes for the beach are also recommended. Some beaches have rocks so swim shoes are also recommended. We tend to do some light hiking which would necessitate sneakers with tread.

Hikes and Horseback Riding: If students choose to pay for a horseback riding tour, they must wear long, close-fitted pants and closed toe shoes. They will be provided with helmets by the organization hosting the tour. Students need to provide their height and weight for this tour. The weight limit for horseback riding is 220 pounds.

Presentations: Students are requested to bring black pants or skirts and a white top for rotations that include presentations to the community. Casual professional clothing is also acceptable.

Hospitals/Clinics: Casual professional clothing such as slacks and a top or scrubs are acceptable in these settings. N95 masks will be provided. Disposable lab coats will be made available. Closed toe shoes are required.



Food/Beverage Policy

Policy: To ensure students are well informed about meal options. To provide food and cuisine from the local community as much as possible.

Meal Provision: N4KC desires to give students the best flexibility possible with meal selection. The cost for meals charged by N4KC covers two meals. Most meals are eaten at local restaurants and eateries. Students staying at the camp site will eat some meals at their Chrysalis Café. The Chrysalis Café menu will be provided during orientations. Students can opt out of our meal plan and choose to spend their money on food according to their preference and desire.

The consumption of local foods is strongly encouraged, which is why students are taken to a variety of eateries and restaurants on the island. Students who stay in Airbnbs are encouraged to cook or prepare at least some of their meals to keep food cost lower. We take interns to the local grocery store weekly. N4KC is happy to take other students to local grocery stores if needed.

Students should expect to spend approximately \$15.00-20.00 US per meal. Note that most meals at local restaurants are priced in Barbadian currency. The exchange is typically 1 US to 2 Bajan dollars. Groceries and eateries accept most credit cards and cash if they are over \$5.00 bills.

Water/Hydration: It's important to remain hydrated. Students should bring non-plastic transportable water cups. Frequent urination of light yellow or clear urine is the best sign of adequate hydration. Infrequent and dark-color or odorous urine is a tall tell sign of the need to consume more liquids.

Water from the tap is safe for consumption in Barbados. Water is filtered naturally through the coral rock and treated. Bottled water is not necessary, but it is available for purchase.

Resource: [Water - Totally Barbados](#)

Food Safety: Barbados strives to abide by a high standard of food safety. However, there are many local sites who prepare food that may not meet recommended standards. Students should take caution when consuming street foods or beverages and use standard precautions when purchasing and/or preparing foods.

Resource: [Foodborne disease outbreaks in Barbados \(1998-2009\): a 12-year review - PubMed \(nih.gov\)](#) [Take steps to reduce foodborne illnesses | Barbados Advocate](#)



Substance Use Policy

Policy: I4KC is an educational program and does not permit the use of alcohol and any non-prescribed drugs (not including over-the counter medications) during the hours our programs are in session or at any event for which our program is involved.

N4KC discourages the use of alcohol at any time during this program. Alcohol use and abuse can negatively impact your experience. Students who choose to consume alcohol do so at their own risk and are always 100% responsible for their actions. Excessive alcohol consumption decreases your ability to make rational decisions and may prevent you from protecting yourself.

Students should note, certain types of local alcoholic beverages may be stronger than alcoholic beverages in their home country. Students are expected to always represent N4KC, and your college/university and negative behavior related to alcohol or drug will not be tolerated.

N4KC prohibits the use of any drugs without a written prescription from a board-certified physician or healthcare practitioner at any point and time throughout the duration of this program. Students who use drugs will be dismissed from the program and immediately rescheduled a return flight home.

Laws regarding the use of alcohol and drugs may vary significantly from your home country. Consequences could be severe. In addition, any incident with drugs or negative incident/behavior associated with alcohol consumption will be reported to the student's education institution, their degree program or study abroad director and be recommended for disciplinary action according to their policies.

Health and Safety Policy

Policy: To ensure students remain healthy and safe throughout the duration of their visit to their assigned destination.

Vaccinations: There are no specific vaccinations needed to travel to Barbados though students should be up to date on routine immunizations such as: tetanus-diphtheria, measles, mumps, rubella, chickenpox. A visit to your campus international/health department may provide additional vaccination recommendations.

All students who are scheduled to work in hospitals or clinics are required to obtain the vaccinations listed below. Covid 19 is recommended. Hepatitis B series must at least be started.

BCG/Mantoux	Measles, Mumps, Rubella
Hepatitis B	DPT/TDAP
Hepatitis A	Chicken Pox

Bugs/Insect: Barbados does harbor mosquitoes and other insects that bite and can carry disease. Students should bring and use insect repellants. Some guest houses provide nets for the beds and windows.

Beach/Pool Safety: There are no lifeguards at most beaches. *Students take full responsibility for themselves should they enter the water.* If you do not know how to swim, it is recommended you do not enter any body of water that reaches past your waist or that you use some form of floatation device. Life vest should be used for all water sport activities.

Medical Travel Insurance: Medical Travel Insurance is not the same as health insurance. This insurance covers any medical services including emergency evacuation in the event of a medical event. The cost depends on several factors including the length of stage, age of student and organization from which the insurance is obtained. Our package includes the cost of medical insurance up to \$35.00 per week of stay. If students opt out of our medical travel insurance, they should seek guidance from their study abroad department. We typically purchase insurance through the following organizations:

- Global Solutions: [Individuals and Families | BCBS Global Solutions](#)
- International Student Insurance: [Student Secure | International Student Health Insurance](#)

Health Questionnaire: It's imperative N4KC is aware of any health conditions you might have. You will be asked to fill out a health questionnaire that will help us know of your state of health and understand how we may best accommodate your medical needs. Mental health is just as important as physical health, so there is a mental health portion on the questionnaire.



Healthcare Safety: Students are asked to abide by standard safety precautions when working in healthcare facilities. Lab coats/scrubs, closed toe shoes, and N95 mask should be worn in these settings.

Washing hands is the single most important way to keep safe and healthy. Disinfect hands upon entry and exit to facilities. Please wash and disinfect hands and items that may be easily contaminated frequently. Students should not attempt to speak with patients who are getting on or off dialysis to avoid potential exposure to blood. Other healthcare safety regulations will be discussed upon arrival during orientation.

General Safety: While Barbados is reported to be a very safe place, students should follow sensible safety guidelines in daily life on the island. It is recommended students travel in groups of at least two when attending N4KC and non-N4KC activities. Purses, identification, passports, and other personal items should always be appropriately secured. Students are encouraged to take pictures of legal documents for ease of accessibility.



Risk Management Policy

Policy: N4KC is committed to ensuring the safety and well-being of all students enrolled in their program. To that end we have detailed procedures and guidelines that will be followed in the event of medical-related incidences, inclement weather and other such occurrences that may threaten the safety of our students and staff.

Barbados Risk Management Team

Anika Avery-Grant, N4KC Program Director

Siena Mauge, Retired Military Personnel

Siena Peters, BSN RN

Dr. Kathy Ellis, Rounding Physician at Sils Dialysis

Kerri-Ann Best, Nutrition Director at Queen Elizabeth Hospital

Medical Emergency: Medical emergencies are defined as any event that causes physical, mental, or emotional harm in which the student's well-being is compromised. Medical emergencies include but are not limited to the following:

- Accidents including car accidents or accidents from falling etc.
- Illnesses such as excessive diarrhea, vomiting, fever or others.
- Assault or sexual assault.

The following are required by students:

- Report any medical conditions or diseases they have including any prescription medication they are taking.
- Provide authorized prescriptions for medications that are not considered over-the counter medications by US pharmacology standards.
- Provide a primary contact such as a parent who will be contacted immediately should the student become sick/ill in any way.
- Provide the name, address and phone number of their primary care physicians and other specialists to whom they are in the care.
- Obtain travel/health insurance from an approved provider that covers health related care and emergency evacuation services.

Inform **N4KC** staff of any potential medical issues or events they might experience during the rotation.

The following will be required of **N4KC** Staff:

- Ensure students have required documents and insurance in place.
- Review and be thoroughly familiar with students' medical history, medications, other medical devices for any physical, psychological, mental diseases or disorders.

- Be familiar with and be prepared to handle any potential medical events that are within the scope of care for minor injuries and events.
- Completion of orientation and training for procedural response for potential medical events including
 - Stabilizing and calming affected student
 - Contacting local emergency services and being familiar with their primary contact including emergency numbers and locations (i.e., Queen Elizabeth Hospital, Urgent Care Facilities and Polyclinics)
 - Contacting health/travel insurance companies
 - Contacting student's emergency contacts
 - Knowing local practitioners and medical staff (i.e., medical doctors and Queen Elizabeth Hospital Staff) contact information.
 - Detailed report of events including timeline, interventions, and outcomes.
- Remain with any student who is receiving medical care for the duration of their in-center, out-patient, transport care, unless not permitted by law or for medical/safety reasons.
- Provide emotional support, resources including counseling as needed or appropriate.
- Ensure appropriate follow up care is provided after students return to their home destination.

Natural Disaster: Barbados is a small island located in the southeastern Caribbean region of North America, surrounded by the Atlantic Ocean. As such, it is susceptible to natural disasters such as earthquakes, tsunamis, hurricanes, and severe weather among others. While Barbados has a long history of not being impacted frequently or significantly from these natural disasters, N4KC is still committed to ensuring students and staff are well prepared in the event one or any of these occurrences take place. N4KC staff and participating students will be provided with orientation detailing the protocol and process for each of the natural disasters. The orientation will include the following:

Earthquake:

- Earthquake preparedness packets
- What to do during an earthquake (i.e., try to remain calm, get under sturdy structure, avoid falling debris, protect head/neck)
- What to do after an earthquake (i.e., remain calm, get to a safe approved location, if possible, contact N4KC staff, follow directions of local authorities).

Hurricane

- Students and N4KC staff will be immediately evacuated from the island in the event a hurricane has the potential to hit Barbados.

Tsunami

- Warning signs of impending tsunami
- What to do if tsunami is suspected (i.e., get to higher ground immediately, know possible routes to take depending on location on the island, follow direction of local authorities)

Political Instability

- If any form of political unrest or instability that threatens the health and wellbeing of students is suspected, they will be immediately evacuated.

Missing/Death: In the unfortunate event that a student is missing or is deceased, N4KC will abide by the following protocol.

- Immediately inform local authorities and the student's family.
- Determine and detail the circumstances surrounding the event.
- Work with local authorities to either find a student or follow the process for a deceased individual.
- Remain in constant contact with family and provide information for travel to Barbados, if desired.
- Provide emotional support for other students' family, other N4KC students present, N4KC staff.
- Provide resources for counseling and intervention as needed.



Privacy Policy

Student Privacy/Information Security: Student information will be kept in a secure database, and paper files will be kept in a secure location. Student information is not shared with any entity other than the healthcare facilities at which intern will be rotating. Only necessary information will be provided to healthcare facilities with written permission from the student. Student information should be sent via HIPPA compliant email, text and/or fax. Evaluations and competencies completed as well as anecdotal if any, will be signed and sent to dietetic internship director and/or faculty within the nutrition/dietetic department of student's educational institution.

Patient Privacy/Information Security: N4KC abides by the HIPPA regulations as specified in the links (documents) below. Students must keep patient information secure.

Resources:

- HIPPA regulations: [Combined Regulation Text of All Rules \(hhs.gov\)](https://www.hhs.gov/hipaa/for-professionals/combined-regulation-text-of-all-rules/)
- Summary of HIPPA regulations: [Microsoft Word - MO02PBf_pdf.rtf \(hhs.gov\)](#)



Behavior Policy

N4KC staff and students are expected to abide by our mission, value, diversity, equity, and inclusion statements at all times, to all individuals with whom they come in contact. Staff or students who attempt or cause physical, sexual, or emotional harm will be provided with remedial interventions (if deemed appropriate) and/or be immediately dismissed.

The following behavior is expected of all N4KC students:

- Treat everyone with respect and dignity.
- Stay with your group and N4KC staff on any tours and excursions. Students will also be assigned to be in a group of 2-4 students. Students must remain with their assigned group for all activities including eating.
- Students must inform and get approval for any non-N4KC activity in which they desire to engage. Students will sign waivers related to these events.
- Students are expected not to consumed alcohol, prescription drugs (that have not been prescribed by a physician) or illicit drugs at any time during their scheduled rotation for N4KC.
- Students are expected not to engage in sexual misconduct or illicit and risky sexual behavior during their rotation.
- Students are expected to receive constructive feedback related to any clinic or coursework with maturity.
- Students are expected to abide by all the guidelines and regulations outlined in the N4KC policies for safety and health.
- Students are expected to be courteous and respectful in all their discussions despite differences of opinion.

Any type of behavior such as verbal, physical, sexual abuse, misconduct (i.e., theft, drug or alcohol use or abuse), discriminatory behavior will not be tolerated by any student enrolled in our program. Any type cheating, plagiarizing or using another person's work without proper citation on our coursework/modules, projects or assignments is grounds for not being accepted into our program. If the student is already on rotation and is caught in any for of cheating it will be reported to their institution of learning.

Since this is an education program, we do not expect students to be hooking up with each other or the locals. Interactions are expected to remain platonic during our sessions unless traveling with a spouse or significant other. Making inappropriate advances to others or creating an uncomfortable atmosphere will be addressed according to our disciplinary action policy.

Furthermore, students are expected to attend all orientations, presentations, tours, excursions and any other N4KC organized activity scheduled for the duration of their rotation. Exceptions will be made for illness, injury or any other safety or health related issue.

Disciplinary Intervention Policy

Policy: To outline the process in which misconduct will be addressed.

Misconduct includes but is not limited to following:

- Unreported absence or missing lectures, rotations, or any aspect of the I4KC program planned for the student that is not medically related.
- Misconduct or behavior associated with alcohol consumption or abuse.
- The use of non- prescription and/or prescription drugs that have not been ordered for the patient by a physician.
- Dressing inappropriately, per dressing policy, for any N4KC activity or event.
- Repeated noncommunication with I4KC staff.
- Inappropriate treatment of others whether it's students, staff, patients or other individuals.
- Any type of harassment and/or abuse (physical, sexual, verbal or mental).
- Repeated and consistent use of foul or derogatory language.
- Creating a hostile or uncomfortable environment.
- Engaging in any type of theft or robbery.
- Speaking or acting disrespectfully to others.
- Engaging in any type of risky behavior that is highly likely to bring harm to themselves or others.
- Cheating, plagiarizing or copying another student's work.
- Not following instructions provided by professional clinical staff and putting patients at risk.

In the event of misbehavior or misconduct, the following process will take place.

1st occurrence: Student and N4KC staff will have a private meeting to discuss the situation and events and possible/expected changes and/or interventions. Depending on the nature of the event students may be immediately dealt with under the 2nd occurrence consequences.

2nd occurrence: N4KC staff will fill out misconduct forms which may be provided to student's education institution and/or emergency contact, if appropriate. N4KC may recommend disciplinary action be taken by the student's education institution or file a complaint with their institution. Students may be immediately dismissed from the program and would be booked an early return flight at their expense.

Local Authorities: Behavior such as theft, defacing public property, inappropriate clothing such as camouflage or nudity will be referred to local authorities. Students and their emergency contacts will be responsible for dealing with the local authorities regarding penalties and other legal actions.



Refund/Cancellation Policy

Cancellations by students or educational institutions are outlined in the table below. N4KC reserves the right to evaluate refund requests on a case-by-case basis. Refund requests that do not meet the following criteria must be reviewed and approved by our executive team.

Refunds

Fifty percent (50%) of the registration and process fee is nonrefundable. Students will be refunded fifty percent (50%) if they do not proceed into phase 2 of the registration process. The program fee (not the registration and processing fee) is 100% refundable if student cancels ≥ 90 days prior to the start of the internship portion of the program and has not initiated the course/modules. If student cancels between 60-89 days prior to the start of the internship a 50% refund (excluding the registration and processing fee) will be given. Cancellations between 0 and 59 days prior to the start of the program are nonrefundable, except for extenuating circumstances such as medical reasons or death of a family member.

Cancellations: All cancellations must be made in writing and sent to our official email. If students feel they have extenuating circumstances, they must provide verifiable documentation. N4KC will provide a short survey to determine the cause of cancellation.

Cancellation by N4KC

Any in-person internship cancellation by Internships 4 Kidney Care (I4KC) due to staffing or organization issues will merit a refund of all fees, including the registration and processing fee or a transfer of funds for a future rotation. Circumstances out of our organization's control such as weather-related conditions will merit a full refund except for the registration and processing fee or a transfer of funds to a future date.

Refund Process: Once a request is made for a refund, it will be processed within 7-14 days of the requests. Students will be asked to provide their banking information, such as name of bank, account type, routing and account #s or Zelle username.

Unresolved Disputes: In the event of a dispute between students or an education institution and N4KC regarding fees and refunds, a written document detailing the unsatisfactory circumstances and handling of the situation must be submitted within 7 days of the incident. N4KC will review the document and if a resolution is not reached within the corresponding 7 days, an arbitration process will be initiated. A neutral third party will be asked to become arbitrator, and their decision will be legally binding. The arbitrator fees will be split between the disagreeing parties. The arbitration process should not exceed past 45 days from the initial complaint.

Dispute Resolution Policy

Nutrition 4 Kidney Care (N4KC) will work to resolve any disputes brought against this organization in an equitable and timely manner through a process of negotiation, mediation and/or arbitration. In the event an individual or organization disputes the decisions or actions made by N4KC they can enter our formal dispute resolution process.

Definitions

N4KC: Nutrition 4 Kidney Care, their staff and board of directors.

Disputing Party: Any individual or organization that provides a written notice of dissatisfaction or disputes a decision made by N4KC.

Negotiation: The process in which discussions are made between two parties to reach a resolution or agreement.

Mediation: A confidential and voluntary negotiation process that is overseen by a neutral third party who attempts to assist the disputing parties in reaching an agreement, resolution or settlement to avoid the cost associated with a courtroom trial. A third-party mediator is required to be an individual with a background in higher education or a healthcare practitioner who has an in-depth knowledge of the standards of care associated with the provision of healthcare services and/or academic requirements and codes of conduct for institutions of higher learning.

Arbitration: The involvement of a neutral third-party attorney who will review both parties' disputes and the evidence supporting their dispute and make a legally binding decision or ruling, to resolve the dispute outside of the court. Attorney fees cannot exceed \$5000.00 and each party is responsible for paying 50% of the fees.

Neutral Third-Party: Impartial individuals or entities that are capable of encouraging respectful and calm communication between the disputing parties while providing reasonable suggestions to obtain a fair resolution, agreement or settlement.

The Process

The disputing party must provide in writing the reason for their dissatisfaction or dispute within 7 business days of the incident or within 7 days of any formal notice provided by N4KC. The document must be sent via email to learn@internship4kidneycare.com. N4KC will not initiate their dispute and resolution process if the disputing party does not provide a written grievance report within 7 business days. The disputing party will have to follow other legal avenues through a court of law to address their concerns.



Once N4KC receives the written document outlining the reason for dissatisfaction, it will be reviewed by N4KC's board of directors. The board of directors has 7 business days to acknowledge and respond to the dispute or allegations.

If the disputing party disagrees with the board's response, the formal dispute and resolution process will begin. The disputing party will be requested to provide any evidence to support their claim within 14 days of the date of the board's response email. The board will have 14 days from the date the evidence is provided to review and respond back to the disputing party with their decision.

If an agreement or resolution is still not reached, the process will go into mediation. Both parties are able to select mediators who they feel will be equitable and have the ability to professionally and reasonably oversee the negotiation meeting. The time and date of the meeting will be agreed upon by both parties but will not exceed past 14 days past the board's last email response to the evidence provided by the disputing party.

If an agreement or resolution is not reached at the end of the mediation meeting, the process will proceed to arbitration in which a third-party attorney will review the supporting documents of both parties and make a final and legally binding decision.

Waivers

Disclosers

Releases



Food and Beverage Waiver

N4KC students are encouraged to consume foods/beverages purchased from local grocery stores, open markets, and restaurants. Students may also consume foods/meals prepared by N4KC staff and their students but do so at their own risk. N4KC will abide by all precautionary measures to ensure food safety standards that meet FDA-approval. N4KC assumes no liability for foods prepared by other students or institutions or individuals. N4KC encouraged students to abide by food preparation techniques that will minimize contamination with microorganisms.

To minimize the potential for a food borne illness N4KC advises caution when consuming street food that may not be cleaned, prepared, or refrigerated properly. Certain foods may be cut with dirty knives or placed in unclean holding utensils. Students should also exercise caution in beverage consumption from sources that are not obtained from sealed cans, bottles, or containers that are not water. Tap water is safe and drinkable in Barbados.

Students are responsible for making sure they stay hydrated throughout the rotation, and the use of water bottles is encouraged. The typical adult needs at minimum eight (8-oz) or 64 ounces of water daily. A good sign of adequate hydration is frequent urination and urine that is light yellow or clear in color.

N4KC assumes no liability for adverse events related to allergies or food intolerances. Students with allergies or food intolerances take full responsibility for making sure they are well informed about the content's dishes and meals prior to their consumption. N4KC will do everything in their power to help students be informed. Students with known allergies must always keep EpiPens with them.

In the event of a anaphylactic event, N4KC will seek emergency services immediately. N4KC will provide supportive nutritional interventions for any mild symptoms and seek local medical services as appropriate.

Student Name

Date

Swimming and Water Activity Waiver

N4KC students are cautioned to follow practical and life-saving guidelines in and around water. Life vests should be worn or be immediately available for any water activities in which the students want to engage. Students who enter any body of water are doing so at their own risk and N4KC will not be held liable or responsible for any adverse outcomes, events, or circumstances including death.

Students who do not know how to swim should only enter any body of water with some type of floatation device or quick access to one. It is recommended that individuals who do not know how to swim do not enter any body of water the passes their waist. Students should not swim in places that do not have lifeguards on duty.

While uncommon, there are rip tides that can occur in the ocean waters around Barbados. Students who swim in these waters should be aware of this potential life-endangering occurrence.

Students are free to participate in water-based activities such as snorkeling, swimming and scuba diving but do so at their own choice, discretion, and risk. N4KC will not be held liable for any harm, including death to student(s) for extracurricular activities/tours that relate to water.

Do you know how to swim? ☐ Yes ☐ No

Have you ever taken swimming lessons? ☐ Yes ☐ No

Student Name

Date



Extracurricular Activity Discloser

While students are allowed to choose and schedule their own events, outside of N4KC time, N4KC reserves the right to be informed about the event (s), its location, and the date/time the students choose to attend. In the event of an emergency, it is imperative that we can access students quickly. We request the following information be provided by email at least 3-6 hours before the event.

- Name of tour/event
- Date and times of tour/event
- Transportation to tour/event
- Companion to tour/event
- Will alcohol be available at tour/event?
- Do you plan to drink at tour/event?

The use of alcohol at any time throughout the duration of our rotations is strongly discouraged and the use of drugs is strictly prohibited. Transportation to events that are not specific to our program including the Friday night Oisten's Fish Fry is the student's responsibility. If our staff are willing and able, transportation services can be arranged at an additional charge.

Student Name

Date

Substance Use Policy/Waiver

Policy: I4KC is an educational program and does not permit the use of alcohol and any non-prescribed drugs (not including over-the counter medications) during the hours our program is in session or at any event for which our program is involved.

N4KC discourages the use of alcohol at any time during this program. Students who choose to consume alcohol do so at their own risk and are always 100% responsible for their actions. Students should note certain types of local alcoholic beverages may be stronger than alcoholic beverages in their home country. N4KC will not be liable for any incident or adverse outcome related to alcohol and its consumption.

Alcohol use and abuse can negatively impact your experience. Excessive alcohol consumption decreases your ability to make rational decisions and may prevent you from protecting yourself. Students are expected to always represent N4KC, and your college/university and negative behavior related to alcohol or drug will not be tolerated.

N4KC prohibits the use of any drugs without a written prescription from a board-certified physician or healthcare practitioner at any point and time throughout the duration of this program. Students who use drugs will be dismissed from the program and immediately rescheduled a return flight home.

Laws regarding the use of alcohol and drugs may vary significantly from your home country. Consequences could be severe. In addition, any incident with drugs or negative incident/behavior associated with alcohol consumption will be reported to the student's education institution, their degree program or study abroad director and be recommended for disciplinary action according to their policies.

Student Name

Date



Image Release

I _____ understands that Nutrition 4 Kidney Care, LLC (N4KC) may use images (photos, videos) of me that will be used for educational or promotional/marketing purposes. These images may be used on their website, Instagram, Facebook, other social media and printed materials, including but not limited to, brochures, infographics, handouts, and power points. Photos/videos will only be used for purposes related to N4KC programs and for no other use without my written permission.

Please check the correct box below as to whether you wish or do not wish to grant N4KC permission to use photos/videos that include your image. Additionally, please complete the information below and sign this form in verification of your permission regarding N4KC use your photos/videos.

☐ I DO grant permission for the use of my photo/video.

☐ I DO NOT grant permission for the use of my photo/video.

Student Name

Date



Student Assignment Release

N4KC requests the use of assignments such as reflections, essays, power point presentations in part or as a whole to provide samples for other students or to market our program. **The student's name and all identifying markers will be removed from the associated assignments.**

Assignments such as brochures, handouts, infographics and power points that have been reviewed, evaluated by our team and can be used as educational or promotional materials will retain the student's name as primary author, but will remain in the legal possession of N4KC and will be copyrighted under our organization.

☐ I DO grant N4KC permission to use my assignments as stated above.

☐ I DO NOT grant N4KC permission to use my assignments as stated above.

Student Name

Date

